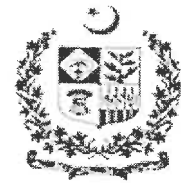


Government of Pakistan
Ministry of Planning, Development and Special Initiatives
Public Private Partnership Authority (P3A)

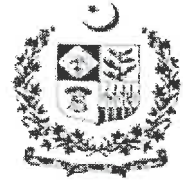
BIDDING DOCUMENT FOR PROCUREMENT OF
OFFICE STATIONERY/ TONNERS
AND MISC GENERAL ITEMS

Public Private Partnership Authority (P3A)
Office # 501, 5th Floor, Evacuee Trust Complex,
Agha Khan Road, Sector F-5/1, Islamabad
Phone: 051-9211983-85
Web: www.p3a.gov.pk, Email: info@p3a.gov.pk



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No.T-17/2023-24-ADMIN/P3A

Islamabad, the August 27, 2022

INVITATION TO BID

FOR PROCUREMENT OF STATIONERY ITEMS / OFFICE Misc. SUPPLIES

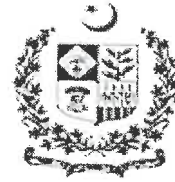
Public Private Partnership Authority (P3A) invites sealed bids from reputed firms / contractors / General Order Supplier having demonstrated experience in the supply of stationery items / office miscellaneous supplies to Government Departments duly registered for Income Tax and Sales Tax and are on FBR's Active Taxpayer's List.

2. Bidding documents, containing detailed terms and conditions, etc. are available at office of the Public Private Partnership Authority (P3A), "Office # 501, 5th Floor, Evacuee Trust Complex, Agha Khan Road, Sector F-5/1, Islamabad free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents along with Bid Security of 3% of the total bid value in shape of Bank draft / Pay order drawn in favor of Public Private Partnership Authority (P3A) may reach at Public Private Partnership Authority (P3A), "Office # 501, 5th Floor, Evacuee Trust Complex, Agha Khan Road, Sector F-5/1, Islamabad on or before **September 11, 2023 at 11:00 A.M.** Technical Bids will be opened on the same day at 11:30 a.m. Any Bid received after 11:00 A.M. shall not be received and deemed to have been rejected. This advertisement is also available on PPRA website at www.ppra.org.pk.

(Sadaqat Ali)

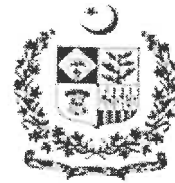
Manager Coordination
Phone: 051-9211983-85



GENERAL INSTRUCTIONS & CONDITIONS FOR BIDDERS

1. Tender documents may be obtained from Admin Department, Public Private Partnership Authority (P3A), Office # 501, 5th Floor, Evacuee Trust Complex, Sector F-5/1, Islamabad, during office hours or can be downloaded from P3A's website: **p3a.gov.pk**.
2. The Bid Security of **3%** of the total amount (In the form of Bank Draft/Pay order) in favor of the Public Private Partnership Authority (P3A) will have to be attached, which in case of unsuccessful bidders will be returned after the award of contract to the successful bidder.
3. The prices of bids of all items, as attached as Annex-E shall be applicable up to 30th June, 2024.
4. In case the quantities mentioned in Annex-E are exceeded, the supplier shall be bound to supply the extra quantities within the same quoted prices.
5. The firms should be reputed and registered with Income Tax and Sales Tax with FBR (Registration Numbers should be clearly mentioned and valid documentary evidence be attached) and should be on the ATL.
6. The successful bidder, within the supply agreement, will be bound to supply/deliver the goods to P3A office even on a short notice using its own transport.
7. The "P3A" reserves the right to accept or reject any or all bids as per PPRA Rules.
8. The percentage for quantity may increase by 15% within one year of award of contract.
9. The supply agreement of office stationery and general miscellaneous items between P3A & successful lowest financial bidder can be extended for further one (1) year on same term & conditions.
10. The Purchase Order will be on requirement basis and the P3A may issue part "Purchase Orders"
11. This tender notice may be seen on PPRA website www.ppra.org.pk and P3A website www.p3a.gov.pk.

(Sadaqat Ali)
Manager Coordination



Public Private Partnership Authority (P3A)
[Administration Department]

GENERAL INSTRUCTIONS / TERMS & CONDITIONS

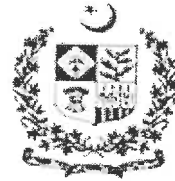
Part A:

Dear Sir,

You are hereby invited to submit the bid for the provision of supply of Office Stationery / Tonners & General Miscellaneous items in accordance with the description of items at Appendix "E".

