LAHORE HIGH COURT, RAWALPINDI BENCH, RAWALPINDI

TENDER NOTICE No. 01/2024-2025

INVITATION TO BID

(ANNUAL FRAMEWORK CONTRACT OF STATIONERY AND NON-STATIONERY ITEMS FOR FY 2024-25)

Lahore High Court, Rawalpindi Bench, Rawalpindi **invites e-bids** as per Punjab Procurements Rules, 2014, from well-reputed and financially sound firms having previous experience in specific field as well as registered with Income Tax, Sales Tax, Professional Tax and Punjab Sales Tax Departments etc. (where applicable) for entering into Framework Contract for purchase of Stationery and Non-Stationery Items for the current **financial year 2024-25 (up-till 30.06.2025)**.

Lot	Estimated Cost (Rs.)	Bid Security (5%) (Rs.)
Lot-1 (Stationery Items)	4,616,630	230,832
Lot-2 (Non-Stationery Items)	4,918,067	245,903

2. An e-bid proposal shall be submitted on the e-Pak Acquisition & Disposal System (EPADS) before closing date i.e. 31.01.2025.

3. Interested eligible bidders may download bidding documents from the website of e-pads as well as from PPRA website & website of this Court and may obtain further information from the Store Branch, Lahore High Court, Rawalpindi Bench, Rawalpindi. Bids are to be addressed to the Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi and shall be received electronically on e-PADS by 31.01.2025 at 11:00 A.M and shall be opened at 11:30 A.M. on the same day, in the office of Deputy Registrar (Judicial)/Chairman of the Purchase Committee, Lahore High Court, Rawalpindi Bench, Rawalpindi. (In case of public holiday, the next working day shall be considered).

4. The bids shall be submitted under "Single Stage Single Envelope Bidding Procedure" as contained in Rule 38(1) of the Punjab Procurement Rules, 2014. All the rates should be inclusive of GST/PST and valid till **30.06.2025**.

5. The bidders shall submit bid security @ 5% of the estimated cost in the shape of CDR/Bank Guarantee/Pay Order of any scheduled Bank for each lot separately in favour of the Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi one hour before the bid submission deadline, in original, in the Store Branch of this Bench. The bid security will be refunded after finalization of the tender. However, the successful bidder shall deposit an amount equivalent to 10% of the total value of the contract as Performance Guarantee in shape of CDR/Bank Guarantee/Pay Order which shall be refunded on successful completion of the contractual obligations. The delivery time of items would be as per the deadline specified in the purchase order.

6. The Tender Notice & Bidding Documents are available at PPRA's website, website of this Court & on E-PADS Website.(http://ppra.punjab.gov.pk, http://https://lhc.gov.pk, and https://punjab.eprocure.gov.pk/

7. The authority reserves the right to reject all bids or proposals in line with prevailing rules and regulations.

KHALID MEHMOOD CHEEMA
SENIOR ADDITIONAL REGISTRAR
LAHORE HIGH COURT, RAWALPINDI BENCH, RAWALPINDI
051-9277017-22 Store Branch Ext: 121

16-01-2025

Tender Document

Tender No. 01/2024-2025

Annual Framework Contract of General Store Items and Office Stationery Items for FY 2024-25.

Lahore High Court, Rawalpindi Bench Rawalpindi

Phone: 051-9277017-22 (Ext-121)

URL: www.lhc.gov.pk

Date of Opening: 16.01 ***.2025 at 11:30 A.M.***

Closing Time: 31.01 ***.2025 at 11:00 A.M.***

Delivery Period: ***As per time given in the Purchase Order***

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1. Invitation to e-Bids

i. *The Lahore High Court, Rawalpindi Bench, Rawalpindi (Procuring Agency) invites e-Bids from the original manufacturers/authorized distributors/suppliers to enter into Framework Contract for purchasing of General Store Items and Stationery items for the* ***financial year 2024-25 (up-till 30.06.2025)****: -*

Lot	Estimated Cost (Rs.)	Bid Security (5%) (Rs.)
Lot-1 (Stationery Items)	4,616,630	230,832
Lot-2 (Non-Stationery Items)	4,918,067	245,903

ii. *The Tender Document 01/2024-2025 carrying all details can be downloaded from the following websites.* ***https://www.lhc.gov.pk****, (Lahore High Court, Lahore) and* ***http://www.ppra.punjab.gov.pk*** *PPRA's website;* ***https://eprocure.gov.pk****. (EPADS website).*

iii. *For the purposes of this tender, Punjab Procurement Rules, 2014 as amended from time to time shall be followed.*

iv. *Bidders who meet the eligibility criteria may download the bidding documents from the website of e-PADS, the website of PPRA, and the official website of this Court. Bids should be addressed to the Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi and must be submitted electronically via e-PADS, as detailed in the bidding documents.*

2. Instructions to Bidders

i. As per **Rule 38(1) of PPRA Rules, 2014** Single Stage One Envelope Bidding Procedure of the Punjab Procurement Rules, 2014 shall be followed.

ii. **E-Bids** will be opened publicly by the Purchase Committee in the office of the Deputy Registrar (Judicial), Lahore High Court, Rawalpindi Bench, Rawalpindi by the Purchase Committee at **11:30 a.m.** on 31.01.2025 in presence of the Bidder(s) or their authorized representatives, for which they shall ensure their presence without further invitation. In case, last date for e-bid submission falls on/within the official holiday(s), the last date for submission of bids shall be the next working day.

iii. The bidder(s) shall participate along with the samples which are claimed to be equivalent to the specification of the required item.

iv. All the interested bidders may examine the approved samples of Tender items in the relevant Stores of this Court.

v. The Bidders/Firms must submit samples of quoted items on the date specified by the Procuring Agency for Technical Evaluation.

vi. The tender items must be delivered within **the time frame specified in the Purchase Order;** otherwise **Liquidated Damage charges (under Clause 6 of the bid document)** will be imposed.

