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Government of Pakistan
Office of the
ATTORNEY GENERAL FOR PAKISTAN
Supreme Court Building, Islamabad.

**TENDER FOR PURCHASE OF STATIONARY, COMPUTER
STATIONARY AND OTHER MISCELLANEOUS ITEMS**

- Note:**
- 1) **Unit Rate & Brand** of each item must specifically be mentioned. No compromise on quality shall be made and
 - 2) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
 - 3) Urgent Supply of items after receiving of work order.

STATIONARY ITEMS:

Sr. #	Name of Items	Unit	Brand / Make	Unit Price (Rs.) Including Taxes	Total Amount (Rs.)
1.	Attendance Register No. 12 imported	Each Piece			
2.	Ball Point Piano 0.8mm best quality	Each Packet			
3.	Ball Point Superior V-7 (Japan)	Each Packet			
4.	Ball point max	Each packet			
5.	Binder clips 15mm, 19mm, 25mm, 32mm, 41mm	Each box			
6.	Binding Tape black color 1.5" Sansa	Each Piece			
7.	Binding Tape black color 2" Sansa	Each Piece			
8.	Box File A4 size (best quality)	Each piece			
9.	Box file legal size (best quality)	Each piece			
10.	Calculator Citizen desktop (CT-8014)	Each Piece			

11.	Cash Book Register No. 14, 16, 18.	Each Piece			
12.	Checking Pencil (color Pencil)	Each Packet			
13.	Common paper pin (best quality)	Each Packet			
14.	Dak Book (A4 size)	Each Piece			
15.	Dak Pad Rexene (Superior)	Each Piece			
16.	Document File (file plastic Button colorful) fine quality	Each piece			
17.	Drafting Pad small size fine quality	Each Piece			
18.	Drafting Pad Medium Size fine quality	Each Piece			
19.	Drafting Pad A4 size fine quality	Each Piece			
20.	Drafting Pad spiral Small size fine quality	Each Piece			
21.	Drafting Pad spiral medium Size fine quality	Each Piece			
22.	Drafting Pad spiral A4 size fine quality	Each Piece			
23.	Drawing Paper Pins best quality	Each packet			
24.	D-Ring file legal	Each piece			
25.	D-Ring file A4	Each piece			
26.	Envelope (A-4) 80 gram Brown best quality	Each Piece			
27.	Envelope (A-4) 80 gram white best quality	Each Piece			
28.	Envelope (File Size) 80 gram Brown best quality	Each Piece			
29.	Envelope (File Size) 80 gram White best quality	Each Piece			
30.	Envelope File Size thread padded best quality	Each Piece			
31.	Envelope (SE-5) 80 gram Brown best quality	Each Piece			

32.	Envelope (SE-5) 80 gram white best quality	Each Piece			
33.	Envelope (SE-6) 80 gram white best quality	Each Piece			
34.	Envelope (SE-6) 90 gram Brown best quality	Each Piece			
35.	Eraser Best Quality	Each piece			
36.	Eraser Lead Pencil	Each Packet			
37.	File Flapper (Rexene best Quality)	Each piece			
38.	File Holder box hard card type best quality	Each piece			
39.	File Holder box wooden best quality	Each piece			
40.	Finger Moisturizer best Quality	Each piece			
41.	Glue stick (Dollar 36 grams)	Each piece			
42.	Glue stick (UHU 40 grams)	Each piece			
43.	Gum Bottle Dollar	Each piece			
44.	Highlighter different color (Dollar)	Each Box			
45.	Ivory Card Size A4 (best quality)	Each Packet (100 sheets)			
46.	Ivory Card Legal size (best Quality)	Each Packet (100 sheets)			
47.	Lead Pencil Goldfish	Each Packet			
48.	Log Book No. 6,8,10	Each piece			
49.	Marker Permanent size Large	Each packet			
50.	Marker (Deli Marker) Double side	Each packet			
51.	Masking tape 3"	Each Piece			
52.	Manager paper pad legal size	Each Piece			

