

## **Quaid-e-Azam Thermal Power (Pvt) Ltd.**

### **TORs FOR PROVISION OF OFFICE SUPPLIES**

1. Quaid-e-Azam Thermal Power Pvt. Ltd, Lahore invites sealed bids for provision of office supplies (including stationery etc.) from eligible bidders through Single Stage Single Envelope Procedure.
2. Income Tax and GST Registered firms are eligible to participate in the tender.
3. Bank Draft/Call Deposit as bid security of Rs. 20,000/- of tender value as earnest money in favor of Quaid-e-Azam Thermal Power (Pvt) Ltd. must be enclosed with the consolidated sealed Tender/Quotation.
4. After receiving supply order, firm have to deliver order as per provided samples within 20 days of issuance of supply order, otherwise bid security of Rs. 20,000/- as earnest money will be forfeited.
5. Rates quoted against items must be inclusive of all government taxes.
6. Firms have to supply items as per approved specifications / samples. Bidders may come and inspect the samples at office of Quaid-e-Azam Thermal Power (Pvt) Ltd i.e. 1<sup>st</sup> Floor, 7-C-1, Gulberg III, Lahore any time before opening of Bids.
7. The firms have to submit their rates items wise on the basis of per unit (inclusive of taxes) in the consolidated form.
8. The firms may submit their rates against any or all items mentioned in tender document.
9. Rate will be accepted on the basis of item wise lowest cost.
10. Rate must be given on the enclosed tender Performa; otherwise tender will not be entertained.
11. The vender will be responsible to supply the items in Store Room at his own cost and complete in all respect as per approved sample / specifications.
12. The Competent Authority can accept or reject any one or all tenders without assigning any reason.

**Manager Administration**  
**Quaid-e-Azam Thermal Power (Pvt) Ltd.**

**TENDER DOCUMENTS**  
**FOR PROVISION OF OFFICE SUPPLIES**

Tender Price: Rs. 500/-  
(Nonrefundable)

Receipt No. \_\_\_\_\_

Dated:- \_\_\_\_\_

Opening date: 11.11.2016

At 03:00 p.m.

C.D.R/Instrument No. \_\_\_\_\_

Name of firm:- \_\_\_\_\_

Address:- \_\_\_\_\_

Phone No:- \_\_\_\_\_ N.T.N No. \_\_\_\_\_

G.S.T. Registration No:- \_\_\_\_\_

Sr#	Items Description	1		2	3	(4=2+3)	(5=1x4)
		Units	No. of Units / Quantity	Unit Rate (Excl. Taxes) Rs.	Taxes Rs.	Unit Rate (Incl. All Taxes) Rs.	Total Cost (Incl. All Taxes) Rs.
1	Box File (2 Inch)	Pcs	100				
2	Box File (4 Inch)	Pcs	300				
3	Plastic File Cover	Pcs	200				
4	Paper Clips	Box	50				
5	Binder Clip (15mm)	Box	30				
6	Binder Clip (19mm)	Box	30				
7	Binder Clip (25mm)	Box	30				
8	Binder Clip (31mm)	Box	30				
9	Binder Clip (42mm)	Box	15				
10	Binder Clip (51mm)	Box	15				
11	Soft Board Pins	Box	10				
12	Sticky Notes 3"*3"	Pkt	100				
13	Paper Flags	Pkt	100				

14	Ball Point (Signature) (Blue)	Box	50				
15	Ball Point (Signature) (Black)	Box	30				
16	Signo Ball Pen (Black)	Box	20				
17	Signo Ball Pen (Blue)	Box	20				
18	Crystal Ball Pen ( Blue)	Box	20				
19	Crystal Ball Pen (Black)	Box	20				
20	Tape Dispenser	pcs	10				
21	Highlighter (Yellow)	Box	10				
22	Highlighter (Orange)	Box	10				
23	Highlighter (Pink)	Box	10				
24	Highlighter (Blue)	Box	10				
25	Highlighter (Green)	Box	10				
26	White Board Erasable Marker (Blue)	Box	5				
27	White Board Erasable Marker (Black)	Box	5				
28	White Board Erasable Marker (Green)	Box	5				
29	White Board Erasable Marker (Red)	Box	5				
30	Permanent Marker (Dollar) (Black)	Box	10				
31	Permanent Marker (Dollar) (Blue)	Box	10				
32	Correction Pen	Box	10				
33	Led Pencil	Box	50				
34	Calculator	Pcs	30				
35	Note Pad Small	Pcs	200				
36	Writing Pad Large	Pcs	50				
37	Separator Sets	Pcs	100				
38	Paper Reams A4 (80 gm)	Ream	1000				
39	Paper Size A3 (80gm)	Ream	10				
40	Protector sheet	Pcs	200				
41	Log Book	Pcs	30				
42	Stamp Pad (Blue)	Pcs	20				
43	Stamp Pad (Black)	Pcs	10				
44	Heavy Duty Punch Machine	Pcs	10				
45	Heavy Duty Single Punch Machine	Pcs	10				
46	Single Punch Machine	Box	40				
47	Heavy Duty Stapler Pins 5Box each size (23/6,23/8,23/10,23/13,23/15,23/17,23/20,23/23,23/24)	Box	45				
48	Stapler	Pcs	20				
49	Stapler Pins (24/6)	Box	100				
50	Gum Stick	Pcs	50				
51	Scotch Tape	Pcs	20				
52	Binding Tape Size 2 inch	Pcs	20				
53	Writeable DVD	Pcs	150				

54	Writeable CD	Pcs	100				
55	Visiting Card Folder	Pcs	10				
56	Pin Remover	Pcs	20				
57	Envelope Legal	Pcs	500				
58	Envelope A-4	Pcs	500				
59	Envelope letter	Pcs	500				
60	File Tags	Pkt	100				
61	File Clipper	Pcs	10				
62	Frame (Meeting Schedule)	Pcs	10				
63	Phone Index	Pcs	5				

Note:

- Rate given in the tenders must be inclusive of all government taxes.
- Rate must be given on this tender Performa; otherwise tender will not be entertained.
- No tender shall be entertained without bid security of Rs. 20,000/- as earnest money of the tender value in shape of Deposit at Call.
- Other conditions are attached.