

TENDER NOTICE

Sealed Tenders are invited from Sales Tax Registered firms having their shop/office in Islamabad/Rawalpindi for supply of Stationery & Computer Stationery items to Ministry of Planning, Development and Reform, Jawaid Azfar Computer Centre during financial year 2014-15. Detail of items and quantities required (*Approximately*) are given as under:

| S No | Item | Qty. to purchase (Approx.) |
|-----------------------------------|--|-------------------------------|
| <u>Stationery</u> | | |
| 1 | Paper A-4 size 80 gms Imported as per sample provided by this office | 1,400 Reams |
| <u>Computer Stationery</u> | | |
| 2 | USB 8 GB Flash Drive 2.0 | 50 each |
| 3 | Toner HP 2055D (05-A) | 25 Nos |
| 4 | Toner HP 3015/1020 (12-A) | 02 Nos |
| 5 | Toner HP 1300 (13-A) | 12 Nos |
| 6 | Toner HP 1200 (15-A) | 10 Nos |
| 7 | Toner HP p1005 (35-A) | 03 Nos |
| 8 | Toner HP 1320 (49-A) | 50 Nos |
| 9 | Toner HP 2015 (53-A) | 50 Nos |
| 10 | Toner HP 4515 (64-A) | 05 Nos |
| 11 | Toner HP 1536dnf (78-A) | 01 Nos |
| 12 | Toner HP p1102 (85-A) | 06 Nos |
| 13 | Toner HP 2600 (Colour printer) | 1 complete set |

Terms & Conditions

- i. Quoted rates shall remain valid for complete financial year 2014-15 upto 30th June, 2015.
- ii. Supplies should be strictly according to the required specifications.
- iii. Bidders of toners must furnish valid copy of H.P. Authorized re-seller certificate.
- iv. Only genuine/original HP Toners will be acceptable. Sub-standard supplies will be forfeited and liable to immediate cancellation of supply order and black listing of the firm.
- v. Supplier will ensure shelf life of toners for one year from date of purchase.
- vi. Tender should be submitted alongwith earnest money of 03% of total bid value in shape of Pay Order in favour of the Director General JACC, otherwise quotation would not be considered (*Cheques will not be acceptable*).
- vii. Earnest Money of successful bidders will be retained upto 30-06-2015.
- viii. Bidders can be asked to furnish bill of entry if required.
- ix. Last date for submission of bids is 7th September, 2014 upto (12:00 hrs) and the bids will be opened on same day at (12:30 hrs) in presence of the bidders or their authorized representatives at the Jawaid Azfar Computer Centre "P" Block Pak. Sectt. Islamabad.
- x. The above mentioned quantities are tentative and can be increased or decreased subject to requirement.
- xi. Competent authority reserves the right to accept or reject any or all quotations at any time and would provide grounds on request.



(AFTAB HUSSAIN)

Superintendent (JACC)

M/o Planning, Development & Reform

"P" Block Pak Secretariat

Islamabad Ph: 9219861/9093188

**BIDDING DOCUMENT
NUMBER: 01**

| Name of Firm: | | | |
|----------------------|---|------------------------------------|---|
| S. No. | Detail of Item | Quantity Required (Approx.) | Rate quoted per unit including taxes |
| 1 | <u>A-4 SIZE PAPER</u> Off Set Paper A-4 Size 80 gms imported (as per sample provided by this office (Ream of 500 sheets) in Packing of 05 Reams | 1,400 Reams | |

**BIDDING DOCUMENT
NUMBER: 02**

| Name of Firm: | | |
|----------------------|-----------------------------------|------------------------------------|
| S. No. | Detail of Items | Quantity Required (Approx.) |
| | <u>COMPUTER STATIONERY</u> | |
| 1 | USB 8 GB Flash Drive 2.0 | 50 each |
| 2 | Toner HP 2055D (05-A) | 25 Nos |
| 3 | Toner HP 3015/1020 (12-A) | 02 Nos |
| 4 | Toner HP 1300 (13-A) | 12 Nos |
| 5 | Toner HP 1200 (15-A) | 10 Nos |
| 6 | Toner HP p1005 (35-A) | 03 Nos |
| 7 | Toner HP 1320 (49-A) | 50 Nos |
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