53.	Manager paper pad A4 size	Each Piece			
54.	M & G Exert gel	Each packet			
55.	Nokyo plastic L-shape folder A4 size	Each packet (12 Pieces price)			
56.	Nokyo plastic L-shape folder Legal size	Each Packet (12 pieces Price)			
57.	Note Sheet imported paper (60 sheets) F/S 80 gram	Each Piece			
58.	Packing Tape size 3" best Quality	Each piece			
59.	Paper (AA) A4 size 80 gram 500 sheets	Each Ream			
60.	Paper (AA) Legal size 80 gram 500 sheets	Each Ream			
61.	Paper (Paper One) Legal size 80 grams 500 sheets	Each Ream			
62.	Paper (Paper One) A4 size 80 grams 500 sheets	Each Ream			
63.	Paper clip each size (colored Paper pins)	Each Packet			
64.	Paper Cutter Plastic Handle with blade best quality	Each Piece			
65.	Paper Pins (best quality)	Each Packet			
66.	Paper Separator set card type A4 size (fine best Quality)	Each set			
67.	Paper Separator set card type Legal Size (fine best Quality)	Each set			
68.	Paper Separator set plastic A4 size (fine best Quality)	Each set			
69.	Paper Separator set plastic Legal size (fine best Quality)	Each set			
70.	Pin Cushion (Marble)	Each Piece			
71.	Plastic File Cover A4 size fine quality	Each piece			
72.	Plastic File Cover blue / white Legal size fine quality	Each piece			
73.	Pointer dollar original	Each Packet			

74.	Posit/post-it flag 5 color	Each packet			
75.	Post-it pad (Sticky) size 2x3 colors	Each packet			
76.	Post-it Pad (Sticky) size 3x4 colors	Each packet			
77.	Post-it Pad (Sticky) size 3x5 colors	Each packet			
78.	Punch machine single hole 10 sheets	Each piece			
79.	Punch Machine single hole 30 sheets	Each piece			
80.	Punch Machine Double hole	Each Piece			
81.	Punch Machine triple hole	Each piece			
82.	Register No. 8,10,12,14,16,18,20,22,24, 26,28,30,32	Each Piece			
83.	Scissor Large size	Each piece			
84.	Scale 12"(Steel) best quality	Each Piece			
85.	Scotch Tape 2" best quality	Each Piece			
86.	Scotch Tape 3" best quality	Each Piece			
87.	Secret Seals (Red)	Each piece			
88.	Section Diary Register imported No. 10,12, 16.	Each Piece			
89.	Stock Register No. 12, 14, 16, 18	Each Piece			
90.	Sharpener Machine best Quality	Each Piece			
91.	Sharpener Plastic best quality	Each Piece			
92.	Sharpener Steel best quality	Each Piece			
93.	Shorthand book best quality	Each Piece			
94.	Single Jar (for Pen, Pencil and Slip)	Each Piece			

95.	Stamp pad ink (dollar)	Each Piece			
96.	Stamp Pad large size best quality	Each Piece			
97.	Stapler Machine Heavy duty best quality	Each Piece			
98.	Stapler Machine KW-Trio Half Strip Effortless 50-60 Sheet Stapler	Each Piece			
99.	Stapler pin Opener KW-trio (best Quality)	Each Piece			
100.	Stapler Pins Dollar 24/6	Each Box			
101.	Stapler Pins Heavy Duty (OPAL) (23/5) (23/6) (23/7) (23/8) (23/10) (23/11) (23/12) (23/13) (23/15) (23/16) (23/17) (23/18) (23/20) (23/24) (23/25)	Each Box			
102.	Strip File Folder A4 Size	Each piece			
103.	Strip File Folder Legal Size	Each piece			
104.	Table Diary Riffle	Each Piece			
105.	Table Set (Marble/Rexene/Wooden)	Each Set			
106.	Table set (Stationery)	Each Set			
107.	Tag Cotton 4" size	Each Packet			
108.	Tag Cotton Large size white 12"	Each Packet			
109.	Telephone index large size (best quality)	Each Piece			
110.	Thinner + Fluid Pelikan Blanco	Each set			

