

**TENDER NOTICE FOR PURCHASE OF STATIONERY &  
MISCELLANEOUS ITEMS (FINANCIAL YEAR 2024-2025)**

**TENDER NOTICE**

1. A **Federal Government Office** intends to purchase various Stationery & Miscellaneous items during the current financial year 2024-2025. Tender details / terms and conditions alongwith lists of Stationery & Miscellaneous items may be downloaded from PPRA's website [www.ppra.org.pk](http://www.ppra.org.pk) from 24-07-2024 to 09-08-2024.

**TERMS AND CONDITIONS FOR BIDDING**

2. The proposal must reach the office of "DD (Admn), Plot-132-137, Sector H-11/1, Near National Police Academy, Islamabad" on or before **09-08-2024** at **1100 hours** through registered posts / courier service i.e. sealed envelopes. **TO BE OPENED BY "ADDRESSEE ONLY"** must be written on the sealed envelope. Bid must be submitted on letter head of the bidders / firms / companies.

3. Technical and Financial proposals should be submitted in separate envelopes. **The word "Technical Proposal" and "Financial Proposal" being clearly written on the top left corner of the respective envelopes, according to single stage-two envelope procedure under Rule 36 (b) of PPRA Rules.**

4. Initially, only the envelope marked "**TECHNICAL PROPOSALS**" will be opened by a Committee on same date at **1200 hours** in same venue in the presence of bidders / their authorized representative.

**a. Criteria of Technical Proposal:**

i. Technical Proposal must accompany with a bid security of **Rs. 100,000/-** in favour of DDO of department in shape of pay order. Without pay order bid will be rejected. Bid security will be returned to unsuccessful bidders after completion of tender process, however, the pay order of successful bidder will retain / convert into performance guarantee / security.

ii. The firm must submit / attach copies of NTN & Sales Tax Registration Certificates, Active Tax Payer list issued by FBR, Islamabad, Bank IBAN / Account Number and Vendor Number Registered in AGPR, Islamabad. **All the relevant documents must be attached with "Technical Proposal"**

iii. An affidavit on Stamp Paper is required to be attached that firm has never been blacklisted from any Federal / Provincial procurement agencies.

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5. After the above Technical evaluation, financial proposals of technically qualified organizations / companies shall be opened only on a date time which will be announced subsequently.

**b. Criteria of Financial Proposal:**

- i. Rates of items shall be inclusive of all taxes.
- ii. The firm must quote at least 50% of whole items and brands must be mentioned with each quoted items.
- iii. Overwriting / cutting on quoted rate will not be considered and quoted rate shall remain effective till closing of financial year 2024-2025. The bidders will provide these items quarterly according to the demand of procuring agency.
- iv. Bid must be submitted on letter head of the bidder's firm / company on following format with stamp and signature:-

S.No.	Name of Items	Specification of items	Qty	Unit Price with GST

6. The bidders will be asked to provide samples of quoted items, firms failing to provide samples will be disqualified from the tendering process.

7. The bidders failing in complying with instructions of the Procurement Committee / management, **their bid security will be forfeited** and deposited into the Government treasury and the firm shall be **blacklisted**.

8. The successful bidders / firms shall be disqualified at any stage / time if information provided by the firm concerning the qualification of bids is false or materially inaccurate and incomplete.

9. In case of any dispute regarding the terms and condition and quality of items, decision of Competent Authority shall be considered as final.

10. The firms must have shops / offices in Rawalpindi & Islamabad with landline Telephone numbers.

11. Partial, incomplete, blank, conditional bids or bids received after specified date & time shall be rejected. Firms having mobile number (as reference) shall not be considered.

12. Procuring agency also reserves the right to increase or decrease the quantity of items proposed to be procured.

13. Successful bidder will be responsible to deliver the supply of items in Rawalpindi / Islamabad on their own expenses according to terms and conditions mentioned above.

14. Successful bidders will also sign a contract on a stamp paper according to the sample / format attached.

## FORMAT OF CONTRACT / AGREEMENT

SUPPLY OF \_\_\_\_\_ ITEMS TO \_\_\_\_\_ FOR CURRENT FINANCIAL YEAR 2024-2025

1. This agreement is made on date \_\_\_\_\_ between Federal Government Office, Plot No. 132-137, Sector H-11/1, Islamabad herein after referred as being the first party and the contractor M/s \_\_\_\_\_ referred as being the second party.

