


GOVERNMENT OF PAKISTAN
National Tariff Commission
(General Section)

Tender Notice

NTC invites to submit proposal/bidding documents online through e-PADS portal of PPRA. The tenders for supply of office stationary, computer stationary and miscellaneous items to the National Tariff Commission for the financial year 2024-2025 are invited from the reputed firms located in Islamabad and Rawalpindi having Vender Numbers, name in the Active Tax Payers list of NTN and General Sales Tax (GST) as well as the facilities of telephone line /Fax number.

2. Bidding document can be collected on payment (non-refundable) of Rs.1000/- by 27th February, 2025 during office hours. Terms & Conditions can also be downloaded from the website of the PPRA and website of National Tariff Commission (www.ntc.gov.pk) only e-PADS (Federal) registered bidders can apply for the tender. Application other than EPADS will not be considered and entertained.

3. Tender documents must be carefully prepared and applied on e-PADS (Federal) as per provided instruction on or before closing date i.e 27-02-2025 by 11.00 a.m. NTC 4th Floor State Life building No.5, China Chowk, Blue Area, Islamabad on or before 27-02-2025. Bids received by due date and time shall be opened on same date at 11.30 a.m. The bidders or their authorised representatives may attend the meeting of the Tender Committee.



(Abdul Qadir Haryah)
Deputy Director (General)
Phone: 9215410

Government of Pakistan
National Tariff Commission

TERMS & CONDITIONS OF TENDER

The terms and conditions to participate in the tender for purchase of office stationary, miscellaneous items, computer accessories, by the National Tariff Commission are as below -

1. Tender should accompany a Pay Order/Bank Draft Rs.50,000/- (Rupees Fifty thousand only) in favour of National Tariff Commission as Earnest-Money apart from which the offer will be rejected. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till 30-06-2025.
2. Rates to be quoted inclusive of GST and all taxes and shall be valid upto 30-06-2025. However, the procuring agency may extend contract period beyond 30-6-2025 till finalization of next tender.
3. Samples of the items, where possible, especially for papers should be attached with the tender without which the offer will not be entertained.
4. The firms shall be liable to supply the requisite items at "SLIC Building No. 05 China Chowk, Blue Area, Islamabad at their own expenses and even at short notice if needed failing which the security deposit of the firm shall be forfeited and the firms shall be blacklisted.
5. Authorized Dealership Certificate from the manufacturers/ Principal Suppliers may be provided, in case of toners. If it is found that sub-standard items or in-genuine/ refilled toners/cartridges are supplied, the contract shall be cancelled and Security Deposit shall be forfeited and the firm shall also be blacklisted.
6. The Firms must have Sales Tax Registration Certificate, National Tax Number and vender No. as well as **facilities of telephone/fax lines.**
7. All the information as at S.No.6 above must be printed on the quotation /Bills of the competing agency as NTC will not accepting bills without such information printed on the bill.
8. An affidavit to the effect that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/ Department Organization of the Government(s) must be attached with the bids.
9. Submission of any false statement / documents and concealing of information is likely to disqualify the bidder.
10. The National Tariff Commission reserves the right to reject any or all bids without conveying the reason thereof.
11. Bidder may provide a copy of the latest landline telephone / Fax bill .

(2)

C. Bidders are advised to follow the format of bidding documents to facilitate speedy processing of the tender.

NAME OF FIRM/SUPPLIER -----

Address: -----

Phone & Fax No(s): -----

Owner's N.I.C. No: -----

Type of Firm: Registered Private Limited Other

G.S.T. No. -----

N.T.N No. -----
(Attach proof)

Bank Account No. -----
and branch name

Rate List as per attach Annexure, I, II, III

Name Of Authorised Representative:-----

SIGNATURE -----

Stamp of the Firm.-----

Date: -----

Checklist of documents to be attached:

