LIST OF REQ STY ITEMS

Ser	Item Name	A/U	Qty	Price per item	Total	Remarks
1.	Ball Point Piano Black	Pkt	64			
2.	Ball Point Piano Blue	Pkt	488			
3.	Ball Point Piano Red	Pkt	91			
4.	Uniball Vision Elite Fine Black	Nos	192			
5.	Uniball Vision Elite Fine Blue	Nos	730			
6.	Uniball Vision Elite Fine Red	Nos	197			
7.	Uniball Signo Blue	Pkt	248			
8.	Pointer Pen Black (Dollar)	Nos	174			
9.	Pointer Pen Blue (Dollar)	Nos	439			
10.	Pointer Pen Red (Dollar)	Nos	153			
11.	Lead Pencil	Nos	2085			
12.	Sharpener	Nos	291			
13.	Sharpener Machine Large (True)	Nos	61			
14.	Eraser Pelikan DG-50	Nos	437			
15.	Whito (Correction Pen)	Nos	423			
16.	Whito Eraser Bottle	Nos	57			
17.	Board Marker Black (Perm)	Nos	307			
18.	Hi Lighter Blue (Piano)	Nos	271			
19.	Hi Lighter Green (Piano)	Nos	317			
20.	Hi Lighter Yellow (Piano)	Nos	503			
21.	Ink Bottle Blue 60ml (Deer)	Btl	142			
22.	Ink Remover Pen (Piano)	Nos	221			
23.	Stamp Pad Blue (Crescent 3x4.5)	Nos	185			
24.	Stamp Pad Ink Blue 30ml	Btl	177			
25.	Scale Steel	Nos	183			
26.	Photostat Paper (A4) 70 Gm	Rim	5666			
27.	Photostat Paper (Legal) 70 Gm	Rim	2943			
28.	DO Paper AA (A4) 80 Gm	Rim	1445			
29.	DO Paper AA (Legal) 80 Gm	Rim	958			
30.	Carbon Paper	Pkt	54			
31.	Binder Clip (19mm)	Nos	1071			
32.	Binder Clip (32mm)	Nos	1087			
33.	Binder Clip (51mm)	Nos	1000			
34.	Paper Clip (Jam Clip)	Pkt	667			
35.	Paper Pin	Pkt	174			
36.	Stapler Machine	Nos	163			
37.	Stapler Pin (Small) 24/6 Dollar	Pkt	969			
38.	Stapler Machine (Heavy Duty)	Nos	49			
39.	Stapler Pin (Heavy Duty) 23/17	Pkt	178			
40.	Stapler Pin Remover	Nos	186			
41.	Paper Cutter	Nos	194			

Ser	Item Name	A/U	Qty	Price per item	Total	Remarks
42.	Paper Cutter Blade	Nos	273			
43.	Brown Tape Roll for Packing 2”	Nos	541			
44.	Mass Tape Roll for Packing 2”	Nos	430			
45.	Scotch Tape 1” (Johnson)	Nos	440			
46.	Scotch Tape 2”	Nos	414			
47.	Gum Stick Large (Dollar) 35g	Nos	725			
48.	Box File with clip (KORONA)	Nos	2933			
49.	Box File with clip plastic Folder with Clip (Elegent)	Nos	5502			
50.	Punching Machine Large	Nos	35			
51.	File Separator (Multi Colour)	Nos	343			
52.	File Sticky Note Large (5 x Colour) 3x5	Nos	362			
53.	File Sticky Note Small (5 x Colour) 3x3	Nos	372			
54.	Paste Chit (Large) 5x3	Nos	316			
55.	Paste Chit (Medium) 3x3	Nos	328			
56.	Paste Chit (Small) 2x3	Nos	319			
57.	Register (200 Pages)	Nos	314			
58.	Register (300 Pages)	Nos	313			
59.	Register (400 Pages)	Nos	308			
60.	Calculator (Large)	Nos	111			
61.	Dori Plastic	Nos	292			
62.	Duster Cloth	Nos	844			
63.	Envelopes (L) Khaki	Nos	6054			
64.	Envelopes (L) White	Nos	3939			
65.	Envelopes (M) Khaki	Nos	7691			
66.	Envelopes (M) White	Nos	4511			
67.	Envelopes (S) Khaki	Nos	18806			
68.	Envelopes (S) White	Nos	3831			
69.	Khaki Sheet	Nos	1710			
70.	Scissor (Medium)	Nos	129			
71.	Tag (Large)	Bdl	104			
72.	Tag (M)	Bdl	104			
73.	Talic Sheet	Mtrs	909			
74.	Tray Plastic for File	Nos	106			
75.	Waste Paper Basket	Nos	160			
76.	Toner 80A	Nos	41			
77.	Toner 35A	Nos	32			
78.	Toner 12A	Nos	176			
79.	Toner 85A	Nos	95			
80.	Toner 32A	Nos	16			
81.	Toner 30A	Nos	57			

