

Part A

Tender No. 8/2022

Supply of Stationery Items

Sr. #	Description of Required Items				Quoted Rate (Rs) with GST
	Item	Specification	Quantity	Marks for Evaluation	
1	Lead Pencil with rubber	Goldfish	Per packet	2	
		Oro	Per packet	2	
		Picasso Executive	Per packet	2	
2	Ball points	Picasso grip 0.8 mm	Per Packet	2	
		piano grip 0.8 mm	Per Packet	2	
		piano delux	Per Packet	2	
		piano silk	Per Packet	2	
3	Stapler pins (KW)/ Deli	24/06 (Standards)	Per Packet	3	
4	Stapler Machine	STD C-12 for 25 sheets	per item	2	
		STD C-14 for 40 To 50 sheets	per item	2	
		KW For 25 sheets	per item	2	
		KW for 40 to 50 sheets	per item	2	
		DELI E0416/E0316 for 25 sheets	per item	2	
		DELI 05818 for 40 to 50 sheets	per item	2	
5	Uni ball point	Uniball eye Micro	Per item	2	
		Uniball signo gel	per item	2	
		Schneder One Business	per item	1	
		Uniball fine	per item	1	
6	Gum Stick (Power Glue) Deli /Rabbit / Shark	Large 36 gm	Per Item	2	
		Medium 20 gm	Per Item	2	
		Small 15 gm	Per Item	2	
7	File flapper (good quality)	Rexene	Per Item	2	
8	Drafting pads A-5	Spiral	Per Item	1	
		Without spiral	Per Item	1	
9	Drafting pads A-4	Spiral	Per Item	1	
		Without spiral	Per Item	1	
10	Window Envelops (paper 90 grams) (White imp paper)	9x4	Per item	5	
11	Scotch Tape transparent at least 50 yards	7 Star size 1" / Deer /sticky Master/Panda	Per Item	3	
12	Box files (Alfalah)	F-S	Per Item	2	
13	D-ring file (AB-333)	Comet		1	
14	Rewriteable (CD)	Maxel	Per item	1	

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	Item	Specification	Quantity	Marks for Evaluation	
15	CDR without cover	Maxel		1	
16	Writeable (CD) with cover	Maxel	Per item	1	
17	Tissue Box Supreme	Rose petal (Luxery , Popup)	Per item	5	
18	USB Kingston	8 GB	Per item	1	
		16 GB		2	
		32GB		2	
		64GB		2	
19	Writeable (DVD)	Maxel	Per item	0.050	
20	Calculator	Casio NJ 120	Per item	1	
		Deli 1654C		1	
		Scientific FX 991 ES / +	per item	1	
21	Pencil without rubber	Picasso Exect	Per packet	0.050	
		Shark	Per packet	0.050	
		Deli	Per packet	0.050	
22	Paint Marker	Mangyo	Per Item	0.050	
23	A-3 Size Paper	(80 grams) Imported	Per Ream of 500 sheets	0.050	
		(90 grams) Imported		0.050	
24	Binding Strip	4 No.	Per item	0.050	
		6 No.	Per item	0.050	
		8 No.	Per item	0.050	
		10 No.	Per item	0.050	
25	Binding Tape	2'	Per item	0.050	
		3"	Per item	0.050	
26	Book support	Metal	Per pair	0.050	
27	Box files (Alfalah), imported	Half of A-4	Per Item	0.050	
28	Bull dog clips (KWI) / China	15 mm	Per item	0.050	
		19 mm	Per item	0.050	
		23 mm	Per item	0.050	
		25 mm	Per item	0.050	
		32mm	Per item	0.050	
		41mm	Per item	0.050	
29	Chit pad fine quality		Per packet	0.050	
30	Clear Bag / Doori Bag	SZ -118	Per item	0.050	
31	Clip Board with pen holder	Plastic	Per item	0.050	
32	Colored cards for spiral binding	A 4 Size	Per 100 sheets	0.050	
		Legal Size	Per 100 sheets	0.050	
33	Colour Sheets (spectra)	A-4 70/80 gm	Per packet	0.050	
34	Cutter Blade	KW	Per packet	0.050	
35	Desk Pen	Bahadur	Per item	0.050	
		Pilot	Per item	0.050	
		Parkar	Per item	0.050	
36	Dock folder [Orion, Cosmol	Leather	Per item	0.050	
		Artificial Leather	Per item	0.050	

