



No. F.4(1)/2023-24/NDMA (Proc)
Government of Pakistan
Islamabad



“TENDER NOTICE”
FOR PROCUREMENT OF ANNUAL OFFICE STATIONERY,
MISCELLANEOUS AND IT ITEMS

National Disaster Management Authority (NDMA), Islamabad intends to invite quotations/ rates from Income and Sales Tax registered firms for procurement of office stationery, miscellaneous and IT items during Financial Year 2023-24.

2. The bidding documents, instructions/ terms and conditions may be downloaded from NDMA (www.ndma.gov.pk) and PPRA's website. Pay order of Rs.2,000/- (Non-refundable) in the favor of Director (Procurement), NDMA should be deposited at the time of submission of documents / bids as tender fee Interested firms may drop their bids at NDMA, ERRRA Complex, Murree Road, Islamabad before 1100 hours on 14th September, 2023 which will be opened the same day at 1130 hours.

Director (Procurement), NDMA
National Disaster Management Authority
Tel: +92519030854

**TENDER FOR PROCUREMENT OF OFFICE STATIONERY, MISCELLANEOUS AND IT ITEMS
FOR FY 2023-24**

1. **Tender Identification Number.** TENDER No. 01/Stationery/2023-24.
2. **Title.** TENDER FOR PROCUREMENT OF OFFICE STATIONERY, MISCELLANEOUS AND IT ITEMS".
3. **Procurement Agency.** National Disaster Management Authority
4. **Last Date & Time for Submission of Bid.** 14th September, 2023, 1100 Hours
5. **Bid Opening Date & Time** 14th September, 2023, 1130 Hours.
6. **Bid Opening Address.** Conference Room,
National Disaster Management Authority NDMA
ERRA Headquarters, Murree Road, Opposite
Margla Town, Islamabad
7. **Bid Opening Process / Method.**
 - i. NDMA will follow **Single Stage, One Envelope Procedure.**
 - ii. The NDMA will open all Bids, in public, in the presence of Bidders' or their representatives who choose to attend, at the place, on the date and at the time, specified in the bidding documents. The Bidders' representatives present shall sign their attendance.
 - iii. Bidders are advised to send a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents.
8. **Bid Validity**

Bid validity period should be 30th June, 2024, from the date of opening of Tender. A Bid valid for a shorter period shall be rejected as non-responsive.
9. **Bid security**
 - i. The bidders are required to deposit **bid security / earnest money (refundable) of Rs.200,000/- (Rupees Two Hundred Thousand only) value in the shape of either pay order or demand draft in favor of Director Procurement, NDMA, with their BIDs / PROPOSALS.**
 - ii. The amount of the bid and bid security / earnest money shall be in Pak Rupees

- iii. **Bids not accompanied by bid security / earnest money will not be entertained.**
- iv. Bid security / earnest money of successful bidders shall be retained till completion of Financial Year 2023-24 i.e 30th June, 2024. However, the earnest money of unsuccessful bidder shall be released.
- v. The Bid Security may be forfeited, if a Bidder withdraws its Bid during the period of Bid Validity or fail to deliver items according to the required specifications during bid validity period.

10. **Rejection of Bid.**

- i. Incomplete and conditional bids will be rejected forthwith.
- ii. Bids received after due date & time will not be accepted.
- iii. Any effort by a Bidder to influence the NDMA processing of Bids or award decisions may result in the rejection of its Bid.
- iv. NDMA reserves the right to reject all the bids, and to annul the Bidding process at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders.

11. **Bidder's Mandatory Qualification / Prerequisites.**

- a. The bidder should be manufacturer / authorized distributor/ general order supplier with considerable experience etc and should have its own office for after sale services.
- b. The bidder should be required to quote the original rates against the items mentioned in **Annex-C (i.e IT toners/ item)** and also submit the Authority letter from original **distributors** or verified from **Compsi**. Firms shall provide warrantee/ guarantee of tonners and fresh tonners shall be provided.

