

ENGINEER-IN-CHIEF'S BRANCH
TENDER NOTICE 07/2025-26
BIDS PROPOSAL FOR STATIONERY ITEMS

NAME OF FIRM			
COMPLETE ADDRESS			
Telephone & Fax No.		National Tax No (NTN)	
Vender No.		Sales Tax Registration No.	

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
1.	Ammonia Blue Line Bottle Liq SCP or equivalent	Can	01			
2.	Ammonia Blue Line Paper width 40" length 20 yards or equivalent	Roll	01			
3.	Attendance Register 4 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
4.	Ball Point Blue PIANO Click or equivalent	Pkt	01			
5.	Ball Point Black PIANO Click or equivalent	Pkt	01			
6.	Ball Point Red PIANO Click or equivalent	Pkt	01			
7.	Ball Point Blue PIANO Crystal or equivalent	Pkt	01			
8.	Ball Point Black PIANO Crystal or equivalent	Pkt	01			
9.	Ball Pointer Soft Liner Blue (Doller) or equivalent	Nos	01			
10.	Ball Pointer Soft Liner Black (Doller) or equivalent	Nos	01			
11.	Binding Tape Office Master or equivalent	Nos	01			
12.	Binder Clip 1/2" No 977200 Diamond or equivalent	Pkt	01			
13.	Binder Clip 3/4" No 977000 Diamond or equivalent	Pkt	01			
14.	Binder Clip 1" No 977000 Diamond or equivalent	Pkt	01			
15.	Binder Clip 1-1/4" No 977200 Diamond or equivalent	Pkt	01			
16.	Binder Clip 1-5/8" No 977200 Diamond or equivalent	Pkt	01			
17.	Binder Clip 2" No 977000 Diamond or equivalent	Pkt	01			
18.	Binder Card With Tape or equivalent	Nos	01			
19.	Binding Machine Spiral Comb S-960 or equivalent	Nos	01			
20.	Board Pin Phonix or equivalent	Pkt	01			
21.	Cello Tape 1/2" Stick Master 40 yds or equivalent	Nos	01			
22.	Cello Tape 1" Stick Master 40 yds or equivalent	Nos	01			
23.	Cello Tape 2" Stick Master 40 yds or equivalent	Nos	01			

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
24.	Cello Tape 3" Stick Master 40 yds or equivalent	Nos	01			
25.	Colour Papers 70 gms F/S (Yellow, Pink) (Pkt of 100) or equivalent	Pkt	01			
26.	Coloured Flag Office Master or equivalent	Pkt	01			
27.	Coloured Paper Flag Office Master or equivalent	Pkt	01			
28.	Clutch Pencil Steel or equivalent	Nos	01			
29.	Colour Sheets Different Colours or equivalent	Nos	01			
30.	Correction Pen Office Master or equivalent	Nos	01			
31.	Correction Tape Office Master or equivalent	Nos	01			
32.	Colour Pencil Set of 12 Deer or equivalent	Set	01			
33.	Colour Marker Set of 12 Deer or equivalent	Set	01			
34.	Cutter Blade Darco or equivalent	Pkt	01			
35.	Carbon Paper Rubby or equivalent	Pkt	01			
36.	Clear Book Office Master or equivalent	Nos	01			
37.	Clear Bag F/S Office Master or equivalent	Nos	01			
38.	Calculator Scientific Casio or equivalent	Nos	01			
39.	Calculator 14 Digit China CT-9300 or equivalent	Nos	01			
40.	Complaint Register as per sample or equivalent	Nos	01			
41.	Complaint Chit Register as per sample or equivalent	Nos	01			
42.	Printed Chit Pad Fancy Paper (7.5"x 11") 100 Sheets	Nos	01			
43.	Printed Chit Pad Fancy Paper (6"x 8") 100 Sheets	Nos	01			
44.	Printed Chit Pad Fancy Paper (3"x 7") 100 Sheets	Nos	01			
45.	Printed Chit Pad Fancy Paper (3"x 7") 100 Sheets	Nos	01			
46.	Dak Folder Rexene Blue / Red Best Quality or equivalent	Nos	01			
47.	Dak Bag Leather as per sample or equivalent	Nos	01			
48.	DO Pad 80 gms (100 Sheet each) F/S (As per Sample) or equivalent	Nos	01			
49.	DO Pad 80 gms Golden (100 Sheet each) F/S (As per Sample) or equivalent	Nos	01			
50.	DO Pad 80 gms Golden (100 Sheet each) A-4 (As per Sample) or equivalent	Nos	01			
51.	Drafting / Noting Pad Office Master or equivalent	Nos	01			
52.	Damper Rado or equivalent	Nos	01			

