

**NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION
KARACHI**



STANDARD BID DOCUMENT

**PROCUREMENT OF STATIONERY AND MISC.
GENERAL GOODS**

Tender # Procurement/Stationery/2025/I

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INVITATION TO BID

The National Institute of Public Administration, Karachi, a constituent unit of the National School of Public Policy, Government of Pakistan, invites electronic bids from original manufacturers, authorized distributors, suppliers, contractors, and service providers registered with the Income Tax and Sales Tax Departments for the “**Procurement of Stationery and Misc. General Goods**”.

1. Bidding Documents

E-bidding documents containing detailed terms and conditions, specifications, and requirements are available for registered bidders on the EPADS portal (www.eprocure.gov.pk).

2. Submission of Bids

Electronic bids must be submitted using EPADS on or before 23.06.2025 at 11:00 AM. Manual bids will not be accepted. Electronic bids will be opened on the same day at 11:30 AM.

Note: Notification of the Grievance Redressal Committee (GRC) constituted under Rule-48 of PPRA Rules, 2004, is available on EPADS (www.eprocure.gov.pk) and on the NIPA Karachi website.

Nadeem Nizami

Deputy Director (A&F)

National Institute of Public Administration

University Road, Block-11, Gulshan-e-Iqbal, Karachi

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Terms and Conditions

National Institute of Public Administration, Karachi (*hereinafter referred to as "NIPA Karachi" or Client"*) invites bids from eligible and experienced income tax/ sales tax/ PRA registered sole proprietor / firms / companies/ authorized distributor/ supplier (*hereinafter referred to as "Bidder"*) for “Procurement of Stationery and Misc. General Goods” for its office located at University Road, Block-11 Gulshan-e-Iqbal, Karachi, as per Annex-A (*hereinafter referred to as "goods"*).

Public Procurement Rules, 2004 will be strictly followed, these may be obtained from PPRA website <https://ppra.org.pk/>.

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Public Procurement Rules, 2004.

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - (a) received without bid security
 - (b) received after the time and date fixed for its receipt
 - (c) the offer is ambiguous
 - (d) the offer is incomplete
 - (e) the offer is received by fax or e-mail
 - (f) the offer is from a black listed firm
 - (g) offer received with shorter validity than required
 - (h) the offer is not conforming to the specifications mentioned in the tender document
 - (i) there is any conditional offer
 - (j) bids not compliant with any of the terms and conditions listed in the tender document will be liable to be rejected.
- 1.2 Bid will remain valid for a period of 120 days from the date of opening the tender. All the prices will be quoted in Pak Rupees (inclusive of all applicable taxes) and no change in price will be made in any case. No additional amount over and above the quoted price will be paid.
- 1.3 Technical and Financial Proposals will be opened online on EPADS (eprocare.gov.pk)
- 1.4 Purchase Order(s) will be issued in favour of technically responsive “most advantageous bid” evaluated as per details laid down at Annex-A after the approval of the competent authority.
- 1.5 NIPA Karachi may increase or decrease the ordered quantities under Public Procurement Rules, 2004.
- 1.6 NIPA Karachi has the right to ask for demonstration of the material quoted by the vendor.
- 1.7 NIPA Karachi may ask successful bidders to deliver all items in one go or in phases.

2. Time Period:

Requisite items are required to be delivered/installed within 20 days after issuance of Purchase Order.

3. Extension of Delivery/Installation period:

In special circumstances, request for extension of delivery period may be considered by the competent authority on the written request of the firm before the target date, which will be authorized to either accept or reject as per bid rejection clause 33(1), of PPRA, 2004 rules.

4. Penalty of Delay / Cancellation:

- 4.1. The goods will be inspected by the NIPA Karachi through authorized committee/personnel and will be rejected if not found according to the given specifications as mentioned at Annex- A.
- 4.2. If the bidder fails / delays in performance of any of the obligations, under the contract / violates any of the provisions of the contract / commits breach of any of the terms and conditions of the contract the purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the contract price against undelivered portion, as liquidated damages, a sum of money @0.25% of the total contract price which is attributable to such part of the goods / the services / the works, in consequence of the failure/delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate 10% of the Contract Price.

