



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: 051-911983-85
Web: www.p3a.gov.pk, Email: info@p3a.gov.pk



CONTENTS

1.	Invitation to Bids	3
2.	General Instructions / Terms & Conditions for the Bidders	4
3.	Evaluation Criteria Mandatory	12
4.	Annex-A (Firm / Company Information)	13
5.	Annex-B (Eligibility Response Check List)	14
6.	Annex-C (Technical Evaluation Criteria)	15
7.	Annex-D (Cover Letter for the Submission of Technical and Financial Proposals)	16
8.	Annex-E (Details of Office Stationery / General Miscellaneous Items)	17
9.	Annex-F (Details of delivery receipt of Office Stationery / General Miscellaneous Items)	21



No.T-16/2022-23-ADMIN/P3A

Islamabad, the August 2, 2022

INVITATION TO BID

FOR PROCUREMENT OF OFFICE STATIONERY / TONNERS AND GENERAL MISC. ITEMS

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 with 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 Administration Supervisor, 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 **August 18, 2022 at 11:00 a.m.** Technical Bids will be opened on the same day at 11:30 a.m. This advertisement is also available on P3A website at www.ppra.org.pk.

(Khizar Hayat)

Administration Supervisor
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, 2023.
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 for 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. Firm will be bound to supply/deliver the goods to P3A office even on a short notice using its own transport.
7. 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". This tender notice may be seen on PPRA website www.ppra.org.pk and P3A website www.p3a.gov.pk.

(Khizar Hayat)

Administration Supervisor



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 Stationery & 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/cost.
- 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 observed 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. Any dispute arises during execution/implementation of the Agreement 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 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 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 August 18, 2022 at 11:00 a.m. at the following address:

**Administration Supervisor,
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 **August 18, 2022 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 on behalf of their bidder entity/firm/supplier.

5. Evaluation of Bids:

(a) 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 are found not according to the standard/specifications(s) and evaluation criteria shall not be accepted and “**Financial Proposal**” of such firm shall be returned unopened.

(b) 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 basis of overall 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 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 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 financial 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 Govt. 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, at its sole discretion and option, 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.

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. Earnest money 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 3% Earnest Money will be returned after signing 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	
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	Bidders registered for Income Tax and Sales Tax who are on active Taxpayer List of Federal Board of Revenue	Evidence of registration /ATL		
2	We may require Active Tax Payer (ATP) status as per FBR website.	(2018-21 tax returns copy required)		
3	Pay Order / Bank Draft of 3% Bid Security attached with the Financial Proposal in separate sealed envelope			
4	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 Obt.	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)	300			
2	Paper Legal (AA, 80g)	30			
3	Paper A4 (70g)	100			
4	Sharpener (Plastic Germany)	100			
5	Eraser Soft AL-30 (Pelican)	100			
6	Correction Fluid Pen (fine quality)	100			
7	Scotch Tape (1")	100			
8	Scotch Tape (2")	50			
9	Punch Double (KW-trio, Medium 2-hole)	50			
10	Punch Double (KW-trio, No. 9330) Heavy Duty large	2			
11	Punch Single Hole (Fine Quality) (15 to 20 sheets)	50			
12	Stapler Machine (deli No. 0326)	50			
13	Stapler Machine Heavy Duty (M&G, Deli or equivalent)	2			
14	Stapler Pins (Dollar 24/6)	100			
15	Staple Pins Remover SDI No. 1160 or equivalent)	50			
16	UHU Glue Stick (21g)	50			
17	UHU Glue Stick (8g)	50			
18	Pilot G-1 Grip AGP 0.7 (Blue) (6Pkt. 1x12)	200			
19	Pilot G-1 Grip AGP 0.7 (Black) (3Pkt. 1x12)	150			
20	Pilot G-1 Grip AGP 0.7 (Red) (1Pkt. 1x12)	50			
21	Ball Point Piano 0.8mm (15Pkt. 1x12) Blue	500			
22	Ball Point Piano 0.8mm (6Pkt. 1x12) Black	200			
23	Ball Point Dollar Pointer (Blue) (soft liner 0.3mm0)	100			
24	Ball Point Dollar Pointer (Black) (soft liner 0.3mm0)	50			



