



**GOVERNMENT OF PAKISTAN,
MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
3rd Floor, PMO, RHO, G-10/4 ISLAMABAD
Tele- +92-51-9039-2255 Fax +92-51- 9201364**

RFQ No. NADRA/PMO/STA/GO/RFQ

Dated: 30-09-2022

Request for Quotations for Procurement of Stationery Items

National Database and Registration Authority has Received credit from International Development Association (IDA) in the form of a Loan credit No. 61390-PK towards the cost of FATA Temporarily Displaced Persons Early Recovery Project (TDP-ERP). It is intended to apply a part of the proceeds of this credit to eligible payments under the contract for Procurement of consumables.

FATA TDP-ERP now invites sealed quotations from reputed firms having previous experience of above work to quote their competitive prices as per attached Specifications **Annexure-A**.

The request for quotations along with the accompanying documents on PMO addresses no later than **14th October, 2022** at 04:00 PM.

Terms and Conditions:

- i. The Quotation must be submitted according to the attached specifications.
- ii. The supplier must be GST registered and an active taxpayer. The supplier must write NTN number on the quotations.
- iii. Price shall be quoted in Pak Rupees and shall remain valid without any change in rate. Quoted price shall be inclusive of GST and other applicable Taxes and Government taxes will be deducted at source as per Government prescribed rates (where applicable).
- iv. Quotation must be typewritten.
- v. Goods must be delivered at **Plot# 30, 3rd Floor, Project Office, NADRA Regional Head Office, G-10/4 Islamabad** within **03 weeks** after issuance of Purchase Order.
- vi. The Prices indicated in the Price Schedule shall be delivered duty paid (DDP). The price of other (incidental) services, if any, may be mentioned separately.
- vii. The suppliers are requested to give their best and final prices as no negotiations are expected.
- viii. Quotations shall be valid for a period of 45 days after submission.
- ix. Samples shall be provided during submission of Quotation, the selection will be on quality-cum basis. The samples shall remain in the custody of NADRA and samples will be matched with the delivered items.
- x. Hundred percent payments will be made within 28 days after successful delivery, inspection and acceptance.
- xi. Firms must have active Office/Shop/Store and must be responsive for 06 days a week within office hours.
- xii. The Purchase Order may increase or decrease as per requirement.


**Procurement Specialist
(FATA TDP-ERP)**



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Annexure-A

Technical Specifications

S. No.	Item Name	Description	Unit	Quantity
1	Air Freshener	Cobra Air freshener 500 ML Pack or Equivalent	No	2450
2	Air Freshener Machine	Air Refill Machine (Medium Size)	No	10
3	Refill Spray	Automatic Refill Spray (Lavender Fragrance) Breeze (18) & Air Wick (18)	No	80
4	Ball Point	Blue Colour (Clipper or Equivalent)	Pkt	2040
5	Box File/Folder	Imported 3" Inch, Legal with Metal Ring or as per Sample	No	1720
6	Gum Stick	20 gm Daily or equivalent	No	2030
7	Battery Cell	Battery Cell Small (AA) (Dura or Energizer or Equivalent)	No	72
8	Battery Cell	Battery Cell Small (AAA) (Dura or Energizer or Equivalent	No	72
9	Pen Fluid white	Uni Correction Pen or equivalent	No	1650
10	Drafting Pad	A4 Size	No	1650
11	Drafting Pad	Small size	No	1650
12	Dust Bin Fine Quality	Standard Size for Office Use	No	420
13	Duster Cloth	Duster (Yellow), 24" x 14" , Fabric Type (100% Cotton and Fully	No	1640
14	Envelopes White (Plain)	A3 size Golden-100 per packet (with NADRA Logo and Head)	Pkt	40
15	Envelopes White (Plain)	Legal Size Golden-100 per Packet (with NADRA Logo and Head)	Pkt	83
16	Envelopes White (Plain)	Small Size 11 x 5 Golden -100 per packet (with NADRA Address)	Pkt	163
17	File Cover	Jacket File Cover White (Transparent)	No	200
18	File Cover	File Cover Transparent Plastic	Pkt	10

