



**NATIONAL INSTITUTE OF ELECTRONICS**  
**Ministry of Science & Technology**  
Government of Pakistan  
17, H-9, Islamabad



**Tel: 051-9265009-13 (Ext: 217)**

**Fax: 051-9265018**

**TENDER NO. 17/2018-NIE**  
**(MISC. STATIONERY AND CLEANING ITEMS FOR THE F/Y 2018-2019)**  
**RATE RUNNING CONTRACT (RRC) BASIS UPTO 30-06-2019**

**A. Misc. Stationery Items:**

<b>S. #</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Price</b>
1.	Double A Copy Paper (80Gram) 500 Sheets, A-4 size	Ream	
2	HP Copy Paper (70 grams), 500 Sheets, A-4 Size	Ream	
3	Rolled Register No. 12	No.	
4.	High Light Marker, good quality	No.	
5.	Uni Ball eye (150/157) (Blue, Black)	No.	
6.	Permanent Marker (Blue, Black)	No.	
7.	Note Sheet Pad, A-4 size (100 Sheets), 70 gram	No.	
8.	File Folder with Flapper A-4 Size	No.	
9.	Lucky Rolled Sheet Pad 50 Sheets, A-4 Size	No.	
10.	Duplicating Paper, A-4 Size, 500 sheets	Ream	
11.	Paper Clip, 26mm, good quality	Pkt.	
12.	Masking Tapel"	No.	
13.	Scotch Tape ½"	No.	
14.	Insulation Tape	No.	
15.	File Folder Plastic Imported (Comett/REX)	No.	
16.	Ball point (0.8mm) (Blue, Black & Red)	No.	
17.	Glue Stick 8 Gram/ Gum Bottles	No.	
18.	Staple Pins Medium (24 x 6)	Pkt.	
19.	LED Pencil, Good Quality	No.	
20.	Eraser (Soft Rubber), Best Quality	No.	

21	Blanco with Thinner	No.	
22.	Carbon Paper	Pkt.	
23.	Envelope, File Size, Fine Quality	No.	
24.	Envelope A-4 Size , Fine Quality	No.	
25.	Envelope 9 x 4 Size, Fine Quality	No.	
26.	Common Pin (Red), good quality	Pkt.	
27.	Stamp Pad, good quality	No.	
28.	Stapler Medium Size, Imported Quality	No.	
29.	Peon Book (96 sheets)	No.	
30.	Log Book No. 4	No.	
31.	Sharpener Steel, good quality	No.	
32.	Whiteboard Marker, good quality	No.	
33.	Tags Medium 5"	P/Roll	
34.	Tags Large 7"	P/Roll	
35.	Diary Dispatch No. 06	No.	
36.	Diary Received No. 06	No.	
37.	Single Punch, good quality	No.	
38.	Double punch, good quality	No.	

**B. Misc. Cleaning Items:**

S. #	Description	Unit	Unit price
1.	Duster White (Good Quality), Size : 20 x 30	No.	
2.	Rose Petal Tissue Roll	Roll	
3.	Rose Petal Tissue Box (Supreme)	Box	
4.	Towel White, Medium Size, good quality Size: 25 x 50	No.	
5.	Bucket (Balti) Plastic (Large)	No.	
6.	LUX Soap Small Size 75 grams	No.	

7.	Broom (Bansi) 400 grams	No.	
8.	Duster (Yellow), Good Quality	No.	
9.	Broom (Phool)	No.	
10.	Plain Dustbin (Plastic)	No.	
11.	Mop with Steel Handle, Length of hanging thread material with cleaning mop: minimum 01 feet	No.	
12.	Long Handle Wiper, good quality	No.	
13.	Scotch Bright 3M	Pkt.	
14.	Aseel Air Freshener, 300 ML	No.	
15.	Lotas	No.	
16.	Surf 95 grams	No.	
17.	Surf 150 grams	No.	
18.	Vim Powder, 450 grams (Pkt)	No.	
19.	Harpic	Bottle	
20.	Sweep	Bottle	
21.	Finis 9.75 Liter Phenyl Liquid	Bottle	
22.	Begon Spray, Large Size 400 ML	No.	
23.	Pencil Cell (P+) AA and AAA	No.	
24	Glint	Bottle	



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**TERM & CONDITIONS**

1. Price to be quoted in Pak Rupees on free home delivery basis.
2. **Firms based only at Islamabad/ Rawalpindi is allowed to participate in subject tender.**
3. Quotation should be submitted on the letterhead of the firm supported by means of copies of experience documents with different government/ semi government and autonomous departments.
4. Bid submitted on NIE tender documents downloaded from NIE websites shall not be considered at any cost.
5. The offered items must be of reputable firm duly supported with necessary literature/ catalogue indicating make, model etc. reflecting standard quality.
6. Sales Tax number must be mentioned on the quotation along with copy of its documentary evidence, failing which bid will not be considered.
7. The bids of the firm operating from P.O. Box number will not be considered.
8. Tender number must be specified on the left corner of the tender envelope.
9. The rates of participated firms should be valid for at least “90” days for evaluation as well as for finalization of the tender in all respect.
10. The bid of the firms should reflect at sight the following costs separately for fair comparison purpose.
  - i. Unit Price of item.
  - ii. GST, if applicable.
11. Conditional/ ambiguous bids will not be entertained.
12. **Tender of all items may be awarded either to a single party or can be divided among different parties depending upon their professional capabilities and competitiveness in prices individually.**
13. **The rates of successful vendor(s) will be valid for a period up to 30-06-2019.**

14. Earnest money of **Rs. 20,000.00 (Refundable)** for each category must be accompanied with tender in shape of a crossed bank draft/ pay order in favour of the Director General NIE.
15. E/M of the unsuccessful will be released /refunded after finalization of tender, whereas E/M of the successful bidder will be refunded after satisfactory completion of supply orders up to prescribed period.
16. The supply order of selected items in required quantity will be placed up to **30-06-2019** invariably on the successful bidder on the approved rates as and when required by the institute during the whole financial year.
17. In case of late delivery/ completion in supplies, a penalty @ 2% per month of the total order value will be charged from the successful bidder without any notice.
- 18. No advance payment will be made.**
19. NTN and GST number must be mentioned on the quotation along with providing copy of its documentary evidence, failing which bid will not be considered.
20. Payment will be made on submission of the prescribed bill in duplicate through crossed cheque OR through Inland L/C after satisfactory completion of supply order and our acceptance thereof, which includes installation, testing, commissioning of the equipment and training etc. The bill presented on the letterhead of the firm will not be accepted for payment purpose.
21. As per Government Policy payment to the firm is subject to the registration of firm name in **Active Tax Payer List of FBR**, otherwise payment will be stopped till the appearance of vendor name in ATL of FBR.
22. Income Tax/ Sales Tax etc. will be deducted from bill as per Govt. Rules.
23. Last date for receipt of the tender in the office of the Procurement Section is **September 05, 2018** up to **11:00 hours** and will be opened on the same day at **11:30 hours** in the presence of those who wish to be present. Tenders received late will not be considered in any case.
24. The Director General NIE reserves the right to accept or reject any or all tenders in part or whole, or change the quantity of tendered items as per provision of PPRA Rules.

**M. Faisal Paracha**  
**Deputy Procurement Officer**  
**NIE Plot-17, H-9, Islamabad**  
**Ph: 051-9265009-13 (Ext: 217)**