

**GOVERNMENT OF PAKISTAN  
Pakistan Meteorological Department  
Headquarters Office,  
Sector H-8/2, Islamabad-PAKISTAN**



**(Bidding Documents)**  
No. I&P/STATIONARY/CONS/18-19

*for*

**Supply of Stationary, Tonners & Other Items**

*September- 2018*

**DIRECTOR GENERAL:  
PAKISTAN METEOROLOGICAL DEPARTMENT, ISLAMABAD  
Islamic Republic of PAKISTAN**

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# **Tender Notice**

**GOVERNMENT OF PAKISTAN**  
**PAKISTAN METEOROLOGICAL DEPARTMENT**  
*(Headquarters Office)*  
Post Box No. 1214, Sector H-8/2  
**ISLAMABAD**

**Tender Notice**

Sealed Tenders are invited on **F.O.R basis** from reputed Suppliers / Authorized Dealers registered with Income and Sales Tax Departments for supply of the following items:

S. No.	Item	Closing Date & Time	Bid Opening Date & Time
1.	Stationary	28-09-2018 at 11:00PST	28-09-2018 at 11:30PST
2.	Consumable Items		
3.	Toners		

**Terms & Conditions:**

1. Bid Security (2% of the Offer) in shape of Bank Draft / Pay Order in favor of D.G. Met. Services, Islamabad should be submitted with the Bid.
2. Incomplete or late received offer will not be considered.
3. Detail specifications can be obtained from websites: [www.ppra.org.pk](http://www.ppra.org.pk) or [www.pmd.gov.pk](http://www.pmd.gov.pk)

**Ikram-Ud-Din**  
Director PMD  
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## **Section 1**

### **Detailed Description**

**STATIONARY ITEMS**

<b>Sr #</b>	<b>Description</b>	<b>Quantity</b>	
1.	Paper Ream A4 (80gm)	500 Nos.	Sample Required
2.	Paper Ream A3 Size	50 Nos.	Sample Required
3.	File Cover	3000 Nos.	Sample Required
4.	Uni Ball Compo Pointer (Blue/Black)	05 Dozens	
5.	File Board	1000 Nos.	Sample Required
6.	Board Marker	01 Dozen	Sample Required
7.	Permanent Marker	01 Dozen	Sample Required
8.	Tempo Marker Small (Black)	04 Dozens	Sample Required
9.	Ball Pen Blue (Piano Crystal)	300 Pkt.	
10.	Ball Point Red (Piano Crystal)	80 Pkt.	
11.	Ball Point Black	50 Pkt.	
12.	Dak Folder (Good Quality)	02 Dozens	Sample Required
13.	Stapler Standard Size	03 Dozens	Sample Required
14.	Staples 24/06	20 Dozens	Sample Required
15.	Stapler Pins Large Size (No. 23/13, 23/10, 23/08)	01 Box Each	Sample Required
16.	Paper Clip	10 Pkt.	Sample Required
17.	File Tags	80 Pkt.	Sample Required
18.	Punch single Hole (fine quality)	03 Dozens	Sample Required
19.	Paper Punch Double (fine quality)	06 Nos.	Sample Required
20.	Brown Envelop A4	1000 Nos.	Sample Required
21.	White Envelop A4	500 Nos.	Sample Required
22.	Envelopes File size Cloth	1000 Nos.	Sample Required
23.	Envelop No. 5 (White)	500 Nos.	Sample Required
24.	Envelop No. 5 (Brown)	3000 Nos.	Sample Required
25.	Steel Sharpener	05 Dozens	Sample Required
26.	Corrector/Whitening Pen	08 Dozens.	Sample Required
27.	Steel Scale	03 Dozen	Sample Required
28.	Eraser/Rubber	10 Dozens	Sample Required
29.	Solution Tape	04 Dozens	Sample Required
30.	Packing Tape	06 Dozens	Sample Required
31.	Gum Stick (large)	16 Dozens	Sample Required
32.	Gum Bottle	08 Dozen	Sample Required
33.	Binder	05 Pkt.	Sample Required
34.	Stamp Pad	03 Dozens	Sample Required
35.	Stamp Pad Ink (Blue)	02 Dozens	Sample Required
36.	Lead Pencils	50 Pkt.	Sample Required
37.	Colour Pencils (Red/Blue/Brown/Green)	02 Dozens Each	Sample Required
38.	Highlighter	9 Dozens	Sample Required
39.	Note Sheet	08 Dozens	Sample Required
40.	Duster (Cloth)	06 Dozens	Sample Required
41.	Attendance Register(Govt.)	05 Dozens	Sample Required
42.	Register No.12	04 Dozens	Sample Required
43.	Register No.20	02 Dozens	Sample Required
44.	Diary Register	05 Dozens	Sample Required
45.	Dispatch Register No.8	04 Dozens	Sample Required
46.	Drafting Pad (Large)	07 Dozens	Sample Required

