



GOVERNMENT OF PAKISTAN  
ALTERNATIVE ENERGY DEVELOPMENT BOARD  
Ministry of Water and Power  
H-03, St:-08, F-8/3, Islamabad  
Tel: 051-9240474 Fax: 051-9261426



### TENDER NOTICE

Alternative Energy Development Board (AEDB) invites sealed bids/quotations from firms registered with Income Tax and Sales Tax Departments stationed at Rawalpindi /Islamabad for supply of office stationery, toners and miscellaneous items etc. List and details of items may be downloaded from the AEDB Website [www.aedb.org](http://www.aedb.org) and PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) or can be obtained from the AEDB's office during working hours.

2. The quotation will be received within 15 days of this advertisement at 1200 Hrs and will be opened on the same day at 1230 Hrs at AEDB # 3 Street 8, F-8/3, Islamabad, in the presence of the bidders or their authorized representatives.

#### General Terms and Conditions:

- a. Participating firms must submit detail of items separately showing unit price, GST & NTN numbers and labour/service charges.
- b. Only those firms may send their quotations which can supply items on the spot (AEDB Office) without any additional cost and who have the facility of telephone transport and office.
- c. Rates to be quoted inclusive of all GST/all taxes and will be valid up to 30-06-2012.
- d. Bid money @ 5% of the bid price in the shape of bank draft in favour of the AEDB should be enclosed with the quotation. Quotation not supported with the bank draft shall not be entertained. The bid money will be returned to the unsuccessful bidders after finalization of tender and in case of successful bidders, it will be converted into security deposit which will be retained till 30-6-2012.
- e. Samples of the items where possible should be attached with the tender.
- f. Dealership certificate will have to be provided from the manufacturers/principal suppliers, in case of toners. If during the financial year, it is found that substandard items or genuine toners/cartridges are not supplied, the contract will be cancelled and security deposit will be forfeited and the firm will also be black listed.
- g. An affidavit that firm has never been black listed by any Ministry/Division/Department/Organization of the Government should be attached.
- h. The firms will have to supply the items and render services during whole FY 2011-2012 failing which security money shall be forfeited.
- j. AEDB has the right to accept or reject any or all tenders without giving any reason thereof.
- k. PPRA rules, shall apply.

  
(Jahanzeb Dilazaq)  
Director (F&A)

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## STATIONERY ITEMS

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Sr,#	ITEM	Quantity	Price (Rs.) with GST
1	Paper Ream (A-4 size) Double A / Paper line (80 grams)	Per ream 500 sheet	
2	Paper Ream (A-4 size) Paper line (80 grams)	Per ream 500 sheet	
3	Paper Ream (Legal size) Paper line (80 grams)	Per No	
4	Coloured Paper Ream A-4 size	Per No	
5	Ball Point Piano	Per Pkt	
6	Fluid Pen	Per No	
7	Filer flapper black	Per No	
8	File flapper white (Raxine)	Per No	
9	Ball Point Picasso	Per Pkt	
10	Goldfish Autocrat 5000 Led pencil	Per Dozen	
11	UB-177 Uniball fine Delux	Per No	
12	Uni ball figno Gel Ink Roller Ball	Per No	
13	Highlighters (Pelikan)	Per No	
14	Dak Folder Cosemo	Per No	
15	Box Folders Large/Comeso	Per No.	
16	Ring Binder alfiah No 828.A/4 S (Plastic Files)	Per No.	
17	Note Report Cover (Clip Files A-4)	Per No.	
18	Index sheet COMSO File separator	Per Pkt.	
19	Pronoti30300 Stick Notes	Per Pkt.	
20	ORION Visiting Card Album	Per No.	
21	COSMO Telephone Index PF-103 300 Pages	Per No.	
22	Amos Glue Stick (Large size)	Per No.	
23	Pelikan Blanco Fluid (Double)	Per No.	
24	Dollar Indorsing Ink(Stamp)	Per Bottle	
25	Pelican 4001 Fountain Ink (Pen)	Per Bottle	
26	Paper Clip Three Flower 36-mm	Per Pkt.	
27	Strip binder (stick) 20MM	Per No.	
28	Spiral binding strips 12MM	Per hundred	
29	Plastic binding sheets A-4 size	Per hundred	
30	DIA 16mm 21 Rings Ring Binder	Per Box	

