

**EXCISE & TAXATION DEPARTMENT  
ISLAMABAD CAPITAL TERRITORY**

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The Excise & Taxation Department, Islamabad Capital Territory invites sealed tenders from Stationers/Suppliers firms on item wise rate basis, for Supply of Stationery Other Miscellaneous and General Store Items, during the financial year 2019-20.

**General Terms & Conditions:-**

1. The firm must be registered with Income Tax, Sales Tax Departments and Excise & Taxation Department (Professional Tax) (Registration Numbers should be clearly mentioned and valid documentary evidence be attached) and should have vender number from AGPR.
2. The firm should have minimum Five (05) years experience in supply of stationery other miscellaneous and General Store items price (proof may be enclosed).
3. Bid/offer should accompany a pay order equal to Rs. 350,000/- of the quoted as earnest money from a scheduled bank in the name of Excise & Taxation Officer, Islamabad, failing which the bid will be rejected. Cheques will not be accepted. The earnest money of the unsuccessful bidders/parties will be returned after finalization of the tender. Whereas, the earnest money of the successful firms will be converted as Security deposit and will be retained till ensuring and completion of supply of tender items as per specification.
4. Offers/Bids in sealed envelopes clearly mentioning **Single Stage One Envelope Procedure** must reach the office of Excise & Taxation Officer-I Plot No. 35 Sector H-9/4 till 30-09-2019 by 1000 hrs.
5. Tender Committee will open the tender at 1200 hrs on 30-09-2019 in the presence of the bidders or their representatives, who may like to be present. Bids, which are not accompanied by documents at serial No. 1 to 4 shall be declared as Non-Responsive and rejected.
6. The bid validity for submission shall be effective from the date of publication of tender notice till 30-09-2019.
7. During the currency of the contract, the supplier will be bound to deliver the items of the approved quality as per specification at Excise & Taxation Department, Plot No. 35, Sector H-9/4, Islamabad within given time period.
8. The rates must include all the taxes e.g. (GST+Income Tax etc.)
9. The models of the items required have been mentioned in the tender document. However, equivalent quality will be accepted as per PPRA rules. In case, equivalent quality is quoted, a sample of the each item will be provided before the Committee during opening of the tender. The Committee will decide the quality of equivalent item offered as per specifications. The decision of the committee will be final in that case as per PPRA rules.

10. The Excise & Taxation Department, Islamabad shall retain the samples of firm(s) to whom the contract is awarded till completion of the supply order. However, samples of unsuccessful bidders shall be returned to them after completion of the tender process.
11. The financial proposal shall not have any over writings or cutting. ETD reserves the right not to consider the proposal having aforementioned deficiencies.
12. The contract will be awarded to the lowest bidder(s).
13. Payment of the bill will be subject to the deduction of all government taxes/levies after completion of job.
14. Conditional Bidding will not be accepted.
15. Each page of financial proposal is required to be signed and stamped by the vendor/firm concerned.
16. An original and latest undertaking on judicial paper is pre-requisite stating therein that currently firm is not blacklisted by any Government, Semi Government, Autonomous or State owned organization.
17. If any firm intends to withdraw from competition, can intimate in writing before accepting of bidding.
18. The firms are required to quote for minimum 50% of the listed items otherwise the bid shall not be considered.
19. ETD reserves the right to cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal without assigning any reason.
20. If during currency of period, it is found that sub-standard items or in-genuine computer accessories are supplied, the contract will be cancelled and Security Deposit will be forfeited. Online verification/physical verification of the toners will be sought from relevant website/dealers, failing which toner will not be accepted.
21. Fountain Pen ink is not allowed. Rates quoted with Fountain Pen ink will be rejected.