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53.	Double Side Tape or equivalent	Nos	01			
54.	Duplicating Paper Butterfly F/S 400 sheet of 50 gms or equivalent	Ream	01			
55.	Edge Binding Tape Blue or equivalent	Nos	01			
56.	Edge Binding Tape Black or equivalent	Nos	01			
57.	Edge Binding Tape Red or equivalent	Nos	01			
58.	Edge Binding Tape Green or equivalent	Nos	01			
59.	Edge Binding Tape Yellow or equivalent	Nos	01			
60.	Eraser AL-30 Dux or equivalent	Nos	01			
61.	Eraser AL-30 Palikan or equivalent	Nos	01			
62.	Eraser DG-50 Palikan or equivalent	Nos	01			
63.	Envelops 3.5" x 7.5" (50/pkt) White 70 gms or equivalent	Pkt	01			
64.	Envelops SE-5 (50/pkt) White 70 gms or equivalent	Pkt	01			
65.	Envelops SE-5 (50/pkt) Khaki 75 gms or equivalent	Pkt	01			
66.	Envelops SE-6 (50/pkt) Khaki 75 gms or equivalent	Pkt	01			
67.	Envelop SE-8 (100/pkt) Khaki or equivalent	Pkt	01			
68.	Envelop SE-10 (100/pkt) Khaki or equivalent	Pkt	01			
69.	Envelop A-4 (100/pkt) Khaki or equivalent	Pkt	01			
70.	Envelop F/S (100/pkt) Khaki or equivalent	Pkt	01			
71.	Envelop A-4 Cloth(50/pkt) Khaki or equivalent	Pkt	01			
72.	Envelop F/S Cloth (50/pkt) Khaki or equivalent	Pkt	01			
73.	File Cover Rexine Top Transparent A-4 or equivalent	Nos	01			
74.	File Cover Rexine Top Transparent F/S or equivalent	Nos	01			
75.	File Cover Glazed A-4 (As per Sample) or equivalent	Nos	01			
76.	File Cover Glazed F/S (As per Sample) or equivalent	Nos	01			
77.	File Cover Glazed Window A-4 (As per Sample) or equivalent	Nos	01			
78.	File Cover Glazed Window F/S (As per Sample) or equivalent	Nos	01			
79.	File Cover A-4 (As per Sample) or equivalent	Nos	01			
80.	File Cover F/S (As per Sample) or equivalent	Nos	01			
81.	File Cover A-3 (Brown) (As per Sample) or equivalent	Nos	01			
82.	File Folder Plastic (30 Pockets) (As per Sample) or equivalent	Nos	01			

