



NATIONAL HIGHWAY AUTHORITY

Admn Wing Balochistan Region North

Phone/Fax # 081-9241089 E-mail admn.quetta@yahoo.com

TENDER NOTICE

FOR PURCHASE OF STATIONERY ITEMS

Sealed Bids are invited from well reputed GST/NTN registered firms having sufficient experience in the relevant field for supply of following stationery items for National Highway Authority, Balochistan North Region NHA Quetta for the 2nd half of financial year 2021-22:-

Sr. #	Description	Packing/Size	Quantity
1.	Paper A4 (80-Gram)	Rim (500-Sht)	200
2.	Box File (Large)	Each	200
3.	Paper File Cover (Clip)	Each	200
4.	Plastic File Cover	Each	200
5.	Paper Separator	Each/Set	100
6.	Ball Point Pen	Box	20
7.	Pointer Pen	Box	10
8.	Pencil	Box	10
9.	Highlighter	Packet	03
10.	Marker	Box	02
11.	Stapler (Medium Size)	Each	10
12.	Stapler (Heavy Duty)	Each	02
13.	Punch (Heavy Duty)	Each	02
14.	Stapler Pin (Medium)	Packet	50
15.	Stapler Pin (Heavy)	Packet	10
16.	Drafting Pad (Legal/ A4)	Each	30
17.	Drafting Pad (Small)	Each	30
18.	Paper Cutter	Each	25
19.	Binding Tape Raxin	Each	40
20.	Scotch Tape (3")	Each	50
21.	Scotch Tape (1")	Each	30
22.	Signature Pen	Packet	15
23.	Gum Stick (Large)	Each	20
24.	Duster	Each	100
25.	Tissue Box	Each	50
26.	Tissue Roll	Each	50
27.	Small Tag	Bundle	10
28.	Medium Tag	Bundle	10
29.	Room Spray	Each	10
30.	Insect Killer Spray	Each	10
31.	Plastic Sheets for Binding	Packet	15
32.	Dispatch Register	Each	5
33.	Diary / Receive Register	Each	5
34.	Envelopes (Legal Size)	Each	200
35.	Envelopes (A4 Size)	Each	200
36.	Envelopes 5x9	Each	500
37.	Box File (D-Ring)	Each	50
38.	USB 128 GB	Each	8
39.	USB 16 GB	Each	3
40.	Calculator	Each	5
41.	Scissor (Small)	Each	10
42.	Flag	Packet	30
43.	Fax Roll	Each	15
44.	File Boards	Each	100
45.	Color Paper (A4)	Packet	15
46.	Blank Register	Each	5
47.	Binding Clip (different size)	Packet	10
48.	Scotch Tape Dispenser	Each	2
49.	File Flappers	Each	50
50.	Table Set	Each	04

Terms & Conditions for Bidders:

- a. Specification & Standard of above items, terms & conditions of supply have been given in the Tender Documents, which can be obtained from 1100 to 1600 hours on 18th & 19th April, 2022 from the office of DD (Admn) NHA Complex near WAPDA Grid Station, Airport Road Quetta on payment of Non Refundable fee of Rs.1,000/- in shape of Pay Order / Bank Draft in the name of General Manager (Balochistan-North) NHA Quetta.
- b. Tender Notice is available only on NHA website www.nha.gov.pk and Public Procurement Regulatory Authority website www.ppra.org.pk.
- c. Tender should accompany with Bid Security @ 3% of the total value (As per quantity mentioned in the tender) in shape of only PO/DD in the name of General Manger (Balochistan-North) NHA Quetta. No other mode of Bid Security will be accepted. Bids without Bid Security will be rejected.
- e. Bids should be dropped in tender box by 1100 hours on 22-04-2022 that will be opened at 1130 hours on the same day at NHA Complex near WAPDA Grid Station Farooqabad, Airport Road Quetta in presence of eligible Bidders, Respective Committee. Information required in the Bidding Documents must be filled carefully.
- f. The office stationery will be purchased from successful/lowest bidder as whole after fulfillment of tender process as per NHA rule & NHA Reserve the right to accept or reject all bids. In case of any dispute the decision of Tender Committee shall be final.
- g. The successful bidder shall furnish performance security equivalent to 10% of the contract value in shape of PO/CDR in the name of General Manager (Balochistan North) NHA, Quetta. The Performance Security will be refunded after complete supply or warranty period.
- h. In case opening date is declared as a Public Holiday by the Government, the next working day shall be deemed to be the date for submission and opening of tender(s) at the same time and place.
- i. Queries (if any) can be cleared at the spot thereafter no objection shall be entertained and decision of Tender Committee shall be final.



General Manager (Balochistan-North)

National Highway Authority, NHA Complex, Airport Road, Quetta

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www.nha.gov.pk