

**Government of Pakistan**  
**(Privatisation Commission)**  
**Islamabad**  
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**TENDER NOTICE**

Privatisation Commission invites bids from reputed firms/ general order suppliers/ companies based in **Islamabad / Rawalpindi** and registered with Income Tax and Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for supply of below mentioned items till **30.06.2025**. Tender documents can be submitted upto **7<sup>th</sup> October, 2024 till 1200 hours** and will be opened on same day at 1245 hours in the Committee Room in presence of bidders/ representatives of firms.

- A. Office stationery.
- B. Computer Stationery (Toners).
- C. Miscellaneous/ Consumable store items.

**Terms and Conditions:**

1. **Single Stage: One Envelop Basis** procedure as per Rule 26 (a) of PPRA Rules, 2000 will be adopted.
2. The firm must supply items as per the given specification; quality and quantity.
3. Prices must be inclusive of General Sales Tax and effective till **30.06.2025**.
4. Income Tax and other taxes if applicable will be deducted at the time of payment according to the Laws/ Regulations.
5. Details of stationery, computer stationery (toners) and Miscellaneous/ Consumable items are attached with the tender documents and also downloaded from PPRA website [www.ppra.org.gov.pk](http://www.ppra.org.gov.pk) and Privatisation Commission's website [www.privatisation.gov.pk](http://www.privatisation.gov.pk)
6. Only those Bid(s) will be considered which would be submitted through **EPADS**. Manual submission not allowed.
7. Bidder(s) must submit Bank Draft/ Pay Order/ Call deposit amounting to Rs.75,000/- in each category mentioned at **serial A to C** in favor of Drawing and Disbursing Officer, Privatisation Commission, which will be refundable in case of non-acceptance of bid(s).
8. Incomplete offer/bid and /or rate of one or more items (s) left unquoted will be rejected.
9. All items must be according to the bidding/ prices quoted by the firms which will be delivered to this office by the firm/ vendor on their own expenses within three (3) days as and when supply order is placed by the Commission.
10. Firms must not be blacklisted from any Federal and/or Provincial Government Organization.
10. In case of any query, contact on given number during office hours.
11. Privatisation Commission has the right to reject any or all bids/proposals at any time prior to the acceptance of a bid/proposal under PPRA Rules.

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**Director (Admn)**  
Privatisation Commission,  
4<sup>th</sup> Floor, New Pak Secretariat (Kohsar Block),  
Sector F-5, Islamabad  
051-9205146-47

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**Government of Pakistan  
(Privatisation Commission)  
4<sup>th</sup> Floor, New Pak Secretariat, Kohsar Block,  
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<b>Tender document for</b>	<b>A. Office Stationery. B. Computer Stationery. C. Miscellaneous/ Consumable Items.</b>
<b>Total Pages</b>	<b>8</b>
<b>Detail of Pages</b>	<b>PAGE-1-2-General Instructions for Bidders PAGE-3-Contract Agreement PAGE-4-5-List of Office Stationery Page-6-List of Computer Stationery (Toners) Page-7-List of Miscellaneous/ Consumable Items Page-8-Check List</b>



