



GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (PUBLIC)

INVITATION TO e-BID
For Purchase of Stationary and Miscellaneous Items

Prime Minister's Office (Public), Islamabad, invites electronic bids from the firms/ suppliers/contractors based in Islamabad / Rawalpindi, registered with Income Tax and Sales Tax Departments for supply of Stationery and Miscellaneous Items for the F.Y. 2024-25.

2. e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at <https://eprocure.gov.pk> .

3. The electronic bids, must be submitted by using EPADS on or before 02-07-2024 at 11:00 AM. Manual bids, shall not be accepted. Electronic bids will be opened on the same day i.e. 02-07-2024 at 11:30 AM.

Section Officer (General)
Prime Minister's Office (Public), Islamabad
Tel: 051-9217542

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Government of Pakistan
PRIME MINISTER'S OFFICE (PUBLIC)

Tender No. 01/2024-25

Tender for supply of Stationery and Miscellaneous Items for FY 2024-25

INSTRUCTIONS TO E-BIDDERS

1. This Tender document shall be used for submission of e-Bids for the procurement of stationery and miscellaneous items, by the Prime Minister's Office (Public), Islamabad.
2. The bidder(s) with the lowest evaluated bid(s) will be awarded purchase contract(s) for supply of items.
3. This document contains the following:-
 - a. Terms and conditions.
 - b. Evaluation Criteria.
 - c. Lists of Stationery and Miscellaneous items required along with the specifications.
 - d. Draft agreement / contract

3 (a) TERMS AND CONDITIONS OF E-BIDS

General:

- i) Only registered firms/suppliers with Active Taxpayers List (ATL), valid GST/NTN and vendor numbers, based in Rawalpindi & Islamabad, are eligible to apply.
- ii) Proof of NTN / GST registration, Active Tax Payer List, Vendor Number and a brief company Profile along with attested photocopies of all relevant documents are required to be provided.
- iii) Bid Security (Refundable) amounting to **Rs. 275,000** (Rupees two hundred seventy-five thousand only) in shape of Bank **Draft/Pay Order in favor of DDO PM's Office (Public), Islamabad** is required to be provided. The Bid Security will be returned to the unsuccessful bidder(s) immediately after finalization of the tender and in case of successful bidder(s), it will be retained as security deposit till 30-06-2025.
- iv) Only those Financial bids will be accepted in which rates for 50% or more items are given.
- v) An affidavit on stamp paper that the firm has not been blacklisted in the past by any Ministry/Division/Department/ Organization of Government of Pakistan is required.
- vi) The contract will be awarded for complete financial year 2024-25. If required, the contract can be extended as provided in PPRA Rules, 2004.
- vii) The bidding process is subject to observance of PPRA Rules, 2004.
- viii) The PM's Office (Public) reserves the right to reject all e-bids/proposals at any time prior to the acceptance, as well as to increase/decrease the quantity of items as per requirement.
- ix) Inspection of all the items will be carried out at the time of delivery before acceptance.
- x) If any item is found substandard, defective and against the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier as per Public Procurement Rules, 2004 including forfeiture of bid security and black listing of supplier/Firm.
- xi) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender process shall render the bid liable to rejection.



Name of Bidder: _____
Signature: _____
Stamp: _____
Date: _____

3(b) BIDDING PROCESS:

