

# **TENDER NOTICE (PRINTING, STATIONERY & Misc. Items) # P&GS/-02A,02B, 02C & Misc.-2020.**

The Federal Government owned Autonomous Corporation invites sealed Tenders valid for the whole year 2020 with effect 01.06.2020 to 31.12.2020 from (Income Tax & Sales Tax Registered) Printers/Stationer and General order Suppliers for supply of specified printing, Stationery & Misc. items on the below noted terms and conditions:-

The total value of the tender is estimated about **02A Rs.5 Lak,02B Rs.5 Lakh , 02C Rs.4.Lakh & Misc. Rs.01.Lakh = Total 15 Lakh.**

## **TERMS AND CONDITIONS**

- A. Security amount must be deposited equal to 5% each Slab separately of applied bidding items in the form of CDR by the bidders against receipt.
- B. If the firm supplies sub-standard printing & Stationery items during the period of agreement, the security deposited may be forfeited in the favor of Corporation and legal action will be taken against him.
- C. The firm will be bound to supply the required items at Zonal Office State Life Insurance Corporation Of Pakistan Jhang Zone situated at behind Book Source Civil Line Jhang Sadder on the very short notice preferably in the Its week of each quarter – 2020 against purchase order.
- D. The bidder will have to attach copies of their Company Profile, Experience Certificate, Managerial Capacity, Financial Position, Active NTN & STN with the tender. This is the Evaluation Criteria for prequalification of Bidders.
- E. Income Tax & Sale Tax will be Applicable / Deducted according to (F B R) policies (Govt. of Pakistan).
- F. The all bidder should quote the unit price of bidding items and it is also market driven/printed price on the rapper in case of high rate difference from market driven price state life reserve the right to reject the quotation (even it is lowest).
- G. The successful bidder if not supply the required items state life reserve the right to purchase the required items from the second lowest party and the difference will be recovered from the first successful bidder.
- H. The sealed quotation must be reached, by post/courier/by hand to Incharge (P&GS), State Life Insurance Corporation of Pakistan, Jhang Zone up to **11.00 am on 01-06-2020**

- I. The time of opening the bid before the representative of the firms/supplier will be **11:30 am (sharp) on 01-06-2020**. The envelope must bear the quotation for **Printing, Stationery or Misc. items** at its right corner for identification.
- J. The State Life reserves the right to cancel any bid or bids without assigning any reason. The quantity of items mentioned in tender may be less or excess during 01.04.2020 to 31.12.2020.
- K. The quotation must elaborate only the unit cost including all Taxes of the specified items while the 01 Pad will be contain on 100 Leafs/Sheets.
- K The payment will be made by cheque on receipt of shipment.
- L All Printers are required to print Reference No. (Date and quantity etc.) on each page every time provided by P&GS Department at the time of printing.
- M. For specification of printing, Stationery & Misc. Items please visit [www.ppra.org.pk](http://www.ppra.org.pk), [www.statelife.com.pk](http://www.statelife.com.pk) or contact to the undersigned.

Dep't./Organization	P&GS/State Life Ins. Corporation of Pakistan Jhang Zone.
Tender Title	Printing, Stationery & Misc. Items
Method of Procurement	Single Stage-One Envelop Procedure
Criteria for Evaluation	Lowest Evaluated Bid
Tender Enquiry No.	P&GS/- <u>01,02, 03</u> & <u>Misc.</u> /2020
Tender Description/Specification	Specified Printing, Stationery & Misc. Items As per detailed attached
Tender Closing Date & Time Tender Opening Date & Time	<b>01-06-2020 ; 11:00 A.M</b> <b>01-06-2020 ; 11:30 A.M</b>
Person to be contacted	Ghulam Abbas Iqbal Manager P & G S State Life Insurance Corporation Jhang Zone Ph. 047- 9200169-