111.	UHU Glue stick 21 g	Each Packet			
112.	Uni Eye No. 150 original	Each Packet			
113.	Uni Eye No. 157 original	Each Packet			
114.	Uni-ball Signo gel UM-120 original	Each Packet			
115.	Uni ball 177 deluxe fine	Each packet			
116.	Uni ball signo 153	Each packet			
117.	White Fluid Marker	Each piece			
118.	White fluid pen Uni (best quality)	Each piece			
119.	White Pad small (best quality)	Each piece			

COMPUTER STATIONARY ITEMS

120.	Mouse-pad Imported/ Superior Quality	Each Piece			
121.	Toner 26-A (original) (China)	Each Piece			
122.	Toner 30- A (Original) (china)	Each Piece			
123.	Toner for Fax machine (KX FL-422) (original) (China)	Each Piece			
124.	Toner for HP LaserJet CP-1025 (126-A) (original) (China)	Each (set of 4 piece)			
125.	Toner for Laser Jet Pro 300 ProM351A (305A) (original) (China)	Each (set of 4 piece)			
126.	Toner for LaserJet Pro M254nw (203A) (Original) (China)	Each (set of 4 piece)			
127.	Toner for laserJet ProMFP M521DW (55A) (original) (China)	Each Piece			
128.	Toner for laser printer HP- (1102) (1102w) (85A) (original) (China)	Each Piece			

129.	Toner for laser printer HP M225 DW (83A) (original) (China)	Each Piece			
130.	Toner for Photostat Machine Panasonic DP 8045 (Original) (China)	Each Piece			
131.	Toner for Photostat Machine, CANON 2525w (Original)	Each Piece			
132.	Toner for Photostat Machine, CANON IRADV 6565i (Original)	Each Piece			
133.	Toner for photostate machine Canon 8705 Original	Each Piece			
134.	Toner 107a	Each Piece			
135.	Toner 44a	Each Piece			
136.	USB Flash Drive 4 GB HP Metal body 3.0 (original) Kingston Metal body 3.0 (original)	Each piece			
137.	USB Flash Drive 8 GB HP Metal body 3.0 (original) Kingston Metal body 3.0 (original)	Each piece			
138.	USB Flash Drive 16 GB HP Metal body 3.0 (original) Kingston Metal body 3.0 (original)	Each piece			
139.	USB Flash Drive 32 GB HP Metal body 3.0 (original) Kingston Metal body 3.0 (original)	Each piece			
140.	USB Flash Drive 64 GB HP Metal body 3.0 (original) Kingston Metal body 3.0 (original)	Each piece			

GENERAL MISCELLANEOUS ITEMS

	Name of Items	Unit	Brand / Make	Unit Price (Rs.) Including Taxes	Total Amount (Rs.)
141.	Air freshener Admire 300ml original	Each piece			
142.	Air freshener Aseel (crown) 300ml original	Each piece			
143.	Air freshener Cobra 300 ml	Each piece			
144.	Air Freshener Lotion Admiral Toronto large 300ml original	Each piece			
145.	Air Freshener Hovac 300ml	Each piece			
146.	Airtight Jar(Glass)	Each piece			
147.	Ashtray (Glass/Marble)	Each piece			
148.	Back care Molty foam	Each piece			
149.	Bowl (small/ Large)	Each piece			
150.	Cell Camelion /Panasonic AA size	Each piece			
151.	Cell Camelion/Panasonic AAA size	Each piece			
152.	Cell remote A23 Camelion/Panasonic	Each piece			
153.	Duster 30"x30" white superior quality	Each Piece			
154.	Duster 30"x30" yellow superior quality	Each Piece			
155.	Electric Kettle best quality large size	Each piece			
156.	Energy Saver for lamp (15w)	Each piece			
157.	Extension Lead best quality	Each piece			
158.	Electric mosquito rod	Each piece			
159.	File Basket (file size)	Each piece			