12. **Bid Supporting Documents.**

- a. Earnest Money (refundable) equal to Rs.200,000/- in the form of a pay order / Demand Draft in favor of Director Procurement, NDMA.
- b. Bank Statements of last 2 years.
- c. Income and Sales Tax Registration Certificates with active taxpayer proforma.
- d. Company Profile including proof of existence in particular business.
- e. **An affidavit that the Firm / Company has never been blacklisted by any Ministry / Division / Department / Organization of the Government of Pakistan in the past.**

13. **Compliance Instructions.**

- i. **Quoted rates shall be inclusive of all kind of applicable GoP taxes and duties.**

- ii. No cutting / overwriting of the offered prices will be accepted.
- iii. The firm shall quote its rates as per **each number, packet & ream including GST.**
- iv. The firm should have to be submit its sample as mentioned in lists and quoted brand by the firm in tender would have to deliver throughout the year of agreement.
- v. Receipt of incomplete low quality / substandard supplies or delay in supplies will render the supply order liable to be cancelled and necessary action to be initiated under PPRA Rules, 2004.
- vi. The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all the information required in the Bidding Documents will be at the Bidder's risk and may result in the rejection of his Bid.

14. **Quantity & Specifications.** Complete detail of items i.e name and required quantity are attached as **Annex-A, Annex-B** and **Annex-C**. NDMA may increase or decrease the quantity of items. The firm shall quote item / brand name clearly.

15. **Maximum Time for completion of work.**

- i. Within stipulated time period as per mutual understanding in work order.
- ii. Bidders offering least lead time and competitive price will be preferred.
- iii. Right to extend time period of delivery remains with NDMA.

16. **Payments.** Shall be processed as per work order and after completion of satisfactory delivery/acceptance.

LIST OF CONSUMABLE IT ITEMS FOR FINANCIAL YEAR 2023-24

Ser	Head	Description	Unit	Qty
1.	Misc. Consumable IT Items	Toner for HP Printer 1020 (Original HP)	each	11
2.		Toner for HP Printer LaserJet 1536dnf (Original HP)	each	20
3.		Toner for HP Printer 2015 (Original HP)	each	100
4.		Toner for HP Printer 2055 (Original HP)	each	50
5.		Toner for HP Printer 2035 (Original HP)	each	50
6.		Toner Lexmark MS-310dn	each	40
7.		Toner for Color Printer Pro M252N (Original)	Set	05
8.		Toner for Photocopier Machine Cannon IR2625i (Original)	each	15
9.		Toner for Photocopier Machine Cannon IR2525 (Original)	each	15
10.		Toner for Photocopier Machine Cannon 2425 (Original)	Each	10
11.		Toner for HP Printer M1319F (Original)	each	10
12.		Toner for Photocopier Machine Konica Minolta Bizhub 363 (Original)	each	05
13.		Toner for HP Printer 4515 (heavy duty)	each	05
14.		Toner for Fax Machine Panasonic KX-F612 (Original)	each	12
15.		Toner for HP Printer 1102 (Original HP)	each	14
16.		Toner for Fax Machine Panasonic KXFL-402 (Original)	Nos	12
17.		Toner for Panasonic 8020P (Original)	each	11
18.		Toner for Pentium P3500	each	11
19.		Toner for Panasonic Fax Machine 2090	each	06
20.		Toner for HP Color Printer LaserJet CP1515	Set	06
21.		Toner for Fax Machine Panasonic 422	each	03
22.		Toner for HP Color Printer CP5225	Set	10
23.		Toner for HP Color Printer CP5525	Set	05
24.		Toner for HP Color Printer LaserJet CP5550dn (Original)	Set	05
25.		Toner for HP Printer 1320 (Original)	each	25
26.		Toner for HP Printer M26A (Original)	each	11
27.		Toner for HP Printer LaserJet Pro 400-M351nw (Original)	each	12



