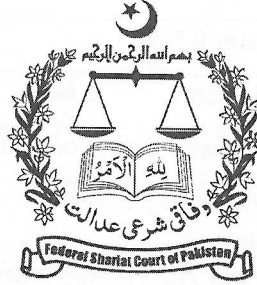


BIDDING DOCUMENT
Tender No. FSC-01/2024-25

**Procurement of Goods through
Closed Framework
Agreements
(Cost Based Selection)**

For Financial Year 2024-2025



FEDERAL SHARIAT COURT OF PAKISTAN

Constitution Avenue G-5/2, Islamabad.
Phone Number: 051-9203435
www.federalshariatcourt.gov.pk/tenders.

1. INTRODUCTION OF PURCHASER

Federal Shariat Court of Pakistan (hereinafter to be called “Purchaser” established under the Constitution of the Islamic Republic of Pakistan, 1973.

2. Invitation to Bids

- i. The purchaser invites electronic bids from the Pre-Qualified Firms for supply of following Stationery Items, Toners for Printers & Photocopiers, Water Bottles, and Miscellaneous General Items etc. through e-PADS (E-Pak Acquisition and Disposal System) for the official use of this Court during the Financial Year 2024-2025 on Closed Framework Agreements:

S.No	Description/specifications/ Standards	Qty
1.	Ball point Piano (0.8 MM) (Blue, Black and Red) or equivalent	600 or more
2.	Ball point Dollar Clipper (Blue, Black and Red) or equivalent	50 or more
3.	Calculator Citizen CT-9300(14 Digit) or equivalent	08 or more
4.	Colors Flag (3 pads/ 75x25mm/ 100 sheets/3 neon colors)	50 or more
5.	Dak Book A-4 size	50 or more
6.	Diary Register 8 No.	10 or more
7.	Dispatch Register 8 No.	10 or more
8.	Draft Pad (Small) (Lucky) or equivalent	100 or more
9.	Draft Pad (A-4 Size)Lucky or equivalent	36 or more
10.	Desk Calendar 2025 (Table Diary) (Friends) or equivalent	50 or more
11.	Eraser (best Quality)	100 or more
12.	Envelop S.E-5 fine quality craft paper Khaki	3000 or more
13.	Envelop S. E-6fine quality craft paper Khaki	2100 or more
14.	Envelop S.E -7fine quality craft paper Khaki	1500 or more
15.	Envelop S. E-8fine quality craft paper Khaki	1800 or more
16.	Fax Roll standard size 60 Meter	150 or more
17.	Envelop Cloth (S.E-8) Khaki with best cloth	1000 or more
18.	Tag cotton superior Medium size	300 or more
19.	File Flapper (Black) (Rexine)	3000 or more
20.	File Board as per sample	100 or more
21.	Gum Bottle (Dollar) 142 Gram or equivalent	24 or more