DATE OF UPLOADED  
13-MAY-2020

## TENDER NOTICE NO.JZ/P&GS/02/A/2020

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY	SIZE Measurement in Inches	SPECIFICATION
1	Accident Claim Register	05 Reg	13 x 16½	80 gm offset or equivalent (200 Leaves)
2	Accident Claim under policy JZ233	10 Pads	9 1/2 x 7½	68 Gram High Finish or equivalent
3	Accident indemnity benefit form C	10 Pads	8 1/2 X 13	70 gm offset or equivalent
4	Address change advice	30 Pads	8¼ x 5½	68 Gram High Finish or equivalent
5	Adjustment of suspense	200 Pads	7½ x 9½	68 Gram High Finish or equivalent
6	AIB Claim Processing Sheet J.Z 307	10 Pads	8 x 13	68 Gram High Finish or equivalent
7	AIB Claim Requirement Letter	10 Pads	A4 Size	68 gm H.F / equal
8	Alteration Advice M 2 A	200 Pads	7½ x 9½	68 Gram High Finish or equivalent(double side print )
9	Annexure A	50 Pads	8.5x11.5	68Gram High Finish or equivalent
10	Annexure C	50 Pads	8 x 12½	70 Gram offset Paper
11	Annual Statement of Declaration(Agy)	100 Pads	8¼ x 13¼	70 Gram offset or equivalent
12	Annuity claim under policy (J.Z-214)	10 Pads	5½ x 9	68 Gram High Finish or equivalent
13	Anticipated claim J.V	10 Pads	8¼ x11½	68 gm /or equal
14	App Ka Maktoob	50 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
15	Application for grant of cash	10 Pads	8¼ x 13	70 Gram Offset or equivalent
16	Application for Promotions to SM 50x3	5 Pads	8 1/2 X 13	70 Gram offset or equivalent300 sheet
17	Application for PromotionsSR to SO 50x3	5 Pads	8 1/2 X 13	70 Gram offset or equivalent300 sheet
18	Application for Reg. SR,SO,SM	100 Pads	8¼ x 13¼	75 Gram Offset 2 Ply (double side print)200 sheet
19	Application for Renewal of Registration SR,SO,SM)	100 Pads	8¼ x 13¼	75 Gram Offset or equivalent(double side print)
20	Application to work as S.R	100 Pads	8¼ x 13¼	75 Gram Offset or equivalent(double side print)
21	Attendance Register Cover(Regular) Yellow	150 Nos.	14 X 17	Color Card 150 gm Imported every card

22	Attendance Register Cover(Late Coming) Pink	150 Nos.	14 X 17	Color Card 150 gm Imported every card
23	Attendance Sheet (Large)	1000 Sheets	14 X 17	75 Gram Offset or equivalent
24	Attendance Sheet (Small)	1500 Sheets	17 X 7	75 Gram Offset or equivalent
25	Audit Observation Pad	10 Pads	A4 Size	70 gm Color paper Imported
26	Budget Register Sheet(Double Side Print)	1000 Sheets	13 x 11	75 Gram offset /E (Side cut)
27	Calculation Sheet Death	10 Pads	8¼ x 13	68 Gram High Finish or equivalent
28	Calculation Sheet Mty	10 Pads	8¼ x 13	68 Gram High Finish or equivalent
29	Change of Address &Status Change Advice	10 Pad	8¼ x 13¼	68 Gram High Finish or equivalent
30	Change Of Guardian	10 Pad	8¼ x 13¼	70 Gram High Finish or equivalent
31	Change Of Nomination	10 Pad	8¼ x 13¼	70 Gram High Finish or equivalent
32	Cheque Dishonor letter Urdu (PHS)	50 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
33	Cheque Forwarding Letter J.Z 17	250pads	5½ x 8¼	68 Gram High Finish or equivalent
34	CHQ Schedule	25 Pads	8.5 x 11	3 Ply Color Paper Local
35	Claim Covering Letter	20 Pads	8¼ x 11½	70 Gram Offset or equivalent
36	Claim Form A	10 Pads	8¼ x 11½	70 Gram Offset or equivalent
37	Claim Form AIB	10 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
38	Claim Payment Voucher	20 Pads	8¼ x 11¼	68 Gram (White Rose) or equivalent
39	Conveyance Bill	10 Pads	5½ x 8¼	68 Gram High Finish or equivalent
40	D- P.O 6-B	20 Pads	14½ x 9½	68 Gram High Finish or equivalent
41	D.P.O 4-A	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
42	D.P.O 6-A	50 Pads	8¼ x 13¼	68 Gram High Finish or equivalent(double Side Print)
43	D/C Cheque Forwarding J. Z 211	10 Pads	8¼ x 11	68 Gram High Finish or equivalent
44	D/C Processing Sheet(3 Ply Single Print)	10 Pads	8 1/2 x 13	70 Gram Offset or equivalent 300 sheet
45	D/C. J.V	10 Pad	9x 11	68 Gram High Finish or equivalent
46	D/C. Intimation Ledger	05 Reg	13 x 16½	75 Gram Offset or equivalent (200 Sheet)
47	D/C/Letter Urdu	10 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
48	Daily cash Register	10 Reg	Standard Size	75 Gram Offset or equivalent (200 Sheet)

