

No. 3(307)-Account/E&T/2026-27
Government of Pakistan
Excise and Taxation Department
H-9, Islamabad

Bidding Document

This bid will be received on or before **07th August, 2026 at 11:00 hours** in the office of the undersigned at **ETO OFFICE, PLOT # 35 SECTOR H-9, ISLAMABAD**, and will be opened on the same day at **14:30 hours**.

Terms & Conditions

1. Tender Notice issued in the Print Media, PPRA Websites and EPADs is part of this contract document.
2. The bidding process will be according to PPRA “**Single stage – Two envelope procedure**”.
3. Bid shall be submitted in a single package containing two separate envelopes clearly marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**”.
4. Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened in the presence of representative of bidding companies.
5. The envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the E&TD without being opened.
6. The E&TD shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements/documents of E&TD as defined in **Annex-A**.
7. During the technical evaluation no amendments in the technical proposal shall be permitted.
8. The bidder should quote item-wise rates clearly in the Financial Proposal on the **Annex –B**, as provided with Bidding Documents. **Any other own generated/prepared form will not be considered and bid will be rejected.**
9. All bids i.e. Stationery, Petty items, Printer Toners, Machinery and Furniture Items shall be evaluated on item wise in the light of sample and rates offer by the bidder. i.e. the qualified bidder against each item shall be awarded the supply order.
10. The participating bidders/firms shall provide the sample of the items mentioned in **Annex-C**, if sample is not provided by the bidder the rate of the said items will not be consider.
11. Bid price should be inclusive of all Taxes including GST.

12. Financial Bid should be valid till **30-06-2027** from opening of technical proposal.
13. Bid security amounting to **Rs. 1,000,000/-** or **2%** of the quoted bids whichever is higher (Refundable) in shape of pay order / Bank draft (Cheque will not be accepted) **in favor of Excise and Taxation Officer**, Islamabad, should be attached with the **Technical Proposal**. **Technical Proposal without of Bid security will be rejected forthwith.**
14. Bid Security of successful bidders will be released after the completion of current Financial Year.
15. Bidder shall provide professional tax registration certificate (latest) by ETO, Islamabad.
16. Only technically qualified bidders shall be allowed to participate in the financial bid opening process. The financial bids of technically disqualified bidders shall be returned un-opened.
17. Rates for items mentioned in Financial proposal with brand/model may be quoted for same model/brand. The items supplied should be according to quality, quantity and specification.
18. The quality of the items will be checked at the time of delivery. Unsatisfactory/sub-standard items will be returned to the venders on the spot. The payment shall be made after physical inspection by E&TD Purchase Committee of the delivered items as per supply order. The department also reserves the right to proceed against the venders under the relevant provisions of PPRA Rules.
19. Taxes will be deducted at source as per Government rules.
20. All pages of Technical and Financial Proposal will be duly signed and stamped with by the bidder. All documents except financial bid must be attached with technical proposal, otherwise bid will be rejected at the time of evaluation.
21. If any clause of bidding document is not accepted by bidder, then bid will be rejected without any reason (in written) at the time of evaluation of technical and financial proposal.
22. Bidder are required to get themselves registered on EPADS v2.0, bids should be submitted through PPRA, E-Procurements portal-e-Pads at (www.eprocure.gov.pk) / e-Pads and tender documents in original should be submitted in ETO before closing of tender time along-with samples.
23. Excise and Taxation Department, Islamabad reserves the right to accept or reject whole or partially the tender as per PPRA Rules.

**EXCISE & TAXATION OFFICER
MOTOR REGISTERING AUTHORITY
ISLAMABAD**

Technical Proposal:

A form for technical proposal must be filled by bidder.

General Information:

Name of Firm/Bidder/Company

Address

Contact Person

Income Tax No.

GST No.

Signature & Stamp

Mandatory Requirements for Technical Proposal

The following requirement must be fulfilled by the bidders otherwise in case of any incomplete/ deficiency in the document the bid will be rejected.