22.	Glue Stick (Medium) Dollar 22 Gram or equivalent	150 or more
23.	High lighter (Dollar) Different colour or equivalent	60 or more
24.	Ink (Blue/ Black) (Dollar) (50 ml) or equivalent	24 or more
25.	Ink for Stamp Pad (28.5 ml)	12 or more
26.	Marker Black Dollar or equivalent	40 or more
27.	Movement Register for Vehicle	10 or more
28.	Note Sheet (50 Sheets) (A-4 Size) Best Quality (80 Gram) paper	250 or more
29.	Offset paper 8 ½ x 13 (500 Sheets) (legal size) F-4 Imported 80 Gram (Double-A/ Paper One) or equivalent)	600 ream or more
30.	Offset paper (A-4 size) imported 80 Gram (Double-A/ Paper One) or equivalent	30 or more
31.	Pencil Lead with Rubber (Gold fish) or equivalent	503 or more
32.	Pencil Short Hand (Gold fish) or equivalent	100 or more
33.	Pen Fluid (white) Dux or equivalent	75 or more
34.	Paper Cutter Knife SDI-426 or equivalent	16 or more
35.	Paper Pin Standard size	60 or more
36.	Paper Clip (large) 30 MM Best Quality	100 or more
37.	Punch (Single Hole) Heavy duty	28 or more
38.	Pencil Red & Blue (Gold fish) or equivalent	95 or more
39.	Packing tap 72 Yard Olympia or equivalent	100 or more
40.	Pencil Tray (white) best quality	12 or more
41.	Uni Ball (Signo fine 0.7 MM) (Blue, Red and Black)	110 or more
42.	Pen Holder best quality 240 (Hero) or equivalent	12 or more
43.	Posit Pad 3x3 3m (SENSA) or equivalent	40 or more
44.	Posit pad 2x2m (SENSA) or equivalent	24 or more
45.	Posit pad 3x5 3m	24 or more
46.	Ruled Register No. 10-12-14-16-20 and 30 decent best quality	36 or more
47.	Register vehicle (Log Book) for entry petrol bills/ Cash Memo	06 or more
48.	Short Hand Copy (Lucky) (80 Sheets) or equivalent	140 or more
49.	Stapler Pin (Piano) best quality or equivalent	180 or more
50.	Slip Pad (Lucky) or equivalent	109 or more
51.	Sharpener steel (Dux) best quality or equivalent	74 or more

52.	Stapler Machine (Large) (Deli No. 0426) or equivalent	36 or more
53.	Scale Steel	20 or more
54.	Scissors Small (Steel)	24 or more
55.	Sharpener Machine	12 or more
56.	Stamp Pad (blue) best Quality	13 or more
57.	Stapler Remover best Quality	24 or more
58.	Scotch Tap 1" & 2" 72 Yard Olympia or equivalent	60 or more
59.	Thread Ball (Thick)	24 or more
60.	Table Set Marble/ Table set Leather	06 or more
61.	Uni Ball (Micro eye) (Red, Blue, Green and Black) or equivalent	230 or more
62.	Uni Ball Fine Delux (Water Proof) (blue, Black, Green) (UB-177) or equivalent	60 or more
63.	Wrapping Paper brown	100 or more
64.	Air Freshener (Aceel) 300 MI or equivalent	320 or more
65.	Air Freshener (Mohsan) 300 MI or equivalent	100 or more
66.	Acid best Quality	100 or more
67.	Air Freshener for Dispenser Machine	26 or more
68.	Broom Stick (500 gram)(Nariel) or equivalent	70 or more.
69.	Brush Bath(Plastic) (with Cover) best Quality	30 or more.
70.	Basket (Waste Paper)	70 or more.
71.	Remote Bell (Expert) or equivalent	24 or more.
72.	Broom Phool	30 or more.
73.	Bleach (best quality)	50 or more
74.	Cell Toshiba AA or equivalent	440 or more.
75.	Cell Toshiba AAA or equivalent	250 or more.
76.	Cell Large D-size	12 or more
77.	Duster Towel for cleaning the Floor	30 or more.
78.	Duster (Yellow/ white) Large size	350 or more.
79.	Duster for Bath room cleaning	24 or more.
80.	Extension Lead for Computer 6 Point with 5 meter wire as per our sample	36 or more.
81.	Glass for Drinking water Best Quality	36 or more.
82.	Gillant (Glass cleaner)	50 or more