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
83.	File Folder Plastic A-4 Ring (For 300 Pages) or equivalent	Nos	01			
84.	File Folder Plastic F/S Ring (For 400 Pages) or equivalent	Nos	01			
85.	File Folder Plastic A-4 Clip or equivalent	Nos	01			
86.	File Folder Plastic F/S Clip (For 400 Pages) or equivalent	Nos	01			
87.	File Swing A-4 or equivalent	Nos	01			
88.	Folder For Result Small Office Master or equivalent	Nos	01			
89.	Folder For Result Large Office Master or equivalent	Nos	01			
90.	Conf Folder Rexene A-4 (As per Sample) or equivalent	Nos	01			
91.	Fountain Pen Wing Sing or equivalent	Nos	01			
92.	Fax Roll Panasonic or equivalent	Roll	01			
93.	Gum Bottle Large Nafees 800 ml or equivalent	Btl	01			
94.	Glue Stick Dollar (Small) 08 gm or equivalent	Nos	01			
95.	Glue Stick Dollar (Medium) 20 gm or equivalent	Nos	01			
96.	Glue Stick Dollar (Large) 35 gm or equivalent	Nos	01			
97.	Gum Tube Small UHU or equivalent	Nos	01			
98.	Glossy Photo Paper A-4 Kodak or equivalent	Nos	01			
99.	Photo Paper Laster 5"x7" or equivalent	Pkt	01			
100.	HP White Plain Paper Roll 24" Dia 2" or equivalent	Roll	01			
101.	HP White Plain Paper Roll 36" Dia 2" or equivalent	Roll	01			
102.	Highlighter Yellow Palikan or equivalent	Nos	01			
103.	Highlighter Set of 4 Palikan or equivalent	Set	01			
104.	Holding Pen Wing Sing or equivalent	Nos	01			
105.	Ink Bottle Blue 62.5ml Palikan or equivalent	Btl	01			
106.	Ink Bottle Black 62.5ml Palikan or equivalent	Btl	01			
107.	Ink Remover Dux or equivalent	Nos	01			
108.	JCOs/SDO Hand Dairy Cover Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
109.	JCOs/SDO Hand Dairy Pad(7.2"x4.8") Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
110.	Key Duty Register 300 Pages(As per Sample) or equivalent	Nos	01			
111.	Ledger Accounting Book (As per Sample) or equivalent	Nos	01			
112.	Ledger Cash Accounting Book (As per Sample) or equivalent	Nos	01			

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113.	Laser Pointer Green Light or equivalent	Nos	01			
114.	Laser Pointer Red Light or equivalent	Nos	01			
115.	Lamination Paper A-4 or equivalent	Nos	01			
116.	Lamination Paper F/S or equivalent	Nos	01			
117.	Marker Permanent Blue Piano or equivalent	Nos	01			
118.	Marker Permanent Black Piano or equivalent	Nos	01			
119.	Marker Permanent Red Piano or equivalent	Nos	01			
120.	Marker Permanent Green Piano or equivalent	Nos	01			
121.	Marker Non Permanent Blue Piano or equivalent	Nos	01			
122.	Marker Non Permanent Black Piano or equivalent	Nos	01			
123.	Marker Non Permanent Red Piano or equivalent	Nos	01			
124.	Marker Non Permanent Green Piano or equivalent	Nos	01			
125.	Magic Tape Best Quality or equivalent	Nos	01			
126.	Masking Tape 1/2" Abro or equivalent	Nos	01			
127.	Masking Tape 1" Abro or equivalent	Nos	01			
128.	Masking Tape 2" Abro or equivalent	Nos	01			
129.	Marker Tempo Blue Doller or equivalent	Nos	01			
130.	Marker Tempo Black Doller or equivalent	Nos	01			
131.	Offrs Hand Dairy Cover Printed (E-in C Branch) Best Quality or equivalent	Nos	01			
132.	Offrs Hand Dairy Pad (4.6"x3.5") Printed (E-in C Branch) 90 gms Paper (100 sheet each) or equivalent	Nos	01			
133.	Offrs Hand Pad 2"x5" (As Per Sample) or equivalent	Nos	01			
134.	Offrs Hand Pad 3"x6" (As Per Sample) or equivalent	Nos	01			
135.	Offrs Hand Pad 4"x6" (As Per Sample) or equivalent	Nos	01			
136.	Offrs Hand Pad 3"x6" With Monogram (As Per Sample) or equivalent	Nos	01			
137.	Paper Double A A-4 70 gms or equivalent	Ream	01			
138.	Paper Double A F/S 70 gms or equivalent	Ream	01			
139.	Paper Double A A-4 80 gms or equivalent	Ream	01			
140.	Paper Double A F/S 80 gms or equivalent	Ream	01			
141.	Paper Double A A-3 80 gms or equivalent	Ream	01			
142.	Paintal Set Permenant Snoman Japan or equivalent	Pkt	01			

