
Subject: Call for Bids

A local NGO invites sealed bids for the selection of supplier/vendor for provision of Stationery Items for the official use of the organization for all its projects/programs on as and when required basis for the duration of 1st January 2016 to 31st December 2016. Stationery Items are required as per following specifications and categories:

S#	Item & Specification	Unit
1.	Attendance Register	Nos.
2.	Balloons Packets	Packets
3.	Binding (Ring)	Nos.
4.	Binding (Spiral)	Nos.
5.	Binding (Tape)	Nos.
6.	Binding Tape 2"	Nos.
7.	Blanco	Nos.
8.	Box File	Nos.
9.	Calculator (Medium size)	Nos.
10.	Calculator (Small)	Nos.
11.	CDs (Re-Writeable)	Nos.
12.	Color Paper	Packet
13.	Color Pencil	Box
14.	Color Photocopies	Nos.
15.	Common Pins	Box
16.	Crayons (16 color)	Box
17.	Cutter	Nos.
18.	Dust Bin	Nos.
19.	DVDs (Re-Writeable)	Nos.
20.	Envelop A4 size	Nos.
21.	Envelop Letter Size	Nos.

22.	Eraser	Nos.
23.	File bag	Nos.
24.	File Board	Nos.
25.	Flash Cards	Nos.
26.	Flash Drive (4 GB)	Nos.
27.	Flash Drive (8 GB)	Nos.
28.	Flip Chart	Nos.
29.	Fold Back Clip (Large Size)	Nos.
30.	Fold Back Clip (Small Size)	Nos.
31.	Geometry Box	Nos.
32.	Glass Paper	Packet
33.	Gum Stick (Large size)	Nos.
34.	Gum Stick (Small size)	Nos.
35.	Hard Charts	Nos.
36.	Ledger Book	Nos.
37.	Log Books	Nos.
38.	Masking Tape 1"	Nos.
39.	Masking Tape 2"	Nos.
40.	Master Ball Point Pen	Nos.
41.	Modeling Clay	Nos.
42.	Name Tag	Nos.
43.	Note Stick Large	Nos.
44.	Note Stick Medium	Nos.
45.	Notice Board (3*4)	Nos.
46.	Notice Board (4*8)	Nos.
47.	Orion File	Nos.
48.	Paint Brush	Nos.
49.	Paper Clip (Small)	Nos.
50.	Paper Cups	Nos.
51.	Paper Plates	Nos.
52.	Pen (Mercury)	Nos.
53.	Pen (Piano excel)	Nos.
54.	Pen (Picasso crystal)	Nos.
55.	Pen (Schneider 505F)	Nos.

56.	Pen (Schneider)	Nos.
57.	Pencil	Nos.
58.	Permanent Marker	Nos.
59.	Photo Copies	Nos.
60.	Photo Paper	Nos.
61.	Plastic Basket (used for putting paper)	Nos.
62.	Plastic Folders	Nos.
63.	Pointers (Pilot)	Nos.
64.	Poster Paints	Nos.
65.	Printing on A4 Paper (1 Color)	Nos.
66.	Printing on A4 Paper (4 Color)	Nos.
67.	Punch Machine	Nos.
68.	Ream Paper (A4 Size, 50 GM)	Nos.
69.	Ream Paper (A4 Size, 70 GM)	Nos.
70.	Ream Paper (A4 Size, 80 GM)	Nos.
71.	Ream Paper (Legal Size, 70 GM)	Nos.
72.	Ribbons Roll	Nos.
73.	Ring File	Nos.
74.	Scale Large (Plastic)	Nos.
75.	Scale Large (Plastic)	Nos.
76.	Scale Small (Steel)	Nos.
77.	Scale Small (Steel)	Nos.
78.	School Bags	Nos.
79.	Scissors (Small, Medium, Large)	Nos.
80.	Separator	Nos.
81.	Sharpener	Nos.
82.	Simple Register	Nos.
83.	Stamp	Nos.
84.	Stamp pad	Nos.
85.	Stapler (Large Size)	Nos.
86.	Stapler (Medium Size)	Nos.
87.	Stapler (Small Size)	Nos.
88.	Stapler Pin (Large Size)	Nos.
89.	Stapler Pin (Medium Size)	Nos.

90.	Stapler Pin (Small Size)	Nos.
91.	Stock Register	Nos.
92.	Straws (Plastic drinking Straws)	Nos.
93.	Tape Dispenser	Nos.
94.	Thumb Pin	Box
95.	Tissue Paper	Nos.
96.	Toner Cartridge (Refilling HP 1018)	Nos.
97.	Toner Cartridge (Refilling HP 2035)	Nos.
98.	Toner Cartridge (Refilling HP Laser Jet P4515)	Nos.
99.	Toner Cartridge (Refilling HP P1006)	Nos.
100.	Toner Cartridge Bizhub 283	Nos.
101.	Toner Cartridge HP 1018	Nos.
102.	Toner Cartridge HP 2035	Nos.
103.	Toner Cartridge HP Laser Jet P4515	Nos.
104.	Toner Cartridge Toshiba Studio 181	Nos.
105.	Tooth Pick	Nos.
106.	Transparent Tape	Nos.
107.	UHU Tube (Small, Medium, Large)	Nos.
108.	VIP Files	Nos.
109.	White Board (3*4)	Nos.
110.	White Board Duster	Nos.
111.	White Board Marker	Nos.
112.	White Board With Stand	Nos.
113.	Writeable CDs	Nos.
114.	Writeable DVDs	Nos.
115.	Writing Pad (A4 size)	Nos.
116.	Writing Pad Small	Nos.
117.	Zip lock bags (A4 size)	Nos.
118.	Zop Cards	Nos.