5. Payment to the Supplier:

- 5.1. Payment will be made through treasury cheque to the bidder against invoice after 100% completion of delivery and inspection by the authorized person/committee etc.
- 5.2. No payment will be made as advance.
- 5.3. Payment against partial delivery will not be made.

6. Bid Security:

- 6.1. Bid security (Earnest money) @ 2% of estimated cost (i.e. the estimated of total quoted bid price) shall have to be attached along with (Financial Proposal) of the bidding document. It should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of Director General, NIPA Karachi.
- 6.2. Bid security of unsuccessful bidders shall be returned on the finalization of the tender whereas the bid security of successful bidder shall be returned upon submission of Performance Guarantee.
- 6.3. The bid security shall be forfeited if
 - 6.3.1. The offer is withdrawn, amended or revised after submission time.

- 6.3.2. The bidder fails to execute the contract strictly in accordance with terms and conditions of tender document

7. Deduction of Taxes:

All the applicable taxes will be deducted while making payment as per Government Rules Instructions/ Notifications. Bidder will be responsible for the payment of duties, levies and clearance from customs authorities etc. Any exemption from any taxes are to be substantiated with applicable policy document/tax rules/SRO etc.

8. Dispute:

Any dispute will be settled by following the procedure prescribed by PPRA, 2004 Rule 48.

9. Technical Evaluation Criteria:

Category	Description	Document
Legal (Mandatory)	Valid Income Tax Registration (Status = Active with FBR)	Required
	Valid General Sales Tax Registration (Status = Active with FBR/SBR)	Required
	Single Undertaking covering following aspects: i. Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department anywhere in Pakistan. ii. In full compliance of the Execution Schedule and Delivery Period mentioned in tender document. iii. Compliance to the technical specifications of "Procurement of Stationery and Misc. General Goods" (including all items) to be done mentioned vide Annex-A of this document.	Required
Past Experience Mandatory	i. Worth of project similar in nature. (Verifiable through relevant purchase orders/contracts) ii. Must have annual turnover of 50% of the bidding amount. iii. Minimum 3 years of experience	Required

10. Financial Evaluation Criteria

- 10.1 The Financial Bids of the technically responsive bidders only will be opened online on EPADS (eprocure.gov.pk).
- 10.2 Most advantageous bid in terms of "value for money" based on quality, timeliness, reliability, after sales service, up-grade ability, price, source, and after-sales the combination of whole-life cost shall be accepted.

11. Bid / Tender Opening Procedure:

As per Public Procurement Rules 2004, single stage two envelope bidding procedure shall be adopted online through EPADS (eprocure.gov.pk).

- 11.1 The bid shall comprise the technical and financial proposal.
- 11.2 The electronic bids, must be submitted by using EPADS on or before 23.06.2025 at 11:00am. Electronic Bids will be opened on the same day at 11:30am.
- 11.3 Manual bids, shall not be accepted.
- 11.4 In case the last date of submission of bid coincide with any holiday or with unforeseen event, the last date for submission of the bids shall be the next working/normal day.
- 11.5 Initially, only “**TECHNICAL PROPOSAL**” shall be opened; “**FINANCIAL PROPOSAL**” will be opened after technical evaluation.
- 11.6 The technical proposal shall be evaluated in a manner prescribed in bidding documents. Proposal is liable to be rejected if it does not conform to the specified requirements / specifications. Any proposal (technical) having any reference to the price is also liable to be rejected.
- 11.7 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 11.8 The financial proposals of bids meeting the technical specifications shall be opened on EPADS on 24.06.2025. However, NIPA Karachi reserves the right to change the date of opening the financial bids if required. Any such change will be communicated to the bidders accordingly.

