

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

TENDER NOTICE OF OFFICE STATIONERY

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 stationery is attached with the tender or it can be obtained from the undersigned on any working day from 9:00 a.m. to 12:00 Noon.

GENERAL INFORMATION :

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

- Sealed bids will be accepted till 11:30 a.m. on 30th May, 2013 and will be opened on the same day at 12:00 Noon 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

Sales Tax Registration Number	
Income Tax Registration Number	
Total bid amount (Incl. all taxes)	
Earnest money 5% of the total bid amount	
Date of submission of bid	

TENDER DOCUMENTS

OFFICE STATIONERY REQUIREMENT FOR THE PERIOD APRIL 2013 – JUNE 2013 FOR EOBI, HEAD OFFICE

Sr.No	Name of Items	Quantity	Unit Price	Total Price	Remarks
1	Correcting Fluid "Palikan" Set or eqv	140			
2	Duster Cloth Cotton 18"x 18"	600			
3	Dispatch Reg 6Q (200 Pages)	45			
4	File Board Ragzine Flapper	2000			
5	Gem Clip 26 M.M 100 Pieces Dollar or eqv	100			
6	Green 40 Sheets Pad A4-size Paper One or eqv.	500			
7	Sharpener 'Dux' or eqv.	200			
8	Scotch Tape 1/2"	60			
9	Scotch Tape 1"	60			
10	Scotch Tape 2" (Paper)	60			
11	Stamp Pad Ink Doller or eqv (Large) Black & Blue	30			
12	Stamp Pad Doller (Large) Black & Blue	20			
13	Marker Black & Blue Doller or eqv	150			
14	Highlighter yellow Pink Green Doller or eqv.	160			
15	Stapler Machine 24/6 "Genmes" or eqv (MEDIUM) as per specimen	100			
16	Punch Machine Medium "Opal" or eqv (MEDIUM) as per specimen	75			
17	Lever arch file Coloured (Executive file)	120			
18	Steel scale 12"	70			
19	Rubber Pelikan AL-30 or eqv	130			
20	Tissue Box 100x2 ply Rose Petal Luxury or eqv. (Large)	300			

Sr.No	Name of Items	Quantity	Unit Price	Total Price	Remarks
21	Paper Waste Basket (Medium) Plastic Black	30			
22	Rubber Band Box (SWAN) or equiv. as per specimen	120			
23	Air Freshener Rose Petal or eqv	200			
24	Water Glass "Omroc" or eqv	200			
25	Ball Pen(Picasso) or eqv. (Red,Blue,Black)	2500			
26	Gum Bottle Dollar or eqv. (Medium)	30			
27	P.V.C. Tape 3"	50			
28	Gum Sticks 8 gm UHU Pakistan or eqv (Large)	200			
29	Stapler Pin 24/6 Doller or eqv	300			
30	80 gm A-4 Size Offset Paper Paper One or eqv.	400			
31	Pencil Cell Toshiba or eqv	207			
32	Pencils with eraser (Dollar) or eqv.	368			
33	Pin Packets Doller or eqv.	63			
34	Peon Book	2			
35	Stapler Remover SDI-Taiwan or eqv.	68			
36	Register Plain 13" x 8" - 68 gm. Hard Cover Binding (300 Leaves)	65			
37	TAG Bunch 50 Nos. (Size 5")	50			
38	Calculator 12" Digits Citizen or eqv. (as per specimen)	47			
39	39Plastic Clip File Transparent	736			
40	Bulldog Clips Size 1"	132			
41	Paper Weight	28			
42	Water Spunch	27			
43	Short Hand Note Book (50 Pages)	32			
44	Box File Corona or eqv.	144			
45	CD (R) Mexall / Sony or eqv.	70			
46	CD (RW) Mexall / Sony or eqv.	10			
47	DVD-RW Maxell / Sony or eqv.	40			
48	Scissor Steel (size 6")	54			
49	Paper Cutter	45			
50	Single Hole Punch	11			
51	Dak Folder Executive	20			