28.	Toner for HP Printer LaserJet 500-M551 (Original)	each	03
29.	Toner for HP Printer LaserJet M1522 (Original)	each	04
30.	Toner for HP Printer LaserJet MDN 401 (Original)	each	17
31.	Toner for HP Color Printer M477 (Original)	Set	05
32.	CSDLI0403 INGCO Lithium-Ion cordless screwdriver	each	021
33.	Toner for HP Color Printer M150 NW(Original)	Set	12
34.	Toner for HP Color Printer M479fdw (Original)	Set	12
35.	Toner for HP Printer LaserJet Pro400 (Original)	each	20
36.	Toner for HP Printer LaserJet 4250 (Original)	each	03
37.	Toner for HP Printer LaserJet M404 M405 (Original)	each	12
38.	Rj 45 Connector	Box	05
39.	Rj 11 Connector	Box	05
40.	io Rj 45	each	150
41.	Toner for HP Printer LaserJet 137 (Original)	each	04
42.	Network Tool Kit Ingco	Nos	01
43.	Drill Machine CORDED SDS PLUS ROTARY HAMMER TE 3-ML	Nos	01
44.	Ingco (S12) 3in1 Lithium-Ion impact drill 12v with 2pcs battery and carrying case	Nos	01
45.	Laptop Bag	Nos	50
46.	Power Bank 20000mah Xiaomi	Nos	30
47.	Cable Tie (6")	Pkt	05
48.	Cable Tie (12")	Pkt	05
49.	Tag Tie	pkt	05
50.	Vinyl Electrical Tape 38 mm x 20 m black-red	each	15
51.	Double Sided Nano Tape 5 Meters (1")	each	10
52.	Double Sided Nano Tape 5 Meters (2")	each	05
53.	WIFI Router (Cisco) dual Band	each	10
54.	8 Port Switch Unmanaged	each	10
55.	TV Remote (Sony, Samsung)	each	10
56.	Fluke Networks MT-8200-60-KIT Pro 200 Toner and Probe Kit	each	02
57.	Drum Unit Canon IR2625i	each	04



05

58.	Drum Unit Panasonic 8020p	each	04
59.	Drum Unit Konica bizhub 363	each	04
60.	Drum Unit Canon IR2525	each	04
61.	Drum Unit Canon IR2425i	each	04
62.	Heater unit Canon IR2625i	each	02
63.	Heater unit Canon IR2525	each	02
64.	Heater unit Canon IR2425i	each	02
65.	Heater unit Konica Minolta Bizhub 363	each	06
66.	Heater unit Panasonic Dp8020	each	04
67.	Developer Konica Minolta Bizhub 363	each	06
68.	Developer Panasonic DP 8020P	each	02
69.	Formatter Board HP 2015 (with Network port)	each	15
70.	Formatter Board HP 2055 (with Network port)	each	15
71.	Formatter Board HP Pro 400 M401 (with Network port)	each	10
72.	Formatter Board HP Pro 400-M451 (with Network port)	each	05
73.	Formatter Board HP Color LaserJet 5225 (with Network	each	03
74.	Formatter Board HP 4515x (with Network port)	each	02
75.	Heater unit HP 4515x	each	02
76.	Heater unit HP LaserJet 5225	each	03
77.	Heater unit HP LaserJet Pro 400-M451	each	03
78.	Heater unit HP LaserJet 400 M401	each	03
79.	Heater unit HP LaserJet 2055	each	15
80.	Heater unit HP LaserJet 2015	each	05
81.	Pickup roller for Printer	each	50
82.	Pickup roller for Printer ir 2425i	each	10
83.	Pickup roller for Printer ir 2525i	each	10
84.	Pickup roller for Printer ir 2625i	each	10
85.	Panasonic 2090 Fax Machine Drum Unit	each	04
86.	Panasonic 422 Fax Machine Drum Unit	each	02
87.	Panasonic 612 Fax Machine Drum Unit	each	02