- i. Bidder having main office/Shop at Islamabad with Landline Telephone Number, Complete Mailing Address.
- ii. Income Tax Certificate and GST.
- iii. Certificate of Active Income tax Payer from FBR.
- iv. Certificate of Active Sale tax Payer from FBR.
- v. Copy of professional tax certificate by ETO, Islamabad.
- vi. Bid Security amounting to Rs. 1,000,000/- or **2%** of the quoted bids whichever is higher (Refundable) in shape of pay order / Bank draft (Cheque will not be accepted) **in favor of Excise and Taxation Officer**, Islamabad, should be attached with the **Technical Proposal**.
Technical Proposal without bid security will be rejected forthwith.
- vii. The bidder will submit an undertaking on Judicial (Original) Stamp paper bearing the bidder/company/firm is not blacklisted by any government department. Stamp paper should be issued after advertisement date.
- viii. Latest Bank Statement 01-07-2025 to 30-06-2026
- ix. Sale Tax Return Periods 01-07-2025 to 30-06-2026
- x. List of Client and Human Resources

Note: The bid will be rejected if the deficiency in either of the abovementioned documents was found at any stage.

Date: _____

Signature & Stamp _____

Name _____

Annexure-B

**TENDER DOCUMENT FOR PURCHASE OF OFFICE STATIONERY,
COMPUTER STATIONERY, MISCELLANEOUS ITEMS, MACHINERY & FURNITURE
DURING THE FINANCIAL YEAR 2026-27.**

S. #	NAME OF ITEMS	Anticipatory Quantity to be Purchase	Rate (Rs)
1.	Attendance Register No. 04	06 No	
2.	Ball Point 0.7mm	1500 Packet	
3.	Ball Point (Grip)	1500 Packet	
4.	Box File (Alpha-590) or equivalent	100 No	
5.	Binding Tape 2 Inch	60 Roll	
6.	Calculator 12 Digit	15 No	
7.	Challan Book on duplicated paper as per sample	1000 No	
8.	Draft Pad 5X9 ruled	48 No	
9.	Draft Pad A-4 (ruled) 60 sheets Offset Paper	48 No	
10.	Dispatch Register # 8	12 No	
11.	Dak pad folder Decent Brand (Rexine) fine quality with lock & velvet.	16 No	
12.	Desk / paper pin Tray	12 No	
13.	Data Bank folder with two ring and pocket inside	120 No	
14.	Drawing Pin (China colored plastic top)	60 Packet	
15.	Diary Folder Rexene made A-5 Size with departmental Logo	48 No	
16.	Exclusive International Folders with clip and lock	24 No	
17.	Eraser / Rubber (AL-30) or equivalent	60 No	
18.	Envelops SE-8 (80 grams china Khaki with departmental LOGO)	10000 No	
19.	Envelops SE-5 (80 Grams) China Khaki with departmental LOGO	10000 No	
20.	Envelops SE-6 (80 Grams) China Khaki with departmental LOGO	10000 No	
21.	Envelops SE-7 (80 grams china Khaki) with departmental LOGO	5000 No	
22.	Envelops Size 9X4 along with window (White imported) with LOGO	10000 No	
23.	Envelops (White) A-4 Size imported) with departmental LOGO	4000 No	
24.	Envelops Pocket flyer with departmental LOGO	40000 No	
25.	Envelops with cloth pasted in side Size SE-8 (File size) with departmental LOGO	40000 No	
26.	File Board Size Legal Fine quality	1000 No	
27.	File Flappers (Rexene)	25000 No	
28.	File Tags small (bundle of 50)	1500 Bundle	
29.	File Tags bundle of 50 Nos. (large)	250 Bundle	
30.	Foot Scale (Steel) Japan	84 No	
31.	Form I-32 register legal size as per sample	500 No	
32.	File cover legal size made of ivory fine glazed card 350 GM with eye-lid in the	100000 No	

