

# **QUAID-E-AZAM SOLAR POWER (PVT.) LTD**

**TENDER DOCUMENT**  
**FOR**  
**PROCUREMENT OF STATIONERY ITEMS**

**Dated: 15<sup>th</sup> March, 2023**

1. Invitation to Bid
2. Instructions to Bidders
3. Bid Forms
4. Conditions of Contract

## **DISCLAIMER**

***1. The information contained in this Bid document or subsequently provided to applicants, whether verbally or in written form by or on behalf of Quaid-e-Azam Solar Power (Pvt.) Ltd (QASPL), shall be subject to the terms and conditions set out in this Bid document.***

***2. The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts / drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.***

# INVITATION TO BID

Ref# QASPL/Proc/STA/2023/01

Quaid-e-Azam Solar Power (Pvt.) Ltd (QASPL) invites sealed bids from supplier for the procurement of Stationery Items. The procedure for selection of supplier shall be Single Stage Two Envelope bidding procedure with least cost basis of PPRA 2014. The requirement of Stationery items is given below:

Sr. No.	Items	Unit	Estimated Annual Requirement
1	Ball Point (piano) or equivalent	10x1	20 box
2	Binding Sheets	100x1	15 Packet
3	Binding Tape Size 2 inch	1x1	40 pieces
4	Blanco pen	10x1	02 boxes
5	Board Marker (Dollar) or equivalent	10x1	2 boxes
6	Box File Imported	1x1	350 pieces
7	Binder Clip 15mm	12x1	10 boxes
	19mm	12x1	10 boxes
	25mm	12x1	5 boxes
	31mm	12x1	5 boxes
	42mm	12x1	2 boxes
	51mm	12x1	2 boxes
8	Calculator	1x1	5 pieces
9	Card book album	1x1	3 pieces
10	Color Page	100x1	1 packet
11	Cut Box	1x1	2 pieces
12	D Ring files	1x1	150 pieces
13	Duster	1x1	100 pieces
14	Envelop Size 9*4 white	1x1	300 pieces
15	Envelop Size A4 white	1x1	300 pieces
16	Heavy Duty Punch machine	1x1	1 piece
17	Heavy Duty Stapler	1x1	1 piece
18	Heavy Duty Stapler Pins	1x1	12 boxes
19	Highlighter (Dollar) or equivalent	10x1	2 box
20	HP Color Laser Jet MFP M177fw printer toner <b>Original</b>	1x1	1
21	HP Laser Jet 700 M712 printer toner <b>Original</b>	1x1	2
22	HP Laser Jet Pro 200 Color printer toner <b>Original</b>	1x1	2
23	HP Laser Jet Pro 400 printer toner 80A <b>Original</b>	1x1	3
24	L Folder	1x1	10
25	Lead Pencil (Deer) or equivalent	12x1	10 packet
26	Log Book	1x1	10 pieces
27	Note pad small imported	1x1	100 pieces
28	Packing Tape 2"	1x1	12 pieces
29	Paper Clips	80x1	20 boxes

30	Paper Cutter	1x1	10 pieces
31	paper file cover	1x1	25 files
32	paper flags	1x1	50 pieces
33	Paper Reams A4, AA 80gm	5x1	75 boxes
	Paper Reams Legal AA 80gm	5x1	05 boxes
34	Paper Size A3 AA 80gm	5x1	2 box
35	Permanent Marker (Dollar) or equivalent	10x1	2 boxes
36	Phone Index	1x1	2 pieces
37	Pin Remover	1x1	6 boxes
38	Plastic Covers (file)	1x1	1000 files
39	punch Machine (Opal) or equivalent	1x1	6 pieces
40	Rubber	1x1	24 pieces
41	Ruler Steel	1x1	12 pieces
42	Scissor	1x1	3 pieces
43	Scotch Tape 1" (Deer) or equivalent	1x1	20 pieces
44	Separator Card	10x1	10 pkt
45	Separator Plastic	10x1	300 Pkt
46	Sharpener	1x1	24 pieces
47	Soft Board Pins	50x1	6 boxes
48	Stamp Pad	1x1	6 pieces
49	Stapler (Opal) or equivalent	1x1	10 pieces
50	Stapler pins	1x1	50 boxes
51	sticky notes 3*3	1x1	30 pieces
	sticky notes 3*4	1x1	20 pieces
52	Table Set with Letter Tray	3x1	5 set
53	Uni Ball Pen (Signo) or equivalent	12x1	30 boxes
54	White Board Erasable Marker (Dollar) or equivalent	10x1	03 boxes
55	Writing Pad Large Imported	1x1	150 pieces
56	UHU Gum 21gm or equivalent	1x1	12 pieces