83.	Harpic (best quality)	150 or more
84.	Heater Rod for NEC	36 or more
85.	Kiwi Revive-All Furniture Polish or equivalent	60 or more.
86.	Mortein Spray (375 Ml) or equivalent	180 or more.
87.	Markin Cloth size width/length (in meters) 1.56 Mx1.918M best quality	30 meter or more
88.	Phenyl Bottle (finis) (2.9 litter) floor Cleaner or equivalent	90 or more
89.	Surf (Excel) 500 Gram or equivalent	400 or more.
90.	Soap (Lux) Large size (white) or equivalent	600 or more.
91.	Sweep (300 ml) best quality	40 or more
92.	Scraper plastic (best quality)	24 or more.
93.	Tissue Paper (Rose Patel 3 ply 210 Sheets) (Luxury) or equivalent	1000 or more
94.	Tissue paper (Papia perfume)	50 or more
95.	Toilet Roll (Rose Patel) or equivalent	600 or more
96.	Vim (Bag) 500 gram best quality or equivalent	160 or more.
97.	Wiper Steel Large size (best quality)	40 or more.
98.	Electric Heater (Single/ Double Rod) NEC or equivalent	12 or more.
99.	Dettol Bottle (1 Litter)	10 or more
100.	Hand Wash (5 litter) Gallon (best quality)	10 or more
101.	Hand Wash (Life Boy) or equivalent	24 or more
102.	Water Jug (best quality)	10 or more
103.	Lock 808 & Classic	12 or more
104.	Phenyl ball	12 Pkt. Or more
105.	Plastic Dori	24 or more
106.	Towel (27x54) Best Quality	24 or more
107.	Aquafina / Nestle /Sparklet / Gourmet water or equivalent Bottle Deposit	50 bottles or more
108.	Aquafina/ Nestle/Sparklet/ Gourmet water and Gourmet water Refill or equivalent 19 liter water Refill	50 bottles or more per week
109.	Aquafina/ Nestle/Sparklet/ Gourmet water and Gourmet water Refill or equivalent	50 or more per week

	0.5 liter water bottle	
110.	Toner /cartridge for HP- Printer (Pro-400)	07 or more
111.	Toner /cartridge for HP-1102	05 or more
112.	Toner/cartridge for HP Printer (402dne)	30 or more
113.	Toner/cartridge for HP Printer (Pro M12w)	05 or more
114.	Toner/cartridge for HP Printer 1102W	10 or more
115.	Toner/cartridge for HP Pro M404DN	08 or more
116.	Toner/cartridge HP LaserJet Printer 107W	05 or more
117.	Toner/cartridge for HP Enterprise 700M712	03 or more
118.	Toner/cartridge HP LaserJet Printer 3in1 Model 135A	08 or more
119.	Toner/cartridge for 805L Color printer Ink cartridges bottle set	03 or more
120.	Toner/cartridge set for HP Color Laserjet Pro MFP M479dw	01 or More
121.	Toner for Minolta Konica 350	04 or more
122.	Toner for Cannon IR-2535	04 or more
123.	Toner for Cannon 2525	07 or more
124.	Toner for Toshiba E Studio 18	04 or more
125.	Toner for Toshiba -356 SE	03 or more
126.	Toner/cartridge for Ecosys M4125	03 or more

- ii. This Tender Document is available on EPADS at www.eprocure.gov.pk, on www.ppra.org.pk and on Purchaser website at www.federalshariatcourt.gov.pk.
- iii. Only following Pre-Qualified Firms can submit their bids online through e-PADS. Bids from others will not be entertained. The Pre-Qualified bidders have to submit one hard copy of their bids after opening of the bids online on e-PADS:

S.No	Firm Name
1.	MS. Sherazi Trading (Pvt) Ltd, Islamabad.
2.	M/S. SK Traders, Rawalpindi.
3.	M/S. Capital Stationers, Islamabad.

4.	M/S. Sohail Traders, Islamabad.
5.	M/S. Good Luck Traders, Islamabad.
6.	M/S. Genius Traders, Islamabad.
7.	M/S. Atique Traders, Islamabad.
8.	M/S. H&M Business Solutions, Rawalpindi.

