



TENDER DOCUMENT

SUPPLY OF STATIONERY ITEMS TO CGN-P UNDER TENDER ENQUIRY No. CGN-P/005/2011

Children's Global Network, Pakistan (Guarantee) Limited hereby invites tenders from stationery suppliers / firms, on item rate basis, for the supply of stationery and other items as per Annexure – 1.

GENERAL TERM & CONDITIONS

1. All participating firms should be registered with income tax and sales tax departments (*Registration numbers should be clearly mentioned and valid documentary evidence be attached*).
2. The firms should have a minimum of 3 years of experience in supply of items being procured, and should have proper office in Islamabad or Rawalpindi.
3. Sealed tenders are required to reach the undersigned on or before **05th May , 2011** before close of business i.e. 5:00 p.m. along with a cross cheque of **Rs.1,000/-** in favor of "Children's Global Network, Pakistan(Guarantee) Ltd" (Non-refundable) as bid money.
4. All quotations should be submitted on proper letter head.
5. The rates quoted shall be considered valid for the period of 3 months. The suppliers / firms will be bound and deliver the goods of the approved quality at CGN-P office Vehari from time to time, on agreed rates. No packing/delivery charges will be paid.
6. All quotations should be addressed to :

PURCHASE COMMITTEE

Children's Global Network, Pakistan (Guarantee) Ltd.
House # 08, Street # 04, G-6/3,
Islamabad.

7. The bid should not have any over-writing or cutting. Bids with any of the aforementioned defects will not be considered.
8. Incomplete quotations, quotations not conforming to tender requirements or with



CHILDREN'S GLOBAL NETWORK, PAKISTAN (GUARANTEE) LIMITED

HEAD OFFICE:
10, St. 04, G-6/3, Islamabad
Tel: (92 51) 287 7941-2
Fax: (92 51) 227 4140
info@cgnpk.org OR
www.cgnpk.org

KARACHI:
GBPS, Ibrahim Ali Bhal School
Upper Gizri, Clifton
Karachi
Tel & Fax: (92 21) 35871555

VEHARI:
House # 175/K, Street # 2
Lalazar Colony, Tehsil & District Vehari
Tel: (92 67) 3363941
Fax: (92 67) 3363942

SWABI:
Mohalla Nazar Khail
Jahangira Road, Mall Lar
District Swabi
Tel: (92 938) 221618



vague replies will not be considered.

9. Firms should clearly state whether the quoted prices are **INCLUSIVE** or **EXCLUSIVE** of government taxes.
10. All the taxes levied must also be clearly stated.
11. Payments of the bills and invoices will be subject to the deduction of government taxes.
12. The selected firm should complete the delivery of items as per CGN-P's schedule.
13. Supplies have to be packed in cartons according to the requirement of CGN-Pakistan. The Material will be delivered in class wise packing (**Approximate No. of classes 200+**)
14. 10% of the contract value will be retained from the payment as retention money & will be released after one month of the satisfactory delivery of supplies.
15. The sealed envelop must be superscribed with "**CGN-P/005/2011**".
16. CGN-P reserves the right to extend the opening date of the bids, cancel the tender or accept / reject any or all bids, without assigning any reason.
17. The Purchase Committee may ask the bidders to provide samples of the quoted items.

PURCHASE COMMITTEE

Children's Global Network, Pakistan (Guarantee) Ltd.
House # 08, Street # 04, G - 6/3,
Islamabad.



CHILDREN'S GLOBAL NETWORK, PAKISTAN (GUARANTEE) LIMITED

HEAD OFFICE:
10, St. 04, G-6/3, Islamabad
Tel: (92 51) 287 7941-2
Fax: (92 51) 227 4140
info@cgnpk.org OR
www.cgnpk.org

KARACHI:
GBPS, Ibrahim Ali Bhal School
Upper Gizri, Clifton
Karachi
Tel & Fax: (92 21) 35871555

VEHARI:
House # 175/K, Street # 2
Lalazar Colony, Tehsil & District Vehari
Tel: (92 67) 3363941
Fax: (92 67) 3363942

SWABI:
Mohalla Nazar Khail
Jahangira Road, Mall Lar
District Swabi
Tel: (92 938) 221618

STATIONERY/NON-STATIONERY ITEMS

| S. NO | PARTICULARS | UNIT | RATE |
|-------|--|--------|------|
| 1. | Oxford School Atlas for Pakistan(ISBN9780195475807) | Nos. | |
| 2. | Baskets Small(File basket) | Nos. | |
| 3. | Brushes #12 butter fly | Nos. | |
| 4. | Brushes #6 butter fly | Nos. | |
| 5. | Bulb 1.5 V | Nos. | |
| 6. | Cell full size (philips) | Nos. | |
| 7. | Chart of 100 blue parachute(sample available in Office) | Nos. | |
| 8. | Chart paper thin 5 colors each sheet size 22"x28" | Sheet | |
| 9. | Charts of human body, tooth, ear, solar system & atom (Large size) 5 | Nos. | |
| 10. | Crayons set of 12 color. Jumbo (piccaso) | Nos. | |
| 11. | Cut Markers (4 colors) one each(Piano plus) | Nos. | |
| 12. | Dice transparent Large size (Snack & ladders) | Nos. | |
| 13. | Dictionary English urdu(Little Oxford) | Nos. | |
| 14. | Dictionary Urdu (Feroz ul Lugat) | Nos. | |
| 15. | Direction compass (medium size) | Nos. | |
| 16. | Dominos(Double six) | Packet | |
| 17. | Electric wire (for science experiment) | Meter | |
| 18. | Fake currency 10,20,50,100,500,1000 | Set | |
| 19. | Geometry kit Wooden(Marine Teacher Mathematical) | Box | |
| 20. | Geometry set Plastic(Dux NO.701) | Set | |
| 21. | Glazed paper red, yellow, brown, blue, purple | Sheet | |
| 22. | Globe large Solid(Standard 21.4 cm Jingfeng) | Nos. | |
| 23. | German Glue white(Mowilth 270 gm) | Nos. | |
| 24. | Graph Paper sheet | Sheet | |
| 25. | Gum KG (Nafees) | Kg | |
| 26. | Lead pencils(Goldfish/Deer) | Dozen | |
| 27. | Magnets bars 2 set(Bar Magnet No.4) | Set | |
| 28. | Map of Pakistan Large size | Nos. | |
| 29. | Thin marker set of 10 color (Tempo) | Packet | |
| 30. | Mat Plastic (Rug)(Sample available in office) | Nos. | |
| 31. | Measuring Tapes plastic(fiber Glass) | Nos. | |
| 32. | Paper A4 size local (butterfly) | Ream | |
| 33. | Paper color Pink & blue 1 each color | Ream | |
| 34. | Paper tape 1"(Nichiban) | Nos. | |
| 35. | Poster color (White, Black, Blue, Red, Yellow) 5 colors(Omega) | Nos. | |
| 36. | Punch (Punching capacity 1.00 mm) Fuji | Nos. | |
| 37. | Rubber bands | Box | |

| S. NO | PARTICULARS | UNIT | RATE |
|-------|---|--------|------|
| 38. | Rulers plastic | Nos. | |
| 39. | Schedule Chart blue parachute(sample available in office) | Nos. | |
| 40. | Scissors (medium size)(Deluxe soft grip utility scissors) | Nos. | |
| 41. | Scotch Tape 1"(Nichiban) | Nos. | |
| 42. | Stapler Pins (Dux24/6) | Packet | |
| 43. | Stapler standard size (Rapid)E3 | Nos. | |
| 44. | Tuning Fork with Pad | Nos. | |