



No. F.4(2)/2022-23/NDMA (Proc)
Government of Pakistan
Islamabad



“TENDER NOTICE”
FOR PROCUREMENT OF ANNUAL OFFICE STATIONERY AND
MISCELLANEOUS ITEMS

National Disaster Management Authority (NDMA), Islamabad intends to invite quotations/ rates from Income and Sales Tax registered firms for procurement of office stationery and miscellaneous items during Financial Year 2022-23.

2. The bidding documents, instructions/ terms and conditions may be downloaded from NDMA (www.ndma.gov.pk) and PPRA's website. Pay order of Rs.2,000/- (Non-refundable) in the favor of Director (Procurement), NDMA should be deposited at the time of submission of documents / bids as tender fee. Interested firms may drop their bids in **Post Box No.3356 at GPO, Islamabad before 1200 hours on 9th September, 2022 which will be opened the same day at 1300 hours.**

Director (Procurement), NDMA
PO Box No.3356 GPO Islamabad
Tel: +92519202407

**TENDER FOR PROCUREMENT OF OFFICE CONSUMABLE STATIONERY, MISCELLANEOUS
AND IT ITEMS FOR FY 2022-23**

1. **Tender Identification Number.** TENDER No. 04/Consumable/22-23.
2. **Title.** TENDER FOR PROCUREMENT OF OFFICE STATIONERY AND MISCELLANEOUS ITEMS”.
3. **Procurement Agency.** National Disaster Management Authority,
Islamabad
4. **Last Date & Time for Submission of Bid.** 9th September, 2022, 1200 Hours.
5. **Bid Opening Date & Time.** 9th September, 2022, 1300 Hours.
6. **Bid Opening Address.** Room No.220-E, National Disaster Management
Authority (NDMA), Prime Minister’s Office
Premises, G-5 Islamabad
7. **Bid Opening Process / Method.** NDMA will follow **Single Stage, One Envelope Procedure.**
 - a. **Bid Validity Period.** Bid validity period should be 30th June, 2023, from the date of opening of Tender. The amount of the bid and bid security / earnest money shall be in Pak Rupees. The bidders are required to deposit **earnest money (refundable) of Rs.100,000/- (Rupees One Hundred Thousand only) value** in the shape of either **pay order or demand draft** in favor of Director Procurement, NDMA, with their PROPOSALS. **Bids not accompanied by bid security / earnest money will not be entertained.**
 - b. Bid security / earnest money of successful bidders shall be retained till completion of Financial Year 2022-23 i.e 30th June, 2023. However, the earnest money of unsuccessful bidder shall be released.
8. **Bid Validity Period.** Upto 30th June, 2023.
9. **Rejection of Bid.**
 - a. Incomplete and conditional quotations will be rejected forthwith.
 - b. Bids received after due date & time will not be accepted.
10. **Bidder’s Mandatory Qualification / Prerequisites.**
 - a. The bidder should be manufacturer / authorized distributor/ general order supplier with considerable experience etc and should have its own office for after sale services.
 - b. The bidder should be required to quote the original rates against the items mentioned in **Annex-C** (i.e IT toners/ item) and also submit the Authority letter from original distributors or verified from Compsi.

11. **Bid Supporting Documents.**

- a. Earnest Money (refundable) equal to Rs.100,000/- in the form of a pay order / Demand Draft in favor of Director Procurement, NDMA.
- b. Bank Statements of last 2 years.
- c. Income and Sales Tax Registration Certificates with active taxpayer proforma.
- d. Company Profile including proof of existence in particular business.
- e. **An affidavit that the Firm / Company has never been blacklisted** by any Ministry / Division / Department / Organization of the Government of Pakistan in the past.

12. **Compliance Instructions.**

- a. **Quoted rates shall be inclusive of all kind of applicable GoP taxes.**
- b. No cutting / overwriting of the offered prices will be accepted.
- c. The firm should be quoted its rates as per each number, packet & ream including GST.
- d. The firm should have to be submit its sample as mentioned in lists and quoted brand by the firm in tender would have to deliver throughout the year of agreement.

13. **Quantity & Specifications.** Complete detail of items i.e name and required quantity are attached as **Annex-A, Annex-B** and **Annex-C**. NDMA may increase or decrease the quantity of items. The firm shall quote item / brand name clearly.

