

**COMPETITION COMMISSION OF PAKISTAN  
GOVERNMENT OF PAKISTAN**

**Tender Notice**

Competition Commission of Pakistan invites sealed tenders from well reputed firms, registered with Tax Department having valid NTN and GST numbers, for supply of office stationery/ non stationery/ miscellaneous items (as per attached list) for a period of one year commencing from the date of agreement.

**Terms & Conditions**

- Tender should accompany an Earnest Money equal to 2% of the bid (refundable) through any mode of payment, Pay Order, Draft etc. in favor of Competition Commission of Pakistan, Islamabad.
- Earnest Money of unsuccessful bidders will be returned/refunded after entering into agreement with successful bidder(s). However, earnest money of successful bidder(s)/ firm(s) will be kept upto completion of agreement period”.
- Bids are required to be submitted item-wise clearly indicating rates (in Rupees) against each items (including all taxes). Type/ mark of the item(s) should also be mentioned.
- Rates without GST will not be considered.
- Payment of the bills will be subject to the deduction of all mandatory government taxes/ levies.
- Submission of false statement/documents as well as concealing of any information is liable to disqualify the respective firm(s).
- No cutting/overwriting in the offered prices shall be acceptable.
- The successful firm(s) shall not re-submit the revised rates and shall be responsible for supply of items as per approved prices failing which Security Deposit will be forfeited.
- The Commission has right to reject all bids or proposals at any time prior to acceptance of a bid or proposal, in light of the provisions of Rule 33 (1) of Public Procurement Rules, 2004.
- All bids should reach the undersigned at the given address up to 5<sup>th</sup> January, 2015 at 03:00 p.m which will be opened on the same date and venue at 03:30 p.m in presence of bidders or their authorized representatives.

Director (Admn)  
7<sup>th</sup> floor, 55 B-ISE Towers, Blue Area  
Jinnah Avenue,  
Islamabad.  
Phone # 051 9100260-3

**LIST OF ESTIMATED STATIONERY/ NON STATIONER/ MISCELLANEOUS ITEMS  
TO BE PURCHASED FOR A PERIOD OF ONE YEAR.**

<b>S. No,</b>	<b>ITEMS</b>	<b>ESTIMATED QUANTITY REQUIRED FOR A PERIOD OF ONE YEAR</b>
1.	Air Freshener Imported	400
2.	Ball Pen (Crystal)	900
3.	Binder Clip 19 mm ( Small)/ Pkt.	80
4.	Binder Clip 32 mm ( Medium)/ Pkt.	60
5.	Binder Clip 51 mm large pkt	50
6.	Box files, Imported	400
7.	Broom Stick	50
8.	Brush for Toilet (Superior)	60
9.	Calculator (best quality)	36
10.	Card Holder	12
11.	Cell (Power) C 1.5 v.	200
12.	Cell (Power) D 1.5 v.	150
13.	Cell R 14 SG C 1.5 v.	24
14.	Cell Size 23-A 12 volt	50
15.	Chit Pad 3"x3"	300
16.	Chit Pad 3"x4"	300
17.	Correction fluid with thinner/set	300
18.	Correction Fluid Pen	36
19.	Cutter with blade	36
20.	Diary Register 6	30
21.	Dispatch Register 6	24
22.	Double Hole Punch	30
23.	Draft pad Large (Local)	200
24.	Draft pad Small (Local)	300
25.	Drafting Pad Imported A-4 Size	100
26.	Drafting pad Imported Small	200
27.	Dust Bin Medium	50
28.	Duster (Best Quality)	1500
29.	Envelop Imported Large size	1000
30.	Envelop Khaki 9x4	6000
31.	Envelop Khaki 9x6	1000
32.	Envelop Khaki, File Size, 80 gram	1000
33.	Envelop White Imported A-4 Size	5000
34.	Envelop White 9x4 Imported	3000
35.	Envelope Khaki (A-4 Size)	600
36.	Envelope Khaki (A-4 Size) with cloth	1000
37.	Eraser best quality	100
38.	Extension Lead	36
39.	File Boards	4500
40.	File Cover L type (Plastic)	300
41.	File Covers (Printed as per Sample)	4000
42.	File Plastic ( Top Transparent A-4)	800
43.	File Tag (Normal)/ Bundle	600
44.	Finile Liquid 2.75 liter /bottle	100
45.	Flag Different Colors (small pkt)	500
46.	Folder D Ring	150
47.	Foot scale Steel 12"	48

48.	Glass Cleaning GLINT/Bottle	24
49.	Glue Stick 21 gram	300
50.	Hard Card (white)	12 Pkt
51.	Highlighter (Different Colors)/	250
52.	HP or equivalent Pencil / pkt	60
53.	Ink Bottle (Best Quality)	10
54.	Ink for stampad	20
55.	Insect Killer/Bottle	36
56.	Kitchen Roll	500
57.	Lead Pencil with Eraser (Best Quality)	500
58.	Liquid Soap (500 ml/bottle)	800
59.	Marker Erasable	36
60.	Marker Permanent	36
61.	Mop Dry	48
62.	Movement Register	24
63.	Note Sheet Pad Local A-4 Size	100
64.	Paper Clip 30mm/pkt	350
65.	Paper Imported Legal 80 gm/ream	300
66.	Paper Imported A-4 Size -80 gm/ream	1500
67.	Paper Tape 1" Tape (white)	48
68.	Pen Holder/ Jar	24
69.	Pencil Tray	12
70.	Peon Book	36
71.	Pointer soft line 03 (Dollar or equivalent)	48
72.	Presentation Folder (Best Quality)	200
73.	Puchara Refil	100
74.	Puchara With handle	30
75.	Ruled Register (Imported)	48
76.	Scissors 6"	24
77.	Scotch Tape 1"	100
78.	Scotch Tape 1" (Large)	24
79.	Separator set	300
80.	Sharpener (Fine Quality)	100
81.	Single Hole Punch	36
82.	Stamp Pad (Blue)	24
83.	Staple Remover	24
84.	Stapling Machine Best Quality	48
85.	Stapling Pins 24/6 pkt	200
86.	Surf small pkt	600
87.	Sweep for Toilet/ bottle	150
88.	Table Planner	15
89.	Telephone Index No.6	12
90.	Tissue Hi-jean pkt	300
91.	Tissue Paper (Best Quality Box)	600
92.	Tissue Role	2000
93.	Uni Ball (Eye Fine)	600
94.	Uni Ball Vision Elite	360
95.	Vim 450 gram pkt	180
96.	Visitor Cards (Best quality)	3000
97.	Wipers	36
98.	Wireless Bell (Best Quality)	12