### Terms of Reference:

- Approved Stationery items will be provided on monthly basis on purchased order duly signed by admin department in light of contract agreement.
- Besides providing Stationery any emergent demand will also be met by the vendor immediately for which admin department will initiate proper purchase order.
- Invoice will be provided at the end of each month.
- Any discrepancy in quality will be dealt legally.

2. The validity of Framework Contract to be signed with the successful Bidder shall be one year from the date of signing of contract and extendable with mutual consent of both the parties. The rate per items/goods quoted by the bidder shall remain the same for one year from signing of the contract.

3. Interested eligible Bidders may obtain tender document from **Quaid-e-Azam Solar (Pvt) Ltd.** Bids must be delivered to the address below on or before **31<sup>st</sup> March, 2023 at 11:00 AM.**

**4. Eligibility Criteria:**

<b>Sr. No</b>	<b>Eligibility</b>	<b>Yes/No</b>
01	Bid security PKR. 38,400/- (2% of estimated price of 1,920,000/- (Refundable) in the shape of CDR in favor of “Quaid-e-Azam Solar Power (Pvt.) Ltd”	
02	Minimum 03 Year of Experience providing similar goods. (Proof Attach)	
03	Copies of registration with Income Tax	
04	Copies of Sales Tax Registration	
05	Affidavit on stamp paper duly notarize of not being blacklisted by any Govt. agency.	
06	Must have complete office set up at Lahore.	
<b>Note:</b> Those bids could not fulfil the eligibility criteria shall be treated as non-Responsive bids and Technically disqualified.		

5. Bids received after the time specified herein shall be rejected. Bids will be opened on the same day at **11:30 AM** in the presence of the Bidders’ representatives who choose to attend.

6. QASPL will not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or delivery of Bids. In case of official holiday on the day of submission, next day will be treated as closing date. Bid notice has also been posted on PPRA website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) and QASPL website (<https://www.qasolar.com>).

**Chief Executive Officer**

Quaid-e-Azam Solar Power (Pvt.) Ltd.

3<sup>rd</sup> Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore.

Phone No. 042-99332261-65

Fax No. 042-35790366

## **INSTRUCTIONS TO BIDDERS**

### **INTRODUCTION**

#### **1. Scope**

- 1.1 The QASPL wishes to receive Bid for the Good mentioned in Invitation to Bid at the earlier page (hereinafter referred to as Goods) and provide services.
- 1.2 The bid is to be completed and submitted to the QASPL in accordance with these Instructions to Bidders.

#### **2. Eligible Bidder**

The Invitation for Bid is open to the well reputed companies / firm / experience suppliers based in Pakistan in specific items registered with Income and Sales Tax Department.

#### **3. Eligible Goods**

- 3.1 The Goods to be supplied under the Contract shall have their origin in eligible member countries.
- 3.2 For purposes of Clause 3.1 above, "origin" shall be considered to be the place where the Goods are produced or from which the Services are provided. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

#### **4. Cost of Bidding**

- 4.1 The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the QASPL will in no case be responsible or liable for those costs.

#### **5. Joint Ventures (Not Applicable)**

#### **6. Assurance**

- 6.1 The successful bidder will be required to give satisfactory assurance of its ability and intention to supply the Goods and Service pursuant to the Contract, within the time set forth therein.

## **BIDDING DOCUMENTS**

## **7. Contents of Bidding Documents**

7.1 The Goods required, bidding procedures and Contract terms are prescribed in the bidding documents. In addition to the Invitation for Bid, the bidding documents include:

- a) Instructions to Bidders
- b) Bid Form
- c) Contract Form
- d) Conditions of Contract

7.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Document. Failure to furnish all information required by the Bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will result in the rejection of the bid.