1. Prospective Bidders Should Particularly Note That:

- a. Bids through Telex/ Fax shall not be acceptable.
- b. The Purchaser does not take any responsibility for collecting the bids from any agency.
- c. Owner or his/her authorized representative may attend the tender opening, if desired. Letter for nominating Representative must be submitted along with technical bid.
- d. The proposals especially Financial Proposal shall not have any over writings or cutting. P3A reserves the right not to consider the proposal having aforementioned deficiencies.
- e. The P3A reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time without assigning any reason thereof.
- f. Bids should be submitted on the basis of free delivery up to P3A premises including all charges i.e. packing, freight, courier charges etc.
- g. Bidders are requested to quote rates for all the stationery / tonners / general miscellaneous items as per Annex-E as **tender of one firm may be accepted on the basis of overall lowest** evaluated expenditure.
- h. Successful lowest financial bidder must have to provide the samples of ordered items, if required by the "Purchase Committee" before actual delivery. The acceptance of the stores will be subject to the inspection by the P3A authorities.
- i. Upon each delivery of items as per Purchase Order, the supplier shall provide a certificate that each item of delivery is genuine, original and has not been refurbished in any manner. If the P3A finds out that the items are not provided as per the standard requirement or are substandard, P3A shall have the right to cancel the contract with one-month notice and shall forfeit the 5% performance guarantee. Action for blacklisting of the firm will also be initiated.



- j. No advance payment will be made under any circumstances for purchase of any items contained in Annex-E. P3A will arrange expeditious payments on submission of invoices. Payment shall be made after delivery of complete items as per "Purchase Order".
- k. An Agreement shall be executed with the successful lowest financial bidder.
- l. If any dispute arises during the period of contract commencing from 1st July 2023 to 30th June 2024 between the purchaser and supplier, a dispute resolution committee will be constituted by P3A. The decision of the dispute resolution committee will be final and binding upon both the parties.

Part B:

Instruction To Bidders (ITB):

1. **Delivery of Bids:** The Proposal is to be submitted as under:-
 - a. The Financial Proposal indicating the quoted price of each item (Annex-E) in Pak Rupees and in numeric figures and words against each item.
 - b. The Technical Proposal shall contain all the essential literature / brochure, if any.
 - c. The bid shall comprise a single sealed package containing two separate sealed envelopes marked as the "Technical Proposal" and "Financial Proposal" in bold and legible letters.

2. **Date and Time for Receipt of Bids:**

The bid document must reach this office until **September 11, 2023 at 11:00 A.M.** at the following address:

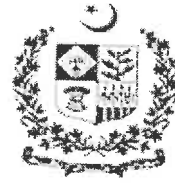
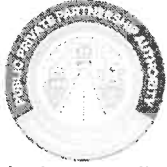
**Manager Coordination,
Public Private Partnership Authority,
#501, 5th Floor, Evacuee Trust Complex,
F-5/1, Islamabad.**

3. **Bid Opening Procedure:**

Single Stage -Two Envelopes Procedure "36(b) PPRA Rule, 2004"
Procedure will be adopted to evaluate the proposal / offer. Complete bid containing "Technical" and "Financial" proposals along with Bid Security, all required information and documentary evidences must be submitted before closing date.

4. **Bid Opening Date & Time:**

The Bid Opening Committee will open the "Technical Proposals" of the bidders on **September 11, 2023 at 11:30 a.m.** Only authorized representatives of suppliers will be allowed to attend. These representatives should be fully aware of the details of



their supplier's Proposal and deviation, if any. They must be fully authorized to take decision on the spot for and on behalf of their respective bidder/firm/company.

5. Evaluation of Bids:

Technical Bids: Initially "Technical Proposals" of eligible bidders will be opened to evaluate the offer(s) as per required criteria mentioned in Annex-C of the tender document. Offer(s) / items(s) which will not be found according to the standard/specifications(s) and evaluation criteria shall not be accepted and "Financial Proposal" of such firm will be returned unopened.

Financial Bids will be opened only of those firms which are technically responsive and obtained the minimum threshold of 70 marks in technical evaluation. All bids will be evaluated financially on bases of lowest quoted rates as per required items with the brand / sizes and specifications mentioned in Annex-E.

