

GOVERNMENT OF PAKISTAN
DIRECTORATE OF TRAINING AND RESEARCH,(CUSTOMS)
CDA.BLOCK-III,NEAR CIVIC CENTER,MASID TOAD G-6,
ISLAMABAD

F.No.3 (94)/Admn-TR/2019-20

Dated: 05th March, 2020

TENDER NOTICE FOR SUPPLY OF STATIONERY / OTHER ITEMS

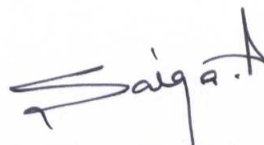
Sealed tenders are invited by Directorate of Training & Research (Customs) CDA Block III, G-6, Islamabad from Income Tax and Sales Tax Registered Dealers//Distributors/Suppliers/Manufacturers for the supplies/services as under:-

S.No	ITEMS	SPECIFICATIONS/ REQUIREMENTS
i.	Stationery Items	As per list
ii.	Other Items	As per 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 favour of the Drawing and Disbursing Officer, Directorate of Training & Research, Customs), 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 24th March, 2020 and shall be opened at 11:00 AM 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 Training & Research, Customs), 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 30-06-2020 .
12.	The interested bidders can obtain the samples of the items from the office of the Superintendent (Admn) 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 Training & Research, (Customs), Islamabad.
15.	Sample for stationary& other items can receive from Directorate of Training & Research, (Customs) CDA.Block-III, G-6, Islamabad.
16.	Items other than Sample will not be acceptable.


 (SAIQA ABBAS)
 Deputy Director

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DIRECTORATE OF TRAINING AND RESEARCH (CUSTOMS)
(CDA BLOCK –III, NEAR CIVIC CENTRE, MASJID ROAD, G-6
ISL AMABAD.

TENDER FORM FOR PURCHASE STATIONERY ITEMS.(2019-20)

Sr. No.	Name items	Qty	Rate	17% GST	Total
1.	Attendance Register	Per Piece			
2.	Ball Point Piano Point0.8 (Or Equivalent)	Per Pkt(10 No)			
3.	Ball Point Picasso (Or Equivalent)	Per Pkt(10 No)			
4.	Binding Tap	Per Piece			
5.	Blade for paper cutter size 0.5mm/Sk 5-100mmx18x0.5mm	Per Piece			
6.	Color Paper A-4 Various Color	Per Pkt (100sheet)			
7.	Calculator (Citizen CT-9300 (Or Equivalent 12 Digits)	Per Piece			
8.	Clip File A/4 No. 64	Per Piece			
9.	Cash Register No. 6	Per Piece			
10.	Dairy Register No.6	Per Piece			
11.	Dead Stock Register	Per Piece			
12.	Dak Book	Per Piece			
13.	Dak Pad Rexene (Cosmo Or Equivalent)	Per Pad			
14.	Dispatch Register No.6	Per Piece			
15.	Draft Pad (Lucky 102 A-4 Size Or Equivalent)	Per Pad			
16.	Draft Pad (Lucky 104 Small Or Equivalent)	Per Pad			
17.	DVD Re-Writable (Maxell Or Equivalent)	Per Piece			
18.	DVD Writable (Maxell Or Equivalent)	Per Piece			
19.	Engagement Stand Plastic (A-4)	Per Piece			
20.	Envelopes Craft 10x12 (80 Gms. Century Paper) Or Equivalent	Per Piece			
21.	Envelopes Craft 9x4 (80 Gms. Century Paper) Or Equivalent	Per Piece			
22.	Envelopes Craft 9x6 (80 Gms. Century Paper) Or Equivalent	Per Piece			
23.	Envelopes White 5x11 (100 Gms. Century Paper) Or Equivalent	Per Piece			
24.	Envelopes White 8x10 (80 Gms)	Per Piece			
25.	Fancy Paper For Certificate A-4 Size (As Per Sample)	Per Piece			
26.	File Board (File Size)	Per Piece			
27.	File Box A-4 Size	Per Piece			
28.	File Cover (As Per Sample)	Per Piece			
29.	File Flapper (Rexene)	Per Dozen			
30.	File Separator (Universal Or Equivalent 1-10)	Per Dozen			
31.	File Tray Plastic	Per Piece			
32.	Folder For Certificate (As Per Sample)	Per Piece			
33.	Green Folder Large (As Per Sample)	Per Piece			
34.	Gum Stick Medium 21gm (UHU, Original Or Equivalent)	Per Piece			

