



Government of Pakistan  
**Utility Stores Corporation of Pakistan**  
Ministry of Industries & Production

**INVITATION TO BID**  
**FOR SUPPLY OF OFFICE STATIONERY**

Sealed bids are invited from reputable firms, suppliers and dealers with Income Tax and Sales Tax Departments for the supply of followings.

S. No	DESCRIPTION	TENDER NO	COST OF TENDER DOCUMENT	PERIOD OF CONTRACT
1.	Offset paper 70 Gms A 4-Size Paper one (500 Sheet in Ream and  Offset paper 70 Gms Large Size(8.5x13) Paper one (500 Sheet in Ream	USC/OST/2020/01	Rs.3,000/-(non-refundable	Upto 31-12-2020

Detailed instructions, terms & conditions of the contract and specifications of the items required are provided in the Tender Documents, which can be obtained from the office of Manager (Admin) USC Head Office (Ph#051-9245050) during working hours, through a simple application on the letterhead of the firm, on cash payment or through Pay Order/Demand Draft- in favor Utility Stores Corporation of Pakistan. Tender documents will not be issued on the tender opening date.

The last date of receipt of tenders is **09<sup>th</sup> July, 2020 up to 2:00 PM** which will be opened on the same day at **02:30 PM** in the Conference Room of USC Head Office in presence of bidders or their representatives who choose to attend.

USC reserves the right to reject any or all tenders in accordance with PPRA Rules.

**General Manager (HR&A)**  
**Utility Stores Corporation of Pakistan**  
**Head Office, Plot No.2039, Sector F-7/G-7,**  
**Blue Area, Islamabad**  
**(Ph# 051-9245026)**