14. **Maximum Time for completion of work.**

- a. Within stipulated time period as per mutual understanding in work order.
- b. Bidders offering least lead time and competitive price will be preferred.
- c. Right to extend time period of delivery remains with NDMA.

15. **Payments.** Shall be processed as per work order and after completion of satisfactory delivery/acceptance.

LIST OF STATIONERY ITEMS FOR FINANCIAL YEAR 2022-23

| Ser | Head | Description | Unit | Total Qty | Unit Price with all taxes |
|-----|---------------------|---|------------|-----------|---------------------------|
| 1 | Pens | Ball point (Picasso with grip or equivalent) sample required | 10Nos./pkt | 164 | |
| 2 | | Ball point Uniball, Blue & Black (Signo, or equivalent) | 12nos./pkt | 98 | |
| 3 | | Ball point Uniball Blue & Black (Eye, or equivalent) | 12nos./pkt | 54 | |
| 4 | | Ball Point Schneider/ One Business (Green) or equivalent) | 10nos/pkt | 04 | |
| 5 | Box Folders | Box File Imported (Large size) | each | 176 | |
| 6 | | Box File Imported (Medium size) | each | 203 | |
| 7 | Binder Clips | Binder Clip 15mm | Pkt | 100 | |
| 8 | | Binder Clip 19mm | Pkt | 98 | |
| 9 | | Binder Clip 25mm | Pkt | 99 | |
| 10 | | Binder Clip 32mm | Pkt | 95 | |
| 11 | | Binder Clip 41mm | Pkt | 55 | |
| 12 | | Binder Clip 51mm | Pkt | 47 | |
| 13 | Paper Reams | Paper Ream Imported Legal (AA, Navigator 80grm or equivalent) | 500 /Ream | 93 | |
| 14 | | Paper Ream Imported A-4 size, 80grms (AA, Navigator or equivalent) | 500/ Ream | 942 | |
| 15 | | Paper Ream Imported A/3 80grms (AA, or equivalent) | 500/ Ream | 08 | |
| 16 | Punch Holes | Punch single whole, Large silver coat | each | 39 | |
| 17 | | Punch double whole, Medium silver coat | each | 24 | |
| 18 | | Punch double whole, Large silver coat | each | 11 | |
| 19 | Envelopes | Envelope File size with cloth brown (Good Quality) | each | 1558 | |

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|----|------------------------|---|--------------|------|--|
| 20 | | Envelope File Size Khaki (Good Quality) | 100 | 60 | |
| 21 | | Envelope File Size White (Good Quality) | 100 | 56 | |
| 22 | | Envelope S.E05 Brown (Good Quality) | 100 | 46 | |
| 23 | | Envelope S.E06 Brown (Good Quality) | 100 | 48 | |
| 24 | | Envelope A-4 Size Khaki (Good Quality) | 100 | 65 | |
| 25 | | Envelope 4x6 Khaki (Good Quality) | 50 nos. /pkt | 55 | |
| 26 | | Envelop A-4 Size White Imported (Good Quality) | 100/Pkt | 35 | |
| 27 | | Envelope 4x9 White Imported (Good Quality) | 100 | 180 | |
| 28 | File Flappers | File Flapper with cloth (Good Quality) | each | 435 | |
| 29 | | Plastic Flapper Green (Good Quality) | Nos. | 176 | |
| 30 | File Covers | File Cover Khaki with NDMA logo and pocket Hard, 300gm + 250gm double past (according to sample of NDMA) | each | 2534 | |
| 31 | | File Cover (NDMA Logo) Khaki without pocket 500gm (Good Quality) | each | 1498 | |
| 32 | | File Cover (White NDMA) (Good Quality) | each | 2555 | |
| 33 | | Strip File Covers, (as per sample) | each | 518 | |
| 34 | | Transparent File Covers, | each | 543 | |
| 35 | Correction Pens | Fluid White Set (Good Quality) | each | 129 | |
| 36 | | Uni correction Pen (sample required) | each | 207 | |
| 37 | Gum Sticks | Gum stick (Large) Good Quality (sample required) | each | 265 | |
| 38 | | Gum stick (medium) Good Quality | each | 281 | |
| 39 | Lead Pencils | Lead pencil with rubber (deer original or equivalent) (sample required) | Pkt/12 nos | 162 | |
| 40 | | Lead pencil without rubber (Deer, or equivalent) | Pkt/12 nos | 148 | |

