

No.6/2/2025-General  
GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING

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**TENDER NOTICE**

The Management Services Wing, Establishment Division, Islamabad intends to invite e-Bids from the original manufacturer / authorized dealers / reputed stationers / general order suppliers duly registered with Sales Tax / Income Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock / expertise based in Rawalpindi / Islamabad for supply of following items to M.S Wing, Islamabad during the Financial Year 2025-26.

S.No.	Tender Description	Bid Security / Earnest Money (Token) (not exceeding 5%)
I).	Purchase of Stationery Items	Rs. 75,000/-
II).	Purchase of Computer Stationery i.e. Toners for Printers, Photocopiers and Fax Machines etc.	
III).	Purchase of Others / Miscellaneous Items etc.	

2. Tender bids would be opened as per following schedule: -

- (i) E-bidding documents shall be collected through EPADS by **5<sup>th</sup> August, 2025 at 11:00 AM** and all prospective bidder shall apply for pre-qualification 2025-26 through EPADS. **No manual bids /hard copies shall be accepted.**
- (ii) Tender e-bids will be opened on **5<sup>th</sup> August, 2025 at 11:30 AM** in the Management Services Wing, Establishment Division at Committee Room, No. 410, 4<sup>th</sup> floor, Shaheed-e-Millat Secretariat, Islamabad in the presence of bidders or their representatives of firms/vendors.

3. Interested eligible bidders are requested to register themselves on the EPADS (<http://eprocure.gov.pk>) and submit their documents on EPADS. The Interested eligible bidders may obtain bidding documents from the websites of Establishment Division [www.establishment.gov.pk](http://www.establishment.gov.pk), PPRA [www.ppra.org.pk](http://www.ppra.org.pk) and EPADS (<http://eprocure.gov.pk>).

3. Earnest money in the shape of Pay Order / Demand Drafts in favour of DDO Management Services Wing while bid documents should be uploaded through EPADS (scanned copy) on /or before 10:30 A.M by **5<sup>th</sup> August, 2025**, e-Bids will be opened on the same date at 11:30 A.M.

4. Single stage one envelope procedure as contained in Rule 36(a) of PPRA Rules 2004, shall apply.

5. The Tender Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with Rules 33 of PPRA Rules-2004.

**(Zahid Hussain Farooqui)**

Section Officer (Gen)

5<sup>th</sup> Floor, Room No. 502, Shaheed-e-Millat Secretariat, Islamabad.  
Phone No. 051-9204785-9211537

No.6/2/2025-General  
GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING

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**PRE-QUALIFICATION NOTICE**

The Management Services Wing, Establishment Division, Islamabad intends to pre-qualify workshops/firms/vendors duly registered with Sales Tax / Income Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock / expertise based in Rawalpindi / Islamabad for supply of procurement , works and services required during the Financial Year 2025-26 under Rule-15 read with Rule 42(a) & (b) of PPRA Rules 2004 amended from time to time. The details are as under: -

S.No.	Pre-qualification Description	Bid Security / Earnest Money (Token) (not exceeding 5%)
I).	Pre-qualification of workshops for <b>repair/ maintenance of official vehicles</b> of M.S Wing Islamabad during the Financial Year 2025-26.	
II).	<b>Pre-qualification of firms / venders for repair / maintenance / petty purchases</b> in terms of Rule 42 of PPRA, 2004 amended from time to time and repair maintenance upto Rs. 500,000/- i. Machinery & Equipment ii. Furniture and Fixture iii. Computer Hardware / Software iv. Others / Miscellaneous v. Building / Office Spaces	<b>Rs. 20,000/-</b>

2. Pre-qualification bids would be collected and opened as per following schedule: -
  - (i) E-bidding documents shall be collected through **EPADS** by **5<sup>th</sup> August, 2025 at 11:00 AM** and all prospective bidder shall apply for pre-qualification 2025-26 through EPADS. **No manual bids /hard copies shall be accepted.**
  - (ii) Pre-qualification e-bids will be opened on **5<sup>th</sup> August, 2025 at 11:30 AM** in the Management Services Wing, Establishment Division at Committee Room, No. 410, 4<sup>th</sup> floor, Shaheed-e-Millat Secretariat, Islamabad in the presence of bidders or their representatives of firms/vendors.
3. Interested eligible bidders are requested to register themselves on the EPADS (<http://eprocure.gov.pk>) and submit their documents on EPADS. The Interested eligible bidders may obtain bidding documents from the websites of Establishment Division [www.establishment.gov.pk](http://www.establishment.gov.pk), PPRA [www.ppra.org.pk](http://www.ppra.org.pk) and EPADS (<http://eprocure.gov.pk>).
3. Earnest money in the shape of Pay Order / Demand Drafts in favour of DDO Management Services Wing while bid documents should be uploaded through EPADS (scanned copy) on /or before 10:30 A.M by **5<sup>th</sup> August, 2025**, e-Bids will be opened on the same date at 11:30 A.M.
4. Single stage one envelope procedure as contained in Rule 36(a) of PPRA Rules 2004, shall apply.
5. The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with Rules 33 of PPRA Rules-2004.

