

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

TENDER NOTICE
PRINTING 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	

- Sealed bids will be accepted till 11:00 a.m. on 31-05-2012 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.
- 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.

(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

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Dated: 17-5-12

TENDER DOCUMENT

S.No	DESCRIPTION	QTY.	UNIT PRICE	AMOUNT	REMARKS
1	<u>CLIPS FILES.(with steel clips)</u> Size, 14x22, 520 gms sampack card double Pasted, single colour Printing Good Quality.	5,000 File covers			
2	<u>NOTING FILES.</u> Size : 14x22 with Double highlighter, 180 gms. Brazil card.	5,000 Files			
3	<u>LETTER HEADS (LARGE)</u> Size A-4, 80 gms Imported offset Paper , Single Colour Printing , 100 Leaves of each Pad.	30 Pads (100 leaves of each Pad without pasting)			
4	<u>ATTENDANCE REGISTER</u> Size : 7.5" x 8.5", 80 gms. Hard cover binding 200 leaves of each register, single color printing with serial numbers.	25 Nos.			
5	<u>PETTY CASH VOUCHERS.</u> Size : 8.5x6.5, 68 gms. 100 Leaves of each pad , Single Colour , One Side Printing	100 Pads			
6	<u>ENEVELOPES (9X4)</u> Size : 9x4 China Craft. A Quality with single colour printing.	10,000 Nos.			
7	<u>ENEVELOPES (11X5)</u> Size : 11x5 China Craft. A Quality with single colour printing	5,000 Nos.			

8	<u>ENEVELOPES (12X8.5)</u> Size : 12x8.5 China Craft. A Quality with single colour printing A-4 (size)	5,000 Nos.			
9	<u>ENEVELOPES (16X13)</u> Size : 16x13 China Craft. A Quality with single colour printing	5,000 Nos.			
10	<u>EMPLOYEES MEDICAL EXPENSE SHEETS.</u> SIZE : 15X10 Two Colour both sides printing.	2,000 Sheets			
11	<u>ROUGH PADS</u> SIZE: 6" X 8", 80 gms. offset paper with EOBI monogram (50 Pages in each Pad) Both side Printing	2,000 Pads			
12	<u>ROUGH PADS</u> SIZE: 6" X 8", 80 gms. offset paper with EOBI monogram (10 Pages in each Pad) Both side Printing	2,000 Pads			
13	<u>ROUGH PADS</u> SIZE: A-4, 80 gms. offset paper with EOBI monogram (50 Pages in each Pad) Both side Printing	2,000 Pads			