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|----|-----------------------------------|--|-------------|-----|--|
| 41 | Markers | Marker Permanent | each | 102 | |
| 42 | | Marker Board | each | 36 | |
| 43 | | Highlighter (Mercury) different colors or equivalent | each | 322 | |
| 44 | | Marker Paint Golden Silver White | each | 80 | |
| 45 | Tapes | Packing tape (GT) 4" | each | 190 | |
| 46 | | Double Tape | Roll | 58 | |
| 47 | | Scotch tape 1 x 72 | each | 144 | |
| 48 | | Scotch tape 3 x 72 | | 74 | |
| 49 | | Paper Tape 1x5mtr | each | 49 | |
| 50 | Paper Clips | Paper clip 36 mm | 12 nos /pkt | 99 | |
| 51 | | Paper clip 30 mm | 12 nos /pkt | 99 | |
| 52 | Pads | Post it Pad 3x3, (sample required) | each | 200 | |
| 53 | | Post it Pad 3x5 | each | 190 | |
| 54 | | Draft Pad Normal Large Size (Good Quality) | each | 139 | |
| 55 | | Draft Pad Normal Small Size (Good Quality) | each | 149 | |
| 56 | | Draft Pad 4"x6" Spiral (Good Quality) | each | 176 | |
| 57 | | Draft Pad 3"x4.3" Orion (Spiral) (Good Quality) | each | 67 | |
| 58 | | Diary Pad (6.5 x 3") | each | 106 | |
| 59 | Stapler Machine & Pins | Stapler, Standard 24/6 (Good Quality) | each | 88 | |
| 60 | | Stapler Large (Good Quality) | each | 15 | |
| 61 | | Stapler Pins for standard size stapler 24/6 Dollar or equivalent | pkt | 261 | |
| 62 | | Stapler Pin 23/6, 23/10, 23/13, 23/17, 23/20, Dollar for large stapler or equivalent | Pkt | 85 | |
| 63 | | Paper pin | pkt | 85 | |
| 64 | | Stapler Pin Remover | each | 60 | |
| 65 | Registers | Stock Register, 8 Number (Good Quality) | each | 57 | |

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|----|---------------------------------------|---|-----------|-----|--|
| 66 | | Dairy register printed, 6 number (Good Quality) | each | 29 | |
| 67 | | File Movement Register 8 Number (Good Quality) | each | 41 | |
| 68 | | File Opening Register 8 Number (Good Quality) | each | 24 | |
| 69 | | Simple Register 200 pages (Good Quality) | each | 76 | |
| 70 | | Vehicle Log Book 150 pages (Good Quality) | each | 38 | |
| 71 | | Leave Register (according to sample) | Nos | 11 | |
| 72 | Miscellaneous Stationary Items | Sharpener (Steel original) | each | 176 | |
| 73 | | Sharpener with container Large | each | 48 | |
| 74 | | Short hand note book (100 sheets), (Good Quality) | 100 sheet | 64 | |
| 75 | | File Tray (Superior Quality) | each | 15 | |
| 76 | | Calculator Casio large, or equivalent | each | 26 | |
| 77 | | Calculator Casio Medium, or equivalent | | 21 | |
| 78 | | Dak Book (100 sheets) | each | 49 | |
| 79 | | Eraser (sample required) | each | 166 | |
| 80 | | File Board with flapper Legal size (Good Quality) | each | 358 | |
| 81 | | File plastic separator (Good Quality) | 30 sheet | 51 | |
| 82 | | File Tags, Standard Size (Good Quality) | Bundle | 65 | |
| 83 | | File Tags (18") (Good Quality) | Bundle | 33 | |
| 84 | | Paper Cutter Best Quality | each | 71 | |
| 85 | | Stamp pad | each | 34 | |
| 86 | | Scissor standard | each | 90 | |
| 87 | | Ruler steel | each | 50 | |
| 88 | | Stamp Pad Ink Blue Dollar or equivalent | each | 29 | |
| 89 | | Envelop Opener (Good Quality) | Nos. | 08 | |