04

88.	USB	USB 64GB, Kingston Metal (3.0) or Equivalent	Nos	50
89.		USB 32GB, Kingston Metal (3.0) or Equivalent	Nos	50
90.		USB 16GB, Kingston Metal (3.0) or Equivalent	Nos	50
91.		Logitech Spotlight presentation	Nos	12
92.		Laser Pointer (green,red)	Nos	15
93.	Cell	Battery cell A, rechargeable (Camelion 3000mah or equivalent)	Box	20
94.		Battery cell 9V, rechargeable (Camelion 3000mah or equivalent)	Box	20
95.		Battery cell AA, rechargeable (Camelion 3000mah or equivalent)	Box	20
96.		Coin Battery Cell CR1632	each	50
97.		Alkaline Remote Control 23A 12V	each	50
98.		Battery cell AAA rechargeable (Camelion 3000mah or equivalent)	Box	15
99.	SSD	External NVME 3500mb/s 2TB, (Samsung or equivalent)	Nos	10
100.		laptop SSD 500GB (Samsung or equivalent)	Nos	20
101.		External NVME 3500mb/s 500GB, (Samsung or equivalent)	Nos	20
102.		External NVME 3500mb/s 1TB, (Samsung or equivalent)	Nos	20
103.		Desktop SSD 500GB (Samsung or equivalent)	Nos	20
104.		Desktop SSD 1TB (Samsung or equivalent)	Nos	30
105.		laptop SSD 1TB (Samsung or equivalent)	Nos	30
106.		Desktop SSD 256GB (Samsung or equivalent)	Nos	30
107.		laptop SSD 256GB (Samsung or equivalent)	Nos	30
108.	Mouse	Mouse for computer wire (DELL/ HP) Original	Nos	100
109.		Wireless Mouse Logitech Original	Nos	30
110.	Keyboard	Wire keyboard DELL/ HP/Logitech Original	Nos	100
111.		Keyboard Wireless Logitech k820	Nos	30
112.	Extension lead	Extension lead (Schneider), minimum 5 sockets of three pin switch	Nos	80
113.		3PIN Socket	Nos	100
114.		3pin Shoe	Nos	100
115.		Malti Plug	Nos	50
116.	Cables	Ethernet cable, Cat-6 (Dentech)	Roll	04
117.		Ethernet cable, Cat-6 (21.3G)	Roll	04



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118.		Telephone cable 2 pair	Roll	02
119.		8k HDMI cables with metal connector 25m flexible	Nos	10
120.		8k HDMI cables with metal connector 20m flexible	Nos	10
121.		8k HDMI cables with metal connector 10m flexible	Nos	10
122.		8k HDMI cables with metal connector 3m flexible	Nos	15
123.		8k HDMI cables with metal connector 1.5m flexible	Nos	15
124.		8k HDMI cables jointers	Nos	10
125.		(40-76) 2 core cable (Pakistan cable or Fast)	Roll	05
126.		7-29 (Pakistan cable or Fast)	Roll	05
127.		3-29 (Pakistan cable or Fast)	Roll	05
128.		Power Cable 3pin flexible	each	36
129.		Power Cable 3pin for Laptop Charger	each	36
130.		Power Cable female 3M	each	36
131.		VGA Cable flexible	each	36
132.		DP Cable flexible	each	36
133.		TV cable RJ 11 (Pakistan Cable)	Roll	05
134.		TV cable RJ 7 (Pakistan Cable)	Roll	05
135.		DVI to HDMI Connector	each	10
136.		HDMI Joints	each	10
137.		Light Plug	each	25
138.		Multi plug	each	25
139.		12V Adaptor for Network Switches	each	12
140.		5V Adaptor for Network Switches	each	12
141.	Charger	Mobile charger 60W with Cable, C type (Mi)	Nos	30
142.		Mobile charger 60W with micro usb Cable, type (Mi)	Nos	30
143.		Laptop Charger HP	Nos	10
144.		Laptop Charger Dell 90W	Nos	10
145.		Laptop Charger HP ProBook 440 65W	Nos	10
146.		Scanner Canon 2020U	Nos	10
147.		MacBook Air Charger original	Nos	10



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148.		MacBook Pro Charger original	Nos	10
149.		Mobile charger iPhone original	Nos	10
150.		Car Charger (MI) original		15
151.	Telephone set	Telephone Panasonic 7705	Nos	20
152.		IP Phone Grand Steam	Nos	50
153.		Telephone Panasonic KX-3282	Nos	06
154.	UPS	UPS 600WA APC for PC	Nos	50
155.		UPS 1200WA APC for PC	Nos	50



