

GOVERNMENT OF PAKISTAN
PAKISTAN INFORMATION COMMISSION



TENDER NOTICE NO. PIC-ADMIN-01
Procurement of Stationery/ Non
Stationery/ Miscellaneous Items

Tender Notice

Pakistan Information Commission invites sealed tenders from well reputed stationers/vendors/firms, registered with Tax Department having valid NTN and GST numbers, for supply of office stationery/ non stationery/ miscellaneous items, as per attached list, for a period of one year commencing from the date of agreement.

Terms & Conditions

- Tender should accompany an Earnest Money equal to 2% of total per unit (quantity 01) cost of the bid (refundable) in the form of Demand Draft/ Pay Order/ Call Deposit Receipt in favor of Pakistan Information Commission, Islamabad.
- Earnest Money of unsuccessful bidders will be returned/ refunded after entering into agreement with successful bidder(s). However, earnest money of successful bidder(s)/ will be kept upto completion of agreement period”.
- Bids are required to be submitted item-wise indicating rates (in Rupees) against each item (including all taxes). However, procurement will be made from the vendor who will quote for all the items and whose rates as a whole (Total of all items) are lowest as compared to other bidders.
- While assessing the bids quality of the items will be given proper weight. Lower rates for the lower, substandard or inferior quality will not be considered.
- To check quality of the items, authorized person (s) of the Commission may visit the stores/ shops of the bidders.
- Trade Mark/ Name/Type of the item(s) should be mentioned clearly in the bids.
- It must be clearly mentioned whether the quoted rates are for per packet or per unit, piece etc.
- Rates without GST will not be considered. NTN and GST number should be mentioned clearly in the Bids.
- The bidders should have their branches, offices, shops etc. in Islamabad/ Rawalpindi. Clear address with phone(s), fax number(s) must be indicated on the letterhead pads of the bidders on which the bid is being made.

- The successful bidder(s) will be bound to supply the items, according to requirement shown in supply orders during the period of one year commencing from the date of agreement.
- Payment of the bills will be subject to the deduction of all mandatory government taxes/levies.
- Submission of false statements/ documents as well as concealing of any information is liable to disqualify the respective firm(s).
- No cutting/overwriting in the offered prices shall be acceptable.
- The successful firm(s) shall not re-submit the revised rates and shall be responsible for supply of items as per approved prices failing which Security Deposit will be forfeited.
- The Commission has right to increase/ decrease quantity of the items.
- All the bidders are required to submit affidavits at the stamp papers of Rs. 50.00, with their bids, stating that they have not been black listed by any Government institution/procuring agency and that they have not concealed any information.
- The Commission has right to reject the bids or proposals at any time prior to acceptance of a bid or proposal, in light of the provisions of Rule 33 (1) of Public Procurement Rules, 2004.
- All bids should reach the undersigned at the given address by December 6, 2021 upto 1500 hours which will be opened on the same date and venue at 1530 hours in presence of bidders or their authorized representatives.

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BID FORMAT

Name of Bidder: _____

Address: _____

Website (in any): _____

Telephone/ fax numbers: _____

E mail address: _____

Authorized Person _____

Phone/ Cell number of authorized person: _____

GST # _____

NTN: _____

Detail of documents attached with the bid: _____

i. _____

ii. _____

.....

Any other relevant information: _____

S.No.	Item	Type/Trade mark etc.	Price per unit/ packet (Rs.)	GST @... (Rs.)	Total amount (including GST) (Rs.)
1					
2					
3					
Grand Total: Rs.					

Note:

- The bid amount should be 2% of the grand total of each unite item,
- The interested parties/vendors are required to submit their bids in accordance with the above format.