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	Item	Specification	Quantity	Marks for Evaluation	
	Cosmoj	Rexene	Per item	0.050	
37	Drafting pads with spiral for diary	B-6 Maxim	Per item	0.050	
38	Duster (cloth) Large	Yellow	Per item	0.050	
		White	Per item	0.050	
39	Engagement diary for table	Friends company- Wells	Per Item	0.050	
40	Engagement Stand (Plastic)	A-4	Per item	0.050	
		Small	Per item	0.050	
41	Envelop 90 gram white	4 x 6	Per item	0.050	
		7 x 5	Per item	0.050	
		6 x 4	Per item	0.050	
		7 x 10	Per item	0.050	
42	Envelop 90 gram white imp	9 x 4 maxim brand	Per item	0.050	
43	Envelop with cloth / Envelop with plastic bubbles inside	A4	Per item	0.050	
		FS	Per item	0.050	
44	Envelops (paper 90 grams) (White imp paper)	A-4 maxim brand	Per item	0.050	
		FS maxim brand	Per item	0.050	
45	Eraser (small size)	Pelikan A.S. 40		0.050	
		Shark E 530	Per Item	0.050	
46	Executive diary	Standard size	Per item	0.050	
47	File board with rexene flapper	Good quality	Per Item	0.050	
48	File Hanger (Good quality)	A-4	Per Item	0.050	
		Legal Size	Per Item	0.050	
49	File Separator (Card)	Set of 10	Per set	0.050	
		Set of 20	Per set	0.050	
		Set of 30	Per set	0.050	
50	File Separator (Numbering) Card	Set of 10	Per set	0.050	
		Set of 20	Per set	0.050	
		Set of 30	Per set	0.050	
51	File Separator (Numbering) Plastic	Set of 10	Per set	0.050	
		Set of 20	Per set	0.050	
		Set of 30	Per set	0.050	
52	File Separator (Plastic)	Set of 10	Per set	0.050	
		Set of 20	Per set	0.050	
		Set of 30	Per set	0.050	
53	File tag	Best quality	Per Hundred	0.050	
54	File tray	Double decker / Triple decker	Per item	0.050	
		Kaligan	Per item	0.050	
		Designer collection	Per item	0.050	