vii. The tender items shall be delivered in the relevant Stores of this Court.

viii. Rate of the item shall be quoted as per specifications /samples approved by the Competent Authority and shall be in Pak Rupees only.

ix. The Procuring Agency shall announce details of the bids at the time of opening of Technical/Financial bids.

x. *No bid shall be accepted unless complete in all respects. Further, conditional bids shall not be accepted/ considered.*

xi. *The bidder (s) shall submit the list of his Partners/ Co-owners/ Directors/ Joint Ventures/ Suppliers along with the bid, if any.*

xii. *The bidder(s) shall bear all costs/expenses associated with the preparation and submission of the bids and the Procuring Agency shall in no case be responsible for these expenses.*

xiii. *Bids received after due date/time shall not be considered.*

xiv. *A bid withdrawn after the deadline for submission of the bid and prior to the expiry of its validity period (clause 3), shall result in forfeiture of the* ***5% Bid Security (under Clause 4 of the bid document).***

xv. *In case, the successful bidder fails to execute the work order as per terms and conditions laid down in the Bid document/ contract/purchase order (other than delay) or items supplied are found lower in quality, the Procurement Agency shall have the right to cancel the contract at any time and forfeit* ***10% Performance Guarantee (under Clause 5 of the bid document)*** *and the items provided by the Firm shall be at its own risk & cost.*

xvi. *Before submitting any offer, bidders may consult the Purchase Branch regarding any query.*

xvii. *The Procuring Agency reserves the right to purchase full or part of the item(s) or ignore/ scrap/ cancel the tender without recording any reasons thereof.*

3. Bid Validity Period:

Bid validity period shall be effective till ***30.06.2025 (extendable where required in terms of Punjab***

Procurement Rules, 2014) *from the date of opening of bids.*

4. Bid Security:

i. *Bid shall be accompanied by a scanned* ***5% Bid Security*** *of estimated value of purchase in the shape of Bank Draft/Call Deposit Receipts/Bank Guarantee for each lot separately in favour of Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi which is refundable on request, to the unsuccessful bidder(s) within* ***two weeks after*** *the finalization of tender process. Bid security of successful bidder(s) will be returned on his/their request, after signing of the contract and securing 10% amount of the total value of the Purchase Order as Performance Guarantee.*

ii. *The original Bid Security instrument (hard copy) for each lot must be submitted in favor of the Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi at least one hour before the bid submission deadline in the Procurement Branch.* ***Late submission of Bid Security will be treated as the cancellation of bid.***

5. Performance Guarantee.

(a) *The successful bidder shall deposit* ***10% amount as "Performance Guarantee"*** *in shape of Bank Draft/Call Deposit Receipts/Bank Guarantee/Pay Order in favour of Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi which is refundable on request, before signing of the contract and taking back 5% Bid Security. Performance Guarantee shall be retained by the Procurement Agency for period of one year.*

(b) *The Procurement Agency shall have the right to forfeit the "Performance Guarantee", if the contractor violates*

any of the terms and conditions of the Bid Document/Contract/Purchase Order, except delay in provision of the Tender Items for which liquidated damage charges @ 2% under clause 6 of the Bid document will be imposed.

(c) *The Procurement Agency shall have right to forfeit the "Performance Guarantee", if the contractor continuously fails to provide delivery/deliberately trying to prolong the delivery time, indulges in corrupt practices, detrimental to public interest or concealment of any facts pointed out/highlighted by the Authority. However, the bidder reserves the right to appeal before the Grievance Redressal Committee.*

6. Liquidated Damages

In case of failure, the Supplier will unconditionally pay liquidated damages on late supplies @ 2 % per month of the total value of purchase order.

7. Warranty

i. *The successful bidder shall submit "**One Year Warranty Certificate**" regarding the durability of the supplied Tender Items. The warranty period shall start from the date of delivery of items. In case the supplied articles have any manufacturing faults or defects, the items shall be replaced by the bidder without any compensation and prompt.*

ii. *In case the bidder consistently failed to replace the faulty items/articles, a show cause notice shall be issued to the bidder. Even after, non-compliance, the Performance Guarantee shall liable to be forfeited.*

08. Evaluation Criteria:

Bids will be evaluated as per Evaluation Criteria (at Annex: B & C)

09. Arbitration

All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved party to the sole Arbitrator i.e. The Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi.

10. Cancellation of Tender

The Procurement Agency reserves the right to purchase full or part of the item(s) or ignore/scrap/cancel the tender without recording reasons thereof.

GENERAL INSTRUCTIONS

Any offer, not received, as per terms and conditions of the Tender Enquiry is liable to be rejected. No offer shall be considered if;

(i). Received without "Bid Security" in the shape of CDR/Bank Guarantee from a scheduled bank.
(ii). Received after the time and date fixed for its receipt.
(iii). The offer is unsigned.
(iv). The offer is ambiguous.
(v). The offer is conditional.
(vi). The offer is from a firm blacklisted, suspended or removed from the approved List.
(vii). The bid is received of a shorter validity than required in the tender enquiry.
(viii). The proposal is for item(s) not conforming to specifications indicated in the tender notice/tender enquiry.
(ix). The bid is received without latest Professional Tax Certificate (2024-2025).

02. *Offer must remain valid till 30.06.2025 from the date of opening the Tender.*

03. *All offers must be submitted in double cover envelopes. The outer envelope should indicate the name of the addressee, tender number and date of opening but not the name of the firm which must appear in the inner envelope clearly mentioning tender number and name of the firm. The envelope must be properly sealed.*

04. *Each bid will be in term of Rule 38(2)(a) "Single Stage Two Envelopes Bidding Procedure" of the Punjab Procurement Rules, 2014.*

05. *The Procurement Agency reserves the right to purchase full or part of the item(s) or ignore/scrap/cancel the tender without recording reasons thereof.*

06. *Further the following conditions shall apply: -*

(a). If the acceptance of tender issued during the validity period of the proposal is not accepted by the tenderer, the CDR/bid security shall be forfeited and the item(s) purchased would be at his (tenderer's) risk and expense.
(b). In case the offer is withdrawn/amended or revised during the validity period of the offer, the Bid security/ CDR is liable to be forfeited.
(c). In case the contractor fails to execute the contract strictly in accordance with terms and conditions laid down in the contract the security deposited (CDR) by him shall be forfeited and the item(s) purchased would be at his risk and expense.

