

TENDER NOTICE

Sealed tenders are invited from registered firms with Sales Tax / Income Tax Department for supply of Stationery, Computer Stationery, Printed Items and Other Items on whole sale basis during the Current Financial Year 2021-22 to be used in Higher Education Department, Civil Secretariat, Lahore.

Tender Form and detailed list of articles / items required during the Financial Year 2021-22 can be obtained from the office of undersigned during working hours till **26.08.2021** on the payment of **Rs.1,000/-** (Non refundable) through Challan Form No. 32-A. The intending firms will drop the sealed tenders along with call deposit @ 2% of the total estimated amount of **Rs.13,734,000/-** and Registration Certificate of General Sales Tax in the sealed tender box placed in the office of Section Officer (General), Higher Education Department, Lahore on **27.08.2021** at **11:00 A.M.** Tenders received from firms will be opened in the presence of representatives of the firms on the same day at **12:00 P.M.** in the office of **Deputy Secretary (General)**, Higher Education Department by the members of committee.


SECTION OFFICER (GENERAL)
GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT
PUNJAB CIVIL SECRETARIAT, LAHORE
Phone No. 042-99212528

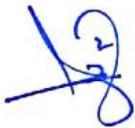
**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

TENDER FORM

Sealed tenders for supply of store items as detailed in the enclosed list of items / articles are invited subject to following terms & conditions:-

Terms and Conditions:

1. Single stage one envelop bidding procedure would be adopted.
2. The tenderers should quote price of Stationery, Printed Items, Computer Stationery & Other items as per specifications detailed in enclosed list and submit the sealed tender at the place mentioned in the advertisement on **27.08.2021**. The samples of each item as mentioned in list shall also be provided at the time of submission of tender documents, for verification by the Departmental Purchase Committee.
3. The validity of frame work contract of items would be till 30.06.2022 extendable up to 31st August, 2022.
4. The delivery period of items would be 7 days from the date of issuance of supply order at consignee's end free of cost.
5. Department reserves the right to reject less quantity and substandard items, by withholding the payment and forfeiting of the earnest money.
6. Conditional offer / quotation shall not be accepted.
7. The firm must be registered with Income Tax Department, General Sales Tax Department and Punjab Revenue Authority.
8. The tenderers will submit Tender Form along with their Company Profile, Registration Certificate of Punjab Revenue Authority, NTN, GST/Income Tax and Professional Tax Certificates. FBR active tax payer serial number list for the current financial year, Bank Account of last two years, Company's Audit Report and other required documents.
9. The Rates of items offered by the firm will be received only on enclosed list of items duly verified/signed and stamped by the Chief Executive of the firms.



10. The rates of items offered by the firm should include all Government Taxes and levies. All the taxes and levies will be deducted as per rules from the bills and the supplier will be bound to provide receipts of all the taxes at the time of receiving payment.
11. The sealed tenders along with call deposit @ 2% of total amount of budget of **Rs.13,734,000/-** will be dropped on **27.08.2021** on or before **11:00 A.M** in the tender box placed in the office of the Section Officer (General), Higher Education Department, Punjab Civil Secretariat, Lahore which will be opened on the same day at **12:00 P.M** in the office of Deputy Secretary (General), Higher Education Department, Punjab Civil Secretariat, Lahore.
12. The Security of successful tenderers (in few or all items) will be retained by the department upto 30th June, 2022 and in case of extension of contract, upto 31st August, 2022. However, the call deposit of unsuccessful tenderers shall be refunded soon after the completion of tender process.
13. The purchases will be made from time to time during the Current Financial Year 2021-22 from the lowest bidders who fulfills all the terms and conditions and the supply orders will be issued from time to time during the Current Financial Year as per requirement of respective items.
14. Black listed firms should not Submit Tender. In case of detection as black listed at any stage, Government may forfeit Earnest Money of the said Firm.
15. The Competent Authority reserves the right to reject all bids or proposals at any stage prior to acceptance of a bid or proposal, under rule 35 of Punjab Procurement Rules 2014 (Amended).
16. Tenders will be submitted on original tender form issued by the Higher Education Department. No photo state copy or self-prepared copy on letter pad will be entertained.


