

REGISTERED/  
IMMEDIATE  
Heavy Industries Taxila  
Project Dte ARDIC  
Taxila Cantt  
Tel: 051-9315450  
Fax: 051-9315151  
5646/ IT- 15/Proc/ARDIC  
14 Jan 2019

To: M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: **Tender Inquiry for Procurement of Stationery Items**

1. You are requested to please forward your quotation for the following items. Detail of items required with terms and conditions are given below:-

S/No	Particulars/Specifications of the Stores	A/U	Qty	Remarks
1.	Board Marker Blue (22WB)	Nos	12	
2.	Register 3 Qrs (each Qrs 16 Pages)	"	18	
3.	Register 4 Qrs (each Qrs 16 Pages)	"	30	
5.	Register 6 Qrs (each Qrs 16 Pages)	"	18	
6.	Register 12 Qrs (each Qrs 16 Pages)	"	06	
7.	Scotch Tape 1" x 72Yad	Roll	50	
8.	Tempo Marker (Blue)	Pkt	01	
9.	Post it Pad (2" x 3") 100 sheets Pad	Pad	20	
10.	Post it Pad (3" x 3") 100 sheets Pad	"	20	
11.	Post it Pad (3" x 5") 100 sheets Pad	"	20	
12.	Plastic File Cover A-4 (22" x 8.5")	Nos	100	
13.	Ink Blue 60ml (Dollar or equivalent)	Btl	24	
14.	Blanco Pen white 7ml (Pelkine or equivalent)	Nos	16	
15.	Blanco White Fluid + Thinner (2 x 20ml)	Set	16	
16.	Ink Pen Officer (18cm) Dux or equivalent	Nos	10	
17.	Drafting Pad Large (each pad 40 to 45 pages) 21cm x 27cm	Pad	16	
18.	Drafting Pad Small (each pad 40 to 45 pages) 6" x 8"	"	30	
19.	Diary Pad (each pad 40 to 45 pages) 12cm x 20cm	"	12	
20.	Rubber DG50 or equivalent	Nos	100	
21.	Khaki Envelop (9" x 4")	Nos	3000	

22.	Khaki Envelop A-4 (12" x 10")	"	100	
23.	Cell Battery (1.5 AA) Sony or equivalent	Doz	04	
24.	Cell Battery (1.5 AAA) Sony or equivalent	"	04	
25.	Stapler Pin (24/6)	Pkt	50	
26.	Pointer Blue Soft Liner 0.3 (Dux or equivalent)	"	05	
27.	File Binder Black (Roxanne 24"x3")	Nos	150	
28.	Stamp Pad (2 1/2" x3 1/2" )	"	06	
29.	Stapler Machine (Dux)	"	04	
30.	Ball Point Red 0.8mm (Piano or equivalent)	Pkt	02	
31.	Ball Point Black 0.8mm (Piano or equivalent)	"	02	
32.	High Lighter Yellow (Length 14cm x 1-4.5mm)	Nos	50	
33.	Lead Pencil Black (HB 2 1/2 Dux or equivalent)	Doz	20	
34.	Paper Pin 1"	Pkt	50	
35.	Paper Clip (3.5cm)	"	50	
36.	Glue Gum stick 22gm (Dux or equivalent)	Nos	75	
37.	Board Marker Black (22WB)	"	30	
38.	Tag Large (1 x ft)	Bdl	10	
39.	Marker Permanent Blue (22WB)	Nos	12	
40.	Marker Permanent Black (22WB)	"	24	
41.	Paper Roll for Plotter (Size W=3' x L=150')	Roll	02	
42.	Paper Roll for Plotter (Size W=2' x L=150')	"	01	
43.	Tracing Paper Roll for Plotter (Size W=3' x L 150')	"	01	
44.	Tracing Paper Roll for Plotter (Size W=2' x L 150')	"	01	
45.	Scotch Tape 1/2" x 72Yad	Roll	12	

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(Items Forty Five Only)