6. Award of Contract:

The contract will be awarded to the technically pre-qualified/lowest evaluated bidder (financially) and one sample of each quoted item required to be delivered to the office of the undersigned. The P3A shall retain the samples of firm(s) to whom the contract is awarded till completion of the supply/contract period. However, samples of un-successful bidders shall be returned to them within seven (07) days after completion of procurement process.

7. Validity of Proposal.

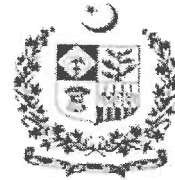
The validity period of bids must be indicated and should invariably be not less than 120 days.

8. Prices:

- a. Only one rate shall be allowed for each item, multiple rates in the bids for one item shall not be admissible.
- b. The total amount of financial bid should be against all required items as per Annex-E.
- c. The total final bid quoted amount should be mentioned separately both in words and figures.
- d. The price validity period must be 01 year from the date of opening of Financial Proposal.

9. Taxes:

- All prevalent Government Taxes will be applicable.
- All the bidders are advised to include applicable taxes in the quoted prices, or provide the applicable tax separately against each item for



consideration and evaluation of the Financial Bid. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected supplier will have to provide the required items as per rates quoted in the Financial Proposal. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the P3A and P3A may award the supply contract to the next lowest evaluated bidder.

10. Language of Bidding Document:

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

11. One Bid per Bidder:

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

12. Cost of Bidding:

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Purchaser / P3A will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

13. Time Limits:

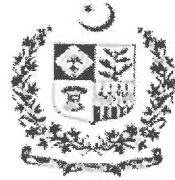
Supplier must provide the time limits about delivery which should in no case be more than 5 days from the date of issuance of Purchase Order. However, in case of urgency, P3A may reduce the time limit of 5 days at its own discretion and may demand immediate supply of items referred to in the Purchase Order.

14. Terms of Payment:

The Purchase Order will be on requirement basis and the P3A may issue part Purchase Orders. The quantity of items may increase or decrease as per original requirement and therefore, payment will be made on completion of supplies on actual basis within 15 days.

15. Withdrawal of Proposal:

- In case the Bidder intends to withdraw its Proposal / Bid before opening of the Bids, the Bidder can do so through written application addressed to P3A,



P3A shall allow the withdrawal of Bid without any consequences to the Bidder. However, after the Due Date and within the Bid Validity period, if the Bidder intends to withdraw from the procurement process the bid security shall stand forfeited in favour of P3A.

16. Photocopies of relevant Documents:

Photocopies of following documents will be provided / attached with Proposal:-

- a) Income Tax No. to be mentioned on the Proposal and
- b) Copy of Registration Certificate issued by Sales Tax Department.
- c) The firm should have valid and Active NTN / STRN

17. Disqualification:

Bids, which are not accompanied by the documents at serial No. (a) to (h) below, shall be declared as Non-Responsive and their un-opened financial proposals will be returned:-

- a. Bid Security is not attached with the Proposal.
- b. Proposals are found conditional or incomplete in any respect.
- c. Received later than appointed / fixed date and time.
- d. There is any deviation from the General Instructions.
- e. Multiple rates are quoted against one item.
- f. If validity of Proposal is not quoted as required.
- g. Proposal made through Fax / E-mail / Cable / Telex.
- h. If the Proposal is found to be based on cartel action in connivance with other bidders.

18. Bid Security:

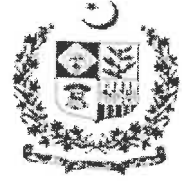
The Proposal must be accompanied with bid security of **3%**, of the total amount in shape of Bank Draft / Pay Order in favor of P3A, Islamabad.

19. Performance Guarantee:

The successful bidder must submit the Performance Guarantee of 5% of total quoted amount in favor of Public Private Partnership Authority in the shape of CDR from any schedule Bank, otherwise tender award will be rejected. However, Bid Security of 3% will be returned after signing of the agreement and receiving the Performance Guarantee from successful bidder.

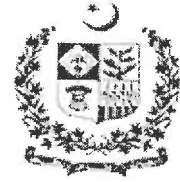
20. Rights Reserved:

P3A reserves the rights to accept or reject the bids as prescribed under PPRA Rules 2004.