12. Performance Guarantee

A provisional Offer Letter will be issued in favour of the successful bidder(s). Performance guarantee against warranty period of the item (Service, Parts & Labour) in the shape of bank guarantee from any scheduled bank equivalent to 3% of the total purchase order(s) amount will have to be furnished within 7 days of receipt of Provisional Offer Letter along with acceptance of the offer. The bank guarantee will be furnished as per the format attached at Annex-C. Issuance of purchase order is subject to the submission of bank guarantee. In case the bank guarantee is not furnished within the stipulated time period the bid will be rejected and Provisional Offer Letter will be issued in favour of next in line bidder. Performance guarantee will be returned after successful completion of the warranty period.

Deputy Director (A&F)

National Institute of Public Administration,
Karachi.

Tender Checklist

Category	Description	Document
Legal (Mandatory)	Valid Income Tax Registration (Status = Active with FBR)	Required
	Valid General Sales Tax Registration (Status = Active with FBR/SBR)	Required
	Single Undertaking covering following aspects: i. Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department anywhere in Pakistan. ii. In full compliance of the Execution Schedule and Delivery Period mentioned in tender document. iii. Compliance to the technical specifications of "Procurement of Stationery and Misc. General Goods" (including all items) to be done mentioned vide Annex-A of this document.	Required
Past Experience Mandatory	i. Worth of project similar in nature. (Verifiable through relevant purchase orders/contracts) ii. Must have annual turnover of 50% of the bidding amount. iii. Minimum 3 years of experience	Required

Note: Bidders must fill-up above mentioned checklist / table and attach copies of required documents with proper annex along with tender document.

Submission of all above documents is mandatory for technical evaluation.

ANNEX-A**SPECIFICATIONS AND DETAIL OF GOODS**

S No.	Name of Stationery & Miscellaneous Items	Quantity
01	Box File with Steel Clip (Large Executive)	350-Nos
02	Envelop Invitation Card (Printed)	2000-Nos.
03	Envelop White Printed 12"x15" (A4 size)	1000-Nos.
04	Envelop White Window 9"x4" Printed	1000-Nos.
05	Envelop White 9"x4" Printed	1000-Nos.
06	Envelop Brown File Size	500-Nos.
07	Letter Head (Director General)	500-Nos.
08	Letter Head (Chief Instructor)	500-Nos.
09	Letter Head (Office General Use)	1000-Nos.
10	Erasure for Pencil (pelikan)	24-Nos.
11	File Board (Fine Quality)	500-Nos.
12	Correction pen (Fine Quality)	50-Nos.
13	Gum stick (Fine Quality)	24-Nos.
14	Stamp Pad (Blue / Black) standard size	12-Nos.
15	Stamp Pad ink (Blue / Black)	15-Nos.
16	Board Marker Blue, Black, green &Red (Fine Quality)	300-Nos
17	Masking Tap roll (size: 2"x20 deer brand) (Fine Quality)	200-Nos.
18	Masking Tap (size: 3"x100 yards) (Fine Quality)	200-Nos.
19	Note Sheet Pad Green (80Gm, 100-Sheet)	100-Nos.
20	Paper Clip 300 (Polo /three flower)	30-Nos.
21	Thumb Pins (Fine Quality)	12-Nos.
22	Staple Pins 24/6 mm (1000 Pcs) fine quality	100-Nos.
23	Staple Pins heavy duty (dollar) different sizes) fine quality	36-Nos.
24	Paper Flip Chart (100 grm, size 36" x 24")	1000-Nos.
25	Writing Pad Large (50 Papers70gm, 8" x 11")	500-Nos.
26	Ball Point Pen Blue (Fine Quality)	1800-Nos.
27	Ball Point Pen Red (Fine Quality)	200-Nos.

