



REF: - TRDP/3/2025/002

Date: March 06, 2025

Reference: **Invitation for Quotation**

Thardeep Rural Development Programme (TRDP) is a non-profit and non-governmental organization. TRDP invites sealed quotation from registered suppliers/ vendors/ contractors/ companies for supply of the following items.

- 1) Office Stationery Items. (Detail specification attached in Annex-1)

You are therefore requested to dispatch sealed Quotations along with your company profile to our Address House # 102, Tando Jahania, Cantt: Hyderabad Sindh with best possible rates for the supply of the items stated above latest by Date: March 13, 2025.

Note:

1. Quotation should be submitted in a sealed envelope.
2. Quotations must cover all above aspects on company letter head with address phone/fax number.
3. NTN and RFQ Reference number should be mentioned on quotation.
4. Cost must be given in Pak Rupees including all applicable taxes.
5. Payment details of the supplier must be clear stated e.g. to whom cheque should be addresses and if necessary.
6. **Delivery to be made at Address:** 1) 102, Tando Jahania Cantt, Hyderabad
7. Payment will be made within one week on satisfactory delivery of above stated items at our premises.
8. Bidders must not be engaged in any corrupt, fraudulent, collusive, or coercive practices including but not limited to applying/ bidding by multiple names/companies. If any bidder is found to be involved in such practices, his/her bid may be rejected and the companies in question permanently blacklisted.
9. Suppliers should quote only one option for each item. Bids received with more than one option and rates may be rejected.
10. Cost must be given in Pak Rupees including all applicable government taxes (WHT & GST).

Regards

Thardeep Rural Development Programme



Annex-1

Sr. No	Item With Description	Unit	Required Quantity
1	A4 Paper -Ream 80grm Paper One	Box	10
2	Ball Pen	Box	10
3	Binder File 2 clip - Small	Box	5
4	Binder File 2 clip - large	Box	5
5	Transparent File A4 Size	Pkt	5
6	Folder File A4 (with TRDP Designing and Logo)	pcs	200
7	Box File Plastic Blue	PCS	100
8	A4 Divider - Number	PKT	50
9	A4 Envelope Air Mail	PKT	10
10	Legal Envelope Hard	PKT	10
11	Stapler No 10	PCS	5
12	Stapler Pollex 24/6 and 26/6 Semi Heavy Duty	Pcs	5
13	Staples No 10	PKT	50
14	Staples No 24/6	PKT	50
15	Steples Remover	PCS	10
16	2 Hole Punch Machine Small	PCS	5
17	2 hole large punch Machine	PCS	2
18	Battery Alkaline AA	pcs	25
19	Mouse Pad	PAC	5
20	Wireless Mouse	PCS	5
21	Laptop Backpacks	PCS	12
22	Sticky notes	Pkt	10
23	Highlighter Yellow	Box	5
24	Tape Transparent Large	Pcs	5
25	Glue Stick large	Box	5
26	Stamp Ink	Pcs	5
27	Stamp Pad	Pcs	5
28	Large TRDP Stamp for Envelopes	set	2
29	Gem Clips	Pkt	5
30	Clip Binder Size 2 mm	Pkt	5
31	Clip Binder Size 1.2 mm	pkt	5
32	M2 Harddisk Portable for Data Back Up 2Tb	Pcs	1
33	HP 305A 4-pack Black/Cyan/Magenta/Yellow (CE305AQ1) Toner	Set	1
34	Epson 103 Ink Set	Set	1
35	Hp LaserJet 59A (CF259A) Toner	Set	2
36	Hp LaserJet 26A (CF226A) Toner	Set	2