**INDUS RIVER SYSTEM AUTHORITY**

**GOVERNMENT OF PAKISTAN**

**TENDER NOTICE**

**Request for Quotations for Stationery**

Indus River System Authority (IRSA) intends to purchase Stationery items. Sealed Quotations are invited from GST/ Income Tax registered firms as per detail given below:-

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| **Sr #** | **Name of Item** | **Qty** |
|  | USB 16-GB | 12-nos |
|  | USB 08-GB | 12-nos |
|  | USB 04-GB) | 24-nos |
|  | File Boards Legal Size (Important) | 600-nos |
|  | Uni Ball (eye fine) Blue | 12-pkt |
|  | Uni Ball (eye fine) Black | 08-pkt |
|  | Ball Point MG Crystal 0.7 Blue | 10-pkt |
|  | Ball Point MG Crystal 0.7 Black | 06-pkt |
|  | Ball Point Jell (Signo) Blue | 06-pkt |
|  | Ball Point Jell Blue (Signo) Black | 03-pkt |
|  | Ball point Dolor Clipper Blue | 20-pkt |
|  | Ball Point (Piano point 0.8mm) Blue | 20-pkt |
|  | Lead Pencil  | 36-pkt |
|  | Gum Sticks (Medium UHU) | 06-box |
|  | Stapler Machine (Kangaro® DS-45NR ) | 36-nos |
|  | Stapler Machine (Large) | 02-nos |
|  | Stapler Pin Regular 24/6 | 03-box |
|  | Stapler Pin 23/10 | 04-pkt |
|  | Dak Folder (Important) | 24-nos |
|  | Binding Tape (Blue) “2” (Important) | 48-nos |
|  | Masking Tape “1” (Important) | 48-nos |
|  | Masking Tape “2” (Important) | 36-nos |
|  | Scotch Tape “1” (Important) | 48-nos |
|  | Duster Cloth (Important) | 300-nos |
|  | Box File (Legal Size)  | 36-nos |
|  | Dak Book | 06-nos |
|  | Drafting pad (Large Important)  | 12-nos |
|  | Drafting pad Small(Important) | 36-nos |
|  | Eraser  | 04-pkt |
|  | Binding sheets (Size-210x297mm/Thickness-0.18mm) | 10-pkt |
|  | Paper Cutter (Large) | 36-nos |
|  | Single Punch | 36-nos |
|  | Leases (Large Tag Important) | 24-pkt |
|  | Highlighter (yellow) | 06-pkt |
|  | Uni correction Fluid Pen | 06-pkt |
|  | Tempo Color Marker  | 06-pkt |
|  | Stamp Pad Blue | 04-nos |
|  | Stamp Pad Red | 02-nos |
|  | Stamp Pad Ink Blue | 02-nos |
|  | Scissors  | 06-nos |
|  | Paper Clips 30mm  | 20-pkt |
|  | Binder Clips (51mm) | 6-pkt |
|  | Binder Clips (32mm) | 6-pkt |
|  | Binder Clips (25mm) | 12-pkt |
|  | Binder Clips (19mm) | 12-pkt |
|  | Common pin  | 12-pkt |
|  | Attendance Register  | 06-nos |
|  | Calculator (Casio DJ-240D) | 06-nos |
|  | Photo Copy Paper A-4 (AA) | 100-Reams |
|  | Photo Copy Paper Legal size (AA) | 10-Reams |

**TERMS & CONDITIONS:-**

|  |  |
| --- | --- |
|  | 1. All the firms will have to submit the proof of GST registration.
2. Government taxes prescribed rates must be included in the quotations.
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|  | 1. The sealed quotation with date of validity for three months should be addressed to the **“PURCHASE COMMITTEE” IRSA.**
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|  | 1. Sealed bids completed in all aspects along with the details specification and 5 % of total amount of bid as bid Security in the form of Bank draft / Pay order in favor of “IRSA Authority Fund” NBP main Branch, Islamabad, must reach to the undersigned up to **02:00 pm** by **27.08.2020**.
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|  | 1. Bids will be opened in the presence of bidders on **27.08.2020 at 02:30 pm**, at IRSA Office.
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|  | 1. All term & condition must be specified clearly. Incomplete tenders will be rejected.
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|  | 1. Call deposit of unsuccessful bidder will be returned back.
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|  | 1. Bid Security to successful bidder will be refunded after one year of use/ performance of the Items.
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|  | 1. The successful bidder will be responsible to deliver the items within two weeks of the issuance of Supply Order.
2. If fail to supply the item in given time, legal action will be taken as per PPRA rules and Bid Security will be confiscated.
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|  | 1. For any other detail please contact Assistant Director (Admn), IRSA Telephone No. 051-9108010 & 051-9108017.
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|  | 1. The competent authority may reject all bids or proposals at any time prior to acceptance of a bid or proposal and has the right to increase or decrease in the above-mentioned quantity.
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Note: on the tender envelope must be marked “Tender for Stationery”

**(Muhammad Khalid Idrees Rana)**

**Secretary**

**Indus River System Authority (IRSA)**

**35 Mauve Area, G-10/4, Islamabad.**

**Tel #051-9108010, Fax #051-9108007**