



**No. F. 4(2)/2021-22/NDMA/Pt-II (Proc)**  
**Government of Pakistan**  
**National Disaster Management Authority**  
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**“QUOTATIONS INVITATION”**

**QTN NO.04/V-III/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 1<sup>st</sup> October, 2021 which will be opened on the same day at 1400 hours at NDMA Office.

**Director (Procurement), NDMA**

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**DETAIL OF ITEMS**

<b>Sr. No</b>	<b>Description</b>	<b>Qty</b>
(1)	Wall Mounted Fan (Pak fan, G.F.C, or equivalent)	01
(2)	Spoon, large size	06
(3)	Spoon for bowl	02
(4)	Spoon, small size	06
(5)	Dinner plate, large	06
(6)	Dinner plate, small	06
(7)	Bowl, large	02
(8)	Bowl, small	06
(9)	Fork, steel, large size	06
(10)	Fork, steel, small size	06
(11)	Tray, large	02
(12)	Tray, small	02
(13)	Sugar pot,	02
(14)	Milk pot	02
(15)	Dinner plates, large size	06
(16)	Dinner plates, small size	06
(17)	Tray	01
(18)	Table spoon/ rice spoon	05
(19)	Toner for photocopier machine Canon-2525 original	02
(20)	Toner for printer HP 1536	01
(21)	Printing of DO letter pads on fancy paper with color monogram of NDMA, 1 pad containing 100 pages	15
(22)	Diary paper, size 3.6"x6" with color printing	500
(23)	Tea cup with glass large size	12+12

(24)	USB's 32GB	02
<b><u>REPAIR / MAINTENANCE WORK</u></b>		
(25)	White wash room	01
(26)	AC Lid (wooden sheet)	01x room
(27)	Repair of fax machine	01
(28)	Refill of toner for HP printer 49-A	01
(29)	Refill of toner for HP printer 05A	01
(30)	Refill of toner for HP printer 2035	01
(31)	Repair of damaged office cabin complete, wooden, room 209-D	01
(32)	Repair of color printer cartridge HP MFPM477fdw	01
(33)	Repair of wire, ducting etc	01 room