TENDER ENQUIRY

PUR/WNP/LP/8979
OCTOBER 05, 2026

Subject: **STATIONERY ITEMS**

Dear Sir.

Quotations are required for the items mentioned below with detail specification and quantity required.. **Quotation must be submitted on 12.10.2026** at our official email address **"tenderenquiry@wahnobel.com".**

Required item: **STATIONERY ITEMS MENTIONED BELOW**
Specification of material -

Sr.	ITEMS	A/C UNIT	TYPE	Brand	GRAND TOTAL	Rate	GST	Total
1	BALL POINT	PKT	BLUE	Signature BLU	900			
2	BALL POINT	PKT	BLACK	Signature BLU	200			
3	BALL POINT	PKT	RED	Signature BLU	50			
4	CARBON PAPER	PKT		Rubby	30			
5	COLOR MARKER	SET		DUX	20			
6	COMMON PINS	PKT		DUX	100			
7	DOUBLE TAPE	ROLL		DUX	50			
8	DRAFTING PAD	NOS	LARGE	DUX	300			
9	DRAFTING PAD	NOS	SMALL	DUX	300			
10	DRAWING PIN	PKT		DUX	50			
11	DUSTER CLOTH	NOS		NO 1 QUALITY	300			
12	FILE BOX(green,blue,red)	NOS		MASTER	800			
13	FLUID BLANCO PEN	SET		OM/Korrect	200			

14	GUM STICKS 35 Gram	NOS	LARGE	Dollar	300			
15	HIGHLIGHTERS	NOS		Mercury	200			
16	INDOSING INKS	NOS	BLACK	Dollar	10			
17	INDORSING INKS	NOS	BLUE	Dollar	10			
18	INK BOTLES	NOS	BLUE	Dollar	10			
19	INK BOTLES	NOS	BLACK	Dollar	10			
20	MARKERS	PKT	GREEN	Dollar/Murcury	30			
21	MARKERS	PKT	RED	Dollar/Murcury	30			
22	MARKERS	PKT	BLACK	Dollar/Murcury	30			
23	MARKERS	PKT	BLUE	Dollar/Murcury	30			
24	PAPER CLIPS	PKT	LARGE	DUX	400			
25	PAPER CUTTER	NOS		DUX	100			
26	PAPER MASKING TAPES	ROLLS		DUX	200			
27	PENCILS	PKT	LEAD	HB/Gold Fish	200			
28	PUNCHING MACHINES	NOS	DOUBLE	Deli	30			
29	REGISTERS	NOS	08 NO	70 GRMS	400			
30	REGISTERS	NOS	12 NO	70 GRMS	400			
31	REGISTERS	NOS	16 NO	70 GRMS	400			
32	REGISTERS	NOS	24 NO	70 GRMS	400			
33	RUBBER BAND	PKT		DUX	30			
34	SCALE	NOS	STEEL	SILVER FISH	20			
35	SCISSOR	NOS	MEDIUM	SILVER FISH	30			
36	SCOTH TAPE	ROLL	1/2"	DUX	200			
37	SCOTH TAPE	ROLL	1"	DUX	200			

38	SCOTH TAPE	ROLL	2"	DUX	200			
39	SEPRATOR	NOS		DUX	120			
40	SIGNING PEN	PKTS	BLACK	DUX	70			
41	SIGNING PEN	PKTS	BLUE	DUX	70			
42	STAMP PADS	NOS	GREEN	Crystal	05			
43	STAMP PADS	NOS	RED	Crystal	05			
44	STAMP PADS	NOS	BLACK	Crystal	20			
45	STAMP PADS	NOS	BLUE	Crystal	20			
46	STAPLER	NOS	MEDIUM	Deli	50			
47	STAPLER PINS (1x10)	BUNDLE	MEDIUM	Dollar	400			
48	SHARPENER	NOS		DUX	150			
49	STAPLER REMOVER	NOS		MAX	50			
50	TAG	PKT	LARGE	LOCAL	30			
51	ERASSER	PKT		DUX	50			

Special Instructions:-

1. **In all respect, the complete quotation should be submitted on or before the closing date and time 1400 HRS at PST otherwise quotation will be not accepted. Submit your quotation/offer ONLY at our official email address tenderenquiry@wahnobel.com. Quotation/offer received on any email other than this email ID will not be accepted.**
2. **Supplier/manufacturer/s may submit their quotation through sealed bidding with tender number and item detail to the IT department on due date and time explicitly. Quotation received after the closing date and time 1400 HRS at PST will not be accepted/considered.**
3. **Commercial rates Must Not be copied to any other email from Wah Nobel else the offer may be rejected.**
4. **Kindly submit only one quotation for the same origin with in the tendering time. In case if more than one quotation is received from the same origin and same supplier, only latest/lowest quotation will be considered.**
5. **Kindly mentioned complete Tender number / item name in the subject.**

6. **For any technical query bidder may contract on email of the concerned Procurement Representative mentioned in the tender document.**
7. **New Supplier/manufactures are requested to submit sample along with complete specification ONE WEEK before opening of Commercial Offer. Commercial Offer shall only be accepted if the sample is passed by our QC department before the opening of commercial offer.**
8. **In case new supplier / source is lowest in rate with sample approved/satisfactory quality ,order shall be placed on credit terms based and payment shall only be made after the inspection of material at our factory premises otherwise only small quantity trial order may be placed .**

1. **GENERAL INSTRUCTION REGARDING PREPARATION OF QUOTATIONS**

1.1 Quotations should be based on Wah Cantt delivered basis.

1.2 Validity of offer should be clearly indicated in the quotation and should be minimum 07 working days.

1.3 Delivery schedule should be clearly indicated in quotation.

1.4 Offer should include complete specification.

1.5 Also provide following information in your offer.

a) Signature of the Tender b) Name of Signatory
c) Position/ Designation d) Contact Detail Contact Details
e) NTN and sale Tax No. F) Mentioned Price is inclusive of GST or exclusive.

2. **INSPECTION**

After receipt of goods at our store, inspection will be carried out by our QC Dept. In case of any major discrepancy/ deviation, material shall be rejected.

3. **ACCEPTANCE OF OFFERS**

The right to accept or reject any offer in full or in part without assigning any reason or to negotiate price without prejudice to the original offers hereby reserved.

4. **PAYMENT TERMS**

Payment will be made as per company SOP.

Yours faithfully,

Senior Manager Procurement
Wah Nobel (Pvt) Ltd
Office 0514-545243-6 Ext 272

Email for Financial offer only **“tenderenquiry@wahnobel.com”**
Email for Technical queries only **“tariq@wahnobel.com”**