- (i) Bidders are required to follow Single Stage – Two Envelope bidding procedure. The interested bidders may submit their e-bids on EPADS at <https://eprocure.gov.pk>.
- (ii) Initially, the e-bid of **Technical Proposal** will be opened on **02.07.2024 at 1130 hrs** in presence of the e-Bidders in the Conference Room # A-343, Prime Minister's Office (Public), Islamabad.
- (iii) The Financial Proposals of Technically qualified e-bidders shall be opened in the presence of e-bidders after informing them telephonically regarding time and date of opening of their financial bids.
- (iv) Bidders are required to submit their e-bids carefully by uploading (.pdf) file through EPADS. Any correction/alteration/ overwriting will not be acceptable. Each page/document must be signed / stamped.
- (v) Hard copies of all relevant documents must also be furnished on closing date of submission of bids.
- (vi) Where required, the manufacturers/company name/brand name of items must be stated clearly.
- (vii) Rates/Quotations are required against all items. Evaluation and comparison will be made on rate per unit basis for each item.
- (viii) Bidders shall be required to provide the samples of items before the Purchase Committee as per **Annex-A**. If required, the successful bidder(s) shall provide fair/best quality samples of items for approval/inspection as and when required without any extra cost.
- (ix) All prices must be quoted inclusive of all government duties/ taxes (where applicable).
- (x) Warranty /guarantee (if applicable on any item) and quality must be ensured for the whole contract period, without any service charges.
- (xi) e-Bid validity period will be till **30-06-2025** and it must be clearly mentioned in the bid. However, if required, the PM's Office may extend the contract period beyond 30-06-2025 as per Public Procurement Rules or till finalization of the next tender.
- (xii) The contract will be awarded to the successful e-bidders with most advantageous i.e lowest evaluated and responsive bids as recommended by the Purchase Committee and approved by the competent authority, whose decision will be treated as final.
- (xiii) The PM's Office (Public) may reject all bids or proposals at any time prior to the acceptance of the e-bid(s).
- (xiv) The Successful e-bidders/ suppliers shall have to supply the required items within 07 days of the receipt of the Purchase Order or as required during the whole financial year/contract period.
- (xv) Receipt of incomplete, low quality/substandard supplies or delay in supplies will render the supply order liable to be cancelled and necessary action to be initiated under Public Procurement Rules.
- (xvi) In case of withdrawal of the bid by any bidder/supplier during the bid validity period or failure to supply items according to purchase order/ terms and conditions, the Bid Security will be forfeited and action will be taken under Public Procurement Rules 2004 including blacklisting of the firm/supplier.



Name of Bidder: _____
Signature: _____
Stamp: _____
Date: _____

4. **EVALUATION CRITERIA**

A. **Technical Proposal Evaluation**

i. Following information / documents are required for **Technical Evaluation** of the firm(s):-

S.No	Required Information/ Documents
i.	Sales Tax Registration Certificate
ii.	Proof of Active Tax Payer List
iii.	Valid Vendor Number issued by AGPR
iv.	Pay order/ Bank draft of Rs. 275,000 as Bid Security in favor of DDO Prime Minister's Office (Public)
v.	Provision of samples of Stationery and Miscellaneous items as per attached list (Annex-A) at the time of submission/opening of Technical bids.
vi.	Duly signed and stamped Compliance Certificate as mentioned vide Annex-D of this document.
vii.	Affidavit on stamp paper that the firm has never been blacklisted by any Ministry/Division/Department/Organization of the Government of Pakistan (sample attached) at (Annex-E)
viii.	An Affidavit on Rs. 100/- value Stamp Paper duly attested by Notary Public, that the Firm will provide only Original / Genuine and Brand New Products / Items, if not otherwise provided in the Tender Documents, and not the substandard, counterfeited or fake products / items (where applicable) as per specimen at Annex-F .
ix.	Company Profile containing all relevant information /details including interalia, fully functional office address, contact numbers (Landline/mobile) owners particulars, Bank Account Number, experience and list of clients etc.

B. **Financial Proposal Evaluation**

- i. Financial Proposal/ quotations are required in Pak Rupees against each item on per unit basis inclusive of GST as per prescribed format/lists attached (**Annex-B & C**). *(There is no need to calculate/quote price of total required approximate quantity mentioned in the list of items).*
- ii. Evaluation shall be made item wise and not composite.
- iii. Any cutting / overwriting in the quoted prices will not be accepted.
- iv. The contract will be awarded to the successful bidders with most advantageous i.e lowest evaluated and responsive bids as recommended by the Purchase Committee and approved by the competent authority, whose decision will be treated as final.



