

**GOVERNMENT OF PAKISTAN  
MINISTRY OF PLANNING, DEVELOPMENT AND REFORM  
NATIONAL FERTILIZER DEVELOPMENT CENTRE  
STREET NO. 1, SECTOR 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 and Miscellaneous items etc. during the financial year 2017-18.

**Terms and Conditions:**

1. The rates quoted will be applicable till 30<sup>th</sup> June, 2018.
  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, National Fertilizer Development Centre (NFDC) should be enclose 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 NFDC 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. NFDC may reject any or all bids or proposals in accordance with PPRA Rules.
2. List of Office Stationery and Miscellaneous Items 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.

**(Sultan Muhammad)  
Deputy Chief  
Tel: 051-9269740**

**ANNUAL PROCUREMENT PLANNING FOR FY 2017-18**  
(Under Rule 8 & 9 of the Public Procurement Rules 2004)

Name of the Procurement Agency: **NATIONAL FERTILIZER DEVELOPMENT CENTRE (NFDC)**

S. #	Name of the Procurement	Estimated Cost	Procurement Method	Tentative Date of Procurement Notice/RFQ	Tentative Date for Award of Contract	Tentative Date of Completion	Remarks
01	Postage and Telegraph	30,000	Direct Contact to FTO			June, 2018	
02	POL	220,000	Through PSO and PSO Dealers			June, 2018	
03	Office Stationery	220,000	Tender & Direct Contact to Registered Firm	14-09-17	02-10-17	June, 2018	
04	Newspaper, Periodical & Books	50,000	Direct Contact to Newspaper Seller			June, 2018	
05	Other Contingent Expenditure	200,000	Tender & Direct Contact to Registered Firm	14-09-17	02-10-17	June, 2018	
06	Entertainment	10,000	Petty Purchases			June, 2018	
07	Repair of Transport	150,000	Direct Contact to Registered Firms			June, 2018	
08	Repair of Machinery	100,000	Direct Contact to Registered Firms			June, 2018	
09	Repair of Furniture and Fixture	30,000	Direct Contact to Registered Firms			June, 2018	
10	Repair of Hardware	50,000	Direct Contact to Registered Firms			June, 2018	

**OFFICE STATIONERY**

S. #	Name of Items / Description	BRAND NAME / SPECIFICATION	Quoted Price	
			Rupees	Paisa
1	Ball Points (Good quality)	Uni-ball eye ub-150 or Equivalent		
2	Ball Points (Normal quality)	Piano Crystal or Equivalent		
3	Ball Points	Staedtler or Equivalent		
4	Board Marker	Dollar or Equivalent		
5	Binding Tape, 3 Inch			
6	Cell, AA Size	Energizer or Equivalent		
7	Cell, AAA Size	Energizer or Equivalent		
8	Double Tap, 1 Inch			
9	Envelopes, Letter Size	Khaki		
10	Envelopes, File Size	Khaki		
11	Envelopes, File Size	Khaki		
12	File Board, A-4 Size	Simple		
13	File Covers	As per specimen of NFDC		
14	File Tag	Per Bundle		
15	Glue Sticks (Medium Size)	AMOS or Equivalent		
16	High Lighters	Stablo Boss or Equivalent		
17	Letter Dispatch Register No. 8			
18	Lead Pencils	Staedtler or Equivalent		
19	Note Sheet, Imported (100 sheets)	Best Quality		
20	Paper Punch (Single hole) Superior	Best Quality		
21	Paper Ream (A-4 Size) 80 gm	Double A		
22	Paper Ream (Legal Size) 80 gm	Double A		
23	Post it Pad, Medium Size			
24	Post it Pad, Flag Size			
25	Register No. 12	Best Quality		
26	Stamp Pad	Crystal or Equivalent		
27	Stapler Machine, Max HD-50/50R	Original		
28	Stapler Machine Pin (Normal)	Dollar or Equivalent		
29	Scotch Tape, 1 Inch	Best Quality		
30	Scale, Stainless Steel			
31	White Fluid Pens	Pelik or Equivalent		
32	Writing Pads, A-4 Size, 50 Pages	As per specimen of NFDC		
33	CD's (700MB)	Maxell or Equivalent		
34	USB (16GB)	Kingston or Equivalent		
35	Hp LaserJet Toner (Original)	HP LaserJet 1005 Printer		
36	Hp LaserJet Toner (China)	HP LaserJet 1005 Printer		
37	Hp LaserJet Toner (Original)	HP LaserJet 1006 Printer		
38	Hp LaserJet Toner (China)	HP LaserJet 1006 Printer		
37	Hp LaserJet Toner (Original)	HP LaserJet 1200 Printer		
38	Hp LaserJet Toner (China)	HP LaserJet 1200 Printer		
39	Hp LaserJet Toner (Original)	HP LaserJet 1300 Printer		
40	Hp LaserJet Toner (China)	HP LaserJet 1300 Printer		
41	Hp LaserJet Toner (Original)	HP LaserJet 1320 Printer		
42	Hp LaserJet Toner (China)	HP LaserJet 1320 Printer		
43	Hp LaserJet Toner (Original)	HP LaserJet 2015 Printer		
44	Hp LaserJet Toner (China)	HP LaserJet 2015 Printer		
45	Hp LaserJet Toner (Original)	HP LaserJet Pro 400 Printer		
46	Hp LaserJet Toner (China)	HP LaserJet Pro 400 Printer		