Evaluation Criteria Mandatory

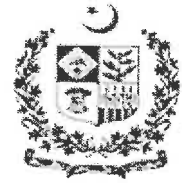
1. Income Tax Registration Certificate
2. General Sales Tax Registration Certificate
3. FBR's Active Taxpayer's List (ATL)
4. Undertaking that the Shop / Firm / Company is not blacklisted and not involved in litigation with Government / P3A Islamabad on Rs 50 Stamp Paper duly attested from Notary Public.



ANNEX-A

(Firm / Company Information)

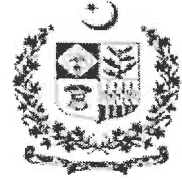
Firm / Company Information		
Sr. #	Required Information	Response
1	Legal Name of the Firm, Company and or Shop	
2	Year of Registration / Establishment of the Organization / Firm / Company and shop etc.	
3	National Tax Number	
4	General Sales Tax Number	
5	Name and designation of "Head of Firm/Company or Shop	
6	Emergency Contact Information	Name: Cell No.: Email:
Complete Address		
Mobile No.		
Phone No.		
Email		
Fax No.		



ANNEX-B

(Eligibility Response Check List)

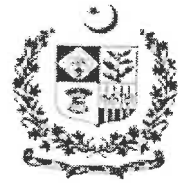
Eligibility Check List				
Sr. #	Eligibility Criteria Details	Evidence / Proof Required	Attached supporting Documents / Proofs and Mark Yes or No	
			Yes	No
1	Evidence of bidding firms/ company's registration / Incorporation	Evidence of certificate of incorporation is required		
2	Provide National Tax Number (NTN) and General / Provincial Sales in the name of Firm / Company and provide a copy of registration	Registration copy required		
3	We may require Active Tax Payer (ATP) status as per FBR website.	(2022-23 tax returns copy required)		
4	Pay Order / Bank Draft of 3% Bid Security attached with the Financial Proposal in separate sealed envelope			
5	Affidavit on stamp paper, declaring that company is not blacklisted by any Government agency / authority. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended / debarred or blacklisted.		



ANNEX-C

(Technical Evaluation Criteria)

Sr. No.	Description	Total Points	Category Points	Marks Obtain	Remarks
1	Relevant Experience	30			Copies of Contract / Purchase Order / Work Order are required.
	Experience of supply of office stationery & gen. misc. items if more than 5 years		30		
	Experience of supply of office stationery & gen. misc. items if more than 3 years but less than 5 years		25		
	Experience of supply of office stationery & gen. misc. items if less than 3 years but more than 1 year		15		
2	Financial Strength / Turnover	35			Copies of Purchase Order / Work Order and Income Tax return are required.
	The office stationery / gen. misc. items supplied is more than Rs. 10 million in last 3 years		35		
	The office stationery / gen. misc. items supplied is more than Rs. 6 million in last 3 years		25		
	The office stationery / gen. misc. items supplied is more than Rs. 3 million in last 3 years		10		
3	Availability of Outlet, Shop or Office	30			Documented proof of Registration
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 5 years		30		
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 3 years		20		
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 1 years		10		
4	Satisfactory Certificate from different Clients (1 points for each Recommendation letter)	5	5		Documented proof
	Total Points	100			



ANNEX-D

(Cover Letter for the Submission of Technical and Financial Proposals)

I, _____ hereby declare that:

- All the information provided in the technical proposal is correct in all manners and respect;

- and I am duly authorized by the Management to submit this proposal on behalf of

"[name of the Firm / Company]"