- i) Bidding Documents with quoted rates
- ii) A copy of NTN and ST. Certificates.
- iii) Latest Telephone paid bill
- iv) Referral letter in original from a bank showing financial soundness indicating the Bank Account No. and branch No.
- v.) Affidavit
- vi.) Bank Draft
- vii.) Authorized Dealership Certificate from the manufacturers/ Principal Suppliers

NATIONAL TARIFF COMMISSION
LIST OF General STATIONERY ITEMS

<u>S. No.</u>	<u>Goods</u>	<u>Specification</u>	<u>Rate inclusive of all taxes</u>
1	Ball Point Picaso Oria	Fine Tip 0.7mm or equivalent (Pkt Price)	
2	Ball point	Piano Standard or equivalent (Pkt Price)	
3	Ball point	Pointer soft liner 0.3 Dollar or equivalent (Pkt Price)	
4	Roller Ball point	Gel Ink nib M&G Crystal (0.7 or equivalent (Pkt Price)	
5	Marker for White Board	Dollar Round Tip or equivalent (Pkt Price)	
6	Permanent Marker	(Dollar No.90) Permanent or equivalent (Pkt Price)	
7	Highlighter	TICK or equivalent (Pkt Price)	
8	Lead Pencil	(Gold fish)6000 No.2 ½ or equivalent (Pkt Price)	
9	Lead Pencil	(Gold fish) Autocrat 5000 or equivalent (Pkt Price)	
10	Note Sheet	Offset A-4 50 sheet	
11	Sharpener	Dux or equivalent	
12	Draft Pad (A-4)	Ruled Paper 50 sheet	
13	Draft Pad (small)	Ruled Paper 50 sheet	
14	Draft Pad (Side Spiral)	80 grams Paper 004 Select	
15	Shorthand Note Book	Rulled paper 5 Qrs.	
16	Photo copier Paper	Offset 80 grams A/4 Imported(500 sheets (Paper one) or equivalent	
17	Photo copier Paper	Offset 80 grams F/S Imported(500 sheets Paper one) or equivalent	
18	Photo copier Paper	Offset 80 grams F/S Imported(100 sheets) colour or equivalent	
19	Photo copier Paper	Offset 80 grams A/4 Imported(100 sheets) colour	
20	Eraser	Pelikan AL-30 or equivalent	
21	Correction Pen	Dux Or equivalent (Pkt Price)	
22	File Board	(Thick /Superior) A/4 Size	
23	File Flappers	Rexene Black	
24	Folder 2 Ring	Alfa 902 or equivalent	
25	Folder 2 Ring	Nokya 074 or equivalent	
26	Box file	Alfa-526	
27	Punch single hole	local HD	
28	Punch single hole	KW-97Ao or equivalent	
29	File Tag	Cotton(6")	
30	Envelope	SE -5 khaki Craft 80 grams. (Per 100)	
31	Envelope	SE -6 (khaki Craft) 80grams. (Per 100)	
32	Envelope	SE-7(A/4) (Khaki 80Craft) grams. (Per 100)	
33	Envelope	SE-8 (Khaki Craft) 80grams. (Per 100)	
34	Envelope	SE-8 (Khaki clothed) 80 Good Quality (Per 100)	
35	Envelope	SE -5 white 100 gms. (Per 100)	
36	Envelope	SE-7 (superior white) 100 gms. A/4 (Per 100)	
37	Gule Stick	Amos 8 grams) (Small) or equivalent	
38	Gule Stick	Amos 35 grams) (Small) or equivalent	
39	Gum Bottle	Dollar 5 ozs Standard or equivalent	
40	Scissors	4" (PMP) or equivalent	
41	Paper Cutter Knife	(SDI-426) or equivalent	
42	Stapler Machine	Superior quality 24/6	
43	Stapler Machine	Deli 0326 or equivalent	
44	Stapler Machine	Heavy Duty KW or equivalent	
45	Stapler Remover	(SDI-1164) or equivalent	
46	Scotch Tape	(Small)1/2" X10 yards or equivalent	
47	Scotch Tape	(1" X 50 yards) 1" or equivalent	
48	Scotch Magic Tape	3M 19mm x 32.9 m or equivalent	
49	Binding Tape 2"	2" x 15 yards Sensa or equivalent	