LIST OF STATIONERY ITEMS FOR FINANCIAL YEAR 2023-24

Ser	Head	Description	Unit	Total Qty
1.	Pens	Ball point Piano 0.8mm or equivalent	Each Pkt	150
2.		Ball point Crystal Piano (or equivalent)	Each Pkt	50
3.		Ball point Uniball Signo, UM-120 (or equivalent)	12nos./pkt	50
4.		Ball point Uniball Eye fine UB-157 (or equivalent)	12nos./pkt	50
5.		Ball point Uniball Micro- UB-150 (or equivalent)	Each Pkt	50
6.		Ball point Uniball fine Deluxe UB-177 (or equivalent)	Each Pkt	20
7.		Ball pen Uniball Elite Vision UB-200 (or equivalent)	Each Pkt	20
8.		Ball pen Uniball Compo (or equivalent)	Each Pkt	20
9.		Ball Point Schneider XTRA steel Clip 895 (or equivalent)	Each Pkt	50
10.		Ball Point Schneider 0.6 mm (Deli) or equivalent	Each Pkt	50
11.		Pilot Pen – Bxgpn-V10 (Green, Blue, Blank & Red) or equivalent	Each Pkt	30
12.	Box Folders	Box File Imported (Large size)	Each	180
13.		Box File Imported (Medium size)	Each	200
14.	Binder Clips	Binder Clip 15mm	Pkt	150
15.		Binder Clip 19mm	Pkt	120
16.		Binder Clip 25mm	Pkt	120
17.		Binder Clip 32mm	Pkt	120
18.		Binder Clip 41mm	Pkt	70
19.		Binder Clip 51mm	Pkt	60
20.	Paper Reams	Paper Ream Imported Legal (AA, Navigator 80grm (or equivalent)	Ream	30
21.		Paper Ream Imported A-4 size, 80grms (AA, Navigator or equivalent)	Ream	1000
22.		Paper Ream Imported A-4 size, 70grms (AA, Navigator or equivalent)	Ream	12000

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23.		Paper Ream Imported A/3 80grms (AA, or equivalent)	Ream	05
24.	Punch Holes	Punch single whole, Large silver coat	Each	40
25.		Punch double whole, Medium, K.W 9660 (or equivalent)	Each	20
26.		Punch double whole (HD) K.W 9670	Each	10
27.		Punch double hole Superior KW-978	Each	10
28.	Envelopes	Envelope File size with cloth brown (Good Quality)	Each	1500
29.		Envelope File Size Khaki (Good Quality)	100	60
30.		Envelope S.E05 Brown (Good Quality)	100	70
31.		Envelope S.E06 Brown (Good Quality)	100	70
32.		Envelope A-4 Size Khaki (Good Quality)	100	60
33.		Envelop A-4 Size White Imported (Good Quality)	100/Pkt	20
34.		Envelope 4x9 White Imported (Good Quality)	100	200
35.	File Flappers	File Flapper with cloth (Good Quality)	Each	100
36.		Plastic Flapper Green (Good Quality)	Nos.	176
37.	File Covers	File Cover Khaki with NDMA logo and pocket Hard, 300gm + 250gm double past (according to sample of NDMA)	Each	2500
38.		File Cover (NDMA Logo) Khaki without pocket 500gm (Good Quality)	Each	1000
39.		File Cover (White NDMA) (Good Quality)	Each	3000
40.		Transparent File Covers,	Each	200
41.	Correction Pens	Fluid White Set (Good Quality)	Each	100
42.		Uni correction Pen (sample required)	Each	300
43.	Gum Sticks	Gum stick (Large 40gm) Good Quality (sample required)	Each	265