Name of Bidder: _____
Signature: _____
Stamp: _____
Date: _____

5. LISTS OF STATIONERY AND MISCELLANEOUS ITEMS REQUIRED

The lists of Stationery and Miscellaneous items are enclosed as **Annex-B & C**. The interested e-bidders are required to quote their rates as per unit basis (inclusive of GST and all taxes) against each item. The successful bidder will provide sample of each item for approval/inspection within ten days of signing of contract. Those samples would be retained for conformity to the specification / quality of item as per purchase order / terms and conditions.

I/We have read and agree with the above mentioned terms and conditions for e-bidding for supply of stationery and Misc. items to the PM's Office during the financial year 2024-25.

A handwritten signature in black ink, appearing to be 'J. K. Singh', written in a cursive style.

Name of Bidder: _____
Signature: _____
Stamp: _____
Date: _____

LIST OF SAMPLE ITEMS TO BE PROVIDED AT THE TIME OF TECHNICAL PROPOSAL EVALUATION		
S/N	Name of Item	Description
1	Ball Point (Schneider)	(Blue, Black, Red, Green), Schneider One Business Roller or equivalent
2	Ball Point (Eye Fine)	(Blue, Black, Red, Green), Uni-ball Eye Micro Roller (UB-157) or equivalent
3	Envelop (SE-8)	(per 100 Pkt) Brown Colour, Imported Kraft Paper
4	Glue Stick (Large)	35gm, SENSA/UHU or equivalent
5	Highlighter Pen	(Yellow, Pink, Green), Mercury or equivalent
6	Staple Machine	KW-Trio 5871 or equivalent
7	Summary/Computer Paper (A-4)	80gms, 500 Sheets Ream, Double-A (White) or equivalent
8	Summary/Computer Paper (A-5)	80gms, 500 Sheets Ream, Double-A (White) or equivalent
9	Air Freshener	AI Rehab-Aseel 300 ml or equivalent
10	Airwick Automatic Machine + Re-fill	Lavender 250ml or equivalent
11	Electric Kettles Stainless Steel	Geepas/Philips or Equivalent
12	Hand Wash (Liquid)	500ml Bottle Imported (Nova / Dettol / Dove) or equivalent
13	Tea Cup with Saucers (6 Pieces)	(Superior Quality)
14	Tea Set (72 Pieces)	(Superior Quality)
15	Towel (Large Size) - White	(Superior Quality)

