



Securities and Exchange Commission of Pakistan
State Life Building # 2 ,
4th Floor Admin. Dept. Wallace Road Off. I.I. Chandigarh
(Administration Department)

Date: 06th Feb 2014

Subject: Procurement of Stationary and Misc. Items

The Commission intends to acquire service for **Procurement of Stationary and Misc. Items** for which specifications are given on Annex "A & B".

Terms and Conditions

- **Interest Firms must be** registered with sales tax department and having national tax number (NTN).
- **Price** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Delivery** time within One week of receiving of P.O.
- **Validity** Minimum 45 Days from quoted date.
- **Bid Submission date** within 07 days of publishing of this RFQ or as per last date on website
- **Warranty Period:** must be mentioned on the quote (if applicable).
- **Sample:** Required to submit along with quotations.
- **Requirements:** The SECP reserves the right to amend/change/revise the Annex" A" of RFQ if deemed necessary. The successful bidder shall have to provide the services accordingly.
- The Commission reserves the right to accept or reject any or all bids received.

Note: If you are interested, please submit sealed quotation for the above item to the undersigned SECP, State Life Building # 2, 4th Floor Admin. Dept. Wallace Road Off. I.I. Chundrigar, Karachi within the specified period.

An early and quick response will be appreciated.

With Kind Regards.

Assistant Director
Administration Department

Procurement of Stationery and Misc. Items

<i>Stationery items List- Annexure (A)</i>			
S#	Item	S#	Item
1	Ball Liner Uniball eye 150	33	Punch double hole KW-TriO 912
2	Ball Pen Signo fine (Imported)	34	Rubber Pelikan AL 30
3	Ball Liner Pointer Dollar 0.3mm	35	Scale steel Superior Quality Hard China Original
4	Binder clip large 32 mm Horizon	36	Scotch Tap Dispenser Large 1" KW 1133
5	Binder clip med. 25 mm Horizon	37	Scotch Tap 1" x 72 Meter Deer Brand
6	Binder Clip Small 19 mm Horizon	38	Separator Set (10 Colors) Multi holes A/4
7	Binder clips XL 51mm for 200 or more sheets	39	Sharpener Machine (KW-TriO) 310
8	Binding Plastic Sheet Ibico 18,mm (Imported Packing)	40	Staple Pins 23/17 (Washin)
9	Calculator CASIO MJ-120 TW, 100 Step China Top Quality	41	Staple Pins HD 23/10 (Washin)
10	Card Sheet (White and different Color) 22X28 Fine Quality	42	Staple Pins HD 23/13 (Washin)
11	Colors Pad Pronoti 5-colors (Flages)	43	Staple Pins HD 23/15 (Washin)
12	Cutter Blade only for Paper Cutter 1" (in Knife)	44	Staple Remover KW-508B
13	Dispatch Register No.6 Tayyaba	45	Attendance Register No.1 Tayyaba
14	Envelops white 9 x 4 [80 gram paper VRG (imported)]	46	Calculator CASIO DJ-120 TW 100 Step China Top Quality
15	Fluid Pen Uni Correction Pen Mitsubishi Japan	47	Clip File A4 Size plastic Transparent front Bili China
16	Glue Stick Dollar Medium size 20 gram	48	Clip File Legal Size plastic Transparent front Bili China
17	Highlighter Pelikan	49	Drafting pad large ruled 60 sheet Venus
18	Marker White board (Dollar-On Board) Round Tip	50	Drafting pad small ruled 60 sheet Venus
19	Movement Register No.6 Tayyaba	51	Envelop White VRG A-4 Size 80grm Imported
20	Paper Clip difrent colours 50 mm	52	Envelop White VRG File Size 80grm Imported
21	Paper Clip difrent colours 30 mm	53	Plastic Cover L-shape A4 size Nokia 021
22	Paper cutter Knife (ordinary)	54	Stamp pad ink Crystal
23	Post-it-pad 2 x 3 Pronoti	55	Stamp pad superior Lancer
24	Post-it-pad 3 x 3 Pronoti	56	Staple pins 24/6 superior quality hard (Dollar)
25	Post-it-pad 3 x 5 Pronoti	57	Staple pins Doller Very Small Size No.10
26	Ball Pen Dollar Clipper	58	Lead Pencil Goldfish Autocrat HB-5000
27	Ball Pen Dollar Memo	59	Marker Permanent Dollar Allmark Round Tip
28	Envelop White VRG A-4 Size 80grm Imported with printing -as per sample	60	Staple Remover KW-508B
29	Envelop White VRG File Size 80grm Imported with printing -as per sample	61	Stapler Machine KW-5871
30	Envelops white 9 x 4 [80 gram paper VRG (imported)]with printing -as per sample	62	Stapler Machine KW-5527 GENMES
31	Highlighter Dollar 90	63	Visiting Card Holder Large Size 256 cards
32	In/Out File Tray 2-step Exclusive	64	Window Envelops white 9x4 [80 gram paper VRG (Imported)]

Misc Items List- Annexure (B)	
S#	Items
1	Dust bin size 1-1/2-feet good quality plastic (Large)
2	Duster white thick large size 24 x 24 superior
3	Philips Starter S-2
4	Tissue Paper Box Rose Petal 100 sheet multi colour Supreme
5	Packing Tape 2” (length 50 yards) Abro
6	Packing Tape 3” (length 50 yards) Abro
7	Air Freshener large 400 ml Admire Lotion (Imported)
8	Duster Yellow for cars Large size (Standred)
9	Insect Killer 400 ml BAYGON
10	Philips Chock for Tube Rods 2FT (18WTS)
11	Philips Energy Saver (Screwed) 14 W (D & M-Light)
12	Philips Starter S-10
13	Philips Tube Rods 2 feet (D & M Light)
14	Philips Tube Rods 4 feet (D & M Light)
15	Hi-jeen Paper Towel Rose Petal (N-FOLD)
16	Toilet Tissue Roll Rose Petal single packing
17	Dry Battery Cell “AA” Imported Original (Sony)
18	Dry Battery Cell “AAA” Imported Original Power Plus
19	Extention Board of 5 sockets Model AL-0118 Made in China
20	Glint- insta 400 ml
21	Philips Chock for Tube Rods 4FT (36WTS)
22	Philips Energy Saver (Screwed) 25 W (D & M-Light)
23	Vim 500 gram
24	Masking Tape 1” Olympia