

**GOVERNMENT OF PAKISTAN  
DIRECTORATE OF INTERNAL AUDIT,  
CDA.BLOCK-II, G-6,  
ISLAMABAD**

C.No.2(28)B&A/2019-20/889

06 January, 2020

**TENDER NOTICE FOR SUPPLY OF STATIONERY / OTHER / MACHINERY /  
FURNITURE ITEMS.**

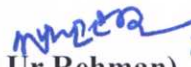
Sealed tenders are invited by Directorate of Internal Audit CDA Block II, G-6, Islamabad from Income Tax and Sales Tax Registered Dealers//Distributors/Suppliers/Manufacturers for the supplies/services as under:-

S.No	ITEMS	SPECIFICATIONS/ REQUIREMENTS
i.	Stationery Items	As per attached list
ii.	Other Items	As per attached list
iii.	Machinery	As per attached list
iv.	Furniture	As per attached list

**TERMS AND CONDITIONS:**

1.	The tender shall be awarded on the basis of competitive bidding process, Specified in Public Procurement Rules, 2004, and as per the samples provided by the Tender Committee.
2.	The bidders should be registered with Income Tax and Sales Tax Departments, having their own office & phone/fax number (if found contrary the tender will be rejected).
3.	The bidders should not be black-listed by any authority in the past.
4.	The bidders are required to furnish Security deposit of equivalent to 5% of the bid price in the shape of pay order or demand draft from a scheduled bank in favor of the Drawing and Disbursing Officer, Directorate of Internal Audit, Islamabad. This Security Deposit shall be refunded to the unsuccessful tender participants. The Security Deposit shall be returned to the successful bidder on completion of the tender contract.
5.	The price shall be offered in local currency and shall include all duties and taxes and the expenses incurred on supplies including transportation, installation, labor etc, where ever required
6.	The tender bid must mention the type of warrantee and after sale services, if any.
7.	Sealed tender bids on prescribed tender document must be delivered to the address given below before <b>20<sup>th</sup> January 2020</b> and shall be opened at <b>11:00 AM</b> on the same day in the presence of the participants of the tender or their authorized representatives who desire to attend.
8.	The Tender/Purchase Committee of the Directorate of Internal Audit, Islamabad may reject or accept any offer or ask for any amendment in the specifications / offer or reduce or enhance the quantity of items meant for

	purchase, or purchases may be made in piecemeal.
9.	Bidders shall quote their final prices both in figures and in words on free delivery basis, any cutting/ overwriting and correction in the tender form will not be accepted and will make the bid invalid.
10.	Bidders are required to give complete description, catalogue of equipments along with their offers.
11.	The tender bid must be valid till <b>30-06-2020</b> .
12.	The interested bidders can obtain the samples of the items from the office of the DDO of the Directorate before the date mentioned above on any working day during office hours.
13.	The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
14.	The results of bid evaluation in the form of a report giving grounds for acceptance or rejection of bids shall be announced at least ten days prior to the award of procurement contract. A copy of the result shall be placed on the notice board of the Directorate of Internal Audit, Islamabad.

  
 (Naveed Ur Rehman) 27/01/2020  
 Deputy Director





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Tender document (Others items) 2019-20.

Sr. No.	Name items	Rate	Qty.
1.	Acid Bottle (Sweep/ Original) or any Equivalent bundle		Per Piece
2.	Air Freshener (300 ML)		Per Piece
3.	Air Freshener For Dispenser		Per Piece
4.	Bath Room Freshener (Roomi Tikky Or Equivalent)		Per Piece
5.	Battery Cell For Computer		Per Piece
6.	Broom Big Size(1000 Gms)		Per KG
7.	Bucket Plastic (20 Liters With Cover)		Per Piece
8.	Battery Cell Medium(AA Toshiba Or Equivalent)		Per Piece
9.	Battery Cell Small(AAA Toshiba Or Equivalent)		Per Piece
10.	Cell 12-Volt A23		Per Piece
11.	Dettol For Washroom Big Size( 1liters)		Per Piece
12.	Dispenser For Air Freshener		Per Piece
13.	Door Bell(Sogo) ( Or Equivalent)		Per Piece
14.	Door Closer		Per Piece
15.	Dust Bin(Plain Big)		Per Piece
16.	Duster Cotton ( 20x30 White)		Per Piece
17.	Duster Falalain( 20x30 Yellow)		Per Piece
18.	Elfy		Per Piece
19.	LED Light 25 W		Per Piece
20.	Ewer / Lota Plastic(Fine)		Per Piece
21.	File Tray		Per Piece
22.	Insects killer		Per Piece
23.	Foot Mat Jute(3x2)		Per Piece
24.	Glass Fancy (Imported)		Per Dozen
25.	Glint Spray (Kiwi 500 Ml)/ Glass Cleaner/kiwi		Per Piece
26.	Hand Wash (500 Ml)		Per Piece
27.	Harpic ( Or Equivalent) For Cleaner		Per Piece
28.	Insect Killer Spray (Morteen 400 Ml) ( Or Equivalent)		Per Piece
29.	Leather Hand Bag for File Size		Per Piece
30.	Lock Best Quality		Per Piece
31.	Power Plug good Quality		Per Piece

