GC WOMEN UNIVERSITY SIALKOT

Main Procurement & Auction Committee

Tel# 052-9250649

Ref. No: GCWU/SKT/MPAC/19/01. Date :18-02-2019

TENDER DOCUMENTS
FOR THE PURCAHSE OF STATIONARY ITEMS
TENDER OPEN DATE 05-03-2019 TIME 12:00 PM

NOTE:

- Vendors fulfill the bidding requirements and Bid Evaluation criteria as per PPRA Rules.
- Vendors must quote their rates on the company letter pad / tender form according to the specifications. Hand written quoted rates will not be accepted.
- The Procurement will be in accordance with the rules 38(1) (Single stage – one envelope procedure) of Punjab Procurement rules 2014.

Estimated Cost: 1.950M

Sr .#	Name of Items	Specifications	QTY.	PRICE WITH TAX
1	Paper Ream	*A4 70 gm, copy mate plus or equivalent*	500-Ream	
2	Paper Ream	*Legal 70 gm, copy mate plus or equivalent*	60-Ream	
3	Ball Point Black	*(1x10) Dollar Clipper or Equivalent*	30-Pkt	
4	Ball Point Blue	*(1x10) Dollar Clipper or Equivalent*	70-Pkt	
5	Ball Point Red	*(1x10) Dollar Clipper or Equivalent*	70-Pkt	
6	Ball Point Green	*(1x10) Dollar Clipper or Equivalent*	03-Pkt	
7	Lead Pencil	*(1x12) Goldfish or Equivalent*	40-Pkt	
8	Eraser	*(Pelican or Equivalent)*	09-Pkt	
9	Sharpener	*Steel (Dux or Equivalent)*	09-Pkt	
10	Correction Pen (Fluid)	*Kita or Equivalent*	100-Nos	
11	Highlighter	*(Dollar or Equivalent) Yellow, Pink*	180-Nos	
12	Glue Stick	*21 grm*	108-Nos	
13	Box File	*4" QB, Ideal or Equivalent*	300-Nos	
14	Binding Sheets	*A4 Size (1x100)*	03-Pkt	
15	Binding Tape	*2" Blue, Black*	60-Nos	
16	Stamp Pad Blue	*Dollar or Equivalent*	50-Nos	
17	Stamp Pad Black	*Dollar or Equivalent*	30-Nos	
18	Stamp Pad Red	*Dollar or Equivalent*	20-Nos	
19	Dispatch Register	*200 pages*	20-Nos	
20	Dairy Register	*200 pages*	20-Nos	
21	Drafting Pad Small	*50 pages*	500-Nos	
22	Drafting Pad Large	*50 pages*	400-Nos	
23	Sticky Note	*(1x12) 1 Inch*	10-Box	
24	Sticky Note	*(1x12) 2 Inches*	10-Box	
25	Sticky Note	*(1x12) 3 Inches*	10-Box	

GC WOMEN UNIVERSITY SIALKOT

Main Procurement & Auction Committee

Tel# 052-9250649

26	File Tags	*Small*	15-Pkt	
27	Board Marker Blue	*(1x12) Dollar or Equivalent*	45-Pkt	
28	Board Marker Black	*(1x12) Dollar or Equivalent*	45-Pkt	
29	Board Marker Red	*(1x12) Dollar or Equivalent*	30-Pkt	
30	Board Marker Green	*(1x12) Dollar or Equivalent*	15-Pkt	
31	Colored Pages	*(A-4) Spectra or Equivalent*	16-Ream	
32	Colored Pages	*(Legal) Spectra or Equivalent*	16-Ream	
33	Dry Ink Black	*For Board Marker (Dollar or Equivalent)*	300-Nos	
34	Dry Ink Blue	*For Board Marker (Dollar or Equivalent)*	300-Nos	
35	Dry Ink Red	*For Board Marker (Dollar or Equivalent)*	80-Nos	
36	Dry Ink Green	*For Board Marker (Dollar or Equivalent)*	80-Nos	
37	Board duster	*Cloth/Foam*	160-Nos	
38	Stock Register	*(200 Page)*	12-Nos	
39	Permanent marker	*(1x12) Dollar or Equivalent*	06-Pkt	
40	Stapler	*24x6 (Opal, Dux or Equivalent)*	50-Nos	
41	Stapler Large	*Heavy Duty (Opal or Equivalent)*	12-Nos	
42	Stapler Pin	*24 x6 (Dollar or Equivalent)*	150-Nos	
43	Stapler Pin	*23x8*	20-Nos	
44	Stapler Pin	*23x10*	20-Nos	
45	Stapler Pin	*23x15*	20-Nos	
46	Stapler Pin	*23x17*	20-Nos	
47	Scotch Tape	*1 inch*	30-Nos	
48	Scotch Tape	*2 inches*	30-Nos	
49	Scotch Tape	*3 inches*	30-Nos	
50	Paper Tape	*1 inch*	50-Nos	
51	Stamp Pad Ink	*Black*	20-Nos	
52	Stamp Pad Ink	*Blue*	20-Nos	
53	Paper cutter		15-Nos	
54	Puncher Machine	*Single hole*	20-Nos	
55	Puncher Machine	*Double hloe*	20-Nos	
56	Common Pins	*Size#2, Weight of pkt 50grms*	40-Pkt	
57	Scale Plastic	*1 foot*	30-Nos	
58	Scale Steel	*1 foot*	30-Nos	
59	Pin Opener	*Dollar or Equivalent*	40-Nos	
60	Envelope Khaki	*9"x4" (80gms)*	2500-Nos	
61	Envelope Khaki	*10"x12" (A-4) (80gms)*	1500-Nos	
62	Envelope Khaki	*File Size 12'x15" (80gms)*	1500-Nos	
63	Envelope Khaki	*Cloth Lined 14"x17" (80gms)*	3000-Nos	
64	Binding clips	*1 inch*	15-Pkt	
65	Binding clips	*2 inches*	15-Pkt	
66	Staff Attendance Register	*100 pages*	16-Nos	
67	Scissors Medium	*Steel & Plastic*	08-Nos	
68	Scissors Large	*Steel & Plastic*	08-Nos	
69	Thumb Pins	*(1x50)*	25-Pkt	
70	Paper Weight	*14 sided layered rock*	16-Nos	
71	Pen Holders	*Wooden*	16-Nos	

GC WOMEN UNIVERSITY SIALKOT

Main Procurement & Auction Committee

Tel# 052-9250649

72	Gel Pen Blue	***Uniball, Signo (1x12) or Equivalent***	20-Pkt	
73	Gel Pen Black	***Uniball, Signo (1x12) or Equivalent***	20-Pkt	
74	Gel Pen Red	***Uniball, Signo (1x12) or Equivalent***	08-Pkt	
75	Gel Pen Green	***Uniball, Signo (1x12) or Equivalent***	08-Pkt	

Convener (MPAC)
GC Women University,
Sialkot