07. *The Procurement Agency reserves the right to claim compensation for the loss caused by the delay in the work, as determined by the Procurement Agency (Authority).*

TERMS & CONDITIONS

01. *The work is required to be completed within the time given in the purchase order. However, the bidders are required to indicate their own guaranteed earliest date by which the work will be done by them.*

02. *Bidders must quote their financial proposal on the detail of items intended to be procured.*

03. *Technical proposal and financial proposal/bids should be addressed to the* ***Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi.***

04. *Bidders should quote their firm and final rates both in words as well as in figures (including all taxes).*

05. *Bidders shall submit a* ***Bid Security, @ 5% of estimated value of purchase*** *as required under Rule 27-PPRA-2014 in the shape of CDR/Pay Order/Bank Guarantee (as per detail mentioned in Clause No.1 i.e. Invitation to e-Bids) for supplies in favour of the Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi.*

06. *The original Bid Security instrument (hard copy) must be submitted in favor of the Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi at least one hour before the bid submission deadline in the Procurement Branch.* ***Late submission of bid security will be treated as cancellation of bid.***

07. *The successful bidder shall be required to furnish 10% of the total value of the work order as* ***Performance Guarantee*** *in shape of Bank Guarantee/CDR/Pay Order (as required under Rules 56 of the Punjab Procurement Rules, 2014) in favour of* ***Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi*** *(by designation only) for a period of one year from the acceptance of the bids (within 15-days) and in case, the supply does not conform with the required specification/ terms & conditions, the Procurement Agency has reserves right to forfeit Performance Guarantee and the re-purchase shall be made at the risk and expense, of the bidder.*

08. *In case of Indigenous item(s) the tenderers, who are manufacturers must indicate name and address of their works in Pakistan from where they intend to supply the item(s).*

09. *"This is to certify that M/s._____ have obtained quotation to Tender No._____ due on _____and bidder shall carry out*

supply/manufacture the said item(s) in accordance with the specifications laid down in the invitation to tender".

10. *Any conditional, ambiguous or incomplete offer in any respect shall be ignored/rejected. No supplementary or revised offer after opening of bids shall be entertained.*

11. *The bidders shall enclose catalogues/leaflets/literature and other technical data, if any, in respect of item(s) offered by them.*

12. *The bidders should specifically indicate their NTN/GST/PST/VENDOR No. and circle of the Income-Tax Department (FBR) with documentary evidence.*

13. *Any erasing/cutting/crossing, etc. appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages of the bid must also be properly signed and stamped. Otherwise, an* ***Offer with any overwriting shall not be accepted.***

14.*(a). A certificate should be given by the bidders that they shall be responsible for free replacement of item(s) if the "same is found to be substandard and or at variance with the specifications given in tender enquiry". In case a SIMILAR item(s) offered is at variance with the specifications given in the tender enquiry, the bidders must clearly identify variations in their offers. However, the item(s) offered of a superior quality and specifications to the one specified in the tender enquiry, shall be acceptable.*

(b). In case indigenous item(s) is offered as an item(s) similar to that specified in the Tender Enquiry the tenderers shall, within seven days of the opening of the tender have the said item(s) for, pre-inspection at their own cost.

(c). Where offers have been invited for specified brands, offers for others brands shall not be acceptable.

15. *Items should be brand new and in original manufacturers packing.*

16. *Testing charges of sample/samples against the tender/advance bulk supplies will be borne by the tenderer/contractor irrespective of the result of the tests.*

17. ***The procuring agency also reserves the right to reject all bids under Rule 35 of Punjab Procurement Rules, 2014.***

18. *The procuring Agency reserves the rights to increase or decrease the quantity of procurements. The firm shall also submit samples of quoted items on the date which is given by the Procuring Agency.*

19. *The tenderer must indicate make/made/size/weight for quoted articles in Crystal manner.*

20. *Stamp Duty @ 0.25% of the amount of bill will be mandatory under The Stamp Act, 1899 (Sr. No. 22-A (b) to Schedule-I) for payment within the time given in the Purchase Order.*

(On stamp Paper)

CONTRACT

This CONTRACT is made on ***[Date]****, between* ***Lahore High Court, Rawalpindi Bench, Rawalpindi*** *(the "Procurement Agency"), on the one part, and* ***Contractor [full legal name of Contractor]****, on the other part individually /severally liable to the Procurement Agency for all of the Contractor's obligations under this Contract.*

RECITALS

WHEREAS,

(a) *The Procurement Agency has requested the Contractor to provide Tender Items according to Bid Document. and*

(b) *The Contractor, having represented to the Procurement Agency that it has the required professional skills, personnel and technical resources, has agreed to provide Tender Items, on the terms and conditions set forth in this Contract and Bid document.*