28	Pencil Led with Eraser (Fine Quality)	800-Nos.
29	Register Rules Offset Paper 100 grm 200 leaf (8.5"x13.5") (Fine Quality)	50-Nos.
30	Scotch Tap Deer Brand (1" wide)	50-Nos.
31	Scotch Tap Deer Brand (2" wide)	50-Nos.
32	Sharpener Pencil (Fine Quality)	200-Nos.
33	Separator Index Sheet Pads (10 Serial) (Fine Quality)	400-Nos.
34	Hole Punch Single (Fine Quality)	15-Nos.
35	Hole Punch Double (Fine Quality)	15-Nos.
36	Pen M&G Gel Pen Crystal 0.7 mm (Blue, Black, Green)	150-Nos.
37	High Light Marker 490 (Pelikan) different colors	100-Nos.
38	Transparent File A/4 with Clip (Various Color)	200-Nos.
39	Identity Card Jackets with ribbons (Printed) as per NIPA Samples	250-Nos.
40	Name Tags for IST, as per NIM samples	500-Nos.
41	Pencil Cell AAA (Fine quality)	200-Nos.
42	Pencil Cell AA (Fine quality)	150-Nos.
43	Paper Cutter (Fine Quality)	24-Nos.
44	Scale Steel 12" (1")	30-Nos.
45	Scissor 6' steel	24-Nos.
46	Stapler Machine (Medium Size) Fine quality	24-Nos.
47	File Covers as per NIPA Sample	1000-Nos.
48	Laminated Card (A4 size)	200-Nos.
49	Book Binding Plastic A4 size	500-Nos.
50	Spiral Ring #8mm	300-Nos.
51	Spiral Ring #10mm	300-Nos.
52	Spiral Ring #24mm	300-Nos.
53	Spiral Ring #32mm	300-Nos.
54	Calculator 12-digit	15-Nos.
55	Paper Offset, 500 Sheet of 80 gm (Paper One)	350-Nos.
56	Color Paper Offset (100 Paper 80 grm) A4 size	300-Nos.
57	Air Freshener fine quality	240-Nos.
58	Paper Pins 36 mm (Polo/three flower) (Fine Quality)	36-Nos.
59	Gum Bottle (Fine Quality)	06-Nos.
60	Envelop Cloth SE-7 (White) Printed as Per Sample	100-Nos.

61	Cordless / door Bell fine quality	15-Nos.
62	Shields for Guest Speaker & Participants, Customized as per NIPA Sample	250-Nos.
63	Flower Vase (Souvenir) with Box & Name Strip as per NIPA Sample	25
64	Photostat Machine Toner (Xerox 5875) Transparent (1kg)	10
65	Sponge (imported) fine quality	36-Nos.
66	Thinner (Duco) 3.64 liter	04-Nos.
67	Duster cloth (Large size)	300-Nos.
68	Broom Hard (550 grams) (Fine quality)	150-Nos.
69	Broom soft (500 grams) (Fine quality)	120-Nos.
70	Phenyl Liquid (2.75 liter Bottle)	300-Nos.
71	Plastic Container 20 liter (Fine quality)	24-Nos.
72	Sweep (Liquid) 1 liter (Fine quality)	100-Nos.
73	Harpic Liquid 500 ml (Blue)	100-Nos.
74	Harpic Liquid 500 ml (Red)	50-Nos.
75	Dashboard Polish spray (Fine quality)	24-Nos.
76	Soap lux (70 gram) (Fine quality)	200-Nos.
77	Towel Medium (24x48) 400grams, colors (Fine quality)	100-Nos.
78	Tissue Paper (100x2ply) Pop up (Fine quality)	500-Nos.
79	Toilet Tissue roll (Fine quality)	1500-Nos.
78	Dust Bin (Plastic) medium size	100-Nos.
79	Big Dustbin 30 Liters Commercial / Household Pedal Dustbin	04-Nos.
80	Mosquito Oil Finis (2.75 Ltr Bottle)	15-Nos.
81	Glint Glass Window Cleaner 500 ml	24-Nos.
82	Insect killer Spray Pump	12-Nos.
83	Fly Insect Killer Spray Motrin	60-Nos.
84	Insect Killer Powder Motrin 85ml Tin	25-Nos.
85	Finis Phenyl Dilute (2.9 Ltr)	70-Nos.
86	Tissue Paper Box (Hankies) 150 x 2Ply.	500-Nos.
87	Powder Bonus Active (450 Grm)	500-Nos.
88	Powder Vim (250 Grms)	200-Nos.
88	Hand Wash Liquid, Best quality	150-Nos..
89	Surf 60 gram (Blue)	1200-Nos.