49	Day Dispatch Register (250 Leaves)	10 Reg	Standard Size	75 Gram Offset or equivalent (200 Sheet)
50	Dak Receipt Register (250 Leaves)	10 Reg	Standard Size	75 Gram Offset or equivalent (200 Sheet)
51	Dak Receipt Slip	400 Pads	5½ x 8¼	68 Gram High Finish or equivalent
52	Dewed ka bian (Form Alf)(2 Ply Single Print)	50 Pads	8¼ x 11	75 Gram Offset or equivalent
53	Death claim cheque forwarding letter(Reg./TCS)	20 Pads	8¼ x 11	68 Gram High Finish or equivalent
54	Death claim form A-5	5 Pad	8.5 x13.5	70 Gram Offset or equivalent
55	Death Claim Letter (J.Z-210)	10 Pads	7½ x 10	68 Gram High Finish or equivalent
56	Death claim paid register	05 Reg	13 x16.5	70 Gram Offset or equivalent (200 Leaves)
57	Death Claim Processing Sheet (Yellow)	5 Pads	8 x 13	3 Ply Single Print Color Paper 70 gm(Imported) 300 sheet
58	Debit letter medical	10 Pads	8¼ x 11	68 Gram High Finish or equivalent
59	Debit to SR	10 Pads	8¼ x 11	68 Gram High Finish or equivalent
60	Declaration Form field	10 Pads	8¼ x 13¼	70 Gram High Finish or equivalent
61	Declaration Rule – 2002	50 Pads	8¼ x 13¼	70 Gram of set or equal
62	Disability form A	05 Pads	8¼ x 13¼	70 Gram of set or equal
63	Discharge of policy form No.XII	30 Pads	8¼ x 11	70 Gram of set or equal
64	Endorsement PHS/ALT	10 Pads	8¼ x 11	70 Gram of set or equal
65	Envelope Khaki 9 x 4	30000 No's	9 x 4	Golden Craft Paper or equivalent
66	Envelope Policy Document Size	5000 No's	10 x 12	Golden Craft Paper or equivalent
67	Envelope X-Ray Size	1000 No's	15 x 20	Golden Craft Paper or equivalent
68	Envelope File Size	2000 No's	11½ x 15	Golden Craft Paper or equivalent
69	Envelope White	5000 No's	5 x 11	75 Gram Offset or equivalent
70	Envelope White (Medical) 5x11	1000 No's	5 x11	75 Gram Offset or equivalent
71	Three Specimen Signature	20 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
72	File cover office	10000 No's	22 x 13¼	240 Gram Bleach Card or equivalent with steel clip + State Life Monogram etc.
73	Form -B (2 Ply single print) 2 x 100 leaf each pad	50 Pads	8¼ x 11½	75 Gram Offset or equivalent (200 Sheet)
74	Form D – 2	10 Pads	8 1/2 X 11	68 Gram High Finish or equivalent
75	Form -Jeem (1 Ply)	30 Pads	8¼ x 11½	75 Gram offset or equal
76	Form R - 2	10 Pads	8 1/2 X 11	68 Gram High Finish or equivalent