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31	DIA 6mm 21 Rings Ring Binder	Per Box	
32	Hard paper for binding A-4 size	Per hundred	
33	Envelops SE 5	Per hundred	
34	Envelops SE 6	Per hundred	
35	Envelops SE 7	Per hundred	
36	Envelops SE 8	Per hundred	
37	Table Planner Set	Per Set	
38	Opal Stapler Machine No 24/6 single	Per No.	
39	Table diaries	Per No	
40	Calendar	Per No	
41	Hand Diaries	Per No	
42	File cover duly printed	Per No	
43	Opal Stapler Pins No 24/6	Per Pkt	
44	Opal heavy duty stapler S2076	Per No.	
45	Opal heavy duty stapler pins(H-13) 23/17	Per Pkt.	
46	Stapler Pin Remover (Taiwan)	Per No.	
47	9730 2 Hole Punch Machine	Per No.	
48	Single Hole Punch (Steel)	Per No.	
49	Scale Steel-China (one Feet)	Per No.	
50	Citizen CT 555 Calculator	Per No.	
51	Sharpner Dux (Germany)	Per No.	
52	Milan Erasers 4080	Per No.	
53	Office Pins (China)	Per Pkt	
54	Board Pins	Per Pkt	
55	Sassier	Per No	
56	Tag bndle	Per Bndle	
57	Simple Registers (Ruled)	Per No.	
58	Stock Register	Per No.	
59	Dak/Cash Book	Per No.	
60	Section Diary Register	Per No.	
61	Opal Binding Tape 2.5 inch	Per No.	
62	Scotch Tape (1 inch ) 12 Meter	Per No.	
63	Packing Tape 3 inch	Per No.	
64	Visiting Card Holder	Per No.	
65	Marker (Dollar) 70	Per No.	
66	Data Traveler (USB Flash Drive 512 MB 2 & 4 GB) Kingston	Per No.	
67	Sony CD-R Blank CD's 700 MB	Per No.	
68	Maxell CD-RW 80 min/CD Covers	Per No	
69	DVDs Maxell (RW)	Per No.	

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## TONERS

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Sl No	Items	Quantity	Price with GST
01	Q2612A HP 3030 Laser Jet Printer Cartridge 12 A	Per No	
02	Q2613A HP Laser Jet Printer Cartridge 13 A	"	
03	HP 1320 Laser Jet Printer Cartridge 49 A	"	
04	Toner cartridge 53 A	"	
05	Hp invent.78 Colour Printer Cartridge 1180c (45/78)	"	
06	Toner cartridge 2600 N (set of 4) <i>(Original HP)</i>	Per Set	
07	Toner Cartridge DP-3510 photocopier	Per No	
08	Toner cartridge EP-6000 photocopier	"	
09	Toner fax	"	

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## MISCELLANEOUS ITEMS

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Sr.#	ITEM	Quantity	Price (Rs.) with GST
1.	Lotion Admire (250ml) Air Fresheners Cobra	Per No.	
2.	Tissue Paper (Luxury Rose Petal 100x2 Ply	Per Box	
3.	Tissue Roll (Rose Petal)	Per Roll	
4.	Towel Cotton (24x40) (Medium)	Per No.	
5.	Towel Cotton (27x54) (Large)	Per No.	
6.	Duster (Cotton)	Per No.	
7.	Sparkling Insta Computer And Glass Cleaner (Glint)	Per No.	
8.	Safeguard (Large) Standard Size 85 grams	Per No.	
9.	New Lemon Max Bar	Per No.	
10.	DE GUARD (Insects killer)	Per No.	
11.	Pencil Cell (Toshiba)	Per No.	
12.	Power plus Heavy duty (Battery cells) AA 1.5V	Per No.	
13.	DIAO GE (Electrical) Extension Board	Per No.	
14.	Glass cupboards Locks	Per No.	
15.	Drawer Locks	Per No.	
16.	Classic Locks ISO 9002	Per No.	
17.	GHI Higher Class Rum Lock ISO 9002	Per No.	
18.	Three Pin Multi Plug	Per No.	
19.	Electric Call Bell	Per No.	
20.	Telephone set with CLI	Per No.	
21.	Baskets (noble Ware)	Per No.	
22.	Liquid Soap Bottle (1.89 Ltr)	Per No.	
23.	Cell clock/remote	Per No.	

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24.	Energy Saver	Per No	
25.	Air Fresheners (Mortin)	Per No	
26.	Lemon + Faom	Per No	
27.	Any other items which not include in this list for day to day requirements		

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