Sr. #	Description of Required Items				Quoted Rate (Rs) with GST
	Item	Specification	Quantity	Marks for Evaluation	
55	Fluid	Single (Pelikan)	Per Item	1.000	
56	Fluid Pen (good quality)	Rabit	Per item	1.000	
		Mitsubishi	Per item	1.000	
57	Gum bottle (Medium)	Dollar	Per bottle	0.050	
58	High lighter round shape	Point liner	Per item	0.050	
		Mercury	Per item	0.050	
59	Kitchen roll	Rose Petal	Per item	0.050	
60	L type folder (Data office E-310) Sensa art no. 918	Plastic (transparent)	Per item	0.050	
61	Ledger paper for court	Green colour	Per ream	0.050	
62	Management /Report file	A-4	Per item	0.050	
		Legal Size	Per item	0.050	
63	Marker	Tempo	Per Item	0.050	
64	Marker (for white board)	Dollar	Per Item	0.050	
		Murcury	Per Item	0.050	
65	Marker (Permanent)	Dollar	Per Item	0.050	
		Murcury	Per Item	0.050	
66	Marker for transparency sheet	Dollar	Per Item	0.050	
		Snowman	Per Item	0.050	
67	Packing Tape	2"	Per item	0.050	
		3"	Per item	0.050	
68	Note sheet pad	Imported A-4,	Per Item	0.050	
		FS (thick fine green paper)	Per Item	0.050	
69	Notice Board (good quality)	Per sq ft	per item	0.050	
70	Numbering Machine	Deli	Per item	0.050	
71	Paper Clips (China)	26mm	Per Packet	0.050	
		30mm	Per Packet	0.050	
		36mm	Per Packet	0.050	
72	Paper Cutter (Deli)	Small	Per Item	0.050	
		Medium	Per Item	0.050	
73	Paper pins (China)	Small	Per Packet	0.050	
		Medium	Per Packet	0.050	
74	Paper Tape	2"	Per item	0.050	
		3"	Per item	0.050	
75	Pen holder stand	Standard size	Per Set	0.050	
		Kaligan	Per Set	0.050	
		National	Per Set	0.050	
76	Pen Ink Medium size	Dollar	Per bottle	0.050	
		Parker	Per bottle	0.050	
		Pelikan	Per bottle	0.050	
77	Pencil tray good quality	National	Per Item	0.050	
		Kaligan	Per Item	0.050	
78	Peon Book (Tayyaba accounts book)	Size 8 Nos.	Per Item	0.050	
79	Photo paper	Kodak / ecotune	Per packet	0.050	

Sr. #	Description of Required Items				Quoted Rate (Rs) with GST
	Item	Specification	Quantity	Marks for Evaluation	
80	Pointer 0.3 mm	Dollar/ Mercury Micro /Signature Fliner	Per Item	0.050	
81	Postit flags	Colour	Per packet of 50	0.050	
			Per Packet of 100	0.050	
82	Postit pad, Parker/ Pronti	1".5x 2"	Per item	0.500	
		3" X 2"	Per item	0.50	
		3" X 3"	Per item	0.50	
		3" X 5"	Per item	0.50	
83	Presentation folder	A-4 size good quality	Per item	0.050	
84	Punch Machine (Double hole)	Small	Per Item	0.050	
		Medium	Per Item	0.050	
85	Punch machine Heavy duty	KW 09670 (70 sheets)	Per item	1.000	
		KW 9556 (200 sheets)	Per item	1.000	
		KR 933 (210 sheets)	Per item	1.000	
86	Punch Machine (Single hole) (good quality)	Standard size	Per Item	1.000	
87	Registers				
	Non-printed Register	Per QRS NO	Per Item	0.050	
	Section diary	Per Size.	Per Item	0.050	
	Receive diary	Per Size.	Per Item	0.050	
	Dispatch diary	Per Size.	Per Item	0.050	
	Issued Register	Per Size.	Per Item	0.050	
	Log book for Vehicle	Per Size.	Per Item	0.050	
	Stock register	Per Size.	Per Item	0.050	
	Attendance register	Per Size.	Per Item	0.050	
	Movement register	Per Size.	Per Item	0.050	
	Cash book ledger	Per Size.	Per Item	0.050	
88	Replacement set for power punch 933 KW	Good quality	Per set	0.050	
89	Rewriteable (DVD)	Maxel	Per item	0.050	
90	Ring file	Half of A-4	Per item	0.050	
		A-4	Per item	0.050	
91	Rubber band box	Swan, Rabbit	Per box	0.050	
92	Scissors (Medium)	Boss	Per item	0.050	

