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

**“QUOTATIONS INVITATION”**

**QTN NO.07/V-IV/21-22**

**FOR PROCUREMENT / MAINTENANCE OF MISCELLANEOUS 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](http://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 15th November, 2021 which will be opened on the same day at 1400 hours at NDMA Office.

**Director (Procurement), NDMA**

Tel: +92519202407

**DETAIL OF ITEMS**

|  |  |  |
| --- | --- | --- |
| **S. No** | **Description** | **Qty** |
|  | Laptop Bags | 02 |
|  | USB 64GB | 02 |
|  | Tissue Paper Large | 01 |
|  | Mail Folder | 03 |
|  | Refilling of Printer Tonner Laser Jet P2015 (Repair / Replace) | 02 |
|  | Adaptor 6 Volt for Telephone Set (2Line Advance) | 01 |
|  | Power Supply for Computer | 01 |
|  | Steel Rack | 02 |
|  | Binder Mail Folder | 02 |
|  | Extension Leads | 02 |
|  | Name Plate | 01 |
|  | Printy Stamp | 01 |
|  | AC Maintenance / repair | 01 |
|  | Switch ducting of room  | 02 |
|  | Repair of PC | 01 |
|  | Laptop Charger (Dell Laptop) | 01 |
|  | Plates Large | 06 |
|  | Plate Small | 06 |
|  | Tray Large | 01 |
|  | Tray Small | 01 |
|  | Tea Spoon | 08 |
|  | Complaint Cards with NDMA Logo | 200 |
|  | Blank Cards with NDMA Monogram | 500 |
|  | Director Paper A4 Size | 01 |
|  | DO Letter Pads (Director Paper) NDMA Logo Printing and Blinding size 5.5” x 8” | 10 |
|  | Prize Jackets Art Paper | 100 |
|  | Cmt Chits with NDMA Logo printing  | 500 |
|  | Color Printer Cartridge for (HP Laser Jet MFP M477fdw must be original) | 01 |
|  | Repair / Service of Printer HP Laser Jet 2055 (must be original) | 01 |
|  | Mouse (Dell) | 01 |
|  | File Size Bag  | 01 |
|  | Mini Size Bag (For Cheque Books) | 01 |
|  | Laptop Battery | 01 |
|  | Tonner P35 (must be original) | 02 |
|  | Repair of Chair Wooden with Arm Cushioning and Cushioning and Polishing Work  | 03 |
|  | Repair of revolving Chair 5 x tyres replace and 1 x arm repair | 03 |
|  | Repairing of table wooden with drawers and new locks with polishing  | 06 |
|  | Sofa 2-Seater Cushioning  | 01 |
|  | Repair and Polishing of wooden Almirah | 01 |
|  | Repair and paint Steel Almirah and lock adjustment  | 04 |
|  | File Racks / Cabinet | 01 |
|  | Search Light 100 Watt for RGDO Karachi  | 04 |
|  | Flags for table (NDMA and Pakistan) | 20 |
|  | Refilling of toner 05A | 03 |
|  | Refilling of toner 79A | 01 |
|  | New toner 05A (must be original) | 01 |
|  | New toner 53A (must be original)  | 01 |
|  | New toner 79A (must be original) | 01 |
|  | New toner for HP printer P4515 (must be original) | 01 |
|  | Fax Machine new for VPC | 01 |
|  | Wireless key board | 01 |
|  | Wireless mouse | 05 |
|  | Mouse with wire | 01 |
|  | Router for internet | 01 |
|  | Spiral binding strip (small) | 50 |
|  | Spiral binding strip (medium) | 50 |
|  | Spiral binding strip (large) | 30 |
|  | Transparent sheet (ream) | 02 |
|  | Color page (ream) | 02 |
|  | Repair of chairs, broken tyres | 05 |
|  | Repair of chairs, broken hydraulic base | 03 |
|  | Repair of chairs, for new cushioning | 09 |
|  | Repair of chairs, broken arm handles | 04 |
|  | Toner for HP laser jet Pro MFP M26a | 01 |
|  | Repair of LCD Screen Dell monitor | 01 |
|  | Repair of PC | 01 |
|  | New toner for photocopier Canon image runner 2425 (must be original) | 01 |