NOW THEREFORE, the Parties to this Contract agree as follows:

i) *The Contractor shall supply the required items at Lahore High Court, Rawalpindi Bench, Rawalpindi as per supply order to be issued by the office (Purchase Branch) from time to time without transportation charges.*

ii) *In case the Contractor fails to execute the contract strictly in accordance with terms and conditions laid down in this contract, the security deposited by him shall be forfeited and contract will be awarded to the next lowest available bidders/firms.*

iii) *The damages in case of late supply 2% per month or part of total value of the purchase thereof shall be recovered from the contractor.*

iv) *The required work shall be completed by the Contractor within the time given in the work order.*

v) *Payment will be made on receipt, inspection and acceptance of supplies by the Procurement Agency.*

vi) *In case the contractor does not fulfill contract, they shall be liable to be blacklisted.*

vii) *There shall be no compromise on quality and quantity of items.*

viii) *The contractor shall solely be responsible for any discrepancy or damage to the supplied Tender Items.*

ix) *The contractor shall submit* ***"One Year Warranty Certificate"*** *regarding the durability of the supplied Tender Items. The warranty period shall start from the date of delivery of item (s).*

x) *Bid security (5% of the total Bid price) given by the contractor in the shape of Bank Draft/Call Deposit Receipts/Bank Guarantee in favour of the Senior Additional Registrar, Lahore High Court, Rawalpindi Bench, Rawalpindi will be returned to them on their request, after signing of the contract and furnishing of 10% of Bid amount as Performance Guarantee in shape of Bank Draft/Call Deposit Receipts/Bank Guarantee. The "Performance Guarantee" shall be returned after the completion of "Warranty Period".*

xi) *The Procurement Agency shall have a right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the bid document/contract, except delay in provision of the required Tender Items for which liquidated damages under Clause 6 of the Bid document shall be imposed.*

xii) *In case of any dispute or controversy after awarding of contract the Senior Additional Registrar shall be the sole arbitrator and his decision shall be binding and final.*

xiii) *The terms and conditions mentioned in the bid document shall be considered part and parcel of this contract agreement.*

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For ***[Lahore High Court, Rawalpindi Bench, Rawalpindi]***
(the Procurement Agency)

For [ ]

Name _____
Designation _____
CNIC _____

WITNESSES:

Name _____ *Name* _____

Signature _____ *Signature* _____

CNIC # _____ *CNIC* _____

(On Stamp Paper)

ANNEXURE-A

AFFIDAVIT

We, (Name & address of the firm), do hereby declare and solemnly affirm that:

1. *We have not been blacklisted from any Government/Semi Government Department/Autonomous Body or Private Company/Organization.*
2. *We have not been involved in any litigation with any client during the last three years.*
3. *We acknowledge that we have read, understood and accepted the terms and conditions of bid document.*
4. *We understand that the Procurement Agency shall have the right, at its exclusive discretion, to require, in writing, further information or clarification of the tender, from any or all the contractor (s).*
5. *We also hereby categorically affirm that the item(s) offered by us are exactly similar to the particulars and specification as laid down in your tender enquiry in all respects.*
6. *We accept that if the required Call Deposit Receipt/Pay Order/Bank Guarantee is not furnished or our offer is found lacking in any of the requirement to your tender enquiry, it shall be ignored/rejected.*
7. *Certified that the prices quoted to the Department against Tender No. _____ are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.*
8. *It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of tender and are liable to any punitive action for furnishing false information / documents.*

Dated this _____ day of _____ 2024

Signature *(Company Seal)*

_____ *(Name & Designation)*

In the capacity of

Duly authorized to sign bids for and on behalf of:

ANNEXURE-B

EVALUATION OF FINANCIAL PROPOSAL

The bidder deemed technically responsive will be considered for further process. ***Prices will be compared lot wise*** *and the order/contract will be awarded to the Lowest Evaluated Bidder lot wise. The Lowest Evaluated Bidder is the bidder who is both technically responsive and offers the lot wise lowest cost(s).*

Specifications & Quantity of Lot-1 [Stationery Items]

Sr.	Name of Items with Specs.	Qty/ Unit of Measure	Quoted Brand/Company/ Manufacturer
01	ACR Form (Gazetted)	100	
02	ACR Form (Non Gazetted)	100	
03	Attendance Register (Size No.2 Tayyaba Brand or equivalent)	12	
04	Ball point (0.8mm) Piano/Clipper/Picaso	2500	
05	Binding Sheet ibico Brand (Crystal white) Size (9 x 14)" thickness 0.18mm	1000	
06	Binding tape Black Color 2" (Sensa Brand or equivalent)	100	
07	Binding tape Black Color 3" (Sensa Brand or equivalent)	100	
08	C Blade for all Toner Models	48	
09	Crystal Tape 1" (Olympia brand or equivalent)	36	
10	Crystal Tape 2" (Olympia brand or equivalent)	72	
11	D Blade for all Toner Models	48	
12	D.O Sheets A4 Size Paper 80 gsm printed as per sample	800	
13	Dipper/Water Bank (Fine Quality)	72	
14	Dispensary Book Outdoor ticket (as per sample printed 70 gm,100 leaves size 5.5"x8.5")	25	
15	Drum for Toner Models (53-A/ 05-A/ 80-A)	72	
16	Drum for Toner Models (76-A/ 26-A)	72	
17	Envelop Judges White (4''*5'') Printed as per sample	200	
18	Envelop Judges White (6''*9'') Printed as per sample	100	
19	Envelops Golden Khaki (13" x 17") with Cloth	200	
20	Envelops Golden Khaki (11"x05") 80 gm paper	1500	
21	Envelops Golden Khaki (10"x12") 80 gm paper	1000	
22	Envelops Golden Khaki (10"x15") 80 gm paper	2000	
23	Eraser (Rubber)AL-30 Pelikan or equivalent	200	
24	Eraser Typing (Rubber)BE-20 Pelikan or equivalent	12	
25	File Cover (Printed Lahore High Court, Rawalpindi Bench, Rawalpindi). As per sample	1500	
26	Fluid with thinner (Correction Fluid) set Pelikan or equivalent	80	
27	Foot Ruler Steel Quality 12"	18	
28	Form T.R. 20	200	
29	Form T.R.22	100	
30	Form T.R.25	100	
31	Gum Bottle 140gm Nafees or equivalent	30	
32	Gum Stick UHU/Deli 20 Gram or equivalent	100	
33	High Lighter (Pelikan or equivalent)	100	
34	Ink for Stamp Pad Endorsing Ink (32-gram Sensa Brand or equivalent)	40	
35	Ink for Toner Refilling (Sign Image Germany 1 kg pkt)	24	
36	Khaki Packing sheet (Best quality) 80-gram	300	
37	Lead Pencil (Red & Blue) 550-Deer Indus Pencil or equivalent	0	

