



ALTERNATIVE ENERGY DEVELOPMENT BOARD

INVITAION TO BID

The Alternative Energy Development Board (AEDB) invites sealed bids/quotations from suppliers principal's authorized dealers/distributor/partners/resellers (where applicable) based in Islamabad/Rawalpindi and registered with sales tax departments, having national tax number (GST/NTN) for:

"SUPPLY OF STATIONERY, TONERS AND MISCELLANEOUS ITEMS FOR THE FY 2022-23"

Bidding documents containing detailed terms and conditions, method of procurement procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids etc. against above requirement(s) are available for the interested bidders on AEDB (www.aedb.org) and PPRA website (www.ppra.org.pk)

The bids prepared in accordance with the instructions in the bidding documents, must reach at AEDB head office before September 22, 2022 and will be opened on the same day at 11:30 am in the presence of the bidders. In case of any query, Admin section may be contacted on the following numbers.

Deputy Director (Admin)

Alternative Energy Development Board

Ministry of Energy (Power Division)

2nd Floor, OPF Building Shakra-e-Jamhuriat , G-5/2 Islamabad

Tel: 051-9222361-63, 4 Fax: 051-9222364

PID(T) 1386/22



Government of Pakistan
Alternative Energy Development Board (AEDB)
2nd Floor, OPF Building, G-5/2 Islamabad
Tel: 9222361-63, Fax: 9222364



TENDER NOTICE

Alternative Energy Development Board (AEDB) invites bids/quotations suppliers and principal's authorized dealer/distributors/partners/resellers based in Islamabad/Rawalpindi and registered with sales tax department, having national tax number (NTN/GST) for

**"Supply of Stationery, Toners and Miscellaneous items"
through
SINGLE STAGE ONE ENVELOPE METHOD**

1. The relevant details plus terms and conditions of the tender may be obtained by visiting the AEDB website: (www.aedb.org)
2. The amount of the bid and bid security shall be in Pak rupees. The bids should be accompanied by bid security (refundable) for an amount equal to 5% of the total quoted price (inclusive GST) in shape of either pay order, demand draft valid for not less than 6 months in favor of Alternative Energy Development Board. Bids not accompanied by bid security or with less amount of bid security will not be entertained.
3. AEDB reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
4. The Bid money shall be converted into security deposit which shall be retained till 30th June, 2023, however, the bid money shall be returned to the unsuccessful bidders after finalization of the tender. Any bid without 5% Earnest money will not be considered.
5. If the bid is withdrawn before expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the AEDB.
6. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid in case of any such claim.
7. The prices quoted by the bidders should be clear, amendments/cutting and alternative bid shall not be considered.
8. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 01 year and proof of company.
9. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
10. Any bidder who has ever supplied substandard items to AEDB be considered ineligible for taking part in this tender competition.

11. For supply of toners following shall be taken into consideration:

- a. Interested bidder is required to provide letter of authorization stating that interested bidder is their sole/authorized partner/dealer/distributor.
- b. Principal manufacturer presence in Pakistan with offices and after sales support. Details of offices and contact details are required.
- c. Brand new toner replacement with faulty toner replacement subject to any fault covering print quality, leakage and performance despite a 50% usage.
- d. Refilled, refurbished, Chinese and counterfeit products are not acceptable.
- e. Letter required from bidder that subject to usage of their product the hardware gets faulty, the necessary repair and faulty components replacement would be their responsibility.

12. List of clients should be provided.

13. Bid qualifying all requirement and quoting lowest cost will be selected.

14. Sealed bids may be dropped at the reception of Alternative Energy Development Board (AEDB) 2nd floor, OPF building G-5/2 Islamabad.

15. The envelopes shall bear the following additional identification marks:

Bid for: Supply of Stationery, Toners and Miscellaneous items
Bidder Name: XYZ
Attention: Deputy Director (Admin)

16. The deadline for the submission of bids is:

Date: 22-09-2022
Time: 11. 00 am

17. The bid opening shall take place at:

Alternative energy Development Board
2nd Floor OPF Building, G-5/2 Islamabad.

Date: 22-09-2022
Time: 11:30 am

18. Bids received after the due date and time will not be entertained.

19. Stationery, toners and miscellaneous items shall be supplied strictly in accordance with approved samples i.e quality, brands.

