



No. F. 4(2)/2021-22/NDMA/Pt-I (Proc)
Government of Pakistan
National Disaster Management Authority



“QUOTATIONS INVITATION”

QTN NO.03/21-22

**FOR PROCUREMENT / MAINTENANCE OF MISCELLANEOUS &
STATIONERY ITEMS**

National Disaster Management Authority (NDMA), Islamabad invites sealed quotations from general order suppliers / authorized distributors registered with Income and Sales Tax Departments, for procurement / maintenance of office stationery & miscellaneous items.

2. The detail of items / list is attached below, may be downloaded from NDMA's website (www.ndma.gov.pk). In case of services i.e ducting, white wash etc, the interested firms may visit NDMA for physically check the rooms before quoting their rates. The quotations, prepared in accordance as per list & quality, must reach the undersigned before 1300 hours on 6th September, 2021 which will be opened on the same day at 1400 hours at NDMA Office.

Director (Procurement), NDMA

Tel: +92519202407

DETAIL OF ITEMS / WORK

Sr. No	Description	Qty
(1)	Toner for HP LaserJet printer 1020	01
(2)	Toner for HP LaserJet printer 2015	01
(3)	Dinner Plate large	06
(4)	Dinner Plate small	06
(5)	Fork	06
(6)	Table spoon	06
(7)	Tray (large)	01
(8)	Tray (small)	01
(9)	White wash Room No.216-B	01
(10)	Exhaust Fan	01
(11)	Replacement of rack's lock	10
(12)	Ducting of loose wires, Room No.207-A, 220-A, 227-A, 212-A, 239-A-216-B, 221-B, 242-B, 244-B, 215-C, 203-D, 209-D, 220-E	13
(13)	Official Stamp (printey)	01
(14)	Register / Account ledger 850 pages	02
(15)	Toner for HP LaserJet printer 2055d	01
(16)	Color sheets (ream)	04
(17)	Transparent sheet (ream)	04
(18)	Spiral binding strips (medium)	04
(19)	Toner for Color Printer HP LaserJet Pro-400	01
(20)	Toner for photocopier machine Canon 2525-A	02
(21)	Digital wireless mouse with pad	02
(22)	Repair of HP Printer 2015	02

(23)	Rat Repellant	02
(24)	Toner for HP LaserJet 400 Pro M-401	01
(25)	Toner for HP printer 1020	02
(26)	Toner for LaserJet HP Pro MFP (79A)	02
(27)	Toner for HP LaserJet printer P2055d (5A)	02
(28)	Extension lead	01
(29)	Label Printer (Casio)	01
(30)	Toner for HP printer 1320	01
(31)	Toner for HP printer 2015	01
(32)	Toner for printer Pentium P3500	01
(33)	Vase for Mini Conference Room	02
(34)	Flower tray for center table in mini Conference room	01
(35)	Paint White Gallon	01
(36)	Toner for HP printer P2055	02