

**GOVERNMENT OF PAKISTAN  
MINISTRY OF NARCOTICS CONTROL  
ANTI NARCOTICS FORCE  
MODEL ADDICTION TREATMENT AND REHABILITATION CENTRE – ISLAMABAD**

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**TENDER NOTICE**

Model Addiction Treatment & Rehabilitation Centre (MATRC), Islamabad required sealed tender from Government Contractors/ Vendors (GST holders) for provision of Stationery Items. List of Stationery items is attached at “**Annex-A**”.

**General Terms & Conditions**

- Bids may be submitted in a **SEALED CONFIDENTIAL COVER** latest by **23<sup>rd</sup> Aug, 2022** on or before at 11:30 hrs through courier services or any other means as convenient for the bidders. Proposals/ Bids will be opened on the same day and date at 12:00 hrs by the Purchase Committee of Model Addiction Treatment & Rehabilitation Center (MATRC), Islamabad / Regional Directorate ANF North, Yamaha Chowk, Industrial Triangle, Model Town Humak, Islamabad in the presence of bidder/ rep/ nominee by bidders. Bids received after due date will not be accepted.
- A bid bond of Rs. 26,160/- (Refundable), 4 % of the determined value, in the shape of Pay Order / Demand Draft in the name of (MATRC, Islamabad) should be submitted along with the tender.
- All the proposals and prices shall remain valid for whole financial year (2022-2023).
- All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- The bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the tax law of Pakistan, from all payments for services rendered by any vendor who signs a contract with the Government.
- The quoted price should include all Government taxes.
- Bidder should clearly indicate the duration of delivery of items after the award of contract.
- The successful bidder will supply the items completely along with all its accessories.
- For quality assurance only No.1 quality of all items will be accepted.
- **The Purchase Committee reserves the right to cancel all tender as per PPRA rules.**

**Contact Details**

OIC, MATRC, Islamabad  
Model Addiction Treatment and Rehabilitation Center (MATRC), Model Town, Humak,  
Burji Stop, Industrial Triangle, Kahuta Road, Islamabad  
Phone: 051-4492079 and 051-4492235-6  
Fax: 051-4493340

## Stationery items

Ser	Items	Unit	Ser	Items	Unit
1.	Ball Points (Uni Ball)	Pkt	35.	Paper Pin	Pkt
2.	Ball Points (Fine)	Pkt	36.	Permanent Marker	No
3.	Gel Pen (fine)	Pkt	37.	Pin opener	No
4.	Box File A-4 size	No	38.	Pin Cushion	No
5.	Paper (A4) 80 grm	Ream	39.	Calculator fine	No
6.	Paper (A5) (80 grm (Legal)	Ream	40.	Punch Machine Medium	No
7.	Color Paper (A4) multi color	Ream	41.	Attendance Register	No
8.	Diary Register	No	42.	Register fine quality (No.10)	No
9.	Envelop Khaki (E-5)	No	43.	Register fine quality (No.16)	No
10.	Diary pad A-6	No	44.	Register fine quality (No.18)	No
11.	Diary pad A-4	No	45.	Register fine quality (No.20)	No
12.	Poker	No	46.	Account cash book Register	No
13.	Eraser fine	No	47.	Stock Register No 06	No
14.	File Binder with gatta dori Rexene	No	48.	Flag multi color	Pkt
15.	Dusting Cloth	No	49	Steel Roller	No
16.	Board Duster	No	50	Scotch Tap (1 inch )	No
17.	Erasable Notice Board 4 x 4	No	51	Scotch Tap (2 inch )	No
18.	Notice Board with green cloth 4 x 4	No	52	Sharpener fine quality	No
19.	Board Marker	No	53	Double tape	No
20.	Gum Stick medium fine	No	54	Stamp Pad fine	No
21.	Highlighter fine	No	55	Stamp Pad Ink	No
22.	Paper sheet	Dozen	56	Stapler Machine fine	No
23.	Talc Sheet	Meter	57	Stapler Machine Large heavy duty	No
24.	Lead Pencils fine	Pkt	58	Stapler Pin (Standard)	Pkt
25.	HP Laser Jet 1320 Toner (original & China)	No	59	Tag Bundle (Full Size)	No
26.	HP Laser Jet P1102 Toner (original & China)	No	60	Tag Bundle (Standard)	No
27.	Log Book No.4	No.	61	USB HP high speed (32GB)	No
28.	Tape dispenser	No	62	White Fluid	No
29.	Charts (multi color)	No	63	Officer Table Set	No
30.	Thumb pins (multi color)	No	64	Paper Clip	Pkt
31.	Scissor large	No	65	Paper Cutter fine	No
32.	Scissor medium	No	66	Stiky Note (Large)	Pkt
33.	Clip (chutki) medium	No	67	Stiky Note (Medium)	Pkt
34.	Clip (chutki) Large	No	68	Note Sheet Pad white (A4)	No.