77	Form Daal (1 Ply)	20 Pads	8¼ x 11½	75 Gram Offset or equivalent(2 - color print )
78	Health card Agency.	500 No's	5 x 9½	Color Card
79	Hospitalization	10 pads	8 x 12	68 Gram High Finish or equivalent
80	Indent Pad	20 Pads	8¼ x 11	68 Gram High Finish or equivalent
81	Inter Office Communication Pad	20 Pads	8¼ x 11	68 Gram High Finish or equivalent
82	Intimation Register (Mty) 200 leave	05 Reg	13 x 16½	75 Gram offset paper or equivalent
83	Iqrar Nama (Medical)	10 Pads	8¼ x 11	100 Gram Offset Paper.
84	Journal Voucher	20 Pads	11½ x 12	68 Gram (White Rose) or equivalent
85	L. A. 3. New Business	40 Pads	8¼ x 11	70 Gram Offset or equivalent
86	L-A-3 (PHS)	10 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
87	Leave Application English	20 Pad	8¼ x 11	68 Gram High Finish or equivalent
88	Leave Application Urdu	40 Pad	7½ x 10	68 Gram High Finish or equivalent
89	Letter Head Pad 2 Color Print	50 Pads	A4Size	90 Gram Offset or equivalent
90	Loan Assignment Register	05 Reg	8¼ x 13¼	75 Gram offset paper or equivalent
91	Loan S.v MTY Claim Cheque Dispatch Register (300 Leaves each register)	30 Reg	Standard Size	68 Gram High Finish or equivalent
92	Loan Payment Voucher	20 Pads	8¼ x 11½	68 Gram High Finish or equivalent
93	Loan Cheque Letter J.Z 130 A	20 Pads	8¼ x 11½	68 Gram High Finish or equivalent
94	Maturity Claim D.V	50 Pads	8¼ x 11½	68 Gram High Finish or equivalent
95	Maturity Claim J.V	30 Pads	8¼ x 11¼	68 Gram High Finish or equivalent
96	Medical Expense Card Officer	200 Sheets	13x11	75 gm offset or equal
97	Medical Fee statement	40 Pad	8¼ x 11	68 Gram High Finish or equivalent
98	Medical Attendance Scheme (Agency)	20 Pads	8¼ x 13	75 Gram Offset or equivalent
99	Medical Book Officer (55 Leaves)	100 Books	4¼ x 11	68 Gram High Finish or equivalents per sample
100	Medical Exp card Staff	200 Sheets	13x11	75 gm offset or equal
101	Medical Exp. Card field	500 Sheets	10 x 15	75 Gram Offset or equivalent
102	Medical Reference Letter (Agency)	10 pads	8¼ x 11	68 Gram High Finish or equivalent
103	Medical Re-imburement pad	20 Pad	8¼ x 13¼	68 Gram High Finish or equivalent

104	MTY Claim Letter Urdu	20 Pad	8¼ x 11	68 Gram High Finish or equivalent
105	MTY Reminder Letter	20 Pad	8¼ x 11	68 Gram High Finish or equivalent
106	MTY Requirement Letter App Ka Maktoob	30 Pad	8¼ x 11	68 Gram High Finish or equivalent
107	N.D Form PHS	10 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
108	Nomination Form (2 Color Print)	50 Pads	8¼ x 11	75 Gram Offset or equivalent
109	Off Policy Advice	15 Pad	8¼ x 5½	68 Gram High Finish or equivalent
110	Over Time Pad	20 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
111	P.R. Book Fresh (50 x 4)Four Color Pages	50 Books	9 x 5½	4 Ply Color Paper (Carbonless)
112	P.R. Book Renewal (50 x 4)Four Color Pages	50 Books	9 x 5½	4 Ply Color Paper (Carbonless)
113	Payment Sheet Of Annuity Card	500 cards	8¼ x 13	Alabaster 300 Germ. or equivalent
114	Payment Voucher Pads	50 Pads	8¼ x 11½	68 Gram (White Rose) or equivalent
115	Performa For Surrender Of Policy	50 Pads	8¼ x 11	68 Gram High Finish or equivalent
116	Personal Accident Claim Form A-2	10 Pads	8 x 13	70 Gram Offset or equivalent(double side print )
117	Personal Accident Claim Form B	10 Pads	8 1/2 X 13	70 gm offset doubl side print
118	Policy Particular PHS	30 pads	8¼ x 13¼	68 Gram High Finish or equivalent
119	Policy File Cover (Green/Red /any Color)5" Scotch Tape	30000	10 x30	300 gm local card/sentry-Polo.(with steel clip) + 5" Squash Tape
120	Policy Indent Card	10000 Card	9 x 13	300 Gram Alabaster Card or equivalent
121	Policy Loan Processing Sheet	30 Pads	13 x 8¼	68 Gram High Finish or equivalent
122	Policy Loan Schedule (Loan Form)	50 Pads	9 x 11½	70 Gram Of set or equivalent
123	Policy Record Received letter	10 Pads	8¼ x 11½	68 Gram High Finish or equivalent
124	Policy Register (2 Ply) 300 x 2	05Reg	15½ x 11	68 Gram High Finish or equivalent
125	Policy Revival Register (200 Leaves)	05 Nos	Standard Size	68 Gram High Finish or equivalent
126	Pre Receipt D. Voucher Annuity	20 pads	8¼ x 11½	68 Gram High Finish or equivalent
127	Pre-Receipt S.V, Discharge Voucher	100 Pads	11½ x 8¼	68 Gram High Finish or equivalent
128	Prescription Form Field	10 Pads	7½ x 10	68 Gram High Finish or equivalent
129	Promotion evaluation Sheet	10 Pads	8 1/2 X 13 1/2	68 Gram High Finish or equivalent

