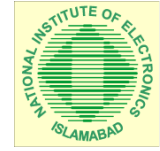




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TENDER NO. 01/2019-20/NIE
(MISC. STATIONERY AND CLEANING ITEMS FOR THE F/Y 2019-2020)
RATE RUNNING CONTRACT (RRC) BASIS UPTO 30-06-2020

A. Misc. Stationery Items:

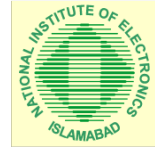
S. #	Description	Unit	Unit Price
1.	Copy Paper (80 Gram) 500 Sheets Size: A-4 Make: AA (Original)	Ream	
2.	Copy Paper (70 Gram) 500 Sheets Size: A-4 Make: HP (Original)	Ream	
3.	Rolled Register No. 12 with imported paper Make: Al-Farooq / Lucky (Original)	No.	
4.	High Light Marker Make: Dollar (Original)	No.	
5.	Uni Ball Eye (Blue & Black) 150/175 Make: Uni (Original)	No.	
6.	Permanent Marker (Blue & Black) Make: Dollar (Original)	No.	
7.	Note Shade Pad (70 Gram) with imported paper 100 Pages Size: A-4 Make: Local (Good Quality)	No.	
8.	File Folder with Flapper Size: A-4 Make: Local (Good Quality)	No.	
9.	Rolled Sheet Pad 50 Sheets with imported paper Size: A-4 Make: Local (Good Quality)	No.	
10.	Duplicating Paper 500 Sheets Size: A-4	Ream	
11.	Paper Clip Make: 3 Flower 26mm	Pkt.	
12.	Masking Tape Size: 1" Make: Olympia (Original)	No.	
13.	Scotch Tape Size: ½" Make: Olympia (Original)	No.	
14.	Insulation Tape Make: Osaka (Original)	No.	
15.	File Folder Plastic Make: (Imported /Comett/REX)	No.	
16.	Ball Point Blue, Black & Red (0.8mm) Make: Piano (Original)	No.	
17.	Glue Stick 8 Gram Make: UHU (Original)	No.	
18.	Staple Pins Size: Medium (24 x 6) Make: KW-trio (Original)	Pkt.	
19.	LED Pencil, Good Quality Make: Gold Fish-5000 (Original)	No.	

20.	Eraser (Soft Rubber) Make: Pelikan AL-30 (Original)	No.	
21.	Blanco with Thinner Make: Pelikan (Original)	No.	
22.	Carbon Paper Make: Ruby (Original)	Pkt.	
23.	Craft Envelop, File size in Fine Quality	No.	
24.	Craft Envelop, A-4 size in Fine Quality	No.	
25.	Craft Envelop, 9 x 4 size in Fine Quality	No.	
26.	Common Pin (3 Flower)	Pkt.	
27.	Stamp Pad Make Dollar (Original)	No.	
28.	Stapler Medium size (KW-5871) Imported Quality	No.	
29.	Peon Book 96 Sheets Make: Local (Good Quality)	No.	
30.	Log Book No. 4 Make: Local (Good Quality)	No.	
31.	Sharpener Steel Make: DUX Original (Good Quality)	No.	
32.	Whiteboard Marker Make: Dollar (Original)	No.	
33.	a. Tags Medium (5") b. Tags Medium (7") Make: Local (Good Quality)	P/Roll P/Roll	
34.	Diary Dispatch Register No. 6 Make: Local (Good Quality)	No.	
35.	Diary Received Register No. 6 Make: Local (Good Quality)	No.	
36.	Single Punch Make: Imported (Good Quality)	No.	
37.	Double Punch Make: Imported (Good Quality)	No.	
38.	Stapler Pin Opener Make: Imported (Good Quality)	No.	

B. Misc. Cleaning Items:

S. #.	Description	Unit	Unit Price
1.	Duster white Size: 20" x 30" Make: Local with Good Quality	No.	
2.	Tissue Roll Make: Rose Petal Original	Roll	
3.	Tissue Box (Supreme) Make: Rose Petal Original	Box.	

4.	Towel Medium size (White Colour) Size 25 x 50 Make: Local (Good Quality)	No.	
5.	Bucket (Balti) Plastic Size: Large Make: Local (Good Quality)	No.	
6.	Soap Small size 75 Gram Make: LUX (Original)	No.	
7.	Broom (Bansi) 400 Gram Make: Local (Good Quality)	No.	
8.	Duster (Yellow) Size: 20" x 30" Make: Local (Good Quality)	No.	
9.	Broom (Phool) Make: Local (Good Quality)	No.	
10.	Plain Dustbin (Plastic) Make: Local (Good Quality)	No.	
11.	Mop with Steel Handle large Make: Local (Good Quality)	No.	
12.	Long Handle Wiper Make: Local (Good Quality)	No.	
13.	Scotch Bright 3M Make: Local (Good Quality)	Pkt.	
14.	Air Freshener 300 ML Make: Aseel (Original)	No.	
15.	Lotas Good Quality	No.	
16.	a. Surf 95 Grams b. Surf 150 Grams	No. No.	
17.	Vim Powder 450 Gram Pkt.	No.	
18.	Sweep Make: Local (Good Quality)	Bottle	
19.	Harpic Local (Good Quality)	Bottle	
20.	Finis 9.75 Liter Phenyl/Liquid	No.	
21.	Begon Spray 400 ML in Large size	No.	
22.	Pencil Cell AA & AAA Make : Sony Steel Original	No.	
23.	Glint (Original)	Bottle	
24.	Toilet Brush Plastic Handle	No.	



TENDER NO. 01/2019-20/NIE
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RATE RUNNING CONTRACT (RRC) BASIS UPTO 30-06-2020

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 30-06-2020.**

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 **30-06-2020** 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 **07th August 2019** 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.

Suhail Ahmed Shami
Deputy Procurement Officer
NIE Plot-17, H-9, Islamabad
Ph: 051-9265009-13 (Ext: 217)