3 **Instructions to bidders**

- i. As per Rule 36(a) of Public Procurement Rules, 2004 Single stage – one envelope procedure shall be followed.
- ii. The electronic bids, prepared in accordance with instructions in Bidding Documents, must be submitted through e-PADS on or before 11:00 AM, 23rd September, 2024. Manual bids shall not be accepted. Electronic Bids will be opened on the same day at 11:30 AM on www.eprocure.gov.pk (i.e. e-PADS).
- iii. The Bidders must inspect the approved samples of the tender items at the Store Branch to assess quality and standards. Since bidders are required to supply items that match the samples, it is essential for them to review these samples before submitting their bids. Bidders will be obligated to provide items that are identical to or equivalent to the samples provided.
- iv. The purchaser may ask the bidders to supply samples of item(s) for checking quality and standard. The same will be retained in store branch for reference till closing of contract. The price of sample will be adjusted in first bill.
- v. The entire Stationery items, Misc. items, Toners and water bottles shall be delivered within 10 days from the receipt of the supply / work order. The work orders will be issued time to time during the financial year 2024-25 as per requirements of the purchaser.
- vi. The bidders may quote for any or all items in the list. In case of Cartridge/Toners the Authorization will be checked and bids of only

authorized distributor/seller/reseller will be accepted. Authorization certificate may be added with the bid.

- vii. In case of any defect appears in Tender items, the short coming shall be fulfilled by the bidder/Firm.
- viii. The Stationery items shall be delivered at the Purchaser's Principal seat at Islamabad i.e. Federal Shariat Court, Constitution Avenue, G-5/2, Islamabad.
- ix. Rate for each item shall be quoted as per samples approved by the Competent Authority and shall be in Pak Rupees only. Only unit rates to be quoted including all taxes. These rates will be closed /fixed till end of Contract.
- x. No bid shall be accepted unless complete in all respect. Further, conditional bids shall not be accepted/ considered.
- xi. The bidder(s) shall bear all costs/expenses associated with the preparation and submission of the bids and the Purchaser shall in no case be responsible for those expenses.
- xii. A bid withdrawn after the deadline for submission of the bid and prior to the expiry of the bid validity period shall result in forfeiture of the **2% Bid Security**.
- xiii. In case, the successful bidder fails to execute the work order as per terms and conditions laid down in the bid document/ contract (other than delay) or items supplied are found lower in quality, the Purchaser shall have the right to cancel the contract at any time and forfeit Performance Guarantee and issue work order to the second most advantageous bidder (second lowest priced) for that item(s) only.
- xiv. There shall be no part payment. The payment will only be made at the successful completion of the contract made by the contractor.

- xv. Before submitting any offer, bidders may contact the Purchaser regarding any query. The following officer may be contacted for any clarifications:

For clarification purposes, the Procuring Agency's address is:

Federal Shariat Court, Constitution Avenue, G-5/2, Islamabad.

Attention: Mr. Fayyaz Ahmad Khan (Incharge Procurement Branch),
Address: Federal Shariat Court, Constitution Avenue, G-5/2,
Islamabad.

City: Islamabad

ZIP Code: 44000

Country: Pakistan

Telephone: 051-9215491

Fax number: 051-9202724

Electronic mail address: na@federalshariatcourt.gov.pk

Contact for any clarification should be in writing. It may also be through e-PADS.

- xvi. The Purchaser reserves all rights to accept or reject any bid/proposal prior to acceptance, reasons will be communicated to the bidder on request.

4 **Bid Validity Period:-**

Bid validity period shall be effective till end of Financial Year 2024-25.

5 **Bid Security:**

Bid shall be accompanied by **2% Bid Security** of the total bid amount in the shape of Bank Draft/ Call Deposit/ Banker cheque in favour of D.D.O Federal Shariat Court of Pakistan, which is refundable on request, to the unsuccessful bidder (s) within **two weeks** of the finalization of tender process. Bid security of successful bidders will be returned on their request, after signing of the contract and furnishing of 10% of bid amount as Performance Guarantee.

6 **Performance Guarantee.**

- i. The successful bidder shall deposit **10% of their bid amount** as **"Performance Guarantee"** in shape of Bank Draft/ Call

deposit/Banker Cheque in favour of D.D.O Federal Shariat Court of Pakistan, before signing of the contract and taking back 2% bid Security. Performance Guarantee will be calculated on the basis of unit rate of the quoted items. Performance Guarantee shall be retained by the Purchaser till completion of warranty/contract period.

