



GOVERNMENT OF PAKISTAN
NATIONAL ACCOUNTABILITY BUREAU (SUUKUR)
AIRPORT ROAD, SUUKUR

Tel: 071-9310020
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SAY NO TO CORRUPTION

Tender Inquiry – (Purchase of Stationary Items)

1.	Tender Inquiry No.	No.NAB(Sk)/(Admn)/2024-25/
2.	Due by	6 th May, 2025 (1100 hrs)
3.	Date & Time of opening of Tender	6 th May, 2025 (1130 hrs)
4.	Delivery	Delivery is required at NAB Sukkur within 10 days after the purchase contract / order is signed, on free delivery to consignee basis, including taxes, excise duty, octroi and other charges levible, if any.
5.	Terms and Conditions	The bidder should submit their tender strictly in accordance with the terms and conditions specified in clause No. 6 to 24 of this tender inquiry.
6.	Particulars of goods	Please see attached Annexure 'A' for details/ specifications.
7.	Validity:	Offer should be valid for 30 days from the date of opening of the tender.
8.		The bidder must submit an earnest money of Rs. 12,500/- in the shape of pay order / bank draft in favor of DDO, NAB Sukkur, which shall be returned to the unsuccessful bidders immediately and to the successful bidder after satisfactory completion of warranty period.
9.		The bid should be submitted duly filled, signed and sealed by the bidder or authorized person of the bidder and authorized person should bring their authorization letter alongwith valid CNIC at the time of tender opening.
10.		The bidders are also required to submit photocopy of their valid National Identity Cards with the offer, failing which their offers will be ignored.
11.		The bidder must also indicate their National Tax Number, along with a copy of the NTN certificate issued from the Income Tax Department, Government of Pakistan and all prices will be quoted with GST and other applicable taxes.
12.		The bidders are also required to provide their sales tax registration number and to attach the copy of the valid certificate issued in their favour from the concerned Collectorate of Sales Tax, Government of Pakistan.
13.		The bidder may note that they will have to produce documentary proof of the payment of sales tax leviable on the terms to be supplied.
14.		The bidders are also required to submit the copies of the documents confirming the nature and type of their organization e.g. sole proprietor, partnership, private limited etc.
15.		The part supply and part payments will not be allowed, all prices will be quoted with GST
16.		The bidder should mention the manufacturer's name, brand and country of origin of the intended supplies, in their offer of stores.
17.		The bidder is required to conform to the tender enquiry specifications, in all respects.

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18.	The bidder will be required to purchase separate tender documents in case they intend to quote alternate price and will also have to submit the required earnest money separately for each offer, failing which their offer will be ignored straight away.
19.	The prices quoted in the tender should be firm and final, inclusive of all livable taxes and other charges etc. The bidder should also note that if during the currently of contract any additional tax or duties etc. are levied, by the Government, it would be the sole responsibility of the firm to make the payment.
20.	The quantity can be increased or decreased at the buyer's option.
21.	The bidder should also note that if the stores supplied / provided by him are rejected by the Inspection Officer / Purchase committee of NAB (Sukkur) and it is concluded that the rejection is justified under the terms and conditions of the contract, the decision of the Inspection Authority, regarding such rejection will be final and binding on the tenderer.
22.	The bidders are required to submit only the genuine offers, after fulfilling the requirements of the tender inquiry. In case of a fake offer or where the offer contains misrepresentation, the same may not only will be ignored but may also lead to his/ her black listing and forfeiture of his/ her earnest money.
23.	The NAB authorities reserve the right to accept or reject any or all bids as per PPRA's rule.


(Muhammad Shahid Mehmood)
Deputy Director (Admn)

Tender Inquiry

Annexure 'A'

Name of Bidder			
C.N.I.C No.	N.T.N	G.S.T No.	Vendor No.
Address			
Telephone No.	Mobile No.		

Sr. #.	Name of Item	Make / Specification	Rate (Including G.S.T)
1.	Paper Cutter Knife	Superior Quality	Each Rs:
2.	Ball Point Pen (Blue)	Piano/Dollar or Equivalent	Each Rs:
3.	Uni-Ball Gel Pen (Blue)	Signo 0.7 UM-120 or Equivalent	Each Rs:
4.	Correction Pen	Dux or equivalent	Each Rs:
5.	Drafting Pad Medium 68 grm 50 sheets	Alpha or equivalent	Each Rs:
6.	Drafting Pad Small 68 grm 50 sheets	Alpha or equivalent	Each Rs:
7.	Envelopes (Threaded) A-4 (Khaki) (70grm)	Superior Quality	Each Rs:
8.	Eraser	Pelican or Equivalent	Each Rs:
9.	Box file (Fiber)	China Brand or Equivalent	Each Rs:
10.	File cover plastic with clips, F/S	Superior Quality	Each Rs:
11.	Office File Board F/S	Superior Quality	Each Rs:
12.	Inward / Outward Register Legal Size (200 Pages)	H.B or Equivalent	Each Rs:
13.	Gum Stick Medium (35 grams)	Dollar or Equivalent	Each Rs:
14.	Permanent Marker (Black, Blue, Red) 70/90	Dollar or Equivalent	Each Rs:
15.	Pencil Lead with Eraser (10 of each packet)	Dollar or Equivalent	Each Pkt Rs:
16.	Binder Clip 3 Flower 32mm	Superior Quality	Each Pkt Rs:
17.	Binder Clip 3 Flower 38mm	Superior Quality	Each Pkt Rs:
18.	Binder Clip 3 Flower 25mm	Superior Quality	Each Pkt Rs:
19.	Photocopy Paper 70 grams A-4 size 210 x 297 mm	Double A / Paper One or Equivalent	Each.Ream.Rs:
20.	Photocopy Paper 70 grams F-4 size 216 x 330 mm	Double A / Paper One or Equivalent	Each.Ream.Rs:
21.	Paper 80 grms F/4 size 216 x 330 mm (imported)	Double A / Paper One or Equivalent	Each.Ream.Rs:
22.	Paper 80 grms A-4 Size 210 x 297 mm (imported)	Double A / Paper One or Equivalent	Each.Ream.Rs:
23.	Paper Different Color 80 GSM (imported A-4)	Superior Quality	Each.Ream.Rs:
24.	Post it Pad Single (Multi color) 3x1	Pelican or Equivalent	Each Rs:
25.	Post it Pad Single (Multi color) 3x3	Pelican or Equivalent	Each Rs:
26.	Diary Register No. 12	H.B or Equivalent	Each Rs:

27.	Sharpener	Dux or Equivalent	Each Rs:
28.	Short Hand Note Book (80 sheets)	H.B or Equivalent	Each Rs:
29.	Stamp Pad (Blue)	Crystal or Equivalent	Each Rs:
30.	Stapler Pin Remover	Superior Quality	Each Rs:
31.	Scotch Tape 1"	Deer or Equivalent	Each Rs:
32.	Scotch Tape 3"	Deer or Equivalent	Each Rs:
33.	Scissor 6"	Superior Quality	Each Rs:
34.	Wrapping Tape 3"	Deer or Equivalent	Each Rs:
35.	Insulation Tape	Superior Quality	Each Rs:
36.	Double Tape	Superior Quality	Each Rs:
37.	Cotton File Tag Cotton 6" (White)	Superior Quality	Each Rs:
38.	Cotton File Tag Cotton 12" (White)	Superior Quality	Each Rs:
39.	Officer's Diary (Rexine) (As per Sample)	Superior Quality	Each Rs: