



Purchase of Office Stationery

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) Islamabad Office invites sealed bids from the active NTN & GST registered firms for the procurement of Office Stationery with the following terms & conditions:

Terms & Conditions:

- I. Quotations must remain valid up to **June 30, 2026**.
- II. **Quoted rates would be subject to revision from the date of quotation** if Pak rupee depreciate/appreciate against the USD by more than 3%. Rates will be revised accordingly i.e. equal to exchange rate variation.
- III. The supplies must be brand new and strictly conforming with the given specifications. The offered item(s) should not be of substandard nature. If any item found defective, it must be replaced immediately without any cost.
- IV. Free delivery of items will be made by the supplier at our premises.
- V. The bidders must quote for all items showing description and specification given in **Annex-A**.
- VI. Quantities mentioned in "**Annex-A**" are tentative and are only for bid evaluation purpose, actual quantity to be purchased may vary as per requirement. Work will be awarded to **the lowest bidder of aggregate given in Annex-A**
- VII. Upon submission of invoice by the supplier, payment will be released through cross cheque in the name of the supplier.
- VIII. Purchase order shall be issued according to the requirement; successful bidder must ensure the delivery is made within 03 days.
- IX. Rates must be inclusive of delivery costs and all admissible taxes.
- X. Tax deduction will be made as per government rules.
- XI. The bidders shall specifically indicate Income Tax & General Sales Tax numbers and shall provide copies of certificates issued by the authorities.
- XII. NESPAK reserves the right to accept or reject any/all offers according to provisions of PPRA Rules 2004.
- XIII. Envelopes must be clearly marked as "**Quotation - to be opened by authorized person(s) only**".
- XIV. Sealed quotations complete in all respects must be delivered at the address given below on or before **June 23, 2025** up to **1400 hrs**. The quotations will be opened on the same day at **1500hrs**.

Administration (Procurement): NESPAK ISLAMABAD OFFICE
NESPAK HOUSE, 3rd Floor, Sector G-5/2, Islamabad
Phone: 051-9221910-13, 051-9007422

Sr. #	Item Description	Tentative Quantity	Make / Equivalent	Unit	Unit Rate (incl. GST)	Amount (incl. GST)
1	Ball Point .8mm	1000	piano/picasso soft grip	nos.		
2	Binder Clip 19mm	20	diamond	pkt (1x10)		
3	Binder Clip 32mm	30	diamond	pkt (1x10)		
4	Binder Clip 41mm	15	diamond	pkt (1x10)		
5	Binder Clips 25mm	15	diamond	pkt (1x10)		
6	Binder Clips 51 mm	10	diamond	pkt (1x10)		
7	Binding Card A-3	10	lbico	pkt (50 sheets)		
8	Binding Card A-4	20	lbico	pkt (50 sheets)		
9	Binding Sheet A-3	5	lbico	pkt (50 sheets)		
10	Binding Sheet A-4	15	lbico	pkt (50 sheets)		
11	Binding Tape 2"	100	sensa	nos.		
12	Binding Tape 3"	75	sensa	nos.		
13	Box File Imp	500	imp	nos.		
14	Cell AA/AAA	500	power plus	nos.		
15	Colour Flag	50	Pronoti	.pkt		
16	Colour Paper	50	imp	pkt (100 sheets)		
17	Drafting Pad (A-4)	75	local	pkt (50 sheets)		
18	Drafting Pad (SMALL)	75	local	pkt (50 sheets)		
19	Duster Cloth	50	local	nos.		
20	Eraser AL-30 Pelican	300	Pelican	nos.		
21	Fluid Pen	75	Kita	nos.		
22	Glint Spray	25	Glint	nos.		
23	Glossy Photo Paper A-3	10	eco tone	pkt (50 sheets)		
24	Glossy Photo Paper A-4	15	eco tone	pkt (50 sheets)		
25	Gum Stick Medium	100	UHU	nos.		
26	High Lighter	350	dollar	nos.		
27	Lead Pencil	500	HP	nos.		
28	Marker Permanent	50	dollar	nos.		
29	Mouse Pad	50	local	nos.		
30	Packing Tape 2"	100	Excel	nos.		
31	Paper Cutter	15	local	nos.		
32	Paper Plotter roll 36"	150	Glaxy	nos.		
33	Paper Plotter Roll 42MM	10	Glaxy	nos.		
34	Paperclips Medium	50	three flower	pkt		
35	Pointer / Soft Pen	300	dollar	nos.		
36	Rubber Band	25	local	pkt		
37	Scotch Tape 1"	150	Royal grip	nos.		
38	Separator Set	50	Elite	pkt		
39	Sharpener Dux	300	Dux metal	nos.		
40	Soft File	100	Pollar bear	nos.		
41	Staple Remover	30	M&G	nos.		
42	Stapler	30	M&G	nos.		
43	Stapler Pin 24/6	100	dollar	pkt		
44	sunwood pen	300	Sunwood	nos.		
45	Tissue Box	300	Rose petal	nos.		
46	Tissue Roll	150	Rose petal	nos.		
47	Uni Ball Eye Pen	150	Uni Eye	nos.		
48	Usb Flash 32gb	20	Kingston	nos.		
49	Usb Flash 8gb	20	Kingston	nos.		
50	Yellow Stick Medium	100	Pronoti	nos.		
GRAND TOTAL (incl GST)						

HABIB BANK

Deposit Slip

Customer Copy

Branch: 00*000*15***** Amount		Date: 03062025	
Account Title: HBL Super Market Islamabad			
IBAN: PK HABB 0004540013100701			
Currency: <input type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others		<input type="checkbox"/> Intercity <input type="checkbox"/> Within city <input type="checkbox"/> Same Branch	
Credit Card No. - - - - -			
<input type="checkbox"/> CASH نقد		AMOUNT رقم	
BANK / BRANCH		CHEQUE/INSTRUMENT NO. چیک نمبر	
HBL Super Market Islamabad		28100532	
TOTAL AMOUNT کل رقم		15000/-	
Total Amount in Words: Fifteen thousand			
Depositor's Name: Muhammed Khan		Commission (if any)	
Contact No. 99 NESPAK		***Account Transfer*** Bankers Cheque	
Depositor's CNIC No. (For non-HBL/Walk-in Customers. Also attach CNIC Copy)		Branch: ISLAMABAD-C.D.A. CIV	
Depositor's Account No. (For HBL Customers / Account Holders)		From Account: PK17HABB0004540013100701	
		Amount *****15,000.00	
		Charges *****.00 Date	
		teller EU4201 Time 03-06-2025-12:1	
Received By: وصول کنندہ		Depositor's Signature دستخط جمع کنندہ	

(As per Terms & Conditions on reverse) (Not official unless validated)