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
143.	Paintal Set Non Permenant Snoman Japan or equivalent	Pkt	01			
144.	Punching Machine Single Hole Office Master or equivalent	Nos	01			
145.	Punching Machine D/D Small Office Master or equivalent	Nos	01			
146.	Punching Machine D/D Large Office Master or equivalent	Nos	01			
147.	Punching Machine Heavy Duty Office Master or equivalent	Nos	01			
148.	Paper Pin Steel (China) 50gms or equivalent	Pkt	01			
149.	Paper Clip 36 mm(Three Flower) or equivalent	Pkt	01			
150.	Paper Clip Multi Colours (Three Flower) or equivalent	Pkt	01			
151.	Pencil Jar Plastic Office Master or equivalent	Nos	01			
152.	Pencil Tray Merry or equivalent	Nos	01			
153.	Pencil Tray Steel Jali Gold Horse or equivalent	Nos	01			
154.	Paper Cutter Rancher or equivalent	Nos	01			
155.	Pin Coughion China or equivalent	Nos	01			
156.	Pencil Lead Soft 2HB Dux or equivalent	Pkt	01			
157.	Plain Paper Roll White sheet 24" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
158.	Plain Paper Roll White sheet 36" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
159.	Plain Paper Roll White sheet 40" 90 gms 45 mtr 2" Dia or equivalent	Roll	01			
160.	Post-it-Pad Yellow 1.5"x2" Office Master or equivalent	Pkt	01			
161.	Post-it-Pad Yellow 3"x2" Office Master or equivalent	Pkt	01			
162.	Post-it-Pad Yellow 3"x3" Office Master or equivalent	Pkt	01			
163.	Post-it-Pad Yellow 3"x4" Office Master or equivalent	Pkt	01			
164.	Post-it-Pad Yellow 3"x5" Office Master or equivalent	Pkt	01			
165.	Phonix Pin 2 No or equivalent	Pkt	01			
166.	Phonix Pin 4 No or equivalent	Pkt	01			
167.	Phonix Pin 6 No or equivalent	Pkt	01			
168.	Phonix Pin 8 No or equivalent	Pkt	01			
169.	PP Ring Binder A-4 or equivalent	Nos	01			
170.	PP Ring Binder F/S or equivalent	Nos	01			
171.	Pelikan Blanco Fluid with Thinner or equivalent	Set	01			
172.	Postage Account Register (As per sample) or	Nos	01			

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
	equivalent					
173.	Poker Wooden Handle 6" or equivalent	Nos	01			
174.	Poker Steel 12" or equivalent	Nos	01			
175.	Register 4 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
176.	Register 5 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
177.	Register 6 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
178.	Register 7 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
179.	Register 8 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
180.	Register 10 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
181.	Register 12 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
182.	Register 16 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
183.	Register 20 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
184.	Register 24 Qrs 68 gms Paper (Fine Quality) or equivalent	Nos	01			
185.	Routine Sheet Pad Green A-4 50 Sheet or equivalent	Nos	01			
186.	Routine Sheet Pad 10.5"x 8" (As per Sample) or equivalent	Nos	01			
187.	Report Cover A-4 or equivalent	Nos	01			
188.	Report Cover F/S or equivalent	Nos	01			
189.	Rubber Band 1" Office Master or equivalent	Pkt	01			
190.	Ruler Steel 12" China or equivalent	Nos	01			
191.	Scissor Medium Offic Master or equivalent	Nos	01			
192.	Scissor Large Offic Master or equivalent	Nos	01			
193.	Short Hand Note Book Office Master or equivalent	Nos	01			
194.	Sharpener Steel China or equivalent	Nos	01			
195.	Seprator A-4 10 Card Office Master or equivalent	Pkt	01			
196.	Seprator F/S 10 Card Office Master or equivalent	Pkt	01			
197.	Seprator A-4 20 Card Office Master or equivalent	Pkt	01			
198.	Seprator F/S 20 Card Office Master or equivalent	Pkt	01			
199.	Spiral All Size or equivalent	Doz	01			