- ii. The purchaser shall have the right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the bid document/ contract, except delay in provision of the Tender items for which liquidated damages under clause 7 of the bid document will be imposed.

7 Liquidated Damages

If the Contractor fails in timely supply of the required tender items as per delivery schedule, the Purchaser without prejudice to any other right of action/remedy, shall deduct a sum of money @ 01% of the total contract Price as liquidated damages, for every day of delay from the scheduled delivery date(s) to the actual delivery date (s), provided that the amount so deducted shall not exceed, the aggregate 10% of the Contact Price.

8 Warranty

The successful bidder shall submit 'one year Warranty Certificate' regarding the durability of the supplied Tender items. The warranty period shall start form the date of delivery of an item.

In case of cartridges/Toners of Printers and Photocopy Machines the following conditions will apply:

- i. The cartridge or toner must be both original and new.
- ii. The supplier is obligated to replace the cartridge or toner with a new one if its performance is compromised in any manner.

- iii. The expected/standard number of prints or copies for each cartridge or toner must be clearly stated. If the cartridge or toner fails to produce the specified/standard number of prints or copies, the supplier must replace it with a new one within two days.

9 **Evaluation Criteria:**

- i. The bidders are required to furnish Financial bids **as per Annex-B**. The financial Proposal shall be accompanied by 2% Bid Security of the total bid price as mentioned in Clause 5 of the bid document. The Pre-Qualified firms must provide soft copy of bid security through e-PADS and submit hard copy (original) to the Procurement Branch of the Purchaser.
- ii. The bidders are required to furnish Price Schedule/Financial Cost Sheet **as per Annex-B**.
- iii. The quoted price shall include all duties, taxes and expenses etc. in case of any exemption of duties and taxes made by the Government in favour of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- iv. In case of discrepancy between the cost/ price quoted in words and in figures, the lower of the two shall be considered.
- v. In evaluation of the price of items which are subject to Excise Duty, Sales Tax, Income Tax or any other Tax or Duty levied by the Government, the price shall be determined and considered inclusive of such Duties and Taxes.
- vi. The Purchaser shall not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be full borne by the Firm/contractor.
- vii. The item's quality and standard will be considered during evaluation of the bids.

10 **Arbitration.**

All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole arbitrator i.e. Registrar, Federal Shariat Court of Pakistan.

11 **Cancellation of Tender**

The Competent Authority reserves all rights to cancel the Tender at any stage. Reasons for such cancellation will be communicated on request.

CONTRACT

This Contract is made on _____ (date) , between Federal Shariat Court of Pakistan (the “Purchaser”), on the one part, and Contractor {Full legal name of Contractor}, on the other part individually/ severally liable to the Purchaser for all of the Contractor’s obligations under this Contract.

RECITALS

WHEREAS,

(a) The Purchaser has requested the Contractor to provide Tender item(s) according to Bid Document.

and

(b) The Contractor, having represented to the Purchaser that it has the required professional skills, personnel and technical resources, has agreed to provide Tender items, on the terms and conditions set forth in this Contract and Bid document.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The contractor hereby covenants with the Purchaser to supply the prescribed Tender item(s) at the time and in the manner, in conformity with the Terms & Conditions of the Contract and Bid Document.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract price which may become payable, at the time and in the manner, in conformity with the provision of the contract and Bid document, in consideration of supply of the Tender items and complete satisfaction of the Purchaser.
3. The contractor shall supply Tender items in the quantity and at the rates as quoted in the proposal submitted by the contractor and as per prescribed samples mentioned in the bid document within a period of **10 days** from the date of awarding of this contract.