2. The first party has granted the contract to M/s \_\_\_\_\_ to supply stationery and other store items (miscellaneous items) to FGO, Islamabad for the financial year 2024-2025 under following terms and conditions:-

- a. The second party shall arrange the tender items strictly according to samples approved by the first party.
- b. The second party shall be responsible to change / replace the items which were not according to standard quality.
- c. The second party shall not be allowed to bargain with any staff of the first party.
- d. The second party shall not demand to change the rates of any of the items for the period of contract.
- e. The second party will provide these items quarterly according to the demand of the first party and the first party reserves the right to increase, decrease or cancel the demand order.
- f. The second party shall not demand lump-sum amount or any kind of advance payments, the payments shall be made according to the policy of Government as per rules in due time after the first party completes the supply or purchase / demand order.
- g. The second party shall not sublet or transfer the contract to any other firm or contractor or else the first party reserves the right to forfeit the bid security and initiate the process to blacklist the second party.
- h. The second party is bound to supply the tender items according to prescribed quality and quantity.
- i. The first party reserves the right to cancel the contract if the second party fails to provide the items in due time or the items provided are found below standard of samples already provided.

**Signature of first party representative**

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

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

**Signature of second party representative**

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

Position: \_\_\_\_\_

Address: \_\_\_\_\_

**TENDER LIST OF STATIONERY ITEMS FOR FINANCIAL YEAR 2024-2025**

S. No.	Name of Items	Specifications	Qty	Unit Price With GST
1	Ball Point (Mix Color)	0.8mm / Superior quality	Each	
2	Binder Clips	Medium	-do-	
3	Board Marker	2mm / Good quality	-do-	
4	Board Pin Colour	40 Pcs Pack	-do-	
5	Box File	A-4 Size, 300 pgs capacity, imported, blue color	-do-	
6	Calculator	Scientific, good quality	-do-	
7	Calculator	14 Digits, CT-9300	-do-	
8	Calculator	12 Digits, MJ 120	-do-	
9	Chit Pad	White colour 2x3	-do-	
10	Cloth Tape	Rexene 1½"	-do-	
11	Cloth Tape	Rexene 2"	-do-	
12	Cloth Tape	Rexene 3"	-do-	
13	Colour Paper Card	A-4 Size, Pkt of 100, Superior quality	1 Pkt	
14	Dak Folder	Leathered, green color	Each	
15	Dak Folder	Raxene, green color	-do-	
16	Draft Pad	Imported (Pocket size: 3"x4")	-do-	
17	Draft Pad	Imported (Medium), spiral	-do-	
18	Draft Pad	Imported (Small), A-7	-do-	
19	Duplicating Paper	A-4 Size	-do-	
20	Envelope	White, 7.5x5.5, 80gm	-do-	
21	Envelope	White, 9x4, 80 gm	-do-	
22	Envelope	White, 6x4, 80 gm	-do-	
23	Envelope A-4 Size	Brown Colour, 100 gm	-do-	
24	Envelope A-4 Size	White Colour, 100 gm	-do-	
25	Envelope Cloth File Size	Full Size with Cloth Brown Colour	-do-	
26	Envelope No. 6	Brown Colour, 80 gm	-do-	
27	Envelope No. 8	Brown Colour, 100 gm	-do-	

28	Envelope	Extra large, brown 120 gm	-do-	
29	Eraser	Size 4"x1.5"	-do-	
30	Engagment Stand	Legal Size, good quality	-do-	
31	Fax Roll 210x30mm	Panasonic 210x30mm Japan	-do-	
32	File Board A-4	A-4, Maximum Paper Product	-do-	
33	Flip Chart	Imported, white color	-do-	
34	File Saperater / Book Mark	Good quality	-do-	
35	File Tag Large	White Colour Extra Length	-do-	
36	File Tag Small	White Colour Normal Length 6"	-do-	
37	Fluid / Whito Pen	7ml	-do-	
38	Foot Scale	12" Steel	-do-	
39	Gum Bottle Medium	Medium Size, 142 Gram	-do-	
40	Gum Stick Medium	21 Gram, good quality	-do-	
41	Hand Diary with Cover	Medium, green, Leathered cover	Each	
42	Hand Diary with Cover	Small, green colour, leather cover	-do-	
43	Heavy Duty Stapler	300 Pages Capacity	-do-	
44	Highlighter	Piano / best qulity	-do-	
45	Ink Bottle	60ml	-do-	
46	Lead Pencil	GP-001 # 2 1/2 HB	-do-	
47	Leatheride table set	Leather / rexine	-do-	
48	Marble Table Set	9-10 Pcs	-do-	
49	Note Sheet Pad A-4	A-4 size Imported	-do-	
50	Paper Clip	30mm	-do-	
51	Paper Cutter	Good Quality	-do-	
52	Permanent Marker	2mm	-do-	
53	Post-it Pad / Sticky Note	Size: 2x3	-do-	
54	Post-it Pad / Sticky Note	Size: 3x3	-do-	
55	Post-it Pad / Sticky Note	Size: 3x5	-do-	
56	Punch Double Hole	Heavy duty	-do-	
57	Punch Single Hole	Heavy duty	-do-	
58	Pen Holder	Wooden	-do-	
59	Pen Jar	Steel, good quality	-do-	
60	Plastic File folder with clip	200 pages capacity, 2" Width, Legal size	-do-	
61	Packing Tap	2"	-do-	