SECTION OFFICER (GENERAL)

(FOR FIRM'S USE)

As owner of M/S _____ I/we accept the terms and conditions as laid down in Tender Form and Advertisement Notice. I/we shall also observe all the rules/regulations framed by Government of the Punjab, regarding the Purchase of items mentioned in the attached list.

**Signature
with Stamp of the Firm**

**LIST OF STATIONARY, COMPUTER STATIONARY, PRINTIED ITEMS & OTHER ITEMS FOR THE YEAR
2021-22 (RATES INCLUDING ALL TAXES)**

Sr No.	ITEMS	UNIT	Rates (Including all taxes)
1	Pencil Lead Goldfish/Equivalent	Per Dozen	
2	Pencil Short Hand Goldfish/Equivalent	Per Dozen	
3	Ink Stamp Dollar/Equivalent	Per Dozen	
4	White Fluid Peliken/Equivalent	Per Set	
5	Gum Stick Large Size 40 gm UHU/Equivalent	Per Piece	
6	Pen Ink (Parker Genuine)/Equivalent	Per Piece	
7	Laces 36" Twisted/Equivalent	Per Guchi	
8	Tags 6" Twisted/Equivalent	Per Guchi	
9	Ball Point Picasso/Equivalent	Per Packet	
10	Permanent Marker No. 90 Snowman/Equivalent	Per Piece	
11	White Board Marker Snowman/Equivalent	Per Piece	
12	White Board Duster Plastic	Per Piece	
13	Post it Pad Size 3" x 5" (3-M)/Equivalent	Per Packet	
14	Dak Envelope 80 gm Local Size 9x4 Golden paper/Equivalent	Per 1000	
15	Dak Envelope 80 gm Local Size 11x5 Golden paper/Equivalent	Per 1000	
16	Dak Envelope 80 gm Local Size 10x12 A-4 Golden paper/Equivalent	Per 100	
17	Dak Envelope File Size 80 gm Local Size 12x15 Golden paper/Equivalent	Per 100	
18	Dak Envelope 18x13 printed with Cloth Binding White imported/Equivalent	Per Piece	
19	Marker Uni Ball Delux/Equivalent	Per Dozen	
20	Marker Shanader/Equivalent	Per Dozen	
21	Paper Cutter SDI/Equivalent	Per Piece	
22	Paper Weight Round Marble	Per Piece	



Sr No.	ITEMS	UNIT	Rates (Including all taxes)
23	Paper Clip 36mm 3-Flower/Equivalent (Colored)	Per Pkt.	
24	Paper Pin Superior Quality China/Equivalent	Per Pkt	
25	Stapler Pin 24/6 Dollar/Equivalent	Per Pkt	
26	Stapler Pin, Size 23/17 Heavy Duty Dollar/Equivalent	Per Pkt.	
27	Stapler Machine 24/6 Max Genuine/Equivalent	Per Piece	
28	Sharpener Kum Germany/Equivalent	Per Dozen	
29	Peon Book Printed Paper Size 6.5x8.5	Per Book	
30	Table Set Plastic 9p (fine quality)	Per Set	
31	Table Set rexion 9p (fine quality)	Per Set	
32	Table set Leather 9p (fine quality)	Per Set	
33	Pen Holder Parker/Equivalent	Per Piece	
34	Pin Cussion steel body Superior Quality	Per Piece	
35	Paper Punch (Single) Steel Fine Quality	Per Piece	
36	Double Punch Machine Big Size KW/Equivalent	Per Piece	
37	Telephone Index (Big Size)	Per Piece	
38	Pay Bill Form Gazetted (80 gm Fine Printing)	Per Pad	
39	Pay Bill Form Non Gazetted (80 gm Fine Printing)	Per Pad	
40	T.A Bill Form, Gazetted (80 gm Fine Printing)	Per Pad	
41	T.A Bill Form, Non Gazetted (Nobel)	Per Pad	
42	Change Form, F1 (80 gm Fine Printing)	Per Pad	
43	Change Form, F2 (80 gm Fine Printing)	Per Pad	
44	Change Form, F3 (80 gm Fine Printing)	Per Pad	
45	Contingent Bill Form (80 gm Fine Printing)	Per Pad	
46	Computer Sheet (80 gm Fine Printing)	Per Pad	