44.		Gum stick (medium 21gm) Good Quality	Each	300
45.	Lead Pencils	Lead pencil with rubber (deer original or equivalent) (sample required)	12 nos/ pkt	200
46.		Lead pencil without rubber (Deer, or equivalent)	12 nos/ pkt	200
47.	Markers	Marker Permanent	Each	48
48.		Marker Board	Each	24
49.		Highlighter (Mercury) different colors or equivalent	Each	400
50.		Marker Paint Golden Silver White	Each	20
51.	Tapes	Packing tape (GT) 4" good quality	Each	100
52.		Double Tape	Roll	20
53.		Scotch tape 1 x 72	Each	150
54.		Scotch tape 3 x 72	Each	80
55.		Paper Tape 1x5mtr	Each	40
56.	Paper Clips	Paper clip 36 mm	12 nos /pkt	100
57.		Paper clip 30 mm	12 nos /pkt	99
58.	Pads	Post it Pad 3x2, PRONOTI or equivalent	Each	100
59.		Post it Pad 3x3, PRONOTI or equivalent	Each	200
60.		Post it Pad 2x2 PRONOTI or equivalent	Each	50
61.		Post it Pad 3x5 PRONOTI or equivalent	Each	190
62.		Draft Pad Normal Large Size (Good Quality)	Each	100
63.		Draft Pad Normal Small Size (Good Quality)	Each	120
64.		Draft Pad 4"x6.5" Spiral (Good Quality)	Each	200
65.		Diary Pad (6" x 9")	Each	100
66.	Stapler Machine & Pins	Stapler machine K.W-5871 (or equivalent)	Each	100
67.		Stapler Machine K.W-5820 (or equivalent)	Each	50
68.		Stapler Machine Heavy duty K.W 50 LE (or equivalent)	Each	20

69.		Stapler Pins 24/6 Dollar or equivalent	Pkt	300
70.		Stapler Pin 8mm, 10mm, 13mm, 15mm, 17mm, 20mm, 22mm, 24mm, Dollar (or equivalent)	Pkt	20
71.		Paper pin	Pkt	50
72.		Stapler Pin Remover	Each	40
73.	Registers	Stock Register, 8 Number (Good Quality)	Each	50
74.		Dairy register printed, 6 number (Good Quality)	Each	30
75.		File Movement Register 8 Number (Good Quality)	Each	40
76.		File Opening Register 8 Number (Good Quality)	Each	24
77.		Simple Register 200 pages (Good Quality)	Each	50
78.		Vehicle Log Book 150 pages (Good Quality)	Each	38
79.		Leave Register (according to sample)	Nos	05
80.		Miscellaneous Stationary Items	Pencil Sharpener (HD) K.W -370A (or equivalent)	Each
81.	Pencil sharpener (Steel) or equivalent		Each	200
82.	Short hand note book (100 sheets), (Good Quality)		Nos	20
83.	Calculator Casio large, or equivalent		each	30
84.	Calculator Casio Medium, or equivalent		Each	20
85.	Dak Book (100 sheets)		Each	50
86.	Eraser (sample required)		Each	250
87.	File Board with flapper Legal size (Good Quality)		Each	200
88.	File plastic separator, Pkt of 30 sheets (Good Quality)		Pkt	40
89.	File Tags, Standard Size (Good Quality)		Bundle	250
90.	File Tags (18") (Good Quality)		Bundle	10
91.	Paper Cutter Best Quality		Each	70
92.	Stamp pad		Each	25

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93.	Scissor standard	Each	80
94.	Ruler steel	Each	60
95.	Stamp Pad Ink Blue Dollar or equivalent	Each	20
96.	Envelop Opener (Good Quality)	Nos.	08
97.	Note Book, 100 pages, spiral (Good Quality)	Nos	60
98.	Meeting Engagement Stand (Good Quality)	Nos	20
99.	White Board 4x4 (Good Quality)	Nos	05
100.	Green Board 4x4 (Good Quality)	Nos	04
101.	Mail Folder (Superior Quality)	Nos	10
102.	Drawing Pins (Good Quality)	Pkt	25
103.	Push Pins (Good Quality)	Pkt	10
104.	Paper Cutter Blades	Pkt	20
105.	Spiral Binding Machine (Good Quality) large	Each	02
106.	Spiral binding ring 6mm, 8mm, 10mm, 12mm, 14mm, 16mm, 18mm, 20mm, 22mm, 28mm, 32mm & 38mm	Pkt	48
107.	Paper shredder machine (12 pages)	Each	05
108.	Table Set Rexine Kaligon No.5 (or equivalent)	Set	15
109.	Table set Leather Kaligon No.04 (or equivalent)	Set	10
110.	Table set (Green Marble) 09 Pieces Superior (or equivalent)	Set	10
111.	Paper ream (Green, Pink, Yellow)	Ream	27
112.	Scotch Tape Stand	Each	20
113.	Color Flags	Pkt	100
114.	D-Ring Folder	No	60
115.	Thumb Nail	Pkt	04
116.	Pen Holders Parker Officer Pen Holder set (steel body) Genuine (Victor) (or equivalent)	Each	20
117.	Parker Officer Pen Holder # 45 Golden Clip (or equivalent)	Each	20