90	Cockroach Spray Mortin	50-Nos.
91	Thermos Flask Best Quality 1 ½ -Lit.	50-Nos.
92	Thermos Flask Best Quality 3-Lit.	24-Nos.
93	Wiper Steel (Large) with stick Best Quality	24-Nos.
94	Dip Dry Mop	12-Nos.
95	Mop Refill 600 gram white color Material cotton	120-Nos.
96	Refill Dry Mop Cotton	12-Nos.
97	Scotch Brite Gren Kitchen Scouring Pad, Large with Foam	60-Nos.
98	Garbage Bag Tid Eaz No.15, Large 30x36 inches	300 Nos.
99	Garbage Bag Medium 20x30, 50liters, 30 pack	300-Nos.
100	Bleach Bottles (Super Bleach Medium Bottles 1 liter	100-Nos.
101	Balti Bucket (Plastic) 20 liter	06-Nos.
102	Dustbin with cover Large size	20-Nos.
103	Hard Broom Stick (Bans Hand Grip)	10-Nos.
104	Single Mop Bucket Trolly	02-Nos.
105	Floor Cleaning Cuba Brush with 48 inches wooden stick rod	6-Nos.
106	Bathroom Water pot	30-Nos.
107	Plastic Dustpan with Brush long Handle	6-Nos.
108	Gray & Yellow color microfiber cloth (40x30 cm)	24-Nos.
109	Badminton Shuttles	48-Box
110	Badminton Rackets	8-Rackets
111	Badminton Racket Repairing	10-Nos.
112	Badminton Net	01-Nos.
113	Tennis Ball	48-Box.
114	Tennis Racket Repairing	4-Nos.
115	Table Tennis Rackets	3-Nos.
116	Table Tennis Ball	1-Box
117	Table Tennis Net	01-Nos.
118	Snooker Chok	6-Nos.
119	Snooker Powder	1-Kg.

BIDDER INFORMATION	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
GST Number	

**NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION
KARACHI**



BID DOCUMENT

**PROCUREMENT OF STATIONERY AND MISC.
GENERAL GOODS**

FINANCIAL PROPOSAL

Tender # Procurement/Stationery/2025/I

ANNEX-B

PRICE SCHEDULE/ FINANCIAL COST SHEET/ QUOTATION
(FOR EACH ITEM SEPARATELY)

S No.	Name of Stationery & Miscellaneous Items	Quantity	Rate without Tax	Total	Tax	Amount with Tax
01	Box File with Steel Clip (Large Executive)	350-Nos				
02	Envelop Invitation Card (Printed)	2000-Nos.				
03	Envelop White Printed 12"x15" (A4 size)	1000-Nos.				
04	Envelop White Window 9"x4" Printed	1000-Nos.				
05	Envelop White 9"x4" Printed	1000-Nos.				
06	Envelop Brown File Size	500-Nos.				
07	Letter Head (Director General)	500-Nos.				
08	Letter Head (Chief Instructor)	500-Nos.				
09	Letter Head (Office General Use)	1000-Nos.				
10	Erasure for Pencil (pelikan)	24-Nos.				
11	File Board (Fine Quality)	500-Nos.				
12	Correction pen (Fine Quality)	50-Nos.				
13	Gum stick (Fine Quality)	24-Nos.				
14	Stamp Pad (Blue / Black) standard size	12-Nos.				
15	Stamp Pad ink (Blue / Black)	15-Nos.				
16	Board Marker Blue, Black, green &Red (Fine Quality)	300-Nos				
17	Masking Tap roll (size: 2"x20 deer brand) (Fine Quality)	200-Nos.				
18	Masking Tap (size: 3"x100 yards) (Fine Quality)	200-Nos.				
19	Note Sheet Pad Green (80Gm, 100-Sheet)	100-Nos.				