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Sr No.	ITEMS	UNIT	Rates (Including all taxes)
47	Acknowledgement (80 gm Fine Printing)	Per Pad	
48	Magic Flapper rexine imbose printing Golden Mono with "Higher Education Department"	Per Piece	
49	Eraser Large Size Peliken/Equivalent	Per Dozen	
50	Scissor Steel Fine quality	Per Piece	
51	Stamp Pad Large Size Lancer/Equivalent	Per Piece	
52	Short Hand Book 80 gm paper with Board Binding	Per Book	
53	Poker (Steel) Fine Quality	Per Piece	
54	Pin Remover KW/Equivalent	Per Piece	
55	Highlighter Marker Peliken/Equivalent	Per Piece	
56	White Fluid Pen 7ml Uni/Equivalent	Per Piece	
57	Gum Liquid 142gm Dollar/Equivalent	Per Dozen	
58	Fax Roll 50 meter Panasonic/Equivalent	Per Roll	
59	Hard Box File imported Fiber Large Size with imported Clip	Per Piece	
60	Hard Box File imported Fiber A-4 size with imported Clip	Per Piece	
61	Ring File Cover imported plastic fine quality A-4 size	Per Piece	
62	Ring Note Book Printed on 80 gm imported paper 100 sheets	Per Pad	
63	Table Diary (fine paper) 80 gm imported paper	Per Piece	
64	ACR Form BS-16 & Above(80 gm Fine Printing)	Per Form	
65	ACR Form BS-5 to 15 (80 gm Fine Printing)	Per Form	
66	ACR Form BS 1 to 4 (80 gm Fine Printing)	Per Form	
67	D.O Envelope printing imported paper 80 gm (9x4) Higher Education Department (white paper)	Per 100	

Sr No.	ITEMS	UNIT	Rates (Including all taxes)
68	Slips different color printing Size 3x5 on imported art card 300 gm "Urgent, Immediate, Top Priority, Time Limit, Court Case & Enquiry Case Pension Case"	Per Piece	
69	Pakka File Cover printed with Lamination Fine Quality Board	Per Jori	
70	Scotch Tape 1" Deer/Equivalent	Per Piece	
71	Steel Foot 12" fine	Per Piece	
72	Attendance Register printed A-4 size 80gm paper	Per Register	
73	Blank / Lined Register 80 gm Paper Flying Full Scape.	Per Register	
74	Diary / Dispatch Register Fullscape Printed on 80 gm paper (Flying)	Per Register	
75	Slip Book Printed (size 6x8) 80 gm imported paper 100 sheets	Per Book	
76	Slip Book Cover Rexion Fine Quality Printed with imbose printing golden	Per Cover	
77	Dak Pad with imposed printing with clip Fine Quality Rexion	Per Pad	
78	D.O Paper with imposed Printing on 100 gm imported paper A-4 Size	Per Pad	
79	Log Book Printed with Binding 80gm Paper	Per Book	
80	Flapper Size 4x26.5 (Raxion) Fine Quality 38" Doori	Per Piece	
81	File Cover "Higher Education Department" with printing on Imported Albaster Card 360gm and creasing Legal size	Per File Cover	
82	File Cover "Higher Education Department" with printing on Imported Albaster Card 360gm and creasing A-4 size	Per File Cover	
83	File Cover "Summary for Chief Minister", with printing on imported albaster card 360 gm & creasing A-4 Size	Per File Cover	
84	Photostat Paper BLC 80gm imported Legal Size / Equivalent	Per Ream	
85	Photostat Paper BLC 80gm imported A-4 Size / Equivalent	Per Ream	
86	Computer Paper 80gm Legal Size Double A/Equivalent	Per Ream	
87	Computer Paper 80 Gm A-4 Size Double A/Equivalent	Per Ream	
88	Routine Sheet Fullscape printed on 80 gm imported Paper	Per Ream	
89	Printer Toners Genuine HP1100	Per Piece	

