

## **HIGH COMMISSION FOR PAKISTAN**

### **DHAKA**

### **TENDER NOTICE**

Sealed bids are invited from the open Market/Contractor for Advertisement of “**Purchase of Stationery Items**”. Bids should reach to the High Commission for Pakistan, Dhaka Address: Road No. 71, House No. 2 Gulshan-II, before **11am on 26 October, 2025**. Bids will be unsealed on the same day in the presence of interested bidders at **1500pm** in the visiting room of the High Commission of Pakistan. For detail please visit our website(<http://mofa.gov.pk/dhaka>) and contact at Phone No. 02-58815118-9.

**High Commission of Pakistan  
Dhaka**

**LIST OF STATIONERY ITMES**

<b>S.No</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Rate include of all taxes</b>	<b>If any quote model/brand</b>
1.	Ball Pen Pilot HI-Tec point ViO Grip'(or equivalent)	Each Pkt.		
2.	Ball Pen Uniball Signo UM-i20 (or equivalent)	Each Pkt.		
3.	Ball Pen Uniball Fine Deluxe UB-177(or equivalent)	Each Pkt.		
4.	Ball pen normal matador (or equivalent)	Each Pkt.		
5.	Binding Sheet Plastic A4 Size (180 Micron) IBCO (or equivalent)	Each Pkt.		
6.	Binding tape	Each		
7.	Boxs File Full Size Executive (or equivalent)	Each		
8.	Butter Paper (Superior Quality)	Each Pkt.		
9.	Color Paper (80 Gram imported			
10.	Computer Paper 80 GM	Per Ream		
11.	Calculator Casio (14-Digits)Casio (or equivalent/sample)	Each		
12.	Ink Medium (Blue, Black,	Each		

13.	Double Hole Punch	Each		
14.	Drafting Pad (Large/medium/ small	Each		
15.	Duster for white Board			
16.	Engagement Stand Plastic A4 Size fine Qualify (or <u>equivalent</u> )	Each		
17.	Envelope cloth line	Each		
18.	Envelope L/M/S	Each		
19.	File Cover 300 GMS	Each		
20.	File Separator Set of 20 Pieces Plastic (or equivalent/sample)	Per Set		
21.	File Register	Each		
22.	File Box A4 Size	Each		
23.	Glue Stick	Each		
24.	Log Book (Full Size) (or equivalent)	Each		
25.	Marker (Black, Blue)	Each		

26.	Marker White Board	Each		
27.	<u>Paper Clip 30 MM</u> (or equivalent)	Packet		
28.	<u>Paper Cutter Steel</u>	Each		
29.	Paper Pin	packet		
30.	Packing Tape	Each		
31.	Pencil	Per Dozen		
32.	Pen Holder (Superior Quality)	Each		
33.	Pencil Sharpener)	Each		
34.	Pen Stand Marble (Large) (or equivalent)	Each		
35.	Pen Stand (Marble Green) with Diary Stand (or equivalent)	Each		
36.	Photostat Paper 70 Gram A4 Size	Per Ream		
37.	Plastic File Rail Grip	Each		
38.	Plastic folder two sides Transparent	Each		

39.	Photo Glassy Paper Sheet 200/210 GM (Superior Quality)	Each Sheet		
40.	Ring Binder A4 Size	Each		
41.	Ring Binder ½ Ring A4 Size	Each		
42.	Rubber Band (Superior Quality)	Packet		
43.	Scissor	Each		
44.	Scotch Tape	Each		
45.	Silk Ribbon Superior 1 Meter)	Per Meter		
46.	Single Hole Punch Steel With Soft Grip	Each		
47.	Singe Hole Punch (Heavy Duty) With Soft Grip	Each		
48.	Spiral Binding Ring 6 nun.	Each		
49.	Spiral Binding Ring 8 mm.	Each		
50.	Spiral Binding Ring 10 mm.	Each		
51.	Spiral Binding Ring 12mm.	Each		

52.	Spiral Binding Ring 14 mm.	Each		
53.	Spiral Binding Ring 18 mm.	Each		
54.	Spiral Binding Ring 20 mm.	Each		
55.	Spiral Binding Ring 22 mm.	Each		
56.	Spiral Binding Ring 28 mm.	Each		
57.	Spiral Binding Ring 32 mm.	Each		
58.	Stamp Pad	Each		
59.	Staple Machine	Each		
60.	Staple Machine Heavy	Each		
61.	Correction Pen	Each		
62.	White Fluid	Each		
63.	Wrapping sheet 80 Gram			
64.	<b>LIST OF MISCELLANEOUS ITEMS</b>			

65.	Air Freshener as per Sample	Each		
66.	Insect killer 500 ml as per Sample	Each		
67.	Broom Brown 500 gm (or equivalent)	Each		
68.	Broom Phool (Superior Quality)	Each		
69.	Lux Soap 115 gm (or equivalent)	Each		
70.	Carpet Brush (Plastic)	Each		
71.	China Lock Large	Each		
72.	China Lock Small	Each		
73.	Duster Cotton( White, Yellow	Each		
74.	Harpic	Each		
75.	Insta Glint (Plus) Anti-Mist 500ml	Each		
76.	bottle Liquid Hand Wasli 500ml bottle (Imported)	Each		
77.	Five Star back care (or equivalent) as per Sample	Each		

78.	Pencil Cell AA Size	Each		
79.	Pencil Cell 'AAA' Size	Each		
80.	Plastic Doori Roll (or equivalent)	Each		
81.	Tehzab (Bath Room Cleaner)	Each		
82.	Table Cloth (Green) per meter Superior Quality (as per Sample)	per meter		
83.	Tissue Box (Superior Quality)	Each		
84.	Toilet Roll (Superior Quality)	Each		
85.	Umbrella large Size -36 Inches (Superior Quality)	Each		
86.	Wall Clock	Each		
87.	Washing Powder (per kg)	Per kg		
88.	Bucket Plastic (16 liter) (or equivalent)	Each		
89.	Dust Bin (Large-Nylon) (or equivalent)	Each		
90.	Paddle Basket Large (or equivalent)	Each		

91.	File Tray Plastic (or equivalent)	Each		
92.	Automatic Air freshener (Air Wick) (or equivalent)	Each		
93.	<b>Toner</b>			
94.	Canon LBP-3300	Each		
95.	Canon 6030	Each		
96.	HP LaserJet M452NW	Each		
97.	Leaser Jet P1102	Each		
98.	EPSON L3150	Each		
99.	Leaser Jet Pro M402	Each		
100.	EPSON L3150	Each		
101.	Photo copy Minchin toner as per simple	Each		