



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



**Bidding Document**

**REQUEST FOR TENDER  
FOR**

# **PROCUREMENT OF OFFICE SUPPLIES**

**Single Stage Single Envelope**

**In line with PPRA Rules 2014**

**Issued on: 27 September 2022**

## 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 Single Envelope bidding procedure shall be adopted as per PPRA Rules 2014.

The Estimated Prices LOT wise are LOT 1 Rs. 1.293 M, LOT 2 Rs. 0.498 M, LOT 3 Rs. 0.287 M and LOT 4 Rs. 0.537 M. The Bid Security for each LOT is for LOT 1 Rs. 26,000, LOT 2 Rs. 10,000, LOT 3 Rs. 5800 and LOT 4 Rs. 10,800 (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 the uploading of this Tender Notice, after written submission of the 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 13, 2022**. The bids will be opened on the same date at 11:30 hours at 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 the requirement schedule.
- ii. Committee may reject any proposal which does not conform to the specified requirements given in the Specifications/Requirement Schedule.
- iii. During the technical evaluation no amendments in the technical proposal shall be permitted. (If applicable)
- 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.
- vi. 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.
- vii. The bidders may be asked to provide the samples to check the quality.
- viii. The bidders shall submit complete details of their firm, offices, along-with postal address, Phones/Fax numbers etc.
- ix. 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.
- x. 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. (If applicable)
- xi. 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.
- xii. Only those bidders are qualified for financial opening whose specifications are equivalent or higher to the specification.
- xiii. Company should mention company profile, and list of key personnel shall be attached.
- xiv. Client reserves the right to reject all the proposals submitted in response to this tender notice prior to acceptance.
- xv. The Tender Notice & Bidding Documents are available on website of PEECA and on PPRA website.
- xvi. Goods must be delivered as per requirement of the client at PEECA Office after issuance of Purchase Order/Work order/Notification of Award.
- xvii. 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.
- xviii. No Bid shall be modified after the deadline for submission of Bid.
- xix. 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. (Where and if Applicable).
- xx. 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.
- xxi. 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.
- xxii. 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.
- xxiii. The suppliers are requested to give their best and final prices as no negotiations shall take place.
- xxiv. 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. The Procurement Committee shall evaluate the technical proposal in a manner prescribed herein before, without reference to the price as per approved specification.
7. Tender process would be through "Single Stage- Single 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) NTN Certificate.
- c) Tender Documents of Technical Proposal.
- d) Copies of Sales Tax and Income Tax Certificate.
- e) Check List duly filled, signed and stamped by authorized representative.
- f) Affidavits on original stamp paper for completion of services.
- g) 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.
- h) Bank account Statement.
- i) 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 and acceptance of the terms & conditions in this document.

### **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. 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/work 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 Demand for Stationery Items</b>				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Paper Rim A4 Size	400 Rim		
2	Paper Legal Size	60 Rim		
3	Gel Pen (Blue)	20 Boxes		
4	Gel Pen (Green)	10 Boxes		
5	Gel Pen (Red)	10 Boxes		
6	Gel Pen (Black)	20 Boxes		

7	Ball Point (Blue)	30 Boxes		
8	Ball Point (Red)	05 Boxes		
9	Ball Point (Black)	15 Boxes		
10	Binding Tape (2 Inches)	25 Pieces		
11	Packing Tape (2 Inches)	15 Pieces		
12	Scotch Tape (2 Inches)	15 Pieces		
13	Pencil	08 Boxes		
14	Rubber	10 Pieces		
15	Sharpener	10 Pieces		
16	Scale (Steel)	30 Pieces		
17	Card files with Printing	2000 Pieces		
18	A4 Envelope (White)	1000 Pieces		
19	Legal Size Envelope (White)	650 Pieces		
20	L – Folders	100 Pieces		
21	Small Envelope	500 Pieces		
22	Calculators Large	30 Pieces		
23	Scissor (Medium Size)	20 Pieces		
24	Cutter	20 Pieces		
25	Envelope Opener	20 Pieces		
26	Large Punch Machine	01 Piece		
27	Double Punch Machine	25 Pieces		
28	Hard Files with ring clip	500 Pieces		
29	Dispatch Register	05 Pieces		
30	Receiving Register	05 Pieces		
31	Stock Register	10 Pieces		
32	Asset Register	05 Pieces		
33	Contingency Register	05 Pieces		
34	Register Single line	15 Pieces		
35	Log Book	15 Pieces		
36	Diaries (A5)	35 Pieces		
37	Note Pads A4 & A5 size	60 Pieces		
38	Sticky Notes	120 Packets		
39	Paper Flags (Multi Color)	200 Packets		
40	Plastic Folder	100 Pieces		



