

# Shaheed Benazir Bhutto University



## TENDER DOCUMENTS

For

**The Procurement of Stationary and Printing items for Main Store  
& Examination Section of Shaheed Benazir Bhutto University, Sheringal,  
Dir Upper from Recurring Account.**

**SHAHEED BENAZIR BHUTTO UNIVERSITY**

**MAIN CAMPUS SHERINGAL, DIR UPPER**

**Tel: (+92-0944-885435, 885831.**

**Fax# 0944-885805.**

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**SHAHEED BENAZIR BHUTTO UNIVERSITY**  
**Sheringal, Dir Upper, Khyber Pakhtunkhwa**  
**Tender No. SBBU/Adv/TDR/202-2024**

**TENDER NOTICE**

**Single Stage-One Envelop Procedure**

1. Shaheed Benazir Bhutto University Sheringal Dir Upper, Khyber Pakhtunkhwa, having a Public sector University Government of Pakistan, invites sealed bids from the original manufacturers / authorized dealers / distributors / General order suppliers, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers list of the Federal Board of Revenue, for supply of Printing & Stationery items for Main Store and Examinations section of Shaheed BB University Sheringal from Recurring budget account.

2. Bid documents, containing detailed terms and conditions, etc. are available on University ([www.sbbu.edu.pk](http://www.sbbu.edu.pk)), PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and KPPRA ([www.kppra.gov.pk](http://www.kppra.gov.pk)) websites and can be download free of cost.

3. The sealed bids, prepared in accordance with the instructions in the bid documents, must reached to Assistant Director Procurement office, Shaheed Benazir Bhutto University Sheringal on or before 20.02.2024 (Tuesday) up to 11:00 am.

Bids shall be opened on the same day at 11:30 am, in the office of Convener Purchase Committee, Shaheed BB University Sheringal Dir Upper.

Convener Purchase Committee

Shaheed Benazir Bhutto University Sheringal Dir Upper.

Tel: 0944-885405, 885435. Fax# 0944-885805.

Email Address: [latifkhan@sbbu.edu.pk](mailto:latifkhan@sbbu.edu.pk) (Cell# 0344-9185600)

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**For Procurement/Supply of Printing & Stationary items for Main Store & Examination section of SBB University, Sheringal, Dir Upper.**

The bids/proposals will be opened on 20.02.2024 (Tuesday), InSha Allah at 11:30 AM, sharp in the Office of Convener Purchase Committee in the presence of the Purchase Committee and bidders/representatives who chose to attend (optional), Shaheed Benazir Bhutto University, Sheringal, Dir Upper.

**Name of the Company / Dealer:**

\_\_\_\_\_

**Address of the Bidder:**

\_\_\_\_\_

\_\_\_\_\_

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

Signature and Seal

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Cell# \_\_\_\_\_

E mail: \_\_\_\_\_

Tender documents: Free of Cost.

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### Terms & Conditions of the Tender

- a. The detailed BOQ and Specifications along with the terms and conditions have been set forth in the tender documents.
  - b. The bid must be accompanied with a CDR/SDR/Banker Cheque of 2% from any schedule bank in Pakistan of the total quoted cost/amount.
  - c. The suppliers/firms/manufacturers will not be allowed to sublet the work/contract/supply to another supplier/firm/manufacturer. If found, his bid shall be cancelled and all the expenses of the tender shall be recovered from him/her firm/company.
  - d. **Samples of the required items mentioned (As per Sample) will be provided later on or will be provide by the University after the preparation of comparative statement.**
  - e. Final selection of items shall be made by the Purchase Committee on the basis of samples or lowest rates which is economical to the University.
  - f. Each page of tender document must be signed & stamped.
  - g. Any cutting/correction in bid will made quotation invalid.
  - h. Filling of bid/BOQ with pencil will not be accepted and shall be rejected straight away.
  - i. Any Errors and omissions, if found, shall subject to rectification by the University.
  - j. Bidders should read these conditions carefully and comply strictly while sending their tenders.
- b. If any discrepancy, error, or omission found in the tender documents; please contact Assistant Director Procurement on or before the closing date i.e. 20.02.2024 of the tender.
  - c. The Purchase Committee shall reject, accept any bid or cancelled all bids without any reasons. Purchase Committee shall upon request, communicate the bidder the grounds of rejection, but it is not necessary to justify those grounds. The decision of the Purchase Committee shall be final.
  - d. No advance payment will be made before supply of the items.
  - e. All Prevailing Taxes will be deducted as per approved rates of the Government if applicable on the bidders.
  - f. In case of equal rates and specifications quoted by two or more bidders for one or more items, the decision will be made through draw among the bidders and 1<sup>st</sup> winner will be award the items.

