

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

TENDER NOTICE
SUPPLY OF OFFICE STATIONARY

1. 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 can be obtained from the undersigned on any working days 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	

- Items quoted for should be available in ex-stock.
- Sealed bids will be accepted till 11:30 a.m. on 15th June 2012 and will be opened on the same day at 12:00 Noon in the presence of the bidders who may wish to be present.
- Incomplete bids will not be entertained.
- Income Tax will be deducted from the bill of the suppliers as per rule.
- Items must be delivered within 10 days after issuance of purchase order.
- Items should be equivalent as per specimen shown.

(AFTAB AHMED NAGORI)
DEPUTY DIRECTOR
GENERAL ADMINISTRATION DEPARTMENT
EOBI, HEAD OFFICE, 190/1/B, BLOCK-2,
P.E.C.H.S., KARACHI.
TEL: 021-34328020

**EMPLOYEES' OLD-AGE BENEFITS
INSTITUTION**

TENDER DOCUMENTS

SUPPLY OF OFFICE STATIONERY



M/S. _____

**General Administration Department,
EOBI, Head Office,
190/1/B, Block-2, P.E.C.H.S.,
KARACHI.
Telephone: 021-34328020**

General Sales Tax No. _____

Income Tax No. _____

Total Bid Amount (Including all Taxes _____

Earnest Money 2% of the total bid amount _____

Date of Submission of Bid _____

TENDER DOCUMENTS

OFFICE STATIONERY REQUIREMENT FOR THE PERIOD APRIL – JUNE 2012 FOR HEAD OFFICE

Sr.No	Name of Items	Quantity	Unit Price	Total Price	Remarks
1	Correcting Fluid "Palikan" Set or eqv	150 Nos.			
2	Duster Cloth Cotton 18"x 18"	414 Nos.			
3	Dispatch Reg 6Q (200 Pages)	45 Nos.			
4	File Board Ragzine Flapper	990 Nos.			
5	Gem Clip 26 M.M 100 Pieces Dollar or eqv	260 Pkts.			
6	Green 40 Sheets Pad A4-size Paper One or eqv.	233 Pads.			
7	Sharpener 'Dux' or eqv.	109 Nos.			
8	Scotch Tape 1/2"	75 Nos.			
9	Scotch Tape 1"	45 Nos.			
10	Scotch Tape 2" (Paper)	53 Nos.			
11	Stamp Pad Ink Doller or eqv (Large) Black & Blue	24 Nos.			
12	Stamp Pad Doller (Large) Black & Blue	32 Nos.			
13	Marker Black & Blue Doller or eqv	128 Nos.			
14	Highlighter yellow Pink Green Doller or eqv.	135 Nos.			
15	Stapler Machine 24/6 "Genmes" or eqv (MEDIUM) as per specimen	72 Nos.			
16	Punch Machine Medium "Opal" or eqv (MEDIUM) as per specimen	50 Nos.			
17	Lever arch file Coloured (Executive file)	293 Nos.			
18	Steel scale 12"	85 Nos.			
19	Rubber Pelikan AL-30 or eqv	90 Nos.			
20	Tissue Box Rose Petal Luxury or eqv. (Large)	200 Nos.			

No	Name of Items	Quantity	Unit Price	Total Price	Remarks
21	Paper Waste Basket (Medium) Plastic Black	45 Nos.			
22	Rubber Band Box (SWAN) as per specimen	95 Nos.			
23	Air Freshener Rose Petal or eqv	72 Nos.			
24	Water Glass "Omroc" or eqv	100 Nos.			
26	Ball Pen (Picasso) or eqv. (Red, Blue, Black)	2900 Nos.			
27	Gum Bottle Dollar or eqv. (Medium)	45 Nos.			
28	P.V.C. Tape 3"	60 Nos.			
29	Gum Sticks 8 gm UHU Pakistan or eqv (Large)	150 Nos.			
30	Stapler Pin 24/6 Doller or eqv	240 Pks.			
31	80 gm A-4 Size Offset Paper Paper One	270 Rims			
32	Pencil Cell Toshiba or eqv	180 Nos.			
33	Pencils with eraser (Dollar) or eqv.	444 Nos.			
34	Pin Packets Doller or eqv.	45 Nos.			
35	Peon Book	16 Nos.			
36	Stapler Remover SDI-Taiwan or eqv.	42 Nos.			
37	Register Plain 13" x 8" - 68 gm. Hard Cover Binding (300 Leaves)	83 Nos.			
38	TAG Bunch 50 Nos. (Size 5")	45 Nos.			
39	Calculator 12" Digits Citizen or eqv. (as per specimen)	45 Nos.			
40	Plastic Clip File Transparent	630 Nos.			
41	Buldog Clips Size 1"	156 Nos.			
42	Paper Weight	27 Nos.			
43	Water Spunch	28 Nos.			
44	Short Hand Note Book (50 Pages)	56 Nos.			
45	Box File Corona or eqv.	75 Nos.			
46	CD (R) Mexall / Sony	60 Nos.			
47	CD (RW) Mexall / Sony	70 Nos.			
48	DVD-RW Maxell / Sony	50 Nos.			
49	Scissor Steel (size 6")	43 Nos.			
50	Paper Cutter	62 Nos.			
51	Single Hole Punch	33 Nos.			
52	Dak Folder Executive	35 Nos.			