50	Diamond Gem Clips)	40 mm (Three Flower) or equivalent	
51	Paper Clip	26 mm Three Flowers or equivalent	
52	Binder Clip	50mm Diamond or equivalent	
53	Binder Clip	41mm Diamond or equivalent	
54	Binder Clip	32mm Diamond or equivalent	
55	Binder Clip	19mm Diamond or equivalent	
56	Staple Pins	(24/6) Dollar or equivalent	
57	Foot Scale	Plastic 12" as per sample superior quality	
58	Foot Scale	Steel 12"	
59	Cash Book Register	No.6 70grams	
60	Diary Register	No.6 70grams	
61	Letter Despatch Register	No.6 70grams	
62	Log Book	No.6 70grams	
63	Ledger Register	No.6 70grams	
64	Stock Register	No. 6 70grams	
65	Stock Register	8, 70grams	
66	Attendance copy	No.1 70grams	
67	Register Ruled	No.16 70grams	
68	Peon Book	200 pages 70grams	
69	Paper Slip Yellow	(Post It Pad 3" x 2" or equivalent	
70	Paper Slip Yellow	(Post It Pad 3" x 3" or equivalent	
71	Paper Slip Yellow	(Post It Pad 3" x 5" or equivalent	
72	Programme Stand	A-4 Crystalor equivalent	
73	Stamp Pad	Lanser or equivalent	
74	Transparent Folder	(Two side open) A/4 Size	
75	Telephone Index	Alba 104 or equivalent	
76	Calculator	Casio M J120 12 digit with check and corr or equivalent	
77	Flued Set (Fluid + Thinner	Blanko original or equivalent	
78	File Separator	Card	
79	Flag	Post it 3M 24,4mm 43,2mm or equivalent	
80	Flag	Post it flag 5 colour 45502 or equivalent	
81	Leaser pointer	Pen Type	
82	Blade For alfa Cutter	Pkt of 10	
83	Stamp Pad ink	Crystal 28.5gm or equivalent	
84	Board pin	Plastic handle	

COMPUTER STATIONERY.

<u>S. No.</u>	<u>Goods</u>	<u>Specification</u>	<u>Rate inclusive of all taxes</u>
1	Toner for Laser Printer HP 1102	HP-85-A Original	
2	Toner for Laser Printer HP 1020	HP 12-A Original	
3	Toner for Laser Printer HP 1005	HP 35-A Original	
4	Toner for Laser Printer HP 2015	HP 53-A Original	
5	Toner for Laser Printer M127fn	83-A Original	
6	Toner for Laser Printer	80-A Original	
7	Laser Jet Pro M102a	17-A Original	
8	Toner for Laser Printer	79-A Original	
9	Toner for Laser Printer	26-A Original	
10	HP Laser Jet CP-4525	Complete Set Price Original	
11	Toner for Laser Printer	HP 107-A Original	
12	HP Laser jet M102	HP 19-A Original	
13	Panasonic Fax Machine toner	Model KX-FL422CX	
14	Insta Clean Rapid Action	Standard	
15	Flash Drive 16GB	ATM USB 0.3or equivalent	
16	Flash Drive 32GB	ATM USB 0.3or equivalent	
17	Flash Drive 64 GB	ATM USB 0.3or equivalent	

Misc/Cleanliness items.