## FORM OF BID

### TENDER DOCUMENT FOR PURCHASE OF OFFICE / COMPUTER STATIONERY ITEMS DURING THE FINANCIAL YEAR 2019-2020

S. #	NAME OF ITEMS	Rate (Rs)
	<b>A. <u>OFFICE STATIONERY</u></b>	
1.	Attendance Register 06 No.(Tayyba)	
2.	Ball Point (Piano)	
3.	Ball Point (Crystal)	
4.	Ball Point Clipper Dollar	
5.	Ball Point Clear Stic Dollar	
6.	Ball Point clutch (Picasso)	
7.	Ball Point clutch (Picasso) (Grip)	
8.	Ball Point Memo Dollar	
9.	Box File (Alpha-590)	
10.	Binding Tape	
11.	Calculator Casio 12 Digit (HL-122L)	
12.	Calculator (Citizen) 12 Digit	
13.	Colour Marker Fiber Tip Pens Dollar	
14.	Dollar Official Roller Pen	
15.	Dollar Pointer Soft Liner	
16.	Draft Pad Lucky 5X9 rulled	

S. #	NAME OF ITEMS	Rate (Rs)
17.	Draft Pad Alpha size 5X9 ruled	
18.	Draft Pad Lucky A-4 (ruled) 60 sheets Offset Paper	
19.	Draft Pad 60 sheets (Alpha ruled) A-4 Size	
20.	Dispatch Register # 8	
21.	Dak pad folder Decent Brand (Rexine) fine quality with lock & velvet.	
22.	Desk / paper pin Tray	
23.	Data Bank folder with two ring and pocket inside	
24.	Drawing Pin (China colored plastic top)	
25.	Exclusive International Folders with clip and lock	
26.	Eraser / Rubber (AL-30)	
27.	Eraser / Rubber (AL-20) Pelikan	
28.	Eraser / Rubber (SP-30)	
29.	Eraser / Rubber (DG-30)	
30.	Envelops SE-8 (80 grams china Khaki)	
31.	Envelops SE-5 (80 Grams) China Khaki	
32.	Envelops SE-6 (80 Grams) China Khaki	
33.	Envelops SE-7 (80 grams china Khaki)	
34.	Envelops Size 9X4 (White imported)	
35.	Envelops (White) A-4 Size imported)	
36.	Envelops Size 9X6 (Khaki)	
37.	Envelops (11X5) White Prince	

S. #	NAME OF ITEMS	Rate (Rs)
38.	Envelops with cloth pasted in side Size SE-8 (File size)	
39.	File Board Size A-4 Fine quality	
40.	File Flappers (Rexene)	
41.	File Tags small (bundle of 50)	
42.	File Tags bundle of 50 Nos. (large)	
43.	Foot Scale (plastic) China model P-072	
44.	Foot Scale (Steel) China	
45.	Foot Scale (Steel) Japan	
46.	File cover double paste A-4 size made of ivory fine glazed card with eye-lid in the left corner with government logo	
47.	File chests leather made with embossing BOI Logo and Government logo with flaps and sticking strips size A-4 with stiff hard base.	
48.	Gum Bottle (Medium) 540z Dollar	
49.	Glue Stic 20 Grams Dollar	
50.	Glue Stic 35 Grams Dollar	
51.	Gripper Binder / Clip-line – Large size 52mm	
52.	Gripper Binder / Clip-line – Medium size 40mm	
53.	Gripper Binder / Clip-line – Small size 32mm	
54.	High Lighter (Dollar)	
55.	Ink (Dollar) 60ml	
56.	Ink (Pelikan 4001) 62.5 ml	
57.	Ink (Quink) 62.5 ml	

