

RESTD

TENDER NOTICE

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF NARCOTICS CONTROL**  
**REGIONAL DIRECTORATE ANTI NARCOTICS FORCE**  
**PUNJAB**

**Provision of Stationery Items**

**Description**

This organization requires sealed tenders from interested / Capable G.S.T holder firms / organizations / venders for provision of Stationery Items for the financial year **2022/2023**. List of items can be obtained for Rs. 100.00

**Terms & Conditions**

1. Bids may be submitted on the address in a **SEALED CONFIDENTIAL COVER** latest by **5 Jul 2022 at 1130 hours**. The bids will be opened on the same date at 1200 hours.
2. A bid bond, in the shape of a Bank Draft / Pay Order in the name of Regional Directorate Anti Narcotics Force Punjab amounting to Rs. 5000/- (Rupees five thousand only) should be submitted alongwith the tender.
3. All the proposals and prices shall remain **valid upto 30 June 2023 for the financial year 2022/2023** from the closing date of the submission of the proposal / tender.
4. All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
5. The bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan from all payments for services rendered by any vendor who signs a contract with the Government.
6. The quoted price should include all the Government taxes.
7. Bidder should clearly indicate the duration of delivery of items / equipment after the award of contract.
8. Proposals shall be delivered by hand or courier so as to reach the address given below before closing date and time. **PROPOSAL RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**
9. The successful bidder will supply the items completely along with all its accessories.

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10. Regional Directorate Anti Narcotics Force Punjab reserves the right not to accept the lowest or any tender increase / decrease the quantity / items or to annul the tender with out assigning any reason there of or attracting any penalty.

11. Bidders are bound to provide samples of all items.

12. Regional Director Anti Narcotics Force Punjab will announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

**Contact Details**

Deputy Director (Logistics)

Regional Directorate Anti Narcotics Force Punjab.

VIP Flight Complex Road near Ayyub Stadium Lahore Cantt.

Phone: 042-99221086, 042-99221095 (Exchange)

Fax: 042-99221094

Website: [rdpunjab.anf.gov.pk](http://rdpunjab.anf.gov.pk)

Email: [rdanfpunjab2016@gmail.com](mailto:rdanfpunjab2016@gmail.com)

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LIST OF STY ITEMS FOR TENDER - FY 2022/2023  
REQ BY RD ANF PUNJAB

<b>Ser</b>	<b>Items</b>	<b>A/U</b>	<b>Rate per item</b>
1.	Ball Point Blue, Black, Red Crystal / Picasso	Pkts	
2.	Binders Clips 1"	Pkt	
3.	Binders Clips 1x ¼	Pkt	
4.	Binders Clips 1 x ½,	Pkt	
5.	Binders Clips 2"	Pkt	
6.	Box File	Nos	
7.	Calculator Large Size (14 Digits)	Nos	
8.	Calculator Medium Size (12 Digits)	Nos	
9.	Carbon Paper KCR	Pkts	
10.	Colour Papers (Different Colours)	Pkt	
11.	CD (Rewritable)	Nos	
12.	CDs (Normal)	Nos	
13.	Dak Folders	Nos	
14.	DO Paper 100 gms small	Ream	
15.	DO Paper 100 gms Large	Ream	
16.	DO Paper Double A (80 gms) Large	Ream	
17.	DO Paper Double A (80 gms) Small	Ream	
18.	Dust Bin	Nos	
19.	Engagement Diaries	Nos	
20.	Envelops DO White 12 x 15	Nos	
21.	Envelops DO White 4 x 9	Nos	
22.	Envelops DO White 5 x 11	Nos	
23.	Envelops Khaki 9 x 4	Nos	
24.	Envelops Khaki 12 x 15	Nos	
25.	Envelops Khaki 5 x 11	Nos	
26.	Envelops Khaki A-4	Nos	
27.	Envelops khaki Cloth 12 x 15	Nos	
28.	Envelops khaki Cloth A-4	Nos	
29.	Envelops White Cloth 15 x 18	Nos	
30.	Fax Role 30 Meters	Nos	
31.	File Binder	Nos	
32.	File Clips	Pkts	
33.	File Cover Normal	Nos	
34.	File Flapper (Ragsin)	Nos	
35.	File Tray (Plastic)	Nos	
36.	Foot Steel	Nos	
37.	Four Flapper	Nos	
38.	Glazed File Cover A-4, Legal	Nos	
39.	Gum (Large Bottle) 20 OZ	Btls	
40.	Gum Stick Small, Medium, Large	Nos	

