



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

E-BIDS are invited from active GST registered firms for the procurement of the following stationery items.

Sr. No.	Items	Quantity Required
1.	Offset Paper A4 Size, 80 Grams (500 Sheets per Ream) Double-A or Equivalent	3000 Reams
2.	Offset Paper A3 Size, 80 Grams (500 Sheets per Ream) Double-A or Equivalent	700 Reams
3.	Air Freshener 300ml (Fridi or equivalent)	300 Nos
4.	Box File 3" Black full scape	1000 Nos
5.	Binding Spiral Plastic 8mm	1000 Nos
6.	Binding Spiral Plastic 10mm	1000 Nos
7.	Binding Spiral Plastic 12mm	1000 Nos
8.	Binding Spiral Plastic 16mm	1000 Nos
9.	Binding Spiral Plastic 20mm	500 Nos
10.	Binding Spiral Plastic 25mm	500 Nos
11.	Binding Spiral Plastic 32mm	500 Nos
12.	Basket Waste Paper Plastic minimum 10" Height (Good quality)	200 Nos
13.	Correction Fluid Pen (Kita/Oro or equivalent)	300 Nos
14.	File Four Flap Simple	50 Nos
15.	Fold Back Clip 50mm (83 Pkts each contain 12 clips)	996 Nos
16.	Gum Stick UHU 21gm Original/original	500 Nos
17.	Glass Tumbler, Toyo Nasic or equivalent	250 Nos
18.	Jug for Water, Toyo Nasic or equivalent	24 Nos
19.	Log Book 200 Pages (Lion Brand or Equivalent)	50 Nos
20.	Marker Uniball Signo 0.7 Japan or equivalent (B=400, Blk=50 & Red=50)	500 Nos

21.	Marker Florescent (Yellow=300, Green=100, Blue=100 & Pink=100) dollar or equivalent	600 Nos
22.	Multifield Separator Set 180gm, A4 (Alfalah or equivalent)	300 sets
23.	Dishwash Liquid Max or equivalent, minimum 475ml	100 Nos
24.	Post-it-Pad (3"×3") 3M or Equivalent	200 Nos
25.	Post-it-Pad (1½"×2") 3M or Equivalent	300 Nos
26.	Post-it-Pad (Sticky Flags) for Signature (good quality)	300 Nos
27.	Punching Machine (Small) 2-Hole kw or equivalent	36 Nos
28.	Pencil Lead HB Goldfish or equivalent	1000 Nos
29.	Clutch Pencil 0.5 (Steadtler 775 or equivalent)	24 Nos
30.	Clutch Pencil 0.7 (Steadtler 775 or equivalent)	24 Nos
31.	Plastic Sheets A4 180 micron Ibico 100 Sheets per Pkt	100 Pkts
32.	Plastic Sheets A3 180 micron Ibico 100 Sheets per Pkt	30 Pkts
33.	Paper Clip 36mm Three Flower or equivalent	250 Pkts
34.	Pad Ruled 200 Pages, A4 68gm Paper	200 Nos
35.	Pad Ruled 200 Pages, Small 68gm Paper	200 Nos
36.	Stapler Small 10 No. Max Japan or equivalent	24 Nos
37.	Stapler Max Japan 50-R (Original) or Equivalent	60 Nos
38.	Staple Pins 24/6 Dollar or equivalent	1000 Nos
39.	Staple Pins 23/8 8mm Washin or Equivalent	50 Nos
40.	Staple Pins 23/10 10mm Washin or Equivalent	50 Nos
41.	Staple Pins 23/13 13mm Washin or Equivalent	25 Nos
42.	Staple Pins 23/17 17mm Washin or Equivalent	25 Nos
43.	Sharpener Plastic #503 Silver Dux or equivalent	500 Nos
44.	Tape Transparent 1"×72 Yards (Good quality)	500 Nos

TERMS & CONDITIONS:

E-Bids can be submitted on or before **September 11, 2026** up to **11:00 AM** along with **Rs. 200,000/- (Rupees two 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 on PPRA (www.ppra.org.pk) website.

Secretary
Procurement Cell
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