47.	Drafting Pad (Small)	10 Dozens	Sample Required
48.	Calculator Big Size	03 Nos.	Sample Required
49.	Table Set (good quality)	03 Nos.	Sample Required
50.	Sticking Note	08 Dozen	Sample Required
51.	Scissor (medium)	06 Nos.	Sample Required
52.	Plastic Transparent Paper Cover (A4)	08 Dozens	Sample Required
53.	Pin Clipper	08 Dozens	Sample Required
54.	Grip Folder	08 Dozens	Sample Required
55.	Paper Cutter	03 Dozens	Sample Required
56.	Paper Pin/Common Pin	05 Dozens	Sample Required
57.	Paper Masking Tape (White)	03 Dozens	Sample Required
58.	Peon Book	04 Dozens	Sample Required
59.	Drawing Pin/Thumb Pin	03 Dozens	Sample Required
60.	Ink Bottle (Blue)	01 Dozen	Sample Required

### CONSUMABLE ITEMS

Sr. No.	Name	Qty	
1.	Telephone Receiver Wire	02 Dozen	Sample Required
2.	Electric Wire 7/29	02 Roll	Sample Required
3.	Telephone Cable 25 Pair	200 Meter	Sample Required
4.	Telephone Cable 02 Pair	17 Roll	Sample Required
5.	Flexible Wire	03 Roll	Sample Required
6.	Telephone cable 04 pair	04 Roll	Sample Required
7.	Telephone Set	02 Dozens	Sample Required
8.	Telephone Set (CLI)	01 Dozens	Sample Required
9.	Fan Dimmer	02 Dozen	Sample Required
10.	Capacitor 3.5 $\mu$ f (Fuji)	03 Dozen	Sample Required
11.	Tube Rod small	03 Dozen	Sample Required
12.	Tube Rod Large	05 Dozen	Sample Required
13.	Chowk 40watt	18 Nos.	Sample Required
14.	Chowk 20 Watt	18 Nos.	Sample Required
15.	Two Pin Socket	02 Dozens	Sample Required
16.	Bell Push Button	02 Dozens	Sample Required
17.	Multi Purpose Electric Plug	03 Dozens	Sample Required
18.	Steel Nails (1, 1.5, 2, 2.5, 3 inch)	01 Box Each	Sample Required
19.	Sugar Pot	02 Dozens	Sample Required
20.	Water Cooler	06 Nos.	Sample Required
21.	Water Jug	06 Nos.	Sample Required
22.	Puchara with handle & Stand	03 Dozens	Sample Required
23.	Acid Fine Quality	04 Dozens	Sample Required
24.	Starter S2/S10	06/10 Dozen	Sample Required
25.	Pilot and Pilot pipe for geezer	01 Dozen each	Sample Required
26.	Water Pipe (plastic)	02 Rolls	Sample Required
27.	Valve ½ inch	01 Dozen	Sample Required
28.	Washer (ICL)	02 Dozens	Sample Required
29.	Surf Small Packets	20 Dozens	Sample Required
30.	Door lock (handle)	01 Dozen	Sample Required
31.	3 Drawer Table Lock	01 Dozen	Sample Required
32.	Handle for Door (Medium)	02 Dozens	Sample Required
33.	Hand Brush/Net	02 Dozens each	Sample Required

34.	Aldaraz Kundi (Large)	01 Dozens	Sample Required
35.	Door Closer/Door Closer Aluminum	02/01 Dozens	Sample Required
36.	Broom	80 KG	Sample Required
37.	Thermos 3 litter (fine quality)	06 Nos.	Sample Required
38.	Thread Ball	02 Dozens	Sample Required
39.	Insulation Tape	03 Dozen	Sample Required
40.	Drawer Lock (Classic)	02 Dozens	Sample Required
41.	Tea Cup with saucer	06 Dozen	Sample Required
42.	Tea/Rice spoon	08 Dozen each	Sample Required
43.	Water tap	01 Dozen	Sample Required
44.	Muslim shower body (white)	01 Dozen	Sample Required
45.	Mixture for wash basin.	01 Dozen	Sample Required
46.	Hand Wash Gel	01 Dozen	Sample Required
47.	Vim	10 Dozen	Sample Required
48.	Glint (Glass Cleaner)	03 Dozen	Sample Required
49.	Ewer	03 Dozen	Sample Required
50.	Cell AAA	01 Dozen	Sample Required
51.	Cell AA	10 Dozens	Sample Required
52.	Wall Clock	02 Dozens	Sample Required
53.	Telephone battery (9V) Best Quality	06 Nos.	Sample Required
54.	Keyboard (Fine Quality)	01 Dozen	Sample Required
55.	Mouse (Fine Quality)	02 Dozen	Sample Required
56.	Room Air Freshener	01 Dozen	Sample Required
57.	Electric Tea Kettle	01 Dozens	Sample Required
58.	Tricircle lock No. 365 (fine quality)	03 Dozens	Sample Required
59.	Tricircle lock No. 363 (fine quality)	02 Dozens	Sample Required
60.	Umbrella (fine quality)	02 Dozens	Sample Required
61.	Scotch Tape	02 Dozens	Sample Required
62.	While Clip	06 Dozens	Sample Required
63.	Tissue paper Box (Rose Patel or equal)	10 Dozens	Sample Required
64.	Tissue Roll	06 Dozens	Sample Required
65.	Toilet Brush	03 Dozens	Sample Required
66.	Dust Bin	03 Dozens	Sample Required
67.	Soap	12 Dozens	Sample Required
68.	Air Freshener (Rose or equal)	06 Dozen	Sample Required
69.	Phenyl	03 Dozens	Sample Required
70.	Mosquito Killer	02 Dozen	Sample Required
71.	viper	03 Dozen	Sample Required
72.	Tea Set	01 Set	Sample Required