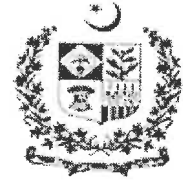
Name:- _____

Designation:- _____

Signature:- _____

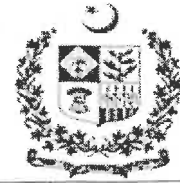
Date:- _____

Signature & Seal of Bidder

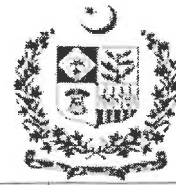


ANNEX-E

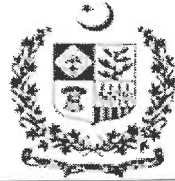
FINANCIAL PROPOSAL					
Detail of Stationery & General Misc. Items to be supplied to P3A					
For the Financial Year 2021-2022					
S. No.	Description	Reqd. Quantity (Nos.)	Unit Rate (Rs.)	GST (Rs.)	Rate With GST (Rs.)
A.	Stationery Items				
1	Paper A4 (AA, 80g) "or equivalent"	300			
2	Paper Legal (AA, 80g) "or equivalent"	30			
3	Paper A4 (AA, 70g) "or equivalent"	100			
4	Color Paper Spectra (A-4, 80g) 100 sheets "or equivalent"	10			
5	Sharpener (Plastic Germany) "or equivalent"	100			
6	Eraser Soft AL-30 (Pelican) "or equivalent"	100			
7	Correction Fluid Pen (Pelican) "or equivalent"	100			
8	Scotch Tape (1", Superior quality)	100			
9	Scotch Tape (2", Superior quality)	50			
10	Punch Double (KW-trio, Medium 2-hole) "or equivalent"	50			
11	Punch Double (KW-trio, No. 9330) Heavy Duty large" or equivalent"	2			
12	Punch Single Hole (15 to 20 sheets) (Superior Quality)	50			
13	Stapler Machine (deli No. 0326) "or equivalent"	50			
14	Stapler Machine Heavy Duty (M&G, Deli or equivalent)	2			
15	Stapler Pins (Dollar 24/6) "or equivalent"	100			
16	Staple Pins Remover SDI No. 1160 or equivalent)	50			
17	UHU Glue Stick (21g) "or equivalent"	100			
18	UHU Glue Stick (8g)	50			
19	Pilot G-1 Grip AGP 0.7 (Blue) (15Pkt. 1x12) "or equivalent"	180			
20	Pilot G-1 Grip AGP 0.7 (Black) (10Pkt. 1x12) "or equivalent"	120			



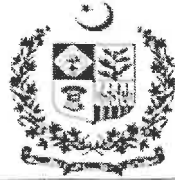
21	Pilot G-1 Grip AGP 0.7 (Red) (2Pkt. 1x12) "or equivalent"	24			
22	Ball Point Piano 0.8mm (30Pkt. 1x10) Blue "or equivalent"	300			
23	Ball Point Piano 0.8mm (20Pkt. 1x10) Black "or equivalent"	200			
24	Ball Point Dollar Pointer (Blue) (soft liner 0.3mm) "or equivalent"	200			
25	Ball Point Dollar Pointer (Black) (soft liner 0.3mm) "or equivalent"	100			
26	Led Pencil (HB Goldfish) 5000 (10Pkt. 1x12) "or equivalent"	120			
27	Post it Pad 3x5 (Pronoti) "or equivalent"	100			
28	Highlighters (Pelican / Piano or equivalent) (Different colors)	100			
29	L Shape Plastic Folders A-4, Nokya "or equivalent"	200			
30	L Shape Plastic Folders Legal, Nokya "or equivalent"	100			
31	Peon Book (96 sheets) Tayaba or equivalent)	12			
32	Letter Dispatch register (10 No.) Tayaba "or equivalent"	4			
33	Log Book (No.6) Tayaba "or equivalent"	12			
34	Stock Register Tayaba "or equivalent"	4			
35	Simple Register (Fine Quality)	12			
36	Ink (Fine quality) blue	10			
37	Ink (Fine quality) black	10			
38	Ink (Red)	2			
39	Paper Clips (36mm) Three Flowers "or equivalent"	36			
40	Plastic Table Schedule Stand (Fine Quality)	30			
41	Post if Flags (3M) "or equivalent"	100			
42	Post it Flags Pronotti 5 colour	100			
43	2D Nokyo Ring File 1314 (38mm) "or equivalent"	300			
44	2D Nokyo Ring File 1314 (25mm) "or equivalent"	200			
45	Transparent File A/4 Euro "or equivalent"	300			
46	Calculator (Casio MJ-120-w) "or. equivalent"	12			
47	Paper Separator 12 leaves Plastic China	200			
48	Paper Cutter (Cutter knife Haixin) "or equivalent"	36			