S. #	NAME OF ITEMS	Rate (Rs)
58.	Ink (Youth) 60ml	
59.	Ink (Parker)62.5 ml	
60.	Log Book No.6	
61.	L-Shape white transparent fine quality plastic fodder without clip	
62.	Marker Dollar 70/90 Allmark	
63.	Masking Tape 2" 60 yard (nichibon)	
64.	Meeting Board/Pad Rexene F/S Super quality with government & BOI Logo.	
65.	Meeting Board/Pad Rexene A-4 Super quality with government and BOI logo.	
66.	Note Sheet Pad 80 sheets A-4 size (80 GSM) offset imported	
67.	Packing Tape width 2" x 60 yard (Nichibon)	
68.	Post it pad size 3X5 (3 M brand)	
69.	Post it pad size 3X3 (3 M brand)	
70.	Post it pad size 2X3 (3 M brand)	
71.	Paper Cutter knife steel	
72.	Paper Cutter (SDI 0426 )	
73.	Pin Cushion (Marble)	
74.	Pin Cushion (Plastic)	
75.	Packing Tape 3" x 60 yard (Nichibon)	
76.	Paper Pin Packet (50 gram chrysthamum china)	
77.	Paper Clip (Apex-36mm triangular)	
78.	Peon Book of (5 qrs-95 sheets)	

S. #	NAME OF ITEMS	Rate (Rs)
79.	Punch Machine Single Hole (Genmes)	
80.	Punch Machine Double Hole Heavy Duty 3000 (open Japan)	
81.	Punch Machine Single Hole Heavy Duty	
82.	Punch Machine Double Hole	
83.	Pen Holder China (Hero 240)	
84.	Pen Holder set (Parker)	
85.	Pen Holder set (Pilot)	
86.	Plastic Transparent File Covers	
87.	Plastic Transparent Binding Sheets (100 sheets each packet)	
88.	Plastic Two Ring Folder (Flamingo/Elephant)	
89.	Plastic folder A-4 size transparent with clip inside (one side transparent)	
90.	Pencil Lead 2½ HP-5000 (Gold Fish)	
91.	Pencil My Dollar with Eraser	
92.	Pencil Clutch (Lead rotring Japan)	
93.	Pencil Lead for Clutch (HB-0.5)	
94.	Pencil Lead (Mitsubishi with rubber # 221 YUKI)	
95.	Punch machine heavy duty KW-9670 (TRIO)	
96.	Ruled Register (Lucky) No. 24 QRS-12 (Legal / large size) (Imported)	
97.	Ruled Register Al-Rehman No. 24 QRS-12 (Legal / large size) (Imported)	
98.	Ruled Register (Lucky) No. 18 QRS-12 (Legal / large size) (Imported)	
99.	Ruled Register Al-Rehman No. 18 QRS-12 (Legal / large size) (Imported)	

S. #	NAME OF ITEMS	Rate (Rs)
100.	Rubber Band (Q Brand)	
101.	Scotch Tape 1" width and length (72 Yard Nichibon)	
102.	Scotch Tape 2" width and length 72 yards (Nichibon)	
103.	Stapler Machine (PMP Taiwan made)	
104.	Stapler Machine SDI Medium Size 1137	
105.	Stapler Machine (Max 30N Japan)	
106.	Stapler Machine (Max 50R Japan)	
107.	Stapler Machine Heavy Duty KW-500SA	
108.	Stapler Machine Heavy Duty Model MAX-12- N- 17	
109.	Sharpening Machine Genmes Largest size	
110.	Sharpening Machine KW 307 Taiwan made	
111.	Scissor (Large PMP 206 mm) Stainless steel	
112.	Separator Set (one set of 10 sheets)	
113.	Sharpener Plastic (Fiber-castel Germany)	
114.	Sharpener Steel (Germany)	
115.	Sharpener Steel (China)	
116.	Stapler Remover PMP	
117.	Stapler Remover KW 5080	
118.	Stamp Pad (Art Line) Large	
119.	Stamp Pad (Lancer) Large	
120.	Stamp pad (Colop) Large	