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No.6/2/2025-General  
Government of Pakistan  
Establishment Division  
Management Services Wing  
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PRE-QUALIFICATION

FOR

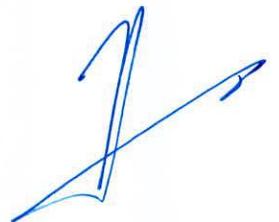
REPAIR AND MAINTENANCE SERVICES OF OFFICIAL  
VEHICLES, FURNITURE FIXTURE, MACHINERY, OFFICE  
SPACES, HARDWARE, SOFTWARE AND I.T. EQUIPMENT  
DURING THE FINANCIAL YEAR 2025-26

NAME OF FIRM:

M/S: \_\_\_\_\_  
\_\_\_\_\_

Contact No.:

Office: \_\_\_\_\_  
Mobile: \_\_\_\_\_



TENDER/PRE-QUALIFICATION NOTICE OF REPAIR AND MAINTENANCE SERVICES OF OFFICIAL VEHICLES, FURNITURE FIXTURE, MACHINERY, HARDWARE SOFTWARE, OFFICE SPACE AND I.T. EQUIPMENT DURING THE FINANCIAL YEAR 2025-2026

1. DETAIL OF ITEMS FOR REPAIR/SERVICE WORK

S. No.	Description	Nature of Repair Work/Services
1.	Transport	All kind of repair/Maintenance work of official vehicles e-g: 3 Nos. Suzuki Cultus, 2 Nos. Suzuki Mehran, 01 No. Suzuki Bolan, 3 Nos. Motorcycles Honda CD-70, 01 No. YAMAHA Y100 etc.
2.	Furniture & Fixture	All kind of repair work of furniture & fixture
3.	Machinery & Equipment	All kind of repair/Maintenance work of Machinery & Equipment e-g: Photocopier Machine (Toshiba / Konica / Panasonic), Air Conditioner, Water Dispenser, CCTV, Sound System, all kind of fans, Heaters etc.
4.	Hardware/Software	All kind of repair/ Maintenance work of Computer Hardware e-g: HP / Lenovo/ Dell Computers/Laptops, HP Printers, LED's, Fax Machines & Kodak / Canon Scanner etc.
5.	Office Spaces	All kind of repair/ Maintenance work of Building & Structure-others (White wash, Aluminum Doors/ Windows, Washrooms, PVC Panel, corridors plantation etc.
6.	I.T. Equipment	All kind of repair/maintenance work of I.T. equipment

2. RECEIPT AND OPENING OF PRE-QUALIFICATION NOTICE

Pre-qualification bids would be collected and opened as per following schedule: -

- (i) The sealed Tender/Pre-Qualification documents should be sent to the undersigned by **5<sup>th</sup> August, 2025 at 11:00 AM** in the Management Services Wing, Establishment Division at Room No. 502, 5<sup>th</sup> floor, Shaheed-e-Millat Secretariat, Islamabad.
- (ii) Tender/Pre-Qualification bids will be opened on **5<sup>th</sup> August, 2025 at 11:30 AM** in the Management Services Wing, Establishment Division at Committee Room, Room No. 410, 4<sup>th</sup> floor, Shaheed-e-Millat Secretariat, Islamabad in the presence of firm's representatives.
- (iii) Bid should be placed in separate sealed cover marked as **"Pre-Qualification of Repair and Maintenance of Official Vehicles, Furniture Fixture, Machinery, Hardware Software, Office Spaces etc. During the Financial Year 2025-26."**

3. RATE

Bidder should quote their repair/services rates in Pak. Rupees inclusive of Government Taxes for one month (as and when required). Sales tax where applicable may be shown separately.



4. BID SECURITY

Repair/services bid must be accompanied with call deposit amounting to **Rs.20,000/-** as earnest money (refundable) in favour of D.D.O of M.S. Wing, Islamabad.

5. SUPPLY

- Repair/Services will have to be made immediately after issuance of work/supply order from M.S. Wing, Islamabad.
- Unsatisfactory repair/services will have to be repaired again immediately at service provider cost.
- Inspection team of this office will visit the work place/workshop before awarding the repair/maintenance contract.

6. TERMS OF PAYMENT

- The payment will be made after satisfactory repair maintenance work against invoices as per approved rates.
- Taxes at source i.e. Income tax and GST will be deducted as per Government rules/orders on date.

7. GENERAL INFORMATION

- i) Firms should have their own state of the art office/workshop in Islamabad/ Rawalpindi
- ii) Firms must have General Sales Tax Registration, National Tax Numbers and is on Active Taxpayer List (ATL) of FBR. The firm should have bank account and vendor number assigned.
- iii) For pre-qualification firms having experience capability and resources may apply along with the following information and documents: -
  - a) Name of the firm along with postal address, phone and fax numbers.
  - b) Copy of corporation certificate & organizational structure.
  - c) Similar nature of works completed during last five years by government department auto & semi-auto organizations.
  - d) Similar nature of works in hand alongwith names and address of clients.
  - e) Pre-qualified for similar nature of works with govt./semi-govt./private firm.
  - f) List of key personal & detail of Technical Staff.
  - g) Affidavit for non-blacklisted/involved in arbitration/litigation with any client during last 5 years.
  - h) Successful firms shall be responsible to provide its services for repair/maintenance after approval of their quotation.
  - i) Firms shall respond on receipt of work order on the same day.
  - j) Bidding documents/terms and conditions duly signed & stamped by the CEO or representative of the firm.
  - k) Secure parking of the official vehicles must be ensured. The firm will be responsible for any loss/damage caused.

8. We have read and agree with the above mentioned terms and conditions.

Bidder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_



**TENDER/2025-26**

**CRITERIA FOR TENDER BIDS**

Sealed tender bids are invited for supply of stationery items, miscellaneous items, computer stationery (toners for printer, Photocopier machine and fax machine tonners), computer accessories, Computer (IT) equipments etc.

- (i) The interested firm/vendor must have sufficient /verifiable experience in relevant field.
- (ii) The registered firm/authorized dealer/vendor should have their own complete setup Office/shops in Islamabad/ Rawalpindi.
- (iii) Telephone/ Fax facilities etc. in Islamabad/ Rawalpindi.
- (iv) The registered firm/authorized dealer/vendor should be on the Active Taxpayers List of FBR and other relevant Tax authorizes Valid document must be attached.
- (v) The registered firm/authorized dealer/vendor should have their AGPR Vendor No. (must be registered with IBAN No.), Bank Account No. with branch name, branch code and address. GST and Income Tax No. and their contact telephone & fax No. All the information must be printed on the quotation/Bills
- (vi) All payments will be made through AGPR.
- (vii) The interested parties must have sound financial position; proof may be provided.
- (viii) Non-black listing certificate on **affidavit** may be attached with bidding document.
- (ix) Physical Inspection and Verification Committee will conduct the visit of all firms/authorized dealer, before awarding the tender.
- (x) Bid Security amounting to **Rs. 75,000/- (Rupees seventy-five Thousand only)** for each group in shape of Bank Draft / Pay Order in favour of DDO Management Services Wing, Establishment Division, Islamabad must be attached with bid.