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|-----|---|------|-----|--|
| 90 | Note Book, 100 pages, spiral (Good Quality) | Nos | 60 | |
| 91 | Meeting Engagement Stand (Good Quality) | Nos | 32 | |
| 92 | White Board 4x4 (Good Quality) | Nos | 05 | |
| 93 | Green Board 4x4 (Good Quality) | Nos | 04 | |
| 94 | Mail Folder (Superior Quality) | Nos | 21 | |
| 95 | Drawing Pins (Good Quality) | Pkt | 25 | |
| 96 | Push Pins (Good Quality) | Pkt | 31 | |
| 97 | Paper Cutter Blades | Pkt | 27 | |
| 98 | Spiral Binding Machine (Good Quality) large | each | 04 | |
| 99 | Table Set (Leather) Good Quality | each | 20 | |
| 100 | Paper ream (Green, Pink, Yellow) | Ream | 27 | |
| 101 | Scotch Tape Stand | each | 31 | |
| 102 | Color Flags | Pkt | 107 | |
| 103 | D-Ring Folder | No | 83 | |
| 104 | File Clip | Pkt | 18 | |
| 105 | Thumb Nail | Pkt | 04 | |
| 106 | Spiral Clips, Different size | each | 350 | |

LIST OF MISCELLANEOUS ITEMS FOR FINANCIAL YEAR 2022-23

| S# | Head | Description | A/ Unit | Total Qty | Unit Rate with all taxes |
|-----------|------------------------------------|---|----------------|------------------|---------------------------------|
| 1 | Air Wick Refiller | Air wick 250ml or equivalent | Bott | 150 | |
| 2 | Freshener | Air Freshener Bottle (Aseel / Cobra) 300ml or equivalent | each | 799 | |
| 3 | Machine | Air Wick Machine | each | 42 | |
| 4 | Soap (sample required) | Liquid Soap (Safe Guard) 450ml (sample required) or equivalent | each | 1532 | |
| 5 | | Bath soap Dove 135 grm (Sample required) or equivalent | each | 159 | |
| 6 | Hand Wash Liquid (sample required) | Liquid 1ltr pouch (Lifebuoy/ Safe Guard or equivalent) | each | 88 | |
| 7 | Duster (sample required) | Duster cloth yellow 24"x24" (Thick) (sample required) | each | 1546 | |
| 8 | | Duster cloth White 24"x24" (Thick) (sample required) | each | 897 | |
| 9 | Cloth | Cloth for Vehicle, Phulalyn per mtr (Sample required) | Mtr | 391 | |
| 10 | Towel | Towel 48"x24"(inch) must be Good Quality (Sample required) | each | 88 | |
| 11 | Towel for vehicles | Car Wash Towel (Original) Yellow side (sample require at the time of opening) | each | 529 | |
| 12 | Towel Stand | Towel Stand (Good Quality) | each | 40 | |
| 13 | Shiner | Revive all Shiner 250 ml or equivalent | Each | 115 | |
| 14 | Glint | Glint original 300ml/ standard size or equivalent | each | 808 | |
| 15 | Insecticide (sample required) | Insect Killer King Tox original , 300 ml or equivalent | Bott | 561 | |
| 16 | Hand Sanitizer | Hand Sanitizer (250 ml) | each | 573 | |
| 17 | Dettol Liquid | Dettol Liquid (1ltr) | each | 100 | |
| 18 | Tissue (sample required) | Tissue paper [Rose petal] pop up black or equivalent | Box | 1625 | |
| 19 | Tissue | Tissue paper [Rose petal] pop up black Large size | Box | 105 | |