4. In case, any defect appears in Tender items, the shortcoming shall be fulfilled by the contractor.
5. The Tender items shall be delivered at the Purchaser's Principal seat at Islamabad.
6. The contractor shall solely be responsible for any discrepancy or damage to the supplied Tender items.
7. The contractor shall submit "One Year Warranty Certificate" regarding the durability of the supplied tender items. The warranty period shall start from the date of delivery of item(s)
8. Bid Security of 2% of the total bid price by contractor in the shape of Bank Draft/Call Deposit/ Banker Cheque in favour of the D.D.O Federal Shariat Court of Pakistan will be returned to them on their request, after signing of the contract and furnishing of 10% of Bid amount as performance guarantee in shape of Bank Draft/ Call Deposit/Banker Cheque. The "Performance Guarantee" shall be returned after the completion of "Warranty Period".
9. The purchaser shall have a right to forfeit the "performance Guarantee", if the contractor violates any of the terms and condition of the bid document/ contract, except delay in provision of the required Tender items for which liquidated damages under Clause 7 of the Bid document shall be imposed.
10. There shall be no part payment. The payment shall only be made after the successful completion of the commitment made by the contractor in the Bid document and after supply of tender items.
11. All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole arbitrator i.e. Registrar Federal Shariat Court of Pakistan.
12. The terms and conditions mentioned in the Bid document shall be considered part and parcel of this contract agreement.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For [Federal Shariat Court of Pakistan]
(the purchase)

for []

WITNESSES:

Name _____

Name _____

Signature _____

Signature _____

CNIC # _____

CNIC # _____

Annexure-A

Bids Submission Form

To

The Registrar
Federal Shariat Court of Pakistan
Islamabad

Dear Sir,

We, the undersigned, offer to provide the Tender items in accordance with the approved samples as mentioned in Bid Document of Tender No. FSC-01/2024-25. Our attached Bid is for the sum of (insert amount in words and figures).

This amount is inclusive of all taxes.

Our Financial Proposal Shall be binding upon us up to expiry of the validity period as per contract attached.

We understand you are not bound to accept any proposal you receive.

We have studied the tender document and will fully abide by its terms & conditions.

Yours sincerely,

Name and designation of Signatory with official seal

Name of Firm

Address

Annexure-B

PRICE SCHEDULE/ FINANCIAL COST SHEET

LIST OF ITEMS

<u>S.N</u> <u>o</u>	<u>Description/specifications/ Standards</u>	<u>Qty</u>	<u>Unit Price</u> (inclusive of Taxes)
1.	Ball point Piano (0.8 MM) (Blue, Black and Red) or equivalent	600 or more	
2.	Ball point Dollar Clipper (Blue, Black and Red) or equivalent	50 or more	
3.	Calculator Citizen CT-9300(14 Digit) or equivalent	08 or more	
4.	Colors Flag (3 pads/ 75x25mm/ 100 sheets/3 neon colors)	50 or more	
5.	Dak Book A-4 size	50 or more	
6.	Diary Register 8 No.	10 or more	
7.	Dispatch Register 8 No.	10 or more	
8.	Draft Pad (Small) (Lucky) or equivalent	100 or more	
9.	Draft Pad (A-4 Size)Lucky or equivalent	36 or more	
10.	Desk Calendar 2025 (Table Diary) (Friends) or equivalent	50 or more	
11.	Eraser (best Quality)	100 or more	
12.	Envelop S.E-5 fine quality craft paper Khaki	3000 or more	
13.	Envelop S. E-6fine quality craft paper Khaki	2100 or more	
14.	Envelop S.E -7fine quality craft paper Khaki	1500 or more	
15.	Envelop S. E-8fine quality craft paper Khaki	1800 or more	
16.	Fax Roll standard size 60 Meter	150 or more	
17.	Envelop Cloth (S.E-8) Khaki with best cloth	1000 or more	
18.	Tag cotton superior Medium size	300 or more	
19.	File Flapper (Black) (Rexine)	3000 or more	
20.	File Board as per sample	100 or more	
21.	Gum Bottle (Dollar) 142 Gram or equivalent	24 or more	
22.	Glue Stick (Medium) Dollar 22 Gram or equivalent	150 or more	
23.	High lighter (Dollar) Different color or equivalent	60 or more	
24.	Ink (Blue/ Black) (Dollar) (50 ml) or equivalent	24 or more	
25.	Ink for Stamp Pad (28.5 ml)	12 or more	
26.	Marker Black Dollar or equivalent	40 or more	