## **8. Clarification of Bidding Document**

8.1 The prospective bidder requiring any further information or clarification of the bidding documents may notify the QASPL in writing or by visiting at the following address:

**Chief Executive Officer**  
Quaid-e-Azam Solar Power (Pvt.) Ltd.  
3<sup>rd</sup> Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore.  
Phone No. 042-99332261-65  
Fax No. 042-35790366  
Email: [admin@qasolar.com](mailto:admin@qasolar.com), [pm@qasolar.com](mailto:pm@qasolar.com)

QASPL will respond in writing to any request for information or clarification of the bidding documents, which it receives no later than three (03) days prior to the deadline for the submission of bid.

## **9. Amendment of Bidding Documents**

9.1 At any time prior to the deadline for submission of bid, the QASPL may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidders, modify the bidding documents by issuing a corrigendum(s) and / or addendum(s) and may also extend time for submission of bids in its own discretion if QASPL deems it appropriate and necessary.

9.2 The amendment shall be part of the bidding documents, pursuant to Clause 8.1, will be notified in writing or by telex, or by fax to the prospective bidder who has received the bidding documents, and will be binding on him. Bidder is required to acknowledge receipt of any such amendment to the bidding documents.

9.3 In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the QASPL may, at its discretion, extend the deadline for the submission of bid.

9.4 The quantity of the Goods mentioned in bidding document may be variate upto 15%.

3<sup>rd</sup> Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore  
Phone No. 042-99332261-65

## **PREPARATION OF BID**

### **10. Language of Bid**

- 10.1 The bid prepared by the bidder, and all correspondence and documents relating to the bid exchanged by the bidder and the QASPL shall be written in the English language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall prevail. However, QASPL may ask the bidders to clarify on any substantive issue, which it deems it appropriate to be clarified for proper evaluation of the bid.

### **11. Documents Comprising the Bid**

- 11.1 The evaluation of Bid submitted shall be inclusive of, but not be limited to, the following factors:

**a) Bid Form**

The Bidder shall complete the Bid Form / invitation to bid in accordance with Clause 12.

**b) Bid Security**

The bidder shall furnish Bid Security in accordance with Clause 15.

### **12. Bid Form**

- 12.1 The bidder shall complete the Bid Form / invitation to bid duly signed by the authorized person (as per provided authority letter) along with the stamp of the company and all the Schedules furnished in the bidding documents.

### **13. Bid Prices**

- 13.1 The bidder shall bid for all Goods on which he wants to quote rate as per the instructions contained in this document.

- 13.2 Prices quoted for the Good should be entered in Invitation to Bid / Bid Form.

- (i) The blank or partially / conditionally filled Price Bid of any item is considered non-responsive.
- (ii) The price is to be submitted in Pak Rupees only and should include all taxes.



13.3 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation.

#### **14. Bid Currencies**

Prices shall be quoted in Pak Rupees.

#### **15. Bid Security**

15.1 Pursuant to Clause 11.1(b), the bidder shall furnish, as part of its bid, a bid security in the amount as mentioned in the eligibility criteria.

15.2 The bid security shall be denominated in Pak Rupees and shall be in shape of call Deposit Receipt (CDR) / Pay Order in favor of “Quaid-e-Azam Solar Power (Pvt.) Ltd”.

15.3 The bid not secured in accordance with Clauses 15.1 and 15.2 above will be rejected by the Client as non-responsive.

15.4 An unsuccessful bidder’s bid security will be discharged or returned, or both, as promptly as possible upon award of Contract.

15.5 The successful bidder's bid security will be returned, upon the signing of contract.

15.6 The bid security may be forfeited:

- (a) if the bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid Form / Invitation to Bid; or
- (b) if the bidder fails;
  - (i) to sign the contract in accordance with Clause 28

#### **16. Period of Validity of Bid**

16.1 The bid shall remain valid for 180 days from the date of bid closing prescribed by the Client, pursuant to Clause 19.

16.2 Notwithstanding Clause 16.1 above, the Client may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing. If the bidder agrees to the extension request, the validity of the bid security provided under Clause 15 shall also be suitably extended. The bidder may refuse the request without forfeiture of its bid security. The bidder will not be required or permitted to modify its bid.

