



**Punjab Energy Efficiency & Conservation Agency (PEECA),  
Energy Department,**



**Bidding Document**

**REQUEST FOR TENDER  
FOR**

# **PROCUREMENT OF OFFICE SUPPLIES**

**Single Stage Two Envelope**

**In line with PPRA Rules 2014**

**Issued on: 21 September, 2020**

## INVITATION TO BID

### PROCUREMENT OF OFFICE SUPPLIES

PEECA invites eligible and well reputed Companies/Contractors/Suppliers/Business Individuals who are registered with relevant Tax Departments, to indicate their interest for the provision for Office Supplies in accordance with PPRA Rules, 2014.

Interested contractors should provide their Technical and Financial Bids with relevant documents, demonstrating that they have the required qualifications to provide the abovementioned goods. Single Stage Two Envelope bidding procedure shall be adopted as per PPRA Rules 2014.

The Estimated Prices LOT wise are LOT 1 Rs. 2.1 M, LOT 2 Rs. 0.3 M, LOT 3 Rs. 1.4 M, LOT 4 Rs. 0.8 M and for LOT 5 Rs. 1.6 M. The Bid Security for each LOT are for LOT 1 Rs. 42,000, LOT 2 Rs. 6,000, LOT 3 Rs. 28,000, LOT 4 Rs. 16,000 and for LOT 5 Rs. 32,000 the sum of PKR 7,000/- (which is Refundable and within the 5% of the Estimated Value as Per Rule # 27 of PPRA Rules, 2014) in the form of CDR/ Bank Draft/ Pay Order in favor of Managing Director, Punjab Energy Efficiency & Conservation Agency (PEECA), must be submitted with the Bid.

The detailed tender document may be obtained from the office of PEECA, immediately after publication of this Tender Notice, after written submission of application in the name of MD, PEECA, at the cost of Rs. 1000/- (Non-Refundable) during office hours or can be accessed online for information at [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk), [www.peeca.punjab.gov.pk](http://www.peeca.punjab.gov.pk). Late bids shall be rejected. Bids of only those bidders shall be entertained who purchased the tender document.

The bids must be received by 11:00 hours in the office of PEECA by registered post/courier or delivered in person on or before **October 06, 2020**. The bids will be opened on the same date at 11:30 hours at the below mentioned address in the presence of bidders or their authorized representatives who choose to attend, with their original CNICs.

For Further information, please contact:

**Manager Legal**  
**Punjab Energy Efficiency & Conservation Agency(PEECA),**  
**Energy Department,**  
**48-A, Block CII, Ghalib Road Gulberg III, Lahore, Pakistan**  
**Phone: +92- 42-99268362-2**  
**Email: [peeca.qu@energy.punjab.gov.pk](mailto:peeca.qu@energy.punjab.gov.pk)**

**APPLICATION**

Subject: **TENDER FOR PROCUREMENT OF OFFICE SUPPLIES**

1.)	NAME OF FIRM:
2.)	OWNER OF FIRM:
3.)	CNIC:
4.)	NTN:
5.)	IS AFFIDAVIT ATTACHED?:
6.)	CONTACT NO:
7.)	E-MAIL:
8.)	OFFICE ADDRESS:

## **INSTRUCTIONS TO BIDDERS**

- i. Bidder should quote items according to the specifications given in requirement schedule.
- ii. Committee may reject any proposal which does not conform to the specified requirements given in Specifications/Requirement Schedule.
- iii. During the technical evaluation no amendments in the technical proposal shall be permitted.
- iv. Procurement committee may ask bidder for explanation of any item/information given in bidder's proposals.
- v. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
- vi. After the evaluation and approval of the technical proposal shall publicly open the financial proposals of the technically accepted bids only.
- vii. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders and the bid found to be the lowest evaluated bid shall be accepted.
- viii. The bidders may be asked to provide the samples to check the quality.
- ix. The bidders shall submit complete details of their firm, offices, along-with postal address, Phones/Fax numbers etc.
- x. Any erasing / cutting / crossing etc. appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages to the tender must also be properly signed. Offer with any overwriting shall in no circumstances be accepted.
- xi. If warranty/guarantee is required as per specifications, there will be 05 % security in form of CDR for the total amount of purchase order which will remain in the custody of department till the expiry of warranty/guaranty.
- xii. The bidders are expected to examine the bidding documents / tender notice, including all instructions, terms & conditions, specifications etc. Failure to furnish all information / documents or submission of a bid not substantially responsive to the bidding documents / tender notice in any aspect would result in the rejection of the bid.
- xiii. Only those bidders are qualified for financial opening whose specifications are equivalent or higher to the specification.
- xiv. Company should mention company profile, and list of key personnel shall be attached.
- xv. Client reserves the right to reject all the proposals submitted in response to this tender notice prior to acceptance.
- xvi. The Tender Notice & Bidding Documents are available on website of PEECA and on PPRA website Bidders may be disqualified / blacklisted as per PPRA Rules—2014 amended upto date upon violating any of the terms and conditions.
- xvii. Goods must be delivered as per requirement of the client at PEECA Office after issuance of Purchase Order/Notification of Award.
- xviii. In evaluating & computing the financial bids, the supplier will be determined by adjusting the price bid by making any correction for any arithmetic errors as follows:
  - a. Where there is a discrepancy between amounts in figures and in words, the

- amount in words shall govern;
- b. where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
  - c. If a Client refuses to accept the correction, his Bid will be rejected.
- xix. No Bid shall be modified after the deadline for submission of Bid.
  - xx. The successful bidder shall be required to submit a Performance Security in the form of CDR equal to 5% of the value of contract within Three (03) working days of Letter of Acceptance after which the Purchase Order shall be issued accordingly.
  - xxi. The prices should be quoted in the local currency i.e. Pak Rupees (PKR), and should be inclusive of all applicable taxes and supply charges.
  - xxii. Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices conformity to required delivery scheduled. The award will be made to the firm offering the lowest evaluated price and that meets the required standards of technical and financial capabilities.
  - xxiii. The price bid shall remain valid for the period of Ninety (90) calendar days counted from the date of submission of the Bid. The Client may request the Suppliers to extend the period of validity for a specified additional period. The Client's request and the Suppliers' responses shall be made in writing. A Supplier may refuse the request for extension of Bid validity in which case he may withdraw his Bid without any penalty. A Supplier agreeing to the request will not be required or permitted to otherwise modify its Bid.
  - xxiv. The suppliers are requested to give their best and final prices as no negotiations shall take place.
  - xxv. The Client, reserves the right to increase or decrease quantities of supplies. (Quantities can be increased or decreased by 15% of its original quantity).

### **TERMS & CONDITIONS**

1. The qualified bidder/bidders shall provide/deliver the goods at premises after issuance of Purchase Order/signing of contract on monthly basis as per the requirement of the stamp duty on the contract shall be payable by the company.
2. The quality test of food items shall be conducted, as per the requirement of procuring agency from random samples. The cost of the test shall be borne by the bidder. In case, the quality is found unsatisfactory and not as per the specifications settled between the successful bidder and, the bidder shall pay the penalty of Rs. 10,000/- (rupees ten thousand) per item along with replacement of item.
3. The procuring agency reserves the rights to cancel the contract at any time and re-tender any lot or all the lots in case of poor quality of items or inefficient services.
4. If the successful bidder at any time during the contract intends to withdraw the contract he/she shall inform two (02) months before along with reason that may be considered by the procuring agency on certain grounds and limits.
5. Invites sealed bids from only eligible bidders. The bid should be addressed to PEECA the envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion.
6. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
7. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of without being opened.

8. The Procurement Committee shall evaluate the technical proposal in a manner prescribed herein before, without reference to the price as per approved specification.
9. Tender process would be through “Single Stage-Two Envelope Procedure” as per Punjab Procurement Rules, 2014, as under: -
  - i. The bid shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal and duly marked accordingly.