#### 1. **General**

- All bids should reach the undersigned within due date as specified in the advertisement only through **Registered post/Courier.**
- Tenders forms shall be filled in ink or typed. No tender filled in with pencil shall not be considered.
- Rates shall be written both in words and figures. There should be no errors or over-writings. Corrections if any should be made clearly and initiated with dates.
- Quotations must be valid for **02 months (60 days).**

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- Manufacturers / Authorized dealers/Distributors and General order Suppliers of the goods can give tenders. They shall, therefore, furnish necessary declaration along with documentary proofs for the same.
- Any bidder, interested in bidding for one or more items separately, is allowed to do so. However, preference will be given to bidder offering several items together. However the Purchase Committee will have the right to award items to each item lowest or award aggregate items to the aggregate lowest rate which is economical to the University.
- Supply order/ contract will be issued/awarded to the successful bidders.

**Evaluation Criteria:**

- The single-stage –one envelope procedure as per PPRA Rules 36(a), Govt. of Pakistan will be adopted. The interested parties should submit their bid(s) in a single envelope containing one envelope marked as financial Proposal and Technical proposal (if any).
- Technical proposal must include:
  1. Past experience of 10 years (Completed and in hand works) of Rs 5 lakh or above each project.
  2. Enlistment record with Government organizations.
  3. Technical staff list with qualification documents
  4. Registration with Income Tax and General Sales Tax departments
  5. Available bank credit line of an amount of Rs 5 million.
  6. Audit Report of last 03 years duly prepared & signed by Chartered Accountant firm.
  7. Plants & Machinery list if any.
  8. Affidavit of None blacklisting and no litigation on judicial Stamp paper of Rs 100 duly attested by the oath commissioner in original.
- The supplier shall notify in written form to the Employer/purchase committee with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.

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- The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the purchase committee a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.
- The supplier, shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- The purchase committee reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tender has been given or distribute items of stores to more than one firm/ supplier.
- The tender shall remove the rejected articles within 15 days of intimation of rejection, after which purchase committee shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as it thinks fit, at the tenderer's risk and cost.

## 2 **Scope of supply**

- The firm shall enter into a contract with Shaheed Benazir Bhutto University, regarding the supply of items mentioned in BOQ and repairs and maintenance if any of the Item / equipment(s) supplied and will be responsible for the arrangements of spare parts whenever needed (wherever is applicable).
- Although, specifications and accessories have been provided, yet the University will not accept any excuse for any missing part / item needed for its full working condition.
- The items supplied below the specifications of Tender documents will not be accepted and will be returned at the risk and cost of the supplier and correct items according to our tender specifications will be supplied.
- The Bidder, whose tender is accepted, shall arrange to supply all items as per schedule to be provided by the university in supply order.

## 3. **BID price**

- The Bidder shall indicate in his offer, list of items with specifications, standard accessories, make and origin, the unit price and total Bid prices of the goods.
- Rates quoted should be on the basis of F.O.R, Shaheed Benazir Bhutto University, Main Campus Sheringal as mentioned in the B.O.Q.
- All applicable taxes levied by the government, if any, shall be paid by the bidder and must be included in his quoted prices.

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- Security @ 10% of the total bill will be deducted for a period of **03 months** for consumables items i.e. stationery & printing items and will be released subject to receiving satisfactory report from the concerned office/end user.
- Sales Tax and Income Tax & other applicable Taxes/Levies will be deducted from the supplier's bill as per government rules if applicable on the bidder.

#### 4. Currencies of BID

- The prices shall be quoted in Pakistani rupees on F.O.R basis of SBBU Sheringal.

#### 5. BID validity

- The Bid shall remain valid and open for acceptance of the purchaser for a period of **02 months (60 days)** from the specified date of opening.