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<b>Ser</b>	<b>Items</b>	<b>A/U</b>	<b>Rate per item</b>
41.	High Lighter	Nos	
42.	Ink Blue	Btl	
43.	Ink Remover	Nos	
44.	Khaki Sheet	Nos	
45.	Lead Pencil Gold Fish	Pkts	
46.	Marker Permanent	Nos	
47.	Noting Pad Large and Small	Nos	
48.	Noting Pads (Printed on DO Paper)	Nos	
49.	Office Table Set (Lether)	Set	
50.	Office Table Set (Plastic)	Set	
51.	Packing Tape 1 ½"	Role	
52.	Packing Tape 2"	Role	
53.	Paper Clips	Pkts	
54.	Paper Cutter Blade	Pkt	
55.	Paper Cutter good quality	Nos	
56.	Paper Pins	Pkts	
57.	Paper Weight	Nos	
58.	Pen	Nos	
59.	Pen Holder	Nos	
60.	Pental Set	Set	
61.	Pin Cushion	Nos	
62.	Plastic Files	Nos	
63.	Pokar	Nos	
64.	Post it Pad 2x3	Nos	
65.	Post it Pad 3x3	Nos	
66.	Post it Pad 3x5	Nos	
67.	Punch Machine (Large)	Nos	
68.	Punch Machine (Small)	Nos	
69.	Registers No 40	Nos	
70.	Registers No 60	Nos	
71.	Registers No 80	Nos	
72.	Registers No 100	Nos	
73.	Registers No 120	Nos	
74.	Registers No 150	Nos	
75.	Registers No 200	Nos	
76.	Rubber Pelikan (Soft)	Nos	
77.	Rubber Pelikan DG-50	Nos	
78.	Scissor Small, Large	Nos	
79.	Scotch Tape 1"	Nos	
80.	Scotch Tape ½ "	Nos	
81.	Separator	Nos	
82.	Sharpener	Nos	
83.	Sharpener Machine Small	Nos	

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<b>Ser</b>	<b>Items</b>	<b>A/U</b>	<b>Rate per item</b>
84.	Sharpener Machine Large	Nos	
85.	Stamp Pad Large	Nos	
86.	Stamp Pad Ink	Nos	
87.	Stamp Pad Small	Nos	
88.	Staple machine large	Nos	
89.	Staple Machine low quality	Nos	
90.	Staple Machine fine quality	Nos	
91.	Staple Pin 24/6 Dollar	Pkts	
92.	Staple Pin Large	Pkts	
93.	Sticker Sheet	Nos	
94.	Table Diaries	Nos	
95.	Table Planners	Nos	
96.	Tag Large	Bdls	
97.	Tag Small	Bdls	
98.	Talic Sheet	Mtrs	
99.	Tampo Marker Blue	Nos	
100.	Tampo Marker Black	Nos	
101.	Tape Stand	Nos	
102.	Toner Fax Machine AKD-29585(Canon)	Nos	
103.	Toner Fax Machine Panasoinc	Nos	
104.	Toner HP Laser Jet 2015	Nos	
105.	Toner Photostat machine (Toshiba Studio 3508 A)	Nos	
106.	Uni Ball Eye Micro	Nos	
107.	Uni Ball Schinder Xtra	Nos	
108.	Uni Ball Signo	Nos	
109.	USB Kingston 4 GBs	Nos	
110.	USB Kingston 8 GBs	Nos	
111.	USB Kingston 16 GBs	Nos	
112.	USB Kingston 32 GBs	Nos	
113.	USB Kingston 64 GBs	Nos	
114.	White Fluid Pen	Nos	
115.	White Fluid Set	Nos	

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