S. #	NAME OF ITEMS	Rate (Rs)
121.	Stapler Pin 24/6 (Dollar)	
122.	Stapler Pin 24/6 (Rapid)	
123.	Stapler Pin packet 23/17 heavy duty (Max Japan made)	
124.	Stapler Pin packet 23/13 heavy duty (Max Japan made)	
125.	Stapler Pin packet 12/17 heavy duty (Max Japan made)	
126.	Summary Paper (Imported) 90 Grams Size A-4 (500 Sheets per Ream)	
127.	Summary Paper (Local) 90 Grams Size A-4 (500 Sheets per Ream)	
128.	Summary Paper (Imported) 80 Grams Size A-4/ <b>Double A</b> (500 Sheets per Ream)	
129.	Summary Paper (Imported) 80 Grams Size A-4/ <b>Paper One</b> (500 Sheets per Ream)	
130.	Summary Paper (Imported) 80 Grams Size A-4/ <b>Navigator</b> (500 Sheets per Ream)	
131.	Summary Paper (Imported) 80 Grams Size A-4/ <b>PPC</b> (500 Sheets per Ream)	
132.	Summary Paper (Imported) 80 Grams Size A-4/ <b>HP</b> (500 Sheets per Ream)	
133.	Summary Paper (Imported) 70 Grams Size A-4/ <b>HP</b> (500 Sheets per Ream) or equivalent	
134.	Summary Paper (Imported) 80 Grams Size A-4/ <b>X Brite Indonisa</b> (500 Sheets per Ream)	
135.	Summary Paper (Imported) 80 Grams full Size / legal size A-4/ <b>Double A</b> (500 Sheets per Ream)	
136.	Summary Paper (Imported) 80 Grams full Size / legal size A-4/ <b>Paper one</b> (500 Sheets per Ream)	
137.	Summary Paper (Imported) 80 Grams full Size / legal size A-4/ <b>Navigator</b> (500 Sheets per Ream)	
138.	Summary Paper (Imported) 80 Grams full Size / legal size A-4/ <b>HP</b> (500 Sheets per Ream)	
139.	Summary Paper (Imported) 70 Grams full Size / legal size A-4 <b>HP</b> (500 Sheets Per Ream) or equivalent	
140.	Shorthand Note book (96 sheets)	
141.	Sticking / Sticker sheets (packet of 100 sheets) A-4 size.	

S. #	NAME OF ITEMS	Rate (Rs)
142.	Section Diary Register # 12	
143.	Shorthand Pencil (Deer)	
144.	Shorthand Pencil (Goldfish)	
145.	Transparency Packet 100 sheets (Pelikan)	
146.	Transparency Packet 100 sheets (UHU)	
147.	Transparency Packet 100 sheets (Tartan)	
148.	Transparency Packet 100 sheets (3M)	
149.	Table Diary (Friends)	
150.	Table Diary (Toys)	
151.	Table Diary Stand (Marble) Warsi	
152.	Table set 9 pieces Marble Fine Quality (Aftab 009)	
153.	Table set 9 pieces Leather Fine Quality	
154.	Table set 9 pieces Rexene Fine Quality	
155.	Telephone Index (Casmo) big size	
156.	Uni Ball (Zerco)	
157.	Uni Ball (schneider)	
158.	Uni ball point (Mitsubishi UB-177)	
159.	Uni ball point (Signo Broad)	
160.	Uni-ball Vision Elite Japan	
161.	Visiting Card Album (Casmo) 300 pockets	
162.	Visiting Card Album (OKI) 100 pockets	

S. #	NAME OF ITEMS	Rate (Rs)
163.	Vehicle Maintenance / Petrol Register # 8	
164.	White Fluid Set (Pelikan)	
165.	White Fluid Set (UHU)	
166.	Wrapping Sheet (Khaki) size 3ft X 4 ft 70 grams/China Craft (80 GSM)	
167.	White Fluid Pen (Uni)	
168.	White Board Marker Dollar	
169.	White Board size 2ft X 3ft (fine quality)	
170.	White Board size 4ft X 6ft (fine quality)	
171.	White Board size 4ft X 8ft (fine quality)	
172.	White Board Duster (mouse type)	
173.	White Board Marker (Snow man)	
	<b>B. Computer Stationery</b>	
174.	Computer mouse ( 3-D serial Laser)	
175.	Computer mouse (3-D PS-2 Laser)	
176.	Computer Key Board (Branded)	
177.	Toner Cartridge HP 85-A (original)	
178.	Toner Cartridge HP 12-A (original)	
179.	Toner Cartridge HP 5-A (original)	
180.	Toner Cartridge HP 817-A (original)	
181.	Toner Cartridge HP 83-A (original)	