35.	Highlighter Yellow Red Green	Per Piece			
36.	Insta Glass Cleaner	Per Piece			
37.	Ink Bottle Medium, (Blue/Black) (Dollar 60 ML Or Equivalent)	Per Piece			
38.	L Shape Folder Transparent	Per Piece			
39.	Lead Pencil With Rubber (GF-6000)	Per Pkt(1 Dozen)			
40.	Log Book #4	Per Piece			
41.	Marker Permanent # 70/90 (Blue/Black) (Kingston Or Equivalent)	Per Pkt			
42.	Marker Tempo (Blue / Black) (Syed) (Or Equivalent)	Per Pkt			
43.	Marker White Board	Per Pkt			
44.	Memo Paper 75x25mm Multi color	Per Pkt			
45.	Movement Register #4	Per Piece			
46.	Name Plate Holder For Conference Purpose (Crystal)	Per Piece			
47.	Note Sheet Pad Legal (50 Sheet Imported)	Per Pad			
48.	Notice Board 3x3 (Fine)	Per Piece			
49.	Notice Board Pins (Color Deli)	Per Piece			
50.	P.V.C Tape (Nichiban Or Equivalent) 2x72	Per Piece			
51.	Paper-80gms A/4 (500 Sheet) (As Per Sample)	Per Rim			
52.	Paper-80gms Double A/4 (500 Sheet) (As Per Sample)	Per Rim			
53.	Paper, F/S (500 Sheet) (As Per Sample)	Per Rim			
54.	Paper 80 Gms A/3 (500 Sheet)	Per Rim			
55.	Paper Triangle Clip 50 mm	Per Pkt			
56.	Paper Triangle Clip 33 mm	Per Pkt			
57.	Paper Triangle Clip 28 mm	Per Pkt			
58.	Paper Triangle Clip 25 mm	Per Pkt			
59.	Paper Cutter	Per Piece			
60.	Paper Pin (50 Gms)	Per Pkt			
61.	Pencil Eraser	Per Piece			
62.	Peon Dak Book (96 Sheet)	Per Piece			
63.	Post It Pads (Yellow Slip)	Per Paid			
64.	Punch Machine Double Hole	Per Piece			
65.	Punch Single Hole	Per Piece			
66.	Red Paper Seal	Per Pkt			
67.	Register Rolled # 04 (Lucky Or Equivalent)	Per Piece			
68.	Register Rolled # 10 (Lucky Or Equivalent)	Per Piece			
69.	Register Rolled # 12 (Lucky Or Equivalent)	Per Piece			
70.	Rubber Band	Per Pkt			
71.	Scale Steel Large 12" (Solid)	Per Piece			
72.	Scissor 9"	Per Piece			
73.	Scotch Tape	Per Piece			
74.	Sharpener Steel Body 8 No.	Per Piece			
75.	Scotch Tap(Medium)	Per Piece			
76.	Stamp Pad Ink (Blue / Black)	Per Piece			
77.	Stamp Pad Large	Per Piece			
78.	Stamp Pad Medium	Per Piece			
79.	Staple Pin 24/6 (Dollar Or Equivalent)	Per Pkt			
80.	Stapler Machine (Original HD 50 Max) (Or Equivalent)	Per Piece			
81.	Stapler Machine Heavy Duty(KW-50LBN)	Per Piece			