#### 6. Earnest Money/Call Deposit

- The bid/quotation must be accompanied with a call deposit of 2% of the quoted prices with their offer in the form of Banker cheque/CDR/SDR or Bank guarantee from any scheduled bank in Pakistani, in favor of the Treasurer Shaheed Benazir Bhutto University, Sheringal (refundable).
- In case of alternate prices, earnest money will be based on the maximum quoted price of the same items. The Banker Cheque/CDR/SDR or bank guarantee, will be returned to unsuccessful bidders on written request & to the successful bidders on provision of 10% performance bond/security.
- The earnest money may be forfeited in the following cases:
  - i. When Tenderer withdraws or modifies his offer, after opening of tender but before acceptance of tender.
  - ii. When Tenderer/bidder does not execute the agreement if any, prescribed within the specified time.
  - iii. When the Tenderer/bidder, does not provide 10% performance security after supply order is given & accepted within specified period.
  - iv. When he fails to commence the supply of the items as per terms of supply order/contract within the time period.

#### 7. Signing of Bid

- The person signing the bids shall initial/sign all the pages of the bid along with official seal/stamp where entries are made.

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**8. Dead Line for submission of Bids**

- All bids must reach and be received by the purchaser on or before the prescribed deadline i.e. 20.02.2024, during the office hours through Registered Post/Courier.

**9. Late BIDS**

- Late bids or bids received after the due date, will not be entertained and returned unopened to the Bidders.

**10. Canvassing**

- Counseling or canvassing staff or elected representatives by any Tenderer will become liable to disqualification.

**11. Performance Security**

- Within **15 days** of issuance of the supply order to the successful bidder/bidders, they shall furnish to Shaheed Benazir Bhutto University, Sheringal Dir Upper, and a performance security equivalent to 10% of the supply order amount in the form of Banker Cheque/CDR/SDR/Bank Guarantee from any scheduled bank in Pakistan. The performance security shall be payable to Shaheed Benazir Bhutto University as compensation for any loss resulting from the suppliers failure to complete its obligations.
- The performance security will be discharged by the University and returned to the supplier after successful completion of the supplier's performance obligations under the contract.

**12. Forfeiture of Security Deposit**

- 10% Performance guarantee/CDR/SDR amount in full will be forfeited in the following cases:
  - i. When the terms and conditions of contract is breached.
  - ii. When the Tenderer fails to make complete supply satisfactorily.
  - iii. Notice will be given in case of forfeiture of Performance security. The decision of the Purchase Committee in this regard shall be final.

**13. Delivery of Equipment / Items**

The Bidder, whose tender is accepted, shall arrange to make supply as per schedule to be provided by the university in supply order within 02 calendar months for local & 03 months for imported items.

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- The items/ equipment (s) will be supplied in packed form and opened in front of the Purchase Committee. The working manuals, circuit diagrams, related literature and computer programs, if any, must accompany the items/ equipment(s) in original.
- The Bidder shall be responsible for the proper packing, so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination.
- In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be admissible.
- The goods will be delivered at the destination godown/stores of the employer in perfect condition.
- The supplier, if he so desires may insure the valuable goods against lost by theft, destruction or damage, by fire, flood under exposure to whether or otherwise viz., (war, rebellion, riot, etc.).
- The insurance charges will be borne by the supplier and tendering entity will not be required to pay such charges if incurred.

#### **14. Mode of Payment**

- Payment shall be made in the form of cheque which shall be issued after receipt of items/equipment, installation and inspection, according to the following schedule.
  - i. 90% payment will be made only after the supply of items & equipment(s) is fully installed/received and comes in working condition.
  - ii. 10% as per schedule mentioned in Bid Price conditions from the date of commissioning/supply. After the expiry of warranty/guaranty period.
- No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.
- The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies within the specified period.
- If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the committee, which has placed the supply order, for the same immediately on occurrence of the hindrance (with proof) but not after the stipulated date of completion of supply.

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**15. Prices**

- Prices charged by the supplier for goods delivered & services performed under the contract shall not exceed the prices quoted by the supplier in its bids. The quantities of items which are purchasing can be increased / decreased at the quoted/approved rates.
- The Purchase Committee reserves the right to consider a total package deal for all or group of some items/equipment with a total lowest quoted price for the package rather than lowest prices for the individual items.