#### **17. Format and Signing of Bid**

17.1 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

## **SUBMISSION OF BID**

### **18. Sealing and Marking of Bid**

18.1 The bidder shall seal the original Bid in an envelope.

18.2 The envelopes shall:

(a) be addressed to the following address:

**Chief Executive Officer**  
Quaid-e-Azam Solar Power (Pvt.) Ltd.  
3<sup>rd</sup> Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore.  
Phone No. 042-99332261-65  
Fax No. 042-35790366  
Email: [admin@qasolar.com](mailto:admin@qasolar.com), [pm@qasolar.com](mailto:pm@qasolar.com)

(b) bear the following identification:  
**PROCUREMENT OF STATIONERY ITEMS**

### **DO NOT OPEN BEFORE 21<sup>st</sup> December, 2022**

18.3 In addition the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "Late".

18.4 Fax bid will not be entertained.

### **19. Deadline for Submission of Bid**

19.1 The original bid must be received by the QASPL at the address specified in Clause 18.2 by **11:00 Hrs on 31<sup>st</sup> March, 2023**.

19.2 The QASPL may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents in accordance with Clause 9, in which case all rights and obligations of the QASPL and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### **20. Late Bid**

20.1 The bid received by the QASPL after the deadline for submission of bid prescribed by the QASPL, pursuant to Clause 19, will be rejected and returned unopened to the bidder.

### **21. Modification and Withdrawal of Bid**

21.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the QASPL prior to the deadline prescribed for submission of bid.

- 21.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 18. A withdrawal notice may also be sent by telex or fax but must be followed by a signed confirmation copy, post marked not later than the deadline for submission of bid.
- 21.3 The bid may not be modified subsequent to the deadline for submission of bid.
- 21.4 The bid may not be withdrawn in the interval between the deadline for submission of bid and the expiration of the period of bid validity specified by the bidder on the Bid Form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security, pursuant to Clause 15.
- 21.5 Notwithstanding anything contained herein, QASPL reserves the right to modify, add or cancel any phase of the subject procurement and / or increase / decrease any part of the subject procurement at any time, even after award of contract / purchase order, without incurring any liability arising therefrom.

## **OPENING AND EVALUATION OF BID**

### **22. Opening of Bid**

- 22.1 The bid shall be opened by the QASPL in the presence of the bidder's representatives who choose to attend at the time and date specified in Clause 19.1, at the office of the QASPL, given in Clause 18.2 (a). The bidder's representatives who are present shall sign a register evidencing their attendance.
- 22.2 The bidder's name, bid price, modifications, bid withdrawal, and the presence or absence of the requisite bid security, and such other details as the QASPL, at its discretion, may consider appropriate will be announced and recorded at the opening.

### **23. Clarification of Bid**

- 23.1 To assist in the examination, evaluation and comparison of bid, the QASPL may, at its discretion, ask the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the evaluation of bid.

### **24. Determination of Responsiveness of Bid**

- 24.1 Prior to the detailed evaluation of the bid, pursuant to Clause 26, the Client will examine and determine the substantial responsiveness of the bid to the requirements of the bidding documents. A substantially responsive bid is one which meet the eligibility criteria.
- 24.2 The bidder's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

- 24.3 The bid determined as not substantially responsive will be rejected by the QASPL and may not subsequently be made responsive by the bidder by correction or withdrawal of the nonconforming deviation or reservation.
- 24.4 The QASPL may waive any minor informality or non-conformity or irregularity in the bid.
- 24.5 Correction of Arithmetical Errors: Bid determined to be substantially responsive will be checked by the QASPL for any arithmetic errors. Errors will be rectified as follows:
- (a) for the total individual bid price of each item Good and Service entered in paragraph of the Bid Form or Invitation to Bid, if there is a discrepancy between the amounts in Figures and in words, the amount which tallies with the total individual Bid Price of each item of Good and Service shown in the Price Schedule for each item of Good and Service, will govern unless the Bid Contains a specific statement confirming the total individual Bid Price of each item of Good and Service.
  - (b) where there is a discrepancy between the unit rate and the total price resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern and the total price shall be corrected, unless in the opinion of the QASPL, there is an obviously gross misplacement of the decimal point in the unit rate, in which case the total price for each item of Good and Service as quoted will govern and the unit rate will be corrected, and
  - (c) where there is a discrepancy in the total price quoted in the Price Schedule of each item of Good and Service vis-à-vis addition of each item of Good and Service, the total of the itemized prices will govern.