Sr No.	ITEMS	UNIT	Rates (Including all taxes)
90	Printer Toners Genuine HP-1200 & 15A	Per Piece	
91	Printer Toners Genuine HP-1300	Per Piece	
92	Printer Toners Genuine 12-A HP-1010	Per Piece	
93	Printer Toners Genuine HP-P 2015	Per Piece	
94	Printer Toners Genuine DELL-1130	Per Piece	
95	Printer Toners Genuine LaserJet P-1005	Per Piece	
96	Printer Toners Genuine HP 1320 (49A)	Per Piece	
97	Tonner printer 4 Color Genuine laser jet HP 1025	Per Piece	
98	Tonner printer Genuine laser jet HP-1102	Per Piece	
99	Tonner printer Genuine Laser Jet P-3005x	Per Piece	
100	Tonner printer Genuine Laser Jet HP-402dn	Per Piece	
101	Tonner Printer Brother HL-L 3270 CDW (Color Printer)	Per Piece	
102	Tonner Printer Brother Black HL-LJ 200 DW Black	Per Piece	
103	Tonner 80-A Genuine for printer HP Pro 400	Per Piece	
104	Tonner 05-A Genuine for printer HP 2035	Per Piece	
105	Tonner 79-A Genuine for printer HP M12A	Per Piece	
106	Toner for Photo State Machine Genuine (2060 Toshiba)	Per Piece	
107	Toner for Fax Machine Canon genuine FX 9(140)	Per Piece	
108	Toner for Photo State Machine Toshiba 455 Genuine	Per Piece	
109	Toner Photo State MachineToshiba 450 Genuine	Per Piece	
110	Toner Photo State MachineToshiba 356 Genuine	Per Piece	
111	USB Flash Drive 32GB HP/Equivalent	Per Piece	
112	USB Flash Drive 16 GB HP/Equivalent	Per Piece	
113	USB Flash Drive 08 GB HP/Equivalent	Per Piece	
114	DVD R/Writable Sony/Equivalent	Per Piece	

Sr No.	ITEMS	UNIT	Rates (Including all taxes)
115	Key Board USB Pin Dell/Equivalent	Per Piece	
116	Mouse USB Pin Dell/Equivalent	Per Piece	
117	Mouse Pad Superior Quality	Per Piece	
118	Computer Power Cable	Per Piece	
119	Printer Cable	Per Piece	
120	Computer Cable Mail/Femail	Per Piece	
121	Stapler Machine Heavy Duty Max/Equivalent	Per Piece	
122	Double Punch Machine Heavy Duty KW/Equivalent	Per Piece	



Sr No.	ITEMS	UNIT	Rates (Including all taxes)
Other Items			
1	Tissue paper perfumed large size	Per Piece	
2	Tissue paper simple large size	Per Piece	
3	Tissue Roll	Per Piece	
4	Air Freshner Large	Per Piece	
5	Mortein Spray	Per Piece	
6	Fins Oil Large	Per Piece	
7	Spray Pump	Per Piece	
8	Bath Soap	Per Piece	
9	Surf Arial Large	Per Piece	
10	Vim Max Large	Per Piece	
11	Washing Soap	Per Piece	
12	Glint Spray	Per Piece	
13	Insta Cleaner	Per Piece	
14	Phenyle Perfume	Per Piece	
15	Phenyle Tablet	Per Pkt	
16	Wiper	Per Piece	
17	Broom	Per KG	
18	Farshi Towel	Per Piece	
19	Tat	Per Piece	
20	Acid (1 Litre)	Per Piece	
21	Towel	Per Piece	
22	Harpic Cleaner	Per Piece	
23	Water Filter Cartridge	Per Piece	
24	Towel Large	Per Piece	
25	Duster Large	Per Piece	

Sr No.	ITEMS	UNIT	Rates (Including all taxes)
26	Battery Cell	Per Piece	
27	Sui Gas Pipe	Per Meter	
28	Plastic Balti Large	Per Piece	
29	Basket (Dustbin) Large	Per Piece	
30	Water Set Fine Quality	Per Piece	
31	Water Glass Fine Quality	Per Piece	
32	Tea Cup Set Fine Quality	Per Set	
33	Tea Cup Saucer	Per Piece	
34	Water Jag Fine Quality	Per Piece	
35	Water Jag Plastic Fine Quality	Per Piece	
36	Water Cooler 35 Litre	Per Piece	
37	Tea Spoon Steel	Per Piece	
38	Rice Spoon Steel	Per Piece	
39	Doanga fine quality	Per Piece	
40	Plate Large Fine Quality	Per Piece	
41	Plate Small Fine Quality	Per Piece	
42	Plate Quarter Fine Quality	Per Piece	
43	Milk Port Fine Quality	Per Piece	
44	Sugar Pot	Per Piece	
45	Sas Pan Steel 3Litre	Per Piece	
46	Asy Tray Fine Quality)	Per Piece	
47	Mirror with stand	Per Piece	
48	Wall Clock	Per Piece	
49	Lock (China) 50mm	Per Piece	
50	Lock (China) 32mm	Per Piece	
51	Brush (Vehicle)	Per Piece	

