



No.4.01/2024-2025-Log-I
Federal Public Service Commission
Aga Khan Road, F-5/1, Islamabad
Phone No.051-9212159

INVITATION TO E-BIDS THROUGH E-PADS
FOR PURCHASE OF STATIONERY/MISCELLANEOUS ITEMS/ TONERS
DURING THE FINANCIAL YEAR 2024-2025

In terms of PPRA S.R.O. 296(I)/2023, 27th February, 2023 title "E-Pak-Procurement Regulation 2023", Federal Public Service Commission (FPSC) intends to invite e-bids through E-Pak Acquisition and Disposal System (E-PADS), from firms/vendors/suppliers registered with Income Tax and Sales Tax Department for the cited procurement.

2. E-bidding documents containing detailed terms and conditions, specification and requirements etc., are available for the registered bidders on E-PADS at <https://eprocure.gov.pk> and on FPSC's website www.fpsc.gov.pk free of cost.
3. E-bids, prepared in accordance to the instructions contained in the bidding documents along with bid security instrument, and required documents; must be submitted by using E-PADS on or before **24th September, 2024 till 11:00 am**. Manual bids shall not be accepted. Electronic **Bids will be opened on the same day at 11:30 am**.
4. Scanned copies of all document shall be uploaded through E-PADS while submitting e-bid. However, bid security instrument amounting to Rs.500,000/- (Rupees five hundred thousand only) in form of Demand Draft / Pay Order (in original) and an affidavit on stamp paper that the firm has not been black listed at the time of submitting e-bid (in original) shall also be submitted in the office at Room No.14, Ground Floor, FPSC HQs, F-5/1, Aga Khan Road, Islamabad before closing time for submission of e-bid along with attested copies of other documents uploaded on E-PADS. Detail of documents is as follow:-
 - i. Bid security instrument amounting to Rs.500,000/- (Rupees five hundred thousand only) in form of Demand Draft / Pay Order.
 - ii. Three years' experience of supply of stationery/miscellaneous items/toners to Government departments along with proof of work/supply orders.
 - iii. Income tax returns of last three years with minimum transactions of five million turnover each year.
 - iv. Performance Certificate for supply of goods/items from at least three Government Departments
 - v. An affidavit on stamp paper of minimum worth Rs.50/- that the bidder has not been black listed from any Government Department/Organization
5. In case of any technical difficulty in using E-PADS, prospective bidders may contact PPRA Team, Director MIS, Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad Contact No.051-111-137-237.
6. FPSC reserves the right to reject all bids or proposals at any time prior to acceptance as provided under Rule 33 of Public Procurement Rules, 2004.

DIRECTOR (LOGISTICS)

7 FPSC 99 - 249 - 0

F.4.01/2024-2025-Log-I
FEDERAL PUBLIC SERVICE COMMISSION
Aga Khan Road, F-5/1, Islamabad

Subject: **BIDDING DOCUMENTS / INSTRUCTIONS TO THE BIDDERS IN RESPECT OF FPSC ANNUAL TENDER NOTICE FOR “PROVISION OF STATIONERY / MISCELLANEOUS ITEMS / TONERS”**

1. Introduction:

Federal Public Service Commission (FPSC) requires service of vendors/firms for supply of stationery/miscellaneous items/toners through open competitive e-bidding in pursuance of Rule 36(a) of Public Procurement Rules 2004 i.e. single stage – one envelope procedure and in accordance with S.R.O. 296(I)/2023, 27th February, 2023 title “E-Pak-Procurement Regulation 2023”.

1.1 Source of Funding:

Regular budget of FPSC for the Financial Year 2024-2025.

1.2 Scope of Work:

Supply of stationery, toners and miscellaneous items as per detail of item attached in Annexes LOI-I, LOI-II, LOI-III, LOI-IV and LOI-V.