**TERMS AND CONDITIONS**

- (i) The deliveries will have to be arranged by the successful bidder at 5<sup>th</sup> floor, Shaheed-e-Millat Secretariat, Islamabad immediately on the receipt of supply order.
- (ii) The rates quoted will be effective for the whole financial year 2025-26 and will not be revised during the financial year.
- (iii) All items will be supplied as per specification given in list.
- (iv) Warranty period of each item replaced or repair should be clearly mentioned in quoted rates. If the same defect is arisen again the workshop will be responsible to replace it free of cost.
- (v) No deviation from the specification is permissible; otherwise, the security deposit would stand forfeited under the rules.
- (vi) In violation of the above terms and conditions, the firm can be blacklisted by the government under the rules. Supply of re-filled// fake toners will also render the firm to blacklisting and confiscation of security deposit.
- (vii) Warranty period of each item replaced or repair should be clearly mentioned in quoted rates. If the same defect is arisen again the form/vendor will be responsible to replace it free of cost.

2. We have read and agree with the above-mentioned terms and conditions.

Bidder's Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Stamp: \_\_\_\_\_



**CHECK LIST**

Name of Firm \_\_\_\_\_

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No
1.	Earnest money	
2.	NTN No. with copy of certificate	
3.	GST No. with copy of certificate	
4.	Copy of Active Taxpayer List	
5.	Bank Account No.	
6.	Stamp paper /declaration about Non-black listing	
7.	Signature and Stamp on Tender Documents	
8.	Proof of financial soundness / copy of bank statement for the last six months.	
9.	Address of firm alongwith Landline Telephone / Fax Numbers and other contact details	
10.	Experience Certificate	

Name of Bidder/Firm

Signature \_\_\_\_\_

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

Seal



Government of Pakistan  
Establishment Division  
Management Services Wing

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**LIST OF STATIONERY ITEMS**

S. No.	NAME OF ITEMS	Unit	Unit Rate	Tax	Rate inclusive of All Taxes
1	ACE Roller Ball Pen (original or equivalent)	Each			
2	Ball Point ( Dollar Clipper ) (or equivalent)	-do-			
3	Ball Point Piano (or equivalent)	-do-			
4	Ball Point Picasso (or equivalent)	-do-			
5	Binding Tape 1-inch X 13 Meter (or equivalent)	-do-			
6	Binding Tape 2-inch X 13 Meter (or equivalent)	-do-			
7	Binding Tape 3-inch X 13 Meter (or equivalent)	-do-			
8	Box File (A/4 size) (or equivalent)	-do-			
9	Calculator Casio with 12 digits Casio (or equivalent)	-do-			
10	Calculator Casio with 14 digits Casio (or equivalent)	-do-			
11	Cash Book Register (or equivalent)	-do-			
12	Common pin (or equivalent)	Per Pkt.			
13	Dak Book (S-38 A4 Size) (or equivalent)	Each			
14	Dak Pad Rexene with Lock (or equivalent)	-do-			
15	Dak/Peon Book (Small Size) (or equivalent)	-do-			
16	Dark Green Sheet for binding purposes (or equivalent)	-do-			
17	Diary Register (or equivalent)	-do-			
18	Dollar Gel-I Pen (or equivalent)	-do-			
19	Double hole Punch (Large size) (or equivalent)	-do-			
20	Double hole Punch (Small size) (or equivalent)	-do-			
21	Draft Pad ( 8x6) medium size (or equivalent)	-do-			
22	Draft Pad A-4 Size (or equivalent)	-do-			
23	Drafting Pad alfalah #1237 (Imported Paper) (or equivalent) Each	-do-			
24	Drafting Pad alfalah #1248 (Imported Paper) (or equivalent) Each	-do-			
25	Drafting Pad Lucky DPS M7 100 (Imported Paper) (or equivalent)	-do-			
26	Duster for white Board (Superior Quality) (or equivalent) I Each	-do-			
27	Engagement Stand Plastic A4 Size fine Quality (or equivalent) F Each 31 :	-do-			
28	Envelope (White) 10"x12" (Imported 100 Gram) (or equivalent)	-do-			
29	Envelope (White) 7 'A "x 5/2 '(Imported 100 Gram) (or equivalent)	-do-			
30	Envelope (White) 9"x4" (Imported Papers 100 Gram) (or equivalent)	-do-			
31	Envelope (White) file size (Imported 100 Gram) (or equivalent)	-do-			
32	Envelope cloth line file size white (Superior) (Imported papers)	-do-			
33	Envelops A/4 Size 70 grams (or equivalent)	-do-			
34	Envelops SE-5 ( 9x4) 70 gram (or equivalent)	-do-			
35	Envelops SE-8 (File size) 70 GM (or equivalent)	-do-			
36	Eraser Pelikan AL-30 (or equivalent)	-do-			
37	Fax Rolls 30 meters (or equivalent)	-do-			
38	File Board (or equivalent)	-do-			
39	File covers Printed Department Name (File Cover 300 Grams Blue Card Board Imported ( <b>As per sample</b> ) (or equivalent )	-do-			
40	File covers Printed Department Name (File Cover 300 Grams White Card Board Imported ( <b>As per sample</b> ) (or equivalent )	-do-			
41	File flapper (or equivalent)	-do-			
42	File Cover (Green Colour with Golden writing ( <b>As per sample</b> ) or equivalent	-do-			
43	File Tags (or equivalent)	Per Bundle			
44	Foot Scale steel-12" (or equivalent)	Each			
45	Folder Certificates for Training purpose (Dark Green with monogram) ( <b>As per sample</b> )	-do-			
46	Gum stick Large Size (sensa) .78 OZ (or equivalent)	-do-			
47	Highlighter dollar (Yellow, green, pink, orange & blue) (or equivalent)	-do-			