**TECHNICAL PROPOSAL (Envelop A):** Details to be furnished in the Technical Proposal:

- a) Covering Letter.
- b) Tender Documents of Technical Proposal.
- c) Copies of Sales Tax and Income Tax Certificate and last Income Tax return.
- d) Check List duly filled, signed and stamped by authorized representative.
- e) Affidavits on original stamp paper for completion of services.
- f) Technical Specifications as per requirements on bidder’s letter head mentioning full detail. Bid should contain only one Brand/Model/Make for each item (where applicable). No alternate options for one item.
- g) Bank Statement for last two years.
- h) Authority letter in case a representative of the firm is nominated to participate in the bidding process.

**FINANCIAL PROPOSAL (Envelop B):** Details to be furnished with Financial Proposal:

- a) The Financial Proposal should be inclusive of all applicable taxes.
- b) Financial bid should contain individual rates of all items and grand total of each LOT must be given in the bid separately if applying for more than one LOT.
- c) Financial Proposal Covering Letter.
- d) Price Schedule.
- e) Bid Security LOT wise if a bidder wants to apply in more than one LOT to be attached with Technical Proposal.

## EVALUATION CRITERIA

(Relevant documents must be attached)

### TENDER ELIGIBILITY/MANDATORY PARAMETERS

Eligible Bidder/Tenderer is one who:-

- i. Has valid registration certificate for Sales Tax and Income Tax with active NTN Number/active taxpayer by FBR.
- ii. Has deposited bid security LOT wise if applying in more than One (01) LOT.
- iii. Provides an Affidavit on original stamp paper of Rs. 100/- undertaking that their firm has not been blacklisted by any Government Department/Organization.
- iv. Provides an Affidavit on original stamp paper of Rs. 100/- regarding acceptance of the terms & conditions in this document and tender notice and for execution of work.

### EVALUATION CRITERIA

- i. Technical bids shall be evaluated Lot wise on the basis of specifications mentioned in the requirement/specification schedule as per Punjab Pure Food Regulations 2018 (amended up to date) and the terms and conditions mentioned in the Tender Eligibility.
- ii. Initially the contract shall be valid up to 30.12.2020 which may be extended for a period of One year and the same may be extendable on satisfactory performance subject to allocation of budget by finance department, on the already agreed rates. The rates should be including all the applicable taxes and luggage charges during the provision of food, stationery and other items till the contract completes. There shall be no any hidden charges.

### FINANCIAL EVALUATION CRITERIA

1. Lowest Evaluated Price per LOT.
2. The contract agreement will be done lot wise with whom who have submitted the lowest price for each lot.

Details of office items along with specifications where required and quantities LOT wise.

<b>LOT No. 1 General Office Items</b>						
<b>S.NO.</b>	<b>Description</b>	<b>Unit/Pack Size</b>	<b>UOM</b>	<b>Qty</b>	<b>Inclusive of All Taxes (PKR)</b>	
					<b>Unit Price</b>	<b>Total Price</b>
1	Dry milk Powder, 'Everyday' or Equivalent	1 Kg	Pcs	200		
2	Tea Bags(200 Tea Bags Each Box)	200 Pcs	Box	400		
3	Green Tea	25 Pcs	Box	100		
4	Tea mix	800 GM	Box	40		
5	Coffee Gold or Equivalent	Packet	Box	50		
6	Sugar	50 Kgs	Kg	2		
7	Liquid Milk(1 Cartoon= 12* 1 KG) Milk Pak / Olpers or equivalent	1 Kg	Cart	800		
8	Biscuits/Cake	Half Roll	Box	500		
9	Dishwashing Liquid	750 ML	Bottle	100		
10	Dishwashing Scrub Pads, Scotch Brite or Equivalent	Pack	Pack	100		
11	Tissue Roll	Nos	Roll	1200		
12	Tissue Box (Pop-up 150 Ply)	Nos	Box	1200		
13	Dusting Cloths	Nos	Pcs	600		
14	Towel for Floor Cleaning	Kg	Kg	50		
15	Phenyl Finis or Equivalent	2.75 Liter	Bottle	200		
16	Acid for Floor Washing	1000ML	Bottle	100		
17	Wash room Cleaner 'Harpic or equivalent		Bottle	400		
18	Surf	1 Kg	Pack	12		
19	Air Freshener Machine	Nos	Pack	8		
20	Air Freshener (for machine)	Nos	Pcs	100		