Sr. #	Description of Required Items				Quoted Rate (Rs) with GST
	Item	Specification	Quantity	Marks for Evaluation	
93	Scotch Tape Dispenser	SKY No. 30/ National No.30	Per Item	0.050	
94	Self Ink Stamp R-540	Shani	Per Item	0.050	
95	Sharpener	Steel (Germany)	Per Item	0.050	
		Plastic	Per Item	0.050	
96	Sharpener (fine quality)	Germany (with mounting)	Per Item	0.050	
97	Short hand books	Size 8 Nos.	Per Item	0.050	
98	Spiral for binding	2mm	Per Packet	0.050	
		8mm	Per Packet	0.050	
		10mm	Per Packet	0.050	
		16mm	Per Packet	0.050	
		18mm	Per Packet	0.050	
		20mm	Per Packet	0.050	
		22mm	Per Packet	0.050	
		25mm	Per Packet	0.050	
		32mm	Per Packet	0.050	
99	Stamp pad Self Ink R-540	Shani	Per pad	0.050	
		Dollar	Per pad	0.050	
100	Stamp pads Standard size	Dollar	Per pad	0.050	
101	Stamp pads Ink	Dollar/Crystal	Per item	0.050	
102	Stapler Mini No. 10	Max/KW	Per item	0.050	
103	Stapler pin remover	Standard size SDI	Per Item	0.050	
		HD	Per item	0.050	
104	Stapler Pins (KW/DELI)	No.10	Per Packet	0.050	
105	Stapler pins KW/DELI/Whashin	23/08	Per Pkt	0.050	
		23/10	Per Pkt	0.050	
		23/13	Per Pkt	0.050	
		23/15	Per Pkt	0.050	
		23/17	Per Pkt	0.050	
		No. 10	Per Pkt	0.050	
106	Stapler Machine Heavy Duty	KW TRIO 50LB for 210 sheets	Per item	0.500	
		KW TRIO 50LA for 240 sheets	Per item	1.000	
		DELI For 210 sheets	per item	0.500	
		DELI FOR 240 sheets	per item	1.000	
107	Steel Scale	Good Quality (Germany/China	Per Item	0.050	
108	Stick File Plastic	Legal	Per item	0.050	
		A 4	Per item	0.050	
109	Summary paper	(90 grams A-4) Imported	Per Ream of 500 sheets	0.050	
110	Table diary	National	Per item	0.050	
		Kaligon	Per item	0.050	
111	Table diary with stand	Friends	Per item	0.050	
		Kaligon	Per item	0.050	
112	Table Planner good quality	walls, fine	Per item	0.050	
113	Table set (executive) leather	Kaligan	Per Set	1.000	

Sr. #	Description of Required Items				Quoted Rate (Rs) with GST
	Item	Specification	Quantity	Marks for Evaluation	
114	Table set (executive) marble	Kaligan	Per set	0.500	
115	Table set artificial leather	Kaligan	Per set	0.050	
116	Telephone index	Standard size	Per item	0.050	
117	Thinner	1 Kg Tin (good quality)	Per ltr	0.050	
118	Thumb Pin plastic color		Per pkt	0.050	
119	Thumb Pin steel		Per pkt	0.050	
120	Toilet Roll	Rose petal	Per item	0.050	
121	Transparency Sheets	For printers and photocopy machine	Per Packet of 100	0.050	
		3 M	Per Packet of 100	0.050	
		Imitation	Per Packet of 100	0.050	
		Coloured for photocopy and printers	Per Packet of 100	0.050	
122	Transparent plastic sheet for spiral binding	Thick quality (A-4 size)	Per 100	0.050	
		Legal Size	Per 100	0.050	
123	UHU All purpose adhesive	Germany brand 21 ml	Per item	0.025	
124	Vehicle log book	Per QRs No.	Per QRs No.	0.050	
125	visiting card album	250 pockets	per item	0.050	
		500 pockets	per item	0.050	
126	visiting card holder	crystal white / color	per item	0.050	
127	Water Dumper/ Roller		per item	0.050	
128	White board (good quality)	Per sq ft	Per item	0.050	
129	White Board Duster		per item	0.050	
130	White board stand	-	per item	0.050	
131	Pen Jar	Plastic	Per Item	0.025	
		Steel		0.800	
Total				100.000	

