



OFFICE OF THE COMMISSIONER
ICT EMPLOYEES SOCIAL SECURITY INSTITUTION (IESSI)
PLOT NO. 166, STREET NO.09, I-10/3
ISLAMABAD

List of Bidding Documents.

1. Delivery schedule.
2. Form of Bid
3. Instruction for bidder
4. Performance guarantee form
5. List of items to be procured along with specification



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Bidding document

Delivery time/completion schedule

1. Tender no. _____
2. Last time and date of submission of bids: _____
3. Date and time of opening _____
4. Delivery period: within 10 days of placing the order/singing of contract.
5. Place of delivery : Islamabad, I-10/3
6. Name and address of consignee _____



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To,

Assistant Director (Admin),

IESSI

We hereby submit bid for supply of stationery and other items mentioned in the list attached with tender enquiry No. _____ details of our offer and particulars of bid/firm are as under:-

- i. Name & Address of firm

- ii. Description of stationery and other items.

- iii. National Tax No. _____
- iv. GST Registration No. _____
- v. Delivery Period. _____
- vi. Validity Period of offer. _____
- vii. Earnest money Bank draft No. _____ for Rs.37, 500/- attached.

Signature _____



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Special Instructions for Bidder

1. The store/stationery would have to be supplied by the supplier within 10 days placement of orders/signing of contract however, this period may be extended in extended in consideration of special circumstances with the consent of both, the supplier and purchaser.
2. Bidder must quote rates on the prescribed bid form attached with these documents. Cash receipts (in original or photo copy) in token of having purchase the tender documents must accompany the offer.
3. Tenders should be addressed to chairman purchase committee
4. Bidders should quote their firm and final rates both in words as well as in figures. The authority has a right to forfeit the earnest money in case if the bidder refuses to provide the required stationery and other items after accepting the supply order.
5. Against indigenous stationery and other items bidders, who are manufactures must indicate name and address for the works in Pakistan from where they intend to supply the store.
6. Any conditional, ambiguous or incomplete offer in any respect shall be ignored.
7. The bidder shall enclose catalogues/leaflets/literature and other technical data, if any in respect of store offered by them.
8. The bidder shall specify indicate their NTN No. and general sales tax registration No. _____.
9. Any erasers/cutting /crossing etc appearing in the offer must be properly signed by the person signing the bid.
10. A certificate shall be given by the bidder that he will be responsible for the free replacement of stationery and other items if the same are found to be substandard and or at.
11. Stationery and other items should be brand new and in original manufacturers packing.
12. Warranty period one year free service with free replacement of parts and availability of spare parts on market prevailing rate after expiry of warrantee period.
13. Tender samples where essential be submitted by the along with their offers or subsequently on a demand by the purchaser.
14. In case of stationery and other items of imported origin:-
 - a) A certificate should be given by bidders that the spare parts/stationery and other items shall be genuine, brand new and in the original packing of the manufacture
 - b) Manufactures name, in whose packing the stationery and their and other items will be offered for inspection must be given in the offer.
15. The bidder must provide complete list of clients along with their contact information



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Performance Guarantee Form

We hereby confirm to have read carefully the description of stationery and other items and all the terms and conditions of your tender enquiry No. _____ due for opening on _____ for the supply of _____ in additions to the conditions specified in contract and all the special instructions attached to the tender enquiry. We agree to abide by all instructions/conditions.

2. We also hereby categorically confirm that the stationery and other items offered by us are exactly of the particulars and specifications as laid down in your tender enquiry in all respects.

3. The stationery and others items offered by us are of a) foreign origin b) local origin.

4. We accept that if the required earnest money is not furnished or our offer is found lacking in any of the requirements of your tender enquiry the same may be ignored.

5. Certified that the prices quoted by us to the ICT ESSI against tender No. _____ are not more than the prices charged from any other purchasing agencies in the country and in case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.

Name of Bidder/Firm: _____

Signature of Bidder: _____

Address: _____

Seal _____

Telephone No. Office No. _____ Mobile No. _____ Fax No. _____

Witness

a) Name _____ Signature _____

b) Full Address _____

c) Date _____



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List of Items of Office of the Commissioner, IESSI ICT Employees Social Security Institution, Islamabad for Purchase of stationery and Misc items for the year 2024-25

Sr. No.	Article Name	Per item Rate Without GST	Rate of GST/Tax	Total Amount with GST
01.	Tissue Box Luxury (Rose petal)			
02.	Tissue Roll (large) Rose Petal			
03.	Pointer Uniball (Eye) 0.7			
04.	Glue Stick 36 gram (amous (VHV)			
05.	Sharpener(Fine)			
06.	Eraser (Pelican AL 30)			
07.	Envelope (4x9) khaki			
08.	Seizer(Steel blade) normal size			
09.	Steel scale (12")			
10.	Draft Pad (Medium size Lucky)			
11.	Envelope (Legal Size)			
12.	Pencil (Gold Fish)			
13.	Ball pen (Clipper)			
14.	Dust Bin (plastic) Fine Quality			
15.	Glass (TOYO Nasic)			
16.	Register No.32 Hard Binding			
17.	Extension Lead (having 05 Slots)			
18.	Cloth Duster (20x30)			
19.	File Tag (Bundle)			
20.	Permanent Marker(Dollar)			
21.	High Lighter (Dollar)			
22.	Stapler Pins(Dollar)			
23.	Air Freshener (Jesmin)			
24.	Pin Remover (KV) Made inTaiwan)			
25.	Wet foam (china)			
26.	Paper weight marble (Fancy)			
27.	Thread Plastic (Doori)			
28.	Paper Cutter (Dux)			
29.	Stapler Machine, Large (Dux)			
30.	Paper Pin			
31.	Paper clip			
32.	Punch Medium			
33.	Paper Rim A-4, AA(80 gram)			
34.	Paper Rim legal AA (80 gram)			
35.	Calculator (Casio 14 Digit)			
36.	File Board with Flapper (Good Quality)			
37.	Log Book No.06			
38.	Peon Book No.06.			
39.	Bath Soap (Palmolive)			
40.	Punch Large			
41.	Register large No.36			
42.	Diary Register No.06.			
43.	Stock Register No.06			
44.	Tonner (12-A) China			
45.	Wet mob large			

Sr. No.	Article Name	Per item Rate Without GST	Rate of GST/Tax	Total Amount with GST
46.	Wiper with steel handle (fine quality)			
47.	Acid 01 liter Sweep			
48.	Fins 2.5 liter			
49.	Brooms (Fine Quality)			
50.	Tonner 85-A (P-1102) China			
51.	Attendance Register (Govt)			
52.	Bucket (Plastic) Large Size			
53.	Wall clock fine quality			
54.	R-5 Register Printed 200 pages			
55.	Cash Book Register No.03			
56.	Glass Lid standard size			
57.	Stapler Machine Heavy duty (HS-300)			
58.	Stamp pad Langer OA			
59.	Max Liquid 750ML			
60.	Towel (Large size)			
61.	Phool Jharro			
62.	Printing of R-5 Register (600 pages)			
63.	Correction pen/whitener			
64.	Printing of File Cover with IESSI Logo(center Cloth) size/sample available in office)			
65.	Printing of Medical Books (size/sample available in office)			
66.	Printing of Cheque Receipts Books Triplicate (size/sample available in office)			
67.	Printing of Triplicate Book for cash Receiving (size/sample available in office)			
68.	File Flag (Colour Full)			

Vendor/Contractor Stamp: _____