21	Air Freshener	Nos	Pcs	50		
22	Insect Killer Spray (Mortin or Equivalent)	Nos	Pcs	40		
23	Broom Soft	Nos	Pcs	30		
24	Mop Dust	Nos	Pcs	40		
25	Toilet Brush	Nos	Pcs	50		
26	Batteries cell for remote	Nos	Pcs	300		
27	Office door bell	Nos	Pcs	15		
28	Dust Bins (Medium)	Nos	Pcs	80		
29	Liquid Soap (Hand wash)	150 ML	Pcs	250		
30	Soap	200 GM	Pcs	200		
31	Cleanser for Mirror Cleaning	Nos	Bottle	30		
32	Web Brush	Nos	Pcs	12		
33	Wiper With Steel Rod	Nos	Pcs	30		
34	Wiper With Small size	Nos	Pcs	20		
35	Dishwashing Steel Scrub Pads Scotch Brite or Equivalent	Nos	Pcs	50		
36	Electric Wire Extensions	Nos	Pcs	60		
37	Wall Clock	Nos	Pcs	10		
38	Floor Mate	Nos	Pcs	20		
39	Garbage Bag (36/40)	PKt	Pkt	50		
40	Office Table Lamp	Nos	Pcs	10		
41	Disposable Mask	50 no	Pack	200		
42	Hand sanitizer	Nos	Pcs	200		
43	LPG Gass Celender (10 KG)	10 Kg	Celender	20		
44	Wood Cleaner	Bottle	Bottle	50		
45	Leather Cleaner	Bottle	Bottle	50		
46	Hi jean Tissues	Packet	Pcs	300		
47	Liquid Hand wash Dispenser	Bottle	Pcs	6		

<b>LOT No. 2 Kitchen Items</b>						
<b>S.NO.</b>	<b>Description</b>	<b>Unit/Pack Size</b>	<b>UOM</b>	<b>Qty</b>	<b>Inclusive of All Taxes (PKR)</b>	
					<b>Unit Price</b>	<b>Total Price</b>
1	Glasses Executive quality	12	Dozen	5		
2	Glasses fine quality	12	Dozen	10		
3	Cup Executive quality set	12	Dozen	5		
4	Cup fine quality set	12	Dozen	10		
5	Vip Kettle for Guest	Nos	Pcs	6		
6	Eating Spoon	12	Pack	10		
7	Tea Spoon	12	Pack	15		
8	Fog for executive	12	Pack	10		
9	Jug	Nos	Pack	4		
10	Sugar port	Nos	Pack	10		
11	Milk port	Nos	Pack	10		
12	Bowl	3 in 1	Pack	4		
13	Knife	2 Pcs	Box	4		
14	Salt port set	2 in 1	Pack	6		
15	Milk Box and Sugar box	2 in 1	Jar	6		
16	Plates large Executive Bone or other equivalent	12 Pcs	Pack	10		
17	Plates small Executive Bone or other equivalent	12 Pcs	Pack	10		
18	Plates Fine quality plastic (large size)	12 Pcs	Pack	12		
19	Plates Fine quality plastic (Small size)	12 Pcs	Pack	12		
20	Plastic tray set(fine Quality)	3 in 1	Pack	4		
21	Camri spoon for bowl	2 in 1	Pack	4		
22	Hand towel for best quality	Nos	Pcs	20		