LIST OF MISCELLANEOUS ITEMS FOR FINANCIAL YEAR 2023-24

S#	Head	Description	A/ Unit	Total Qty
1)	Air Wick Refiller	Air wick 250ml or equivalent	Bott	400
2)	Freshener	Air Freshener Bottle (Aseel / Cobra) 300ml or equivalent	each	799
3)	Machine	Air Wick Machine	each	100
4)	Soap (sample required)	Liquid Soap (Safe Guard) 450ml (sample required) or equivalent	Bottle	2000
5)		Bath soap Dove 135 gm (Sample required) or equivalent	each	200
6)	Hand Wash Liquid (sample required)	Liquid 1ltr pouch (Lifebuoy/ Safe Guard or equivalent)	each	100
7)	Duster (sample required)	Duster cloth yellow 24"x24" (Thick) (sample required)	each	1546
8)		Duster cloth White 24"x24" (Thick) (sample required)	each	897
9)	Cloth	Cloth for Vehicle, Phulalyn per mtr (Sample required)	Mtr	391
10)	Towel	Towel 48"x24"(inch) must be Good Quality (Sample required)	each	200
11)	Towel for vehicles	Car Wash Towel (Original) Yellow side (sample require at the time of opening)	each	529
12)	Towel Stand	Towel Stand (Good Quality)	each	40
13)	Shiner	Revive all Shiner 250 ml or equivalent	Each	115
14)	Glint	Glint original 300ml/ standard size or equivalent	each	700
15)	Insecticide (sample required)	Insect Killer King Tox original , 300 ml or equivalent	Bott	561
16)	Hair Brush	For office	each	50
17)	Dettol Liquid	Dettol Liquid (1ltr)	each	100
18)	Tissue (sample required)	Tissue paper [Rose petal] pop up black or equivalent	Box	2000
19)	Tissue	Tissue paper [Rose petal] pop up black Large size	Box	200
20)	Toilet Roll (sample required)	Toilet Roll (Rose Petal)	Roll	1000
21)		Hi-jeen tissues for wall hanging tissue machine	Pkt	500
22)	Tissue Machine	Wall hanging machine for tissue	Nos	20
23)	Cleaner	Harpic Cleaner or equivalent	each	181
24)	Phenyl	Phenyl Liquid 3 Letter Bottle (Phinis) or equivalent	Btl	400

25)	Surf	Surf (Surf Excel / Brite 100gm, or equivalent) or equivalent	each	1030
26)	Broom	Broom standard size	each	35
27)	Mop	Mop wet	each	50
28)	Car Polish	Car Polish, Cosmic standard size or equivalent	each	512
29)	Dust Bin	Dust Bin, Plastic with cover Medium size (Good Quality)	each	57
30)	Foot mat	Foot mat for office good quality	Each	50
31)	Tea Set (sample required)	Tea set 08 persons ceramic good quality (Complete Set)	each	18
32)	Thermos	Flask/ Thermos (1 Ltr)	each	20
33)	Water Set	Water set 08 Men (Complete Set)	each	20
34)	Back Rest	Back Rest (Good Quality)	each	16
35)	Office Mirror & Comb Stand	Office Mirror & Comb Stand, 18"x24"	each	14
36)	Tube Rod	Tube Rod (Small Philips)	Dozen	30
37)		Tube Rod (Large Philips)	Dozen	02
38)	LED Tube Light	LED Tube Light 12 Wt Ring / Pin Shape (Philips, or equivalent)	each	50
39)	Roomy	Roomy	each	8
40)	Locks	Locks china, standard size (Medium)	each	24
41)	Basket	Basket, large size (Good Quality)	each	18
42)	Vim Max/ Dish washer	Vim/ Max 500gm box / pkt or equivalent	each	137
43)	Scotch Brite	Scotch Brite with Foam	each	131
44)	Dash Board Polish	Dash Board Polish 250ml, (Good Quality)	Bott	501
45)	Perfume Aifeli	Perfume for Vehicle (Aifel) 300ml or equivalent	each	323
46)	Soap	Yellow Soap for Vehicle standard size (Soofi or equivalent)	each	509
47)	Car Shampoo	Formula-1, made in USA 473ml or equivalent	each	231
48)	Mortine Spray	Mortine perfumed insect killer 400ml or equivalent	each	345
49)	Liquid soap Dispenser	Metal/ plastic Body good quality	each	30
50)	Toilet Brush	Toilet Brush, plastic (Good Quality)	each	30
51)	Wiper	Wiper (Good Quality)	each	27
52)	Brush	For toilet	Each	24
53)	Luster	Luster, medium size, Pkt of 10	Pkt	207