Name of Bidder _____

Date _____

Signature _____

Stamp _____

Cell/Phone _____

LIST OF STATIONERY ITEMS					
S/N	Name of Item	Description	Required Quantity	Unit	Unit Price (Inclusive of all taxes)
38	ID Card (Clip)	(per 100 Pkt) (Fine Quality)	O.D	Per Packet	
39	ID Card (Cover)	(per 100 Pkt) (Fine Quality)	O.D	Per Packet	
40	ID Card (Lamination Sheet)	250 Micro (per 100 Pkt) (Superior Quality)	O.D	Per Packet	
41	ID Card (Ribbons / Dorri)	(Superior Quality)	O.D	Each	
42	Ink Fountain Pen (Dollar)	(Blue, Black, Red & Green), Pelikan or equivalent	O.D	Each	
43	Lead Pencil	with top Rubber, Picasso/Deli or equivalent	O.D	Each	
44	Line Register	(Imported Paper)	O.D	Each	
45	Marker (Ordinary)	(Black, Blue), Doller or equivalent	O.D	Each	
46	Marker (Permanent)	(Black, Blue), (Chisel Tip 70,90), Doller or equivalent	O.D	Each	
47	Offset Paper Coloured (A-4)	100 Sheets Ream, Double-A or equivalent	O.D	Each	
48	Packing Sheet (Roll)	(15*4 feet), (Brown, Silver), (Fine Quality)	O.D	Each	
49	Paper Clip (Color) - 36mm	Deli or equivalent	O.D	Per Packet	
50	Paper Clip (Color) - 52mm	Deli or equivalent	O.D	Per Packet	
51	Paper Clip (Silver)	(Steel, 36 mm), Deli or equivalent	O.D	Per Packet	
52	Paper Cutter	(Fine Quality), Deli or equivalent	O.D	Each	
53	Paper Pin	(Fine Quality)	O.D	Per Packet	
54	Pen Holder	(Wood/Punched Metal), Senator or equivalent	O.D	Each	
55	Pen Stand	(Wood/Punched Metal), Senator or equivalent	O.D	Each	
56	Pencil Jar (Round)	(Fine Quality)	O.D	Each	
57	Plastic File (A-4 Swing Grip)	(Fine Quality)	O.D	Each	
58	Plastic File (A-4)	One Side Transparent (Management File)	O.D	Each	
59	Post it Pad 3"x2"	(Yellow, Multicolor) (300 Slips) Pronnoti or equivalent	O.D	Per Packet	
60	Post it Pad 3"x3"	(Yellow, Multicolor) (300 Slips) Pronnoti or equivalent	O.D	Per Packet	
61	Post it Pad 3"x5"	(Yellow, Multicolor) (300 Slips) Pronnoti or equivalent	O.D	Per Packet	
62	Punch Double Hole	Power Punch KW09330 or equivalent	O.D	Each	
63	Punch Single Hole	(Superior Quality)	O.D	Each	
64	Register (Attendance)	(Fine Quality)	O.D	Each	
65	Register Offset (20, 24)	(Fine Quality)	O.D	Each	
66	Ring Binder (A4 Size)	Alpha No.902, 074 or equivalent	O.D	Each	
67	Rubber Band	(Superior Quality)	O.D	Per Packet	
68	Sax Phenix Clip (Medium)	(Superior Quality)	O.D	Per Packet	
69	Sax Phenix Clip (Small)	(Superior Quality)	O.D	Per Packet	
70	Scissor	KW-Trio JD01-7.5" or equivalent	O.D	Each	
71	Scotch Tape (Large)	1" 50yds, Deli or equivalent	O.D	Each	
72	Scotch Tape Dispenser (Large)	KW-Trio or equivalent	O.D	Each	
73	Sharpener	(Fine Quality)	O.D	Each	
74	Slip Pad Cover Green (Leather Made)	(Medium size), (Superior Quality)	O.D	Each	