S. #	NAME OF ITEMS	Anticipatory Quantity to be Purchase	Rate (Rs)
	left corner, cloth patti with department logo and coloring printing.		
33.	File chests leather made with embossing ETO Logo and Government logo with flaps and sticking strips size A-4 with stiff hard base.	24 No	
34.	Glue Stick 21 Grams	480 No	
35.	Glue Stick 40 Grams	180 No	
36.	High Lighter	60 No	
37.	Jori Gata	500 Pair	
38.	Stamp Pad Ink	1200 No	
39.	Ink 62.5 ml	12 Bottle	
40.	Log Book No.6	14 No	
41.	Marker Parmanent	132 No	
42.	Masking Tape 2 Inch	156 Roll	
43.	Note Sheet Pad 80 sheets A-4 size (80 GSM) offset imported	12 No	
44.	Packing Tape width 2" x 60 yard	60 Roll	
45.	Post it pad size 3X5	240 Packet	
46.	Paper Cutter	96 No	
47.	Pin Cushion (Plastic)	48 No	
48.	Paper Pin Packet	102 Packet	
49.	Paper Clip 36mm triangular	102 Packet	
50.	Peon Book of (5 qrs-95 sheets)	24 No	
51.	Punch Machine Double Hole Heavy Duty	10 No	
52.	Punch Machine Single Hole Heavy Duty	360 No	
53.	Punch Machine Double Hole	48 No	
54.	Plastic Transparent File Covers	240 No	
55.	Plastic Transparent Binding Sheets (100 sheets each packet)	06 Packet	
56.	Plastic Two Ring Folder	60 No	
57.	Pencil with Eraser	48 Packet	
58.	Printy with required format (Size 40/60 mm)	240 No	
59.	Printy Machine medium size with required format	300 No	
60.	Professional Tax Certificates A-4 Art Card 180 gm Color as per sample	7500 No	
61.	Ruled Register No. 24 QRS-12 (Legal) (Imported)	240 No	
62.	Ruled Register No. 18 QRS-12 (Legal) (Imported)	240 No	
63.	Rubber Band 01 Kg Bag	400 Packet	
64.	Scotch Tape 1" width and length 60 Yards	1000 Roll	
65.	Scotch Tape 2" width and length 60 Yards	250 Roll	
66.	Stapler Machine with remover	480 No	
67.	Stapler Machine Heavy Duty	18 No	
68.	Scissor 9 inch Stainless steel	60 No	

S. #	NAME OF ITEMS	Anticipatory Quantity to be Purchase	Rate (Rs)
69.	Stapler Remover	84 No	
70.	Stamp Pad Large	1000 No	
71.	Stapler Pin 24/6	5000 Packet	
72.	Stapler Pin 26/6	5000 Packet	
73.	Stapler Pin packet 23/17 heavy duty	60 Packet	
74.	Stapler Pin packet 23/13 heavy duty	96 Packet	
75.	Stapler Pin packet 12/17 heavy duty	120 Packet	
76.	Summary Paper (Imported) 100 Grams Size A-4 Double A or equivalent	3000 Ream	
77.	Summary Paper (Imported) 100 Grams Size Legal Double A or equivalent	1000 Ream	
78.	Summary Paper (Imported) 80 Grams Size A-4 Double A or equivalent	4000 Ream	
79.	Summary Paper (Imported) 80 Grams Size legal Double A or equivalent	1650 Ream	
80.	Summary Paper (Imported) 70 Grams Size A-4 Double A or equivalent)	8000 Ream	
81.	Shorthand Note book (96 sheets)	10 No	
82.	Section Diary Register # 12	36 No	
83.	Ticketing Roll TP-2000 (Q-Matic) or equivalent	480 Roll	
84.	Table set 9 pieces Rexene Fine Quality	10 Packet	
85.	Telephone Index (Casmo) big size	10 No	
86.	Tape Dispenser 1``	150 No	
87.	Uni Ball EYE or equivalent	3000 No	
88.	Schneider One Business or equivalent	1000 No	
89.	Uni ball point (Signo Broad) or equivalent	4000 No	
90.	Vehicle Maintenance / Petrol Register # 8	08 No	
91.	Vehicle/File (owner/transfer) record register legal as per sample	120 No	
92.	White Fluid Set (Pelikan) or equivalent	60 Set	
93.	White Board Marker Dollar or equivalent	54 No	
94.	White Board size 4ft X 6ft (fine quality)	02 No	
95.	White Board Duster (mouse type)	12 No	
96.	Paper Shredder (Minimum 25-30 sheets + CD+PVC Cards)	24 No	
97.	Computer mouse (A-4 Tech, logi Tech or equivalent)	180 No	
98.	Computer Key Board (A-4 Tech, logi Tech or equivalent)	180 No	
99.	Wireless Key board & Mouse set (A-4 Tech, logi Tech or equivalent)	35 set	
100.	Toner Cartridge HP 85-A (original)	400 No	
101.	Toner Cartridge HP 107-A (original)	750 No	
102.	Toner Cartridge HP 108-A (original)	1000 No	
103.	Toner Cartridge HP 5-A (original)	120 No	
104.	Toner Cartridge HP 80-A (original)	80 No	
105.	Toner Cartridge HP 83-A (original)	100 No	
106.	Air Wick 250 ml or equivalent	96 Bottle	

