

## Section-I: INVITATION TO BIDDERS

Bid Ref No: sta-tender-2024-25

Dated: August 02, 2024

### **BIDDING DOCUMENTS FOR THE PURCHASE OF STATIONERY, COMPUTER STATIONERY AND OTHER STORE ITEMS**

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Bids on *framework basis, item wise* basis are invited from Bidders i.e. firms/companies/sole proprietor/ general order suppliers/ JVs etc. engaged in trading, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc). The Bids shall be received as per single stage/single stage. Bidding Documents are available in the e-Procurement system (<https://eprocure.gov.pk>) and will be submitted online by vendors registered with Punjab Public Procurement Regulatory Authority.

Sr. No.	Item	Quantity	Estimated Cost	Bid Security (%)	Bid Security (PKR)
1	Ball Point Packet	25.00 (dozen)	4000.00	2.00	80.00
2	Lead Pencil	20.00 (dozen)	5000.00	2.00	100.00
3	File Flepper Rexene	200.00 (Qty)	8000.00	2.00	160.00
4	Stapler Machine	5.00 (Qty)	2500.00	2.00	50.00
5	Stapler Pins	30.00 (Qty)	3000.00	2.00	60.00
6	Marker Permanent	10.00 (Qty)	600.00	2.00	12.00
7	Gel Pen 0.7mm (Pkt)	25.00 (dozen)	25000.00	2.00	500.00
8	Pointer 0.3mm (Pkt)	20.00 (dozen)	3760.00	2.00	75.20
9	License Card Pink A4	2000.00 (Qty)	36000.00	2.00	720.00
10	Envelope 9 x 4	5000.00 (Qty)	12500.00	2.00	250.00
11	Envelope 11 x 5	2000.00 (Qty)	6000.00	2.00	120.00

12	Envelope A4 size	1000.00 (Qty)	5000.00	2.00	100.00
13	Envelope File size	1000.00 (Qty)	6000.00	2.00	120.00
14	Gum sticks Large	20.00 (Qty)	3000.00	2.00	60.00
15	Highlighter	20.00 (Qty)	1000.00	2.00	20.00
16	Paper Clips	20.00 (Qty)	1800.00	2.00	36.00
17	Binding clips small	20.00 (dozen)	3600.00	2.00	72.00
18	Binding clips large	20.00 (dozen)	5600.00	2.00	112.00
19	Common Pins (Pkt)	20.00 (Qty)	900.00	2.00	18.00
20	Sticky Notes	30.00 (Qty)	2400.00	2.00	48.00
21	Annexures (Pkt)	50.00 (Qty)	4400.00	2.00	88.00
22	Offset Paper A4 80g (Rim)	250.00 (Qty)	575000.00	2.00	11500.00
23	Offset Paper Legal size 80g (Rim)	20.00 (Qty)	50000.00	2.00	1000.00
24	Toner Photocopier Toshiba 352	8.00 (Qty)	80000.00	2.00	1600.00
25	Toner Photocopier Gestetner 725	8.00 (Qty)	80000.00	2.00	1600.00
26	Calculator	5.00 (Qty)	9000.00	2.00	180.00
27	Writing Pads	50.00 (Qty)	5000.00	2.00	100.00
28	Fluid standard size	30.00 (Qty)	1800.00	2.00	36.00

29	Schneider Pen	12.00 (Qty)	9000.00	2.00	180.00
30	Stamp Pads	50.00 (Qty)	6000.00	2.00	120.00
31	Binding Tape	50.00 (Qty)	11000.00	2.00	220.00
32	Binding Sheets (Pkt)	15.00 (Qty)	10305.00	2.00	206.10
33	Register (200 pages)	20.00 (Qty)	10000.00	2.00	200.00
34	Computer Paper A4 80g (Rim)	50.00 (Qty)	115000.00	2.00	2300.00
35	Toner Printer HP LaserJet 1022	2.00 (Qty)	73760.00	2.00	1475.20
36	Toner Printer HP LaserJet 2015	2.00 (Qty)	73760.00	2.00	1475.20
37	Toner Printer HP LaserJet 3005	2.00 (Qty)	105560.00	2.00	2111.20
38	Toner Printer HP LaserJet 1100	2.00 (Qty)	60000.00	2.00	1200.00
39	Toner Printer HP LaserJet Pro MFP M130fw	2.00 (Qty)	40000.00	2.00	800.00
40	Duster Cloth Small	300.00 (Qty)	18000.00	2.00	360.00
41	Cleaning Towel 27 x 54	150.00 (Kg)	75000.00	2.00	1500.00
42	Air Freshener	80.00 (Qty)	32000.00	2.00	640.00
43	Phenyl Bottle 3L	80.00 (Qty)	24000.00	2.00	480.00
44	Harpic Large	250.00 (Qty)	137500.00	2.00	2750.00
45	Soap Large	80.00 (Qty)	18000.00	2.00	360.00

46	Liquid Soap	20.00 (Qty)	12000.00	2.00	240.00
47	Insect Spray	80.00 (Qty)	56000.00	2.00	1120.00
48	Surf Pack 1kg	80.00 (Kg)	32000.00	2.00	640.00
49	Tissue Box	70.00 (Qty)	28000.00	2.00	560.00
50	Vim Powder 1kg pack	50.00 (Kg)	12500.00	2.00	250.00
51	Bansi Jharoo	12.00 (Qty)	24000.00	2.00	480.00
52	Wiper	12.00 (Qty)	12000.00	2.00	240.00
53	Washroom cleaner acid	50.00 (Qty)	15000.00	2.00	300.00
54	Towel	15.00 (Qty)	22500.00	2.00	450.00
55	Plants	50.00 (Qty)	50000.00	2.00	1000.00
56	Tissue Roll	150.00 (Qty)	22500.00	2.00	450.00
57	LED Bulb 24W	25.00 (Qty)	15000.00	2.00	300.00
58	LED Bulb 45W	25.00 (Qty)	30000.00	2.00	600.00
59	LED Bulb 80W	25.00 (Qty)	50000.00	2.00	1000.00

Bids must be submitted online on or before **Friday 16.08.2024 at 1100 Hours**. All Bids must be accompanied by a Bid Security of **2%** of the estimated price in the form of CDR/Bank Guarantee / Demand Draft / Pay Order. Late Bids shall be rejected. The Bids will be opened on the same day at **1130 Hours** in the presence of the Bidders' representatives who may choose to be present at the address below. Interested eligible Bidders may obtain further information from *Office of Chief Scientist, Rapid Soil Fertility Survey & Soil Testing Institute, Thokar Niaz Baig, Lahore* at the address given below from **02.08.2024 to 07.08.2024**, from **0900 hours to 1700 hours**. Bid Validity period is 120 days.

Bidding Documents are immediately available after date of publication on the official web site of E-Procurement. *Chief Scientist, Rapid soil Fertility Survey & Soil Testing Institute, Thokar Niaz Baig, Lahore* will not be responsible for any cost or expense 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.

Bids must be submitted through Government established e-Procurement system. No manual bid will be accepted. (<https://www.eprocure.gov.pk>)

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