27.	Movement Register for Vehicle	10 or more	
28.	Note Sheet (50 Sheets) (A-4 Size) Best Quality (80 Gram) paper	250 or more	
29.	Offset paper 8 ½ x 13 (500 Sheets) (legal size) F-4 Imported 80 Gram (Double-A/ Paper One) or equivalent)	600 ream or more	
30.	Offset paper (A-4 size) imported 80 Gram (Double-A/ Paper One) or equivalent	30 or more	
31.	Pencil Lead with Rubber (Gold fish) or equivalent	503 or more	
32.	Pencil Short Hand (Gold fish) or equivalent	100 or more	
33.	Pen Fluid (white) Dux or equivalent	75 or more	
34.	Paper Cutter Knife SDI-426 or equivalent	16 or more	
35.	Paper Pin Standard size	60 or more	
36.	Paper Clip (large) 30 MM Best Quality	100 or more	
37.	Punch (Single Hole) Heavy duty	28 or more	
38.	Pencil Red & Blue (Gold fish) or equivalent	95 or more	
39.	Packing tap 72 Yard Olympia or equivalent	100 or more	
40.	Pencil Tray (white) best quality	12 or more	
41.	Uni Ball (Signo fine 0.7 MM) (Blue, Red and Black)	110 or more	
42.	Pen Holder best quality 240 (Hero) or equivalent	12 or more	
43.	Posit Pad 3x3 3m (SENSA) or equivalent	40 or more	
44.	Posit pad 2x2m (SENSA) or equivalent	24 or more	
45.	Posit pad 3x5 3m	24 or more	
46.	Ruled Register -12-14-16-20 and 30 decent best quality	36 or more	
	No. 10		
	No. 12		
	No. 14		
	No. 16		
	No. 20		
	No. 30		
47.	Register vehicle (Log Book) for entry petrol bills/ Cash Memo	06 or more	
48.	Short Hand Copy (Lucky) (80 Sheets) or equivalent	140 or more	
49.	Stapler Pin (Piano) best quality or equivalent	180 or more	
50.	Slip Pad (Lucky) or equivalent	109 or more	
51.	Sharpener steel (Dux) best quality or equivalent	74 or more	
52.	Stapler Machine (Large) (Deli No. 0426) or equivalent	36 or more	
53.	Scale Steel	20 or more	
54.	Scissors Small (Steel)	24 or more	

55.	Sharpener Machine	12 or more	
56.	Stamp Pad (blue) best Quality	13 or more	
57.	Stapler Remover best Quality	24 or more	
58.	Scotch Tap 1" & 2" 72 Yard Olympia or equivalent	60 or more	
59.	Thread Ball (Thick)	24 or more	
60.	Table Set Marble/ Table set Leather	06 or more	
61.	Uni Ball (Micro eye) (Red, Blue, Green and Black) or equivalent	230 or more	
62.	Uni Ball Fine Delux (Water Proof) (blue, Black, Green) (UB-177) or equivalent	60 or more	
63.	Wrapping Paper brown	100 or more	
64.	Air Freshener (Aceel) 300 MI or equivalent	320 or more	
65.	Air Freshener (Mohsan) 300 MI or equivalent	100 or more	
66.	Acid best Quality	100 or more	
67.	Air Freshener for Dispenser Machine	26 or more	
68.	Broom Stick (500 gram)(Nariel) or equivalent	70 or more.	
69.	Brush Bath(Plastic) (with Cover) best Quality	30 or more.	
70.	Basket (Waste Paper)	70 or more.	
71.	Remote Bell (Expert) or equivalent	24 or more.	
72.	Broom Phool	30 or more.	
73.	Bleach (best quality)	50 or more	
74.	Cell Toshiba AA or equivalent	440 or more.	
75.	Cell Toshiba AAA or equivalent	250 or more.	
76.	Cell Large D-size	12 or more	
77.	Duster Towel for cleaning the Floor	30 or more.	
78.	Duster (Yellow/ white) Large size	350 or more.	
79.	Duster for Bath room cleaning	24 or more.	
80.	Extension Lead for Computer 6 Point with 5 meter wire as per our sample	36 or more.	
81.	Glass for Drinking water Best Quality	36 or more.	
82.	Gillant (Glass cleaner)	50 or more	
83.	Harpic (best quality)	150 or more	
84.	Heater Rod for NEC	12 or more	
85.	Kiwi Revive-All Furniture Polish or equivalent	60 or more.	
86.	Mortein Spray (375 MI) or equivalent	180 or more.	