38	Lead Pencil Black Goldfish (12) Auto-craft HB-5000 or equivalent	1500	
39	Log Book for Vehicle (8-Quires-fine quality) or equivalent	10	
40	Marker permanent Mercury or equivalent	150	
41	Noting Pad with Spiral Binding (Legal Size 80-grm paper 100-leaves fine Quality Print on Lahore High Court, Rawalpindi Bench, Rawalpindi (As per sample)	100	
42	Noting Pad with Spiral Binding (Size 4"x 5.5" 80-gm paper 100-leaves fine Quality Print on Lahore High Court Monogram as per sample)	250	
43	Noting Pad with Spiral Binding (Size 6"x 8" 80-gm) paper 100-leaves fine Quality Print on Lahore High Court, Rawalpindi Bench, Rawalpindi (As per sample)	100	
44	Paper Clips (30-mm) Better Quality	36	
45	Paper Cutter (Deli 2001) or equivalent	36	
46	Paper Pin Chrysanthemum Office Pin Size No.2 (50-gm) or equivalent	10	
47	Paper Ream A4 Size (HP & Double A-70-gsm 500 sheets Imported)	200	
48	Paper Ream A4 Size (Paper One 100-gsm 500 sheet)	20	
49	Paper Ream Blue Color/Order Sheet size (8.5"x13")80-gsm 500 sheets) as per sample	150	
50	Paper Ream F-4 size 70 gsm (Size 8.5"x13") (Paper One& Double A 500 sheet Imported)	700	
51	Paper Ream Legal Size (Double A 80-gsm 500 sheet imported)	30	
52	Paper Red/Pink Dark Color (as per sample 100 sheet packing)	50	
53	PCR For Toner Models (53-A/ 05-A/ 80-A)	10	
54	PCR For Toner Models (76-A/ 26-A)	10	
55	Pin Opener/Pin Remover (Deli) Steel Body or equivalent	24	
56	Poker Steel. (as per sample.)	0	
57	Post it pad (Flag)1 color size 3" * 3" (Sensa Brand or equivalent).	6	
58	Post it pad (Flag)3 multi-color size 3" * 3" (Sensa Brand or equivalent).	150	
59	Punch Single Hole (as per sample.)	0	
60	Register No.06, (Abdul Rehman Brand or equivalent)	20	
61	Register No.16 (Abdul Rehman Brand or equivalent)	100	
62	Register No.24, (Abdul Rehman Brand or equivalent)	90	
63	Scissor Sensa (No.SN-SC 160 or equivalent)	24	
64	Scotch Tap (Khaki Packing Tape Roll-2" (Olympia or equivalent)	70	
65	Scotch Tap (Khaki Packing Tape Roll-3" (Olympia or equivalent)	150	
66	Sharpener Silver (DUX Company or equivalent)	250	
67	Shorthand note book Printed Lahore High Court Rawalpindi (100-leaves Pad) size (8.5x5.5) as per sample best quality.	50	

68	Stamp Pad (HUHUA) (size 5"x 4") or equivalent	24	
69	Stapler Machine Fuji Model Hd-45P, Dux Model D-12 & Deli Model-0300) or equivalent	70	
70	Stapler Pin 24/6 (Dux) or equivalent	200	
71	Stapler Pin Super smooth, 1000, 23/15 (Whashin or equivalent)	0	
72	Stapler Pin Super smooth, 1000, 23/17 (Whashin or equivalent)	0	
73	Stapler Pin Super smooth, 1000, 23/20 (Whashin or equivalent)	0	
74	Stapler Pin Super smooth, 1000, 23/24 (Whashin or equivalent)	0	
75	Stapler Pin Super smooth, 1000, 23/8 (Whashin or equivalent)	0	
76	Stapler Pin Super smooth. 1000, 23/10 (Whashin or equivalent)	0	
77	Tag Large 36" long as per sample (4 dozen each bundle)	350	
78	Tag small 6" Long Best Quality As per sample (4 dozen each bundle)	100	
79	Thread Ball Sooter 80-gm (Seba)	24	
80	Uni-ball (Elite Vision No.0.8 mm) or equivalent	800	
81	Uni-ball (Eye 0.7mm) or equivalent	200	

Specifications & Quantity of Lot-2 [Non-Stationery Items]

