

**Government of Pakistan**  
**Ministry of Planning, Development and Reform**  
**Pakistan Planning and Management Institute**  
PPMI Complex, Street No.1, H-8/1, Islamabad  
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**ANNUAL ADVERTISEMENT**

Sealed quotations are invited from the firms having GST and Income Tax Registration numbers for the supply of Office Stationery, Miscellaneous items, Repair of transport, Repair of plant and machinery and Computer Stationery etc. during the financial year 2019-20.

**Terms and Conditions:**

1. The rates quoted will be applicable till 30<sup>th</sup> June, 2020.
  2. Tax will be deducted as per rules.
  3. Certificate that firm is not black listed may be attached.
  4. Bank Draft amounting to Rs. 15,000/- (Rupees fifteen thousand only) in favor of DDO, Pakistan Planning and Management Institute (PPMI) should be enclosed as Security deposit with the tender which will be refundable in case of non-acceptance of tender. Tender not supported with the Bank Draft shall not be entertained.
  5. The firm should use their printed letter pad where firm name, address, telephone number etc. must be mentioned.
  6. Firms should quote prices per unit with out Sale Tax and indicate quantity, brand size wherever necessary.
  7. The successful firms will have to supply items at PPMI within a week after the issue of supply order at their own expenses and arrangements.
  8. The tenders complete in all respects should reach within fifteen (15) days of appearance of this advertisement in the PPRA Website to the undersigned till 2:00 pm and these will be opened at 2:30 pm on the same day in presence of the bidders or their representatives.
  9. PPMI may reject any or all bids or proposals in accordance with PPRA Rules.
2. List of Office Stationery, Miscellaneous Items, Repair of transport, Repair of plant and machinery and Computer Stationery etc. are available on the website of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)). It can also be obtained from the office of the undersigned on any working day.

**(Javed Iqbal)**  
**Superintendent**  
**Tel: 051-9269769**

**OFFICE STATIONERY**

S. #	Name of Items / Description	BRAND NAME / SPECIFICATION	Quoted Price	
			Rupees	Paisa
1	Ball Points (Good quality)	Uni eye ub-150 or Equivalent		
2	Ball Points (Normal quality)	Piano Crystal or Equivalent		
3	Ball Points	Steadtler or Equivalent		
4	Battery Cell, 9 Volts	Sony or or Equivalent		
5	Board Marker Permanent	Dollar or Equivalent		
6	Binding Tape, 3 Inch	Best Quality		
7	Card Lamination Sheets, A-4 Size	Best Quality		
8	Card Lamination Sheets, ID Size	Best Quality		
9	Cell, AA Size	Energizer or Equivalent		
10	Cell, AAA Size	Energizer or Equivalent		
11	Double Tap, 1 Inch	Best Quality		
12	Envelopes for Certificates - White	As per specimen of PPMI		
13	Envelopes, Letter Size	As per specimen of PPMI		
14	Envelopes, File Size	Khaki		
15	Envelopes, File Size	As per specimen of PPMI		
16	Fiber Ring File, FS	Best Quality		
17	Folders	As per specimen of PPMI		
18	Folders for Certificates	As per specimen of PPMI		
19	Fax Film Roll, KX-FA136A	Panasonic or Equivalent		
20	Fax Paper Roll, Model Kx-FT981	Panasonic or Equivalent		
21	File Board, A-4 Size	Simple		
22	File Covers	As per specimen of PPMI		
23	File Tag	Per Bundle		
24	Glue Sticks (Medium Size)	Dollar or Equivalent		
25	High Lighters	Stablo Boss or Equivalent		
26	Letter Head Pad, 100 Pages	As per specimen of PPMI		
27	Letter Dispatch Register No. 8	Best Quality		
28	Lead Pencils, HB	Staedtler or Equivalent		
29	Masking Tape, 2 Inch Nichibani	Korean		
30	Note Sheet, Imported (100 sheets)	Best Quality		
31	Paper Punch (Single hole) Superior	Best Quality		
32	Participant/Resource Person ID Cards Holder & Strap	As Per PPMI Specification		
33	Paper Ream (A-4 Size) 80 gm	Double A or Equivalent		
34	Paper Ream (Legal Size) 80 gm	Double A or Equivalent		
35	Peon Book/Dak Book, 96 Pages	Best Quality		
36	Post it Pad, Medium Size	3M		
37	Post it Pad, Flag Size	3M		
38	Register No. 12	Best Quality		
39	Stamp Pad	Crystal		
40	Stapler Machine, Max HD-50/50R	Best Quality		
41	Stapler Machine Pin (Normal)	KW-Trio or Equivalent		
42	Scotch Tape, 1 Inch	Best Quality		
43	Scotch Tape, 3 Inch	Best Quality		
43	Scale, Stainless Steel	Best Quality		