S. No.	NAME OF ITEMS	Unit	Unit Rate	Tax	Rate inclusive of All Taxes
48	Heavy Duty Stapler Machine (100 Pages)	-do-			
49	Heavy Duty Stapler Machine (200 Pages)	-do-			
50	Heavy Duty Stapler Machine (300 Pages)	-do-			
51	Ivory Card ( 300 gram) A-4 size (or equivalent)	-do-			
52	Led pencil HB-5000 Goldfish (or equivalent)	-do-			
53	Line Register No 6 (Imported) (or equivalent)	-do-			
54	Line Register No 12 (Imported) (or equivalent)	-do-			
55	Loop Binding Drafting Pad A/4 Size (or equivalent)	-do-			
56	Marker Dollar (Permeant) (or equivalent)	-do-			
57	Marker Dollar (Temporary) (or equivalent)	-do-			
58	Masking Tape ( two inch width ) (or equivalent)	-do-			
59	Note sheet pad 80 gram A/4 size (or equivalent)	-do-			
60	Off Set Colour Paper 100 sheet box (different colours) (or equivalent)	Per packet			
61	Officer Note Book (Rexine Green Cover) with printed Managemnet Services Wing, Establishment Division, Monogam of GoP/100 sheets (size 21cm x 15cm) <b>As per sample</b>	Each			
62	Officer Note Book (Rexine Green Cover) with printed Managemnet Services Wing, Establishment Division, Monogam of GoP/100 sheets (small pocket size)	-do-			
63	Paper Clips (or equivalent)	Per Pkt.			
64	Paper Cutter (or equivalent)	Each			
65	Pen Holders (or equivalent)	-do-			
66	Plastic File folders one side transparent (or equivalent)	-do-			
67	Printy Stamp Pad Round size 4612 (or equivalent) Blue/Black	-do-			
68	Printy Stamp Pad size 4912 (or equivalent) Blue/ Black	-do-			
69	Printy Stamp Pad size 4913 (or equivalent) Blue/Black	-do-			
70	Printy Stamp Round size 4612 with writing 5 lines (or equivalent)	-do-			
71	Printy Stamp size 4912 with writing 5 lines (or equivalent)	-do-			
72	Printy Stamp size 4913 with writing 5 lines (or equivalent)	-do-			
73	Rabbit Gel Pen (or equivalent)	-do-			
74	Ring Folder A-4 size medium (or equivalent)	-do-			
75	Ring Folder Nokia Large size (or equivalent)	-do-			
76	Scissor Medium Size 7" inch (or equivalent)	-do-			
77	Scotch Tape ( 1X50 yards) (or equivalent)	-do-			
78	Scotch Tape ( 2X50 yards)(or equivalent)	-do-			
79	Separator (set of 10 piece) (or equivalent)	per set			
80	Separator (set of 20 piece) (or equivalent)	per set			
81	Sharpener Plastic (or equivalent)	Each			
82	Sharpener Steel (or equivalent)	-do-			
83	Singe Hole Punch (Heavy Duty) K.W. 97 DO (or equivalent/sample	-do-			
84	Single Hole Punch Steel With Soft Grip (or equivalent/sample) Each	-do-			
85	Single Hole Punch Steel With Soft Grip Large (or equivalent/sample) Each	-do-			
86	Slip Book Cover Green (Rexine Inside Pocket) Size 5%2 x 8 (or equivalent)	-do-			
87	Spiral Binding Ring 10 mm. (or equivalent)	-do-			
88	Spiral Binding Ring 12 mm. (or equivalent)	-do-			
89	Spiral Binding Ring 14 mm. (or equivalent)	-do-			
90	Spiral Binding Ring 16 mm. (or equivalent)	-do-			
91	Spiral Binding Ring 18 mm. (or equivalent)	-do-			
92	Spiral Binding Ring 20 mm. (or equivalent)	-do-			
93	Spiral Binding Ring 22 mm. (or equivalent)	-do-			