**16. Standard**

- The stationery items i.e. Paper will be of best quality and in pure white colour. No local packing paper will be accepted. A proper company standard paper and other items will be accepted.
- The items/equipment supplied must be tropicalized and it must be capable of functioning under the climatic conditions of Sheringal, Dir Upper.
- There shall be no deviation from specifications and country of make as provided with each item. In case of any ambiguity in specification/accessories needed for the full functioning of the equipment, the firm must clear it with the Purchase Committee. However, the decision of the Purchase Committee will be final.
- The goods with standard accessories supplied under this contract shall confirm to the standard maintenance in the technical specification along with the set of operational and maintenance manual it will be responsibility of the supplier to quote equipment in complete package.

**17. Training**

- The firm supplying the item/ equipment(s) will demonstrate the operation / working of the equipment(s) to the satisfaction of the quarter concerned and provide training if needed.

**18. Calibration of item/equipment**

- The approved firm will install the equipment(s) in the presence and to the satisfaction of the Purchase Committee. In case of any defect in the supplied equipment(s) or if it is not in accordance with the desired specification, the item will be changed at the cost of the supplier.

**19. Guarantee / Warranty**

The Bidder shall give comprehensive onsite warranty / guarantee that the goods / stores / articles would continue to conform to the description and quality as specified for a period of (03) **three months** for consumables items (Stationery & Printing etc) & (01) Year for other equipments from the date of delivery of the said goods/stores/articles to be purchased and that

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notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/article, if during the aforesaid period of warranty, the said goods/stores/articles, be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods etc. shall apply.

- The bidder shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejection by Purchase Committee, otherwise the bidder shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase Committee in that behalf under this contract or otherwise.
- The bidder shall also replace machinery and equipments, in case it is found defective which cannot be put to operation due to manufacturing defect, etc. In case of machinery and equipment specified by the purchase Committee, the bidder shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The bidder shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the Purchase Committee who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.
- The firm must have a representative office in Peshawar/Islamabad/Lahore, which can be contacted in case of any problem encountered during the working of equipment(s).

## 20. Conforming Tender

- A conforming tender is defined as follows:
  - i. It is submitted on time.
  - ii. It is lodged at the nominated place.
  - iii. All required forms are completed.
  - iv. Documents are properly signed.

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- v. It complies with the tender conditions.
  - vi. There are no commercial and contractual qualifications to the tender.
- A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

## 21. Disqualification of Tender

- The tenderer shall observe all relevant statutory and legal requirements when complete the tender. Any Tenderer engaged in collusion with other tenderers shall be disqualified from tendering.

## 22. Delivery Schedule

- For all items Delivery Schedule will be 02 months for local items and 03 months for imported items and will be started from the issuance supply order date.
- Keeping in view the actual problems/delays in delivering the respective items (with solid/justified proofs), delivery schedule can be relaxed on the approval of the Competent Authority.

## 23. Delay in Delivery

- In case of delay in the delivery, the recovery shall be made on the basis of following percentages of value of goods/ stores / work completion while the tenderer failed to supply / complete the work.

### Conditions with Percentage

- a. Delay up to one fourth period of the prescribed delivery period.  
**5 %**
- b. Delay exceeding one fourth but not exceeding half of the prescribed period.  
**7.5 %**
- c. Delay exceeding half but not exceeding three fourth of the prescribed period.  
**10 %**
- d. Delay exceeding three fourth of the prescribed period.  
**15 %**
- e. Delay in Supply after 02 months & so on of the expiry of prescribed period.  
**20%**

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- Fraction of a day in reckoning period in supplies shall be eliminated if it is less than half a day. The maximum penalty percentage shall be 20% on the expiry of more 02 months of the delivery period.
- The 10% performance Security instruments shall be refunded immediately after successful completion of supply and there is no breach of contract by the supplier and provided there is no outstanding against the bidder.

**24. Recoveries**

Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills.

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### Contract Agreement

This agreement is made this day date-month-yy between the **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** (hereinafter called as Party One which shall include the successors and assignees in the Board/Centre) and the Tenderer/Contractor, M/S XYZ (hereinafter called as Party Two which includes its successors and assignees)

Whereas the Party One having invited tender, **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** decided to accept the tender of M/S XYZ

The detail of items is as under for the supply of (quoted item in tender)

**SUPPLY ORDER FOR THE SUPPLY OF -----, TENDER # 00/2024, Supply Order # SBBU/Proc/000**

**DATED 00-00-2024, amounting to Rs-000,000/- Rupees**

Now this deed witnessed as follows:

