

National Institute of Public Administration (NIPA) Lahore
78-Shahrah-e-Quaid Azam (Upper Mall) Lahore.
Supply of Stationary Items

Name of Firm: _____

Receipt of Tenders: _____

Address: _____

Opening: Date / Time.....

Venue: At National Institute of Public Administration (NIPA)

Phone No: _____ Fax No: _____

1

Sr. No.	Description of Stationery items	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
1.	Ball Point Simple	No.	PIANO 0.8/Crystal or Equivalent			1000
2.	Ball Point Eye	No.	Uni-ball micro eye			80
3.	Ball Point Signo	No.	Gel ink roller ball			200
4.	Binder Clip All Size	Pkt.	Ding-Li/ Diamond or Equivalent			2
5.	Binding Card Different Colored A/4 150 Gram 100 Sheets	Pkt.	Art Paper (Imported)			03
6.	Binding Plastic Sheet A/4 18mm 100 Sheets	Pkt.	Spectra or Equivalent			05
7.	Blanco/Fluid with Thinner Set	Set.	Pelikan Germany or Equivalent			30
8.	Calculator Large Size 14 Digit Original	No.	Citizen CT-7712 or Equivalent			05
9.	Card Lamination Plastic	No.	250-MIC 63x93 or Equivalent			05
10.	Card Ribbon Doorri Blue & Green, NIPA	No.	Wide Fine Quality			200
11.	Drafting Note Book 7x9 Printed NIPA Logo	No.	As per sample			50
12.	Drafting Pad 7"x4' (Spiral) Printed NIPA Logo	No.	As per sample			50
13.	Drafting Pad A/4 (Printed) NIPA Logo (80 Pages)	No.	As per sample			24
14.	Edging Knife Large Size with blade	Pkt.	Darcko or Equivalent			10

Note: Brand shall be Accepted (mentioned in Proforma)

Incharge Stationery Store
Sec/Member Purchase Committee

Deputy Director (A&F)
Member Purchase Committee

Additional Director (A&F)
Chairman Purchase Committee

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Sr. No.	Description of Stationery items	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
15.	Envelop File size (printed) NIPA Logo	No.	As per sample			0
16.	Envelop A4 Size (printed) NIPA Logo		As per sample			500
17.	Envelop 9X4 (printed) NIPA Logo		As per sample			1500
18.	Eraser	No.	Best Quality			300
19.	File Board Best Quality with NIPA Logo	No.	As per sample			500
20.	File Cover A4- Printed 350 Gram Art Card Imported NIPA Logo	No.	As per sample			1500
21.	File Folder Box Different Colored	No.	Ideal Filing or Equivalent			60
22.	File Folder Ring 2D A/4 Plastic Different Colored	No.	Ideal Filing or Equivalent			50
23.	File Folder Top Transparent Plastic A/4 Different Colored	No.	Billi A-320 or Equivalent			500
24.	File Tag Small 6" Colored Fine Quality	Gathi	Local Brand			0
25.	Foot Ruler Steel	No.	China			0
26.	Gum Stick 40 Gram Original	No.	UHU or Equivalent			50
27.	Highlighter Text Marker Different Colored	No.	(Pelikan) Germany or Equivalent			50

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28.	Log Book	No.	100 Pages			10
29.	Name Plate Plastic Best Quality	No.	Local Made			0
30.	Paper Common Pin 50 Gram Original	Pkt.	China			0
31.	Paper Clip 30 MM (Colored) 28mm 100 Pieces in Box	Pkt.	Kido Color or Equivalent			24
32.	Paper Laser Colored A/4 100 Sheets	Pkt.	Spectra or Equivalent			60
33.	Paper Laser A/4 500 Sheet 80 gram	Ream	Double-A			500
34.	Paper Laser F/5 500 Sheet 80 gram	Ream	Double-A			0
35.	Paper Laser Letter Head Yellow 90 Gram (500 Sheet)	Ream	Imported Paper (Quran)			05
36.	Paper Laser Ruled A/4 with whole Per Dasta 14 pages	Dasta	Rizwan or Equivalent			400
37.	Pencil Lead	No.	Fiber Castle or Equivalent			500
38.	Pen Holder	No.				0
39.	Pen Ink	No.	Dollar			05

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40.	Pencil Tray plastic	No.				0
41.	Peon Book 100 pages	No.	Rizwan or Equivalent			0
42.	Permanent Marker	No.	Dollar No.70-90 or Equivalent			0
43.	Philip Chart Pad 68 gram (17x27) of 80 Pages	Pad	Local Paper			0
44.	Post it Pad All Size in Different Colored	Pkt.	Sensa or Equivalent			50
45.	Punch Double Medium	No.	KW-trio No.9660 or Equivalent			0
46.	Punch Double Heavy Duty	No.	KW- Trio or Equivalent			0
47.	Punch Single Large (Manual)	No.	Local			0
48.	Register Stock Ledger 500 Pages	No.	Kohi Noor or Equivalent			0
49.	Register Expenditure 200 pages	No.	Best quality			0
50.	Register Ruled 200 Pages	No.	Offset Paper			20
51.	Scissor 8"	No.	Deli or Equivalent			0
52.	Separator Set Plastic A/4	No.	China			100

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53.	Sharpener Machine	No	Best quality			0
54.	Sharpener	No.	Dux or Equivalent			250
55.	Shorthand Note Book	No.	Rizvi or Equivalent			0
56.	Stam Paid	No.	Best quality			0
57.	Stapler Machine Medium	No.	Kangaro-DS-45NR or Equivalent			10
58.	Stapler Machine Small	No.	Kangaro-HS-10Y or Equivalent			5
59.	Stapler Pin 24/06	No.	Dollar or Equivalent			100
60.	Stapler Pin 23/15	No.	Dollar or Equivalent			0
61.	Stationery Set Rexcin	No.	koligon or Equivalent			0
62.	Stapler Remover	No.				0
63.	Table Dairy (New Dairy)	No.				0
64.	Tape Binding 1" Black 10 Yard	No.	Sensa or Equivalent			30
65.	Tape Binding 2" Black 20 Yard	No.	Sensa or Equivalent			0

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