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
200.	Stamp Pad Blue Crystle or equivalent	Nos	01			
201.	Stamp Pad Black Crystle or equivalent	Nos	01			
202.	Stamp Pad Ink Blue Crystle or equivalent	Btl	01			
203.	Stamp Pad Ink Black Crystle or equivalent	Btl	01			
204.	Sharpner Machine Medium KW-305 or equivalent	Nos	01			
205.	Stapler Machine Medium 24/6 KW-5537 or equivalent	Nos	01			
206.	Stapler Machine Large 24/6 KW-5537 or equivalent	Nos	01			
207.	Stapler Machine Heavy Duty 50 LC KW-Trio or equivalent	Nos	01			
208.	Stapler Pins 10 No Washin or equivalent	Pkt	01			
209.	Stapler Pins 24/6 Washin or equivalent	Pkt	01			
210.	Stapler Pins 23/8 Washin or equivalent	Pkt	01			
211.	Stapler Pins 23/10 Washin or equivalent	Pkt	01			
212.	Stapler Pins 23/13 Washin or equivalent	Pkt	01			
213.	Stapler Pins 23/15 Washin or equivalent	Pkt	01			
214.	Stapler Pins 23/17 Washin or equivalent	Pkt	01			
215.	Stapler Pins 23/24 Washin or equivalent	Pkt	01			
216.	Stapler Pin Remover Washin or equivalent	Nos	01			
217.	Sticker Sheets or equivalent	Nos	01			
218.	Table Organizer Office Master or equivalent	Nos	01			
219.	Table Marble Set (Pak) or equivalent	Nos	01			
220.	Tape Dispenser Office Master or equivalent	Nos	01			
221.	Talic Sheet Golden Eagle (50 m x54 inch 10 mm) or equivalent	Roll	01			
222.	Tracing Paper Roll 24" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
223.	Tracing Paper Roll 36" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
224.	Tracing Paper Roll 40" 112 gms 45 mtr 2"Dia Diamond or equivalent	Roll	01			
225.	Transparency Sheet A-4 Size Office Master or equivalent	Pkt	01			
226.	Tag Small China (T Type) or equivalent	Bdl	01			
227.	Tag Large China (T Type) or equivalent	Bdl	01			
228.	Uniball Schneider Blue One Business or equivalent	Pkt	01			
229.	Uniball Signo 0.7 UM-120 Black Mitsubishi or equivalent	Pkt	01			
230.	Uniball Signo 0.7 UM-120 Blue Mitsubishi or equivalent	Pkt	01			