<u>S. No.</u>	<u>Goods</u>	<u>Specification</u>	<u>Rate inclusive of all taxes</u>
1	Air Freshener	Cobra 300 ml or equivalent	
2	Air Freshener	Al Aseel or equivalent 300 ml	
3	Air Freshener	Neutralizer 300ml Frescoor or quivalen	
4	Tissue paper box	Supreme Soft & Gentle 100 x 2 ply	
5	Water Jug with cover	Glass Omroc or equivalent	
6	Tumbler (glass)	250-300 ML	
7	Duster	Yellow Falalain Large 20x 30Good Quality	
8	Duster	Cotton Large Good quality	
9	Duster floor	Floor	
10	Towel large	White 100% cotton 27 x54	
11	Towel Medium	White 100% cotton 24 x48	
12	Cutlery washing detergent	Plastic packet 400 gm vim Or equivalent	
13	Washing Detergent	80 gm Excel Or equivalent	
14	Floor Wiper	steel Handle Standard	
15	Toilet Brush	Plastic Handle	
16	Toilet Roll	Rose Petal Maxob single pak or quivalen	
17	Broom Hard	Superior quality	
18	Phool Jahroo	Superior quality	
19	Phenyle Tin	(Finis) 2.75 liters or quivalen	
20	Phenyle Tablet	200 grams (packet)	
21	Puchara (iron handle)	Standard	
22	Glint Spray	500 ml or quivalen	
23	Bath Air Freshner Roomi	Tablet Roomi Or equivalent	
24	Hand washing Soap	Lux 75 grms original local or quivalen	
25	Acid for Toilet	Standard	
26	Sweep	450 ml original or equivalent	
27	Insect Killer	400ml Mortein or quivalen	
28	Battery Cell	(Small AA Toshiba/Sony) or quivalen	
29	Battery Cell	(Small AA A Toshiba/Sony) or quivalen	
30	Battery Cell	(D size Toshiba/Sony) or quivalen	
31	Dust Bin	Standard Plastic	
32	File basket	Standard Plastic	
33	Remote Control Bell	voye or equivalent	
34	Liquid Soap Imported	Liquid Soap 500ml Nowa or equivalent	
35	Harpic	500 ML original or equivalent	
36	Wall Clock	Champione or equivalent	

Electric items.

<u>S. No.</u>	<u>Goods</u>	<u>Specification</u>	<u>Rate inclusive of all taxes</u>
1	Electric Kettle	Stainless steel Automatic-imported 1.7 litter West point or equivalent	
2	Light plug Local	5 Amp JPI Local or equivalent	
3	Light plug	6 Amp China Fitting	
4	Multi Plug power plug	3 pin 15 Amp (China)	
5	Multi Plug	3 pin 15 Amp	
6	Power Plug	15 Amp Jpi Local or equivalent	
7	Starter	Philips S-2 Original or equivalent	
8	Starter	Philips S-10 Original or equivalent	
9	Chowk	Philips 40 wats or equivalent	
10	Three Pin Shoo	15 Amps JPI or quivalen	
11	Three pin Shoo Flat	13 Amp	
12	LED Tube light	Osaka 40 watt 4 feet or quivalen	
13	LED Tube Rod	Osaka 16 watt 4 feet or quivalen	
14	Tube Rod	Philips 20 watts Or equivalent	
15	Tube Rod	Philips 36 watts Or equivalent	
16	Dimmer	Pak Fan Local or quivalen	
17	Fan Capister	2.5 uf	
18	LED Blub	18 Wats Osaka Or Equivalent No.1 quality Screw/pin	
19	Ducket per length	Adamji and Popular 1" or equivalent 16x 25	
20	Fuse	10 Amp	
21	Two pin shoo	10 Amp JPI superior Quality or equivalent	
22	Screw Steel	6 No. 1 1/2	
23	Screw Steel	6 No. 2"	
24	Screw Steel	6 No. 2 1/2"	
25	Open Box Plastic	3 X 3	
26	Open Box Plastic Power plug	4 X 4	
27	Ceiling Bulb Holder	JPI Screw or equivalent	
28	Rawal Plug	Plastic 14 No. (Pack 100 Nos.)	