S. #	NAME OF ITEMS	Anticipatory Quantity to be Purchase	Rate (Rs)
107.	Aseel (Crown Perfume) or equivalent	360 Bottle	
108.	Broom (Bamboo)	180 No	
109.	Broom (soft)	120 No	
110.	Bygone 600 ml (Insect killer) or equivalent	300 Bottle	
111.	Mortein 300 ml (Insect killer) or equivalent	360 Bottle	
112.	Duster White (superior with boarder strip)	360 No	
113.	Duster Yellow Thick large	480 No	
114.	Dry Mop	120 No	
115.	Dry Cell (Sony) size AA/AAA or equivalent	240 No	
116.	Dry Cell Energizer AA/AAA or equivalent	120 No	
117.	Dettol bottle surface cleaner (01 litre) or equivalent	240 bottle	
118.	Electric kettle (ANEX) imported concealed element jug shape or equivalent	12 No	
119.	Extension Lead (Camlion) 6 Hole Heavy Duty (Imported) or equivalent	48 No	
120.	Extension Lead (Pakistani) 5 Hole Heavy Duty (Hero Brand) or equivalent	84 No	
121.	Fork set (per doz Rate)	10 Dozen	
122.	Harpic 500 ml Rackit Benckiser (to clean the washbasin) or equivalent	120 Bottle	
123.	Jute Dori (Seba) per kg rate	32 Kg	
124.	KIWI Glint Plus (500 ml) to clean the window panes or equivalent	240 Bottle	
125.	Liquid soap 500 ml or equivalent	150 Bottle	
126.	Lota plastic with hand handle (Superior quality)	60 No	
127.	Lily Luxury Size Towel (27x54) or equivalent	72 No	
128.	Mop (Pochara) with steel handle	60 No	
129.	Phenyl Bottle (2.75 ml) Finish or equivalent	480 Bottle	
130.	Plastic Balti 40 liter made of original material	12 No	
131.	Planter (Stainless Steel) diameter 2 ft. and height 2.5 ft.	12 No	
132.	4 Core Electric Wire 120 mm Copper	40 Meter	
133.	4 Core Electric Wire 35 mm Copper	50 Meter	
134.	Pre-fab sandwich panel rate per sq. ft	4000 Sqft	
135.	Rice spoon superior (per doz rate)	12 Dozen	
136.	Soap (Lux/ Capri/ Palmolive/ Safeguard) 98 gram or equivalent	60 No	
137.	Surf Excel 500 grams (Detergent) or equivalent	48 Packet	
138.	Sweep Bottle 500 ml or equivalent	240 Bottle	
139.	Tissue Paper Rose Petal (100 x 3 ply) Luxury size or equivalent	600 Box	
140.	Toilet Paper Roll Rose Petal or equivalent	350 Roll	
141.	Tumbler (Toyo Nasik) or equivalent	120 No	
142.	Tea cups with saucer (China Bone) per dozen	06 Dozen	