Name of Bidder _____

Date _____

Signature _____

Stamp _____

Cell/Phone _____

LIST OF STATIONERY ITEMS					
S/N	Name of Item	Description	Required Quantity	Unit	Unit Price (Inclusive of all taxes)
1	Ball Point (Ordinary)	(Blue, Black, Red), Piano 0.8 mm or equivalent	O.D	Each	
2	Ball Point (Schneider)	(Blue, Black, Red, Green), Schneider One Business Roller or equivalent	O.D	Each	
3	Ball Point (Vision Elite)	(Blue, Black, Red, Green), Uni-ball Vision Elite or equivalent	O.D	Each	
4	Ball Point (Eye Fine)	(Blue, Black, Red, Green), Uni-ball Eye Micro Roller (UB-157) or equivalent	O.D	Each	
5	Ball Point (Signo)	(Blue, Black), Signo Gell Roller (UM-120) or equivalent	O.D	Each	
6	Binder Clip (15mm)	Per Packet, KW-trio or equivalent	O.D	Per Packet	
7	Binder Clip (19mm)	Per Packet, KW-trio or equivalent	O.D	Per Packet	
8	Binder Clip (25mm)	Per Packet, KW-trio or equivalent	O.D	Per Packet	
9	Binding Sheet (A-4) - Transparent	(Fine Quality)	O.D	Each	
10	Binding Tape 2"	9 Yards, (Black, Grey) or equivalent	O.D	Each	
11	Calculator Casio (14 digits)	(DJ-240D) or equivalent	O.D	Each	
12	Clear Book (A-4)	(Blue, Black), 20 Pocket Nokyo or equivalent	O.D	Each	
13	Clear Book (A-5)	(Blue, Black), 20 Pocket Nokyo or equivalent	O.D	Each	
14	Colour Paper (Multi Colour)	500 Sheets Ream, Double-A (A-4) or equivalent	O.D	Each	
15	Correction Pen	(White), Pelikan/Uni-ball or equivalent	O.D	Each	
16	Cue Cards (150gsm)	White, Size (6x9) & (4x6) (100 Card pr Pkt)	O.D	Per Packet	
17	Dak / File Bag	(Superior Quality)	O.D	Each	
18	Dak Pad (Lock Type)	(Superior Quality)	O.D	Each	
19	Desk Organizer	(Superior Quality)	O.D	Each	
20	Engagement Stand (A-4)	Plastic (Fine Quality)	O.D	Each	
21	Envelop (SE-5)	(per 100 Pkt) Brown Colour, Imported Kraft Paper	O.D	Per Packet	
22	Envelop (SE-6)	(per 100 Pkt) Brown Colour, Imported Kraft Paper	O.D	Per Packet	
23	Envelop (SE-8)	(per 100 Pkt) Brown Colour, Imported Kraft Paper	O.D	Per Packet	
24	Envelop Cloth Line, (File Size)	(per 100 Pkt) White/Brown (Superior Quality)	O.D	Per Packet	
25	Envelop Cloth Line, (Size 14x18)	(per 100 Pkt) White/Brown (Superior Quality)	O.D	Per Packet	
26	Envelop White (A4 Size)	(per 100 Pkt) (Superior Quality)	O.D	Per Packet	
27	Envelop White (SE-8)	(per 100 Pkt) (Superior Quality)	O.D	Per Packet	
28	Eraser	Pelikan / Dell or equivalent	O.D	Each	
29	File Board	(Superior Quality)	O.D	Each	
30	File Box Executive (Legal Size)	(Blue, Black), Dell or equivalent	O.D	Each	
31	File Flapper (Cloth Lined)	(per 100 Pkt) (Superior Quality)	O.D	Per Packet	
32	File Flapper (Raxine made)	(per 100 Pkt) (Superior Quality)	O.D	Per Packet	
33	File Separator Set (10 Pieces)	Cosmo or equivalent	O.D	Each	
34	File Tray (Plastic)	(Fine Quality)	O.D	Each	
35	Folder L Shape (Plastic)	(Fine Quality)	O.D	Each	
36	Glue Stick (Large)	35gm, SENSEA/UHU or equivalent	O.D	Each	
37	Highlighter Pen	(Yellow, Pink, Green), Mercury or equivalent	O.D	Each	