23	Plastic baskets (20 ltr)	Nos	Pcs	5		
24	Crookery stand	Pcs	Pcs	4		
25	Kitchen Aprin	Nos	Pcs	4		
26	Cup Lids	Pcs	Pcs	24		
<b>LOT No. 3 Office Stationery Items</b>						
S.NO.	Description			Qty	Inclusive of All Taxes (PKR)	
					Unit Price	Total Price
1	A4 Size Paper (AA) 80 Grm			600		
2	Legal Size Paper (AA) 80 Grm			200		
3	A4 Size Colour Paper (AA) 100 Grm			20		
4	Ball Point Blue Signature			50 Box		
5	Ball Point Black Signature			15 Box		
6	Ball Point Green Signature			2 Box		
7	Gel Pen Blue			20 Box		
8	Gel Pen Black			10 Box		
9	Gel Pen Green			2 Box		
10	Gel Pen Red			2 Box		
11	Pointer Blue			10 Box		
12	Pointer Black			10 Box		
13	Led Pencil			30 Box		
14	Rubber			20 Pkt		
15	Steel Sharpener			50		
16	Register Blank			20		
17	Dak Register			10		
18	Dispatch Register			10		
19	Attendance Register			4		
20	Dak Diaries			10		

21	Ring Diaries(black)			50		
22	Steel Scale			40		
23	Binding sheets			30 Pkt		
24	Binding tap ( 2")			10 dozen		
25	Tap white 1"			20		
26	tap machine			2		
27	Scotch tap			20		
28	Scissor (medium size)			20		
29	Scissor (large then medium)			2		
30	Cutter			40		
31	A4 Size Envelope (white)			2000		
32	Legal Size Envelope (white)			2000		
33	Small size Envelope (white)			2000		
34	L-Folders			500		
35	Wring binding machine			1		
36	Binding Rings			10 Pack		
37	Plastic folder A4 Size			300		
38	Calculator (large)			10		
39	Punch machine Small size			30		
40	Staplers small size			50		
41	Stapler large size(heavy duty)			2		
42	Stapler pin (all Size)			100 box		
43	Note Pads (wring ) A4			300		
44	Note Pads (wring) small			300		
45	Sticky Notes (Pronoti 3"x3" (S)			150		
46	Sticky Notes (Pronoti 3"x4" (L)			150		
47	Paper Flag (Multi colour)			5 box		
48	Board Marker			5 pkt		

49	Permanent Marker			5 pkt		
50	High lighter			20 Pkt		
51	Duster			10		
52	Green notice board			6		
53	Table Set with Calendar			15		
54	Paper Separators			25		
55	Gum Stick (100GM)			500		
56	Whitener			100		
57	Stapler Pin Opener			50		
58	Envelope opener			40		
59	Paper Clips			100 box		
60	Single Paper clip 3 different size			200		
61	White Board 2*3			10		
62	Stamp pads			10		
63	Ink Blue			10		
64	Ink Black			10		
65	MOU Folders			60		
66	Dak Folders			20		
67	Single Punch Machine			60		
68	Stick File Cover			200		
69	Box file 3"			200		
70	Box file 1"			100		
71	Packing Tap			10		
72	Letter Tray 3 steps			20		
73	Stamp Ink			10		
74	Log Books			20		
75	Punch Machine Heavy Duty			1		

<b>LOT No. 4 Printing Items</b>						
<b>S.NO.</b>	<b>Description</b>			<b>Qty</b>	<b>Inclusive of All Taxes (PKR)</b>	
					<b>Unit Price</b>	<b>Total Price</b>
1	PEECA Logo Printed Card files			4000		
2	File Flapper			4000		
3	PEECA Printed Letter Head (50 Pages each)			50 Pads		
4	Printed Envelope A4 Size			500		
5	Printed Envelope Legal Size			500		
6	Printed Envelope Small Size			500		
7	Printed Office diary			500		
8	Printed Excutive folder			100		