Ser	Item Name	A/U	Qty	Price per item	Total	Remarks
82.	Toner 53A	Nos	18			
83.	Toner Laser Jet Pro (17A)	Nos	50			
84.	Toner Laser Jet Pro (76A)	Nos	147			
85.	Toner 19A	Nos	21			
86.	Toner 79A	Nos	189			
87.	Toner 44A	Nos	36			
88.	Tonner Laser 26A	Nos	70			
89.	Magnifying Glass (Large)	Nos	1			
90.	Gum bottle (Large)	Nos	3			
91.	Binding Tape	Nos	14			
92.	Mouse pad	Nos	16			
93.	Push pin for notice board	Pkt	4			
94.	Thumb Pin	Pkt	14			
95.	Mail Folder (Green/ Blue)	Nos	30			
96.	Qalamdan (pen case)	Nos	2			
97.	Colour Computer Papers	Pkt	9			
98.	Duster for White Board	Nos	3			
99.	White Board Marker (Black)	Nos	3			
100.	White Board Marker (Blue)	Nos	13			
101.	HP Laser Jet P2055dn	Nos	3			
102.	Ricoh Aticio (Toner MP 3353)	Btl	3			
103.	Toner for Photo state (RICHO Aticio MP-3350)	Nos	2			
104.	Powder for Toner Refilling (RICHO Aticio MP-3350)	Pkt	2			
105.	Stamp Pad Red	Nos	2			
106.	Ink Stamp Pad (Red)	Nos	2			
107.	Scissor (Large)	Nos	3			
108.	Toner 106A	Nos	20			
109.	Toner 107A	Nos	95			
110.	Toner 05A	Nos	10			
111.	Ball Point (PICASSO) GRIP Blue	Pkts	55			
112.	Punching Machine (Heavy Duty)	Nos	9			
113.	Tonner Ribbon for Epson LQ-2190	Nos	5			
114.	Stapler Pin (Heavy Duty) 23/06	Pkt	1			
115.	Stapler Pin (Heavy Duty) 23/08	Pkt	1			
116.	Stapler Pin (Heavy Duty) 23/10	Pkt	1			
117.	Color Paper (A4) Orange (Light)	Pkt	5			
118.	Masking Tape (paper Tape 25mm)	Nos	10			
119.	Punching Machine (Small)	Nos	3			
120.	Green-Colour DO Paper AA (Legal) 80 GM	Nos	600			
121.	Gum Stick Medium (Dollar) 20g	Nos	45			

Ser	Item Name	A/U	Qty	Price per item	Total	Remarks
122.	Tonner bottle Xerox work station	Btl	6			
123.	Toner Powder Bag for Refilling	Bag	6			
124.	Tape Dispenser	Nos	6			
125.	Tonner bottle RICOH M-2701	Btl	5			
126.	Toner Powder Bag for Refilling	Bag	10			
127.	Tonner bottle RICOH - 2851	Btl	5			
128.	Rubber Band Thrre Size	Pkt	10			
129.	Duct Tape3"	Nos	12			
130.	Water Damper	Nos	16			
131.	Ink Pen	Nos	12			
132.	Glass Cleaner	Btl	6			
133.	Toner Samsung ML-2165	Nos	5			

Anx C

GOVERNMENT OF PAKISTAN
HQ NATIONAL LOGISTIC CORPORATION
INVITATION TO TENDER AND INSTRUCTION TO TENDERS WORDS OF CAUTION

1. “Offers not accompanied with complete technical specifications of items being offered and not supported with detailed technical brochures will not be accepted.

2. “Offer must accompany original schedule to tender NL-2 and NL-3 duly completed in all respect and the certificate of firm.

