

**NESPAK- REQUIRED  
STATIONERY ITEMS FOR HEAD OFFICE LAHORE**

Sealed Quotations are invited from active GST registered firms for the procurement of the following stationery items.

Sr. No.	Items	Quantity Required
1.	Ball point 0.8mm (Blue 1750, Black 200 & Red 50 (Piano or equivalent))	2000 Nos
2.	Binding spiral 12mm (pure plastic)	500 Nos
3.	Binding spiral 16 mm (pure plastic)	500 Nos
4.	Waste paper basket minimum 8" pure plastic	50 Nos
5.	Computer paper file plastic A3 (Good Quality)	48 Nos
6.	Correction pen (Kita or equivalent)	200 Nos
7.	Cell AA (Toshiba or equivalent)	500 Nos
8.	Eraser AL 30 Pelikan or equivalent	300Nos
9.	Foot roll 12" steel (Good Quality)	100 Nos
10.	Gum stick 21g(UHU or equivalent)	500 Nos
11.	Glass for water (Toyo nasic or equivalent)	120 Nos
12.	Log book 100 pages (Lion brand or equivalent)	50Pkts
13.	Marker 0.5mm Eye micro uniball or equivalent (Blue,Black & Green)	700 Nos
14.	Marker vision elite fine 0.8mm Uniball or equivalent (Blue & balck)	700Nos
15.	Marker 0.7mm Uniball signo or equivalent (Blue & Balck)	700Nos
16.	Dish wash liquid 475 ml (Max or equivalent)	100 Nos
17.	Post it pad 3*3 (3M or equivalent)	200 Pads
18.	Punch machine small 2 hole(kw trio or equivalent)	36 Nos

19.	Pencil lead (HB Goldfish or equivalent)	1000 Nos
20.	Offset paper A4 80 gm (Double A or equivalent)	3000 Reams
21.	Offset paper A3 80 gm (Double A or equivalent)	300Reams
22.	Plastic sheet A4 180 Micron 100 sheet per pkt (ibico or equivalent)	100 Pkts
23.	Paper clip 36mm (Three flower or equivalent)	200 Pkts
24.	Ruled pad small 68 gm 200 pages	200 Nos
25.	Ruled pad large 68 gm 200 pages	200 Nos
26.	Stapler 50 R (Max original Japan or equivalent)	50 Nos
27.	Stapler small 10 (Max or equivalent)	20 Nos
28.	Sharpener plastic (Piano or equivalent)	300 Nos
29.	Paper Color A4, 80 Grams, 100 Sheets per Packet (Spectra) (Blue, Green, Pink& Yellow)	300 Pkts

**TERMS & CONDITIONS:** Sealed quotations can be submitted on or before **July 7, 2025** till **11:00AM** along with **Rs.100,000/- (Rupees One Hundred 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.

1. Quotations received without earnest money and after the due date and time shall not be entertained. The vendor must give a specific brand name with quoted items.
2. The competent authority reserves the right to reject any or all the bids in accordance with Rule 33 of Public Procurement Rule 2004.
3. 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.
4. Supply of said items shall be made within two weeks of issuance of purchase order by Nespak.
5. NESPAK reserves the right to increase/decrease quantity of each item and this bid is valid for six months.
6. Repeat order may be placed within 6 months of bid opening date.
7. No advance payment will be made by NESPAK. Payment will be released within four weeks of supply of approved stock after submitting of invoice with Annex C.
8. Sales Tax, Income Tax and other Taxes shall be deducted as per Government rules.
9. 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) website.

**Secretary**  
**Procurement Cell**  
**NESPAK House, 1-C, Block-N, Model Town**  
**Extension Lahore,**  
**PH. # 042-99090000, Ext. 514/568**  
**E-mail: [purchase@nepak.com.pk](mailto:purchase@nepak.com.pk)**