**LOT No. 5 OFFICE PRINTER/ PHOTO COPIER TONERS**

<b>S.NO.</b>	<b>Description</b>			<b>Qty</b>	<b>Inclusive of All Taxes (PKR)</b>	
					<b>Unit Price</b>	<b>Total Price</b>
1	Color Pinter toner (HP laser jet pro M254 Nw)			4 Sets		
2	Printer toner (HP Laser jet 227 SDN)			8		
3	Printer toner (HP Laser jet Pro M102w)			60		
4	Printer toner (HP laser jet M402dw)			60		
5	Photo copier toner			25		
6	Wrist Rest Mouse Pads			25		
7	Portable Hard Drive ITB 3.0			3		

8	USB 16 GB			24		
9	HP Lab top Batteries compatible with core i5 & i7 7 <sup>th</sup> Generation			10		

**SPECIFICATIONS**

1. The supplier shall get the sample approved from the client within 2 days of issuance of Purchase Order.
2. All items shall be as per approved samples.
3. The supplier shall deliver the ordered quantity at office of Punjab Energy Efficiency & Conservation Agency (PEECA) as per delivery schedule mentioned in Purchase Order.
4. The delayed delivery shall be subject to penalty up to 10% of the Purchase Order Value.
- 5- The Bid Security or Performance Security (as the case may be) forfeited in case of non-compliance to terms & conditions and requirements of the client.
- 6- All costs involved in the supply at designated site shall be borne by the contractor.

Price Schedule (Financial Bid LOT wise)

LOT No. 1 General Office Items						
S.NO.	Description	Unit/Pack Size	UOM	Qty	Inclusive of All Taxes (PKR)	
					Unit Price	Total Price
1	Dry milk Powder, 'Everyday' or Equivalent	1 Kg	Pcs	200		
2	Tea Bags(200 Tea Bags Each Box)	200 Pcs	Box	400		
3	Green Tea	25 Pcs	Box	100		
4	Tea mix	800 GM	Box	40		
5	Coffee Gold (Latte /Macchiato) or Equivalent	Packet	Box	50		
6	Sugar	50 Kgs	Kg	2		
7	Liquid Milk(1 Cartoon= 12* 1 KG) Milk Pak / Olpers or equivalent	1 Kg	Cart	800		
8	Biscuits/Cake	Half Roll	Box	500		
9	Dishwashing Liquid	750 ML	Bottle	100		
10	Dishwashing Scrub Pads, Scotch Brite or Equivalent	Pack	Pack	100		
11	Tissue Roll	Nos	Roll	1200		
12	Tissue Box (Pop-up 150 Ply)	Nos	Box	1200		
13	Dusting Cloths	Nos	Pcs	600		
14	Towel for Floor Cleaning	Kg	Kg	50		
15	Phenyl Finis or Equivalent	2.75 Liter	Bottle	200		
16	Acid for Floor Washing	1000ML	Bottle	100		
17	Wash room Cleaner 'Harpic or equivalent		Bottle	400		
18	Surf	1 Kg	Pack	12		



19	Air Freshener Machine	Nos	Pack	8		
20	Air Freshener (for machine)	Nos	Pcs	100		
21	Air Freshener	Nos	Pcs	50		
22	Insect Killer Spray (Mortin or Equivalent)	Nos	Pcs	40		
23	Broom Soft	Nos	Pcs	30		
24	Mop Dust	Nos	Pcs	40		
25	Toilet Brush	Nos	Pcs	50		
26	Batteries cell for remote	Nos	Pcs	300		
27	Office door bell	Nos	Pcs	15		
28	Dust Bins (Medium)	Nos	Pcs	80		
29	Liquid Soap (Hand wash)	150 ML	Pcs	250		
30	Soap	200 GM	Pcs	200		
31	Cleanser for Mirror Cleaning	Nos	Bottle	30		
32	Web Brush	Nos	Pcs	12		
33	Wiper With Steel Rod	Nos	Pcs	30		
34	Wiper With Small size	Nos	Pcs	20		
35	Dishwashing Steel Scrub Pads Scotch Brite or Equivalent	Nos	Pcs	50		
36	Electric Wire Extensions	Nos	Pcs	60		
37	Wall Clock	Nos	Pcs	10		
38	Floor Mate	Nos	Pcs	20		
39	Garbage Bag (36/40)	PKt	Pkt	50		
40	Office Table Lamp	Nos	Pcs	10		
41	Disposable Mask	50 no	Pack	200		
42	Hand sanitizer	Nos	Pcs	200		
43	LPG Gass Celender (10 KG)	10 Kg	Celender	20		
44	Wood Cleaner	Bottle	Bottle	50		
45	Leather Cleaner	Bottle	Bottle	50		