32.	Power Double Plug good Quality		Per Piece
33.	Power Extension Lead		Per Piece
34.	Puchara Good Quality Big Size		Per Piece
35.	Samad Bond Large		Per Piece
36.	Seven Sea/ 7Sea		Per Piece
37.	Scraper (Plastic)		Per Piece
38.	Bath soap Detol/ Lux/Capri/ Safeguard Medium Size		Per Piece
39.	Soap Case Plastic		Per Piece
40.	Tissue Paper (Pop-Up)		Per Pkt
41.	Toilet Brush Nylon		Per Piece
42.	Toilet Roll Good Quality (Rose Petal Or Equivalent)		Per Piece
43.	Dish washing (Liquied Lemon max)		Per Pkt
44.	Wall Clock as per Sample		Per Piece
45.	Water Jug France		Per Piece
46.	Wiper Deluxe Steel Handle		Per Piece
47.	Wireless Bell		Per Piece





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**Tender document (Stationery items) 2019-20.**

Sr. No.	Name items	RATE	UNIT.
1.	Lead pencil with rubber ( GF-6000)		Per Pkt(1 Dozen)
2.	Lead pencil 2 HB (GF-5000)		Per Pkt(1Dozen)
3.	Lead pencil stealer (Steadler or equivalent )		Per Pkt(1Dozen)
4.	Marker tempo (blue / black) (Syed) ( or equivalent)		Per Pkt(10 No)
5.	Note sheet pad Legal (50 sheet Imported)		Per paid
6.	Post it pads (Yellow slip)		Per Paid
7.	Paper Cutter		Per piece
8.	Stapler pin remover (KW-5080 or equivalent)		Per Pkt
9.	Paper pin (50 gms)		Per Pkt
10.	Pencil jar plastic PMP#980		Per piece
11.	Log book #4		Per piece
12.	Movement register #4		Per piece
13.	Pin cushion (Steel)		Per piece
14.	Punch single hole		Per piece
15.	Punch machine heavy duty (Single Hole)		Per piece
16.	Red paper seal		Per Pkt
17.	Pencil Eraser		Per piece
18.	Scotch tape		Per piece
19.	Sharpener steel body		Per piece
20.	Stamp pad ink (blue / black)		Per piece
21.	Stapler machine (Original HD 50 Max) ( or equivalent)		Per piece
22.	Staple pin 24/6 (Dollar or equivalent)		Per Pkt
23.	Table set Rexene kaligon No.8 ( or equivalent)		Per piece
24.	Telephone Index Rexene		Per piece
25.	White Board 3x4 (Local)		Per piece
26.	White Fluid pen (UMI or equivalent)		Per piece
27.	Notice board 3x3 (Fine)		Per piece
28.	Notice board pins (Color Deli)		Per piece
29.	Stapler machine Heavy Duty(KW-50LBN)		Per piece
30.	Stapler Pin (23x17 )		Per piece
31.	Register Rulled # 20 (Lucky or		Per piece