S. #	NAME OF ITEMS	Anticipatory Quantity to be Purchase	Rate (Rs)
143.	Tray Plastic (Large Size)	12 No	
144.	Tea spoon superior (per doz. Rate)	12 Dozen	
145.	Toilet Brush Long Handle Plastic	48 Bottle	
146.	Umbrella large (size 39" diameter)	12 No	
147.	Vim Large size 500 grams or equivalent	48 Packet	
148.	Wall clock (Champion) 01 ft diameter or equivalent	12 No	
149.	Wiper Good Quality with steel handle	60 No	
150.	Wireless Door Bell	12 No	
151.	Water Jugs (France made) 01 liter	24 No	
152.	Waste / Dust Bin paper basket (large) made of original material	60 No	
153.	Celling Lights 2x2 Osaka, Philips or equivalent	24 No	
154.	Celling fan 2x2 GFC, Royal, SK or equivalent	24 No	
155.	Floor standing AC 2 Ton, Haier, Gree, Dawlance or equivalent <i>T3 DC Inverter, cooling capacity 24000 to 27,978 BTU/h, heating capacity upto 25,249, 3D 4-ways air flow, Variable power input, 5 year compressor & PCB card warranty.</i>	04 No	
156.	Split AC 2 Ton, Haier, Gree, Dawlance or equivalent <i>T3 DC Inverter, Heating & Cooling capacity upto 24,000, energy efficient, 3D 4-ways air flow, Variable power input, 5 year compressor & PCB card warranty.</i>	04 No	
157.	Split AC 1.5 Ton, Haier, Gree, Dawlance or equivalent <i>T3 DC Inverter, Heating & Cooling capacity upto 18,000, energy efficient, 3D 4-ways air flow, Variable power input, 5 year compressor & PCB card warranty.</i>	04 No	
158.	Split AC 1 Ton, Haier, Gree, Dawlance or equivalent <i>T3 DC Inverter, Heating & Cooling capacity upto 12,000, energy efficient, 3D 4-ways air flow, Variable power input, 5 year compressor & PCB card warranty.</i>	04 No	
159.	Water Dispenser Orient, LG, Haier, Dawlance or equivalent <i>3 Taps, cooling power 90w to 100w, heating power 420w to 582w, 3.7 liters cold water capacity, 1.2 liters hot water capacity, 18-liter thermostat refrigerator, 01 year parts & leakage warranty.</i>	12 No	
160.	Electric Water Cooler <i>18 to 22 gauge non-magnetic SS 304 food-grade stainless steel internal water tank, 25 SWG stainless steel frame, High torque compressors, heatwaves exceeding 45C without tripping.</i>	02 No	
161.	Electric Heater <i>400W to 800W output power, carbon fiber Coil (heating element) 220V to 240V</i>	12 No	

S. #	NAME OF ITEMS	Anticipatory Quantity to be Purchase	Rate (Rs)
	<i>operating voltage, 100% Silent operation.</i>		
162.	Electric Fan Heater <i>100W to 2000W Dual mode output power, Exposed Nickel-Chromium coiled wires (heating element), 220V to 240V operating voltage, multi-speed motor speed, high impact plastic or light metal frame.</i>	12 No	
163.	Visitor Chair wooden <i>Solid seasoned hardwood like sheesham, cushion & padding with high-density Molty foam Grade-1, premium leatherette (Rexine), fixed wooden arms, polyurethane gloss finish to prevent wood scratches, 120kg to 140kg safe load capacity.</i>	24 No	
164.	Visitor Chair Steel <i>14 to 18 gauge cold-rolled tubular steel, high-gloss chrome plating, cushion & padding with high-density Molty foam Grade-1, premium leatherette (Rexine), fixed steel arms with soft pads, 120kg to 140kg safe load capacity.</i>	12 No	
165.	Computer Chair Revolving <i>360 Swivel rotation with a multi-functional tilt lock/tension control, Class 4 hydraulic lift, 5-pronged star base made of chrome-plated steel or heavy-duty Nylon, molded high-density foam on seat cushion, 120kg to 140kg safe load capacity.</i>	24 No	
166.	Officer Chair Revolving <i>High back design with an integrated lumbar support pad, Class 4 gas lift cylinder, 5-pronged heavy-duty Nylon base or chrome-plated steel base (320mm to 350mm radius), molded high-density foam on seat cushion, 2D adjustable armrests, 120kg to 140kg safe load capacity.</i>	06 No	
167.	5-Seater Sofa set (3+1+1) <i>Solid seasoned sheesham wood for inner structure, Multi-layered heavy-gauge zigzag steel springs for seat suspension support, cushion & padding with high-density master molty-foam, Premium velvet or breathable leatherette (Rexine), Solid turned wood legs or chrome-plated steel legs, 120kg to 140kg safe load capacity.</i>	04 Set	
168.	Center table set (01 large main table with 02 side tables) Main table=length 36 to 48 inches, depth 20 to 24 inches, height 16 to 18 inches Side table= length 18 to 20 inches, depth 18 to 20 inches, height 20 to 24 inches <i>14-18 gauge mild steel framework, gold electroplating or black powder coating, 8mm tempered glass, 2-inch adjustable PVC or rubber gliders.</i>	04 Set	
169.	Computer Table wooden <i>Length= 36, depth= 20, height= 30 (inches)</i>	24 No	