41	Duster	10 Pieces		
42	Board Marker	20 Pieces		
43	Permanent Marker	20 Pieces		
44	High Lighter (Green)	4 Boxes		
45	High Lighter (Pink)	4 Boxes		
46	High Lighter (Yellow)	4 Boxes		
47	Separators	30 Packets		
48	Gum Stick (100 Grams)	80 Pieces		
49	Binding Sheets	25 Packets		
50	Whitener	50 Pieces		
51	Stamp Pads	15 Nos		
53	Stapler Medium Size	30 Pieces		
54	Pin Opener	20 Pieces		
55	Paper Clips	30 Boxes		
56	White Board 2" * 3"	03 Pieces		
57	Stapler Pins (All Size)	80 Boxes		
58	Stapler Large (heavy Duty)	01 Piece		
59	Common Pin	20 Boxes		
60	MOU Folders	60 pieces		
61	Dak Folder	05 Pieces		
62	MOU Pages	300 Pieces		
63	Stamp Ink	25 Pieces		
64	Clipper	70 Pieces		
65	Threads	20 Bundle		
66	File Ribbon	1000 Pieces		
67	Single Punch Machine	20 Pieces		
68	INK Blue	05 Pieces		
69	INK Red	05 Pieces		
70	Thumb Pin	05 Boxes		
71	PEECA Letter Head (A4 Size)	5 Rim		
72	Attendance Register	3 Pieces		
73	Ring Diaries with PEECA Logo	130 Pieces		
74	Pointer (Blue)	15 Boxes		
75	Pointer (Black)	15 Boxes		
76	Binding Machine	1 Piece		
77	Green Notice Board	5 Pieces		
78	Paper tape	20 Pieces		
79	Writing Pads A4 size	200 Pieces		
80	Letter Tray 3 Steps	10 Pieces		

81	Stick File Cover	150 Pieces		
82	Leather Diaries with PEECA Logo	45 Pieces		
LOT No. 2 Demand for Kitchen Items				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Dry Milk Powder	110 Kg		
2	Liquid Milk (1 KG Pack)	700 Packets		
3	Tea Bags (300/week)	150 Boxes		
4	Green Tea	80 Boxes		
5	Tea (Vital)	60 KG		
6	Sugar	250 Kg		
7	Bisuits (Peanuts)	450 Boxes		
8	Nescafe Gold (Latte Macchiato)	10 Boxes		
9	Bakery Biscuits (Mix)	10 Kg		
10	LPG Gas for Kitchen (13 KG One time)	10 Nos.		
LOT No. 3 Toiletry, Cleaning and General Items				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Soap	140 Pieces		
2	Liquid Soap	55 Bottles		
3	Hi-jeen Tissues	200 Packets		
4	Tissue Roll	150 Pieces		
5	Hand Sanitizers	30 Bottles		
6	Lemon Max Long Bar	45 Pieces		
7	Scotch Brite & Steel Jalli	30 Pieces		
8	Rose Petal Tissues	200 Boxes		
9	Wipers with plastic rod	15 Pieces		
10	Broom	20 Pieces		
11	Mop	20 Pieces		
12	Used Old Towels	40 Pieces		
13	Harpic (Large Size)	60 Bottles		
14	Garbage Bags (Large size)	150 Pieces		
15	Phenyl Liquid	80 Bottles		
16	Glint	15 Bottles		
17	Sweep	80 Bottles		
18	Air Freshners	25 Pieces		