62	Masking Tap	2"	-do-	
63	Red Paper Seal	1000 pcs	-do-	
64	Register No.12	Office Register 68 Gram	-do-	
65	Register No.8	Office Register 68 Gram	-do-	
66	Register No.6	Office Register 68 Gram	-do-	
67	Ring File / Folder	Good Quality	-do-	
68	Scissor	Good Quality, medium	-do-	
69	Scotch Tape	1"	-do-	
70	Scotch Tape	2"	-do-	
71	Sharpener	Good quality	-do-	
72	Stamp Pad	Size: 2x3, good quality	-do-	
73	Stamp Pad Ink	Blue,28.5ml	-do-	
74	Stapler Machine Medium	No. 203, No. 0306 good quality	-do-	
75	Stapler pin	23-13, Superior quality	-do-	
76	Stapler Pin	24/6, Superior quality	-do-	
77	Stapler Pin	23/113, Superior quality	-do-	
78	Stapler Pin Remover	0508B, Superior quality	-do-	
79	Summary Paper A-3	70 Gram, A3 Size, Imported	-do-	
80	Summary Paper A-4	70 Gram, Imported, AA / equivalent	-do-	
81	Summary Paper Legal	70 Gram, Legal, Imported	-do-	
82	Calendar Desk	Best quality	-do-	
83	Calendar Table	White	-do-	
84	Transparent Neon Colors	20 Sheets / Pad, 5 pads	-do-	
85	Transparent Sheet	A-4 Size, Hard Plastic	-do-	
86	Uniball	UB-157 / Superior quality	-do-	
87	Uniball 0.7	UM-120 / Superior quality	-do-	
88	Uniball 0.8	UR-200(08) / Superior quality	-do-	
89	Leather Folder with printed logo & fancy card	Black color, Size 12x9 (4 color printing).	-do-	



**TENDER LIST OF MISCELLANEOUS ITEMS FOR FINANCIAL YEAR 2024-2025**

S.No.	Name of Items	Specifications	Qty	Unit Price With GST
1	Acid	Tiger / equivalent	Each	
2	Air Freshener	300ML, cobra / equivalent	-do-	
3	Air Wick refill	Original	-do-	
4	Airfreshener / Body spray	Bold / equivalent	-do-	
5	Airfreshener	Asil, original / equivalent	-do-	
6	Ball Valve	1/2", brass good quality	-do-	
7	Ball Valve	3/4" brass	-do-	
8	Ball Valve	1" brass	-do-	
9	Ball Valve	1 1/2" brass	-do-	
10	Ball Valve	2", brass	-do-	
11	Brass polish	Kiwi or equivalent	-do-	
12	Breaker	20 Amp, good quality	-do-	
13	Breaker	32 Amp, good quality	-do-	
14	Broom flower	Superior quality	-do-	
15	Broom Bansi Jharo	Black Good Quality	Kg	
16	Brush bath	Good quality	Nos	
17	Battery Cell	AA	-do-	
18	Battery Cell	AAA	-do-	
19	Brush	5" good quality	-do-	
20	Call remote Bell complete	Electric, good quality	-do-	
21	Ceiling light	2x2, good quality	-do-	
22	Ceiling surface light	18W, 8", good quality	-do-	
23	Carosine oil	Good quality	1Ltr	
24	Cutlery set	Good quality	Set	
25	Duster cotton	Medium size	-do-	
26	Door closer	Good quality	-do-	
27	Dustbin	Plastic, medium size	-do-	
28	Duct Patti	1 1/2"	-do-	
29	Duct Patti	2"	-do-	
30	Door Lock, round golden	Brass, good quality	-do-	
31	Dimmer	China fitting / equivalent	-do-	
32	Dry Mop	Good quality	-do-	
33	Enamel Paint	Balti, large size, ICI or equivalent	Unit	
34	Emulsion Paint	Gallon	-do-	
35	Energy Saver / Led Bulb	24 watts	-do-	
36	Extention lead	5-6 points, good quality	-do-	
37	Enamel	Quarter, local	-do-	
38	Flag Pakistani	4x6, good cloth	-do-	
39	Flag with logo	4x6, good cloth	-do-	

