



GOVERNMENT OF PAKISTAN,
MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
3rd Floor, PMO, RHO, G-10/4 ISLAMABAD
Tele- +92-51-9039-2853 Fax +92-51- 9108352

RFQ No. NADRA-EAD-STA/RFQ/01

Dated: 02-11-2022

Request for Quotation for Procurement of Stationery Items for EAD PMU, TDP ERP

National Database and Registration Authority has received credit from International Development Association (IDA) in the form of a Loan credit No. 57190-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 Stationery Items for EAD PMU, TDP ERP**.

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

The request for quotations along with the accompanying documents on TDP-ERP Project Office address i.e. **Plot# 30, 3rd Floor, Project Office, NADRA Regional Head Office, G-10/4, Islamabad** not later than **11th November, 2022 at 04:00 p.m.**

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. Supplier may must give quotation for all items.
- iv. Bids should be inclusive of all relevant taxes. Taxes will be deducted according to Government rules.
- v. Please quote only one offer. The currency is Pakistani Rupee.
- vi. Quotation must be typewritten.
- vii. Items must be done within **07 days** after issuance of Purchase Order.
- viii. 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.
- ix. Prices shall be fixed and Quote price should be in Pak Rupees.
- x. The suppliers are requested to give their best and final prices as no negotiations are expected.
- xi. Quotations shall be valid for a period of 30 days after submission.
- xii. Hundred percent payments will be made after successful delivery, inspection and acceptance.
- xiii. Payment will be made within 28 days after receipt of invoice and documents mentioned in above Clause.


Project Manager
(FATA TDP-ERP)



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Annex-A

S. No.	Description	Unit	Quantity
1	Air Freshener Aseel and Jasmine Noir (350 ml)	No	12
2	Ball Pen Uniball (Black, Red, Green, Blue), 2 Pack each	Packet	08
3	Duster Cloth (Standard Size for Cleanliness)	No	30
4	Paper A4 (100GM) Imported Double A	Ream	05
5	Tissue Paper Rose Petal (3 Ply-210 Sheets)	Packet	36
6	Toilet Roll Best Quality	No	12
7	Liquid Dettol Hand Wash	No	12
8	Energizer Batteries AA Normal	No	30
9	Energizer Batteries AAA Normal	No	30
10	Cobra Spray	No.	12
11	Printer Cottage-Color LaserJet pro MFP M479FDW	Set	02
12	Printer Cottage-Color LaserJet pro MFP M428FDW	No	04
13	Lemon Max Dishwashing liquid	No	12
14	Scotch Brite Scrub Sponge	No	12
15	Plastic Jacket File	No	24
16	Pen Stand Mesh Style Stationary Holder, Pen Stand	No	12