S. No.	NAME OF ITEMS	Unit	Unit Rate	Tax	Rate inclusive of All Taxes
94	Spiral Binding Ring 28 mm. (or equivalent)	-do-			
95	Spiral Binding Ring 32 mm. (or equivalent)	-do-			
96	Spiral Binding Ring 8 mm. (or equivalent)	-do-			
97	Spiral Note Book / Drafting Pad A4 size (or equivalent)	-do-			
98	Spiral Note Book / Drafting Pad A5 size (or equivalent)	-do-			
99	Spiral Note Book Medium Size 004 (100 Sheet) (or equivalent)	-do-			
100	Spiral Note Book Pocket Size (or equivalent)	-do-			
101	Stamp Pad Dollar (or equivalent)	-do-			
102	Staple Pin 13 mm (Rapid) (or equivalent)	Per Pkt.			
103	Staple Pin 15 mm (Rapid) (or equivalent)	-do-			
104	Staple Pin 17 mm (Rapid) (or equivalent)	-do-			
105	Staple Pin 20 mm (Rapid) (or equivalent)	-do-			
106	Staple Pin 8 mm (Rapid) (or equivalent)	-do-			
107	Staple Pin Remover K. W. 5080 (or equivalent/sample)	Each			
108	Stapler Machine KW-5820 (or equivalent)	-do-			
109	Stapler Machine Super SDI-324 (or equivalent)	-do-			
110	Stapler Pin Dollar 23/25 (or equivalent)	Per Pkt.			
111	Stapler Pin Dollar 24/6 (or equivalent)	-do-			
112	Sticky Notes 1X3 inch (or equivalent)	-do-			
113	Sticky Notes 2X3 inch (or equivalent)	-do-			
114	Sticky Notes 3X3 inch (or equivalent)	-do-			
115	Stock/Issue Register No.12 (or equivalent/sample)	Each			
116	Summary/Computer Paper (500 sheets) AA 70gm A-4 size (or equivalent)	Per Ream			
117	Summary/Computer Paper (500 sheets) AA 80gm A-4 size (or equivalent)	Per Ream			
118	Summary/Computer Paper (500 sheets) Paper One 70gm A-4 size (or equivalent)	Per Ream			
119	Summary/Computer Paper (500 sheets) Paper One 80gm A-4 size (or equivalent)	Per Ream			
120	Summary/Computer Paper 500 sheets AA 70grms legal size (or equivalent)	Per Ream			
121	Summary/Computer Paper 500 sheets AA 80grms legal size (or equivalent)	Per Ream			
122	Summary/Computer Paper 500 sheets Paper One 70grms legal size (or equivalent)	Per Ream			
123	Summary/Computer Paper 500 sheets Paper One 80grms legal size (or equivalent)	Per Ream			
124	Table Dairy (or equivalent)	Each			
125	Table Calendar (or equivalent)	-do-			
126	Table Set Leather Kaligon No.05 (or equivalent/sample)	-do-			
127	Table Set Rexine Kaligon No.04 (or equivalent/sample)	-do-			
128	Table Set (Green Marble) 09 Pieces Superior (or equivalent)	-do-			
129	Transparency sheets PCP (100 sheet Box) white (or equivalent)	Per Pkt.			
130	Uni Ball Point Eye (or equivalent)	Each			
131	Uni Ball Point Sigma (or equivalent)	-do-			
132	Vehicle Movement Register (or equivalent)	-do-			
133	Vehicle Petrol Register (or equivalent)	-do-			
134	Vehicle Log Book No.6 (or equivalent)	-do-			
135	White Fluid pen (or equivalent)	-do-			

(Zahid Hussain Farooqui)  
Section Officer (Gen)

Government of Pakistan  
Establishment Division  
Management Services Wing  
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**LIST OF MISCELLANEOUS ITEMS**

S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	Acid for Toilet (Original or equivalent)	Each			
2	Airfreshner 300 ml lavender	-do-			
3	Airfreshner 300 ml(Cobra-london)	-do-			
4	Automatic Air freshener (Air Wick) (or equivalent)	-do-			
5	Battery cell for CLI and AC remotes Sony (original or equivalent)	-do-			
6	Battery cell for wall clock Sony (original or equivalent)	-do-			
7	Battery Cell 9v (Energizer)	-do-			
8	Battery Cell 9v (Chargable) Energizer	-do-			
9	Battery Cell 9v Camelion Super Heavy duty	-do-			
10	Black Cobra Insect Killer (500 ml) (or equivalent) as per Sample Each	-do-			
11	Broom Brown 500 gm (or equivalent)	-do-			
12	Broom Phool (Superior Quality) (or equivalent)	-do-			
13	Bucket (Plastic) Large size with Lid/Cover	-do-			
14	Bucket (Plastic) Large size without Lid/Cover	-do-			
15	Bucket (Plastic) Medium size with Lid/Cover	-do-			
16	Bucket (Plastic) Medium size without Lid/Cover	-do-			
17	Cell D size 105 Energizer (or equivalent) as per sample	-do-			
18	Cell Energizer AA (or equivalent) as per sample	-do-			
19	Cell Energizer AAA (or equivalent) as per sample	-do-			
20	China Lock 62mm (Large)	-do-			
21	China Lock 50mm (As per sample)	-do-			
22	China Lock 28mm (equivalent or as per sample)	-do-			
23	China Lock 32mm (equivalent or as per sample)	-do-			
24	China Lock 25mm (equivalent or as per sample)	-do-			
25	Duster Cotton 18 X 18	-do-			
26	Duster Yellow 24 x 24	-do-			
27	Electric Call Bell	-do-			
28	Electric Call Bell (Wireless)	-do-			
29	Electric Kettle Stainless Steel (Steel Body) Automatic-Imported (Large Size) 1.7liters DEURON ( as per Sample)	-do-			
30	Electric Kettle Stainless Steel (Steel Body) Automatic-Imported (Large Size) 1.7liters WestPoint ( as per Sample)	-do-			
31	File Tray Plastic (or equivalent)	-do-			
32	Fire Extingusher Refilling (CO2) (or equivalent)	per kg			
33	Fire Extingusher Refilling (Foam)	-do-			
34	Harpic 250 ML as per Sample	Each			
35	Insta Glint (Plus) Anti-Mist 500ml as per Sample	-do-			
36	Liquid Hand Wash 500 ml bottle ( Imported) (or equivalent)	-do-			
37	Liquid Hand Wash Refill Delite (4 Liters) (or equivalent)	-do-			
38	Looking Mirror (24x24) Wooden Frame (or equivalent)	-do-			
39	Looking Mirror (24x36) Wooden Frame (or equivalent)	-do-			
40	Lux Soap 100 Gram	-do-			
41	Lux Soap 110 Gram	-do-			
42	Molty Back Care (or equivalent) as per Sample	-do-			
43	Mortin Insect Killer (500 ml) (or equivalent)	-do-			
44	Muslim Shower	-do-			
45	Phenyl bottle Finis 2.75 Ltr.	-do-			
46	Phenyl Tablet	-do-			
47	Plastic Dori (Roll)	-do-			
48	Power Supply extension lead (10 Multy points) as per Sample	-do-			
49	Power Supply extension lead (12 Multy points) as per Sample	-do-			
50	Power Supply extension lead (6 Multy points) as per Sample	-do-			

