

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



(Bidding Documents)

No. I&P/Stationery/Tonnery/Others/2022-23

for

Supply of Stationery, Tonners & Others

October- 2022

**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 Islamabad** 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	10-11-2022 at 11:00PST	10-11-2022 at 11:30PST
2.	Toners		
3.	Others (Consumable Items)		

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Director PMD
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Section 1

Detailed Description

STATIONARY ITEMS

Sr. #	Description	Quantity
1.	Paper Ream A4 80gm (Sample Required)	800 Ream
2.	Paper Ream Legal size 80 gm (Sample Required)	200 Ream
4.	Ball Point (Red) Dollar Clipper	200 Nos
5.	Ball Point (Black) Dollar Clipper	200 Nos
6.	Pointer (signo) Blue & Black	(60+60) Nos
7.	Stamp Pad Ink	24 Nos
8.	Scissor	24 Nos
9.	Sticking Note	84 Nos
10.	Dak Folder	24 Nos
11.	File Board	2000 Nos
12.	File Tag	80 Packets
13.	Led Pencil	300 Nos
14.	Steel Scale	36 Nos
15.	Stapler (Fine Quality)	48 Nos
16.	Stapler pin ,24/6	200 Pkt
17.	Stapler (heavy duty)	02 Nos
18.	Stapler pin large size (Different size)	24 Pkt
19.	Board Marker (Permanent)	36 Nos
20.	Board Marker (Erasable)	24 Nos
21.	Piano Marker (small) black,blue	24 Nos Each
22.	Draft Pad (Large)	48 Nos
23.	Register No.20	24 Nos
24.	Diary / Despatch Register Big (No.8)	48 Nos
25.	Table Set	06 Nos
26.	Gum Stick (Large)	10 dozen
27.	Paper Clip	60 Pkt.
28.	Paper Cutter	36 Nos
29.	Masking Tape (White)	48 Nos
30.	Paper Weight	24 Nos
31.	Envelope No.5 (Brown)	3000 Nos
32.	Envelope No.6 (Brown)	2000 Nos
33.	Fluid Pen	60 Nos
34.	Punch (Single Hole)	60 Nos
35.	Packing Tape	60 Nos

TONERS

Sr. #	Description	Quantity
1.	Toner Cartridge 12A (1020)	18 Nos
2.	Toner Cartridge 53A	06 Nos
3.	Toner Cartridge 80A	06 Nos
4.	Toner Cartridge 107A	24 Nos.
5.	Toner Cartridge 79A	08 Nos.
6.	Toner Cartridge 83A	12 Nos
7.	Toner Cartridge 85A	24 Nos
8.	Toner Cartridge 35A	06 Nos
9.	Toner Cartridge Samsung 2825 (1165)	06 Nos
10.	Toner Cartridge Canon 051 starter 162dw (LBP) /30A	06 Nos
11.	Toner bizhub 287 (414/423) Konica Minolta /Toner bizhub 283	04 Nos Each
12.	Toner Cartridge Samsung Multiexpress K-4350LX For photocopier	01 Nos

CONSUMABLE ITEMS

Sr. No.	Name	Qty
1.	Surf	12 Dozen/ 50g
2.	Tissue Box	05 Dozen
3.	Tissue Roll	06 Dozen
4.	Soap (90g)	20 Dozen
5.	Air Freshener (Rose)	03 Dozen
6.	Insect Killer (Cobra)	05 Dozen
7.	Glass (Tumbler)	10 Dozen
8.	Water Jug (Glass)	12 Nos
9.	Duster	20 Dozen
10.	Vim	10 Dozen
11.	Sweep/Acid	12 Dozen Each
12.	Dustbin	02 Dozen
13.	Towel (fine quality) Big	01 Dozen
14.	Phenyl	08 Dozen
15.	Harpic	02 Dozen
16.	Glint (Glass cleaner)	02 Dozen
17.	Broom	80 Kg
18.	Viper	02 Dozen
19.	Pencil Cell (AAA)	10 Dozen
20.	Clock Cell (AA)	10 Dozen
21.	Drawer Lock Classic	04 Dozen
22.	Tricircle Lock No.365/364	02 Dozen Each
23.	Door Bell (Fine quality)	01 Dozen
24.	Door Lock (Cylindrical)	02 Dozen
25.	Door Lock (Handle)	06 Nos
26.	Umbrella	01 Dozen
27.	Extension Board (Fine quality)	04 Dozen
28.	Scotch Tape (Transparent Tape) Large size	05 Dozen
29.	Foot Mate	01 Dozen
30.	Electric Cable 3/29	03 Roll
31.	Electric Cable 7/29	01 Roll
32.	Hand Washer	01 Dozen
33.	Tube Light Complete Set	01 Dozen
34.	Mixture for Wash Basin	06 Nos.
35.	Tube Rod (Large)	05 Dozen
36.	Energy Saver/LED Bulb 18 Watt	06 Dozen
37.	Light Plug (Multipurpose)	04 Dozen
38.	Electric Kettle (Fine quality)	06 Nos
39.	Multipurpose Electric Plug	02 Dozen
40.	Bulb Holder (Big) (Chori/pin)	02 Dozen Each
41.	Tea Cup with Saucer	06 Dozen
42.	Spindle (Different sizes)	04 Dozen
43.	Water Tap (Fine quality)	03 Dozen
44.	Muslim Shower Body	02 Dozen
45.	Plates (Large)	04 Dozen
46.	Plates (Small)	04 Dozen
47.	Spoon (Tea/ Rice)	04 Dozen Each

48.	Fork	01 Dozen
49.	Water Valve{ ½,3/4}	02 Dozen Each
50.	Measuring Tape	06 Nos
51.	Insulation Tape (Nitto)	05 Dozen
52.	Telephone connecting Lead	02 Dozen
53.	Telephone receiver wire	02 Dozen
54.	Remote Bell	01 Dozen
55.	Thread Ball	02 Dozen
56.	Three Pin Shoe (Big)	03 Dozen
57.	Three Pin Shoe (Small)	02 Dozen
58.	Two Pin Plug	02 Dozen
59.	Wall Clock (Fine quality)	12 Nos
60.	Steal Nail (Mix sizes)	(02 Box Each)
61.	Screw (wooden) (Mix sizes)	(02 Box Each)
62.	Pachara Suuter (Big) Fine quality	05 Dozen
63.	Fan Dimmer (ordinary/ Clipcell)	02 Dozen Each
64.	Fan Capacitor (Mix Power/ Size)	02 Dozen
65.	Toilet Brush	02 Dozen
66.	Lota	02 Dozen
67.	Al Daraz (Large)	01 Dozen
68.	Exhaust Fan (12")	03 Nos
69.	Electronic Chowk (40 Watt)	05 Dozen

Note:

1. Quoted prices should be included of the all taxes if not the bid will not be entertained.
2. Required Samples 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/CDR in favor of D.G Met. Services must be submitted with the offer. The Bid Security of unsuccessful suppliers will be returned back.
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 10th November 2022, 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 as per available funds.
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 or www.ppra.org.pk.

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