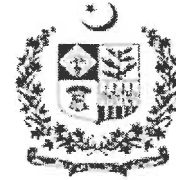
49	Paper Cutter Blades (pkt.)	3			
50	Drafting Spiral Pad Alfalah A-4 (Fine Quality) "or equivalent"	100			
51	Drafting Spiral Pad Alfalah 1241 (Fine Quality) "or equivalent"	100			
52	Envelop A-4 (Brown)	500			
53	Envelop Legal (Brown)	200			
54	Toners for Printer HP 1320 (49A) original "or equivalent"	15			
55	Toners for Printer HP 2015 (53A) original "or equivalent"	24			
56	Toners for Printer HP LaserJet ML 400 (80A) original "or equivalent"	18			
57	Toners for Printer HP LaserJet Pro M252 (201A – original) "or equivalent"	3			
58	Toners for Printer HP LaserJet Pro M28 (original) "or equivalent"	3			
59	Toners for Color Printer LaserJet Pro HP 479 (415A – original) "or equivalent"	3			
60	Toners for Printer HP LaserJet Pro 200 M251nw (131A – original) "or equivalent"	3			
61	Toners for Printer HP LaserJet Pro 404dn (76A – original) "or equivalent"	6			
62	Toners for Printer HP LaserJet Pro 400 M401a (80A – original) "or equivalent"	3			
63	Toners for Printer HP LaserJet Pro 150A (117A – original) "or equivalent"	3			
64	Toners Photocopier Panasonic (DP-8016) Original "or equivalent"	12			
65	Toners Photocopier Konica Minolta Bizhub 450i "or equivalent"	6			
66	Binding Tapes 1inch (Fine Quality)	12			
67	Binding Tapes 1.5 inch (Fine Quality)	24			
68	Binding Tapes 2 inch (Fine Quality)	12			
69	Binding Sheets (Packet) (Fine Quality)	15			
70	Spiral for binding (Size: 10)	300			
71	Spiral for binding (Size: 12)	300			
72	Spiral for binding (Size:14)	300			
73	Spiral for binding (Size:16)	300			
74	Transparent Plastic File	100			
75	File Binding Board with Strip A-4 (Fine quality)	200			



76	File Binding Board with Strip Legal size (Fine Quality)	100			
77	Scotch Tape Dispenser	12			
78	Office tag File	300			
79	Board Duster	12			
80	White Board Markers (Removable) Black 12 + Blue 12 + Red 12	36			
81	Permanent Marker (Fine Quality)	12			
82	File Tray In-Out Letter (Steel or equivalent)	12			
83	Foot Scale Steel 12' (Fine Quality)	34			
84	Visiting Card Album (256 Nos.) (Fine Quality)	6			
85	Scissor Medium M&G or equivalent	50			
86	USB Flash Drive 32 GB (HP/Kingston) original "or equivalent"	25			
87	USB Flash Drive 64 GB (HP/Kingston) original "or equivalent"	25			
88	Cell AA (+AAA) Energizer (MAX) "or equivalent"	400			
89	Cell AA (AA2) Energizer (MAX) "or equivalent"	150			
90	Reinforcement Ring (Fine Quality)	5 Pkt.			
B.	General Misc. Items				
91	Tissue Box Rose Petal (Multi Color) 300 sheets 150x2 "or equivalent"	500			
92	Tissue Rolls (Rose Petal) "or equivalent"	1000			
93	Hand Wash 500ml (Imported fine quality) "or equivalent"	150			
94	Air Freshener (Fine Quality)	150			
95	Air Freshener (For Automatic Air Freshener Dispenser) Fine Quality	100			
96	Max Liquid Bottle 500ml "or equivalent"	50			
97	Lemon Max Bar "or equivalent"	50			
98	Sweep Bathroom cleaner "or equivalent"	150			
99	Duster White Cotton Large (24' x 36') Fine Quality	36			
100	Duster White Cotton Medium Fine Quality	48			
101	Duster Yellow falalain (Medium) Fine Quality	48			
102	Multi Surface Cleaner (Dettol - 1L - Lemon)	100			
103	Garbage Plastic Bags kg	100			
104	Surf Excel (1kg) "or equivalent"	36			



105	Mob with Stick (Fine Quality)	12			
106	Harpic Bathroom Cleaner "or equivalent"	50			
107	Bath Soap (Lux 100g) "or equivalent"	36			
108	Glass Cleaner (Glint 500ml) "or equivalent"	50			
109	Super Hand Towels (Fine Quality Multi Colors, 30 x 30 cm)	34			
110	Baygone Mosquito Spray "or equivalent"	18			
111	Broom	12			
112	Scotch Brite (Foam) "or equivalent"	36			
113	Floor Wiper (Large Size)	6			
114	Floor Wiper (Medium Size)	12			
115	Floor Wiper (Small Size)	12			
116	Furniture Polish (Spray Bottle)	50			
117	First aid Box (including all medicines require in emergency)	5			
	TOTALS				