	equivalent)		
32.	Uniball eye micro (150/157)		Per Pkt(1Dozen)
33.	Uni ball signo (or equivalent) (UM-120)		Per Pkt(1Dozen)
34.	Ball point piano point( or equivalent) (0.8)		Per Pkt(10 No)
35.	Dak Pad Rexene (Cosmo) ( or equivalent)		Per Pad
36.	Draft pad (Lucky 102 A-4 size) ( or equivalent)		Per Pad
37.	Draft pad (Lucky 104 Small) ( or equivalent)		Per piece
38.	Envelopes white 8x10 ( 80 gms)		1 No Per piece
39.	Envelopes craft 10x12 (80 gms. Century paper)		1 No Per piece
40.	Envelopes craft 9x6 (80 gms. Century paper)		1 No Per piece
41.	Envelopes craft 9x4 (80 gms. Century paper) ( or equivalent)		1 No Per piece
42.	Flash drive 16 GB (Kingston equivalent) ( with 1 year warrantee)		Per piece
43.	Flash drive 4 GB (Kingston or equivalent) (with 1 year warrantee)		Per piece
44.	Flash drive 8 GB (Kingston or equivalent) (with 1 year warrantee)		Per piece
45.	Gum Crystal 1000 Grams		Per piece
46.	Gum stick Small 8gm (UHU, Original or equivalent)		Per piece
47.	Gum Stick Medium 21gm (UHU, Original or equivalent)		Per piece
48.	Marker Permanent # 70/90 (blue/black) (Kingston or equivalent)		Per Pkt (10 No)
49.	Marker white board		Per Pkt (10 No)
50.	Scissor 6"		Per piece
51.	White fluid with thinner (Pelican or equivalent)		Per piece
52.	Tag Cotton ( 8" Fine)		Per Bundle
53.	Clip file A/4 No. 64		Per piece
54.	Paper clip 26mm		Per Pkt
55.	Diary register No.6		Per piece
56.	High Liter Blue		Per piece
57.	Register rolled #10		Per piece
58.	Scale steel Large 12" (Solid)		Per piece
59.	Toner for laser printer HP-Laser Jet Pro MFP M130a (Genuine)		Per piece



60.	Toner for Laser Jet M 3035 Printer HP- (Genuine)		Per piece
61.	Toner for Laser Printer HP-1102) (Genuine)		Per piece
62.	Toner for Printer HP-2055 (Genuine)		Per piece
63.	Toner for Printer HP-2035 (Genuine)		Per piece
64.	Paper double-A 80gms A/4 (Genuine)		Per Rim
65.	Paper double-A, F/S ( 500 sheet)		Per Rim
66.	Table calendar (Wels)		Per piece
67.	Wall calendar		Per piece
68.	Calculator (Citizen or equivalent) 12 digits (CT-912)		Per piece
69.	Ring Binder		Per piece
70.	Peon Dak Book ( 96 Sheet)		Per piece
71.	Engagement stand plastic (A-4)		Per piece
72.	Binding Sheet (Ibico or equivalent 250 gms) ( or		Per piece
73.	File Separator (Universal or equivalent 1-10)		Per Dozen
74.	Green folder large (Printed as per sample)		Per piece
75.	Tape Dispenser kw-3311		Per piece
76.	File Board (file size)		Per piece
77.	File Board ( A-4 size)		Per piece
78.	Board Marker		Per piece
79.	Marker Tempo Small (Sayyed or equivalent)		Per Pkt(10 No.)
80.	Attendance Register		Per piece
81.	Toner Photo State Machine Konica Minolta Bizhub 601		Per piece
82.	USB (Flash Drive) 4 GB (Kingston Or Equivalent) (With 1 Year Warrantee)		Per Piece
83.	USB (Flash Drive) 8 GB (Kingston Or Equivalent) (With 1 Year Warrantee)		Per Piece



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Tender document (Furniture items) 2019-20.

S.No	Item	Specification
01.	Office PVC Door with Glass	According to measurement on spot
02.	Work Station	For Single Person
03.	File Rack	Hang to Wall
04.	Sofa Set	5 Seater best quality
05.	Visitor Chair	03 Visitor Chair best quality
06.	Book Rack	Book Rack wooden made best quality





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MACHINERY AS PER SPECIFICATIONS

S.No	Item	Specification
1.	Air Conditioner Split	As per simple.
2.	UPS	As per simple.
3	UPS Batteries	As per simple.
4	Bracket Fan	As per simple.
5	Exhaust Fan	As per simple.