



NESPAK- REQUIRED
STATIONERY ITEMS FOR HEAD OFFICE LAHORE

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) invites E-BIDS from active GST registered firms for the procurement of the following stationery items:

Sr. No.	Items	Quantity Required
1.	Ball Point Pen, Piano 0.8mm or equivalent	2000 Nos
2.	Binding Spiral Plastic 38mm	300 Nos
3.	Binding Spiral Plastic 45mm	300 Nos
4.	Binding Spiral Plastic 52mm	300 Nos
5.	Duster Cotton 25"x30" Fine Quality	1,000 Nos
6.	Fold Back Clip 15mm (Good quality)	500 Nos
7.	Fold Back Clip 19mm (Good quality)	1000 Nos
8.	Gum Stick (UHU or equivalent) 21gm.	500 Nos
9.	Permanent Marker 70 (Blue & Black)	300 Nos
10.	Paper Color A4 80gms 100 sheets per pkt (Spectra or equivalent)	500 Pkts
11.	Paper Cutter Knife Large olfa or equivalent	50 Nos
12.	Paper Cutter Knife olfa Small or equivalent	24 Nos
13.	Register Dispatch (9 Quire) Lion or equivalent	10 Nos
14.	Register Receipt (6 Quire) Lion or equivalent	10 Nos
15.	Paper Scissor Steel (Medium) 10"	36 Nos
16.	Spray Insect Killer 600ml Kingtox or equivalent	200 Nos
17.	Tape Binding 2"x20 Yards Blue=100, Black=100 & Silver=300 (Good quality)	500 Nos
18.	Tape Masking 1" (Good quality)	100 Nos
19.	Tape Transparent 2"x72 Yards (Good quality)	100 Nos
20.	Multifield Separator Set 180gm, A4 (alfalah or equivalent)	100 sets

TERMS & CONDITIONS:

E-Bids can be submitted through EPADS on or before **June 22, 2026 up to 11:00 AM** 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. E-Bids will be opened on the same day 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. E-Bids 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 the bids shall be valid for 3 months.
6. Repeat order may be placed within 3 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 applicable Taxes shall be deducted as per Government rules.
9. This tender is also available at NESPAK (www.nespak.com.pk) and PPRA (www.ppra.org.pk) website.

Secretary
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