



LAHORE GARRISON UNIVERSITY (LGU)

HEC Recognized University

Tender Notice

Requirement of Stationery Items

Lahore Garrison University invites sealed tenders from companies / vendors dealing with **Stationery Items**.

Tender documents can be collected from the office of Treasurer by enclosing a draft or cash of Rs.500/- (Non Refundable) in favour of “**Treasurer Lahore Garrison University**” during Monday to Friday 08.00 am to 03.00 pm before **16 Aug, 2018**.

Sealed tenders (Hard Copies) on the given tender format must reach on **16 Aug 2018** before 11.00 hours at below mentioned address (by hand or courier). Bids received after this date and time will not be entertained. The bids will be opened at 1130 hours on **16 Aug 2018**.

LGU reserves the right to accept or reject any part or the entire tender.

Director Procurement: Sector C, Phase VI, DHA, Lahore Ph: 042-3718182 1-22

Item No.	Description	A/U	Quantity
1	A4 size paper 70 gm (BLC)	Ream	653
2	Accession Registrar (Page-500)	Nos	2
3	Ball Point (Black)	Pkts	49
4	Ball Point (Blue)	Pkts	142
5	Ball Point (Red)	Pkts	91
6	Binding Tape Black	Pcs	4
7	Board Marker Ink	Bottle	33
8	Box File	Nos	306
9	Calculator (CASIO MJ-120D) 12 Digit Two Way Power	Nos	12
10	Clip Binder (Large)	Pkts	4
11	Clip Binder (Medium)	Pkts	4
12	Clip Binder (Small) (3/4" Width	Pkts	13
13	Colour Flages	Pkts	51
14	Colour Paper (Various Colour)	Pkts	16
15	Correction Pen (DUX)	Nos	86
16	Duster (Single Side)	Nos	127
17	Double Tape	Nos	8
18	Envelops A4 Size(Brown) Hard	Nos	70
19	Envelops Legal (Brown) Hard	Nos	135
20	Envelops Letter Size Plain	Nos	175
21	Eraser (Pelican)	PCS	205
22	Flapper Gatta (Fine Quality)	Nos	42
23	Highlighter (Yellow,Pink, Green) (Pelikan)	Nos	179
24	Led Pencil HB	Pkts	82
25	Legal Size Paper	Ream	16
26	M&G Crystal Gel Pen (Black)	Pkts	17
27	M&G Crystal Gel Pen (Blue)	Pkts	18
28	M&G Crystal Gel Pen (Green)	Pkts	1
29	M&G Crystal Gel Pen (Red)	Pkts	1
30	Marker Black	Pkts	6
31	Marker Blue	Pkts	2
32	Multi Roll Tape Cutter 1"	Nos	5
33	Paper Clips (30 mm & 25 mm)	Pkts	110
34	Paper Cutters 1"	Nos	40
35	Paper Fastener (YM)	Pkts	43
36	Paper Weight (Marbale)	Nos	12
37	Plastic File with Steel Spring Blue Colour	Nos	10
38	Plastic Sheet A4	Pkts	4
39	Pointer Black	Pkts	16
40	Pointer Blue	Pkts	14

Item No.	Description	A/U	Quantity
41	Pointer Red	Pkts	8
42	Punch Machine (Small) Opel 500	Nos	34
43	Register(Narrow line with binding)No.16	Nos	5
44	Scale (Steel)	Nos	34
45	Scissors (Medium)	Nos	21
46	Scotch Tape 1"	Nos	73
47	Scotch Tape 2"	Nos	32
48	Separator with Flag	Pkts	83
49	Separator Alphabets Flag	Pkts	81
50	Sharpner (Dux)	Pcs	121
51	Staple Pin Remover	Pcs	9
52	Stapler Machine No.0326 (deli)	Nos	46
53	Stapler Pins (Dollar) 24/6 Size	Pkts	140
54	Stapler Pins (Dollar) 23/8 &23/17 Size	Pkts	11
55	Sticky Notes	Pads	120
56	Thumb Pins	Pkts	25
57	UHU Glue Stick 40 gm	Nos	135
58	Uni-ball Vision Elite (Fine) 0.8 mm ball (Black)	Pkts	12
59	Uni-ball Vision Elite (Fine) 0.8 mm ball (Blue)	Pkts	8
60	Uni-ball Vision Elite (Fine) 0.8 mm ball (Green)	Pkts	4
61	Uni-ball Vision Elite (Fine) 0.8 mm ball (Red)	Pkts	4
62	White Board Marker (Black & Blue, Red,Green)	Pkts	186
63	White Chit Pads (Small)	Pads	61
64	Writing Pads (A-4)	Pads	72
65	Writing Pads (Small)	Pads	122