



**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/PROJ/TDP-ERP/RFQ/STATIONARY-ITEMS

Dated: 15th August, 2023

Request for Quotations for Procurement of Stationery Items

1. 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 consumables.

2. FATA TDP-ERP now invites sealed quotations from reputed firms having previous experience of supply of Stationery Items/ Paper Ream to quote their competitive prices as per attached Specifications **Annexure-A**.

3. The request for quotations along with the accompanying documents should reach at PMO addresses no later than **25th August, 2023 at 03:00 PM**.


4. 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. Manufacturer or Valid Authorized Partner or Importer or Valid Authorized Dealer or Valid Authorized Distributor/ Firm may participate. The Firm must have minimum 02 x Years business experience in provision of stationery items.
- vi. Goods must be delivered at delivery site within **08 x Weeks** after issuance of Purchase Order.
- vii. Partial Delivery and Partial Payment is allowed as per the requirement of Procuring Agency.
- 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. Import documents (LC, GD, Tax Exemption Certificate etc.) on the name of successful bidder and to be provided with invoice (where applicable).



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- 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 **60 x Days** after submission.
- xii. Hundred percent payments will be made after successful delivery, inspection and acceptance. The delivery will be made to either **NADRA PMO G-10/4 Islamabad** or **NADRA Store at Ring Road, Near Wadan CNG Achini Choak Peshawar** as per requirement of Procuring Agency in Purchase Order.
- xiii. 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 delivered items. The bill will be only paid after checking of QC and Inspection by the authorized inspection committee.
- xiv. Payment will be made within 28 days after receipt of invoice and documents mentioned in above Clause.
- xv. Firms must have active Office/Shop/Store and must be responsive for 06 days a week within office hours.
- xvi. The Purchase Order may increase or decrease as per requirement up to 15%.


15/8/23
Procurement Officer
(Anser Nadeem)



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Annexure-A

Technical Specifications

S. No	Item	A/U	Quantity
1	Duster Cloth (Duster (Yellow), 24" x 14" , Fabric Type (100% Cotton and Fully)	Nos	1678
2	Cell AAA (Dura / Energizer)	Box	6
3	Cell AA (Dura / Energizer)	Box	6
4	Cell D-Size 1.5V (Dura / Energizer)	Box	2
5	Lead Pencil with eraser (different color) Best Quality (2x1/2 HB, Goldfish 10 per packet or Equivalent)	Doz	292
6	Tissue Paper Box (Rose Petal 3 x Ply 210 Sheet or Equivalent)	Box	2880
7	Gel Pen 0.7MM (Blue) (.7 mm, Uniball Signo or Equivalent)	Pkt	40
8	Gum Stick (20 gm Daily or equivalent)	No	455
9	STICKOO Adhesive 33ML	Nos	10
10	STICKOO Adhesive 60ML	Nos	10
11	Ball Point PRO PIANO (Blue) or Equivalent	Pkt	576
12	Table Ball Pen DELI (Blue)	Nos	24
13	USB 64 GB (USB 3.2 Generation 2 or 3)	Nos	12
14	Rubber Best Quality (Eraser) (Pelicon or Equivalent, Standard size)	Nos	2096
15	HDMI 10 M (Category 3 or HDMI Premium cable reaches 18Gbits/sec and supports 4K video at 60Hz)	Nos	4