**Government of Pakistan**  
**Ministry of Privatisation**  
**(Privatisation Commission)**

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<b>GENERAL INSTRUCTIONS &amp; CONDITIONS FOR THE BIDDERS FOR</b>	
	<b>A. OFFICE STATIONERY.</b> <b>B. COMPUTER STATIONERY.</b> <b>C. MISCELLANEOUS/ CONSUMABLE ITEMS.</b>
1.	Only those firms will be allowed to participate in the tender who has office in Islamabad / Rawalpindi and are General Sales Tax (GST) registered and have active National Tax Number (NTN). <b>Proof of office address, NTN certificate and GST Registration must be attached with the bid.</b>
2.	Bidder(s) must have sound financial position. Details of annual turnover for the last three years must be provided with the bid. The bidder shall have sufficient experience, well reputation and have the facility of telephone and transport for the supply of store in time to this office.
3.	Bidder(s) must submit Bank Draft/Pay Order / Call Deposit amounting to <b>Rs.75,000/-</b> of the bid value in each category mentioned at <b>serial No. A to C</b> in favour of <u>Drawing and Disbursing Officer, Privatisation Commission</u> which will be refundable in case of non-acceptance of bid. Bid(s) without bid security will not be considered at all and turned down. <b>Cheques shall not be accepted.</b>
4.	Firm(s) must provide a certificate on stamp paper that it has not been blacklisted by any Federal and/or Provincial Government organization.
5.	In case any clarification regarding quality and / or specification of item is required, the firm may approach General Section of the Privatisation Commission where reference items are available and can be inspected during office hours and before closing date of the bid.
6.	Only those Bid(s) will be considered which are submitted on the Privatisation Commission bid documents through <b>EPADS</b> . Manual submission not allowed.
7.	Firm shall quote rates for each and every item. No item be left blank. In case rate of item (s) is left unquoted/ blank, it will make the bid liable for cancellation and will be rejected out lightly.
8.	The offered price shall be in Pak Rupees and inclusive of all Government Taxes including GST. Income Tax will be deducted at source at the time of payment according to the Income Tax Laws/ Regulations and shall be valid for the tender period.
9.	<b>BID OPENING PROCEDURE.</b>
10.	<b>Single Stage One Envelop Basis</b> procedure will be adopted to evaluate the offer(s) in terms of Rule 36(a) of PPRA rules 2004. The bid shall comprise a single package. All Bids will be opened and evaluated in the light of rates quoted for the items as per quality standards/ specification of the item.
11.	The firm/agency who submits overall lowest financial bid will be selected.
12.	Sample of items shall be provided where ever required. The list of items will be provided for provision of samples for consideration of the Purchase Committee.
13.	Successful bidders should ensure timely supply of items according to the approved quality/standards/ specifications for the tender period as mentioned in the tender notice.
14.	Submission of any false statement/ Documents or concealing of information will disqualify the bidder.
15.	The quantity of the item(s) can vary as per the requirement / budget allocation of the Privatisation Commission.
16.	The delivery shall be completed within 03 days from the date of issuance of purchase/ supply order.
17.	All item(s) shall be delivered at the office of Privatisation Commission situated at 4th floor, New Pak Secretariat, Kohsar Block, Islamabad and will be inspected before accepting the supplied item(s). Those not found according to required specifications/standard/sample, shall not be accepted and returned there and then.
18.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
19.	If the firm fails to supply any or all the items in time as per quality/specifications/standards and required quantity, security deposit will be forfeited and supply order of specific item(s) will be issued to next lowest bidder(s) at the risk and cost of the selected bidder. Simultaneously action for blacklisting of the firm will also be initiated.
20.	If the supplier fails to deliver the items of specified specification, quality and quantity within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum up to 20% on the total value of the contract, shall be charged.
21.	The employer will open the tenders in the presence of the tenderers or their representatives who choose to attend the process on date, time and venue mentioned in tender notice.



22.	The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderers, in which case such correction shall have initialed by the person or persons signing the contract.
23.	No advance payment will be made for any kind of invoice.
24.	A separate agreement shall be executed with successful bidder (Sample of Agreement is provided in tender documents and uploaded on <a href="http://www.ppra.org.gov.pk">www.ppra.org.gov.pk</a> PPRA and <a href="http://www.privatisation.gov.pk">www.privatisation.gov.pk</a> Privatisation Commission website as well alongwith tender documents)
25.	The firm/agency shall provide prescribed items till 30 <sup>th</sup> June, 2025 as per contract awarded.
26.	Privatisation Commission has the right to reject any or all bids/proposals at any time prior to the acceptance of a bid/proposal under PPRA Rules.
27.	Tenders will be opened in Committee Room of Privatisation Commission situated at 4 <sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad.