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|----|-------------------------------|---|-------|------|--|
| 20 | Toilet Roll (sample required) | Toilet Roll (Rose Petal) | each | 464 | |
| 21 | Cleaner | Harpic Cleaner or equivalent | each | 181 | |
| 22 | Phenyl | Phenyl Liquid 3 Letter Bottle (Phinis) or equivalent | Btl | 307 | |
| 23 | Surf | Surf (Surf Excel / Brite 100gm, or equivalent) or equivalent | each | 1030 | |
| 24 | Broom | Broom standard size | each | 35 | |
| 25 | Mop | Mop wet | each | 0 | |
| 26 | Car Polish | Car Polish, Cosmic standard size or equivalent | each | 512 | |
| 27 | Dust Bin | Dust Bin, Plastic with cover Medium size (Good Quality) | each | 57 | |
| 28 | Tea Set (sample required) | Tea set 12 persons ceramic good quality (Complete Set) | each | 18 | |
| 29 | Thermos | Flask/ Thermos (1 Ltr) | each | 20 | |
| 30 | Water Set | Water set 12 Men (Complete Set) | each | 20 | |
| 31 | Back Rest | Back Rest (Good Quality) | each | 16 | |
| 32 | Office Mirror & Comb Stand | Office Mirror & Comb Stand, 18"x24" | each | 14 | |
| 33 | Tube Rod | Tube Rod (Small Philips) | Dozen | 27 | |
| 34 | | Tube Rod (Large Philips) | Dozen | 7 | |
| 35 | LED Tube Light | LED Tube Light 12 Wt Ring / Pin Shape (Philips, or equivalent) | each | 49 | |
| 36 | Roomy | Roomy | each | 8 | |
| 37 | Locks | Locks china, standard size (Medium) | each | 24 | |
| 38 | Basket | Basket, large size (Good Quality) | each | 18 | |
| 39 | Vim Max/ Dish washer | Vim/ Max 500gm box / pkt or equivalent | each | 137 | |
| 40 | Scotch Brite | Scotch Brite with Foam | each | 131 | |
| 41 | Dash Board Polish | Dash Board Polish 250ml, (Good Quality) | Bott | 501 | |
| 42 | Perfume Aifeli | Perfume for Vehicle (Aifel) 300ml or equivalent | each | 323 | |

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|----|--|--|------|-----|--|
| 43 | Soap | Yellow Soap for Vehicle standard size (Soofi or equivalent) | each | 509 | |
| 44 | Car Shampoo | Formula-1, made in USA 473ml or equivalent | each | 231 | |
| 45 | Mortine Spray | Mortine perfumed insect killer 400ml or equivalent | each | 345 | |
| 46 | Liquid soap Dispenser | Metal Body | each | 22 | |
| 47 | Toilet Brush | Toilet Brush, plastic (Good Quality) | each | 30 | |
| 48 | Wiper | Wiper (Good Quality) | each | 27 | |
| 49 | Insecticide | Insect Killer Injection (Kingtox or equivalent) | Nos | 17 | |
| 50 | Luster | Luster, medium size, Pkt of 10 | Pkt | 207 | |
| 51 | Body Polish | Body Polish (7cf) 250 ml, or equivalent | Nos. | 200 | |
| 52 | WD40 | WD040 Aerosol | Nos | 109 | |
| 53 | Automatic Door Closer | Automatic Door Closer | Nos | 18 | |
| 54 | Starter | Starter for Tube light (S02 & S010) | each | 54 | |
| 55 | Wall Clock | Wall Clock | each | 23 | |
| 56 | Elfi | Elfi (50 gm) | each | 80 | |
| 57 | Flower Broom | Large size, good quality | each | 9 | |
| 58 | Samad Bond | Standard size | Tube | 92 | |
| 59 | Hammer | Standard size | each | 1 | |
| 60 | Light | LED Light Panel 2'x2' Philips or equivalent | each | 0 | |
| 61 | Dinner Set (sample of plate is required) | Dinner set, complete 8 persons (including rice spoons, serving spoon, trays, bowls & hotpot etc) | Set | 6 | |
| 62 | Office Door Bell | Office door bell, wireless with cell | No | 15 | |