Sr.	Name of Items with Specs.	Qty/ Unit of Measure	Quoted Brand/Company/ Manufacturer
1	Acid pure 1-½ Liter Bottle	200	
2	Air freshener Aseel (crown perfumes Al Rehab) or equivalent	400	
3	Ash tray Glass Medium (Toyo Nasic) or equivalent	12	
4	Back Care (Master Molty) or equivalent	3	
5	Bath Door Mat (Plastic) size (18" * 24")	24	
6	Bath Door Mat (Plastic) size (24' * 36")	12	
7	Bath Perfume (Lemon Oil 02-Synarome Brand or equivalent)	36	
8	Bell Electric Ding Dong/Buzzer (Signal Silver Electronics or equivalent)	0	
9	Broom Flower	36	
10	Broom Stick (fine Quality)1-kg	220	
11	Bulb 100-Watt Phillips or equivalent	0	
12	Bulb LED 04-Watt Osaka or equivalent	24	
13	Bulb LED 08-Watt Osaka or equivalent	24	
14	Bulb LED 12-Watt Osaka or equivalent	200	
15	Bulb LED 18-Watt Osaka or equivalent	180	
16	Bulb LED 40 Watt Osaka or equivalent	24	
17	Car Body Polish Kangaroo Cosmic. 200-gm or equivalent	60	
18	Car Cleaning Towel two sides fine quality	48	
19	Car Dash Board Spray Cosmic leather or equivalent	100	
20	Cell AA (1.5 V) (Power Plus.) or equivalent	1000	
21	Cell AAA (1.5 V) (Power Plus.) or equivalent	400	
22	Cell for wireless Bell Remote (12 V)	24	
23	Commode Brush with stand	48	
24	Coopex Powder Mortine 100-Gram or equivalent	12	
25	Dettol Hand Wash Liquid 250ML or equivalent	200	
26	Dettol Multi Surface Cleaner (One Liter) or equivalent	250	
27	Dettol original (One liter) or equivalent	24	
28	Door Lock (Pad Lock) (Tri-Circle size 38-mm) or equivalent	80	
29	Door Lock (Pad Lock) (Tri-Circle size 50-mm) or equivalent	60	
30	Drawer Channel 1-feet for computer tables	6	
31	Drawer Lock (for table) as per sample	6	
32	Dustbin Plastic small size No.06	96	
33	Duster White size 24" x 18" (as per sample)	1500	
34	Duster Yellow (Fine quality 30" x 30") or equivalent or equivalent	500	
35	Electric Bell with Wireless Remote (Sogo-JPN-135 F) or equivalent	24	
36	Electric Extension (Hero Company) 04-Pair or equivalent	24	

37	Electric Extension (Hero Company) 08-Pair or equivalent	36	
38	Electric Fan Heater Sogo JPN-87 or equivalent	3	
39	Electric Heater (NTN Double Rod) or equivalent	6	
40	Electric Kettle 1-Ltr (Best Quality) or equivalent	10	
41	Face Mask (Surgical Disposable 3-ply)10 pcs	2000	
42	Finis Oil Johnson insect Killer liquid 400-ml or equivalent	0	
43	Glass for water (Omroc/Toyo Nasic) or equivalent	200	
44	Glint Spray Glass and House hold cleaner or equivalent	200	
45	Harpic Bathroom Cleaner 500ml or equivalent	12	
46	Harpic Toilet Cleaner 500ml or equivalent	12	
47	Insects Killer Machine 20-watts SOGO or equivalent	3	
48	Insects Killer Machine 40-watts SOGO or equivalent	3	
49	Jug with cover Glass Medium (Fine Quality) or equivalent	12	
50	Kingtox All Insect (Lizard) Killer Spray 300ML or equivalent	10	
51	Kingtox Mouse & Rat Killer Glue Book or equivalent	20	
52	Lemon Max Bar 215-gram or equivalent	280	
53	Markeen cloth 54"wide 1 ½ meter waste or equivalent	800	
54	Mortein Mosquito killer Liquid Refill 25ML or equivalent	60	
55	Mortein Mosquito killer Machine with refill oil or equivalent	50	
56	Mortein Spray Fly & mosquito killer 375-ml or equivalent	350	
57	Phenyl Tablets for Washrooms (1dozen pkt)	50	
58	Phenyl Tin Finis-perfumed white 2.7-liters or equivalent	450	
59	Plastic Balti 20-litre with Mug Pure	16	
60	Plastic Cable for Bush Cutter Machine (7mm) 1 Kg Roll	10	
61	Plastic Hanger white Pure fine quality	150	
62	Plastic Lota with Handle Pure	12	
63	Plug for Bush Cutter Machine (Honda Company or equivalent)	48	
64	Puchara Cotton for steel handle star light 500-gram	20	
65	Puchara Cotton with dori (P-III) star 3 or equivalent	18	
66	Puchara steel handle star light or equivalent	50	
67	Roomi Tikki for wash rooms	200	
68	Scotch Bright (sponge) for dish washing or equivalent	200	
69	Shoo 2-Pin 5-Amp (Fine Quality or equivalent)	50	
70	Shoo 3-pin 15-Amp (Fine Quality or equivalent)	20	

71	Soap Dettol 85-gm or equivalent	200	
72	Soap Lux 133-Gram or equivalent	36	
73	Soap Lux 75-Grams or equivalent	1500	
74	Steel Jaali for dish washing	80	
75	Surf Excel (45-Gms) or equivalent	800	
76	Telephone Set with CLI (Panasonic China) or equivalent	6	
77	Tissue Box Rose Petal (Pop up) Non-perfumed 150 x 2 ply or equivalent	1500	
78	Tissue Hygienic (Rose Petal) or equivalent	120	
79	Tissue Roll for Kitchen (Rose Petal) or equivalent	48	
80	Tissue Roll White Maxob Rose Petal or equivalent	800	
81	Towel White Best Quality Size 27" * 54"	100	
82	Tube Rod (2-feet) Phillips or equivalent	12	
83	Tube Rod (4-Feet) Phillips or equivalent	0	
84	Umbrella Fine Quality full size	12	
85	Vim /Lemon Max 450-gram (Poly Bag) or equivalent	500	
86	Wall Clock Champion (As per Sample) or equivalent	6	
87	Water Cooler 10-liter (Rahbar or Royal) or equivalent	6	
88	Wiper Steel Handle (Fine Quality) or equivalent	60	
89	Wireless Bell with Remote (SOGO JPN-15F/3) or equivalent	50	

FINANCIAL BID SHALL BE EXAMINED LOT WISE.

Specification & Quantity of Lot-1 [Stationery Items] for Financial Proposal.