130	Proposal Register Sheet double side print	5000 Sheets	13 x 16½	75 Gram Offset or equivalent
131	Record Creation Advice M-1-A	5 Pads	9 x 11	68 Gram High Finish or equivalent
132	Record Transfer pad Urdu	10 Pads	8¼x11½	68 gm H.F or equal
133	Reference Letter (Agency)	100 Pads	8¼ x 11½	68 Gram High Finish or equivalent
134	Reference Letter for Clinical Lab	10 Pads	8¼ x 11	68 Gram High Finish or equivalent
135	Reference Slip Pad (Medical)	20 Pad	11x 4 1/2	68 Gram High Finish or equivalent
136	Reminder Letter Mty	50 Pad	8¼ x 11½	68 Gram High Finish or equivalent
137	Requirement Letter P.H.S	50 Pads	8¼ x 11½	68 Gram High Finish or equivalent
138	Revival Of Policy Letter	10 Pads	A-4 Size	68 Gram High Finish or equivalent
139	Rujhanati Sawalnama	100 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
140	S.B Calculation Sheet	10 Pads	8¼ x 13¼	68 Gram High Finish or equivalent
141	S.B Cheque Forwarding Letter J. Z 218	10 Pads	8¼ x 11½	68 Gram High Finish or equivalent
142	S.B Payment Voucher	10 Pad	8¼ x 13	68 Gram White Rose or equivalent
143	S.B. Calculation Sheet J.Z,226.A	10 Pad	8¼ x 11½	68 Gram High Finish or equivalent
144	S.B. Claim Register (100 Pages)	2Reg	8¼ x 11½	100 Gram Offset or equivalent (100 Leaves)
145	S.R. Appointment Letter	10 Pads	8¼ x 11	68 Gram High Finish or equivalent
146	S.V Requirement Letter	20 Pads	8¼x11½	68 gm H.F or equal
147	S.V. Convincing Letter Urdu	20 Pads	8¼ x 11	68 Gram High Finish or equivalent
148	S.V. Payment Letter J.Z.01	20 Pads	8 x 11½	68 Gram High Finish or equivalent
149	Service Zone change Advice M-13-A	10 Pad	9 x 5½	68 Gram High Finish or equivalent
150	Special Re-instatement of Policy	5 Pads	8.5 x11.5	70 Gram Offset or equivalent
151	Special Revival Form Increase or Decrease	5 Pads	8.5 x11.5	70 Gram Offset or equivalent
152	Special Revival Policy	5 Pads	8.5 x11.5	70 Gram Offset or equivalent
153	Special Revival Reinstate Calculation Sheet	5 Pads	8.5 x11.5	70 Gram Offset or equivalent
154	Status Change Advice M-11-A	5 Pad	9 x 5½	68 Gram High Finish or equivalent



