

**STATIONERY ITEMS FOR KARACHI OFFICE**

| Sr.# | ITEM DESCRIPTION | SPECIFICATIONS  | QTY     |
|------|------------------|---|---------|
| 1    | Stationery Items | Art line 70 Dollar Blue or equivalent                   | 20 Nos  |
| 2    |                  | Art line 70 Dollar Black or equivalent                  | 30 Nos  |
| 3    |                  | Art line 70 Dollar Red or equivalent                    | 30 Nos  |
| 4    |                  | Art line 70 Dollar Green or equivalent                  | 10 Nos  |
| 5    |                  | Art line 90 Dollar Blue or equivalent                   | 20 Nos  |
| 6    |                  | Art line 90 Dollar Black or equivalent                  | 30 Nos  |
| 7    |                  | Art line 90 Dollar Red or equivalent                    | 10 Nos  |
| 8    |                  | Art line 90 Dollar Green or equivalent                  | 10 Nos  |
| 9    |                  | Attendance Register (2 core) HB or equivalent           | 10 Nos  |
| 10   |                  | Attendance Register (1 core) HB or equivalent           | 5 Nos   |
| 11   |                  | Ball Point Blue Picasso/Signature or equivalent         | 450 Nos |
| 12   |                  | Ball Point Black Picasso/Signature or equivalent        | 280 Nos |
| 13   |                  | Ball Point Red Picasso/Signature or equivalent          | 180 Nos |
| 14   |                  | Ball Point Green Picasso/Signature or equivalent        | 20 Nos  |
| 15   |                  | Uni Ball Micro UB-150 Blue & Black                      | 30 Nos  |
| 16   |                  | Ball Point Signo Black 0.7 or equivalent                | 10 Nos  |
| 17   |                  | Ball Point Signo Blue 0.7 or equivalent                 | 20 Nos  |
| 18   |                  | Uni Ball Vision Elite 0.8 Black or equivalent           | 10 Nos  |
| 19   |                  | Uni Ball Vision Elite 0.8 Blue or equivalent            | 40 Nos  |
| 20   |                  | Blue file A3 4 Ring                                     | 100 Nos |
| 21   |                  | Blue file A4 2 Ring                                     | 200 Nos |
| 22   |                  | DWG. Board Pins Coloured                                | 10 Nos  |
| 23   |                  | Binder Clip 19mm (Diamond) or equivalent                | 220 Nos |
| 24   |                  | Binder Clip 25 mm (Diamond) or equivalent               | 220 Nos |
| 25   |                  | Binder Clip 41 mm (Diamond) or equivalent               | 220 Nos |
| 26   |                  | Binder Clip 51 mm (Diamond) or equivalent               | 50 Nos  |
| 27   |                  | Box File (Accord) Best Quality or equivalent            | 300 Nos |
| 28   |                  | Box Type (paper box)                                    | 18 Nos  |
| 29   |                  | CD-RW (Maxell) or equivalent                            | 30 Nos  |
| 30   |                  | Computer Cell (Maxell) or equivalent                    | 36 Nos  |
| 31   |                  | Cell Toshiba AA or equivalent                           | 120 Nos |
| 32   |                  | Cell Toshiba small AAA or equivalent                    | 120 Nos |
| 33   |                  | Clear Protection Sheet or Punch Folder A4 size          | 120 Nos |
| 34   |                  | Cloth Tape 2" (Opal) or equivalent Black & silver color | 150 Nos |
| 35   |                  | Cloth Tape 3" (Opal) or equivalent Black & silver color | 100 Nos |
| 36   |                  | Clutch Pencil 0.7 Pilot                                 | 5 Nos   |
| 37   |                  | Clutch Pencil 0.5 Pilot                                 | 5 Nos   |
| 38   |                  | DVD - R (Maxell) or equivalent                          | 30 Nos  |
| 39   |                  | DVD - RW (Maxell) or equivalent                         | 30 Nos  |
| 40   |                  | Eraser AL/20 Pelikan or equivalent                      | 80 Nos  |
| 41   |                  | File AAT Plastic A4 or equivalent                       | 150 Nos |
| 42   |                  | File Reinforcement Rings                                | 10 Nos  |
| 43   |                  | Four Flap File (Foulder)                                | 10 Nos  |
| 44   |                  | Fine Pen Black Dollar or equivalent                     | 30 Nos  |
| 45   |                  | Fine Pen Blue Dollar or equivalent                      | 50 Nos  |
| 46   |                  | Fine Pen Red Dollar or equivalent                       | 30 Nos  |