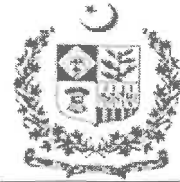


ANNEX-F

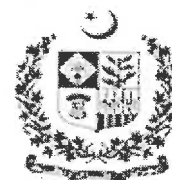
DELIVERY RECEIPT

Detail of Stationery & General Misc. Items Received By P3A

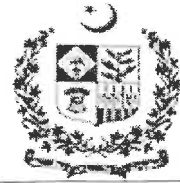
S. No.	Description	Quantity Ordered (Nos.)	Received Qty. (Nos.)	Balance Qty. (Nos.)	Remarks
A.	Stationary Items				
1	Paper A4 (AA, 80g) "or equivalent"				
2	Paper Legal (AA, 80g) "or equivalent"				
3	Paper A4 (AA, 70g) "or equivalent"				
4	Color Paper Spectra (A-4, 80g) 100 sheets "or equivalent"				
5	Sharpener (Plastic Germany) "or equivalent"				
6	Eraser Soft AL-30 (Pelican) "or equivalent"				
7	Correction Fluid Pen (Pelican) "or equivalent"				
8	Scotch Tape (1", Superior quality)				
9	Scotch Tape (2", Superior quality)				
10	Punch Double (KW-trio, Medium 2-hole) "or equivalent"				
11	Punch Double (KW-trio, No. 9330) Heavy Duty large" or equivalent"				
12	Punch Single Hole (15 to 20 sheets) (Superior Quality)				
13	Stapler Machine (deli No. 0326) "or equivalent"				
14	Stapler Machine Heavy Duty (M&G, Deli or equivalent)				
15	Stapler Pins (Dollar 24/6) "or equivalent"				
16	Staple Pins Remover SDI No. 1160 or equivalent)				
17	UHU Glue Stick (21g) "or equivalent"				
18	UHU Glue Stick (8g)				
19	Pilot G-1 Grip AGP 0.7 (Blue) (6Pkt. 1x12) "or equivalent"				
20	Pilot G-1 Grip AGP 0.7 (Black) (3Pkt. 1x12) "or equivalent"				
21	Pilot G-1 Grip AGP 0.7 (Red) (1Pkt. 1x12) "or equivalent"				



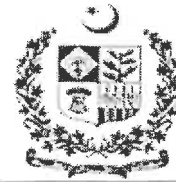
22	Ball Point Piano 0.8mm (15Pkt. 1x12) Blue "or equivalent"				
23	Ball Point Piano 0.8mm (6Pkt. 1x12) Black "or equivalent"				
24	Ball Point Dollar Pointer (Blue) (soft liner 0.3mm) "or equivalent"				
25	Ball Point Dollar Pointer (Black) (soft liner 0.3mm) "or equivalent"				
26	Led Pencil (HB Goldfish) 5000 (3Pkt. 1x12) "or equivalent"				
27	Post it Pad 3x5 (Pronoti) "or equivalent"				
28	Highlighters (Pelican / Piano or equivalent) (Different colors)				
29	L Shape Plastic Folders A-4, Nokya "or equivalent"				
30	L Shape Plastic Folders Legal, Nokya "or equivalent"				
31	Peon Book (96 sheets) Tayaba or equivalent)				
32	Letter Dispatch register (10 No.) Tayaba "or equivalent"				
33	Log Book (No.6) Tayaba "or equivalent"				
34	Stock Register Tayaba "or equivalent"				
35	Simple Register (Fine Quality)				
36	Ink (Fine quality) blue				
37	Ink (Fine quality) black				
38	Ink (Red)				
39	Paper Clips (36mm) Three Flowers "or equivalent"				
40	Plastic Table Schedule Stand (Fine Quality)				
41	Post it Flags (3M) "or equivalent"				
42	Post it Flags Pronotti 5 colour				
43	2D Nokyo Ring File 1314 (38mm) "or equivalent"				
44	2D Nokyo Ring File 1314 (25mm) "or equivalent"				
45	Transparent File A/4 Euro "or equivalent"				
46	Calculator (Casio MJ-120-w) "or equivalent"				
47	Paper Separator 12 leaves Plastic China				
48	Paper Cutter (Cutter knife Haixin) "or equivalent"				
49	Paper Cutter Blades (pkt.)				