Sr.	Name of Items with Specs.	Qty/ Unit of Measure	Quoted Brand/Company/ Manufacturer	Quoted Unit Rates (incl. taxes)
01	ACR Form (Gazetted)	100		
02	ACR Form (Non Gazetted)	100		
03	Attendance Register (Size No.2 Tayyaba Brand or equivalent)	12		
04	Ball point (0.8mm) Piano/Clipper/Picaso	2500		
05	Binding Sheet ibico Brand (Crystal white) Size (9 x 14)" thickness 0.18mm	1000		
06	Binding tape Black Color 2" (Sensa Brand or equivalent)	100		
07	Binding tape Black Color 3" (Sensa Brand or equivalent)	100		
08	C Blade for all Toner Models	48		
09	Crystal Tape 1" (Olympia brand or equivalent)	36		
10	Crystal Tape 2" (Olympia brand or equivalent)	72		
11	D Blade for all Toner Models	48		
12	D.O Sheets A4 Size Paper 80 gsm printed as per sample	800		
13	Dipper/Water Bank (Fine Quality)	72		
14	Dispensary Book Outdoor ticket (as per sample printed 70 gm,100 leaves size 5.5"x8.5")	25		
15	Drum for Toner Models (53-A/ 05-A/ 80-A)	72		
16	Drum for Toner Models (76-A/ 26-A)	72		
17	Envelop Judges White (4''*5'') Printed as per sample	200		
18	Envelop Judges White (6''*9'') Printed as per sample	100		
19	Envelops Golden Khaki (13" x 17") with Cloth	200		
20	Envelops Golden Khaki (11"x05") 80 gm paper	1500		
21	Envelops Golden Khaki (10"x12") 80 gm paper	1000		
22	Envelops Golden Khaki (10"x15") 80 gm paper	2000		
23	Eraser (Rubber)AL-30 Pelikan or equivalent	200		
24	Eraser Typing (Rubber)BE-20 Pelikan or equivalent	12		
25	File Cover (Printed Lahore High Court, Rawalpindi Bench, Rawalpindi). As per sample	1500		
26	Fluid with thinner (Correction Fluid) set Pelikan or equivalent	80		
27	Foot Ruler Steel Quality 12"	18		
28	Form T.R. 20	200		
29	Form T.R.22	100		
30	Form T.R.25	100		
31	Gum Bottle 140gm Nafees or equivalent	30		

32	Gum Stick UHU/Deli 20 Gram or equivalent	100		
33	High Lighter (Pelikan or equivalent)	100		
34	Ink for Stamp Pad Endorsing Ink (32-gram Sensa Brand or equivalent)	40		
35	Ink for Toner Refilling (Sign Image Germany 1 kg pkt)	24		
36	Khaki Packing sheet (Best quality) 80-gram	300		
37	Lead Pencil (Red & Blue) 550-Deer Indus Pencil or equivalent	0		
38	Lead Pencil Black Goldfish (12) Auto-craft HB-5000 or equivalent	1500		
39	Log Book for Vehicle (8-Quires-fine quality) or equivalent	10		
40	Marker permanent Mercury or equivalent	150		
41	Noting Pad with Spiral Binding (Legal Size 80-grm paper 100-leaves fine Quality Print on Lahore High Court, Rawalpindi Bench, Rawalpindi (As per sample)	100		
42	Noting Pad with Spiral Binding (Size 4"x 5.5" 80-gm paper 100-leaves fine Quality Print on Lahore High Court Monogram as per sample)	250		
43	Noting Pad with Spiral Binding (Size 6"x 8" 80-gm) paper 100-leaves fine Quality Print on Lahore High Court, Rawalpindi Bench, Rawalpindi (As per sample)	100		
44	Paper Clips (30-mm) Better Quality	36		
45	Paper Cutter (Deli 2001) or equivalent	36		
46	Paper Pin Chrysanthemum Office Pin Size No.2 (50-gm) or equivalent	10		
47	Paper Ream A4 Size (HP & Double A-70-gsm 500 sheets Imported)	200		
48	Paper Ream A4 Size (Paper One 100-gsm 500 sheet)	20		
49	Paper Ream Blue Color/Order Sheet size (8.5"x13")80-gsm 500 sheets) as per sample	150		
50	Paper Ream F-4 size 70 gsm (Size 8.5"x13") (Paper One& Double A 500 sheet Imported)	700		
51	Paper Ream Legal Size (Double A 80-gsm 500 sheet imported)	30		
52	Paper Red/Pink Dark Color (as per sample 100 sheet packing)	50		
53	PCR For Toner Models (53-A/ 05-A/ 80-A)	10		
54	PCR For Toner Models (76-A/ 26-A)	10		
55	Pin Opener/Pin Remover (Deli) Steel Body or equivalent	24		
56	Poker Steel. (as per sample.)	0		
57	Post it pad (Flag)1 color size 3" * 3" (Sensa Brand or equivalent).	6		
58	Post it pad (Flag)3 multi-color size 3" * 3" (Sensa Brand or equivalent).	150		
59	Punch Single Hole (as per sample.)	0		
60	Register No.06, (Abdul Rehman Brand or equivalent)	20		
61	Register No.16 (Abdul Rehman Brand or equivalent)	100		

62	Register No.24, (Abdul Rehman Brand or equivalent)	90		
63	Scissor Sensa (No.SN-SC 160 or equivalent)	24		
64	Scotch Tap (Khaki Packing Tape Roll-2" (Olympia or equivalent)	70		
65	Scotch Tap (Khaki Packing Tape Roll-3" (Olympia or equivalent)	150		
66	Sharpener Silver (DUX Company or equivalent)	250		
67	Shorthand note book Printed Lahore High Court Rawalpindi (100-leaves Pad) size (8.5x5.5) as per sample best quality.	50		
68	Stamp Pad (HUHUA) (size 5"x 4") or equivalent	24		
69	Stapler Machine Fuji Model Hd-45P, Dux Model D-12 & Deli Model-0300) or equivalent	70		
70	Stapler Pin 24/6 (Dux) or equivalent	200		
71	Stapler Pin Super smooth, 1000, 23/15 (Whashin or equivalent)	0		
72	Stapler Pin Super smooth, 1000, 23/17 (Whashin or equivalent)	0		
73	Stapler Pin Super smooth, 1000, 23/20 (Whashin or equivalent)	0		
74	Stapler Pin Super smooth, 1000, 23/24 (Whashin or equivalent)	0		
75	Stapler Pin Super smooth, 1000, 23/8 (Whashin or equivalent)	0		
76	Stapler Pin Super smooth. 1000, 23/10 (Whashin or equivalent)	0		
77	Tag Large 36" long as per sample (4 dozen each bundle)	350		
78	Tag small 6" Long Best Quality As per sample (4 dozen each bundle)	100		
79	Thread Ball Sooter 80-gm (Seba)	24		
80	Uni-ball (Elite Vision No.0.8 mm) or equivalent	800		
81	Uni-ball (Eye 0.7mm) or equivalent	200		

FINANCIAL BID SHALL BE EXAMINED LOT WISE.

