

**EMPLOYEES' OLD-AGE BENEFITS INSTITUTION  
HEAD OFFICE, 190/1/B, BLOCK-2,  
P.E.C.H.S., KARACHI.**

**TENDER NOTICE  
PRINTING OF OFFICE STATIONARY**

Sealed Tender bids are invited from well reputed and financially sound Suppliers of office stationery registered with the Sales Tax/Income Tax Departments. Tender documents of stationary items are attached with the notice.

**GENERAL INFORMATION :**

<b>Sales Tax Registration Number</b>	
<b>Income Tax Registration Number</b>	
<b>Total bid amount (Incl. all taxes)</b>	
<b>Date of submission of bid</b>	

- Sealed bids will be accepted till 11:30 a.m. on 8<sup>th</sup> May, 2013 and will be opened on the same day at 11:30 a.m. in the presence of the bidders who may wish to be present.
- EOBI Registration Number, if applicable.
- Prices should have to be quoted for all items.
- Quality of every item should be according to the specimen.
- Tenders will be awarded to the aggregate lowest bidder.
- Incomplete bids will not be entertained.
- Taxes will be deducted from the bill of the suppliers as per rule.
- Items must be delivered within 15 days after issuance of purchase order.
- Sample of paper should be attached with the Bid.
- Pay Order of 5% Earnest money in favour of EOBI should be attached with the Bid.

**(Muhammad Jamil)  
Director  
General Administration Department  
EOBI, HEAD OFFICE, 190/1/B, BLOCK-2,  
P.E.C.H.S., KARACHI.  
TEL: 021-34328020**

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Dated: \_\_\_\_\_

**TENDER DOCUMENT**

<b>S.No</b>	<b>DESCRIPTION</b>	<b>QTY.</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>	<b>REMARKS</b>
1	<b><u>CLIPS FILES.(with steel clips)</u></b> Size, 14x22, 520 gms sampack card double Pasted, single colour Printing Good Quality.	8,000 File covers			
2	<b><u>NOTING FILES.</u></b> Size : 14x22 with Double highlighter, 180 gms. Brazil card.	8,000 Files			
3	<b><u>ENEVELOPES (9X4)</u></b> Size : 9x4 China Craft. A Quality with single colour printing.	40,000 Nos.			
4	<b><u>ENEVELOPES (11X5)</u></b> Size : 11x5 China Craft. A Quality with single colour printing	40,000 Nos.			
5	<b><u>ENEVELOPES (12X8.5)</u></b> Size : 12x8.5 China Craft. A Quality with single colour printing A-4 (size)	12,000 Nos.			
6	<b><u>ENEVELOPES (16X13)</u></b> Size : 16x13 China Craft. A Quality with single colour printing	12,000 Nos.			
7	<b><u>EMPLOYEES MEDICAL EXPENSE SHEETS.</u></b> SIZE : 15X10 Two Colour both sides printing.	10,000 Sheets			