2. Eligibility of Bidders:

- 2.1 The bidder is registered with PPRA e-Pak Acquisition and Disposal System E-PADS.
- 2.2 The bidder is registered with FBR for the purpose of Income Tax and Sales Tax Certificate of Registration shall be provided by the bidder.
- 2.3 The bidder has not been black listed from any Government Organization at the time of submission of e-bid. An affidavit to this effect shall be provided on stamp paper.
- 2.4 Bidder / firm / vendor shall have the office in Islamabad / Rawalpindi.
- 2.5 The bidder shall examine all instructions, terms and specification in the bidding documents. Failure to furnish any information required in the bidding documents shall be at the bidder’s risk and may result in the rejection of his/her e-bid.
- 2.6 The bidder shall produce information regarding their business as follow:
 - 2.6.1 Name and address of firm
 - 2.6.2 Active landline phone number
 - 2.6.3 Detail of Bank Account
 - 2.6.4 Year of establishment of firm
 - 2.6.5 NTN/GST certificate
 - 2.6.6 Certificate of Active Tax Payer
 - 2.6.7 Three years’ experience of supply stationery/miscellaneous items/toners to Government Departments with proof of work/supply orders followed by contract agreement.
 - 2.6.8 To prove the financial capacity, provide income tax returns of last three years with minimum transactions of five million turnover each year.
 - 2.6.9 Performance Certificate for supply of goods/items from at least three Government Departments/Organizations.

3. **Cost of Bid:**
 - 3.1 The bidder shall bear all costs associated with the preparation and submission of its e-bid, and the Procuring Agency shall in no case be responsible or liable for those costs.
4. **Form of Bid(s):**

The form, language and other requisites of bids shall be as follows:

 - 4.1 The e-bid shall be uploaded on E-PADS as prescribed in E-Pak Procurement <https://eprocure.gov.pk>
 - 4.2 Bid related documents or correspondence shall be made in English.
 - 4.3 Scanned copy of proper covering letter on printed letter head of the firm should be attached / uploaded. All pages of bids should be signed / shall bear official seal of the person authorized to sign / endorse.
5. **Submission of E-Bid (s)**
 - 5.1 Submission / opening of e-bids shall be through E-PADS in accordance with E-Pak Procurement Regulations, 2023.
 - 5.2 As per Rule 36(a) of Public Procurement Rules 2004 i.e. single stage – one envelope procedure, proposal for providing services for provision of stationery/miscellaneous items/toners shall be submitted.
6. **Opening and Evaluation of Bids:**
 - 6.1 Bids shall be opened through E-PADS by Purchase Committee of FPSC in accordance with E-Pak Procurement Regulation, 2023 **at 11:30 am on 24th September, 2024 (Tuesday).**
 - 6.2 An evaluation report of e-bids made in the light of criteria laid down as per bidding document shall be announced as provided under Rule 35 of PPRA Rules, 2004 before approval of the final recommendation by the Competent Authority.
7. **Clarification of Bids:**

No bid shall be allowed (By E-PADS) to be modified, altered or withdrawn after opening of the e-bid(s). Clarification (if any) shall follow Rule 31 of PPRA Rules 2004.
8. **Deadline for Submission of Bids:**
 - 8.1 E-bids must be uploaded on E-PADS on or before 24th September, 2024 11:00 am
 - 8.2 No bid shall be acceptable by hand / postal mail/fax/telegraph/email.
 - 8.3 After the deadline for submission of e-bids given above, no request for extension of time shall be entertained.
9. **Validity of Bid:**

All bids shall be valid up to 30.06.2025

10. Bid Price:

- 10.1 Bid price for provision of stationery / miscellaneous items /toners shall be quoted on the basis of units of quantity provided with each item.
- 10.2 Bid Price shall be quoted in Pakistani Rupees, inclusive of all kinds of applicable taxes during the Financial Year 2024-2025
- 10.3 The bidder shall be deemed to have obtained all related information as to requirement there to which may affect the bid price.
- 10.4 The bidder shall quote the prices of Goods/ Items according to specifications as provided in the list of items.
- 10.5 While tendering the e-bid for items, the present trend / inflation in the rate of goods in the market shall be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained at any stage of period of contract agreement.
- 10.6 The prices shall be quoted in the Pak Rupees.

11. Bid Security:

- 11.1 Each bidder shall upload scanned copy of the earnest money amounting to Rs.500,000/- (Rupees five hundred thousand only) on E-PADS in favour of Federal Public Service Commission in the form of Demand Draft/Pay Order drawn from any schedule bank and shall also submit (in original) in the office at Room No.14, Ground Floor, FPSC HQs, F-5/1, Aga Khan Road, Islamabad before closing time for submission of e-bid.
- 11.2 Cheque / Cash / CDR shall not be accepted.
- 11.3 Bidder shall be responsible to submit the original bid security instrument in form of Demand Draft / Pay Order in Room No.14 Ground Floor, FPSC HQs, F-5/1 Aga Khan Road, Islamabad before closing time of submission of e-bid.
- 11.4 Any e-bid not accompanied by the bid security shall be rejected.
- 11.4 Bid security shall be returned to the unsuccessful bidders on completion of bidding process.
- 11.5 Bid security of the successful bidder shall be discharged upon the bidder sign the contract agreement with FPSC and submission of performance security/guarantee from a Scheduled Bank.
- 11.6 The bid security shall be forfeited if:
 - 11.6.1 The bidder withdraws the bid during the period of e-bid validity.
 - 11.6.2 The bidder fails to enter into contract till the date intimated by the procuring agency i.e. FPSC.

12. Amendment in the Bidding Documents:

- 12.1 FPSC may at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing addendum for any reason, as provided under Rule 23(3) of Public Procurement Rules, 2004.
- 12.2 FPSC may at its discretion extend the deadline for submission of bids; as provided under Rule 27 of Public Procurement Rules, 2004.

13. Responsiveness of the Bids:

A bid shall be considered as non-responsive for not being generally in order if;

13.1 The e-bid is not found accompanied with required bid security.

13.2 The e-bid price is not inclusive of all taxes, duties etc.

13.3 Three years' experience of supply stationery/miscellaneous item/toners to Government Departments with proof of work/supply orders followed by contract agreement not provided.

13.4 To prove the financial capacity provide income tax returns of last three years with minimum transactions of five million turnover each year.

13.5 The e-bid is not accompanied with valid NTN/GST certificate.

13.6 The e-bid is not accompanied with proof of active tax payer.

13.7 The bid is found to be in contravention of any clause of bidding documents.

14. Clarification of Bidding Documents:

Interested bidder(s) requiring any clarifications regarding tender documents may send a query through E-PADS as per E-Pak Procurement Regulations, 2023 before last date for submission of bids.

15. Cost of Bidding:

The bidder shall bear all costs associated with preparation and submission of bids.

16. Performance Security/Guarantee:

After receipt of letter of acceptance, the successful bidder within 14 days shall deliver the procuring agency a performance security/guarantee equivalent to 3 (three) % of the estimated amount of contract in the shape of bank draft / pay order / bankers cheque issued by a scheduled bank.

17. Provision of samples:

17.1 The lowest bidder / successful bidder shall provide the sample of items free of charge where required before signing the contract agreement with FPSC.

17.2 FPSC shall retain the sample (s) of the successful bidder.

17.3 FPSC shall reject the bid if sample (s) where required, do not conform to specification prescribed in the bidding document.

18. Right Reserved:

As provided under Rule 33(1) of Public Procurement Rules 2004, FPSC reserves the right to reject all bids or proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders. The procuring agency shall upon request communicate to any bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.

- 19. Notification of Award:**
Prior to the award of contract, FPSC shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.
- 20. Completion Schedule:**
20.1 The bidder shall bear all costs associated with preparation and submission of bids.
20.2 Successful bidder shall be bound to provide the stationery/miscellaneous items/toners after signing of contract with FPSC.
20.3 Services contract shall be valid till 30.06.2025 from the date of its commencement.
20.4 FPSC shall provide the 10 days' time to the successful lowest bidder's for delivery of items required.
20.5 FPSC shall issue the purchase orders for stationery/miscellaneous items/toners on need basis.
- 21. Entry into Force of Performance of Service Contract:**
As provided vide Rule 44(a) of Public Procurement Rules 2004.
- 22. Blacklisting of Suppliers and Contractors:**
22.1 The Procuring Agency, at any stage can blacklist the bidder, suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices as per Rule-19 of PPR-2004 (amended).
22.2 The Procuring Agency shall give an opportunity of hearing with the notification, with recorded reasons to the bidders before such passed the orders.
- 23. Redressal of Grievances:**
As provided under Rule 48 of Public Procurement Rules, 2004.
- 24. Award of contract:**
FPSC will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous bidder provided that the such bidder is:
24.1 eligible in accordance with the provisions of PPRA rules.
24.2 determined to be qualified to perform the contract award satisfactorily.
- 25. Signing of contract:**
25.1 Promptly after notification of award, FPSC shall send the successful bidder the draft agreement, incorporating all terms and conditions of the contract.
25.2 Within 07 days of receipt of the Contract Agreement, both the successful Bidder and the Procuring Agency shall sign and date the Contract. The Procuring Agency shall issue Purchase/Supply/Work Order on signing of Contract and submission of performance security/guarantee by the firm/vendor/contractor.

25.3 If the successful Bidder, after completion of all codal formalities shows inability to sign the contract/refuse/accept the contract, then their Bid Security instrument shall be forfeited and the firm shall be blacklisted for a minimum period of six month, in such situation the procuring Agency may make the Award to the next lowest evaluated Bidder.

25.4 The Contract Agreement shall be made on Stamp Paper having minimum worth of Rs.50/-

26. Procuring Agency's Right to Vary Quantities at the Time of Award:

FPSC reserves the right at the time of issuance of purchase/supply order to increase or decrease the quantity of goods/items originally specified in the bidding documents without any change in the unit price or other terms and conditions of the bid and bidding documents.

27. These bidding documents are subject to all provisions of Public Procurement Rules, 2004 and S.R.O. 296(I)/2023, dated 27.02.2023 title "E-Pak Procurement Regulations, 2023" as and where applicable.

28. Technical Evaluation Criteria:

28.1 For the purpose of determining the lowest evaluation bid, facts other than price such as previous performances, previous experiences, financial soundness and such other details of the company.

28.2 The discretion, may consider appropriate shall be taken into consideration. The following merit point system for weighing Evaluation factors / criteria shall be applied for the Technical Evaluation of firms. The numbers of points allocated to each factor shall be specified the Technical Evaluation Report and qualifying criteria is 25 marks out of 25 marks.

S.No.	Parameters	Score / Marks	Remarks
1.	Three years' experience of supply stationery /miscellaneous items to Government Departments with proof of work/supply orders.	10	Firm which will not fulfil the criteria shall be given zero marks
2.	To prove the financial capacity, provide income tax returns of last three years with minimum transactions of five million turnover each year.	10	Firm which will not fulfil the criteria shall be given zero marks
3.	Performance Certificate for supply of goods/items from at least three Government Departments	05	Firm which will not fulfil the criteria shall be given zero marks
Note:			
i.	Firms/Vendors that meet the specified criteria at S.No.1 to 3 above shall be eligible on technical evaluation criteria.		
ii.	A score of 25 out of 25 is required to qualify the technical evaluation.		
iii.	Firms/Vendors must submit attested copies of the required documents at S.No.1 to 3 above and an affidavit on stamp paper of minimum worth Rs.50/- (in original) that the bidder has not been black listed from any Government Department/Organization at the time of submitting e-bid and original bid security instrument amounting to Rs.500,000/- (Rupees five hundred thousand only) in Room No. 14, Ground Floor, FPSC HQs, F-5/1 Aga Khan Road, Islamabad before closing deadline for e-bidding. Scanned copies of these documents shall also be uploaded on E-PADS while submitting e-bid, before the closing time for e-bid submission.		
iv.	Firms/Vendors that fail to submit the required documents listed above before the e-bid submission deadline shall be disqualified on technical grounds.		

28.3 The financial bids of technically accepted bidders shall be opened online as per procedure provided in the E-PADS by the Procuring Agency on 24th September, 2024 process of opening of bids shall be started at 11:30 am on the same day of closing of deadline for submission of e-bid and the financial bids found technically non-responsive shall not be considered as responsive bid.

29. Announcement of Technical Evaluation Report:

29.1 The procuring agency shall announce the scores of technical evaluation report before e-bid opening.

29.2 As per Rule 35 of PPR-2004 the Procuring Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of contract.

30. General Terms & Conditions:

30.1 In this contract the following General terms & Conditions shall be interpreted as indicated.

30.2 "The Procuring Agency" means the FPSC or the procuring agency advertised the Invitation to e-bids.

30.3 Invitation to e-bids for supply of stationery/ miscellaneous items / toners rates are invited from the reputed firms/vendors.

30.4 "The contract" means the agreement entered into between the procuring Agency and supplier, as mentioned in tender documents and PPR Rules 2004 (Amended).

30.5 The contract price means the price payable to the supplier under the contract for the full and proper performance of its contractual obligations.

30.6 "Goods" means Supply of Stationery/miscellaneous items/toners or other materials which the Contractor is required to supply to the Purchaser under the Contract.

30.7 The process of the tender shall be single stage one envelope method (*Technical & Financial bids*) as per Procurement Rule No. 36(a) PPR-2004 (*amended*).

30.8 The quantities mentioned in the bidding document are estimated and the Employer has full right to delete/reject any/whole items in full or part without assigning reason.

30.9 The Procuring Agency shall reserve the right to increase or decrease the quantity of goods/ Stationery/toners not more than 15% of the contract cost.

30.10 The bidder is bound to put / submit the rates item wise.

30.11 After Letter of Acceptance (LOA) the bidder may be asked to provide sample of the specific items free of charge for verification of quality and conformance to the specifications, before award of contract / purchase order.

- 30.12 The Committee may cancel Letter of Acceptance LOA if the sample provided by the bidder is of low quality and not matched or not as per specifications given in the bidding documents.
- 30.13 The Committee shall have the right to inspect and / or test the goods to confirm their conformity with respect to specifications mentioned in the Purchase Order.
- 30.14 Should any inspected or tested goods fail to conform to the specifications the Committee shall reject them and bidder shall replace the rejected goods.
- 30.15 All the Stationery items /miscellaneous items/toners supplied must conform to the specifications and samples.
- 30.16 All taxes shall be deducted from bill according to the Federal Govt. Rules.
- 30.17 E-bids accompanied by a scan copy of Bid Security Instrument i.e. Bank Draft / Pay Order of Rs.500,000/- (Rupees five hundred thousand only) for supply of stationery/miscellaneous items/toners in the name of Federal Public Service Commission as earnest money shall be submitted online on <https://eprocure.gov.pk> before deadline for submission of e-bid i.e. **24.09.2024 (Tuesday) till 11:00 am**, process of opening of bids shall be started at 11:30 A.M. on the same day.
- 30.18 If the Bidders's to whom the contract is awarded, refuses or neglect to execute the whole agreement/ contract/ some items agreement or fail to execute the supply/Work order fully/completed, the amount of performance guarantee/security shall be forfeited and purchase shall be made further 2nd lowest bidder.
- 30.19 The Contract is to be made on *Stamp Paper minimum worth of Rs.50/-*
- 30.20 The items / goods shall be supplied strictly in accordance with the specifications mentioned in the purchase / work order. In case the firm / bidder is held responsible for supplying the goods which fall below the standard specified in the purchase order, the firm / bidder shall be blacklisted and barred from participation in future tenders or fined or both. Procuring Agency reserves the right to impose any amount of penalty and / or forfeit the bid performance guarantee/security.
- 30.21 Procuring agency i.e. FPSC reserves the right to accept or reject any or all offers without assigning reason as per Procurement Rules No.33 PPR-2004 (amended).
- 30.22 Above these General Terms & Conditions shall apply to the extent that they are not superseded by provisions of other parts of the contract.

