



Balochistan Education Foundation

Procurement Section

Ref: BEF/PRO/PO/24/1324-13

Date: 03/06/2024

To,

M/S Balochistan Papers & Stationery Mart
Jinnah Road, Quetta.

Subject: **Work Order for Purchase of Stationery for Balochistan Education Foundation (BEF) Officer**

Reference to your tender offer dated 27th May, 2024 in response of this office bid **Reference Number TSE-232405406871** for purchase of stationery for BEF office, the rates/bid offered by your firm has been approved by the Procurement Committee after thorough evaluation on the basis of technical and financial bid. We are pleased to place order of the following services/items as per terms & conditions describe in this work order.

SR#	Required Specification	Quantity	Unit Price	Total Price
1	Paper Rim : White paper A-4 Size 80 gram Paper One or Equivalent, Double-A or Equivalent (Premium Quality)	150	1,550	232,500
2	Paper Rim : White paper Legal Size 80 gram Paper One or Equivalent, Double-A or Equivalent (Premium Quality)	10	2,195	21,950
3	Ball Pen : (30 Pkts Blue & 10 Pkts Black) (/Orange/Clipper/Dux/Picasso or Equivalent with Premium Quality)	40	120	4,800
4	Roller Ball Pen : (05 Pkts Blue & 02 Pkts Black) (Uni-Ball Eye Fine or Equivalent with Premium Quality)	7	780	5,460
5	Multi Coloured Sticky Notes : Florescent neon stickers multi-coloured, bookmark stickers/sticky notes (Multicolored) Branded Premium Quality	10	95	950
6	Binding Tape : 2 inch (Premium Quality)	10	165	1,650
7	Green Note Portion : Green Paper 80 Gram (Note Portion) Select or Equivalent Premium Quality	15	300	4,500



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SR#	Required Specification	Quantity	Unit Price	Total Price
8	Wooden Pencils : 02 Dozens of Pencils Dollar My Pencil or Equivalent (Premium Quality)	2 Dozen	110	220
9	Highlighters Double Color : Highlighters Multi-Colour Pelikan or Equivalent Premium Quality not easy to dry and long lasting in wet	18	65	1,170
10	Blanco Fluid : Blanco (Fluid+ Thinner) Pelikan or Equivalent Premium Quality	6	250	1,500
11	Correction Pen : Correction Pen Pelikan or Equivalent Premium Quality	12	50	600
12	Staplers : Stapler Machine Kangroo or Equivalent, Axent or Equivalent with Premium Quality	2	490	980
13	Cutter : Cutter Premium Quality	2	60	120
14	Scissors : stainless steel Imported/Premium Quality	6	50	300
15	Glue Stick : Dollar or equivalent Premium Quality	10	120	1,200
16	Writing Pads : Writing Pads small 100 pages 50 leaves Premium Quality	30	50	1,500
17	USB : USB 128 GB (Genuine required and copy will be rejected if found) Kingston or Equivalent with 5 Years Warranty (Premium Quality)	6	3,000	18,000
18	Scotch Tape : 1 inch Premium Quality	12	65	780
19	Duster : 12 unit/nos Duster Cloth Premium Quality	12	90	1,080



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SR#	Required Specification	Quantity	Unit Price	Total Price
20	Binding Clips : 10 Boxes/packets Binding Clips 1" Premium Quality	5 Pkts	90	450
21	Board Marker : Board Marker (18 unit Eraseable Marker & 10 Permanent Markers) Dollar or Equivalent Premium Quality	28	50	1,400
22	Solution Tape : Premium Quality	12	50	600
23	Transparency Sheets : A-4 Size Super clear flexible Premium Quality	2	1,200	2,400
24	Calculator : M&G or Equivalent Premium Quality	2	900	1,800
25	Log Books : Premium Quality	10	400	4,000
26	Scotch Tape 2" inch : Premium Quality	5	100	500
27	Packing Tape : 2" Inch Premium Quality	6	100	600
28	Plastic Folders : Plastic Folders with Premium Quality Plastic available in market	20	50	1,000
29	Box File with Clips : Box File with removable Clips Legal Size Imported Branded Premium Quality	120	380	45,600
30	Plastic Spiral Binding Ring Strips : 80 Units/rings required Plastic Spiral Binding Ring Strips 1" premium quality	80	25	2,000
31	Erasers : Piano Factis or Equivalent Premium Quality	2 Dozen	120	240
32	Sharpners : Branded Premium Quality	2	120	240
33	Steel Scale/Ruler : Steel Scale Ruler Premium Quality 12inch Normal Size	6	60	360



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SR#	Required Specification	Quantity	Unit Price	Total Price
34	Stock Register : 500 Pages Premium Good Quality	2	1,500	3,000
35	Cleaning Spray : Cleaning Spray Glint or Equivalent Premium Quality	5	350	1,750
36	Wooden Board/Table Duster : white premium quality	4	25	100
Total Inclusive of All Applicable Taxes				365,300 (Rupees Three Hundred Sixty-Five Thousand Three Hundred)

Terms & Conditions

1. Aforementioned items must be delivered within 07 working days after the date of issue of this work;
2. Payment will be disbursed on satisfactory note sales tax invoice and delivery challan;
3. All applicable taxes will be deducted as per Government rules;
4. The prices indicated above are firm, fixed and are DDP prices and not subject to any adjustment during contract performance;
5. It is imperative to the vendor to properly restricts/follow to the bidding TSE-232405406871 terms and conditions;
6. Any deviation from specification mentioned in bidding document under TSE-232405406871 shall be deemed as violation of this document and may result in cancellation of purchase order, even if the product required has been delivered.

Please sign and return a copy of this purchase order to confirm your acceptance of the terms and conditions.

Prepared by:

Procurement Officer

Sanctioning Authority

Managing Director BEF

Received and Agreed by:

Name of Representative M. Huseeb Aslam signature /stamp