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| 47   | Stationery Items                           | Fine Pen Green Dollar or equivalent                  | 10 Nos    |
| 48   |  | Fluid & Blenco with Thinner Pelikan or equivalent    | 24 Nos    |
| 49   |  | Gem Clip 26 mm (Apex) or equivalent                  | 48 Nos    |
| 50   |  | Gem Clip 36 mm (Apex) or equivalent                  | 36 Nos    |
| 51   |  | Glossy Paper A4 Size 1x20 sheets                     | 10 Pkts   |
| 52   |  | Glossy Paper A3 Size 1x50 sheets                     | 5 Pkts    |
| 53   |  | Gum in Plastic Bottle Dollar or equivalent           | 18 Bottle |
| 54   |  | Highlighter Yellow (Pelikan) or equivalent           | 80 Nos    |
| 55   |  | Highlighter Blue (Pelikan) or equivalent             | 10 Nos    |
| 56   |  | Highlighter Pink (Pelikan) or equivalent             | 10 Nos    |
| 57   |  | Highlighter Orange (Pelikan) or equivalent           | 20 Nos    |
| 58   |  | Highlighter Red (Pelikan) or equivalent              | 10 Nos    |
| 59   |  | Highlighter Green (Pelikan) or equivalent            | 10 Nos    |
| 60   |  | Ink for Stamp Pad Red (Pelikan) or equivalent        | 5 Bottle  |
| 61   |  | Ink for Stam pad Black (Pelikan) or equivalent       | 12 Bottle |
| 62   |  | Ink for Stam pad Blue (Pelikan) or equivalent        | 12 Bottle |
| 63   |  | L Shape folder (Plasitc)                             | 72 Nos    |
| 64   |  | Letter dispatch register (HB) or equivalent          | 6 Nos     |
| 65   |  | Letter Receipt Register (HB) or equivalent           | 2 Nos     |
| 66   |  | Marker set of 10 Colours Dollar or equivalent        | 5 Pkts    |
| 67   |  | Marker Tempo Black                                   | 20 Nos    |
| 68   |  | Marker Tempo Blue                                    | 20 Nos    |
| 69   |  | Marker Tempo Red                                     | 10 Nos    |
| 70   |  | Marker Tempo Green                                   | 10 Nos    |
| 71   |  | Message Note or Postit I.T coloured                  | 5 Nos     |
| 72   |  | Message Note 1-1/2x2                                 | 20 Nos    |
| 73   |  | Message Note 2x3                                     | 30 Nos    |
| 74   |  | Alpha Cutter (Sunwood) or equivalent                 | 15 Nos    |
| 75   |  | Masking Tape 3/4" (Opal) or equivalent               | 50 Nos    |
| 76   |  | Masking Tape 2" (Opal) or equivalent                 | 24 Nos    |
| 77   |  | Masking Tape 3" (Opal) or equivalent                 | 18 Nos    |
| 78   |  | Olfa Cutter Blade                                    | 24 Nos    |
| 79   |  | Pencil HB Gold Fish or equivalent                    | 180 Nos   |
| 80   |  | Paper weight marble 2 x 2                            | 12 Nos    |
| 81   |  | Golden Form Paper Com A4 Part 1 Plain                | 18 Pkts   |
| 82   |  | Golden Form Paper Computer A3                        | 12 Pkts   |
| 83   |  | Paper Offset legal 8-1/2"x14" (Green)                | 40 Nos    |
| 84   |  | Paper Offset A4 Colours (100 sheets)                 | 90 Pkts   |
| 85   |  | Plastic Sheet A4 (Ibico) or equivalent               | 1000 Nos  |
| 86   |  | Plastic Sheet A3 (Ibico) or equivalent               | 800 Nos   |
| 87   |  | Tittle Covers white Art Card A3(Ibico) or equivalent | 800 Nos   |
| 88   |  | Tittle Covers white Art Card A4(Ibico) or equivalent | 1000 Nos  |
| 89   | Punching Machine 480 Opal or equivalent    | 12 Nos   |           |
| 90   | Paper Tray                                 | 18 Nos   |           |
| 91   | PVC Plastic Tape 2" (Jhoson) or equivalent | 24 Nos   |           |
| 92   | PVC Plastic Tape 3" (Jhoson) or equivalent | 18 Nos   |           |