3. Attention of all firms/addresses is invited to section 5 of Official Secret Act 1923 and they are advised in their own interest to ensure complete secrecy of all information or documents connected with the enquiry/contract and restrict the number of their employees having access to the barest minimum. Persons guilty of offence under any section of the act are punishable with imprisonment for a term which may extend upto two years or with fine, or both:”

No.______________ **Dated ________ 2026**

From: **The Director General**
National Logistic Corporation QMG’s Branch
GHQ Rawalpindi

To: ___________________________
____
____

Dear Sir (S)

1. I invite you to tender for the supply of stores detailed in the schedule attached to the tender form enclosed. The conditions of contract which will govern any contract are in Form **NL-2** included in the pamphlet titled “General condition, Governing contract” and the specifications given in succeeding paras.

2. **Particulars, Specifications and Quantity** Standard particulars specifications and quantity as attached at Annex ‘A’. NLC specifications which are not priced according to publications marked Returnable “issued in connection with the tender, should be returned with the tender, failing which the tender may not be considered. These will be re-issued to the contractor to whom the contract is awarded who will be responsible for their return after the completion of contract.

3. **Preparation of Tender**.

a. The tender is liable to be ignored if complete information is not given therein or the particulars and (if any) asked for in Schedule to the tender, are not filled in. Attention must be paid to delivery dates and also the particulars referred to the general conditions of tender enquiry.

b. The tenders which meet the following minimum requisites criteria, would be declared eligible. Tenderer must provide the undermentioned documents:-

(1) Application/Letter of intent for participation in Tendering process.

(2) Firms must have valid experience of successful completion.

(3) Must attach valid bank statement in original showing financial stability of the tenderer.

(4) Valid and active NTN and GST.

(5) Copy of Income Tax and Sales Tax Registration Certificate.

(6) The firm must certify that they have neither defaulted of any contract/agreement or in legal dispute with any federal/provincial/ local government neither including its departments/bodies/subsidiaries and or organizations/institutions in last five years, nor declared insolvent nor blacklisted by any one of those elucidated above (affidavit on stamp paper of Rs 200/- or more.

(7) The bidder must comply with all terms and conditions mentioned in the tender documents.

c. Individual signing tender and other documents connected with a contract must specify:-

(1) Whether signing as “sole proprietor of the firm or his attorney”.

(2) Whether signing as “registered active partner” of the firm or his attorney.

(3) Whether signing for the firm “per procreation”

(4) In the case of company and firms registered under the Indian Partnership Act, the capacity in which signing e.g Secretary, Manager, Partner etc are their attorney, should be indicated and a copy of document empowering, him to do so, should be produced if called

4. **Delivery of Tender.** The original copy of the tender is to be enclosed in double cover. The inner cover should be sealed and bear tender Enquiry No and date of opening, While the outer cover should bear only address of this office without any indications. “**THE RIGHT TO IGNORE ANY TENDER WHICH FAILS TO COMPLY WITH THE ABOVE INSTRUCTIONS IS RESERVED’**

5. **Date and Time for Receipt of Tender** Your tender must reach this office by the date and time specified in schedule of tender (Form NL-2 attached). NLC will not be responsible for delay occurring in post, in the receipt of invitation to tenders by firm, or return of complete tenders.

6. **Price**

a. The prices quoted must be as per accounting units as shown in the schedule to tender, inclusive of all taxes, packing and delivery charges where applicable. If the quotation includes Sales Tax packing and delivery charges etc, same will also be indicated separately. Refunds on account of returnable packages (if any) are to be separately specified.

b. The price must be quoted in **PAK RUPEE** in figures and words at the appropriate space of the schedule to tender. Additional information, if any, must be linked with entries on the Schedule to Tender. Quotation should be on **FOR Karachi** basis. Bids will be offered in **Pakistani Currency** only.

c. Price quoted should be firm and final.

7. **<u>Delivery Terms</u>** The delivery of the items and materials is required within 7 x days from placing of demand by the user / consignee or as agreed during contract finalization.

8. **<u>Payment Terms</u>**. 100% payments will be made after delivery and inspection by the board of officers.

9. **<u>Packing</u>**. Unless a method of packing is indicated in the specification in the schedule to tender form, the method of packing which the contractor proposes to employ must be described in schedule to the tender form. Contractors are at liberty to quote for additional alternative sizes and description of packs and these must be described in the schedule of tender. Packing should be such that item shall not damage in transit till place of delivery, **SAFE DELIVERY OF ITEMS IS**

10. **<u>SOLE RESPONSIBILITY OF FIRM</u>**. Director General NLC Rawalpindi does not pledge himself to accept the lowest or any tender brand, he reserves the right of accepting the whole or any part of the quantity offered and firm shall supply these items at the quoted rate. **FIRM IS SOLE RESPONSIBLE TO HANDOVER THE ITEMS AND MATERIAL TO NLC IN WORKING CONDTION**.