51	Punchara ( Steel Handle)	-do-			
52	Punchara without handle	-do-			
53	Rume Tablet (Tickey)	-do-			
54	Soda Ash	per kg			
55	Steel Lock (50 mm) Large (or equivalent) as per Sample	Each			
56	Surf ( Medium size) (Original or equivalent)	Per Pkt			
57	Table Cloth (Green) per meter Superior Quality ( as per Sample)	Per Meter			
58	Table Glass 8 mm Brown (or equivalent)	Per Sqft			
59	Table Glass 8 mm white (or equivalent)	Per Sqft.			
60	Table Glass Size 5 mm per Sq. Ft. (or equivalent)	Per Sqft.			
61	Telephone Set CLI	Each			
62	Telephone Set (Steno Set)	-do-			
63	Telephone Set (Cordless)	-do-			
64	Tissue Paper (Rose Petal) 100x3 ply luxury (as per Sample)	-do-			
65	Tissue Paper (Rose Petal) 100x3 ply pop-up ( as per Sample)	-do-			
66	Tissue Rumal Signature (handchirchief) (as per Sample)	-do-			
67	Toilet Roll Rose Patel	-do-			
68	Toilet/Commode Brush	-do-			
69	Towel White (Large Size Superior Quality) (or equivalent)	-do-			
70	Towel White (Medium Size Superior Quality) (or equivalent)	-do-			
71	Umbrella large Size - 36 Inches (Superior Quality) (as per Sample)	-do-			
72	Vim Lemon Classic 350 gm Pouch (or equivalent)( as per Samp	-do-			
73	Vim Lemon Classic 500 gm Bottle (as per Sample)	-do-			
74	Vim Lemon Classic 500 gm Pouch (or equivalent)( as per Samp	-do-			
75	Wall Clock (Champion/Simco)	-do-			
76	Waste Paper basket	-do-			
77	Water Glass Omroc	-do-			
78	Water Jug Toyonosic	-do-			
79	Water Tape (Steel)	-do-			
80	Water Tape mixture for basin	-do-			
81	Wiper	-do-			
82	ZIK Phenyl (2.75 It Bottel) (or equivalent) as per Sample	-do-			

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**LIST OF TONNERS**  
**FOR PRINTER & PHOTOCOPIER MACHINE**

S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	Toner HP Laser Jet-49-A (1320) (original or equivalent)	Each			
2	Toner HP Laser Jet-15-A(1200)(original or equivalent)	-do-			
3	Toner HP Laser Jet-1100 ( 92-A) (original or equivalent)	-do-			
4	Toner HP Laser Jet – 1102 ( 85-A) (original or equivalent)	-do-			
5	Toner HP Laser Jet- 1300 (13-A) (original or equivalent)	-do-			
6	Toner HP Laser Jet-1606 (78-A) (original or equivalent)	-do-			
7	Toner HP Laser Jet-2015/2014 ( 53-A) (original or equivalent)	-do-			
8	Toner HP Laser Jet-2300 ( 51-A) (original or equivalent)	-do-			
9	Toner HP Laser Jet-3020 ( 12-A) (original or equivalent)	-do-			
10	Toner for PPC, TOSHIBA – 166 (original or equivalent)	-do-			
11	Toner for PPC TOSHIBA-455 (original or equivalent)	-do-			
12	Toner for PPC TOSHIBA-456 (original or equivalent)	-do-			
13	Toner for PPC, TOSHIBA – 452 (original or equivalent)	-do-			
14	Photocopier Richo MP4001, MP4001 (original or equivalent)	-do-			
15	Konica Minolta Bizhub 601/751(original or equivalent)	-do-			
16	Toner for pro M125 (original or equivalent)	-do-			
17	Toner for hp LaserJet 1212nf 285/435/436-A (original or equivalent)	-do-			
18	Toner HP Laser Jet-2035 ( 05-A ) (original or equivalent)	-do-			
19	Toner for RICOH-Aficio MP-201-SPF (original or equivalent)	-do-			

  
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**LIST OF COMPUTER ITEMS**

S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	Call Charges of Computer (without parts )	Per visit			
2	Call charges for Fax Machine and Scanner (Kodak/Cannon)	-do-			
3	Call charges for Printer (without parts )	-do-			
4	Cell for PC (CR 2032)	Each			
5	Charger for Scanner	-do-			
6	Compact Disk (CD-R)	-do-			
7	Compact Disk (CD-RW)	-do-			
8	Computer motherboard (Core2duo) Dell/HP	-do-			
9	Data Cable for Printer	-do-			
10	Duct Clips	-do-			
11	Duct patty	Per length			
12	DVD (R)	Each			
13	DVD (RW)	-do-			
14	External Switch 12 port	-do-			
15	Hard Disk 120 GB SSD	-do-			
16	Hard Disk 500 GB SATA	-do-			
17	Hard Disk 1TB SATA	-do-			
18	Hard Disk 2TB SATA	-do-			
19	Hard Disk 4TB SATA	-do-			
20	HDMI Cable	per meter			
21	Internet Cable 10 Meters with connectors UTP Cat-6 6mm (or Equivalent)	Each			
22	Internet Cable 3 Meters with connectors UTP Cat-6 6mm (or Equivalent)	-do-			
23	Internet Cable 5 Meters with connectors UTP Cat-6 6mm (or Equivalent)	-do-			
24	Key Board (USB)	-do-			
25	Key Board Wireless	-do-			
26	Keyboard Mouse Set (Wireless)	-do-			
27	Lapetop Battery (Dell/HP/Panasonic)	-do-			
28	Laser Pointer	-do-			
29	LAN Cable	per meter			
30	LCD-17" (Viewsonic/Dell/HP) of equivalent	Each			
31	LCD-19" (Viewsonic/Dell/HP) of equivalent	-do-			
32	Mouse (USB)	-do-			
33	Mouse Wireless	-do-			
34	Networking Cable Roll	-do-			
35	Networking Switch (8 port)	-do-			
36	Portable HDD ( 1TB )	-do-			
37	Portable HDD ( 4TB )	-do-			
38	Portable HDD (2TB)	-do-			
39	Power supply Cable	-do-			
40	Power Supply Box 400 watt Dell/HP	-do-			
41	Ram 01 GB, DDR-I	-do-			
42	Ram 01 GB, DDR-II	-do-			
43	Ram 01 GB, DDR-III	-do-			
44	Ram 02 GB, DDR-I	-do-			
45	Ram 02 GB, DDR-II / 04 GB –DDR-II	-do-			
46	Ram 02 GB, DDR-III/ 04 GB –DDR-III	-do-			
47	RJ-10 Patch Cord 10 Ft.	-do-			
48	RJ-45 Connectors (female)	-do-			
49	RJ-45 Connectors (male)	-do-			
50	RJ-45 Face Plate (dual)	-do-			
51	RJ-45 Face Plate Connector/Socket	-do-			
52	RJ-45 Patch Cord 13/20 Ft	-do-			
53	STP Cat-6/7 (one spool) or equivalent	per meter			
54	SFTP Cat-5/6/7 (one spool) or equivalent	per meter			
55	Small Desktop Speaker Set (Audionic) or equivalent	Each			
56	UTP Cat-6/7 (one spool) or equivalent	per meter			
57	USB 16 GB Kingston	-do-			
58	USB 4 GB Kingston	-do-			
59	USB 32 GB Kingston	-do-			
60	USB 64 GB Kingston	-do-			
61	VGA cable for LCD	-do-			
62	Wireless USB Wifi Dongle Mini	-do-			