19	Dusters	300 Pieces		
20	Wood Cleaner	20 Bottles		
21	Dish wash liquid	30 Pieces		
22	Towel Duster	40 Pieces		
23	Toilet Brush	10 Pieces		
24	Leather Cleaner	20 Bottles		
25	Office Bell	08 Pieces		
26	Batteries For AC remote Controller	80 Pieces		
27	Batteries For Door bell	80 Pieces		
28	Dustbin	15 Pieces		
29	Mortein Insect Killer	30 Pieces		
30	Disposable Masks	30 Boxes		
31	Floor Mats	20 Pieces		

**LOT No. 4 Demand for Computer & IT Items**

Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Toner for HP 630 Photocopier	25 Pieces		
2	Toner 24A	15 Pieces		
3	Toner 17A	10 Pieces		
4	Wired Mouse (Silent Click-1000 DPI)	20 Pieces		
5	Wireless Mouse (2.4 Rechargeable LED)	15 Pieces		
6	USB 16GB	15 Pieces		
7	USB 32GB	10 Pieces		
8	Electric Wire Extention	15 Pieces		

**SPECIFICATIONS**

1. The supplier shall get the sample approved from the client within 2 days of issuance of Purchase Order. (If applicable).
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 Demand for Stationery Items				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Paper Rim A4 Size	400 Rim		
2	Paper Legal Size	60 Rim		
3	Gel Pen (Blue)	20 Boxes		
4	Gel Pen (Green)	10 Boxes		
5	Gel Pen (Red)	10 Boxes		
6	Gel Pen (Black)	20 Boxes		
7	Ball Point (Blue)	30 Boxes		
8	Ball Point (Red)	05 Boxes		
9	Ball Point (Black)	15 Boxes		
10	Binding Tape (2 Inches)	25 Pieces		
11	Packing Tape (2 Inches)	15 Pieces		
12	Scotch Tape (2 Inches)	15 Pieces		
13	Pencil	08 Boxes		
14	Rubber	10 Pieces		
15	Sharpener	10 Pieces		
16	Scale (Steel)	30 Pieces		
17	Card files with Printing	2000 Pieces		
18	A4 Envelope (White)	1000 Pieces		
19	Legal Size Envelope (White)	650 Pieces		
20	L – Folders	100 Pieces		
21	Small Envelope	500 Pieces		
22	Calculators Large	30 Pieces		
23	Scissor (Medium Size)	20 Pieces		
24	Cutter	20 Pieces		
25	Envelope Opener	20 Pieces		

26	Large Punch Machine	01 Piece		
27	Double Punch Machine	25 Pieces		
28	Hard Files with ring clip	500 Pieces		
29	Dispatch Register	05 Pieces		
30	Receiving Register	05 Pieces		
31	Stock Register	10 Pieces		
32	Asset Register	05 Pieces		
33	Contingency Register	05 Pieces		
34	Register Single line	15 Pieces		
35	Log Book	15 Pieces		
36	Diaries (A5)	35 Pieces		
37	Note Pads A4 & A5 size	60 Pieces		
38	Sticky Notes	120 Packets		
39	Paper Flags (Multi Color)	200 Packets		
40	Plastic Folder	100 Pieces		
41	Duster	10 Pieces		
42	Board Marker	20 Pieces		
43	Permanent Marker	20 Pieces		
44	High Lighter (Green)	4 Boxes		
45	High Lighter (Pink)	4 Boxes		
46	High Lighter (Yellow)	4 Boxes		
47	Separators	30 Packets		
48	Gum Stick (100 Grams)	80 Pieces		
49	Binding Sheets	25 Packets		
50	Whitener	30 Pieces		
51	Stamp Pads	15 Boxes		
53	Stapler Medium Size	30 Pieces		
54	Pin Opener	20 Pieces		
55	Paper Clips	30 Boxes		
56	White Board 2" * 3"	03 Pieces		
57	Stapler Pins (All Size)	80 Boxes		
58	Stapler Large (heavy Duty)	01 Piece		
59	Common Pin	20 Boxes		
60	MOU Folders	60 pieces		
61	Dak Folder	05 Pieces		
62	MOU Pages	300 Pieces		