20. Payment will be processed after receipt of complete supplies.

Bidder Name	
Company/Firm Name	
Address	
Contact no	
Date	

LIST OF STATIONERY ITEMS FOR THE FY 2022-23

S. No.	Item Description	Unit	Unit rate inclusive of all applicable taxes
1.	Attendance register No.1	Each	
2.	Ball Pen Signo Fine (Imported)	Each	
3.	Ball Pen Dollar Clipper	Each	
4.	Ball Pen Jetflow 0.7 mm	Each	
5.	Uniball Signo 0.7 mm (Imported)	Each	
6.	Binder Clip Large 32 mm	Dozen	
7.	Binder Clip Medium 25 mm	Dozen	
8.	Binder Clip Small 19 mm	Dozen	
9.	Binder Clip XL 51 mm for 200 or more sheets	Dozen	
10.	Binding Plastic sheet A4, Transparent	Per Pkt	
11.	Binding sheet Legal, Transparent	Per Pkt	
12.	Binding Tape 2.5' 36 Yards	Each	
13.	Binding Tape 3.0' 36 Yard	Each	

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14.	Board Marker	Each	
15.	Calculator 14 Digits Big Display CT 9714 N Top Quality	Each	
16.	Dak Folder (Superior Rexene)	Each	
17.	Dispatch Register No. 6 (Incoming or outgoing mail)	Each	
18.	Drafting pad small 60 sheet	Each	
19.	Engagement/Meeting Stand Transparent Superior (Glass Made)	Each	
20.	Envelope Khake best quality SE 5 (Small) (50 each bundle)	Per bundle	
21.	Envelope Khake best quality A4 size	Per Hundred	
22.	Envelope Khake best quality SE 8 (Large)	Per Hundred	
23.	File cover superior card thick white with Govt/AEDB Monogram printing	Each	
24.	File Folder Raxine Green (with AEDB Monogram)	Each	
25.	File Hard cover with long black/white laces	Each	
26.	File Tag Superior quality 6' & 4 white	Each Bundle	
27.	Fluid Pen Ink correction pen	Each	
28.	Glue Stick (36 gm) (Dollar/UHU/Equivalent)	Each	
29.	Highlighter (Dollar/Equivalent)	Each	
30.	Heavy duty Hole Punch Machine (Capacity 100 Pages)	Each	
31.	Heavy duty Stapler Machine Max Pages 240	Each	
32.	Ink Dollar 60 ml	Each	

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33.	Lead Pencil (with Eraser) good quality	Dozen	
34.	Marker Permanent Dollar	Each	
35.	Paper Clips 50 mm good quality	Each Pkt	
36.	Paper Cutter knife 18 mm	Each	
37.	Peon book 80 sheet hard binding	Each	
38.	Petrol/Maintenance Register no. 6/Drivers log book	Each	
39.	Plastic cover L-shape A4 Size	Each	
40.	Punch Machine double hole KW trio 912	Each	
41.	Punch Single heavy duty 97 Do KW (20 sheets)	Each	
42.	Ring Folder A4 O Ring Polypropylene Thickness 10 MM/Executive Box folder	Each	
43.	Ring Folder 1.5 inch (Small)	Each	
44.	Scale Steel Superior Quality	Each	
45.	Scotch Tape Dispenser Large 1 KW 1133	Each	
46.	Scotch Tape 1' 72 Meter	Each	
47.	Scotch Tape small 58 mm thickness	Each	
48.	Separator set (10 Colours) Multi hole A4 Size	Pkt	
49.	Sharpener (Metal Pencil Sharpener)	Each	
50.	Spiral Ring 08 mm	Each	
51.	Spiral Ring 12 mm	Each	

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52.	Spiral Ring 14 mm	Each	
53.	Spiral Ring 18 mm	Each	
54.	Spiral Ring 20 mm	Each	
55.	Spiral Ring 22 mm	Each	
56.	Spiral Ring 24 mm	Each	
57.	Stamp Pad ink crystal	Each	
58.	Stamp pad superior lancer	Each	
59.	Stapler pins 24/6 superior quality hard	Each Pkt	
60.	Stapler pin for Heavy duty Stapler Machine Max Pages 240	Each Pkt	
61.	Stapler 747 Classic steel	Each	
62.	Thumb pins fine quality	Each Pkt	
63.	Telephone Index Cosmo Large PF 103 to 300 pages	Each	
64.	Visiting Card Holder large size 256 card cosmo	Each	
65.	Hard File cover with long laces	Each	
66.	Scissors superior medium size imported	Each	
67.	Ink Pen Stand	Per No	
68.	Paper Ream A4 Size 80 gram 500 sheets	Each	
69.	Paper Ream Legal size 80 gram 500 sheets	Each	

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70.	Paper (Colored paper A-4) 70 gram	Each Pkt	
71.	Paper (Colored paper Legal size) 70 gram	Each Pkt	
72.	Plastic first assignment file A4 size	Each	
73.	Eraser good quality	Each	
74.	Register Note Book (200 Pages)	Each	
75.	Data Traveler USB (High quality) 32 GB	Each	
76.	Sticky note (Different colour) 2x3	Each	
77.	Sticky note (Different colour) 3x3	Each	
78.	Sticky note (Different colour) 3x4	Each	
79.	Sticky note (Different colour) 3x5	Each	
80.	Heavy duty stapler S2076	Each	
81.	Heavy duty stapler pins(H-13) 23/17	Each	
82.	Stapler Pin Remover	Each	
83.	Leather desk accessories	Each	
84.	Stock register (4 Nos)	Each	
85.	Stock register (6 Nos)	Each	
86.	Packing Tape 3 Inch	Each	
87.	Table Diary stand no. 17	Each	
88.	Table Diary	Each	
89.	Cash Book no. 2	Each	