S.No.	Name of Items	Specifications	Qty	Unit Price With GST
40	Flag rope	White, good quality	kg/bndl	
41	Fan Capacitor	3.5UF	Nos	
42	Glint Glass Cleaner	500 ML, original	-do-	
43	Hand Wash Liquid	Dove, 250 ML, / equivalent	-do-	
44	Jug	Toyonasic / equivelent	-do-	
45	Lemon Max liquid	125ML	-do-	
46	LED Tube Rod	4ft,	-do-	
47	Light plug	3x3, china	-do-	
48	Light plug box	3x3, plastic	-do-	
49	Max Soap	Medium size	-do-	
50	Muslim shower head	White, good quality	Unit	
51	Muslim shower complete	Complete set, white color	Set	
52	Multi Shoe	Good quality	Nos	
53	Marble floor polish	1kg	-do-	
54	Mortein Spray	300ML, good quality	-do-	
55	Narial Bansi	Long, good quality	-do-	
56	Nail steel	1 1/2"	Box	
57	Open Box	3x3, plastic	Nos	
58	Pochara complete	Good quality	-do-	
59	Pochara refill	400gm	-do-	
60	Plastic bag for dustbin	Transparent, good quality	1kg	
61	Power plug	Pakistani	-do-	
62	Power Plug	3x3, china	-do-	
63	Plaster of Paris	Good quality	Pkt	
64	Phenyal	Zick, 2.9 Ltr / equivalent	Nos	
65	Gas pipe	Good quality	Unit	
66	Roomi Tikki	Good quality	Box	
67	Red oxide color	400gm	Pkt	
68	Rawal plug	Plastic	Box	
69	Scotch Bright Foam	3mm, good quality	-do-	
70	Soap Bath	Dove / equivalent	-do-	
71	English Seat cover	IFO / equivelent	Unit	
72	Screw	6 No. 1 1/2"	Box	
73	Siphon set	IFO / equivelent	Unit	
74	Sandle clip	8 No.	-do-	
75	Spendil	Brass, superior quality	-do-	
76	Stamp Nylon	2-3 lines, good quality	-do-	
77	Stamp Nylon	4-5 lines, good quality	-do-	
78	Stamp Printy	Medium size, good quality	-do-	
79	Stamp Printy	Large size, good quality	-do-	
80	Scraper	Good quality	-do-	
81	Solution tap	Black / white color	-do-	



S.No.	Name of Items	Specifications	Qty	Unit Price With GST
82	Starter	Philips or equivalent	-do-	
83	Socket	China / switch kid / equivalent	-do-	
84	Three Pin shoe	Good quality	-do-	
85	Table Cloth	Green color	Mtr	
86	Tap head	Master / equivalent	-do-	
87	Waste pipe	Plastic	-do-	
88	Thermostate	Good quality	-do-	
89	Tiphon Tap	Good quality	-do-	
90	Tea cup with saucer	Good quality	-do-	
91	Tray, medium	Plastic, good quality	-do-	
92	Tissue Box	supreem / pop up, black box	-do-	
93	Tissue Box	Luxury, RP / equivalent	-do-	
94	Toilet Pump	Good quality	-do-	
95	Toilet Roll	RP / equivalent	-do-	
96	Towel	White, large size	-do-	
97	Tea spoon	Steel / good quality (6 pcs)	-do-	
98	Rice Spoon	Steel / good quality (6 pcs)	-do-	
99	Tea set	China / equivalent, Superior quality	-do-	
100	Tashtari / Saucer (for water glass)	Steel, good quality (6 pcs)	-do-	
101	Tea set	China / equivalent good quality	-do-	
102	Umbrella	Large size, good quality	-do-	
103	Vim Powder	400 gm	-do-	
104	Wire, 3/29	Single core, copper	Mtr	
105	Wire, 7/36	Double core, copper	-do-	
106	Wire, 40/76	Single core, copper	-do-	
107	Wall Mirror	12x12	-do-	
108	Water glass	Good quality	-do-	
109	Water Cooler	20 Ltr, Good quality	-do-	
110	Wiper	Large size, good quality	-do-	
111	Wall Clock	Medium size, good quality	-do-	
112	Water Set	Good quality	-do-	
113	Wall putti	Gallon	-do-	