

To: M/S (--Ph: - Fax: -)

<u>Tender No. & Date</u> FF/OES/ADM STY/QE MAR 18 (Addl)	<u>Tender Due Date</u> Before 15 Jan 2018	<u>Project</u> OES
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Subject:-Request For Quotation

Dear Sir,

Sealed Quotations alongwith samples are invited for the items listed below required by this office as per term and conditions mentioned over-leaf:-

S/No	Item description/Specification	Unit	QtyReq	Rate	GST	Rate Inc GST
1.	HP Everyday Paper A4 210mmx297	Ream	60			
2.	Stapling Pin Dollar	Pkts	50			
3.	Gum Stick UHU 21 GRAMS (Dux)	Nos	20			
4.	Toner Laser Jet 2055D	Nos	3			
5.	Toner Photo state	Nos	1			
6.	Uniball Signature (Black)	Pkt	5			
7.	Uniball Signature (Blue)	Pkt	5			
8.	Paper Cutter (Blade)	Nos	04			
9.	Punching Machine (Medium)	Nos	2			
10.	Correction Pen	Nos	5			
11.	Stapling Machine	Nos	5			
12.	Squash taper 2"	Roll	4			
13.	Ball point blue needle	Pkt	03			
14.	Register	Nos	05			

1. Rates to be quoted for Rawalpindi basis including all Taxes.
2. Rates must be typed on firm's letter head pad instead of hand written. This office

reserves the rights to cancel hand written quotation.

3. Overwriting duplication on quotation will not be accepted.
4. For any clarification / details, contact to Senior Manager (OES) on telephone No 051-5951821-40 (Extn 1364). Get you samples approved from (OES Office) before submission of your quotations.
5. Delivery Period: All stationery items must be supplied in a period of 04 weeks after the date of receiving the PO.
6. This office also reserves the rights to increase or decrease the quantity of demanded items.
7. All registered firms with Fauji Foundation can participate in tender.

Delivery Schedule

Terms & Conditions

1. The Quotation must reach this office on due date upto 1100 hours.
2. The rates should be inclusive of packing charges and transportation charges etc.
3. Any exception, deviation of conditions must be stated separately on your Letter Pad.
4. The quotation should be valid for a period of 1 month from the date of Tender opening.
5. Stores/Equipment/Stationery etc. be quoted according to samples held by the project. No inferior quality will be quoted.
6. 100% payment will be made after completion of supply/installation of equipment to the satisfaction of the project.
7. Conditional offer will not be acceptable.
8. Please note that this is only an invitation to tender and no commitment to you. General Manager (OES) also reserves the right to accept or reject all or any offer without assigning any reason for such action.

Lt Col NadeemIqbal (Retd)
Senior Manager (OES)