160.	Gift Sheet best quality	Each piece			
161.	Glass Cleaner (Insta)	Each piece			
162.	Green cloth per meter	Per meter			
163.	Hand Wash Liquid (Dettol 250ml,	Each piece			
164.	Hand Wash Liquid (Dove 250ml	Each piece			
165.	Jharoo phool/bhans	Each piece			
166.	Keyboard Dell Original Hp original	Each piece			
167.	Keyboard wireless Dell original Hp original	Each piece			
168.	Kingtox spray 300ml	Each piece			
169.	Lota best quality	Each piece			
170.	LUX soap small	Each piece			
171.	Lux soap medium	Each piece			
172.	Lux soap Large	Each piece			
173.	Max Dishwashing Jar	Each piece			
174.	Max Liquid bottle large size	Each piece			
175.	Mop	Each piece			
176.	Mortein insect killer powder small size	Each piece			
177.	Mortein spray 400 ml	Each piece			
178.	Mouse wireless (dell/hp) original	Each piece			
179.	Mouse(dell/hp) original	Each piece			
180.	Napkin (best Quality)	Each piece			

181.	Pure water Bottle 19 liter. New (with water)	Each piece			
182.	Pure water Bottle 19 liter. Refilling	Each piece			
183.	0.5 liter water bottle pure quality	Each piece			
184.	Remote control door bell best quality imported	Each piece			
185.	Scotch bright	Each piece			
186.	Surf Excel (100 grams)	Each piece			
187.	Surface cleaner Dettol half Litre	Each piece			
188.	Scraper	Each piece			
189.	Table Flag (Pakistan)	Each piece			
190.	Table Flag stand	Each piece			
191.	Tissue Box Perfumed Luxury Rose Petal	Each piece			
192.	Tissue Roll Large Rose Petal	Each piece			
193.	Toilet Cleaner(Acid)	Each Piece			
194.	Toilet Soap Tibet small	Each Piece			
195.	Toilet soap Tibet large	Each piece			
196.	Towel White (soft) Extra Large size imported/Super fine Quality	Each Piece			
197.	Vim (Powder 1 kg)	Each Piece			
198.	Vim liquid bottle large size	Each Piece			
199.	Wall clock superior quality	Each piece			
200.	Waste paper basket best quality Large(covered Type)	Each Piece			
201.	Waste paper basket best quality open	Each Piece			

202.	Water Glass (TT-006) 300ml Star Toyo Classic	Each Piece			
203.	Water Glass large size best Quality (Imported)	Each Piece			
204.	Water Jug (glass) best quality	Each Piece			
205.	Wiper Large (best Quality)	Each Piece			

PURCHASE OF HARDWARE

	Name of Items	Unit	Brand / Make	Unit Price (Rs.) Including Taxes	Total Amount (Rs.)
206.	Hard drive 1TB SSD external	Each piece			
207.	Hard drive 2 TB SSD external	Each piece			
208.	Hard drive 3 TB SSD external	Each piece			

Date: _____

Name of Bidder/Firm/Supplier _____

Signature: _____

PERSONAL COMPUTER

Items	Description	Whether bidder's specifications are as per given specifications. Please reply (YES or NO). In case of higher specifications, please mention against each.
Brand Name/ Manufacturer (if any)	Branded Dell	
Form Factor/Casing	Tower Casing	
Processor & Clock speed	Core i7- 12 th Generation	
Ram	8GB	
Hard disk drives installed	512GB, SSD	
Keyboard and Mouse	Same brand Keyboard & optical mouse	
LED	15.6"/21"/30"	
Unit Price excluding GST		
GST		
Unit price inclusive GST		
Price of total Quantity inclusive GST		
Warranty	Minimum one Year	
Amount of Earnest money enclosed		
Delivery Period		
Brochures attached		
Validity Period		

Note: Prices of the item given above will be evaluated collectively.

Signature

Company Seal

Laptop

Items	Description	Whether bidder's specifications are as per given specifications. Please reply (YES or NO). In case of higher specifications, please mention against each.
Brand Name/ Manufacturer (if any)	Branded Dell/hp/Asus	
Form Factor/Casing	Laptop c17 11th Generation	
Display Size	15.6 Inch	
Connectivity System	Wi-Fi +Cellular	
Memory installed	512 GB SSD	
Ram	8GB	
Operating System	Windows 11	
Unit Price excluding GST		
GST		
Unit price inclusive GST		
Price of total Quantity inclusive GST		
Warranty	Minimum one Year	
Amount of Earnest money enclosed		
Delivery Period		
Brochures attached		
Validity Period		

Note: Prices of the item given above will be evaluated collectively.

Signature

Company Seal