

 **Pakistan Telecommunication Company Limited**

 Tender Number: 00260116 Date: 26-01-2014

**RFP for Stationery Items and UPS**

Following stationery items are required as per below specifications:

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|   **List of Stationery (OSS) for 1st  Quarter-2016**  |
| **S #** | **Description** | **Quantity** |
| 1 | A4 Paper (Rims)  70 Grm , 500 Sheets- Imported | 250 |
| 2 | Stapler | 10 |
| 3 | Stapler Pins  Size 24/6 | 120 |
| 4 | Calculator | 5 |
| 5 | Pencil | 10 |
| 6 | Pen Box | 60 |
| 7 | Stamp Pad (Large) | 20 |
| 8 | Stamp Pad Ink (Black = 20 & Red = 10) | 30 |
| 9 | Register (250 Pages) | 10 |
| 10 | Correction Pen | 20 |
| 11 | Highlighter | 20 |
| 12 | Marker | 20 |
| 13 | Glue Stick | 20 |
| 14 | Cartridge HP 1300 | 4 |
| 15 | Cartridge HP 2015 | 2 |
| 16 | Cartridge HP 2035 | 2 |
| 17 | Cartridge HP 1102 | 4 |
| 18 | Cartridge HP 1018 | 1 |
| 19 | Cartridge HP 1200 | 1 |
| 20 | Cartridge HP 1100 | 1 |

Morover, 24 UPS of 650 KV are also required to support computers installed in PTCL One Stop Shops.

**Please quote with specification of above mentioned material.**

**Delivery Period:** 7 Working Days Maximum after the award of work order

 Send your sealed quotations at the following address before 02nd February, 2016.

**Pakistan Telecommunication Company Limited.**

**Manager Trade Marketing**

**Room No: 03**

**PTCL Head Office,**

**Hatim Alvi Road, Clifton, Karachi.**

Regional Marketing Coordinator South

Business Zone Karachi