S. #	NAME OF ITEMS	Anticipatory Quantity to be Purchase	Rate (Rs)
	<i>High-density MDF chipboard, Anti-scratch melamine laminate or PVC vinyl wrap, 2mm thick machine-pressed PVC edge banding, central drawer lock, 1 to 2 built-in plastic wire grommets (caps) on the table top, 60kg to 120kg safe load capacity.</i>		
170.	Officer Table wooden <i>Length= 60, depth= 30, height= 30 (inches)</i> <i>High-density MDF chipboard or seasoned solid ashwood/sheesham, scratch-resistant and water-repellent Melamine laminate, 24mm to 33mm thick double-layered top panels, 2mm thick machine-pressed PVC edge banding, 3 drawer storage pedestal, ball bearing sliders, 1 to 2 built-in plastic wire grommets (caps) on the table top.</i>	06 No	
171.	Steel Alamri <i>Height=78 inch, Width=36 inch, Depth=18 inch.</i> <i>18 gauge steel (1.0 mm to 1.25mm) thick, 4 fixed shelves, weight capacity 45 to 50 kg, one internal lockable vault box, 3 computerized un-duplicated brass keys.</i>	12 No	
172.	Steel Cabinet <i>Height=72 inch, Width=36 inch, Depth=18 inch.</i> <i>20 gauge steel (0.6mm to 0.8mm) thick, weight capacity 45 to 50 kg, three-point locking mechanism, 3-leaf concealed hinges, 3 computerized un-duplicated brass keys.</i>	06 No	
173.	File Rack 8x4 <i>Height=78 inch, Width=36 inch, Depth=18 inch.</i> <i>Cold Rolled Steel, 14 gauge steel (1.6mm to 2.0mm) thick, weight load capacity 50kg to 80kg per shelf, anti-rust treatment & epoxy-polyester powder coating.</i>	24 No	
174.	3 Seater Stainless steel chair boss or equivalent <i>Length=72 inch, Depth=27 inch, Height=31</i> <i>Grade 304 stainless steel, 1.5mm thick perforated steel sheet on seat shells, 1.2mm thick tubular stainless steel on armrests & legs, Cold-Rolled steel with thickness of 2.0mm on main support beam, Load capacity 250kg to 300kg.</i>	06 No	

Annexure-C

**SAMPLE LIST FOR PURCHASE OF OFFICE STATIONERY,
COMPUTER STATIONERY, MISCELLENOUS ITEMS, MACHINERY & FURNITURE
DURING THE FINANCIAL YEAR 2026-27.**