25	Led Pencil (HB Goldfish) 5000 (3Pkt. 1x12)	100			
26	Post it Pad 3x5 (Pronoti)	100			
27	Highlighters (Pelican / Piano or equivalent) (Different colors)	100			
28	L Shape Plastic Folders A-4, Nokya	150			
29	L Shape Plastic Folders Legal, Nokya	100			
30	Peon Book (96 sheets) Tayaba or equivalent)	12			
31	Letter Dispatch register (10 No.) Tayaba	4			
32	Log Book (No.6) Tayaba	12			
33	Stock Register	4			
34	Simple Register	12			
35	Ink (Fine quality) blue	6			
36	Ink (Fine quality) black	2			
37	Ink (Red)	2			
38	Paper Clips (36mm) Three Flowers	36			
39	Plastic Table Schedule Stand	60			
40	Post if Flags (3M)	100			
41	Post it Flags Pronotti5 colour	100			
42	2D Nokyo Ring File 1314 (38mm)	300			
43	2D Nokyo Ring File 1314 (25mm)	200			
44	Transparent File A/4 Euro	100			
45	Calculator (Casio MJ-120-w)	12			
46	Paper Separator 12 leaves Plastic China	200			
47	Paper Cutter (Cutter knife Haixin)	36			
48	Paper Cutter Blades (pkt.)	6			
49	Drafting Spiral Pad Alfalah A-4 (Fine Quality)	100			
50	Drafting Spiral Pad Alfalah 1241 (Fine Quality)	100			
51	Note Pads (Large)B/5#1248	100			
52	Note Pads (Small)B/5#1248	100			
53	Envelop A-4 (Brown)	500			
54	Envelop Legal (Brown)	200			
55	Toners for Printer HP 1320 (49A) original	24			
56	Toners for Printer HP 2015 (53A) original	24			
57	Toners for Printer HP LaserJet ML 400 (80A) original	12			
58	Toners for Printer HP LaserJet Pro M252 (201A – original)	3			
59	Toners for Printer HP LaserJet Pro M28 (original)	3			



60	Toners for Color Printer LaserJet Pro HP 479 (415A – original)	3			
61	Toners for Printer HP LaserJet Pro 200 M251nw (131A – original)	3			
62	Toners for Printer HP LaserJet Pro 404dn (76A – original)	3			
63	Toners for Printer HP LaserJet Pro 400 M401a (80A – original)	3			
64	Toners for Printer HP LaserJet Pro 150A (117A – original)	3			
65	Toners Photocopier Panasonic (DP-8016) Original	8			
66	Toners Photocopier Panasonic Konica Minolta Bizhub 450i	6			
67	Binding Tapes 1inch	12			
68	Binding Tapes 1.5 inch	24			
69	Binding Tapes 2 inch	24			
70	Binding Sheets (Packet)	15			
71	Spiral for binding (Size: 10)	300			
72	Spiral for binding (Size: 12)	300			
73	Spiral for binding (Size:14)	300			
74	Spiral for binding (Size:16)	300			
75	Transparent Plastic File	100			
76	File Binding Strip	100			
77	Scotch Tape Dispenser	12			
78	Office tag File	300			
79	Board Duster	1			
80	White Board Markers (Removable) Black 12 + Blue 12 + Red 12	36			
81	Permanent Marker	6			
82	File Tray In-Out Letter (Steel or equivalent)	12			
83	Foot Scale Steel 12'	24			
84	Visiting Card Album (256 Nos.)	12			
85	Wall Clock (Champion) or equivalent	12			
86	USB Flash Drive 32 GB (HP/Kingston)	6			
87	USB Flash Drive 64 GB (HP/Kingston)	6			
88	Cell AA (+AAA) Energizer (MAX)	300			
89	Cell AA (AA2) Energizer (MAX)	100			
90	Reinforcement Ring	5			
B.	General Misc. Items				
91	Tissue Box Rose Petal (Multi Color) 300 sheets 150x2	500			
92	Tissue Rolls (Rose Petal)	1000			
93	Hand Wash 500ml (Imported fine quality)	200			
94	Air Freshener	200			



95	Air Freshener (For Automatic Air Freshener Dispenser)	100			
96	Max Liquid Bottle 500ml	50			
97	Lemon Max Bar	24			
98	Sweep Bathroom cleaner	150			
99	Duster White Cotton Large (24' x 36')	36			
100	Duster White Cotton Medium	48			
101	Duster Yellow falalain (Medium)	48			
102	Multi Surface Cleaner (Dettol - 1L - Lemon)	100			
103	Garbage Plastic Bags kg	200			
104	Surf Excel (1kg)	48			
105	Mob with Stick	18			
106	Harpic Bathroom Cleaner	50			
107	Bath Soap (Lux 100g)	36			
108	Glass Cleaner (Glint 500ml)	50			
109	Towels	36			
110	Baygone Mosquito Spray	36			
111	Broom	12			
112	Scotch Brite (Foam)	36			
113	Floor Wiper (Large Size)	10			
114	Floor Wiper (Medium Size)	15			
115	Floor Wiper (Small Size)	20			
116	Furniture Polish (Spray Bottle)	100			
	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.	Stationery Items				
1	Paper A4 (AA, 80g)	300			
2	Paper Legal (AA, 80g)	30			
3	Paper A4 (70g)	100			
4	Sharpener (Plastic Germany)	100			
5	Eraser Soft AL-30 (Pelican)	100			
6	Correction Fluid Pen (fine quality)	100			
7	Scotch Tape (1")	100			
8	Scotch Tape (2")	50			
9	Punch Double (KW-trio, Medium 2-hole)	50			
10	Punch Double (KW-trio, No. 9330) Heavy Duty large	2			
11	Punch Single Hole (Fine Quality) (15 to 20 sheets)	50			
12	Stapler Machine (deli No. 0326)	50			
13	Stapler Machine Heavy Duty (M&G, Deli or equivalent)	2			
14	Stapler Pins (Dollar 24/6)	100			
15	Staple Pins Remover SDI No. 1160 or equivalent)	50			
16	UHU Glue Stick (21g)	50			
17	UHU Glue Stick (8g)	50			
18	Pilot G-1 Grip AGP 0.7 (Blue) (6Pkt. 1x12)	200			
19	Pilot G-1 Grip AGP 0.7 (Black) (3Pkt. 1x12)	150			
20	Pilot G-1 Grip AGP 0.7 (Red) (1Pkt. 1x12)	50			
21	Ball Point Piano 0.8mm (15Pkt. 1x12) Blue	500			
22	Ball Point Piano 0.8mm (6Pkt. 1x12) Black	200			
23	Ball Point Dollar Pointer (Blue) (soft liner 0.3mm0	100			
24	Ball Point Dollar Pointer (Black) (soft liner 0.3mm0	50			
25	Led Pencil (HB Goldfish) 5000 (3Pkt. 1x12)	100			
26	Post it Pad 3x5 (Pronoti)	100			