46	Hi jean Tissues	Packet	Pcs	300		
47	Liquid Hand wash Dispenser	Bottle	Pcs	6		
<b>TOTAL AMOUNT OF LOT 1 (FIGURES)</b>						
<b>TOTAL AMOUNT OF LOT 1 IN WORDS</b>						
<b>LOT No. 2 Kitchen Items</b>						
S.NO.	Description	Unit/Pack Size	UOM	Qty	Inclusive of All Taxes (PKR)	
					Unit Price	Total Price
1	Glasses Executive quality	12	Dozen	5		
2	Glasses fine quality	12	Dozen	10		
3	Cup Executive quality set	12	Dozen	5		
4	Cup fine quality set	12	Dozen	10		
5	Vip Kettle for Guest	Nos	Pcs	6		
6	Eating Spoon	12	Pack	10		
7	Tea Spoon	12	Pack	15		
8	Fog for executive	12	Pack	10		
9	Jug	Nos	Pack	4		
10	Sugar port	Nos	Pack	10		
11	Milk port	Nos	Pack	10		
12	Bowl	3 in 1	Pack	4		
13	Knife	2 Pcs	Box	4		
14	Salt port set	2 in 1	Pack	6		
15	Milk Box and Sugar box	2 in 1	Jar	6		
16	Plates large Executive Bone or other equivalent	12 Pcs	Pack	10		
17	Plates small Executive Bone or other equivalent	12 Pcs	Pack	10		

18	Plates Fine quality plastic (large size)	12 Pcs	Pack	12		
19	Plates Fine quality plastic (Small size)	12 Pcs	Pack	12		
20	Plastic tray set(fine Quality)	3 in 1	Pack	4		
21	Camri spoon for bowl	2 in 1	Pack	4		
22	Hand towel for best quality	Nos	Pcs	20		
23	Plastic baskets (20 ltr)	Nos	Pcs	5		
24	Crookery stand	Pcs	Pcs	4		
25	Kitchen Aprin	Nos	Pcs	4		
26	Cup Lids	Pcs	Pcs	24		

**TOTAL AMOUNT OF LOT 2 (FIGURES)**

**TOTAL AMOUNT OF LOT 2 IN WORDS**

**LOT No. 3 Office Stationery Items**

S.NO.	Description			Qty	Inclusive of All Taxes (PKR)	
					Unit Price	Total Price
1	A4 Size Paper (AA) 80 Grm			600		
2	Legal Size Paper (AA) 80 Grm			200		
3	A4 Size Colour Paper (AA) 100 Grm			20		
4	Ball Point Blue Signature			50 Box		
5	Ball Point Black Signature			15 Box		
6	Ball Point Green Signature			2 Box		
7	Gel Pen Blue			20 Box		
8	Gel Pen Black			10 Box		
9	Gel Pen Green			2 Box		
10	Gel Pen Red			2 Box		
11	Pointer Blue			10 Box		