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| 93   | Stationery Items                                  | Rubber Band (Swan Brand) or equivalent                      | 18 Nos   |
| 94   |   | Rule Pad Small  | 20 Nos   |
| 95   |   | Rule Pad Large  | 30 Nos   |
| 96   |   | Register 200 pages  | 8 Nos    |
| 97   |   | Saparator Set of 10 A4                                      | 72 Nos   |
| 98   |   | Scotch Tape 1/2" (27 Mtr)                                   | 20 Nos   |
| 99   |   | Scotch Tape 1" (Johson) or equivalent                       | 80 Nos   |
| 100  |   | Sharpner ( Steel )  | 36 Nos   |
| 101  |   | Scale Plastic 12"   | 12 Nos   |
| 102  |   | Steel Scale 12'   | 12 Nos   |
| 103  |   | Stamp Pad Black Lancer or equivalent                        | 4 Nos    |
| 104  |   | Stamp Pad Blue Lancer or equivalent                         | 4 Nos    |
| 105  |   | Stamp Pad Red Lancer or equivalent                          | 4 Nos    |
| 106  |   | Staple Machine with opener                                  | 30 Nos   |
| 107  |   | Staple Pin 24/6 Dollar or equivalent                        | 200 Nos  |
| 108  |   | Staple Pin 23/10 Dollar or equivalent                       | 6 Nos    |
| 109  |   | Staple Pin 23/13 (Whashin Korea) or equivalent              | 6 Nos    |
| 110  |   | Staple Pin 23/15 (Whashin Korea) or equivalent              | 6 Nos    |
| 111  |   | Staple Pin 23/17 (Whashin Korea) or equivalent              | 6 Nos    |
| 112  |   | Staple Pin 23/20 (Whashin Korea) or equivalent              | 6 Nos    |
| 113  |   | Staple Pin 23/24 ((Whashin Korea) or equivalent             | 6 Nos    |
| 114  |   | Sticker Sheet plain A4 size                                 | 3 Pkts   |
| 115  |   | Two Ring File A4 Size (Ring Binder)                         | 150 Nos  |
| 116  |   | UHU Glue Stick 21g Doller or equivalent                     | 150 Nos  |
| 117  |   | Whito Pen Pelikan or equivalent                             | 36 Nos   |
| 118  |   | Paper A3 (420 mm x 297 mm) Paper One 80gm or equivalent     | 200 Pkt  |
| 119  |   | Paper A4 (210 mm x 297 mm) Paper One 80gm or equivalent     | 900 Pkt  |
| 120  |   | Paper LEGAL WHITE (8-1/2"x14") Paper One 80gm or equivalent | 25 Pkt   |
| 121  |   | Plotter Paper 24"x50" 90GSM                                 | 130 Roll |
| 122  |   | Plotter Paper 36"x50" 90GSM                                 | 130 Roll |
| 123  |   | Air freshner (URS/ Good Morning) 300ml or equivalent        | 80 Nos   |
| 124  |   | Air freshner block (toilet) Rommi or equivalent             | 300 Nos. |
| 125  |   | Brush Long for Toilet                                       | 20 Nos.  |
| 126  |   | Brush Small for Toilet                                      | 20 Nos.  |
| 127  |   | Dust bin (Length 11')                                       | 36 Nos   |
| 128  |   | Duster cloth (White) 30"X18"                                | 300 Nos  |
| 129  |   | Duster cloth (Yellow) 30"X18"                               | 300 Nos  |
| 130  |   | Jug with cover (glass) (Omroc) or equivalent                | 18 Nos   |
| 131  |   | Glass for Drinking Water (Fine) 300 ml or equivalent        | 72 Nos   |
| 132  |   | Broom soft  | 36 Nos.  |
| 133  |   | Mop refill (best quality)                                   | 72 Nos   |
| 134  | Mop stick (Pvc pipe)                              | 30 Nos.   |          |
| 135  | Phenyle Liquid of 2.9 liter (Finis) or equivalent | 72 Bottles  |          |
| 136  | Detol Soap 85 gram                                | 350 Nos   |          |
| 137  | Scotch brite 3m(2 in 1) pack                      | 36 Nos.   |          |
| 138  | Harpic 500ml                                      | 36 Botl.  |          |
| 139  | Spray Glint 500ml                                 | 30 Nos  |          |
| 140  | Spray Mortein 375ml                               | 80 Nos  |          |
| 141  | Tissue paper box Rose Petal (3Ply) or equivalent  | 180 Nos   |          |