11. **<u>Inspection</u>.** Inspection of the items will be carried out by a board of officers constituted by the consignee on delivery of stationery items at site as per sample.

12. **<u>Special Conditions</u>**

a. Price should be quoted on FOR Karachi basis. Offer must accompany the schedule to this tender (NL-2) duly completed.

b. The quoted items must be of the same specifications as attached as Annex “A”

c. Quantity can be decreased / increased by HQ Logistic Services National Logistics Corporation Karachi.

d. Partial delivery and partial payment is allowed.

Note: Offers not complying with the above special instructions in addition to other conditions will NOT be entertained.

13. All matters connected with this enquiry and subsequent action arising there from come within scope of the Secret Act 1923. Information regarding the stores concerned must not be disclosed by you or your employees to any un-authorized person.

14. In case of any dispute regarding the terms and conditions, specification or the quality of stores, decision of the Director General HQ NLC will be considered as final and binding on the suppliers.

15. Failure to supply the goods quoted or failure to meet the commitment made regarding delivery schedule, specifications, short supplies etc will authorize HQ Logistics Services National Logistics Corporation Karachi to purchase the items at your firms risk and cost**.**

16. Late Delivery charges will be imposed as per NLC SOP.88/2001.

17. **Validity of Offers.** The validity period of quoted rates must be indicated and should be at-least 120 days from the date of opening of the tender, extendable for further processing of the case, if required.

SPECIAL INSTRUCTIONS

TENDER NOT CONFORMING TO THE INSTRUCTIONS GIVEN IN FORM NL-1. NL-2 & NL-3 WILL BE LIABLE TO REJECTION. INCOMPLETE OFFERS WILL ALSO BE NOT CONSIDERED. PLEASE READ THESE INSTRUCTIONS CAREFULLY AND COMPLY WITH THEM

For & on behalf of the President
of Islamic Republic of Pakistan

Dy Comd
For Director General NLC

HEADQUARTER LOGISTIC SERVICES NATIONAL LOGISTICS KARACHI
SCHEDULE TO TENDER
CONDTIONS OF CONTRACT

Tender no. ___/Stationery/2023/NLC Dated _______________2026

TIME AND DATE OF OPENING OF TENDER _____ hrs on ____ 2026.

The tender shall remain open for acceptance till _____ hrs on ____ 2026.

The bids shall comprise of a single envelope included detail of stores & financial offer both

.Ser	Description of Stores.	Brand	Delivery period	Qty	Delivery Site	Price per unit	Total price
a.	Stationery Items	As per List attached	7 x days after placing of demand	As per Anx "A"	Karachi		

NOTE:

a. Prices are required to be quoted for **FOR Karachi**.

b. Inspection stores clause will be included in the contract.

c. Firm will provide free replacement of rejected stationery / printing material if rejected by board of officers.

IMPORTANT INSTRUCTIONS

1. **Quantity Offered by Bidders**. Bidders if not in a position to quote entire quantity and for delivery as required, state specifically the quantities which they can deliver at the price quoted. Silence on the point will entail responsibility for supply as quoted.

2. **Penalty** Liquidated Damages (LD) will be recovered as per NLC **Purchase Procedure**-SOP 88/2001.

3. **Terms of Payment** Payment will be made after clearance of RV / inspection report by the consignee. No advance payment is allowed.

4. **Earnest Money** 2% maximum upto Rs. 500,000.00 in shape of Bank Draft in favour of "**National Logistics Corporation LS Collection**" will be submitted alongwith the offer as earnest money. Earnest money will be returned after finalization of contract.

5. **Samples**. All quotations must be accompanied with samples quoted. The same will be returned to the technically disqualified / unsuccessful bidders after technical evaluation criteria.

6. **<u>Type of Bank Guarantee</u>** Bank guarantee amounting to 5% of contract amount must be provided/ deposited by the firm to whom contract will be awarded within **15** days from the signing of the contract.

7. Quotations must be accompanied with detailed technical data, failing which the offer will not be entertained.

8. Offer must accompany by the schedule to tender and certificates on reveres be signed by persons signing each offer without which the offer will not be entertained.