(SIGNATURE & SEAL OF BIDDER)



## CONTRACT AGREEMENT

This Contract Agreement (hereinafter called the "Agreement") made on the day of \_\_\_\_\_ between Privatisation Commission, 4<sup>th</sup> Floor, New Pak Secretariat, Kohsar Block, Islamabad, hereinafter refer to as the purchaser/employer of the one part and \_\_\_\_\_ hereinafter refer to as the Supplier/contractor of the second part.

WHEREAS the purchaser is desirous that certain purchase of office stationery, computer stationery (toners) and miscellaneous/ consumable items shall be provided by the supplier and has accepted the offer / bid of supplier for the provision of such items till 30<sup>th</sup> June, 2025 and the supplier has agreed to supply the items to the Commission at the quoted rates and as per specification/ quality/ standard.

NOW this agreement witnesses as follow:

The terms and conditions of the agreement is as under: -

Clause 1. **Delivery:** The supplier shall deliver the items in accordance with the supply order at the office of Privatisation Commission situated at 4<sup>th</sup> Floor, Kohsar Block, New Pak Secretariat, Islamabad within (3) days from the date of issuance of Purchase Order/Supply Order.

Clause 2. **Inspection:** The assigned officer of Privatisation Commission shall examine and inspect the items at above mentioned address before accepting the supply.

Clause 3. **Supplier's Guarantee:** Supplier clearly undertakes that the items being supplied by it would be absolutely free from material and manufacturing defects and is in accordance with the specifications/ approved sample and quality. Items not found according to required specifications/ standard/ quality in accordance with the approved sample, as provided by supplier, shall not be accepted.

Clause 4. **Rates:-** Rates offered in the bid and approved by employer shall be valid up to 30<sup>th</sup> June, 2025. The contract period shall be extendable for a period of six months at the same rate(s) without any change in rate of items with the mutual consent of the supplier and employer.

Clause 5. **Warranty/Guarantee:** Warranty/Guarantee of the items shall be one (01) year, from the date of supply. Malfunctioning of item(s) within warranty period shall be replaced by the firm free of cost.

Clause 6. **Payment:** Payment will be made within one month after the receipt of invoices. No advance payment will be made for any kind of invoice. However, Privatisation Commission will arrange expeditious payments clearance on submission of invoices.

Clause 7. **Penalty for failure of Supply:** If the firm fails to supply any or all the items as per supply order the security amount will be forfeited. Incomplete-supplied items will be purchased on the risk and cost of the supplier. Besides, this process for blacklisting of the firm will also be initiated.

Clause 8. **Liquidated Damages:** If the supplier fails to deliver the items of specified specification and quality within the specified time, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum upto 20% on the total value of the contract, shall be charged.

Clause 9. The Supplier will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed terms of the agreement.

Clause 10. The employer may suspend the performance of any or all of the agreed terms and conditions by giving one month notice in writing to the agency.

IN WITNESS WHEREOF the parties here to have caused this Agreement to executed the day and the year first before written in accordance with their respective Laws.

Signature of the Supplier/contractor

Signature of Purchaser/ Employer

Name: - \_\_\_\_\_

CNIC:- \_\_\_\_\_

M/s. \_\_\_\_\_

Director (Admin)  
Privatisation Commission  
Islamabad

Witness No. 1

Witness No. 2

Signature:- \_\_\_\_\_

Signature:- \_\_\_\_\_

Name:- \_\_\_\_\_

Name:- \_\_\_\_\_

CNIC:- \_\_\_\_\_

CNIC: \_\_\_\_\_

**Government of Pakistan  
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**A. BID PROPOSAL FOR OFFICE STATIONARY**