S. #	NAME OF ITEMS
1.	Ball Point 0.7mm
2.	Ball Point (Grip)
3.	Box File (Alpha-590) or equivalent
4.	Binding Tape 2 Inch
5.	Calculator 12 Digit
6.	Challan Book on duplicated paper as per sample
7.	Draft Pad 5X9 ruled
8.	Data Bank folder with two ring and pocket inside
9.	Envelops SE-8 (80 grams china Khaki with departmental LOGO)
10.	Envelops SE-5 (80 Grams) China Khaki with departmental LOGO
11.	Envelops SE-6 (80 Grams) China Khaki with departmental LOGO
12.	Envelops SE-7 (80 grams china Khaki) with departmental LOGO
13.	Envelops Size 9X4 along with window (White imported) with LOGO
14.	Envelops (White) A-4 Size imported) with departmental LOGO
15.	Envelops Pocket flyer with departmental LOGO
16.	Envelops with cloth pasted in side Size SE-8 (File size) with departmental LOGO
17.	File Board Size Legal Fine quality
18.	File Flappers (Rexene)
19.	File Tags small (bundle of 50)
20.	File cover legal size made of ivory fine glazed card 350 GM with eye-lid in the left corner, cloth patti with department logo and coloring printing.
21.	Glue Stick 21 Grams
22.	Glue Stick 40 Grams
23.	High Lighter
24.	Jori Gata
25.	Stamp Pad Ink
26.	Marker Permanent
27.	Masking Tape 2 Inch
28.	Packing Tape width 2" x 60 yard
29.	Post it pad size 3X5
30.	Paper Cutter
31.	Punch Machine Single Hole Heavy Duty

S. #	NAME OF ITEMS
32.	Punch Machine Double Hole
33.	Plastic Transparent File Covers
34.	Plastic Two Ring Folder
35.	Pencil with Eraser
36.	Printy with required format (Size 40/60 mm)
37.	Printy Machine medium size with required format
38.	Professional Tax Certificates A-4 Art Card 180 gm Color as per sample
39.	Ruled Register No. 24 QRS-12 (Legal) (Imported)
40.	Rubber Band 01 Kg Bag
41.	Scotch Tape 1" width and length 60 Yards
42.	Stapler Machine with remover
43.	Scissor 9-inch Stainless steel
44.	Stamp Pad Large
45.	Stapler Pin 24/6
46.	Stapler Pin 26/6
47.	Summary Paper (Imported) 100 Grams Size A-4 Double A or equivalent
48.	Summary Paper (Imported) 100 Grams Size Legal Double A or equivalent
49.	Summary Paper (Imported) 80 Grams Size A-4 Double A or equivalent
50.	Summary Paper (Imported) 80 Grams Size legal Double A or equivalent
51.	Summary Paper (Imported) 70 Grams Size A-4 Double A or equivalent)
52.	Ticketing Roll TP-2000 (Q-Matic) or equivalent
53.	Table set 9 pieces Rexene Fine Quality
54.	Tape Dispenser 1"
55.	Uni Ball EYE or equivalent
56.	Schneider One Business or equivalent
57.	Uni ball point (Signo Broad) or equivalent
58.	Vehicle/File (owner/transfer) record register legal as per sample
59.	White Fluid Set (Pelikan) or equivalent
60.	White Board Marker Dollar or equivalent
61.	Paper Shredder (Minimum 25-30 sheets + CD+PVC Cards)
62.	Computer mouse (A-4 Tech, logi Tech or equivalent)
63.	Computer Key Board (A-4 Tech, logi Tech or equivalent)
64.	Wireless Key board & Mouse set (A-4 Tech, logi Tech or equivalent)
65.	Toner Cartridge HP 85-A (original)
66.	Toner Cartridge HP 107-A (original)
67.	Toner Cartridge HP 108-A (original)
68.	Toner Cartridge HP 5-A (original)
69.	Toner Cartridge HP 80-A (original)