Name of Bidder _____

Date _____

Signature _____

Stamp _____

Cell/Phone _____

LIST OF STATIONERY ITEMS					
S/N	Name of Item	Description	Required Quantity	Unit	Unit Price (Inclusive of all taxes)
75	Spiral Binding Ring 10 mm	(Fine Quality)	O.D	Each	
76	Spiral Binding Ring 12 mm	(Fine Quality)	O.D	Each	
77	Spiral Binding Ring 14 mm	(Fine Quality)	O.D	Each	
78	Spiral Binding Ring 20 mm	(Fine Quality)	O.D	Each	
79	Spiral Note Book (A-5)	(Superior Quality)	O.D	Each	
80	Stamp Pad	Dollar 2M or equivalent	O.D	Each	
81	Stamp Pad Ink	Dollar/Crystal or equivalent	O.D	Each	
82	Staple Machine	KW-Trio 5871 or equivalent	O.D	Each	
83	Staple Machine (Heavy Duty)	KW-Trio 050 LBN Heavy Duty or equivalent	O.D	Each	
84	Staple Pin (23/10)	Dollar or equivalent	O.D	Per Packet	
85	Staple Pin (24/06)	Dollar or equivalent	O.D	Per Packet	
86	Staple Pin (32/10)	Dollar or equivalent	O.D	Per Packet	
87	Staple Pin Remover	KW-Trio 0508b or equivalent	O.D	Each	
88	Sticky Flags	(5 Colors), Pronoti or equivalent	O.D	Per Packet	
89	Summary Paper (Every Card) - A5	160gms, 100 Sheets Ream, Double-A (White) or equivalent	O.D	Each	
90	Summary Paper (Every Card) - A4	160gms, 100 Sheets Ream, Double-A (White) or equivalent	O.D	Each	
91	Summary/Computer Paper (A-4)	80gms, 500 Sheets Ream, Double-A (White) or equivalent	O.D	Each	
92	Summary/Computer Paper (A-5)	80gms, 500 Sheets Ream, Double-A (White) or equivalent	O.D	Each	
93	Summary/Computer Paper (Legal)	80gms, 500 Sheets Ream, Double-A (White) or equivalent	O.D	Each	
94	Table Calander	(Superior Quality)	O.D	Each	
95	Table Diary	Friends or equivalent	O.D	Each	
96	Table Set (Leather)	(Superior Quality)	O.D	Each	
97	Tag Cotton 5'	(per 50 Pkt) - (White), (Superior Quality)	O.D	Per Packet	
98	Transparent Biniding Sheet (12mm)	(Imported Quality)	O.D	Each	

Name of Bidder _____

Date _____

Signature _____

Stamp _____

Cell/Phone _____

LIST OF MISCELLANEOUS ITEMS

S/N	Name of Item	Description	Required Quantity	Unit	Unit Price (Inclusive of all taxes)
39	Knife for Dining	(Stainless Steel)	O.D	Each	
40	Lemon Max (Liquid)	475ml Bottle or equivalent	O.D	Each	
41	Lemon Max (Powder)	450gm Bottle or equivalent	O.D	Each	
42	Milk Pot	(Superior Quality)	O.D	Each	
43	Mouse Pad	(Superior Quality)	O.D	Each	
44	Office Bag (Leather)	(Superior Quality)	O.D	Each	
45	Optical Mouse (Laser) - Wired	HP /Sony/A-4 tech or equivalent	O.D	Each	
46	Optical Mouse (Laser) - Wireless	HP /Sony/A-4 tech or equivalent	O.D	Each	
47	Portable Hard Drive (1-TB)	HIKVISION or equivalent	O.D	Each	
48	Power Bank (10000 mAh)	(Superior Quality with one year warranty)	O.D	Each	
49	Quarter Plate	(Fine Quality)	O.D	Each	
50	RAM DDR4 (16GB)	(Superior Quality)	O.D	Each	
51	RAM DDR4 (8GB)	(Superior Quality)	O.D	Each	
52	Rice Plate	(Fine Quality)	O.D	Each	
53	Spoon (Rice)	Stainless Steel (Superior quality)	O.D	Per Dozen	
54	Spoon for Dish (Large)	(Superior Quality)	O.D	Each	
55	SSD Harddrive (256GB)	HIKVISION or equivalent	O.D	Each	
56	SSD Harddrive (512GB)	HIKVISION or equivalent	O.D	Each	
57	Sugar Pot	(Superior Quality)	O.D	Each	
58	Switch 5-ports Network Switch	TP-Link or equivalent	O.D	Each	
59	Table Flag (Govt. of Pakistan)	(Superior Quality)	O.D	Each	
60	Table Flag (Pakistan)	(Superior Quality)	O.D	Each	
61	Table Flag Stand	Stainless Steel (Superior quality)	O.D	Each	
62	Tea Cup with Saucers (6 Pieces)	(Superior Quality)	O.D	Each	
63	Tea Set (72 Pieces)	(Superior Quality)	O.D	Each	
64	Tea Spoon	Stainless Steel (Superior quality)	O.D	Per Dozen	
65	Tea Tray (Plastic)	(Fine Quality)	O.D	Each	
66	Tea Tray (Stainless Steel)	(Fine Quality)	O.D	Each	
67	Tissue Paper (Box)	210x3 Ply Luxury, Rose Petal or equivalent	O.D	Each	
68	Tissue Paper (Toilet Roll)	Rose Petal or equivalent	O.D	Each	
69	Towel (Large Size) - White	(Superior Quality)	O.D	Each	
70	Tumbler Water Glass (Luminarc)	300ml (Fine Quality)	O.D	Each	
71	Umbrella Parachute (Large Size)	(Superior Quality)	O.D	Each	
72	Wall Clock (50mm)	Champion or equivalent	O.D	Each	
73	Water Set (Complete)	(Superior Quality)	O.D	Each	
74	Wifi Receiver (USB Adapter)	TP-Link or equivalent	O.D	Each	
75	Wifi Router	TP-Link TL-WR841N or equivalent	O.D	Each	

