

National Institute of Public Administration (NIPA) Lahore

78-Shahrah-e-Quaid Azam (Upper Mall) Lahore.

Supply of Stationery Items

Name of Firm: _____

NTN: _____ STN _____

Receipt of Tenders: _____

Address: _____

Opening: Date / Time.....

Venue: At National Institute of Public Administration (NIPA) Lahore

Phone No: _____ Fax No: _____

1

Sr. No.	Description	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	No.	Signo Gel ink roller ball or Equivalent			250
3.	Binder Clip All Size	Pkt.	Ding-Li/ Diamond or Equivalent			5
4.	Binding Card (Different Colour) A/4 150 Gram 100 Sheets	Pkt.	Art Paper (Imported) or Equivalent			07
5.	Binding Plastic Sheet A/4 18mm 100 Sheets	Pkt.	Spectra or Equivalent			05
6.	Blanco/Fluid with Thinner	Set.	Pelikan Germany or Equivalent			50
7.	Calculator Large Size 14 Digit	No.	Citizen CT-7712 or Equivalent			05
8.	Card Lamination Plastic	No.	250-MIC 63x93 or Equivalent			05
9.	Card Lamination A4	Pkt.	Best Quality			05
10.	Card Ribbon Doori Blue & Green (Standard Size)	No.	Fine Quality			300
11.	Drafting Pad 7"x4" (Spiral Binding) Printed NIPA Office Logo	No.	As per sample			50
12.	Drafting Note Book 7"x9" (Printed NIPA Office Logo)	No.	As per sample			300
13.	Edging Knife Large Size with blade	Pkt.	Darcko or Equivalent			05
14.	Envelop - 9"X4" (Printed NIPA Office Logo)	No.	As per sample			2500
15.	Envelop File size (Printed NIPA Office Logo)	No.	As per sample			400

Note: Brand shall be Accepted (mention in Performa)

Bidder Signatures & Stamp_____

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	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
16.	Envelop A4 Size (Printed NIPA Office Logo)	No.	As per sample			500
17.	Eraser	No.	Best Quality			300
18.	File Board Best Quality	No.	Office Logo			500
19.	File Cover Printed 350 Gram Art Card Imported	No.	As per sample			2500
20.	File Folder Box (Different Colour)	No.	Ideal Fling or Equivalent			50
21.	File Folder Ring 2D A/4 Plastic (Different Colour)	No.	Ideal Fling or Equivalent			100
22.	File Folder Top Transparent Plastic A/4 (Different Colour)	No.	Billi A-320 or Equivalent			500
23.	File Tag Small 6" Colored Fine Quality	Gathi	Local Brand			50
24.	Gum Stick 40 Gram	No.	UHU or Equivalent			50
25.	Highlighter Text Marker (Different Colour)	No.	Pelikan(Germany) or Equivalent			80
26.	Name Plate Plastic Best Quality	No.	Local Made			100
27.	Log Book	No.	Best quality			10
28.	Paper Clip 30 MM (Coloured) 28mm 100 Pieces in Box	Pkt.	Kido Color or Equivalent			50
29.	Paper Laser Coloured A/4 100 Sheets	Pkt.	Spectra or Equivalent			100
30.	Paper Laser A/4 500 Sheets 80 gram	Ream	Double-A or Equivalent			500

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Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
31.	Paper Laser Letter Head Yellow 90 Gram (500 Sheets)	Ream	Imported Paper (Quran)			06
32.	Pen Ink Doller	No.	Doller or Equivalent			05
33.	Pencil Lead	Pkt.	Fiber Castle or Equivalent			42
34.	Peon Book 100 pages	No.	Rizwan or Equivalent			10
35.	Permanent Marker	No.	Dollar No.70-90 or Equivalent			12
36.	Post it Pad All Size in Different Colored	Pkt.	Sensa or Equivalent			75
37.	Punch Single Large (Manual)	No.	Local			15
38.	Register Expenditure 200 pages	No.	Best quality			06
39.	Register Cash Book	No.	Best Quality			06
40.	Scissor 8"	No.	Deli or Equivalent			20
41.	Separator Set Plastic A/4	No.	China or equivalent			150
42.	Sharpener	No.	Dux or Equivalent			300
43.	Stam Paid	No.	Best quality			02
44.	Stapler Machine Medium	No.	Kangaro-DS-45NR or Equivalent			10
45.	Stapler Machine Small	No.	Kangaro-HS-10Y or Equivalent			05

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Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
46.	Stapler Pin 24/06	No.	Dollar or Equivalent			100
47.	Stapler Pin Small	No.	Dollar or Equivalent			50
48.	Participants Bag with tag	No.	As per sample			250
49.	NIPA Shield	No.	As per sample			250
50.	Tape Binding 1" Black 10 Yard	No.	Sensa or Equivalent			15
51.	Tape Binding 2" Black 20 Yard	No.	Sensa or Equivalent			15
52.	Tape Double Side 1"	No.	Sensa or Equivalent			05
53.	Tape Masking 1"	No.	Abro or Equivalent			05
54.	Tape Packing 2" Brown	No.	PVC or Equivalent			10
55.	Tape Scotch 1"	No.	Sensa or Equivalent			100
56.	Time Table Stand Plastic	No.	Local Made			05
57.	White Board Marker	No.	Dollar or Equivalent			24

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