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90.	Cash Book no. 3	Each	
91.	Cash Book no. 4	Each	
92.	Table Calendar	Each	
93.	Hand hold business diary	Each	
94.	Vehicle Moment register/log book	Each	

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Bidder Name	
Company/Firm Name	
Address	
Contact no	
Date	

LIST OF MISCELLANEOUS ITEMS FOR THE FY2022-23

S.No	Item of Description	Unit	Unit rate inclusive of all applicable taxes
1.	Air Fresheners 400 ml		
2.	Insect Killer 400 ml		
3.	Power Plus battery cell AA 1.5V (24 cell pkt)		
4.	Pencil cell Power Plus battery cell AAA 1.5V (24 cell Pkt)		
5.	Cell 23A 12V		
6.	Duster (Cotton)		
7.	Extension sockets 2500 watts		
8.	Diary Stamp		
9.	Dish wash soap bar cake packed 700 gm		
10.	Glass Cleaner 500 ML		
11.	Bath Soap Bar 140 gm		
12.	Tissue Paper (150 x 2 Ply Tissues)		



13.	Tissue Roll (Single packing)		
14.	Towel Cotton White (24x40)		
15.	Door Lock (High Quality Knob lock)		
16.	Top quality brand European style bedroom door handles lock with key wooden door lock		
17.	Three Pin Multi Plug		
18.	Wireless door bell remote long range extra 150 meter		
19.	VIM Powder bottle 450 ml		
20.	Harpic toilet cleaner 500 ml		
21.	Plastic Balti 10 liter		
22.	Mop with strong steel stick		
23.	Dust pan with high quality		
24.	Dustbin Plastic, Paddle foot (Medium)		
25.	Surf (Excel)1 kg		
26.	Liquid Toilet Cleaner 500ml		
27.	Dispenser Tissue good quality		
28.	Wall Mounted Square Tissue Dispenser		
29.	Wall Mounted Dispenser for Hand wash Liquid 500 ml		
30.	Fernail Bottle 450 ml		
31.	Dettol floor cleaner 3 liter		

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32.	Washroom wiper large size with steel handle stick		
33.	Flush Pump		
34.	Flush commode cleaner Brush with holder		
35.	Liquid Hand wash 5 liter		
36.	Electric fan Heater 1000 W		
37.	Furniture polish made in Korea 250 ml		
38.	Body Polish for car 250 gm		
39.	Car microfiber towel ultra thick 40x40 cm		
40.	Car all-purpose cleaner 5 liter		
41.	Printy/Trodat stamps self-inking rubber stamp		
42.	Luster shining Polish 200 gm for dashboard		
43.	Car Carpet Brush		
44.	Business/Visiting cards good quality		
45.	3M Sponge brite scrub foam		
46.	11 Pieces executive desk set Italian		
47.	Electric cattle 1.5 liter		
48.	Hand Sanitizer 5 liter		
49.	Office disinfectant spray 5 liter		
50.	Disposable Medical Face Mask box		
51.	Hand Sanitizer 500 ml		

52.	Tube Light 36 w		
53.	Tube Light Starter 30.40 W		
54.	Tube Light Chowk BTA 36/40		
55.	Hanging Wall Mirror		
56.	Wall Clock		
57.	Pedestal Fan		

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Bidder Name	
Company/Firm Name	
Address	
Contact no	
Date	

LIST OF ORIGINAL TONERS CARTRIDGE FOR THE FY 2022-23

S. No	Items	Unit	Unit rate inclusive of all applicable taxes
1.	Canon IR 2020	Per No	
2.	Canon IR 2545	Per No	
3.	HP Color Laser Jet Pro M4452dn	Per No	
4.	HP Laser Jet P 1102, Toner Number 85A	Per No	
5.	HP Laser Jet M 1212nf, Toner Number 85A	Per No	
6.	HP Laser Jet 1320, Toner Number 49-A	Per No	
7.	HP Laser Jet 3050, Toner Number 12A	Per No	
8.	HP Laser Jet 2055, Toner Number 5A	Per No	
9.	HP Laser Jet 2015, Toner Number 53A	Per No	
10.	HP Laser Jet Pro 400, Toner Number 80A	Per No	
11.	HP Laser Jet CP 2025, HP Color 2025 (set)	Per No	
12.	HP Laser Jet Pro 200 Color, HP Pro 200 color (set)	Per No	
13.	HP Color Printer CP5525, HP color CP5525 (set)	Per No	
14.	Panasonic Fax Machine KX-MB 1520, Kx FAT-410E	Per No	
15.	Panasonic Fax Machine KX-FL 422, Toner Fx-FAT-88	Per No	
16.	Panasonic Fax Machine KX-FL 422, Toner Fx-FAT-89	Per No	
17.	Fargo C50 Printer (DTC 1250e Color Ribbon	Per No	