54)	Body Polish	Body Polish (7cf) 250 ml, or equivalent	Nos.	200
55)	WD40	WD040 Aerosol	Nos	109
56)	Automatic Door Closer	Automatic Door Closer	Nos	40
57)	Starter	Starter for Tube light (S02 & S010)	each	300
58)	Wall Clock	Wall Clock	each	23
59)	Elfi	Elfi (50 gm)	each	80
60)	Flower Broom	Large size, good quality	each	9
61)	Samad Bond	Standard size	Tube	92
62)	Hammer	Standard size	each	05
63)	Tabs	Washroom Tabs ½ with shower pot	Nos	20
64)		Muslims shower	Nos	30
65)	Light	LED Light Panel 2'x2' Philips or equivalent	each	06
66)	Dinner Set (sample of plate is required)	Dinner set, complete 8 persons (including rice spoons, serving spoon, trays, bowls & hotpot etc)	Set	12
67)	Office Door Bell	Office door bell, wireless with cell	No	30
68)	Office fan	Pedestal fan	No	30
69)		Bracket fan	No	30
70)	Heaters	Electric/ ceramic fan heater, 2000w, AC:220-240 50/60Hz	No	30
71)	Electric kettle	Electric kettle stainless steel automatic 1.7 ltrs, Deuron or equivalent	Nos	20
72)	Jay-e-Namaz	Carpet Jay-e-Namaz	No	15
73)	Umbrella	Umbrella large size	Nos	20
74)	Water cooler	Water cooler 5 liters	Nos	20
75)	Shields	NDMA Shields (wooden) with monogram	Nos	200
76)	Bulb holder	Steel holder for LED light on ceiling	Nos	50
77)	Re-filling of fire extinguishers	Refilling of fire-extinguishers DCP, 2kg, 6kg, 8kg and 50kg	Kg	100
78)	Plugs	Multi plug-3 pin15 amp	Nos	30
79)		Light plug	Nos	50
80)		Power plug	Nos	50
81)		Power plug shoe	Nos	50
82)		Light plug shoe	Nos	50
83)	Capacitor	Capacitor 50amp	Nos	50
84)		Capacitor 40amp	Nos	50
85)		Capacitor 3.5amp	Nos	50
86)	Electric wire	Wire 7/29	Roll	06
87)		Wire 7/36	Roll	06
88)		3 core coper wire 110/36	Roll	06
89)	AC material	AC indoor motor	Nos	30
90)		AC outdoor motor	Nos	30

91)		AC Gas R-22 USA or equivalent	Cylinder	15
92)		AC Gas A-410 USA or equivalent	Cylinder	15
93)		AC Coper pipe 3/8, 1/4 & 1/2 (15 feet and 10 feet length)	Length	20
94)		AC Remote	Nos	20
95)	White wash	White was distemper 3 ltrs	Each	05
96)		Door paint 3.5 ltrs	Each	10
97)		Oil paint 3.5 ltrs	Each	10
98)		Wall paint 3.5 ltrs	Each	10
99)		Varnish	Each	10
100)		Cloth, malmal	Mtr	15
101)		Brush (small and medium for white was)	Nos	10
102)		Brush for door paint	Nos	10
103)		Roola (small & medium)	Nos	06
104)		Poteen	Pkt	20
105)		Patry (small & medium)	Nos	06
106)		Rag mall	Nos	12
107)		Weather sheet	Nos	20