

Tender Document
IGNITE/Stationery-Misc./2025-26/0026/Proc.
Supply of Stationery and Miscellaneous Items

Terms and Conditions:

1. The firm/service provider will have to deliver requisite items to office premises at its own cost on need basis.
2. All Government applicable taxes will be deducted from the supplier's payment.
3. IGNITE National Technology Fund will not compromise on the quality of any item.
4. National Tax Number/General Sales Tax registration number issued by the respective Department should be quoted in the bid.
5. This office reserves the right to accept/reject/ any/ all bids or a portion in accordance with PPRA rules.
6. The rates quoted by firms shall remain **valid till 30th June, 2026**.
7. The said services are initially required for ONE year and may be extended further for next year based on the satisfactory performance of the service provider and the mutual consent of both parties under PPRA rules.

SUBMISSION OF PROPOSALS: -

Responses to this Tender are due by **June 16, 2025**

Late submittals will be rejected. All proposals are to be uploaded on EPADs:

Date and Time of Submission of Tender: June 16, 2025 @ 15:00

Date and Time of Opening of Tender: June 16, 2025 @ 15:30

(To be Filled-in by the Applicant)

1. Name of the Firm:

2. Proprietor/Partnership:

3. Address for Communication (postal, email, telephone number):

4. Permanent Address:

5. Address of Branch Offices:

6. List of services provided (client list) to national & international organizations/institutions:

7. **Attach a complete profile of the Company**

[Signature and date with official Seal of bidder]

Items Description

(Bidder should write the cost of items as per the below table)

Sr. #	Description	Unit	Unit Rate
1.	Ball Pen – (Branded) Black & Blue	Each	
2.	Pointer (Black & Blue)	Each	
3.	White Board Duster	Each	
4.	Highlighter	Each	
5.	Erasers	Each	
6.	Eraser Stick	Each	
7.	12 Digits Calculator (Branded)	Each	
8.	White Board Marker	Each	
9.	Flip chart Sheet (Mention no. of sheets in a set)	1 Set	
10.	Post it pad-Small/medium/large	1 Pad each	
11.	Diary Stand	Each	
12.	Document Tray (twin shelves) iron net	1 unit	
13.	Document Tray (twin shelves) plastic	Each	
14.	Draft Pads (L-Size) Ruled. A-4 & A-5	1 dozen	
15.	Envelope Small Size (brown & white)	1 dozen	
16.	File Fasten (for card file)	1 box	
17.	A4 Size Envelopes (brown & white)	1 dozen	
18.	Legal Size Envelope (brown & white)	1 dozen	
19.	Extra Large Size Envelope (brown && white) standard quality of 100gm	1 dozen	
20.	Envelope with a coating of cotton or any other coating) (A4, large, extra-large)	1 dozen for all sizes	
21.	File Board (A-4 size)	1 dozen	
22.	File Covers (A-4 size) As per the sample	1 dozen	
23.	File Tray (Plastic)	Each	
24.	Card File Legal Size (office file)	1 dozen	
25.	Flappers	1 dozen	
26.	Gum stick (Large & Medium)	Each	
27.	Glint bottle (Medium/Large)	Each	
28.	Paper clip. (Mention no. of clips in a box)	1 box	
29.	Paper cutter (steel)	Each	
30.	Paper pin.	1 box	
31.	Pen holder for officers (per pair price)	1 unit	
32.	Pencil Jar (plastic, Wooden, Metal)	1 unit each	
33.	Pencil Lead	1dozen	
34.	Peon Book	Each	
35.	Pin cushion	Each	

36.	Packing Tape/ Binding Tape/Pasting Tape	Each	
37.	Plastic Files A4 Size	1 dozen	
38.	Plastic Files with pocket inside	1 dozen	
39.	Punch Double holes	Each	
40.	Punch Single Hole.	1 unit	
41.	Punch Double holes Extra Large Size (heavy duty)	Each	
42.	Pen Holder (Metal & Wooden)	1 unit each	
43.	Ring Files (imported) / Box File Imported (Euro)	1 dozen	
44.	Scissors Steel made (small, medium, large)	Each	
45.	Scotch Tape 1" & 2"	1 dozen Each	
46.	Scotch Tape large	1 dozen	
47.	Separator Sheet (Plastic & Paper)	Each	
48.	Sticker Sheet (packet) (Mention no. of sticker sheet in a packet)	Each	
49.	Sharpener (steel)	Each	
50.	Signature Pencil for Executive Office(s) of (Branded)	1 unit/each	
51.	Register for Diary (mail entry) (small, medium, Large)	Each	
52.	Stock Register (small, medium, large)	Each	
53.	Stamp pad (Medium)	Each	
54.	Staple Remover	Each	
55.	Stapler Pin dollar size. (Mention no. of pins in a box)	1 Box	
56.	Stapler Pin ELM 23/23 (Mention no. of pins in a box/Pack)	1 packet	
57.	Stapler pin KW 23/1 7 (Mention no. of pins in a box/Pack)	1 packet	
58.	Staple machine (Fine quality)	Each	
59.	Cell Various Sizes (Small, Medium, Large) (Mention no. of cells in a box/Pack)	1 Packet in Each Size	
60.	Binding Clips of Various Sizes	1 Dozen Each	
61.	Clamps of Various Sizes (Small, Medium, Large) (Mention no. of clamps in a box/Pack)	1 Packet Each Size	
62.	Folder (L-Shaped)	1 Dozen	
63.	Fluid (White) with Thinner (set)	1 Unit	
64.	Foot Ruler (Steel)	1 Dozen	
65.	Marker (Permanent)	1 Dozen	
66.	Cut Box	1 Dozen	
67.	Correction Pen	Each	
Note: Bidders are required to quote price against each item. In case of failing so the average price of the same item as quoted by participating bidders will be considered for each missing item.			
ELECTRONICS & TOILETRIES		Unit	Unit Rate
1.	Air freshener 300gm	Each	
2.	Heavy duty power extension (eight ports) with 4Meter Cable (High Quality)	Each	