LIST OF CONSUMABLE IT ITEMS FOR FINANCIAL YEAR 2022-23

| Ser | Head | Description | Unit | Qty | Unit Price with all taxes |
|------------|--|--|-------------|------------|----------------------------------|
| 1 | Misc. Consumable IT Items | Toner for HP Printer 1020 (Original HP) | each | 11 | |
| 2 | | Toner for HP Printer LaserJet 1536dnf (Original HP) | each | 06 | |
| 3 | | Toner for HP Printer 2015 (Original HP) | each | 146 | |
| 4 | | Toner for HP Printer 2055 (Original HP) | each | 62 | |
| 5 | | Toner Lexmark MS-310dn | each | 28 | |
| 6 | | Toner for Color Printer Pro M252N (Original) | Set | 11 | |
| 7 | | Toner for Photocopier Machine Cannon 2625i (Original) | each | 08 | |
| 8 | | Toner for Photocopier Machine Cannon 2525 (Original) | each | 08 | |
| 9 | | Toner for Photocopier Machine Cannon 2425 (Original) | Each | 06 | |
| 10 | | Toner for HP Printer M1319F (Original) | each | 06 | |
| 11 | | Toner for Photocopier Machine Konica Minolta Bizhub (Original) | each | 02 | |
| 12 | | Toner for HP Printer 4515 (heavy duty) | each | 03 | |
| 13 | | Toner for Fax Machine Panasonic KX-F612 (Original) | each | 06 | |
| 14 | | Toner for HP Printer 1102 (Original HP) | each | 14 | |
| 15 | | Toner for Fax Machine Panasonic KXFL-402 (Original) | Nos | 08 | |
| 16 | | Toner for Panasonic 8020P (Original) | each | 11 | |
| 17 | | Toner for Pentium P3500 | each | 11 | |
| 18 | | Toner for Panasonic Fax Machine 2090 | each | 06 | |
| 19 | | Toner for HP Color Printer LaserJet CP1515 | Set | 06 | |
| 20 | | Toner for Fax Machine Panasonic 422 | each | 03 | |
| 21 | | Toner for HP Color Printer CP5225 | Set | 03 | |
| 22 | | Toner for HP Color Printer LaserJet CP5550dn (Original) | Set | 03 | |
| 23 | | Toner for HP Printer 1320 (Original) | each | 25 | |
| 24 | | Toner for HP Printer LaserJet Pro 400-M351nw (Original) | each | 11 | |
| 25 | | Toner for HP Printer LaserJet 500-M551 (Original) | each | 03 | |

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|----|----------------|---|------|-----|--|
| 26 | | Toner for HP Printer LaserJet M1522 (Original) | each | 04 | |
| 27 | | Toner for HP Printer LaserJet MDN 401 (Original) | each | 17 | |
| 28 | | Toner for HP Color Printer M477 (Original) | Set | 03 | |
| 29 | | Toner for HP Printer LaserJet Pro400 (Original) | each | 11 | |
| 30 | | Toner for HP Printer LaserJet 4250 (Original) | each | 03 | |
| 31 | | Toner for HP Printer LaserJet P2035 (Original) | each | 06 | |
| 32 | | Toner for HP Printer LaserJet M404 M405 (Original) | Each | 12 | |
| 33 | | Toner for HP Printer LaserJet 137 (Original) | Each | 04 | |
| 34 | USB | USB 64GB, Kingston Metal (3.0) or Equivalent | Nos | 28 | |
| 35 | | USB 32GB, Kingston Metal (3.0) or Equivalent | Nos | 56 | |
| 36 | Cell | Battery cell AA, rechargeable (Camelion 3000mah or equivalent) | Pair | 140 | |
| 37 | | Battery cell AAA rechargeable (Camelion 3000mah or equivalent) | Pair | 56 | |
| 38 | SSD | Portable SSD, NVME 3500mb/s 2TB, (Samsung or equivalent) | Nos | 06 | |
| 39 | | For laptop SSD 500GB (Samsung or equivalent) | Nos | 06 | |
| 40 | | For desktop SSD 500GB (Samsung or equivalent) speed | Nos | 10 | |
| 41 | Mouse | Mouse for computer wire (DELL/ HP) Original | Nos | 84 | |
| 42 | | Wireless Logitech | Nos | 10 | |
| 43 | Keyboard | Wire keyboard DELL/ HP Original | Nos | 84 | |
| 44 | | Keyboard Wireless Logitech | Nos | 15 | |
| 45 | Extension lead | Extension lead Schneider, minimum 5 sockets of three pin switch or equivalent | Nos | 20 | |
| 46 | Cables | Ethernet cable, Cat-6 (3M) | Roll | 03 | |
| 47 | | Telephone cable 2 pair | Roll | 02 | |
| 48 | | HDMI cables with metal connector 25m | Nos | 04 | |
| 49 | | HDMI cables jointers | Nos | 10 | |
| 50 | | 2 core cable (Pakistan cable or equivalent) | Roll | 03 | |
| 51 | Charger | Mobile charger 20W, C type (Mi) | Nos | 30 | |
| 52 | Telephone set | Telephone Panasonic 7705 or equivalent | Nos | 12 | |