  
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**LIST OF CROCKERY ITEMS**

S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	Curry Plates (Imported) China Superior Quality (as per Sample)	Each			
2	Fork for Dinning Stainless Steel (Superior Quality) (as per Sample)	-do-			
3	Fruit Knife Steel (or equivalent)	-do-			
4	kitchen Sink	-do-			
5	Milk Pot Boom Chine Superior Quality in white (or equivalent)	-do-			
6	Quarter Plate (Imported) China Superior Quality (or equivalent) Pack of Six	-do-			
7	Rice Plate (Imported) China Superior Quality (as per Sample) Pack of Six	-do-			
8	Rice Spoon Stainless Steel (Superior Quality) (as per Sample) Pack of Twelve	-do-			
9	Sugar Pot Superior Quality in white (or equivalent)	-do-			
10	Tea Cup with Saucers Boom China in White Superior Quality (or equivalent)Pack of Six	-do-			
11	Tea Cup with Saucers Boom China Superior Quality (as per Sample) Pack of Six	-do-			
12	Tea Cups with Saucers Royal of London (or equivalent) Pack of Six	-do-			
13	Tea Spoon Stainless Steel (Superior Quality), (as per Sample) Pack of Twelve	-do-			
14	Tea Tray Plastic (Fine Quality) for 4 cups (or equivalent)	-do-			
15	Tea Tray Plastic (Superior Quality) for 6 cups (or equivalent)	-do-			
16	Tea Tray Stainless Steel (Fine Quality) for 6 cups (or equivalent)	-do-			
17	Thurmos	-do-			
18	Tumbler (Toyo Nasic fine quality 280ml) (or equivalent) Pack of Six	-do-			
19	Tumblers (Imported) China Superior Quality 300 ml (or equivalent) Pack of Six	-do-			
20	Water Jug (Toyo Nasic) with Cover (or equivalent)(as per Sample)	-do-			

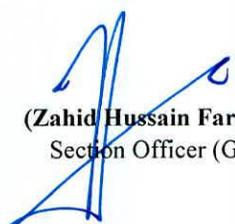
  
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**LIST OF ELECTRIC/ELECTRONIC ITEMS**

S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	A/C Circuit Braker Shoe 20 Amps Busch (or equivalent)	Each			
2	Aerosol Dispenser Auto Spray Machine Large Size Superior Quality (or equivalent)	-do-			
3	Bracket Fan 12 inch (Pak Fan /Younas Fan /GFC Fan ) Iron Body (or equivalent)	-do-			
4	Bracket Louver Fan 12 inch (Pak Fan /Younas Fan /GFC Fan ) Plastic Body (or equivalent)	-do-			
5	Bracket Louver Fan 14 inch (Pak Fan /Younas Fan /GFC Fan )Plastic Body (or equivalent)	-do-			
6	BracketFan 14 inch (Pak Fan /Younas Fan /GFC Fan ) Iron Body (or equivalent)	-do-			
7	Bulb Zero watts (Red & Green) (or equivalent)	-do-			
8	Dura Duct Adam jee 20 Number (or equivalent)	-do-			
9	Electric Bell (Voye) imported (or equivalent)	-do-			
10	Electric Fan heater (Black & Decker )(or equivalent)/ as per stemple	-do-			
11	Electric Heater Single Rod (NTN) (or equivalent)/ as per sample	-do-			
12	Electric Heater Single Rod (NTN) (or equivalent)/ as per sample B19:B43	-do-			
13	Electric Kettle Stainless Steel (Steel Body) Automatic-Imported (Large Size) 1.71iters Deuron (as per Sample)	-do-			
14	Electric Kettle Stainless Steel (Steel Body) Automatic-Imported (Large Size) 1.71iters WestPoint ( as per Sample)	-do-			
15	Electric Board	-do-			
16	Electric Tape (or equivalent)	-do-			
17	Electric Tube Rod Chock 20 Watts Philips / Hitachi (or equiva ent)	-do-			
18	Electric Tube Rod Chock 40 Watts Philips / Hitachi (or equivalent)	-do-			
19	Electric Wire 3 x 29 coil 90 meter (Double Core) (or equivalent) Each Coil	-do-			
20	Electric Wire 7 x 29 coll 90 meter (Double Core) (or equivalent) Each Coil	-do-			
21	Electric Wire 7 x 36 coil 90 meter (Double Core) (or equivalent) Each Coil	-do-			
22	Electric Wire 7 x 44 coll 90 meter (Double Core) (or equivalent) Each Coil	-do-			
23	Exhaust Fan 10" (Pak Fan /Younas Fan /GFC Fan ) Iron Body (or equivalent)	-do-			
24	Exhaust Fan 6" (Pak Fan /Younas Fan /GFC Fan ) Plastic Body (or equivalent)	-do-			
25	Exhaust Fan 8" (Pak Fan /Younas Fan /GFC Fan) Plastic Body (or equivalent)	-do-			
26	LED Bulb 07 Watts (Screw/pin) (as per Sample)	-do-			
27	LED Tube Light Large size 40-watts (Phillips / Osaka ) (or equivalent)	-do-			
28	LED Tube Light small size 20-watts (Phillips / Osaka) (or equivalent)	-do-			
29	LED Bulb Holder	-do-			
30	LED Panel Light 48 watt (2 x2 feet)	-do-			
31	Light Power Plug 5 Amps. With Box (K.M/JPI/NB/G&S/HERO NO.1 (as per Sample)	-do-			
32	Multi Plug 3 Pin 15 Amp-250 (or equivalent)(as per Sample)	-do-			
33	Multi Plug-2-Pin 15 Amp (or equivalent)/ as per sample	-do-			
34	Pedstal Louver Fan (Pak Fan /Younas Fan /GFC Fan ) Plastic Body (or equivalent)	-do-			
35	Power Plug 10 Bie. With Box (or equivalent) (as per Sample)	-do-			
36	Power Plug 40 Amps. With Box Pore Saline Base (K.M/ JPI/NB/G&S/ HERO No.1 (as per Sample)	-do-			
37	Remote bell (original or equivalent)	-do-			
38	Remote Elecrtic bell (or equivalent)	-do-			
39	Starter (Philips) S-10 (or equivalent)	-do-			
40	Starter (Philips) S-2 (or equivalent)	-do-			
41	Three Pin Shoe 15 Amps. (K.M/JPI/NB/G&S/HERO NO.1 (as per Sample)	-do-			
42	Tube Light Rod (Philips) 20 watts White (as per Sample)	-do-			
43	Tube light Rod (Philips) 40 watts White (as per Sample)	-do-			
44	Two Pin Shoe 5 Amps (K.M/JPI/NB/G&S/HERO NO.1 or equivalent)	-do-			