9. **<u>Force Majeure</u>** The supplier will not be held responsible for any delay occurring the supply of contracted stores due to event of force majeure such as Act of God, War, Riots, Civil Commotion's Strikes, lock out or disturbance directly affecting the supply over which the supplier has no control. In such an event the contractor shall inform the Purchaser within 15 days of the happening in writing. Non-availability of raw material for the manufacture of stores or the export permit for the export of the contracted stores from the country of its origin shall not constitute Force Majeure.

10. The procuring agency "may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall, upon request communicate to any supplier or contractor who submits a bid or proposal, the grounds for its rejections of all bids or proposals, but is not required to justify those grounds.

Dy Comd
For Director General NLC

NL-3
Contractor's Telegraphic
Address_______________
Telephone_____________
Code Used_____________

From: __________________________________
____

To: **Deputy Commander**
Headquarter Logistics Services NLC Karachi

Dear Sir,

I/We hereby offer to supply to the Director General NLC, the stores as per detail in the Scheduled hereto or such portion thereof as you may specify in the contract at the prices given in the said schedule and agree to hold this offer open till _____________________________. I/We shall be bound by a communication of acceptance dispatched within the prescribed time.

2. I/We have understood the instructions to Tenders and Conditions of Contract as laid down in form NL-2 to "General Conditions Governing Contracts" and have thoroughly examined the specificity/drawing and or pattern quoted in the schedule here to and am/are fully aware to the nature of the stores required and my/our offer is to supply stores strictly in accordance with the requirements.

3. Recommended technical manual/ data are also enclosed with the offer.

4. The following pages have been added to and form part of this tender:-

Your faithfully

(Signature of Tendered)

Address____________________

Dated ______________________

Signature of witness__________

Address___________________

BIDDERNESS MUST GIVE SPECIFIC ANSWERS AGAINST EACH OF THE FOLLOWING QUESTIONS

1. Whether stores offered conform to particulars quoted on the reverse, if not, details of deviations must be stated here.

2. Earliest date by which delivery can be affected.

3. Guaranteed date of delivery.

4. Whether proper specification packing will be adhered to.

5. Gross weight of consignment. Net weight of each item.

6. Whether you agree to the inspection clause as stipulated.

7. Business name and constitution of tendering firm if the firm is registered under:-
   a. The Pakistan Companies act, 1984 of Pakistan.
   b. The Pakistan Partnership Act, 1932 (Please give the name of partners)
   c. Any At, if not who are owners (please give full)

8. Proforma invoice/quotations in original (not fax) of the manufacturer to the trading house where the prices offered are through trading house is enclosed to the offer

(Signature of Bidder)

Annexure –"B"

(Must be printed on Rs. 200/- Stamp Paper)

DEFAULT, INSOLVENCY AND BLACK-LISTING CERTIFICATE.

THE BIDDER SHALL ATTACH HEREWITH AN AFFIDAVIT STATING THAT:-

a. CERTIFIED THAT I/WE HAVE NEITHER DEFAULTED OF ANY CONTRACT / AGREEMENT OR IN LEGAL DISPUTE WITH ANY FEDERAL / PROVINCIAL / LOCAL GOVERNMENT NEITHER INCLUDING ITS DEPARTMENTS / BODIES / SUBSIDIARIES AND/OR ORGANIZATIONS / INSTITUTIONS IN LAST FIVE YEARS, NOR DECLARED INSOLVENT NOR BLACKLISTED BY ANY ONE OF THOSE ELUCIDATED ABOVE.

b. FURTHER CERTIFIED THAT FIRM OR PARTNER THEREOF IN ANY OTHER NAME AND STYLE, HAVE NEVER BEEN DEFAULTED NOR DECLARED INSOLVENT NOR BLACKLISTED, INVOLVED IN CORRUPTION AND CORRUPT PRACTICE, IN MALPRACTICE AND OR SMUGGLING ETC.

c. IF, AT LATER STAGE, AFFIDAVIT IS FOUND FABRICATED / FACTIOUS, BID/EARNEST MONEY AND PERFORMANCE SECURITY/ PERFORMANCE GUARANTEE ALREADY DEPOSITED MAY BE CONFISCATED / FORFEITED.

M/S. ____

Name of Owner of firm:_________________________________

Contact Person: ______________________________________

Address: ____

____

Telephone #: ____________________ **Mobile #.** ____________________

Fax #: ____________________ **Email:** ____________________

Signature: ____________________ **Dated:** ____________________

Agency SEAL