The amount stated in the Bid Form or invitation to bid will be adjusted by the QASPL in accordance with the above procedure for the correction of errors, and shall be considered as binding upon the Bidder. If the Bidder does not accept the correction of the errors for any item / equipment in the Bid, his Bid will be rejected for the specific Good and Service.

Corrected Total individual Bid Price for each item of Good and Service: The price as determined after the application of arithmetic corrections shall be termed as Corrected Total individual Bid Price for each item of Good and Service.

## **25. Evaluation and Comparison of Bids**

The QASPL will evaluate the bids to be substantially responsive, pursuant to Clause 24, as stated hereinafter.

### **25.1 Basis of Evaluation and Comparison of Bid**

The Bids of only those Bidders who are substantially responsive to the requirements of the Bidding document will be considered for evaluation. The evaluation and comparison of the Bid will be done Good and Service wise. The contract will be awarded to the Bidder who's corrected and evaluated Bid Price for overall items is the lowest subject to the originality and best quality of all the items.

## **25.2 Evaluated Bid Prices**

The QASPL evaluation of a bid will take into account in addition to the Bid Price, the following factors (Adjustments) in the manner and to the extent stated hereinafter. Adjustment will be based on corrected Bid Prices. The price so determined after making such adjustments will be termed as Evaluated Bid Price. Correction of arithmetical errors as stated in Clause 24.5. The cost of making Good and Service any deficiency resulting from any acceptable, quantifiable variations and deviations from the Schedules, Conditions of Contract and Specifications, shall be added to the corrected Bid Price for comparison purposes only. For bid offering delivery period of the Good and Service earlier than the period specified in the Schedule A Special Stipulations to Bid, no credit will be given. Terms of Payment: The bidder shall state their bid price for the payment terms outlined in the Conditions of Contract. The bid will be evaluated on the basis of this base price.

## **26. Contacting the Client**

26.1 Any effort by a bidder to influence the QASPL in the QASPL's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

## **27. QASPL's Right to Accept the Bid or Reject the Bid**

27.1 The QASPL reserves the right to accept or reject all bids at his sole discretion and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidders.

## **AWARD OF CONTRACT**

## **28. Signing of Contract**

28.1 The contract will be signed with the bidder who's Bid Price for overall items is the lowest subject to the originality and best quality of all the items.

## **29. Notification of Contract Award**

29.1 QASPL will notify the bidder in writing by registered letter that its bid has been accepted. This letter is termed as Letter of Acceptance.

## **30. Signing of Contract**

30.1 After the acceptance of performance security by the QASPL, the QASPL will send to the successful bidder an advance copy of the Contract provided in the bidding documents, incorporating all agreements between the parties.

30.2 Within ten (10) days of the receipt of such advance copy of the Contract, the bidder shall sign the original Contract at the office of QASPL.

## **ADDITIONAL INSTRUCTIONS**

**31. Instructions to Assist the Bidder**

- 32.1 Bid shall be prepared and submitted in accordance with the instructions set forth herein. These instructions to Bidders are provided to assist in preparing their Bid and shall not constitute part of the Contract Documents or give birth to any legal right to the prospective bidders.

**32. Income Tax & General Sales Tax**

- 33.1 The bidder may make inquires on income tax to the concerned authorities of Income Tax and General Sales Tax Department, Government of Pakistan.

## FINANCIAL BID FORM (In Separate Sealed Envelope)

To:

**Chief Executive Officer**

Quaid-e-Azam Solar Power (Pvt.) Ltd.

3<sup>rd</sup> Floor, 83 A E/1, Main Boulevard, Gulberg III, Lahore.

**Gentlemen:**

Having examined the bidding documents including Addendum No \_\_\_\_\_, (if any,) the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to -----  
----- in conformity with the said bidding documents for the Total individual Bid Price for each Good and Service.