3.	Insect /Mosquito Killer (Branded) 200gm/250gm/300gm	Each	
4.	Dust Bin (Small, Medium & Large, Extra Large Size)	1 unit each	
5.	Hand wash (Imported) 200ml, 250ml, 500ml	Each	
6.	Hand Sanitizer (Imported) 200ml, 250ml, 500ml & 1 liter	Each	
7.	Hand Sanitizer (Local) 200ml, 250ml 500ml & 1liter	Each	
8.	Glint (Normal Size)	Each	
9.	Garbage Bags (Size 5KG, 20KG, 40KG)	Each	

Note: Bidders are required to quote price against each item. In case of failing so the average price of the same item as quoted by participating bidders will be considered for each missing item.

Kitchen Items		Unit	Unit Rate
1	Tea Whitener (Dry Milk) 230gm, 800gm, 1800gm	Each Pack separately	
2	Black Tea Packet 50 bags & 100 Bags	1 unit each	
3	Green Tea Packet 25 Bags & 50 Bags	1 unit each	
4	Nescafe Coffee Bottle (Classic) 100gms	Each	
5	Cardamom Tea for vending machine packet of 1kg & 2kg	1 unit each	
6	Tea Whitener (dry milk) for vending machine (packet of 2 kg)	1 Unit	
7	Disposable Tea Cup (polythene) a pack of 50 No.	1 unit	
8	Sugar Packet	1kg	
9	Brown Sugar Sachet 50 No. & 100 No	1 Packet each	
10	White Sugar Sachet 50 No. & 100 No	1 Packet each	
11	Tea Biscuit Pack of Half roll		
12	Tea Kettle Fine quality (Branded)	1Unit	
13	Max Liquid (Small, Medium, Large)	1Unit Each	
14	Scotch Bright	1 Unit	
15	Liquid Soap Bottle (Small, Medium, Large) Fine Quality	1 Unit Each	
16	Liquid Soap (Extra Large Cannister)	Each	
17	Vim Small Size/Medium Size/ Large Size	1 Unit	
18	Tissue Box (Branded) (Mention no. of tissue box per carton)	1 carton	

Note: Bidders are required to quote price against each item. In case of failing so, average price of the same item as quoted by participating bidders will be considered for each missing item.

Printer Papers		Unit	Unit Rate
1	Computer paper A-4 Size. 80gm (Branded) 500 Sheets 1 Ream	No.	
2	Computer paper A-4 Size. 90gm (Branded) 500 Sheets 1 Ream	No.	
3	Computer paper Legal Size. 80gm (Branded) 500 Sheets 1 Ream	No.	
4	Computer paper Legal Size. 90gm (Branded) 500 Sheets 1 Ream	No.	
Printer & Copier Toners		Unit	Unit Rate
1	Toner HP 1200 original	No.	

2	Toner HP 1020 original	No.	
3	Toner HP 1500 original	No.	
4	Toner HP 64 A original	No.	
5	Toner HP 78A original	No.	
6	Toner HP 12A original	No.	
7	Toner HP 83A original	No.	
8	Toner HP 85A original	No.	
9	Toner HP 15A original	No.	
10	Toner HP 55A original	No.	
11	Toner HP 35A original	No.	
12	Toner HP 107A original	No.	
13	Toner HP 79A original	No.	
14	Tonner HP Coloured 126A	No.	
15	Toner HP LaserJet Pro MFP 4303 fdw Complete Set)	No.	
16	Toner Buzhib 36 Photocopier Machine Konica Minolta	No.	
17	Toner Buzhib 367 Photocopier Machine Konica Minolta	No.	
Note: For HP & Konica products authorized dealership certificate is mandatory otherwise the bid shall stand canceled.			

Important Notes:

1. Selected bidder(s) will have to provide a sample of each selected item further, based on the quality and standard of the sample provided, a contract/work order will be awarded.
2. The provided sample of each item will be retained with the procuring agency by the end of the contract.
3. The bidder shall submit its bid with a bid security amounting to Rs: 25,000/- in the shape of a bank draft/pay order with a validity of 90 days.
4. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
5. Selected bidder(s) will have to enter into a contract agreement with the procuring agency.
6. Other items will be procured through a single quotation from the selected bidder(s) as and when required.
7. Selected bidders shall have to enter into a contract agreement with the procuring agency and shall submit a performance bank guarantee of **Rs:100,000/-** with validity till the period of this contract.

[Signature and date with official Seal]