**31. List of items:
(Attached)**

**Director (Logistics)
FPSC**

FEDERAL PUBLIC SERVICE COMMISSION
Logistics Directorate

Annex [LOI-I]

**LIST OF ITEMS
FOR THE ANNUAL PURCHASE FOR FY 2024-2025**

A. PAPERS

S.No.	Name of Item	Unit of Quantity	Estimated Quantity Required
1.	Imported paper (size 8 ½" x 11 ½") 80 gsm Double A / BLC / Copymate Plus / Paper One	Ream	200
2.	Imported paper (size 8 ½" x 13 ½") 80 gsm Double A / BLC / Copymate Plus / Paper One	Ream	500
3.	Imported paper (size 8 ½" x 11 ½") 70 gsm Double A / BLC / Copymate Plus/ Paper One	Ream	3000
4.	Imported paper (size 8 ½" x 13 ½") 70 gsm Double A / BLC / Copymate Plus/ Paper One	Ream	6000
5.	Imported paper (size 11 ½" x 16 ½") 70 gsm Double A / BLC / Copymate Plus/ Paper One	Ream	10
6.	Local paper white butterfly (size 8 ½" x 11 ½") 80 gsm or equivalent	Ream	750
7.	Local paper white butterfly (size 8 ½" x 13 ½") 70 gsm or equivalent	Ream	750

FEDERAL PUBLIC SERVICE COMMISSION
Logistics Directorate

**LIST OF ITEMS
FOR THE ANNUAL PURCHASE FOR FY 2024-2025**

B. Copy Printer Inks / Master Rolls etc.

S.No.	Name of Item	Unit of Quantity	Estimated Quantity Required
1.	Copy Printer Ink – Risograph RZ 220 Ink Cartridge	No.	30
2.	Copy Printer Master Roll - Risograph RZ-220	No.	25
3.	RISO F II Type Black Ink (S-8113UA)	No.	50
4.	RISO F II Type Master Roll (S-8189UA)	No.	10
5.	Copy Printer Ink – CZ	No.	06
6.	Copy Printer Master Roll - CZ	No.	02

FEDERAL PUBLIC SERVICE COMMISSION
Logistics Directorate

**LIST OF ITEMS
FOR THE ANNUAL PURCHASE FOR FY 2024-2025**

C. Toners for Laser Printers / Photo Copiers / Fax Machine

S.No.	Name of Item	Unit of Quantity	Estimated Quantity Required
1.	Toner for Laser Printer HP-2612 (12A)	No.	15
2.	Toner for Laser Printer HP-2055d (5A)	No.	5
3.	Toner for Laser Printer HP-400 (80A)	No.	10
4.	Toner for Laser Printer HP-83A	No.	50
5.	Toner for Laser Printer HP-32A	No.	2
6.	Toner for Laser Printer HP-131A	No.	2
7.	Toner for Laser Printer HP-17A	No.	5
8.	Toner for HP Laser Printer Jet 90A	No.	6
9.	Toner for HP Laser Jet 147A	No.	7
10.	Toner for Photocopier Machine Konica Minolta 654	No.	6
11.	Toner for Photocopier Machine Konica Minolta TN367	No.	2
12.	Toner for Photocopier Machine Cannon 6265/6565i	No.	4
13.	Toner for Fax Machine Ricoh SP-212 SFNW	No.	5
14.	Drum unit XEROX Laser Printer HP-3330	No.	3
15.	Laser Jet Imaging Drum Unit HP-32A	No.	1
16.	HP 19A Laserjet Imaging Drum Unit	No.	5