Sr. No.	Items	Unit	Estimated Annual Requirement	Unit Price (Inclusive of all Applicable Taxes)	Total Price (Inclusive of all Applicable Taxes)
1	Ball Point (piano) or equivalent	10x1	20 box		
2	Binding Sheets	100x1	15 Packet		
3	Binding Tape Size 2 inch	1x1	40 pieces		
4	Blanco pen	10x1	02 boxes		
5	Board Marker (Dollar) or equivalent	10x1	2 boxes		
6	Box File Imported	1x1	350 pieces		
7	Binder Clip 15mm	12x1	10 boxes		
	19mm	12x1	10 boxes		
	25mm	12x1	5 boxes		
	31mm	12x1	5 boxes		
	42mm	12x1	2 boxes		
	51mm	12x1	2 boxes		
8	Calculator	1x1	5 pieces		
9	Card book album	1x1	3 pieces		
10	Color Page	100x1	1 packet		
11	Cut Box	1x1	2 pieces		
12	D Ring files	1x1	150 pieces		
13	Duster	1x1	100 pieces		
14	Envelop Size 9*4 white	1x1	300 pieces		
15	Envelop Size A4 white	1x1	300 pieces		
16	Heavy Duty Punch machine	1x1	1 piece		
17	Heavy Duty Stapler	1x1	1 piece		
18	Heavy Duty Stapler Pins	1x1	12 boxes		
19	Highlighter (Dollar) or equivalent	10x1	2 box		
20	HP Color Laser Jet MFP M177fw printer toner <b>Original</b>	1x1	1		
21	HP Laser Jet 700 M712 printer toner <b>Original</b>	1x1	2		

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22	HP Laser Jet Pro 200 Color printer toner <b>Original</b>	1x1	2		
23	HP Laser Jet Pro 400 printer toner 80A <b>Original</b>	1x1	3		
24	L Folder	1x1	10		
25	Lead Pencil (Deer) or equivalent	12x1	10 packet		
26	Log Book	1x1	10 pieces		
27	Note pad small imported	1x1	100 pieces		
28	Packing Tape 2"	1x1	12 pieces		
29	Paper Clips	80x1	20 boxes		
30	Paper Cutter	1x1	10 pieces		
31	paper file cover	1x1	25 files		
32	paper flags	1x1	50 pieces		
33	Paper Reams A4, AA 80gm	5x1	75 boxes		
	Paper Reams Legal AA 80gm	5x1	05 boxes		
34	Paper Size A3 AA 80gm	5x1	2 box		
35	Permanent Marker (Dollar) or equivalent	10x1	2 boxes		
36	Phone Index	1x1	2 pieces		
37	Pin Remover	1x1	6 boxes		
38	Plastic Covers (file)	1x1	1000 files		
39	punch Machine (Opal) or equivalent	1x1	6 pieces		
40	Rubber	1x1	24 pieces		
41	Ruler Steel	1x1	12 pieces		
42	Scissor	1x1	3 pieces		
43	Scotch Tape 1" (Deer) or equivalent	1x1	20 pieces		
44	Separator Card	10x1	10 pkt		
45	Separator Plastic	10x1	300 Pkt		
46	Sharpener	1x1	24 pieces		
47	Soft Board Pins	50x1	6 boxes		
48	Stamp Pad	1x1	6 pieces		
49	Stapler (Opal) or equivalent	1x1	10 pieces		
50	Stapler pins	1x1	50 boxes		
51	sticky notes 3*3	1x1	30 pieces		
	sticky notes 3*4	1x1	20 pieces		
52	Table Set with Letter Tray	3x1	5 set		
53	Uni Ball Pen (Signo) or equivalent	12x1	30 boxes		
54	White Board Erasable Marker (Dollar) or equivalent	10x1	03 boxes		
55	Writing Pad Large Imported	1x1	150 pieces		
56	UHU Gum 21gm or equivalent	1x1	12 pieces		
<b>Grand Total (Inclusive of all Applicable Taxes)</b>					

Note: "Prices shall be quoted entirely in Pak Rupees inclusive of all applicable taxes. The Bidder shall fill in the rate and prices for the required items, described in this document. All duties, taxes



and other levies payable by the bidder shall be included in the rates, prices, and total bid submitted by the bidder. Cost for carriage/delivery shall be included in the rates while quoting final rate.”

We agree to abide by this Bid for the period of ----- days from the date fixed for bid opening pursuant to Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our individual Bids for any or more Goods are accepted, we will provide the performance security in the sum equivalent to 5% of Contract Price for the due performance of the Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

-----  
**Bidder Signature Along With Seal**

Signature -----

Name -----

Title-----

Address-----