- (a) The SBBU Dir Upper hereby appoints M/S XYZ for the work/items mentioned in **S.O NO # SBBU/Proc/000 DATED 00-00-2024, TENDER # 00/2024, & SBBU agrees to pay the amount mentioned in said supply order & tender.**
1. The work/items will be supplied to **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** as per specifications mentioned in the supply order and tender documents as well as warranty.
  2. Delivery of work/items and relevant bill(s) to **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** will be completed within the specified period from the date of contract as per supply order conditions.
  3. All the items will be delivered at **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** at the cost of the firm/supplier.
  4. The function and operation of the equipments/items will be demonstrated at **SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL, DIR UPPER, KHYBER PAKHTUNKHWA** by the firm/supplier.
  5. Sub-standard or not according to specification, the items will be rejected and returned on the expenses of the firm/supplier.
  6. A performance bond @ 10% (Rs-00,000) of the Supply Order amount in the shape of bank cheque/call deposit/SDR./Bank Guarantee will be submitted to **Treasurer Shaheed Benazir Bhutto University Sheringal, Dir Upper** at the time of contract. The performance bond security will be returned after completion of supply order.
  7. Failure in supply of items within stipulated period shall entail forfeiture of performance bond security.
  8. The Party Two agrees for completion of the subject job according to the designs and samples approved by the SBBU within specified period from the date of contract. In case of delay, the SBBU reserves the right to impose a penalty up to a maximum of 10% of the total amount of the contract as per tender terms & conditions.

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

Name: M/S XYZ

Seal of the firms: \_\_\_\_\_

Treasurer

SBBU Sheringal, Dir Upper

Witness of Bidder

Witness of Treasurer

Name & CNIC No.

Name & CNIC No

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**List of Stationery items for Main Store of Shaheed BB University Sheringal from Recurring budget Account:**

S#	Item Name	Specification	Required Nos	Unit Price in words	Unite Price in figures	Total Price
1.	Computer Paper White brand A4 size	80 gram (Copy Mate/Double A or Equivalent of best quality.	400 Rims			
2.	Computer Paper White brand Legal size	80 gram (Copy Mate/Double A or Equivalent of best quality.	10 Rims			
3.	Ball Points Blue	Dollar/Piano or Equivalent of Best & Standard Quality	50 Pkt			
4.	Ball Point black	Dollar/Piano or Equivalent of Best & Standard Quality	20 Pkt			
5.	Ball Point black	Dollar/Piano or Equivalent of Best & Standard Quality	10 Pkt			
6.	Envelops Khaki Legal Size	As per Sample of best quality	2500 Nos			
7.	Envelops Khaki A4 Size	As per Sample of best quality	500 Nos			
8.	Whit Board Marker	Dollar/Piano or equivalent of best quality	250 Pkt			
9.	Box File	Best quality Imported	300 Nos			
10.	Binding Tape 2" inch width (17 meters length)	Best & Standard quality	100 Nos			
11.	Scotch Tape (1" inch width)	As per Sample of best quality	50 Nos			

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**List of Printing & Stationery items for Examinations section of Shaheed BB University  
Sheringal from Recurring budget Account:**

S#	Item Name	Specification	Required Nos	Remarks	Unite Price	Total Price
1	Answer Sheets for BS Examinations	A4 size 16 pages Local Paper (Crown) 68gram	68,000 Nos	As Per Sample		
2	Answer Sheets for Colleges Examinations	A4 size 08 pages Local Paper (Crown) 68gram	45,000 Nos	As Per Sample		
3	Continuation Sheets uniform for all types of Examinations	A4 size 04 pages Local Paper (Crown) 68gram	45,000 Nos	As Per Sample		
4	Envelops	Letter size (12 inch length, 6 inch width) White colour	2000 Nos	As Per Sample (Best Quality)		
5	Scotch Tape	1 inch width (Transparent)	36 Nos	Best Quality		
6	Paper Cutter	Best quality	10 Nos	Best Quality		
7	File Tag (1	Different Colours	20 Pkt	Dollar or equivalent		
8.	Separator Colour Pages	A4 size (Colours Random)	20 Dozens	Dollar or equivalent		
9.	Binding Cover (Plastic)	A4 size	05 Pkt (100pcs) each	Best Quality		
10	Binding Cover (Plastic)	Legal size	04 Pkt (50pcs) each	Best Quality		
11.	Four Flap Folder File Cover with thread	Best Quality	50 Nos	As Per Sample		

“THE END”

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