<b>NAME OF FIRM</b>				
<b>COMPLETE ADDRESS</b>				
Telephone & Fax No.			National Tax Number (NTN)	
Vender No.			Sales Tax Registration No.	
Sr.#	Description	Quoted Rate	Quality/ Specification Being offered	Price inclusive GST
1	Ball Point Piano or Equivalent	Each		
2	Ball Point Uni Ball (Signo Simple) or Equivalent	-do-		
3	Box File A4 Size Superior Quality	-do-		
4	Butter fly Clip Medium/ Large	Per pkt		/
5	Calculator 12 Digit	each		
6	Dairy Register Printed No.12	Each		
7	Dak Pad Superior Quality	-do-		
8	Dak Book (70 pages)	-do-		
9	Dak Book Register Size	-do-		
10	Double Hole Punch Heavy Duty	-do-		
11	Drafting Pad Small (50 pages)	-do-		
12	Envelope SE-5-Brown	Per 100		
13	Envelope SE-6-Brown	-do-		
14	Envelope A-4 Size Brown	-do-		
15	Envelope Legal Size-Brown	-do-		
16	File Flapper Raxzine	Each		
17	File Tag	Per Bundle		
18	File plastic Separator A4 [10-sheets]/ [30-sheets]	Per Pkt		/
19	Fluid white (Correction Pen)	Each		
20	Gum stick 20 Grams UHU or Equivalent	-do-		
21	Highlighter (Superior Quality)	-do-		
22	Issue Register No.12	-do-		
23	Lead pencil Deer with Rubber or Equivalent	-do-		
24	L Shape Plastic Folder A4 Size	Per Pkt		
25	Log book [Copy size] (80 pages)	Each		
26	Marker Permanent	-do-		
27	Marker White Board	-do-		
28	Marker Schneider One Business 0.6 mm	-do-		
29	Multi Five Color Flag	Per Box		
30	Paper Clip Apex (30mm)	-do-		
31	Paper Cutter with Blade (Superior Quality)	Each		
32	Post it Pad 2x3 (yellow)	Per Box		
33	Post it Pad 3x3 (yellow)	-do-		
34	Packing Tape (2x35)	each		
35	Register Number-14	-do-		
36	Scissor (plastic Head Superior Steel)	-do-		
37	Scotch Tape 1 x 72	-do-		
38	Single Hole Paper Punch Steel with soft grip	-do-		
39	Stamp pad (superior quality)	-do-		
40	Stapler Machine (staple 20 pages)	-do-		



41	Stapler Machine Heavy Duty (50 LBN)	-do-		
42	Stapler Pin [heavy duty] 23/10	Per Pkt		
43	Stapler Pin [heavy duty] 23/13	-do-		
44	Stapler Pin [heavy duty] 23/15	-do-		
45	Stapler Pin [heavy duty] 23/17	-do-		
46	Stapler Pin [heavy duty] 23/24	-do-		
47	Stapler Pin 24/6	Per Box		
48	Stapler Pin Remover	-do-		
49	Summary Paper Imported A4-Rim-500 (80gm)	Per Ream		
50	Summary paper Imported Legal Size Rim-500 (80gm)	-do-		
51	Summary Paper imported A3-Rim (80gm)	-do-		

(SIGNATURE & SEAL OF BIDDER)



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**B. BID PROPOSAL FOR COMPUTER STATIONERY (TONERS)**

<b>NAME OF FIRM</b>	
<b>COMPLETE ADDRESS</b>	
Telephone & Fax No.	National Tax Number (NTN)
Vender No.	Sales Tax Registration No.