63	Stamp Ink	25 Pieces		
64	Clipper	70 Pieces		
65	Threads	20 Bundle		
66	File Ribbon	1000 Pieces		
67	Single Punch Machine	20 Pieces		
68	INK Blue	05 Pieces		
69	INK Red	05 Pieces		
70	Thumb Pin	05 Boxes		
71	PEECA Letter Head (A4 Size)	5 Rim		
72	Attendance Register	3 Pieces		
73	Ring Diaries with PEECA Logo	130 Pieces		
74	Pointer (Blue)	15 Boxes		
75	Pointer (Black)	15 Boxes		
76	Binding Machine	1 Piece		
77	Green Notice Board	5 Pieces		
78	Paper tape	20 Pieces		
79	Writing Pads A4 size	200 Pieces		
80	Letter Tray 3 Steps	10 Pieces		
81	Stick File Cover	150 Pieces		
82	Leather Diaries with PEECA Logo	45 Pieces		
<b>TOTAL AMOUNT OF LOT 1 (FIGURES)</b>				
<b>TOTAL AMOUNT OF LOT 1 IN WORDS</b>				

### LOT No. 2 Demand for Kitchen Items

Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Dry Milk Powder	110 Kg		
2	Liquid Milk (1 KG Pack)	700 Packets		
3	Tea Bags (300/week)	150 Boxes		
4	Green Tea	80 Boxes		
5	Tea (Vital)	60 KG		
6	Sugar	250 Kg		
7	Biscuits (Peanuts)	450 Boxes		
8	Nescafe Gold (Latte Macchiato)	10 Boxes		
9	Bakery Biscuits (Mix)	10 Kg		

10	LPG Gas for Kitchen (10 KG One time)	10 Nos.		
<b>TOTAL AMOUNT OF LOT 2 (FIGURES)</b>				
<b>TOTAL AMOUNT OF LOT 2 IN WORDS</b>				
<b>LOT No. 3 Toiletry, Cleaning and General Items</b>				
<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price (Inclusive of all Applicable Taxes)</b>
1	Soap	140 Pieces		
2	Liquid Soap	55 Bottles		
3	Hi-jeen Tissues	200 Packets		
4	Tissue Roll	80 Pieces		
5	Hand Sanitizers	20 Bottles		
6	Lemon Max Long Bar	45 Pieces		
7	Scotch Brite & Steel Jalli	30 Pieces		
8	Rose Petal Tissues	200 Boxes		
9	Wipers with plastic rod	15 Pieces		
10	Broom	20 Pieces		
11	Mop	20 Pieces		
12	Used Old Towels	40 Pieces		
13	Harpic	60 Bottles		
14	Garbage Bags (Large size)	150 Pieces		
15	Phenyl Liquid	80 Bottles		
16	Glint	15 Bottles		
17	Sweep	80 Bottles		
18	Air Freshners	25 Pieces		
19	Dusters	300 Pieces		
20	Wood Cleaner	20 Bottles		
21	Dishwash liquid	30 Pieces		
22	Towel Duster	40 Pieces		
23	Toilet Brush	10 Pieces		
24	Leather Cleaner	20 Bottles		
25	Office Bell	08 Pieces		
26	Batteries For AC remote Controller	80 Pieces		
27	Batteries For Door bell	80 Pieces		
28	Dustbin	15 Pieces		
29	Mortein Insect Killer	30 Pieces		
30	Disposable Masks	30 Boxes		

31	Floor Mats	20 Pieces		
<b>TOTAL AMOUNT OF LOT 3 (FIGURES)</b>				
<b>TOTAL AMOUNT OF LOT 3 IN WORDS</b>				
<b>LOT No. 4 Demand for Computer &amp; IT Items</b>				
<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price (Inclusive of all Applicable Taxes)</b>
1	Toner for HP 630 Photocopier	25 Pieces		
2	Toner 24A	15 Pieces		
3	Toner 17A	10 Pieces		
4	Mouse (Silent Click-1000 DPI)	20 Pieces		
5	Wireless Mouse(2.4 Rechargeable LED)	15 Pieces		
6	USB 8GB	15 Pieces		
7	USB 16GB	10 Pieces		
8	Electric Wire Extension	15 Pieces		
<b>TOTAL AMOUNT OF LOT 4 (FIGURES)</b>				
<b>TOTAL AMOUNT OF LOT 4 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/work order will be awarded accordingly.
3. The blank or partially/ conditionally filled Bid Price Schedule shall be considered as non- responsive.