



No. F.1-2/2021/Stationery Demand/KTP/NDMA  
Government of Pakistan  
National Disaster Management Authority  
Prime Minister's Office



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**“QUOTATIONS INVITATION”**  
**FOR PROCUREMENT OF 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 of Stationery items.

2. The detail of items / list is attached and may be downloaded from NDMA's website ([www.ndma.gov.pk](http://www.ndma.gov.pk)). The quotations, prepared in accordance as per list, must reach the undersigned before 1100 hours on 27<sup>th</sup> July, 2021 which will be opened on the same day at 1130 Hrs.

**Director (Procurement)**

Tel: +92519087843

### List of Stationery Items

<b>Sr No.</b>	<b>Name of items</b>	<b>Description</b>	<b>A/U</b>	<b>Quantity</b>
1.	Paper reams	Imported A4 size, 80gm AA brand, 500 paper x 1 ream	Ream	40
		Imported A4 size, 80gm Navigator brand, 500 paper x 1 ream	Ream	20
2.	Toner	Toner for printer HP Laserjet P2035	Nos	05
3.	Envelope	Envelope file size good quality	Nos	500
		Envelope A4 size khaki good quality	Nos	500
		Envelope small size khaki	Nos	500
4.	Gum sticks	Gum stick (Large size)	Nos	05
		Gum stick (medium size)	Nos	05
5.	Tape	Packing tape (GT) 4"	Nos	05
		Scotch tape 1x 72	Nos	05
		Scotch tape 3x 72	Nos	05
6.	Stapler machine	Stapler machine large size heavy duty	Nos	01
	Stapler pin	23/6, 23/10, Dollar	Box	03
7.	Papers	Papers (green, pink & yellow)	Ream	03
8.	flags	Color flags	Pkt	05