155	Suspense Adjust Book	10 Pads	11 x 8¼	4 Ply Color Paper Local 50 x 4each pad 200 page
156	Suspense Adjust Reminder 1	05 Pads	11 x 8¼	4 Ply Color Paper Local 50 x 4each pad 200 page
157	T.A. D.A. Form	10 Pad	13 x 11½	68 Gram High Finish or equivalent
158	Termination Letter (Agency)	10 Pads	8¼ x 11½	68 Gram High Finish or equivalent
159	Under Writing Continues Sheet(N.B)	500 Sheets	A-4 Size	68 Gram High Finish or equivalent(double side print )
160	Deduction Refund Register	05 Rug	13 x 16½	75 Gram Offset or equivalent (200 Leaves)
161	Request Form For Loan	50 Pad	13 x 16½	68 Gram High Finish or equivalent(double side print )
162	Leave Card	200 No	13 x 11½	80Gram Offset or euivalent(double side print )

## TENDER NOTICE NO.JZ/P&GS/02/B/2020

Sr. No.	NAME OF ITEMS	REQ.QTY YEARLY 2020	SIZE Measurement in Inches	SPECIFICATION
1	Amendment to proposal for policy	150 Pads	8¼ x 11	70 Gram Offset or equivalent
2	Certificate by Manager	100 Pads	6½ x 8¼	68 Gram High Finish or equivalent
3	Confidential Report above 1-M	100 Pads	8¼ x 11	70 Gram Offset or equivalent (double Side Print)
4	Confidential Report below 1-M	150 Pads	8¼ x 11	70 Gram Offset or equivalent
5	D. G. H Form	300 Pads	8¼ x 11	70 Gram offset or equivalent
6	Policy Brief Sheet (2 Ply double side print)	40000 No's	8 x 11.25	68 Gram High Finish or equivalent
7	Proposal Form Medical (4 Ply double print)	30000 No's	8¼ x 11	75 Gram Offset or equivalent
8	Proposal Form Non Medical (3 Ply double side)	50000 No's	8¼ x 11	75 Gram Offset or equivalent
9	Revival Application (Non Medical)	15000 No's	8¼ x 11	75 Gram Offset or equivalent 2 ply (double side print )
10	Supplementary Form	30 Pads	7½ x 9½	70 Gram offset or equivalent
11	Revival Application (Medical)	10000Nos	8¼ x 11	75 Gram Offset or equivalent 2 ply (double side print )
14	N D Forms	50 Pads	7.25 x 9.50	70 Gram Offset or equivalent
15	Petty Cash Voucher	100 Pads	5 x 7.25	68 Gram High Finish or equivalent
16	Proposal Slip pad	500 pads	5 x 4	68 Gram High Finish or equivalent

# TENDER NOTICE NO.JZ/P&GS/02/C/2020

## LIST OF STATIONERY ITEMS

Sr. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty,2020
1	Abro Tape	1" width Length 15 Meter or equivalent	100 Nos.
2	Air Fresheners large	Ideal/Afrieda mix lavender or equivalent	100 No's
3	Ball Point (Mix Colors)	Piano Signature /Crystal or equivalent	400 Pkts
4	Box File (Large)	Ideal 55 #/Alfalfa brand	50 Nos.
5	Bull Dog Clip (02")	China brand or equivalent	50 Nos.
6	Bull Dog Clip (03")	China brand or equivalent	50 Nos.
7	Carbon Paper Pencil Blue(Fresh material)	KCR Brand or equivalent	20 Pkts.
8	Dumper	Plastic/Rubber Body	150 No's
9	Duster	Fallen 20" X 30"	300 No's
10	Foot (steel) 12"	Fine quality	50 No's
11	Foot 12"	Plastic 12" Dux	50 Nos.
12	Gum Stick	35 gm Bahadar brand or equivalent	60Nos
13	High Lighter (Mix colors)	Dollar or equivalent	100 No's
14	Led Pencil	Gold Fish HB-5000 Autocrat or equivalent	24 Dozens
15	Marker No. 70,90 (Mix Colors)	Dollar mix color	24 Dozens
17	Paper Cutter (Sharp/Large)	18mm Steel Based covered in plastic body	72 No's
18	Paper Clip Pkt. 30mm80 Nos. approx.	Tri flower brand (Yellow)or equivalent	50pkts
19	Paper Clip Pkt. 52mm80 Nos. approx.	52 mm or No.5 T.F	50pkts