50	Drafting Spiral Pad Alfalah A-4 (Fine Quality) "or equivalent"				
51	Drafting Spiral Pad Alfalah 1241 (Fine Quality) "or equivalent"				
52	Envelop A-4 (Brown)				
53	Envelop Legal (Brown)				
54	Toners for Printer HP 1320 (49A) original "or equivalent"				
55	Toners for Printer HP 2015 (53A) original "or equivalent"				
56	Toners for Printer HP LaserJet ML 400 (80A) original "or equivalent"				
57	Toners for Printer HP LaserJet Pro M252 (201A – original) "or equivalent"				
58	Toners for Printer HP LaserJet Pro M28 (original) "or equivalent"				
59	Toners for Color Printer LaserJet Pro HP 479 (415A – original) "or equivalent"				
60	Toners for Printer HP LaserJet Pro 200 M251nw (131A – original) "or equivalent"				
61	Toners for Printer HP LaserJet Pro 404dn (76A – original) "or equivalent"				
62	Toners for Printer HP LaserJet Pro 400 M401a (80A – original) "or equivalent"				
63	Toners for Printer HP LaserJet Pro 150A (117A – original) "or equivalent"				
64	Toners Photocopier Panasonic (DP-8016) Original "or equivalent"				
65	Toners Photocopier Panasonic Konica Minolta Bizhub 450i "or equivalent"				
66	Binding Tapes 1inch (Fine Quality)				
67	Binding Tapes 1.5 inch (Fine Quality)				
68	Binding Tapes 2 inch (Fine Quality)				
69	Binding Sheets (Packet) (Fine Quality)				
70	Spiral for binding (Size: 10)				
71	Spiral for binding (Size: 12)				
72	Spiral for binding (Size:14)				
73	Spiral for binding (Size:16)				
74	Transparent Plastic File				
75	File Binding Board with Strip A-4				



	(Fine quality)				
76	File Binding Board with Strip Legal size (Fine Quality)				
77	Scotch Tape Dispenser				
78	Office tag File				
79	Board Duster				
80	White Board Markers (Removable) Black 12 + Blue 12 + Red 12				
81	Permanent Marker (Fine Quality)				
82	File Tray In-Out Letter (Steel or equivalent)				
83	Foot Scale Steel 12' (Fine Quality)				
84	Visiting Card Album (256 Nos.) (Fine Quality)				
85	Scissor Medium M&G or equivalent				
86	USB Flash Drive 32 GB (HP/Kingston) original "or equivalent"				
87	USB Flash Drive 64 GB (HP/Kingston) original "or equivalent"				
88	Cell AA (+AAA) Energizer (MAX) "or equivalent"				
89	Cell AA (AA2) Energizer (MAX) "or equivalent"				
90	Reinforcement Ring (Fine Quality)				
	B. General Misc. Items				
91	Tissue Box Rose Petal (Multi Color) 300 sheets 150x2 "or equivalent"				
92	Tissue Rolls (Rose Petal) "or equivalent"				
93	Hand Wash 500ml (Imported fine quality) "or equivalent"				
94	Air Freshener (Fine Quality)				
95	Air Freshener (For Automatic Air Freshener Dispenser) Fine Quality				
96	Max Liquid Bottle 500ml "or equivalent"				
97	Lemon Max Bar "or equivalent"				
98	Sweep Bathroom cleaner "or equivalent"				
99	Duster White Cotton Large (24' x 36') Fine Quality				
100	Duster White Cotton Medium Fine Quality				
101	Duster Yellow falalain (Medium) Fine Quality				



102	Multi Surface Cleaner (Dettol - 1L - Lemon)				
103	Garbage Plastic Bags kg				
104	Surf Excel (1kg) "or equivalent"				
105	Mop with Stick				
106	Harpic Bathroom Cleaner "or equivalent"				
107	Bath Soap (Lux 100g) "or equivalent"				
108	Glass Cleaner (Glint 500ml) "or equivalent"				
109	Super Hand Towels (Fine Quality Multi Colors, 30 x 30 cm)				
110	Baygone Mosquito Spray "or equivalent"				
111	Broom				
112	Scotch Brite (Foam) "or equivalent"				
113	Floor Wiper (Large Size)				
114	Floor Wiper (Medium Size)				
115	Floor Wiper (Small Size)				
116	Furniture Polish (Spray Bottle)				
117	First aid Box (including all medicines require in emergency)				

Received By:

Name : _____

Designation : _____

Date : _____