S. #	NAME OF ITEMS	Rate (Rs)
182.	Hard Drive 1 TB	
183.	USB 3.0 4GB Steel Body (HP or Kingston)	
184.	USB 3.0 8GB Steel Body (HP or Kingston)	
185.	USB 3.0 16GB Steel Body (HP or Kingston)	
186.	USB 3.0 32 GB Steel Body (HP or Kingston)	
187.	USB 3.0 64 GB Steel Body (HP or Kingston)	
188.	USB 3.0 Flash Drive 8 GB "Credit Card Shape"	
189.	USB 3.0 Flash Drive 16 GB "Credit Card Shape"	
190.	Paper Shredder (Minimum 10-15 sheets + CD)	

## Other Items:

S. NO.	NAME OF ITEMS	Rate (Rs)
191.	Air freshener Cobra 300 ml (Holland made)	
192.	Air freshener English Breeze 300 ml (Dry)	
193.	Air freshener Chirton 300 ml	
194.	Air Wick 250 ml	
195.	Aseel (Crown Perfume)	
196.	Admire lotion of New York (400 ml in black colour)	
197.	Brief Case 3" (Diplomate)	
198.	Brief Case (Echolac) 3"	
199.	Brief case 3" (Samsonite)	
200.	Brief Case 3" (Eminent)	
201.	Brief Case 3" (President)	
202.	Broom (Bamboo)	
203.	Broom (soft)	
204.	Brasso No.6 (20 ml)	
205.	Brief Case 3" (Jaffer Jeas Brand Leather made)	
206.	Bygone 600 ml (Insect killer)	
207.	Blazer cloth Green Lawrancepur (Rate per meter)	
208.	Cotton Dory (white) per kg rate	
209.	Cobra 400 ml (Insect killer)	
210.	Cobra 300 ml (Insect killer)	

S. NO.	NAME OF ITEMS	Rate (Rs)
211.	Conference Bag (Fine quality Rexene/ Leatherite with 03 pockets, handle, brass angles at four corners and closing grip/lock	
212.	Conference Bag (Fine quality Plastic transparent/ colored with 03 pickets, handle and closing grip/lock	
213.	Conference Bag (Pure Leather with 03 pockets, handle, brass angles at four corners and closing grip/lock	
214.	Conference Bag (Parachute with 03 pockets, handle, and shoulder belt with closing grip/lock	
215.	Colop printy Machine medium size	
216.	Duster White (superior with boarder strip)	
217.	Duster Yellow Thick large	
218.	DUPAS Liquid Soap	
219.	Dry Mop	
220.	Dry Cell (Sony) size AA	
221.	Dry Cell (Toshiba) size AA	
222.	Dry Cell (Power Plus) size AA	
223.	Dry Cell (Philips) size AA	
224.	Dry Cell Energizer AA	
225.	Dry Cell (Toshiba) size AAA	
226.	Dry Cell (Sony) size AAA	
227.	Dry cell (Power Plus) size AAA	
228.	Dry Cell Energizer AAA	
229.	Dettol bottle (largest size)	
230.	Energizer /Dura battery cell (Ultra 9 volts)	