20	Pin Tray (Plastic)	Dux or equivalent	50 No's
21	Punch Machine (Medium)	Kido band or equivalent	50 Nos.
22	Register. (Small)	150 Leaves/Local (Ruled)	100 Nos.
24	Rough Pad (Large)	Legal Size 68 gm H.F 50 Pages(8 X 13)	200 No's
25	Rough Pad (Medium)	7.5 x 10 Size 68 gm Rued 50 pages	300 No's
26	Rubber AL-30	AL-30/Pelican Germen or equal	6 Dozens
27	Rubber Band Pkt. ½ kg(Large) No.4	Bata or equal (Fine Quality)	20 Pkts.
28	Rubber Band Pkt. 1/2 kg(Medium) No.1	Bata or equal (Fine Quality)	50 Pkts
29	Squats Tape	1/2" 60 Yards	6 Dozens
30	Sharpener	Dux or equivalent	100 No's
31	Soap Large 115 gm (Mix color)	Lax (large) or equivalent mix color	200 No's
32	Squats Tape Large 1"	Large Deer Brand 1"60 Yards	24 No's
33	Stamp Pad (Mix color)	Crystal / 2" m Dollar or equivalent	12 Doze
34	Stamp Pad Endorsing Ink(Mix Color)	Crystal / 2" m Dollar or equivalent	12Dozens
35	Stapler Remover	ICW/SDI brand or equivalent	60 Nos.
36	Stapler Pin 12N/17	Max Japan	60 Pkts
37	Stapler Machine	OPAL brand (24/6)or equivalent	72 No's
36	Stapler Pin 23/13	Heavy Duty	20 Pkts
38	Stapler Pin 24/6	Dollar or equivalent	1000 Pkts
39	Tissue Paper Box	Tulip (Mix color) or equivalent	200 Pkts
40	Tumbler 280 ml	Falcon or equivalent	25 Dozens
41	Jug	1500 M L	24 No
42	Typing Paper 80 gm offsetA-4 Size	A.A 500 sheets	100 Rim

43	Typing Paper 80 gm offset Legal Size	A.A 500 sheets	50 Rim
44	<b>Typing Paper 70 gm offset A-4 Size</b>	A.A 500 sheets	100 Rim
45	<b>Typing Paper 70 gm offset Legal Size</b>	A.A 500 sheets	50 Rim
46	Typing Paper Local Legal Size	P P C/B L C Brand or equivalent 70 gm	20 Rim
47	Typing Paper Local A- 4 Size	P P C/B L C Brand or equivalent 70 gm	50 Rim
48	Uni Ball (Mix colors)	Signo Japan	24 Dozens
49	Vim 500 gm	Bage 450gm	50 No's
50	Packing Tape 3"	60 Meter	50 No
51	Waste Basket (Medium/Plastic)	Plastic Fresh material	100 No's

## COMPUTER ITEMS

S. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty. 2020
1	Computer Paper 80 Column	Local 1000 Sheets (63 gm)	250 Boxes
2	Computer Paper 132 Column	Local 1000 Sheets (63 gm)	100 Boxes
3	Computer Ribbon LQ-310	Print rite /or equal	300 No's
4	Computer Ribbon LQ-2180/2170	Print rite /or equal	150 No's
5	Computer Ribbon IBM 6400	I B M 6400i/or equal	50 NO

## MISCELLANEOUS ITEMS

S. No.	NAME OF ITEMS	SPECIFICATION	Req. Qty. 2020
1	Plate Medium Size	Melamine (Fine Quality)	72 No
2	Cup with Saucers	Coffee Size	06 Doze
3	Wall Clock (State Life Monogram)	Q & Q or Fine Quality	24 No
4	Calculator Casio or Citizen	No 1 Quality	36 No
5	Tape Dispenser	Large	12 No
6	Magnifying Glass	Large size + Metal Cover	12 No
7	Key Board	Dell or Equal (New )	36 No
8	Mouse	Dell or Equal (New )	36No
9	Mouse Pad	Fine Quality	50 No
10	Energy Saver ( 18 W )	Philips/Orient	100 No
11	Saver ( For Note Checking W )	Philips/Orient	24 No
12	Electric Kettle	Philips or Black Dakar	12 No
13	Electric Extension (For Computer )	15 feet Cable 7x29Copper	20 No