

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

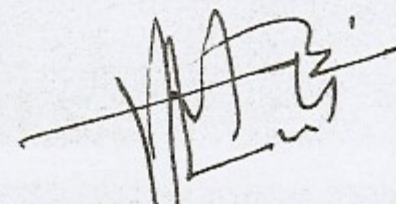
TENDER NOTICE
SUPPLY OF OFFICE STATIONARY

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	
Earnest Money 5% of total Bid.	

- Items quoted for should be available in ex-stock.
- Sealed bids will be accepted till 11:30 a.m. on 21st December, 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 5% of the total bid amount _____

Date of Submission of Bid _____

TENDER DOCUMENTS

OFFICE STATIONERY REQUIREMENT FOR THE PERIOD NOVEMBER 2012 – JANUARY 2013 FOR HEAD OFFICE

Sr.No	Name of Items	Quantity	Unit Price	Total Price	Remarks
1	Correcting Fluid "Palikan" Set or eqv	108 Nos.			
2	Duster Cloth Cotton 18"x 18"	410 Nos.			
3	Dispatch Reg 6Q (600 Pages)	42 Nos.			
4	File Board Ragzine Flapper	1800 Nos.			
5	Gem Clip 26 M.M 100 Pieces Dollar or eqv	165 Pkts.			
6	Green 40 Sheets Pad A4-size Paper One or eqv.	297 Pads.			
7	Sharpener 'Dux' or eqv.	102 Nos.			
8	Scotch Tape 1/2"	105 Nos.			
9	Scotch Tape 1"	58 Nos.			
10	Scotch Tape 2" (Paper)	63 Nos.			
11	Stamp Pad Ink Doller or eqv (Large) Black & Blue	37 Nos.			
12	Stamp Pad Doller (Large) Black & Blue	38 Nos.			
13	Marker Black & Blue Doller or eqv	137 Nos.			
14	Highlighter yellow Pink Green Doller or eqv.	127 Nos.			
15	Stapler Machine 24/6 "Genmes" or eqv (Large) as per specimen	91 Nos.			
16	Punch Machine Medium "Opal" or eqv (MEDIUM) as per specimen	57 Nos.			
17	Lever arch file Coloured (Executive file)	256 Nos.			
18	Steel scale 12"	68 Nos.			
19	Rubber Pelikan AL-30 or eqv	105 Nos.			
20	Tissue Box Rose Petal Luxury or eqv. (Large)	208 Nos.			

No	Name of Items	Quantity	Unit Price	Total Price	Remarks
21	Paper Waste Basket (Medium) Plastic Black	33 Nos.			
22	Rubber Band Box (SWAN) as per specimen	73 Nos.			
23	Air Freshener Rose Petal or eqv	130 Nos.			
24	Water Glass "Omroc" or eqv	160 Nos.			
25	Ball Pen (Picasso) or eqv. (Red, Blue, Black)	2310 Nos.			
26	Gum Bottle Dollar or eqv. (Medium)	47 Nos.			
28	P.V.C. Tape 3"	55 Nos.			
29	Gum Sticks UHU Pakistan or eqv (Large)	125 Nos.			
30	Stapler Pin 24/6 Doller or eqv	222 Pks.			
31	80 gm A-4 Size Offset Paper Paper One	397 Rims			
32	Pencil Cell Toshiba or eqv	250 Nos.			
33	Pencils with eraser (Dollar) or eqv.	398 Nos.			
34	Pin Packets Doller or eqv.	43 Nos.			
35	Peon Book	10 Nos.			
36	Stapler Remover SDI-Taiwan or eqv.	54 Nos.			
37	Register Plain 13" x 8" - 68 gm. Hard Cover Binding (300 Leaves)	82 Nos.			
38	TAG Bunch 50 Nos. (Size 5")	66 Nos.			
39	Calculator 12" Digits Citizen or eqv. (as per specimen)	46 Nos.			
40	Plastic Clip File Transparent	954 Nos.			
41	Bulldog Clips Size 1"	194 Nos.			
42	Paper Weight	23 Nos.			
43	Water Spunch	35 Nos.			
44	Short Hand Note Book (50 Pages)	113 Nos.			
45	Box File Corona or eqv.	114 Nos.			
46	CD (R) Mexall / Sony	84 Nos.			
47	CD (RW) Mexall / Sony	53 Nos.			
48	DVD-RW Maxell / Sony	43 Nos.			
49	Scissor Steel (size 6")	57 Nos.			
50	Paper Cutter	38 Nos.			
51	Single Hole Punch	27 Nos.			
52	Dak Folder Executive	34 Nos.			