Bids on the attached formats must be delivered in the PO Box 399 at GPO Quetta before 2:00 pm on 11th December 2015. Please use the same specifications as mentioned above for provision of rates against the required items. The rates shall remain valid till 31st December 2016. We reserve the rights to accept or reject any or all bids received without assigning any reason.

Dated: _____

The Procurement Committee

Subject: **Bid**

Reference to your call for bids announced in the daily newspaper Jang Quetta, kindly find below our rates of below-mentioned items:

S#	Item & Specification	Unit	Per Unit Rates
1.	Attendance Register	Nos.	
2.	Balloons Packets	Packets	
3.	Binding (Ring)	Nos.	
4.	Binding (Spiral)	Nos.	
5.	Binding (Tape)	Nos.	
6.	Binding Tape 2"	Nos.	
7.	Blanco	Nos.	
8.	Box File	Nos.	
9.	Calculator (Medium size)	Nos.	
10.	Calculator (Small)	Nos.	
11.	CDs (Re-Writeable)	Nos.	
12.	Colour Paper	Packet	
13.	Colour Pencil	Box	
14.	Colour Photocopies	Nos.	
15.	Common Pins	Box	
16.	Crayons (16 colour)	Box	
17.	Cutter	Nos.	
18.	Dust Bin	Nos.	
19.	DVDs (Re-Writeable)	Nos.	
20.	Envelop A4 size	Nos.	
21.	Envelop Letter Size	Nos.	
22.	Eraser	Nos.	
23.	File bag	Nos.	
24.	File Board	Nos.	
25.	Flash Cards	Nos.	
26.	Flash Drive (4 GB)	Nos.	

27.	Flash Drive (8 GB)	Nos.	
28.	Flip Chart	Nos.	
29.	Fold Back Clip (Large Size)	Nos.	
30.	Fold Back Clip (Small Size)	Nos.	
31.	Geometry Box	Nos.	
32.	Glass Paper	Packet	
33.	Gum Stick (Large size)	Nos.	
34.	Gum Stick (Small size)	Nos.	
35.	Hard Charts	Nos.	
36.	Ledger Book	Nos.	
37.	Log Books	Nos.	
38.	Masking Tape 1''	Nos.	
39.	Masking Tape 2''	Nos.	
40.	Master Ball Point Pen	Nos.	
41.	Modelling Clay	Nos.	
42.	Name Tag	Nos.	
43.	Note Stick Large	Nos.	
44.	Note Stick Medium	Nos.	
45.	Notice Board (3*4)	Nos.	
46.	Notice Board (4*8)	Nos.	
47.	Orion File	Nos.	
48.	Paint Brush	Nos.	
49.	Paper Clip (Small)	Nos.	
50.	Paper Cups	Nos.	
51.	Paper Plates	Nos.	
52.	Pen (Mercury)	Nos.	
53.	Pen (Piano excel)	Nos.	
54.	Pen (Picasso crystal)	Nos.	
55.	Pen (Schneider 505F)	Nos.	
56.	Pen (Schneider)	Nos.	
57.	Pencil	Nos.	
58.	Permanent Marker	Nos.	
59.	Photo Copies	Nos.	
60.	Photo Paper	Nos.	
61.	Plastic Basket (used for putting	Nos.	

	paper)		
62.	Plastic Folders	Nos.	
63.	Pointers (Pilot)	Nos.	
64.	Poster Paints	Nos.	
65.	Printing on A4 Paper (1 Colour)	Nos.	
66.	Printing on A4 Paper (4 Colour)	Nos.	
67.	Punch Machine	Nos.	
68.	Ream Paper (A4 Size, 50 GM)	Nos.	
69.	Ream Paper (A4 Size, 70 GM)	Nos.	
70.	Ream Paper (A4 Size, 80 GM)	Nos.	
71.	Ream Paper (Legal Size, 70 GM)	Nos.	
72.	Ribbons Roll	Nos.	
73.	Ring File	Nos.	
74.	Scale Large (Plastic)	Nos.	
75.	Scale Large (Plastic)	Nos.	
76.	Scale Small (Steel)	Nos.	
77.	Scale Small (Steel)	Nos.	
78.	School Bags	Nos.	
79.	Scissors (Small, Medium, Large)	Nos.	
80.	Separator	Nos.	
81.	Sharpener	Nos.	
82.	Simple Register	Nos.	
83.	Stamp	Nos.	
84.	Stamp pad	Nos.	
85.	Stapler (Large Size)	Nos.	
86.	Stapler (Medium Size)	Nos.	
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88.	Stapler Pin (Large Size)	Nos.	
89.	Stapler Pin (Medium Size)	Nos.	
90.	Stapler Pin (Small Size)	Nos.	
91.	Stock Register	Nos.	
92.	Straws (Plastic drinking Straws)	Nos.	
93.	Tape Dispenser	Nos.	
94.	Thumb Pin	Box	
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97.	Toner Cartridge (Refilling HP 2035)	Nos.	
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101.	Toner Cartridge HP 1018	Nos.	
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112.	White Board With Stand	Nos.	
113.	Writeable CDs	Nos.	
114.	Writeable DVDs	Nos.	
115.	Writing Pad (A4 size)	Nos.	
116.	Writing Pad Small	Nos.	
117.	Zip lock bags (A4 size)	Nos.	
118.	Zop Cards	Nos.	

Above-mentioned rates are valid till 31st December 2016.

Bid Submitted by:

Name: _____

Company: _____

Signature: _____

Address: _____