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|------|------------------|--|----------|
| 142  |                  | Max Liquid Lemon 475ml                                 | 80 Botl. |
| 143  |                  | Tissue Paper Roll Rose Petal ( Regular ) or equivalent | 900 Nos  |
| 144  |                  | Red acid 600ml   | 36 Botl. |
| 145  |                  | Wiper large size (Pvc pipe)                            | 30 Nos.  |
| 146  |                  | Vim Max Pawder 400gms                                  | 80 Nos   |
| 147  |                  | Sanitizer 1 litre Fresh Touch or equivalent            | 42 Nos   |
| 148  |                  | Hand Wash liquid Soap Life Bouy 1 litre or equivalent  | 185 Nos  |

**TERMS & CONDITION**

1. Sealed quotations **can** be submitted on or before **November ---, 2021** till **11:00 AM** along with **Rs. 25,000/= (Twenty Five Thousand only)** earnest money in form of pay order/CDR/bank draft in the name Of National Engineering Services Pakistan (Pvt) Limited. Quotations will be opened on the same date at **11:30 AM** Pay order of supplier approved by the committee will be retained till completion of supply order. In case of non-compliance of the purchase order, earnest money will be forfeited and purchase order will be treated as cancelled.
2. Quotation received without earnest money and after the due date and time not shall not be entertained. The vender must give a specific brand name with quoted items.
3. The competent authority reserves the right to reject any or all the bids in accordance with Rule 33 of Public Procurement Rule 2004.
4. Quotation provided shall be marked with the price inclusive of all taxes. The purchase order shall be issued independently to the lowest bidder of each item.
5. Supply of said items shall be made within two weeks of issuance of purchase order by NESPAK.
6. NESPAK reserves the right to increase / decrease quantity of each item and this bid is valid for seven months.
7. Repeat order may be placed within 7 months of bid opening date.
8. No advance payment will be made by NESPAK. Payment will be released within four weeks of supply of approved stock as per purchase order.
9. Sales Tax ,Income Tax and other Taxes shall be deducted as per Government rules.
10. This tender is also available at **NESPAK** [www.nespak.com.pk](http://www.nespak.com.pk) and **PPRA** [www.ppra.org.pk](http://www.ppra.org.pk) websites.

**Secretary**  
**Procurement Cell**  
**NESPAK, 13th Floor, NICL Building, Abbasi Shaheed Road**  
**Karachi,**  
**PH. # 021-99090000, Ext.654**