20	Paper Clip 300 (Polo /three flower)	30-Nos.				
21	Thumb Pins (Fine Quality)	12-Nos.				
22	Staple Pins 24/6 mm (1000 Pcs) fine quality	100-Nos.				
23	Staple Pins heavy duty (dollar different sizes) fine quality	36-Nos.				
24	Paper Flip Chart (100 grm, size 36" x 24")	1000-Nos.				
25	Writing Pad Large (50 Papers 70grm, 8" x 11")	500-Nos.				
26	Ball Point Pen Blue (Fine Quality)	1800-Nos.				
27	Ball Point Pen Red (Fine Quality)	200-Nos.				
28	Pencil Led with Eraser (Fine Quality)	800-Nos.				
29	Register Rules Offset Paper 100 grm 200 leaf (8.5"x13.5") (Fine Quality)	50-Nos.				
30	Scotch Tap Deer Brand (1" wide)	50-Nos.				
31	Scotch Tap Deer Brand (2" wide)	50-Nos.				
32	Sharpener Pencil (Fine Quality)	200-Nos.				
33	Separator Index Sheet Pads (10 Serial) (Fine Quality)	400-Nos.				
34	Hole Punch Single (Fine Quality)	15-Nos.				
35	Hole Punch Double (Fine Quality)	15-Nos.				
36	Pen M&G Gel Pen Crystal 0.7 mm (Blue, Black, Green)	150-Nos.				
37	High Light Marker 490 (Pelikan) different colors	100-Nos.				
38	Transparent File A/4 with Clip (Various Color)	200-Nos.				

39	Identity Card Jackets with ribbons (Printed) as per NIPA Samples	250-Nos.				
40	Name Tags for IST, as per NIM samples	500-Nos.				
41	Pencil Cell AAA (Fine quality)	200-Nos.				
42	Pencil Cell AA (Fine quality)	150-Nos				
43	Paper Cutter (Fine Quality)	24-Nos.				
44	Scale Steel 12" (1")	30-Nos.				
45	Scissor 6' steel	24-Nos.				
46	Stapler Machine (Medium Size) Fine quality	24-Nos.				
47	File Covers as per NIPA Sample	1000-Nos.				
48	Laminated Card (A4 size)	200-Nos.				
49	Book Binding Plastic A4 size	500-Nos.				
50	Spiral Ring #8mm	300-Nos.				
51	Spiral Ring #10mm	300-Nos.				
52	Spiral Ring #24mm	300-Nos.				
53	Spiral Ring #32mm	300-Nos.				
54	Calculator 12-digit	15-Nos.				
55	Paper Offset, 500 Sheet of 80 gm (Paper One)	350-Nos.				
56	Color Paper Offset (100 Paper 80 gm) A4 size	300-Nos.				
57	Air Freshener fine quality	240-Nos.				
58	Paper Pins 36 mm (Polo/three flower) (Fine Quality)	36-Nos.				
59	Gum Bottle (Fine Quality)	06-Nos.				
60	Envelop Cloth SE-7 (White) Printed as Per Sample	100-Nos.				
61	Cordless / door Bell fine quality	15-Nos.				
62	Shields for Guest Speaker & Participants, Customized as per NIPA Sample	250-Nos.				

63	Flower Vase (Souvenir) with Box & Name Strip as per NIPA Sample	25				
64	Photostat Machine Toner (Xerox 5875) Transparent (1kg)	10				
65	Sponge (imported) fine quality	36-Nos.				
66	Thinner (Duco) 3.64 liter	04-Nos.				
67	Duster cloth (Large size)	300-Nos.				
68	Broom Hard (550 grams) (Fine quality)	150-Nos.				
69	Broom soft (500 grams) (Fine quality)	120-Nos.				
70	Phenyl Liquid (2.75 liter Bottle)	300-Nos.				
71	Plastic Container 20 liter (Fine quality)	24-Nos.				
72	Sweep (Liquid) 1 liter (Fine quality)	100-Nos.				
73	Harpic Liquid 500 ml (Blue)	100-Nos.				
74	Harpic Liquid 500 ml (Red)	50-Nos.				
75	Dashboard Polish spray (Fine quality)	24-Nos.				
76	Soap lux (70 gram) (Fine quality)	200-Nos.				
77	Towel Medium (24x48) 400grams, colors (Fine quality)	100-Nos.				
78	Tissue Paper (100x2ply) Pop up (Fine quality)	500-Nos.				
79	Toilet Tissue roll (Fine quality)	1500-Nos.				
78	Dust Bin (Plastic) medium size	100-Nos.				
79	Big Dustbin 30 Liters Commercial / Household Pedal Dustbin	04-Nos.				
80	Mosquito Oil Finis (2.75 Ltr Bottle)	15-Nos.				
81	Glint Glass Window Cleaner 500 ml	24-Nos.				
82	Insect killer Spray Pump	12-Nos.				
83	Fly Insect Killer Spray Motrin	60-Nos.				