44	White Board Duster	Best Quality		
45	White Board Marker	Dollar or Equivalent		
46	White Fluid Pens	Pelik or Equivalent		
47	Writing Pads, A-4 Size, 50 Pages	As per specimen of PPMI		
48	Writing Note Book Ring binding	As per specimen of PPMI		
49	White Board Large Size	Best Quality		
50	White Board Medium Size	Best Quality		
51	White Board Small Size	Best Quality		
52	Flip Chart Drawing	Best Quality		
53	Writing Pad Small	Best Quality		
54	Sticky Flag different colour	Best Quality		
55	Pad Cover	As per specimen of PPMI		

Please note; Wherever Brand Name is indicated in above list(s), it means this particular brand or its equivalent is required. Brand may alter but its equivalency in terms of quality may be checked / examined, if any other brand quoted.

<b>MISCELLANEOUS ITEMS</b>				
<b>S. #</b>	<b>Name of Items / Description</b>	<b>BRAND NAME / SPECIFICATION</b>	<b>Quoted Price</b>	
			<b>Rupees</b>	<b>Paisa</b>
1	Air Freshener Spray	400ml Cobra		
2	Air Freshener	Automatic		
3	Acid / Sweep	Best Quality		
4	Bed Sheets, Plain White Cotton	Single Bed		
5	Bed Sheets, Plain Coloured Cotton	Single Bed		
6	Bed Sheets, Plain Coloured Cotton	Double Bed		
7	Bed Sheets, Plain White Cotton	Double Bed		
8	Blankets, Double Ply (Single Bed)	Specs		
9	Blankets, Double Ply (Double Bed)	Butterfly		
10	Broom (Bamboo)	Best Quality		
11	Broom (Flower)	Best Quality		
12	Cutter Knife, Small Size	Stainless Steel best Quality		
13	Tea Cups with saucer	As per PPMI Specification		
14	Dish Washing Sponge	Scotch Bright or Equivalent		
15	Mugs White With federal logo Printed PPMI building photo	As per PPMI Specification		
16	Disposable Paper Cups for Dispenser	Best Quality		
17	Disposable Paper Cups Holder for Dispenser	Best Quality		
18	Duster Cloths (Yellow)	Best Quality		
19	Dishwashing Powder 1/2 kg poly bag	Vim		
20	Dishwashing Liquid, 275 ml	Lemon Max/Vim		
21	Harpic	500 ml		
22	Hand Wash Liquid	Dettol		

23	Insect Killer, 500 ml	Cobra		
24	Insecticides	Coopex Powder		
25	Mattress/Foam, 78"x42"x5"	Diamond/Master		
26	Pachara	Fine Quality		
27	Pesticides	Devas/Garden		
28	Phenyle (Large Size)	Best Quality		
29	Pillows, White	Specs		
30	Pillows Case, White Cotton	Specs		
31	Plunger (Commode Pump)	Best Quality		
32	Quilts, Single Bed	Vicky		
33	Quilts (Razai), Double Bed	Vicky		
34	Ropes Dry Mop, Full Large	Best Quality		
35	Scissor, Small Size	Best Quality		
36	Scraper (Plastic)	Best Quality		
37	Soap, 85 gm	Lux		
38	Bleach	Best Quality		
39	Super Glue	Best Quality		
40	Teaspoons	Stainless Steel		
41	Tissue Paper Box, 100*2	Rose Petal or equivalent		
42	Toilet Tissue Rolls	Rose Petal or equivalent		
43	Toilet Brush	3 M		
44	Towels, Large Size (White Color)	As per PPMI Specification		
45	Washing Powder, 100 gm	Surf		
46	Water Glass	Omroc/Toyo Nasic		
47	Water Jug	Omroc/Toyo Nasic		
48	Wiper	Best Quality		
49	Cloths Hanger	Best Quality		
50	Towels Colorful	Best Quality		
51	Softy Slippers	Best Quality Size(6/7/8/9 Etc)		
52	Door Mat	Best Quality		
53	Melamine Plates (Rice)	Best Quality		
54	Melamine Plates (Quarter)	Best Quality		
55	Cosmic Korean Car Wax and Polish	Best Quality		
56	7cf Dashboard Leather and Tyre Wax	Best Quality		
57	Scotch Brite Stainless Steel Spiral	Best Quality		
58	7cf furniture Polish	Best Quality		
59	Energy Saver Cool Day Light 23W	Philips or Equivalent		
60	Tube Light 36W,2500 Lumen	Philips or Equivalent		
61	Tube Light 18W,1024 Lumen	Philips or Equivalent		
62	Super Glue	Elfy or Equivalent		
63	Silicon Gun Bottle White	Standard size Best Quality		

