**TENDER FORM (Tender Form Fees Rs.500/-(Non Refundable)**

**PURCHASE OF STATIONERY FOR THE YEAR 2017-18**

**TENDER INQUIRY NO. 06/2017-18 DUE ON 14-02-2018**

**Time of issuance of Tender form upto 13-01-2018 at 02:00 P.M**

**Time of Submission of Tender on 14-01-2018 at 11.30 A.M**

**Time of Opening of Tender on 14-01-2018 at 12.00 Noon**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.NO** | **Description** | **No. Of Counting** | **Requirement** | **Quoted Items** | **Rate in Figure** | **Rate in Word** |
| 01 | A4 Paper Ream | Ream | 200 |  |  |  |
| 02 | Legal Paper ream | Ream | 60 |  |  |  |
| 03 | Stapler Medium | No’s | 20 |  |  |  |
| 04 | Blue pen | Pkt | 50 |  |  |  |
| 05 | Black pen | Pkt | 30 |  |  |  |
| 06 | Red Pen | Pkt | 10 |  |  |  |
| 07 | Pointer pen pkt | Pkt | 10 |  |  |  |
| 08 | Pencil pkt | Pkt | 20 |  |  |  |
| 09 | Sharpner pkt | Pkt | 10 |  |  |  |
| 10 | Eraser pkt | Pkt | 10 |  |  |  |
| 11 | Stamp pad | No’s | 20 |  |  |  |
| 12 | Sticky Glue Large | No’s | 20 |  |  |  |
| 13 | Steel scale large | No. | 30 |  |  |  |
| 14 | Ring file | No’s | 300 |  |  |  |
| 15 | Kacha file | No’s | 100 |  |  |  |
| 16 | Sticky notes small+medium+large | Pkt | 12 |  |  |  |
| 17 | Envelop A4 | No’s | 4000 |  |  |  |
| 18 | Envelop letter | Each | 1000 |  |  |  |
| 19 | White flood pen | Pkt | 30 |  |  |  |
| 20 | Highlighter | No’s | 30 |  |  |  |

**PURCHASE OF STATIONERY (CONTINUE)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.NO** | **NAME OF THE ARTICLES** | **No. Of Counting** | **Requirement** | **Quoted Items** | **Rate in Figure** | **Rate in Word** |
| 21 | Permanent Marker Black + Red | Pkt | 5 Each |  |  |  |
| 22 | Small Marker Black + Red | Pkt | 6 |  |  |  |
| 23 | Punch Machine | Bottles | 10 |  |  |  |
| 24 | Stapler pin pkt | Pkt | 50 |  |  |  |
| 25 | Transparent File | No’s | 300 |  |  |  |
| 26 | Liquid Gum | Bottles | 6 |  |  |  |
| 27 | Carbon Paper | No’s | 5 Pkt |  |  |  |
| 28 | Register 200 Pages | No’s | 20 |  |  |  |
| 29 | Inward Register | No’s | 4 |  |  |  |
| 30 | Outward Register | No’s | 4 |  |  |  |
| 31 | Calculator | No’s | 40 |  |  |  |
| 32 | Pakka File | No’s | 400 |  |  |  |
| 33 | Stapler Large | No’s | 10 |  |  |  |

**NATIONAL TAX No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE …………………………………..**

**GST No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME OF CONTRACTOR ……….…………**

**C.N.I.C No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS …...…………………….…….……**

**(Photostat copies must be enclosed) Contact NO ………..…………….……………**

**I N S T R U C T I O N S**

1. **The tender should be accompanied with pay order / demand draft of 2.5% as security Deposit in the name of Sindh Institute of Ophthalmology & Visual Sciences (SIOVS) Hyderabad.**
2. **The Income Tax / GST/SST will be deducted according to rules of Govt: of Sindh / Pakistan.**
3. **The tenderer will be responsible to deliver the tendered items on his own cost at SIOVS HYDERABAD.**
4. **In case of short/late supply it will be purchased from open Market and difference if any will be recovered from the Contractor.**
5. **Conditional/ Incomplete Tenders will not be accepted.**
6. **Sample of all dry items should be provided at the time of opening of tender otherwise tender will be rejected.**
7. **For alternate offer separate tender purchase receipt must be enclosed**
8. **The tenderer should be fulfilling all requirements as per Government rules**
9. **Minimum Two Hundred Thousands turn over with Bank Certificate**
10. **Minimum Three Years Experience in relevant field with documentary proof**
11. **Three Years Income Tax Return (Photo Copy Must Enclosed)**
12. **The Performance Security is 10% for One Year w.e.f the date of contract agreement in the name of Sindh Institute of Ophthalmology & Visual Sciences (SIOVS) Hyderabad.**

**Purchase & Store Officer,**

Sindh Institute of Ophthalmology

& Visual Sciences, Hyderabad