84	Insect Killer Powder Motrin 85ml Tin	25-Nos.				
85	Finis Phenyl Dilute (2.9 Ltr)	70-Nos.				
86	Tissue Paper Box (Hankies) 150 x 2Ply.	500-Nos.				
87	Powder Bonus Active (450 Grm)	500-Nos.				
88	Powder Vim (250 Grms)	200-Nos.				
88	Hand Wash Liquid, Best quality	150-Nos..				
89	Surf 60 gram (Blue)	1200-Nos.				
90	Cockroach Spray Mortin	50-Nos.				
91	Thermos Flask Best Quality 1 ½ - Lit.	50-Nos.				
92	Thermos Flask Best Quality 3-Lit.	24-Nos.				
93	Wiper Steel (Large) with stick Best Quality	24-Nos.				
94	Dip Dry Mop	12-Nos.				
95	Mop Refill 600 gram white color Material cotton	120-Nos.				
96	Refill Dry Mop Cotton	12-Nos.				
97	Scotch Brite Gren Kitchen Scouring Pad, Large with Foam	60-Nos.				
98	Garbage Bag Tid Eaz No.15, Large 30x36 inches	300 Nos.				
99	Garbage Bag Medium 20x30, 50liters, 30 pack	300-Nos.				
100	Bleach Bottles (Super Bleach Medium Bottles 1 liter	100-Nos.				
101	Balti Bucket (Plastic) 20 liter	06-Nos.				
102	Dustbin with cover Large size	20-Nos.				
103	Hard Broom Stick (Bans Hand Grip)	10-Nos.				
104	Single Mop Bucket Trolley	02-Nos.				
105	Floor Cleaning Cuba Brush with 48 inches wooden stick rod	6-Nos.				
106	Bathroom Water pot	30-Nos.				

107	Plastic Dustpan with Brush long Handle	6-Nos.				
108	Gray & Yellow color microfiber cloth (40x30 cm)	24-Nos.				
109	Badminton Shuttles	48-Box				
110	Badminton Rackets	8-Rackets				
111	Badminton Racket Repairing	10-Nos.				
112	Badminton Net	01-Nos.				
113	Tennis Ball	48-Box.				
114	Tennis Racket Repairing	4-Nos.				
115	Table Tennis Rackets	3-Nos.				
116	Table Tennis Ball	1-Box				
117	Table Tennis Net	01-Nos.				
118	Snooker Chok	6-Nos.				
119	Snooker Powder	1-Kg.				

Total Cost (in words) PKR _____

Date _____

**Signature of
authorized person**

Name:

(Company Seal)

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial proposal.

BIDDER INFORMATION	
Name of Firm/Company	
Complete Postal Address	
Phone	
Contact Person / Designation	
Cell Number	
E-Mail	
Fax Number	
National Tax Number	
GST Number	

Performance Security (or Guarantee) (Bank Guarantee)

[The Procuring Agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *Director General, National Institute of Public Administration, Karachi*

Date: *[Insert date of issue]*

Performance Guarantee No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

Framework Agreement No.: *[insert Procuring Agency's reference for the Framework Agreement]*

Call-off Contract No.: *[insert Procuring Agency's reference for the specific Call-off Contract]*

We have been informed that _ *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into a Call-Off Contract No. *[insert reference number of the contract]* dated *[insert date]* with the Beneficiary, for the supply of _ *[insert name of contract and brief description of Goods and Related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Call-off Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]*

(_____) *[insert amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2..., and any demand for payment under it must be received by us at this office indicated above on or before that date.

[signature(s)]