S. NO.	NAME OF ITEMS	Rate (Rs)
231.	Emergency Light Sanyo handy	
232.	Electric Heater (double rod) NTN	
233.	Electric kettle (ANEX) imported with concealed element jug shape (plastic body)	
234.	Electric kettle (ANEX) imported with concealed element jug shape (steel body)	
235.	Electric kettle (Philips) imported with concealed element jug shape	
236.	Electric kettle (Philips UK ) imported round shape	
237.	Electric kettle (Black & Decker) imported	
238.	Electric kettle Fine quality Germany made	
239.	Electric kettle Local	
240.	Extension Lead (Camlion) 6 Hole Heavy Duty (Imported)	
241.	Extension Lead (Pakistani) 5 Hole Heavy Duty (Hero Brand)	
242.	Empty Carton Size 2ft x 2ft x 1 ft	
243.	Fork set (per doz Rate)	
244.	Framing/Mounting of maps/portraits (rate per square ft)	
245.	Harpic 500 ml Rackit Benckiser (to clean the washbasin)	
246.	Jute Dori (Seba) per kg rate	
247.	KIWI Glint Plus (500 ml) to clean the window panes	
248.	Liquid soap 500 ml	
249.	Lota plastic with hand handle (Superior quality)	
250.	Lily Luxury Size Towel (27x54)	
251.	Lily Luxury Size Towel (24x40)	

S. NO.	NAME OF ITEMS	Rate (Rs)
252.	Mop (Pochara) with steel handle	
253.	Magic depoxy steel (small)	
254.	Plastic cover for computer system(complete)	
255.	PC shine	
256.	Phenyl Bottle (2.75 ml)	
257.	Pif Paf 300 ml (Insect killer)	
258.	Plastic Balti 10 ltr. (Made of original material)	
259.	Plastic Balti 40 liter made of original material	
260.	Preparation of banners on panaflax sheet with multi colored printing as per design and text/logo provided by BOI from time to time (rate per sq. ft.)	
261.	Planter (Stainless Steel) diameter 1.5 ft. and height 2 ft.	
262.	Planter (Stainless Steel) diameter 2 ft. and height 2.5 ft.	
263.	Planter (Stainless Steel) diameter 1 ft. and height 1.5 ft.	
264.	Phenyl pills rate per packet (250 gm)	
265.	Rice spoon superior (per doz rate)	
266.	Ribbon 2" for gift binding	
267.	Samad Bond tube large size 250 mg	
268.	Soap Lux (Lever Brothers) 90 grams	
269.	Soap (Pamolive) 85 grams	
270.	Soap (Lux/ Capri/ Palmolive/ Rexona) 50 gram	
271.	Surf Excel 500 grams (Detergent)	



S. NO.	NAME OF ITEMS	Rate (Rs)
272.	Surf Express Power 500 grams (Detergent)	
273.	Surf Ariel 500 grams (Detergent)	
274.	Sweep Bottle 500 ml	
275.	Tissue Paper Rose Petal (100 x 2 ply) Luxury size	
276.	Toilet Paper Roll Rose Petal	
277.	Tumbler (Toyo Nasik)	
278.	Tumbler (Fine quality France Made)	
279.	Tea set (Royal of London) 24 pieces	
280.	Tea set (USA original) 24 pieces	
281.	Tea set Royal of Japan (24 pieces)	
282.	Tea cups with saucer (China) per dozen	
283.	Tea cups with saucer (Royal of London) per dozen	
284.	Tea cups with saucer (Royal of Japan) per dozen	
285.	Tray Plastic (Medium Size)	
286.	Tray Plastic (Large Size)	
287.	Tray Steel (Medium Size)	
288.	Tray Steel (Large Size)	
289.	Tea spoon superior (per doz. Rate)	
290.	Thermos flask (Everest / tiger (Japan)	
291.	Trodat printy Machine No.4912	
292.	Toilet Brush Long Handle Plastic	

S. NO.	NAME OF ITEMS	Rate (Rs)
293.	Tiger Acid (500ml)	
294.	Umbrella large (size 39" diameter)	
295.	Vim Large size 500 grams	
296.	Wall clock (Rhythm) 01 ft. diameter	
297.	Wall clock (Champion) 01 ft diameter	
298.	Wall bracket Fan (Pak) standard 18"	
299.	Wall bracket Fan (Yunas) standard 18"	
300.	Wiper Good Quality with steel handle	
301.	Water Jugs (France made)	
302.	Water Set (imported France)	
303.	Waste / Dust Bin paper basket (large) made of original material	
304.	Wet Mop	