**TONERS**

<b>Sr.No</b>	<b>Name</b>	<b>Qty</b>
1	Photocopier Toner Richo MP3554	16 Nos.
2	Photocopier Toner Konica Minolta Bizhub-283	07 Nos.
3	Photocopier Toner Konica Minolta Bizhub-287	04 Nos.
4	Photocopier Toner Konica Minolta 7135 series	02 Nos.
5	Photocopier Toner Gestetner MP-35545	03 Nos.
6	Photocopier Toner Panasonic DP8060	01 Nos.
7	Photocopier Toner Samsung (K 4350LX)	01 Nos.
8	Photocopier Toner Fuji Xerox 3065	02 Nos.
9	Toner Hp Laser Jet Printer P1102	60 Nos.
10	Printer Toner (HP Color Jet 3600N)	04 Nos.
11	Printer Toner (HP Laser Jet 1536dnf)	04 Nos.
12	Printer Toner HP (83A)	12 Nos.
13	Printer Toner (HP Laser Jet 1020) 12A	13 Nos.
14	Printer Toner P1005(35A)	25 Nos.
15	Printer Toner1320 (49A)	06 Nos.
16	Printer Toner 2015(53A)	06 Nos.
17	Samsung M-2825DN	18 Nos.
18	Printer Toner (HP LaserJet pro 400)	06 Nos.
19	Printer Toner (HP LaserJet 1102) 85A	30 Nos.
20	Printer Toner (HP Laser Jet 1018)	03 Nos.
21	Printer Toner (HP Office Jet 7612)	16 Nos.
22	Printer Toner (HP Laser Jet 1300)	04 Nos.
23	Printer Toner (HP Laser Jet 402DN)	02 Nos.
24	Printer Toner (HP Laser Jet 4015)	02 Nos.
25	Printer Toner (HP Laser Jet M1212nf MFP )	02 Nos.
26	Fax Toner (Panasonic KX-FL402)	03 Nos.

**Note:**

1. Quoted prices should be included of the all taxes if not the bid will not be entertained.
2. Sample of all the quoted items (where demanded) must be provided by the supplier at the time of tender opening.



**Terms & Conditions:**

1. Earnest money/ Bid Security of quoted value @ 2% in the shape of Bank Draft/Pay order in favour of D.G Met. Services must be submitted with the offer.
2. Bidders must submit copies of their registration of Sales Tax and Income Tax.
3. Bidders should not be disqualified from any organization/department in last five years; legal documents can be asked by the purchaser if required.
4. All bidders are advised to comply strictly with the document specifications/ terms & conditions and no deviation shall be allowed.
5. Bids not meeting bid evaluation criteria shall not be accepted.
6. The last date for the submission of tender is 28th September 2018, at 1100 Hours PST and will be opened on the same day at 1130 hours PST in the presence of bidders or their representatives.
7. Proposals should be submitted on **F.O.R. ISLAMABAD Basis along with SAMPLES.**
8. Goods as per specifications would be received within 30 days, after the issuance of supply order and the supplier will be responsible for replacement of item, if found defective during inspection/warranty period.
9. The quantity of the items can be increased/ decreased.
10. Taxes will be deducted as per Government rules.
11. The payment against supply of items will be made through crossed cheque(s) by the Department to the supplier after satisfactory supply of goods and technical report submitted by the Technical Committee.
12. **Any BID found in deviation / violation / without Earnest Money would liable to be rejected.**
13. Bidding documents can be obtained free of cost from the websites [www.pmd.gov.pk](http://www.pmd.gov.pk) or [www.ppra.org.pk](http://www.ppra.org.pk).

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