Name of Bidder _____

Date _____

Signature _____

Stamp _____

Cell/Phone _____

LIST OF MISCELLANEOUS ITEMS					
S/N	Name of Item	Description	Required Quantity	Unit	Unit Price (Inclusive of all taxes)
1	Air Freshener	Al Rehab-Aseel 300 ml or equivalent	O.D	Each	
2	Airwick	Freshmatic Refill Max Lavender 250ml or equivalent	O.D	Each	
3	Airwick Automatic Machine + Re-fill	Lavender 250ml or equivalent	O.D	Each	
4	Ash Tray	(Superior Quality)	O.D	Each	
5	Battery Laptop (Dell)	Dell Inspiron i5/3000 Series	O.D	Each	
6	Battery Laptop (HP)	HP i5/4000 Series	O.D	Each	
7	Battery Laptop (Lenovo)	Thinkbook Intel Core i7	O.D	Each	
8	Bowel Crystal (Medium)	(Superior Quality)	O.D	Each	
9	Cell Pencil (AAA-Size)	Power Plus or equivalent	O.D	Each	
10	Cell Pencil (AA-Size)	Power Plus or equivalent	O.D	Each	
11	Charger + C-Type Cable	(Superior Quality)	O.D	Each	
12	Charger Laptop (Dell)	Dell Inspiron i5/3000 Series	O.D	Each	
13	Charger Laptop (HP)	HP i5/4000 Series	O.D	Each	
14	Charger Laptop (Lenovo)	Thinkbook intel Core i7	O.D	Each	
15	Cloth Flalain	(Superior Quality)	O.D	Per Meter	
16	Computer Bios Cell	(Fine Quality)	O.D	Each	
17	Data Cable for Printer	(Superior Quality)	O.D	Each	
18	Data/Charging Cable (C-Type)	(Superior Quality)	O.D	Each	
19	Dish Crystal (Large)	(Superior Quality)	O.D	Each	
20	Dish Crystal (Medium)	(Superior Quality)	O.D	Each	
21	Dustbin	Round Metal Mesh 13.5" or equivalent	O.D	Each	
22	Duster Cotton (Yellow)	(18" * 18") (Superior Quality)	O.D	Each	
23	Electric Kettles Stainless Steel	Geepas/Philips or Equivalent	O.D	Each	
24	Face Mask (Surgical)	(Superior Quality)	O.D	Each	
25	Flash Drive (USB 16GB)	HP / Sony or Equivalent	O.D	Each	
26	Flash Drive (USB 32GB)	HP / Sony or Equivalent	O.D	Each	
27	Flash Drive (USB 64GB)	HP / Sony or Equivalent	O.D	Each	
28	Fork for Dining	(Stainless Steel), (Superior Quality)	O.D	Each	
29	Glint Glass Cleaner	500ml	O.D	Each	
30	Hand Sanitizer	500ml, Dettol / Safegaurd or equivalent	O.D	Each	
31	Hand Wash (Liquid)	500ml Bottle Imported (Nova / Dettol / Dove) or equivalent	O.D	Each	
32	HDMI Cable (10m)	(Imported Quality)	O.D	Each	
33	Insect Killer (Mosquito)	Mortein Mosquito Repellent + Refill	O.D	Each	
34	Insect Killer (Spray)	Mortein or equivalent	O.D	Each	
35	Iron Padlock	50 mm China or equivalent	O.D	Each	
36	Jainamaz	(Superior Quality)	O.D	Each	
37	Jug (Luminarc)	(Superior Quality)	O.D	Each	
38	Keyboard	HP / Dell or Equivalent	O.D	Each	