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19	File Covers Normal	With cloth binding top quality, Legal Size with NADRA Address and Monogram or as per Sample	No	3300
20	Glass cleaner spray	(Glint) or equivalent	No	1630
21	Gum Stick	Medium Dollar or equivalent	No	2040
22	Highlighter	Top quality in different colours (Dollar/Double A) or Equivalent	No	2100
23	Marker for Signature	Piano/Mercury or Equivalent	Pkt	800
24	Marker Permanent	Blue or Black Colours (Dollar or Equivalent)	No	810
25	Marker Temporary	Blue or Black Colours (Dollar or Equivalent)	No	1200
26	Gel Pen (Blue)	.7 mm, Uniball Signo or Equivalent	Pkt	1220
27	Packing Tape	2" Deer/Johnson or Equivalent	No	810
28	Paper Clip	Superior or Equivalent	Pkt	410
29	Paper Cutter	S.D.I. (Superior) or Equivalent	No	410
30	Pencil	2x1/2 HB, Goldfish 10 per packet or Equivalent	Pkt	420
31	(Multi-Colour Flag for File tagging)	1 x 3 best quality Sensa or Equivalent	Pkt	820
32	Post It Pad	3" x 3" , 100 Sheet, Best Quality	Pkt	850
33	Computer Mouse	Best Quality Wireless 3 Button Mouse for Laptop	No	20
34	Soap	Lux Soap or Equivalent	No	40
35	Punch Machine	Fine quality, Imported, Medium Duty, 2 hole, punch 30 sheets of 80 gm	No	210
36	Punch Machine	Fine quality, Single Hole, Local, Up to 20 Sheet of 80 gm	No	210
37	Register for Dairy/Dispatch	Standard Size for Office Use. Minimum 200 Pages	No	41
38	Attendance Register	Standard Size for Office Use. Minimum 200 Pages	No	40
39	Short Leave Register	As per Format, Star , Minimum 200 Pages or equivalent	No	41

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40	Stock Register	No.4 Star, Minimum 200 Pages or Equivalent	No	41
41	Expense Register	No.4 Star, Minimum 200 Pages or Equivalent	No	40
42	Rubber/Eraser	Pelicon or Equivalent, Standard size	No	1280
43	Scotch Tape	1" Deer/Johnson or Equivalent	No	420
44	Sharpener	Fine Quality	No	160
45	Stamp Pads Medium	Best Quality, Blue, leakage proof	No	250
46	Stamp Pads Large	Best Quality, Blue, leakage proof	No	250
47	Ink bottle for (stamp pad)	Blue Colour, Best Quality	No	330
48	Stapler Machine	Fine Quality, Staple 20 sheets of 80 gm, uses staples 24/6, Daily or equivalent	No	260
49	Staples (Pins)	24/6, Daily or equivalent	Pkt	1630
50	Stapler Machine (Heavy Duty)	Fine quality, Heavy duty, staple up to 240 Sheet of sheets of 80 gm,23/24 , daily or equivalent	No	41
51	Staples (Pins for heavy duty)	used to staple for up to 300 sheets 23/24	Pkt	410
52	Staple Pin Remover (Heavy Duty)	Best Quality	No	82
53	Staple Pin Remover (Normal)	Best Quality	No	360
54	Tissue Papers	Rose Petal 3 x Ply 210 Sheet or Equivalent	Box	2800
55	Token Roll (75mm) or 3 Inch	It may be required as per thermal printer specifications in field offices or as per sample	No	2000
56	Transparent File Legal	Crystal or equivalent	No	30
57	Scissor	Plastic handle , 6" ,(Medium),Stainless Steel,(Fine Quality)	No	175
58	Insect Killer	600ml, Kingtox or Equivalent	No	1240
59	Steel Ruler	12" , Stainless Steel Fine Quality, imported	No	120
60	Duster (White Board)	Best Quality	No	162

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61	File Tray	Plastic , Best Quality	No	330
62	Tissue Paper Roll	Rose Petal Big roll or equivalent	No	2500
63	Laptop Carrier Hand Bag	<ul style="list-style-type: none">• The front exterior compartment zipper pocket features an extensive organizer to hold all your business essentials and three exterior zipper pockets for quick access. Front compartment features a file divider to keep files in order.• Features convenient dual top handles for easy carrying and comes with a removable, adjustable, and padded shoulder strap that extends 56-inches for versatile carrying options.• Product Dimension 16.75" L x 12.75" H x 5.75" D.• Top quality bag	No	10
64	Towel	Best Quality, absorbent Medium Size for bath rooms (White Colour only)	No	160

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