"QUOTATIONS INVITATION"

QTN NO.08/V-VI/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).   In case of services i.e ducting, white wash etc. The interested firms may visit NDMA for physically check before quoting their rates. The quotations, prepared in accordance as per list & quality, must reach the undersigned before 1300 hours on **18th January, 2022** which will be opened on the same day at 1400 hours at NDMA Office.

Director (Procurement), NDMA
Tel: +92519202407

Detail of items

Sr. No.	Description	Qty
1)	Hand Sanitizer (WBM Care)	02
3)	Printer Tonner HP LaserJet (MFP137/ fnw) Original	01
4)	LED Lights (White)	04
5)	Photocopier Machine Tonner (Cannon 2625i) Original	01
6)	Repair of Computer	01
7)	USB (32-GB)	03
8)	Electric Heater	04
9)	Executive Chair	01
10)	Wifi Access point (Room No.301-C)	01
11)	Office Chair	01
12)	Water Jug + Glass (Set)	01
13)	Water Set (Jug Glass)	01
14)	Thermos	01
15)	Blinds (Room No. 261-A)	02
16)	Electric Kettle	01
17)	Air Freshener Machine	01
18)	Flag for Table (Pakistan & NDMA)	02
19)	Dak Book	01
20)	Tissue Box	03
21)	Door Closer	01
22)	Stamps (Format Attached)	02
23)	Batteries for Warehouse I-11 Generators 120 AH (Detail Attached)	03
24)	Electric Heater	01
25)	Sofa Set (2-Seatebjr)	01
26)	Quaid e Azam Portrait	01
27)	3 x channels for repair of office table draw Coordinator VPC	03
28)	Laying / Installation of wooden sheet on central AC	01
29)	Rat Repellant	01
30)	HP Laser Jet (Tonner) (12-A)	01
31)	Power Extension Lead	01
32)	Table Spoons	06
33)	Tea Spoons	06
34)	Knife	01
35)	Serving Spoon	01

10-01-22