Sr No.	ITEMS	UNIT	Rates (Including all taxes)
52	Dak Bag Leather	Per Piece	
53	Laptop Bag Leather	Per Piece	
54	Telephone Set CLI	Per Piece	
55	Steno Set CLI	Per Piece	
56	Exhaust Fan	Per Piece	
57	Bracket Fan	Per Piece	
58	Stablizer 15000w	Per Piece	
59	Tube Rod Fine Quality 40w	Per Piece	
60	Tube Rod Fine Quality 20w	Per Piece	
61	Chock Fine Quality 40w	Per Piece	
62	Chock Fine Quality 20w	Per Piece	
63	EliectricAirfreshner	Per Piece	
64	Starter Fine Quality S-2	Per Piece	
65	Starter Fine Quality S-10	Per Piece	
66	Singal Patti Fine Quality	Per Piece	
67	Blub 100watt	Per Piece	
68	Spot Blub	Per Piece	
69	LED Light Frame 2x2	Per Piece	
70	Air Frshner Machine	Per Piece	
71	Air Frshner Cartage	Per Piece	
72	Energy Saver Fine Quality 25w	Per Piece	
73	Energy Saver Fine Quality 45w	Per Piece	
74	Energy Saver Fine Quality 11w	Per Piece	
75	Power Plug Fine Quality	Per Piece	
76	Light Plug Fine Quality	Per Piece	
77	Light Bush	Per Piece	

Sr No.	ITEMS	UNIT	Rates (Including all taxes)
78	Two Pin Show	Per Piece	
79	Three Pin Show	Per Piece	
80	Multi Plug	Per Piece	
81	Piano Switch	Per Piece	
82	Piano Sachet	Per Piece	
83	Electric Wire 7/44 Full Gage	Per Meter	
84	Electric Wire 7/36 Full Gage	Per Meter	
85	Electric Wire 7/29 Full Gage	Per Meter	
86	Electric Wire 3/29 Full Gage	Per Meter	
87	Circuit Breaker 6 Ampare Fine Quality	Per Piece	
88	Circuit Breaker 10 Ampare Fine Quality	Per Piece	
89	Circuit Breaker 16 Ampare Fine Quality	Per Piece	
90	Circuit Breaker 20 Ampare Fine Quality	Per Piece	
91	Circuit Breaker 32 Ampare Fine Quality	Per Piece	
92	Circuit Breaker 64 Ampare Fine Quality	Per Piece	
93	Circuit Breaker 100 Ampare Fine Quality	Per Piece	
94	Circuit Breaker 200 Ampare Fine Quality	Per Piece	
95	Extension Lead	Per Piece	
96	Electric Board for Computer	Per Piece	
97	Capacitor 3.5	Per Piece	
98	Dimmer	Per Piece	
99	Remote Bell	Per Piece	
100	Remote Battery Cell	Per Piece	
101	Electric Bell Ding Dong	Per Piece	
102	Bell Bush	Per Piece	
103	Table Lamp	Per Piece	

Sr No.	ITEMS	UNIT	Rates (Including all taxes)
104	Electric Cattle	Per Piece	
105	Electric Jug	Per Piece	
106	Emergency Light Fine Quality	Per Piece	
107	Electric Heater Fine Quality	Per Piece	
108	Umbrella	Per Piece	
109	Sui Gas Heater Fine Quality	Per Piece	
110	Car Body Polish	Per Piece	
111	Tyre Polish	Per Piece	
112	Desh Board Polish	Per Piece	
113	Car Bumper Polish	Per Piece	
114	Plastic Water Pipe 1 3/4	Per Meter	
115	Water Pipe fine quality 3/4 plastic	Per Meter	
116	Vim Jel	Per Piece	
117	Tray	Per Piece	
118	Hand Wash Fine Quality	Per Piece	
119	Flush Brush	Per Piece	
120	Loata	Per Piece	
121	Phool Jharoo	Per Piece	

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