Part B

Tender No. 8/2022

Supply of Toner Cartridges

S. No.	Make	Type	Description	Color	Cartridge Type		Marks for Evaluation-	Quoted Rate (Rs) With GST
1	HP	LaserJet	400 M401	Black	80A	CF280A	5	
2	HP	LaserJet	2055dn	Black	05A	CE505A	3	
3	HP	LaserJet	2035				3	
4	HP	LaserJet	1102	Black	85A	CE285A	4	
5	HP	LaserJet	1132 MF				4	
6	HP	LaserJet	1212				4	
7	HP	LaserJet	227sdn	Drumkit	32A	CF232A	4	
8	HP	LaserJet		Black	30A	CF230A	4	
9	HP	LaserJet	404dn	Black	76A	CF276A	6	
10	HP	LaserJet	3050	Black	12A	Q2612A	3	
11	HP	LaserJet	ML1536 MF	Black	78A	CE278A	3	
12	HP	LaserJet	1320	Black	49A	Q5949A	3	
13	HP	LaserJet	2015	Black	53A	Q7553A	3	
14	PANASONIC	LaserJet	KX-MB2030 MF	Drumkit		KX-FAD412X	1	
15	PANASONIC	LaserJet		Black		KX-FAT411X	1	
16	HP	LaserJet	M177FW MFP Color	Drumkit	63A	CB463A	1	
17	HP	LaserJet		Black	130A	CF350A	1	
18	HP	LaserJet		Cyan	130A	CF351A	1	
19	HP	LaserJet		Yellow	130A	CF352A	1	
20	HP	LaserJet		Magenta	130A	CF353A	1	
21	HP	LaserJet	CP 1025 NW Color	Black	126 A	CE310A	1	
22	HP	LaserJet		Cyan	126 A	CE311A	1	
23	HP	LaserJet		Yellow	126 A	CE312A	1	

S. No.	Make	Type	Description	Color	Cartridge Type		Marks for Evaluation-	Quoted Rate (Rs) With GST
24	HP	LaserJet		Megenda	126 A	CE313A	1	
25	HP	LaserJet		DrumKit	126 A	CE314A	1	
26	HP	LaserJet	5550dn Color	DrumKit	Drumkit	C9734B	1	
27	HP	LaserJet		Black	645A	C9730A	1	
28	HP	LaserJet		Cyan	645A	C9731A	1	
29	HP	LaserJet		Yellow	645A	C9732A	1	
30	HP	LaserJet		Megenda	645A	C9733A	1	
31	HP	LaserJet	MFP225dn	Black	83A	CE283A	2	
32	HP	LaserJet	MFP127				2	
33	HP	LaserJet	MFP125				2	
34	HP	LaserJet	MFP M130nw	Black	17A	CF217A	6	
35	HP	LaserJet		Drumkit	19A	CF219A	3	
36	HP	LaserJet	Pro 402dn	Black	26A	CF226A	4	
37	hp	LaserJet	150A	Black	119A	W2090A	1	
38	hp	LaserJet		Cyan	119A	W2091A	1	
39	hp	LaserJet		Yellow	119A	W2092A	1	
40	hp	LaserJet		Magenda	119A	W2093A	1	
41	hp	LaserJet	MFP M 281fdn	Black	202A	CF500A	1	
42	hp	LaserJet		Cyan	202A	CF501A	1	
43	hp	LaserJet		Yellow	202A	CF502A	1	
44	hp	LaserJet		Magenda	202A	CF503A	1	
45	hp	LaserJet	Pro M 255 dn	Black	207A	W2210A	1	
46	hp	LaserJet		Cyan	207A	W2211A	1	
47	hp	LaserJet		Yellow	207A	W2212A	1	
48	hp	LaserJet		Magenda	207A	W2213A	1	
49	hp	LaserJet	Pro MFP 137FNW	Black	16 A	Q7516A	1	
50	hp	LaserJet	107a	Black	107A	W1107A	2	
Total							100	