**LIST OF REQUIRED STATIONERY/ NON STATIONERY/ MISCELLANEOUS
ITEMS TO BE PURCHASED FOR A PERIOD OF ONE YEAR.**

S. No,	ITEMS
1.	Air Freshener Imported
2.	Ball Pen (Crystal)/pkt
3.	Binder Clip 19 mm (Small)/ Pkt.
4.	Binder Clip 32 mm (Medium)/ Pkt.
5.	Binder Clip 51 mm large pkt
6.	Box files, Imported
7.	Broom Stick
8.	Brush for Toilet (Superior)
9.	Bucket Plastic (Medium)
10.	Calculator (best quality)
11.	Card Holder
12.	Cell (Power) C 1.5 v.
13.	Cell (Power) D 1.5 v.
14.	Cell R 14 SG C 1.5 v.
15.	Cell Size 23-A 12 volt
16.	Chit Pad 3"x3"
17.	Chit Pad 3"x4"
18.	Copy Holder
19.	Correction fluid with thinner/set
20.	Correction Fluid Pen
21.	Cutter with blade
22.	Diary Register 6
23.	Dispatch Register 6
24.	Double Hole Punch
25.	Double Hole Punch Large
26.	Draft pad Large (Local)
27.	Draft pad Small (Local)
28.	Drafting Pad Imported A-4 Size
29.	Drafting pad Imported Small
30.	Dust Bin Medium
31.	Duster (Best Quality)
32.	Envelop Imported Large size
33.	Envelop Khaki 9x4
34.	Envelop Khaki 9x6
35.	Envelop Khaki, File Size, 80 gram
36.	Envelop White Imported A-4 Size
37.	Envelop White 9x4 Imported
38.	Envelope Khaki (A-4 Size)
39.	Envelope Khaki (A-4 Size) with cloth
40.	Eraser best quality

41.	Extension Lead
42.	File Boards
43.	File Cover L type (Plastic)
44.	File Covers (Printed as per Sample)
45.	File Plastic (Top Transparent A-4)
46.	File Tag (Normal)/ Bundle
47.	Finile Liquid 2.75 liter /bottle
48.	Flag Different Colors (small pkt)
49.	Folder D Ring
50.	Foot scale Steel 12"
51.	Glass Cleaning GLINT/Bottle
52.	Glue Stick 21 gram
55.	Highlighter (Different Colors)/
56.	HP or equivalent Pencil / pkt
57.	Ink Bottle (Best Quality)
58.	Ink for stamp pad
59.	Insect Killer/Bottle
60.	Kitchen Roll
61.	Liquid Soap (500 ml/bottle)
62.	Marker Erasable
63.	Marker Permanent
64.	Mop Dry
65.	Movement Register
66.	Naphthalene Balls (Packets)
67.	Note Sheet Pad Local A-4 Size
68.	Paper Clip 30mm/pkt
69.	Paper Double A or equal Imported Legal 80 gm/ream
70.	Paper Double A or equal Imported A-4 Size -80 gm/ream
71.	Paper Tape 1" Tape (white)
72.	Pen Holder/ Jar
73.	Pencil Tray
74.	Peon Book
75.	Pointer soft line 03 (Dollar or equivalent)
76.	Pilot (or equal) Pen V 10 (Packets)
77.	Presentation Folder (Best Quality)
78.	Puchara Refil (large)
79.	Puchara With handle
80.	Re-fill DC Air Freshener
81.	Rubber Bend (Packets)
82.	Ruled Register (Imported)
83.	Ruler Dumper
84.	Scissors 6"
85.	Scotch Tape 1"
86.	Scotch Tape 1" (Large)
87.	Scotch Tape dispenser
88.	Separator set

89.	Sharpener (Fine Quality)
90.	Single Hole Punch
91.	Stamp Pad (Blue)
92.	Staple Remover
93.	Stapling Machine Best Quality
94.	Stapling Machine Large Size Best Quality
95.	Stapling Pins 23/17 pkt
96.	Stapling Pins 24/6 pkt
97.	Surf small pkt
98.	Sweep for Toilet/ bottle
99.	Table Planner
100.	Telephone Index No.6
101.	Thinner
102.	Thumb Pins (Packets)
103.	Tissue Hi-jean pkt
104.	Tissue Paper (Best Quality Box)
105.	Tissue Role
106.	Uni Ball (Eye Fine)
107.	Uni Ball Vision Elite
108.	Vim 450 gram pkt
109.	Visitor Cards Album
110.	Visitor Cards (Best quality)
111.	Wipers
112.	Wireless Bell (Best Quality)
113.	Toner Hp laser jet M102a
114.	Toner Hp model 107a
115.	Toner Hp model MFP M26a
116.	Toner Hp model M28a
117.	Toner Hp model P1102w
118.	Toner Hp model M12a
119.	Visitor Chairs(fine quality)
120.	Sofa set
121.	Center Table
122.	Energy savers(Led lights)12w
123.	Energy savers(Led lights)24w
124.	Electric Heaters
125.	Photocopy machine (Xerox 5945) Toner
126.	Photocopy machine (Toshiba 256SE) Toner

Assistant