S. #	NAME OF ITEMS
70.	Toner Cartridge HP 83-A (original)
71.	Air Wick 250 ml or equivalent
72.	Aseel (Crown Perfume) or equivalent
73.	Broom (Bamboo)
74.	Broom (soft)
75.	Bygone 600 ml (Insect killer) or equivalent
76.	Mortein 300 ml (Insect killer) or equivalent
77.	Duster White (superior with boarder strip)
78.	Duster Yellow Thick large
79.	Dry Mop
80.	Dry Cell (Sony) size AA/AAA or equivalent
81.	Dry Cell Energizer AA/AAA or equivalent
82.	Dettol bottle surface cleaner (01 litre) or equivalent
83.	Electric kettle (ANEX) imported concealed element jug shape or equivalent
84.	Extension Lead (Camlion) 6 Hole Heavy Duty (Imported) or equivalent
85.	Extension Lead (Pakistani) 5 Hole Heavy Duty (Hero Brand) or equivalent
86.	Fork set (per doz Rate)
87.	Harpic 500 ml Rackit Benckiser (to clean the washbasin) or equivalent
88.	Jute Dori (Seba) per kg rate
89.	KIWI Glint Plus (500 ml) to clean the window panes or equivalent
90.	Liquid soap 500 ml or equivalent
91.	Lota plastic with hand handle (Superior quality)
92.	Lily Luxury Size Towel (27x54) or equivalent
93.	Mop (Pochara) with steel handle
94.	Phenyl Bottle (2.75 ml) Finish or equivalent
95.	Plastic Balti 40 liter made of original material
96.	Planter (Stainless Steel) diameter 2 ft. and height 2.5 ft.
97.	4 Core Electric Wire 120 mm Copper
98.	4 Core Electric Wire 35 mm Copper
99.	Pre-fab sandwich panel rate per sq. ft
100.	Rice spoon superior (per doz rate)
101.	Soap (Lux/ Capri/ Palmolive/ Safeguard) 98 gram or equivalent
102.	Surf Excel 500 grams (Detergent) or equivalent
103.	Sweep Bottle 500 ml or equivalent
104.	Tissue Paper Rose Petal (100 x 3 ply) Luxury size or equivalent
105.	Toilet Paper Roll Rose Petal or equivalent

S. #	NAME OF ITEMS
106.	Tumbler (Toyo Nasik) or equivalent
107.	Tea cups with saucer (China Bone) per dozen
108.	Tray Plastic (Large Size)
109.	Tea spoon superior (per doz. Rate)
110.	Toilet Brush Long Handle Plastic
111.	Umbrella large (size 39" diameter)
112.	Vim Large size 500 grams or equivalent
113.	Wall clock (Champion) 01 ft diameter or equivalent
114.	Wiper Good Quality with steel handle
115.	Wireless Door Bell
116.	Water Jugs (France made) 01 liter
117.	Waste / Dust Bin paper basket (large) made of original material
118.	Celling Lights 2x2 Osaka, Philips or equivalent
119.	Celling fan 2x2 GFC, Royal, SK or equivalent
120.	Water Dispenser Orient, LG, Haier, Dawlance or equivalent <i>3 Taps, cooling power 90w to 100w, heating power 420w to 582w, 3.7 liters cold water capacity, 1.2 liters hot water capacity, 18-liter thermostat refrigerator, 01 year parts & leakage warranty.</i>
121.	Visitor Chair wooden <i>Solid seasoned hardwood like sheesham, cushion & padding with high-density Molty foam Grade-1, premium leatherette (Rexine), fixed wooden arms, polyurethane gloss finish to prevent wood scratches, 120kg to 140kg safe load capacity.</i>
122.	Computer Chair Revolving <i>360 Swivel rotation with a multi-functional tilt lock/tension control, Class 4 hydraulic lift, 5-pronged star base made of chrome-plated steel or heavy-duty Nylon, molded high-density foam on seat cushion, 120kg to 140kg safe load capacity.</i>
123.	Computer Table wooden <i>Length= 36, depth= 20, height= 30 (inches)</i> <i>High-density MDF chipboard, Anti-scratch melamine laminate or PVC vinyl wrap, 2mm thick machine-pressed PVC edge banding, central drawer lock, 1 to 2 built-in plastic wire grommets (caps) on the table top, 60kg to 120kg safe load capacity.</i>

Note:- All the sample provided by the bidder must be tag with Sr. No and submit along with tender documents in a proper packeted box. If sample is not provided by the bidder the rate of the said items will not be consider.