S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
231.	Uniball Eye Micro UB-150 Blue Mitsubishi or equivalent	Pkt	01			
232.	Uniball Eye Micro UB-150 Black Mitsubishi or equivalent	Pkt	01			
233.	Uniball Eye Micro UB-150 Red Mitsubishi or equivalent	Pkt	01			
234.	Uniball Eye Delux UB-177 Blue Mitsubishi or equivalent	Pkt	01			
235.	Uniball Eye Delux UB-177 Black Mitsubishi or equivalent	Pkt	01			
236.	Uniball Eye Fine UB 157 Black Mitsubishi or equivalent	Pkt	01			
237.	Uniball Eye Fine UB 157 Blue Mitsubishi or equivalent	Pkt	01			
238.	Uniball Eye Fine UB 157 Light Blue Mitsubishi or equivalent	Pkt	01			
239.	Uniball Eye Fine UB 157 Red Mitsubishi or equivalent	Pkt	01			
240.	Uniball Eye Fine UB 157 Green Mitsubishi or equivalent	Pkt	01			
241.	Uni Ball Vision Elite UB 200 (8) Fine Blue or equivalent	Pkt	01			
242.	Uni Ball Vision Elite UB 200 (8) Fine Black or equivalent	Pkt	01			
243.	Uni Ball Vision Elite UB 200 (8) Fine Green or equivalent	Pkt	01			
244.	Uni Ball Vision Elite UB 200 (8) Fine Red or equivalent	Pkt	01			

TERMS AND CONDITIONS

1. Participating Firms/Contractors must be registered with Income Tax and Sales Tax Department.
2. Attested copies of CNIC, NTN, GST registration with the FBR authorities, ATL (on present date) and professional Tax (2025/26) should be provided with the bid/quotation. In case a firm is found to be misstatement, or provision of fake documents, the bid/quotation shall be liable to cancel and the earnest money shall be forfeited. Case for blacklisting of firm will also be initiated
3. Participating Firms/Contractors shall provide an affidavit that the bidder has never been blacklisted by any government department/ organization.
4. Participating Firms/Contractors shall submit details of items separately showing unit price, GST and labour/service charges (if any). The written material should be clear and

legible. Every page of the tender documents should be signed by the bidder with company seal.

5. Rates quoted (including all taxes) shall be valid upto **30 June 2026**.
6. Bid security money amounting to Rs 150,000/- (Rupees One Hundred Fifty Thousand only) in the shape of Bank Draft/Pay Order in favour of the Engineer-in-Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi shall be enclosed with bid/quotation. Quotation not supported with bid security shall not be entertained. For successful bidder, the security money shall be converted into security deposit which shall be retained till **30 June 2026**, however bid security shall be returned to unsuccessful bidders after finalization of the contract.
7. If at any stage during the financial year, sub standard items are supplied by the contract, the contract shall be cancelled. The security deposit by the Participating Firms/Contractors shall be foreited & the firm shall be blacklisted.
8. The complete shop/office address and landline telephone numbers installed at the shop/office should be provided along with the bid.
9. Participating Firms/Contractors shall be required to provide the samples of all the items before the Purchase Committee, if demanded as such.
10. Partial/in complete bids will not be accepted.
11. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid in accordance with rule 31 (1) of PPRA rules 2004.
12. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with Rule 33(1) of PPRA Rules, 2004. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids proposals, but is not required to justify those grounds.
13. The last date of submission of bid/quotation shall be **06 May 2026** at **1100 hours** at the address given below and will be opened on the same day at **1130 hours** in the presence of available bidders. Bids received after closing time will not be entertained.

For any query / information please contact
President Local Purchase Committee, Lieutenant Colonel Waqar Yahya Retd
Tel; 9271700 Ext 213
Establishment Section
Engineer in Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi

<u>CHECK LIST</u>			
1.	Validity of Bid is by _____	Yes	No
2.	Bank Account No. _____ Name of Bank _____ Address _____	Yes	No
3.	Copy of National Tax Number (NTN) certificate	Yes	No
4.	Copy of Sales Tax Registration certificate	Yes	No
5.	Pay Order/Bank Draft of Security deposit. Pay Order /Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____ dated _____ of Bank _____	Yes	No
6.	Affidavit regarding firm is not black listed	Yes	No
7.	Detail of Annual turnover for the last three Years (Proof of financial stability).	Yes	No
8.	Active Tax Payer List Cert	Yes	No
9.	Copy of Professional Tax 2025-26	Yes	No
10.	Bank Statement (last two financial years)	Yes	No