12	Pointer Black			10 Box		
13	Led Pencil			30 Box		
14	Rubber			20 Pkt		
15	Steel Sharpener			50		
16	Register Blank			20		
17	Dak Register			10		
18	Dispatch Register			10		
19	Attendance Register			4		
20	Dak Diaries			10		
21	Ring Diaries(black)			50		
22	Steel Scale			40		
23	Binding sheets			30 Pkt		
24	Binding tap ( 2")			10 dozen		
25	Tap white 1"			20		
26	tap machine			2		
27	Scotch tap			20		
28	Scissor (medium size)			20		
29	Scissor (large then medium)			2		
30	Cutter			40		
31	A4 Size Envelope (white)			2000		
32	Legal Size Envelope (white)			2000		
33	Small size Envelope (white)			2000		
34	L-Folders			500		
35	Wring binding machine			1		
36	Binding Rings			10 Pack		
37	Plastic folder A4 Size			300		
38	Calculator (large)			10		
39	Punch machine Small size			30		
40	Staplers small size			50		

41	Stapler large size(heavy duty)			2		
42	Stapler pin (all Size)			100 box		
43	Note Pads (wring ) A4			300		
44	Note Pads (wring) small			300		
45	Sticky Notes (Pronoti 3"x3" (S)			150		
46	Sticky Notes (Pronoti 3"x4" (L)			150		
47	Paper Flag (Multi colour)			5 box		
48	Board Marker			5 pkt		
49	Permanent Marker			5 pkt		
50	High lighter			20 Pkt		
51	Duster			10		
52	Green notice board			6		
53	Table Set with Calendar			15		
54	Paper Separators			25		
55	Gum Stick (100GM)			500		
56	Whitener			100		
57	Stapler Pin Opener			50		
58	Envelope opener			40		
59	Paper Clips			100 box		
60	Single Paper clip 3 different size			200		
61	White Board 2*3			10		
62	Stamp pads			10		
63	Ink Blue			10		
64	Ink Black			10		
65	MOU Folders			60		
66	Dak Folders			20		
67	Single Punch Machine			60		

68	Stick File Cover			200		
69	Box file 3"			200		
70	Box file 1"			100		
71	Packing Tap			10		
72	Letter Tray 3 steps			20		
73	Stamp Ink			10		
74	Log Books			20		
75	Punch Machine Heavy Duty			1		

**TOTAL AMOUNT OF LOT 3 (FIGURES)**

**TOTAL AMOUNT OF LOT 3 IN WORDS**

**LOT No. 4 Printing Items**

S.NO.	Description			Qty	Inclusive of All Taxes (PKR)	
					Unit Price	Total Price
1	PEECA Logo Printed Card files			4000		
2	File Flapper			4000		
3	PEECA Printed Letter Head (50 Pages each)			50 Pads		
4	Printed Envelope A4 Size			500		
5	Printed Envelope Legal Size			500		
6	Printed Envelope Small Size			500		
7	Printed Office diary			500		
8	Printed Excutive folder			100		

**TOTAL AMOUNT OF LOT 4 (FIGURES)**

**TOTAL AMOUNT OF LOT 4 IN WORDS**



**LOT No. 5 OFFICE PRINTER/ PHOTO COPIER TONERS**

S.NO.	Description			Qty	Inclusive of All Taxes (PKR)	
					Unit Price	Total Price
1	Color Pinter toner (HP laser jet pro M254 Nw)			4 Sets		
2	Printer toner (HP Laser jet 227 SDN)			8		
3	Printer toner (HP Laser jet Pro M102w)			60		
4	Printer toner (HP laser jet M402dw)			60		
5	Photo copier toner			25		
6	Wrist Rest Mouse Pads			25		
7	Portable Hard Drive ITB 3.0			3		
8	USB 16 GB			24		
9	HP Lab top Batteries compatible with core i5 & i7 7 <sup>th</sup> Generation			10		
<b>TOTAL AMOUNT OF LOT 5 (FIGURES)</b>						
<b>TOTAL AMOUNT OF LOT 5 IN WORDS</b>						

**NOTE:**

1. The Bidder shall quote its price for all of the above items.
2. Evaluation shall be done on Lowest Rates of each LOT and contract will be awarded accordingly.
3. The blank or partially/ conditionally filled Bid Price Schedule shall be considered as non- responsive.