64	Emergency lights	Best Quality		
65	Torch/Battery	Best Quality		
66	Electrician Tool Kit Complete	Best Quality		
67	Bathroom Spin Mop	Best Quality		
68	Prayer Mat/Jai Namaz	Best Quality		
69	Tube Light Starter	Best Quality Philips or Equivalent		
70	Tube Light Chok	Best Quality Philips or Equivalent		
71	Muslim Shower	Best Quality		
72	Car Wash Shampoo	Best Quality		
73	Washing of Towels			
74	Washing of Pillow Cover			
75	Washing of single bed sheet			
76	Washing of double bed sheet			
77	Washing of single bed blanket			
78	Washing of double bed blanket			
79	Washing of single bed razai			
80	Washing of double bed razai			

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<b>COMPUTER STATIONERY</b>				
<b>S.No</b>	<b>Name of Items / Description</b>	<b>BRAND NAME / SPECIFICATION</b>	<b>Quoted Price</b>	
			<b>Rupees</b>	<b>Paisa</b>
1	CD's with Individual Covers	Simple		
2	DVD (4.5 GB) with Individual Cover			
3	Hp LaserJet Toner (Original)	HP LaserJet 1020 Printer		
4	Hp LaserJet Toner (China)	HP LaserJet 1020 Printer		
5	Hp Office jet Cartridge Black+Color (Original)	HP Office jet 5610 Printer		
6	Hp Office jet Cartridge Black+Color (China)	HP Office jet 5610 Printer		
7	Hp LaserJet Toner (Original)	HP LaserJet 1200 Printer		
8	Hp LaserJet Toner (China)	HP LaserJet 1200 Printer		
9	Hp LaserJet Toner (Original)	HP LaserJet 1320 Printer		
10	Hp LaserJet Toner (China)	HP LaserJet 1320 Printer		
11	Hp LaserJet Toner (Original)	HP LaserJet 4250 dtn Printer		
12	Hp LaserJet Toner (China)	HP LaserJet 4250 dtn Printer		

13	Hp LaserJet Toner (Original)	HP LaserJet 2015 Printer		
14	Hp LaserJet Toner (China)	HP LaserJet 2015 Printer		
15	Hp LaserJet Toner (Original)	HP LaserJet PRO Printer, M125A		
16	Hp LaserJet Toner (China)	HP LaserJet PRO Printer, M125A		
17	Panasonic Multifunctional Toner (Original)	KX-MB2085		
18	Panasonic Multifunctional Toner (China)	KX-MB2085		
19	Hp LaserJet Pro (Original)	M102a		
20	Hp LaserJet Pro (China)	M102a		
21	Hp LaserJet Pro (Original)	M402dn		
22	Hp LaserJet Pro (China)	M402dn		
23	Photocopier Konica Minolta (Original)	Bizhub 367		
24	Photocopier Konica Minolta (China)	Bizhub 367		
25	Multimedia Key Board	Dany		
26	Optical Mouse	A-4 Tech		
27	USB, 64GB	Kingston		
28	USB, 32 GB	Kingston		
29	Window Washing Liquid, 260 ml	Glint		
30	Wireless Keyboard	Dany		
31	Wireless Mouse	A4 Tech		
32	Collar Mic. Branded	Bosch Or Equivalent		
33	Conference Mic. Branded	Bosch Or Equivalent		

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Repair of Transport				
S.No	Name of Items / Description	BRAND NAME / SPECIFICATION	Quoted Price	
			Rupees	Paisa
1	Car Battery 50 Amperes	AGS or Equivalent		
2	Car Battery 100 Amperes	AGS or Equivalent		
3	Car Petrol Engine Oil 4 Liters Gallon	ZIC 3x or Equivalent		
4	Diesel Engine Oil 4 Liters Gallon	Delo Gold or Equivalent		
5	Engine Oil Filter Suzuki Alto VXR 2005	Guard or Equivalent		
6	Engine Oil Filter Suzuki Liana 2005	Guard or Equivalent		
7	Diesel Engine Filter Toyota Hiace 2004	Guard or Equivalent		
9	Air Filter Suzuki Alto VXR 2005	Guard or Equivalent		
10	Air Filter Suzuki Liana 2005	Guard or Equivalent		
11	Air Filter Toyota Hiace 2004	Guard or Equivalent		
12	Engine Oil Honda 125	Best Quality		

13	Air Filter Honda 125	Best Quality		
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Please note; Wherever Brand Name is indicated in above list(s), it means this particular brand or its equivalent is required. Brand may alter but its equivalency in terms of quality may be checked / examined, if any other brand quoted.

Repair of Plant and Machinery				
S.No	Name of Items / Description	BRAND NAME / SPECIFICATION	Quoted Price	
			Rupees	Paisa
1	Diesel Generator Battery 150 Amperes	AGS or Equivalent		
2	UPS Battery 200 Amperes	AGS or Equivalent		
3	Diesel Engine Oil 4 Liters Gallon	Delo Gold or Equivalent		
4	Diesel Engine Generator Filter 450KVA	Guard or Equivalent		
5	Diesel Engine Generator air filter 450KVA	Guard or Equivalent		

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