Sr.#	Description	Quoted Rate	Quality/ Specification Being offered	Price inclusive GST
1	Color Toner Set (HP CLJ 150a-119a YMCK-W2090-3A) (Set of 4) <b>(Original)</b>	Per Set		
2	Color Toner HP LaserJet Pro M452dn (CF410-14XC-Set of 4) <b>(Original)</b>	Per Set		
3	Toner Printer HP 2015 (Compatible)	each		
4	Toner Printer HP 2055d (Compatible)	-do-		
5	Toner Printer HP 400-Pro (Compatible)	-do-		
6	Toner Printer HP 402n (Compatible)	-do-		
7	Toner Printer HP 404dn <b>(Original/ Compatible)</b>	-do-		
8	Printer Toners HP 2015, 2055d, 400-Pro, 402n and 404dn <b>HP Refilling Pouch</b>	-do-		
9	Toner Photostate Machine Xerox-5855 <b>(Original/ Compatible)</b>	-do-		
10	Toner Photostate Machine Xerox-5890 <b>(Original/ Compatible)</b>	-do-		

(SIGNATURE & SEAL OF BIDDER)





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**C. BID PROPOSAL FOR MISCELLANEOUS/ CONSUMABLE ITEMS**

<b>NAME OF FIRM</b>	
<b>COMPLETE ADDRESS</b>	
Telephone & Fax No.	National Tax Number (NTN)
Vender No.	Sales Tax Registration No.

Sr.#	Description	Quoted Rate	Quality/ Specification Being offered	Price inclusive GST
1.	Air Freshener 300 ml	Each		
2.	Air Freshener (Airwick)	-do-		
3.	Bath Soap (Medium size)	-do-		
4.	Liquid Hand Wash 5000 ml	-do-		
5.	Duster Yellow Thick Cloth '24 x24'	-do-		
6.	Glint Original or Equivalent	-do-		
7.	Glint Steel Cleaner Original or Equivalent	-do-		
8.	Kiwi Revive-All Original or Equivalent	-do-		
9.	Tissue Box (2 ply x 200 sheet)	Per Box		
10.	Toilet Tissue Roll	Per Roll		
11.	Insect Killer-(Mortin) 500 ml or Equivalent	Each		
12.	Phenyl [Liquid] 2.75 liter or Equivalent	-do-		
13.	Vim/ Max Powder 250 gm	-do-		
14.	Vim/ Max Liquid Bottle Medium	-do-		
15.	Surf (small)	-do-		
16.	Sweep Original	-do-		
17.	Harpic Toilet Cleaner small or Equivalent	-do-		
18.	Bucket Plastic 20 liter (Superior Quality)	-do-		
19.	Wiper Large Size (Superior Quality)	-do-		
20.	Dry Mop	-do-		
21.	Puchara (Large Size with steel Handle)	-do-		
22.	Broom (Bansi)	-do-		
23.	Flower Broom	-do-		
24.	Scotch Brite with Foam	-do-		
25.	Electric Kettle (1.7 liter) Superior	-do-		
26.	Electric Remote Call Bell	-do-		
27.	Dust Bin Plastic (15 liter)	-do-		
28.	Tumbler (Good Quality)	-do-		
29.	Tea Set (Superior Quality)	Per Set		
30.	Tea Cups with Saucer (Good Quality)	Each		
31.	Serving Tray Plastic (Superior Quality) S/M/L	-do-		/ /
32.	Battery Cell AA	-do-		
33.	Battery Cell AAA	-do-		

(SIGNATURE & SEAL OF BIDDER)



**Government of Pakistan  
Privatisation Commission**

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DETAIL OF FINANCIAL INSTRUMENTS/CHECK LIST			
i	Pay Order/Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____	dated _____ of Bank _____ is attached in original as security deposit.	
ii	Validity of Bid is by _____		
iii	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).		
iv	Bank Account No _____	Name of Bank _____	
	Address _____		
v	Payment will be claimed on completion of 100% supply as per approved quality/ specifications.		
CHECK LIST			
1	Copy of National Tax Number (NTN) certificate	Yes	No
2	Copy of Sales Tax Registration certificate	Yes	No
3	Pay Order/ Bank Draft of Security deposit	Yes	No
4	Undertaking on the stamp paper that firm is not black listed by any Federal and/or Provincial Government organization	Yes	No
5	Documentary proves such as utility bill/ lease agreement/ ownership, where the office of the firm is situated may be attached.	Yes	No

(SIGNATURE & SEAL)