2. Rates will be quoted on **FOR Taxila Cantt** basis.
3. Please fwd your quotation in duplicate (Two Copies) for the above items so as to reach this office not later than **30 Jan 2019**. The rates should be inclusive of all taxes and transport charges etc, packing charges if any be shown separately.
4. **Delivery of Tender:** The tender/quotation will be enclosed in sealed cover which will invariably be marked with quotation against **IT No. 5646/IT- 15/Proc/ARDIC dated 14 Jan 2019** to be opened on **30 Jan 2019** and complete postal address of tenders. The tender bought by hand by the firm's representative will be handed over to Security Staff on duty at ARDIC Gate for placing the same in quotation box available at (ARDIC) and completion of relevant records.
5. If these endorsement are not made on the envelopes, quotation is liable to be disqualified. The quotation will be opened on same day at 1100 hours in the presence of the

representative of contractors in the Procurement Section. No quotation will be considered after 1030 hrs on 30 Jan 2019.

6. The stores are required to be delivered at HIT Taxila Cantt, within 15 days under arrangement of the suppliers.

7. If the store with lowest quotation do not fulfill required standard of most the schedule of delivery next lowest bidder will be considered. Final acceptance will be conveyed in writing by the Managing Director without assigning any reason.

8. Tender fee for **Rs. 100.00** (Rupees One Hundred) in shape of Pay/postal order in favor of Managing Director (AR) will invariably be enclosed with the quotation, failing which the quotation will be ignored.

9. Suitable sample free of cost where called for, will be supplied by the firm. Following confirmation regarding ready availability of the advance samples will be endorsed by the all bidders in their quotation:-

“It is confirmed that advance samples of the items mentioned in their quotation are readily available “On demand, the bidders will invariably provide advance sample of the items offered by them within the time limits specified by the purchasers. In case, the advance samples are not provided by the due date, their offers will be set aside/ignored.

10. Please indicate full detail (specification/Manufactures etc) of the store offered in your quotation. If the details are missing in the quotation, the quotation will be automatically stand disqualified and hence rejected.

11. The store will be packed in standard grade packing/worthy of transportation.

12. This inquiry will not be taken as an indication of subsequent supply order and does not in any way commit this to purchase the item offered by the firm.

13. The store should confirm to latest specification prevalent in Army/sample as provided by this office or specification given in quotation.

14. Please indicate time schedule required by you to supply the stores from the date of firm orders issued from this Directorate.

15. In case any order is placed and you supply is made after expiry of delivery period, liquidate damages at the rate of 2% but not less than 1% of amount involved per month or part of month will be levied.

16. In case you failed to execute the order and do not materialize the supply of ordered stores, the supply order will be canceled at your kind risk and expense. Excess expenditure incurred on the repurchase of the ordered stores will be recovered from your firm in the normal manner.

17. In case dispute regarding the terms and conditions and the quality of stores, decision of the Managing Director (AR) will be considered as final and binding on the suppliers.

18. Indenter/Purchaser reserve the right to increase/decrease the quantity of items in the tender and supply order for final purchase.

19. The payment will be made by CMA (HIT) Taxila Cantt after delivery and acceptance of stores.

20. All clauses/terms mentioned in this inquiry will be considered acceptance by the firm in case no reference to them is given in the offer.

21. Offer must remain open for 100 days from the date of opening of tender.

22. In case you do not wish to quote the rates, please return the tender document duly signed/stamped at your earliest.

24. The price quoted must be firm and final inclusive of all taxes, packing handling charges etc and delivery at Taxila Cantt.

25. **Terms of payment:** Partial payment against partial delivery is not allowed.

26. **All Registered / Unregistered firms with HIT, can participate in the tender inquiry by depositing of 5% Bid security of the total value of indent/contract. In case of non provision of 5% Bid security the firm's offer will be rejected. IT document can be downloaded from HIT website [www.hit.gov.pk](http://www.hit.gov.pk)**

27. Only those registered suppliers, who are on Active Taxpayers List (ALT) of FBR are eligible to quote and supply goods/services to Govt department.

SA  
Procurement Officer  
(Muhammad Aleem Ahsan)