27	Highlighters (Pelican / Piano or equivalent) (Different colors)	100			
28	L Shape Plastic Folders A-4, Nokya	150			
29	L Shape Plastic Folders Legal, Nokya	100			
30	Peon Book (96 sheets) Tayaba or equivalent)	12			
31	Letter Dispatch register (10 No.) Tayaba	4			
32	Log Book (No.6) Tayaba	12			
33	Stock Register	4			
34	Simple Register	12			
35	Ink (Fine quality) blue	6			
36	Ink (Fine quality) black	2			
37	Ink (Red)	2			
38	Paper Clips (36mm) Three Flowers	36			
39	Plastic Table Schedule Stand	60			
40	Post if Flags (3M)	100			
41	Post it Flags Pronotti5 colour	100			
42	2D Nokyo Ring File 1314 (38mm)	300			
43	2D Nokyo Ring File 1314 (25mm)	200			
44	Transparent File A/4 Euro	100			
45	Calculator (Casio MJ-120-w)	12			
46	Paper Separator 12 leaves Plastic China	200			
47	Paper Cutter (Cutter knife Haixin)	36			
48	Paper Cutter Blades (pkt.)	6			
49	Drafting Spiral Pad Alfalah A-4 (Fine Quality)	100			
50	Drafting Spiral Pad Alfalah 1241 (Fine Quality)	100			
51	Note Pads (Large)B/5#1248	100			
52	Note Pads (Small)B/5#1248	100			
53	Envelop A-4 (Brown)	500			
54	Envelop Legal (Brown)	200			
55	Toners for Printer HP 1320 (49A) original	24			
56	Toners for Printer HP 2015 (53A) original	24			
57	Toners for Printer HP LaserJet ML 400 (80A) original	12			
58	Toners for Printer HP LaserJet Pro M252 (201A – original)	3			
59	Toners for Printer HP LaserJet Pro M28 (original)	3			
60	Toners for Color Printer LaserJet Pro HP 479 (415A – original)	3			



61	Toners for Printer HP LaserJet Pro 200 M251nw (131A – original)	3			
62	Toners for Printer HP LaserJet Pro 404dn (76A – original)	3			
63	Toners for Printer HP LaserJet Pro 400 M401a (80A – original)	3			
64	Toners for Printer HP LaserJet Pro 150A (117A – original)	3			
65	Toners Photocopier Panasonic (DP-8016) Original	8			
66	Toners Photocopier Panasonic Konica Minolta Bizhub 450i	6			
67	Binding Tapes 1inch	12			
68	Binding Tapes 1.5 inch	24			
69	Binding Tapes 2 inch	24			
70	Binding Sheets (Packet)	15			
71	Spiral for binding (Size: 10)	300			
72	Spiral for binding (Size: 12)	300			
73	Spiral for binding (Size:14)	300			
74	Spiral for binding (Size:16)	300			
75	Transparent Plastic File	100			
76	File Binding Strip	100			
77	Scotch Tape Dispenser	12			
78	Office tag File	300			
79	Board Duster	1			
80	White Board Markers (Removable) Black 12 + Blue 12 + Red 12	36			
81	Permanent Marker	6			
82	File Tray In-Out Letter (Steel or equivalent)	12			
83	Foot Scale Steel 12'	24			
84	Visiting Card Album (256 Nos.)	12			
85	Wall Clock (Champion) or equivalent	12			
86	USB Flash Drive 32 GB (HP/Kingston)	6			
87	USB Flash Drive 64 GB (HP/Kingston)	6			
88	Cell AA (+AAA) Energizer (MAX)	300			
89	Cell AA (AA2) Energizer (MAX)	100			
90	Reinforcement Ring	5			
	B. General Misc. Items				
91	Tissue Box Rose Petal (Multi Color) 300 sheets 150x2	500			
92	Tissue Rolls (Rose Petal)	1000			
93	Hand Wash 500ml (Imported fine quality)	200			
94	Air Freshener	200			