  
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**LIST OF FURNITURE & FIXTURE ITEMS**

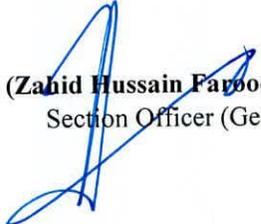
S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	Aral Drawz	Each			
2	Chapki	-do-			
3	China Lock Large (As per Sample)	-do-			
4	China Lock Small (or equivalent) as per Sample	-do-			
5	Door Closer	-do-			
6	Door Lock (Round)	-do-			
7	Drawer Lock 808 Nickel 22 mm (or equivalent)	-do-			
8	Drawer Lock Nickel 22 mm (or equivalent)	-do-			
9	Handle Aluminium for Door	-do-			
10	Handle Plastic for Door	-do-			
11	Hyderalic	-do-			
12	Punja Plastic for Executive Chair	-do-			
13	Punja Steel for Executive Chair	-do-			
14	Runner of Revolving Chair	-do-			
15	Hyderalic Machine	-do-			
16	Revolving Chir Arms	-do-			
17	Poshish Seat & Back	-do-			
18	Chair Nitting with Babow	-do-			
19	Chair Nitting with Plastic	-do-			
20	Re-cushioning of Visitor Chair	-do-			
21	Qabza Patti Strip (length 6 ft)	-do-			
22	Steel Cabinet Lock as per Sample	-do-			
23	Steel Lock (50 mm) Large (or equivalent) as per Sample	-do-			
24	Table Cloth (Green) per meter Superior Quality ( as per Sample)	Per Meter			
25	Table Glass 8 mm Brown (or equivalent)	Per Sqft			
26	Table Glass 8 mm White (or equivalent)	Per Sqft			
27	Table Glass Size 5 mm per Sq. Ft. (or equivalent)	Per Sqft			
28	Vertical Blinds	-do-			
29	Horizontal Blinds	-do-			
30	Cloth Curtains	-do-			

  
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**REPAIR OF BUILDING & STURCTURE**

S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	Walls painting/white wash	per sqft.			
2	Room partition	-do-			
3	PVC paneling	-do-			
4	Cleaning of Floor	-do-			
5	Aluminum Door / Windows	As per Req			
6	Fixing/repair of work Sink/Wash basin etc.	Each			
7	Ceiling Sheet fixing/repair	Each			
8	Cleaning of Sofa Set	per seat			
9	Floor PVC Tiles	per sqft.			
10	Glass Paper	per sqft.			
11	Cloth curtains	each			
12					
13					
14					
16					
17					
18					
19					

  
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**List of Repair Work (electric items and furntiures etc)**

S. No.	NAME OF ITEMS	UNIT	Unit Rate	Tax	Rate inclusive of All Taxes
1	Repair/Installation of Blinds / Curtains	sq.ft			
2	Repair of Computer Table	each			
3	Repair of Door Closer	-do-			
4	Repair of Door Lock	-do-			
5	Repair of Door Lock (Round)	-do-			
6	Repair/polish of Large Table	-do-			
7	Repair/polish of Office Table	-do-			
8	Repair of Air-Conditioner	-do-			
9	Repair of Bracket Fan	-do-			
10	Repair of Ceiling sheets	-do-			
11	Repair of door closer	-do-			
12	Repair of doors	-do-			
13	Repair of electric Heater	-do-			
14	Repair of Electric Heater (Blower)	-do-			
15	Repair of electric kettle	-do-			
16	Repair of Pedestal Fans	-do-			
17	Repair of Revolving Chair	each			
18	Repair/Cleaning of Sofa Set	per seat			
19	Repair of window	each			
20	Repair Water Tape of washroom	-do-			
21	Repair/polsih Visitor Chiars	-do-			
22	Repair of Wooden Almirah	-do-			
23	Repair of Wooden Racks/small tables	-do-			

  
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