87.	Markin Cloth size width/length (in meters) 1.56 Mx1.918M best quality	30 meter or more	
88.	Phenyl Bottle (finis) (2.9 litter) floor Cleaner or equivalent	90 or more	
89.	Surf (Excel) 500 Gram or equivalent	400 or more.	
90.	Soap (Lux) Large size (white) or equivalent	600 or more.	
91.	Sweep (300 ml) best quality	40 or more	
92.	Scraper plastic (best quality)	24 or more.	
93.	Tissue Paper (Rose Patel 3 ply 210 Sheets) (Luxury) or equivalent	1000 or more	
94.	Tissue paper (Papia perfume)	50 or more	
95.	Toilet Roll (Rose Patel) or equivalent	600 or more	
96.	Vim (Bag) 500 gram best quality or equivalent	160 or more.	
97.	Wiper Steel Large size (best quality)	40 or more.	
98.	Electric Heater (Single/ Double Rod) NEC or equivalent	12 or more.	
99.	Dettol Bottle (1 Litter)	10 or more	
100.	Hand Wash (5 litter) Gallon (best quality)	10 or more	
101.	Hand Wash (Life Boy) or equivalent	24 or more	
102.	Water Jug (best quality)	10 or more	
103.	Lock 808 & Classic	12 or more	
104.	Phenyl ball	12 Pkt. Or more	
105.	Plastic Dori	24 or more	
106.	Towel (27x54) Best Quality	24 or more	
107.	Aquafina / Nestle /Sparklet / Gourmet water or equivalent Bottle Deposit	50 bottles or more	
108.	Aquafina/ Nestle/Sparklet/ Gourmet water and Gourmet water Refill or equivalent 19 liter water Refill	50 bottles or more per week	
109.	Aquafina/ Nestle/Sparklet/ Gourmet water and Gourmet water Refill or equivalent 0.5 liter water bottle	50 or more per week	
110.	Toner /cartridge for HP- Printer (Pro-400)	07 or more	
111.	Toner /cartridge for HP-1102	05 or more	
112.	Toner/cartridge for HP Printer (402dne)	30 or more	
113.	Toner/cartridge for HP Printer (Pro M12w)	05 or more	

114.	Toner/cartridge for HP Printer 1102W	10 or more	
115.	Toner/cartridge for HP Pro M404DN	08 or more	
116.	Toner/cartridge HP LaserJet Printer 107W	05 or more	
117.	Toner/cartridge for HP Enterprise 700M712	03 or more	
118.	Toner/cartridge HP LaserJet Printer 3in1 Model 135A	08 or more	
119.	Toner/cartridge for 805L Color printer Ink cartridges bottle set	03 or more	
120.	Toner/cartridge set for HP Color Laserjet Pro MFP M479dw	01 or More	
121.	Toner for Minolta Konica 350	04 or more	
122.	Toner for Cannon IR-2535	04 or more	
123.	Toner for Cannon 2525	07 or more	
124.	Toner for Toshiba E Studio 18	04 or more	
125.	Toner for Toshiba -356 SE	03 or more	
126.	Toner/cartridge for Ecosys M4125	03 or more	


(Abdul Qayyum Lehari)
 Registrar