Name of Bidder _____

Date _____

Signature _____

Stamp _____

Cell/Phone _____

COMPLIANCE CERTIFICATE

1. Terms & Conditions

The e-bids must accompany:

- a) Copies of income tax and sales tax certificate.
- b) Company Profile having Office details at Islamabad/Rawalpindi with Phone numbers/Addresses
- c) Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed/debarred by any government / semi government Department as per Specimen at Annex-E.
- d) The earnest money / e-bid security as per tender requirement.

1.1 The firms will be bound to make supply the items as per specification at Prime Minister's Office (Public), Islamabad

1.2 Firms who supply re-conditioned/sub-standard/used items and having poor performance may not submit their e-bids. Mode of the payment based on credit and taxes will be applicable as per Government Policy amended to time and again. The firm should clearly show whether GST is included or excluded in the offered rates.

1.3 Terms and conditions must be signed and attached with the e-Bid document if agreed upon.

The firms:

- i. Must have its established office at Islamabad/Rawalpindi with Phone No./Address, Bank A/c No., at the same vicinity.
- ii. Will be bound to supply the items within specified time.

1.4 The Producing Agency reserves the right to accept or reject any or all e-bids as per PPRA rules.

Name of Firm _____

Name of Owner _____

Mailing address with Phone _____

Signature / Seal of the Company _____

(Must be provided on a Value of Rs. 100/- Stamp Paper)

AFFIDAVIT

We, (Name & address of the firm), do hereby declare and solemnly affirm that:

1. We have not been blacklisted /barred by any Ministry/Division/Department or organization of the Government of Pakistan.
2. We have not been involved in any litigation with any client during the last three years.
3. We acknowledge that we have read, understood and accepted the terms and conditions of e-bid documents for procurement of stationery and Miscellaneous items by the PM's Office (Public) for FY 2024-25.
4. We understand that the Prime Minister's Office (Public) shall have the right, to require, in writing, further information or clarification related to our e-bids.
5. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of tender and are liable to any punitive/ legal action for furnishing false information/ documents.

Dated this ___ day of June, 2024

Name_____

CNIC No._____

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of.

(Must be provided on a Value of Rs. 100/- Stamp Paper)

Certificate for provision of genuine/original & brand new products

The firm will provide only original / genuine and brand new products and not substandard, poor quality, fake / counterfeited products / items (wherever applicable) unless otherwise specified.

If provided items / information found false, or the firm found Black Listed/Debarred by any organization in Pakistan, or any criminal proceedings found in any court of law, the contract of the firm will be immediately TERMINATED without assigning any reason and making any refund / payment. Further the performance security given by the firm will also be confiscated and blacklisting/debarment proceedings may also be initiated against the firm.

M/S: _____

Authorized Contract Person Name: _____

Address: _____

Tel#: _____ Mobile#: _____ Fax#: _____

CNIC # _____

Email: _____

Signature & Thumb Impression: _____

Dated: _____

Firm's Seal:

ATTESTED BY NOTARY PUBLIC