Specification & Quantity of LOT-2 [Non-Stationery Items]

Sr.	Name of Items with Specs.	Qty/ Unit of Measure	Quoted Brand/Company/ Manufacturer	Quoted Unit Rates (Incl. Taxes)
1	Acid pure 1-½ Liter Bottle	200		
2	Air freshener Aseel (crown perfumes Al Rehab) or equivalent	400		
3	Ash tray Glass Medium (Toyo Nasic) or equivalent	12		
4	Back Care (Master Molty) or equivalent	3		
5	Bath Door Mat (Plastic) size (18" * 24")	24		
6	Bath Door Mat (Plastic) size (24' * 36")	12		
7	Bath Perfume (Lemon Oil 02-Synarome Brand or equivalent)	36		
8	Bell Electric Ding Dong/Buzzer (Signal Silver Electronics or equivalent)	0		
9	Broom Flower	36		
10	Broom Stick (fine Quality)1-kg	220		
11	Bulb 100-Watt Phillips or equivalent	0		
12	Bulb LED 04-Watt Osaka or equivalent	24		
13	Bulb LED 08-Watt Osaka or equivalent	24		
14	Bulb LED 12-Watt Osaka or equivalent	200		
15	Bulb LED 18-Watt Osaka or equivalent	180		
16	Bulb LED 40 Watt Osaka or equivalent	24		
17	Car Body Polish Kangaroo Cosmic. 200-gm or equivalent	60		
18	Car Cleaning Towel two sides fine quality	48		
19	Car Dash Board Spray Cosmic leather or equivalent	100		
20	Cell AA (1.5 V) (Power Plus.) or equivalent	1000		
21	Cell AAA (1.5 V) (Power Plus.) or equivalent	400		
22	Cell for wireless Bell Remote (12 V)	24		
23	Commode Brush with stand	48		
24	Coopex Powder Mortine 100-Gram or equivalent	12		
25	Dettol Hand Wash Liquid 250ML or equivalent	200		
26	Dettol Multi Surface Cleaner (One Liter) or equivalent	250		
27	Dettol original (One liter) or equivalent	24		
28	Door Lock (Pad Lock) (Tri-Circle size 38-mm) or equivalent	80		
29	Door Lock (Pad Lock) (Tri-Circle size 50-mm) or equivalent	60		
30	Drawer Channel 1-feet for computer tables	6		
31	Drawer Lock (for table) as per sample	6		
32	Dustbin Plastic small size No.06	96		
33	Duster White size 24" x 18" (as per sample)	1500		
34	Duster Yellow (Fine quality 30" x 30") or equivalent or equivalent	500		

35	Electric Bell with Wireless Remote (Sogo-JPN-135 F) or equivalent	24		
36	Electric Extension (Hero Company) 04-Pair or equivalent	24		
37	Electric Extension (Hero Company) 08-Pair or equivalent	36		
38	Electric Fan Heater Sogo JPN-87 or equivalent	3		
39	Electric Heater (NTN Double Rod) or equivalent	6		
40	Electric Kettle 1-Ltr (Best Quality) or equivalent	10		
41	Face Mask (Surgical Disposable 3-ply)10 pcs	2000		
42	Finis Oil Johnson insect Killer liquid 400-ml or equivalent	0		
43	Glass for water (Omroc/Toyo Nasic) or equivalent	200		
44	Glint Spray Glass and House hold cleaner or equivalent	200		
45	Harpic Bathroom Cleaner 500ml or equivalent	12		
46	Harpic Toilet Cleaner 500ml or equivalent	12		
47	Insects Killer Machine 20-watts SOGO or equivalent	3		
48	Insects Killer Machine 40-watts SOGO or equivalent	3		
49	Jug with cover Glass Medium (Fine Quality) or equivalent	12		
50	Kingtox All Insect (Lizard) Killer Spray 300ML or equivalent	10		
51	Kingtox Mouse & Rat Killer Glue Book or equivalent	20		
52	Lemon Max Bar 215-gram or equivalent	280		
53	Markeen cloth 54"wide 1 ½ meter waste or equivalent	800		
54	Mortein Mosquito killer Liquid Refill 25ML or equivalent	60		
55	Mortein Mosquito killer Machine with refill oil or equivalent	50		
56	Mortein Spray Fly & mosquito killer 375-ml or equivalent	350		
57	Phenyl Tablets for Washrooms (1dozen pkt)	50		
58	Phenyl Tin Finis-perfumed white 2.7-liters or equivalent	450		
59	Plastic Balti 20-litre with Mug Pure	16		
60	Plastic Cable for Bush Cutter Machine (7mm) 1 Kg Roll	10		
61	Plastic Hanger white Pure fine quality	150		
62	Plastic Lota with Handle Pure	12		
63	Plug for Bush Cutter Machine (Honda Company or equivalent)	48		
64	Puchara Cotton for steel handle star light 500-gram	20		
65	Puchara Cotton with dori (P-III) star 3 or equivalent	18		
66	Puchara steel handle star light or equivalent	50		
67	Roomi Tikki for wash rooms	200		