82.	Stapler Pin Remover (KW-5080 Or Equivalent)	Per Pkt			
83.	Table set as per sample	Per set			
84.	Table Set Rexene Kaligon No.8 (Or Equivalent)	Per Piece			
85.	Tag Cotton (8" Fine)	Per Bundle			
86.	Tape Dispenser Kw-3311	Per Piece			
87.	Telephone Index Rexene	Per Piece			
88.	Toner For Laser Printer HP-1020) (Genuine)	Per Piece			
89.	Toner For Laser Printer HP-1102) (Genuine)	Per Piece			
90.	Toner For Printer HP-1320 (Genuine)	Per Piece			
91.	Toner For Printer HP-2035 (Genuine)	Per Piece			
92.	Toner For Printer HP-2055 (Genuine)	Per Piece			
93.	Toner For Printer HP-3550 (Genuine)	Per Piece			
94.	Toner Photo State Machine Canon IR-2520(Original)	Per Piece			
95.	Toner For Printer HP-2600 N (Genuine)	Per Piece			
96.	Uni Ball Signo(Or Equivalent) (UM-120)	Per Piece			
97.	Uni Ball Eye Micro (150/157)	Per Piece			
98.	USB (Flash Drive) 32 GB (Kingston Or Equivalent) (With 1 Year Warrantee)	Per Piece			
99.	White Board 3x4 (Local)	Per Piece			
100.	White Fluid Pen (UMI Or Equivalent)	Per Piece			

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TENDER FORM FOR PURCHASE OTHER ITEMS .

Sr. No.	Name items	RATE per Piece	17% GST	Total
1.	Acid Bottle (Sweep/ Original) or any Equivalent bundle			
2.	Air Freshener (300 ML)			
3.	Air Freshener For Dispenser			
4.	Bath Room Freshener (Roomi Tikky Or Equivalent)			
5.	Battery Cell For Computer			
6.	Bowl Good Quality			
7.	Broom Big Size(1000 Gms)			
8.	Bucket Plastic (20 Liters With Cover)			
9.	Cable 3/29			
10.	Cable 40/76			
11.	Cable 7/29			
12.	Cable7/44			
13.	Battery Cell Medium(AA Toshiba Or Equivalent)			
14.	Battery Cell Small(AAA Toshiba Or Equivalent)			
15.	Cell 12-Volt A23			
16.	Battery Cell D Size 1.5 v			
17.	Dettol Bottle 150ml (Or Equivalent)			
18.	Dettol For Washroom Big Size(1liters)			
19.	Door Bell(Sogo) (Or Equivalent)			
20.	Door Closer			
21.	Dust Bin(Plain Big)			
22.	Duster Cotton (20x30 White)			
23.	Duster Falalain(20x30 Yellow)			
24.	Elfy			
25.	LED Light 25 W			
26.	LED Light 52 W			
27.	LED Light 85 W			
28.	Ewer / Lota Plastic(Fine)			
29.	Fan 6" Exact			
30.	Insects killer			
31.	Foot Mat Jute(3x2)			
32.	Glass Fancy (Imported)			
33.	Glint Spray (Kiwi 500 Ml)/ Glass Cleaner/kiwi			
34.	Hand Wash (500 Ml)			
35.	Harpic (Or Equivalent) For Cleaner			
36.	Insect Killer Spray (Morteen 400 Ml) (Or Equivalent)			
37.	Lock Best Quality			
38.	Name Plate (Crystal)			
39.	Power Plug good Quality			
40.	Power Double Plug good Quality			

41.	Phenyl Tin Good Quality(Finis Or Equivalent)			
42.	Phillips Choke 40 Watts			
43.	Power Extension Lead			
44.	Puchara Good Quality Big Size			
45.	Tube light Rod 18W			
46.	Tube light Rod 36W Golden			
47.	Samad Bond Large			
48.	Seven Sea/ 7Sea			
49.	Scraper (Plastic)			
50.	Bath Soap Detol/ Lux/Capri/ Safeguard Medium Size			
51.	Soap Case Plastic			
52.	Sugar bowl			
53.	Spoon Large(Steel)			
54.	Spray Pump Plastic(Fine)			
55.	Washing Powder (95 Gms)			
56.	Table Spoon(Steel)			
57.	Tea Cup Along With Saucer Set			
58.	Tea Cup Mat			
59.	Tea Set For Officers			
60.	Tea Spoon(Steel)			
61.	Tissue Paper Perfumed (Large)			
62.	Tissue Paper (Pop-Up)			
63.	Toilet Brush Nylon			
64.	Toilet Roll Good Quality (Rose Petal Or Equivalent)			
65.	Dish washing Powder			
66.	Waste Paper Basket(Plain)			
67.	Water Jug France			
68.	Wiper Deluxe Steel Handle			
69.	Wireless Bell			