FEDERAL PUBLIC SERVICE COMMISSION

Logistics Directorate

LIST OF ITEMS
FOR THE ANNUAL PURCHASE FOR FY 2024-2025D. Stationery items

S.No.	Name of Item	Unit of Quantity	Estimated Quantity Required
1.	Pilot BP-1RT Blue Medium (Blue/Red/Black) or equivalent	No.	1000
2.	Ball Point (Piano yellow barrel) (Blue/Red/Black) or equivalent	No.	1000
3.	Piano fineliner XL or equivalent	No.	200
4.	Pinao fineliner easy grip or equivalent	No.	200
5.	Sensa Binding Sheet (size 8 ½" x 11 ½") size or equivalent (Packet = 100 sheets)	Packet	5
6.	Sensa Binding Sheet (size 8 ½" x 13 ½") or equivalent (Packet = 100 sheets)		5
7.	Sensa Yellowish Tape width = 3 inch Length =200 yards or equivalent	No	200
8.	Sensa Transparent Scotch Tape width = 1 inch Length =200 yards or equivalent	No.	1000
9.	Sensa Transparent Scotch Tape width = 3 inch Length =200 yards or equivalent		500
10.	Sensa High Lighter or equivalent	No.	250
11.	Sensa Red Rubber Band (666) or equivalent	Packet	25
12.	Sensa Double Sided Foam Tape one inch or equivalent	No.	5
13.	Sensa Stapler Pin 24/6 or equivalent	Packet	2000
14.	Sensa Standard Stapler 24/6 or equivalent	No.	250
15.	Sensa Masking Tape Milky White width = 2 inch Length = 40 yards or equivalent	No.	300
16.	Sensa Cloth Binding Tape width = 3 inch Length = 10 yards or equivalent	No	50
17.	Sensa Cloth Binding Tape width = 2 inch Length = 10 yards or equivalent	No.	50
18.	Sensa Table Set Black 9 Pcs or equivalent	No.	10
19.	Sensa silver steel ruler 12" or equivalent	No.	50
20.	Sensa Glue Stick 8 gram or equivalent	No.	250
21.	Sensa Glue Stick 15 gram or equivalent	No.	250
22.	Sensa Glue Stick 22 gram or equivalent	No.	250
23.	Pelikan/Parker Fountain Pen Ink 30ml or equivalent	No.	20
24.	Deli Rotary Pencil Sharpener 0616B or equivalent	No.	20

25.	Deli Student Graphite Lead Pencil 38029 or equivalent	No.	500
26.	Oro Granite Lead Pencil HB Art # 511 or equivalent	No.	1000
27.	Piano Premium with Eraser Hb Pencil	No.	500
28.	ORO Sharpedge Sharpeners Pack of 50 or equivalent	Packet	20
29.	Piano Wipe-Easy Whiteboard Marker or equivalent (Blue/Black/Red/Green)	No.	100
30.	Piano Permanent Marker Round Tip 90 or equivalent (Blue/Black/Red/Green)	No.	100
31.	Adx Liquid Glue 120 ml or equivalent	No.	500
32.	Binder Clips Black 1 inch	No.	300
33.	Citizen Basic Calculator 12 Digits CT912 or equivalent	No.	20
34.	Sensa Punch Machine 445 double hole or equivalent	No.	20
35.	Sensa Punch Machine 449 double hole or equivalent	No.	10
36.	Sensa Water Damper # 721 or equivalent	No.	100
37.	Sensa Staple Pin Remover # 012 Small or equivalent	No.	50
38.	Carbon Paper 100 Sheets 21cm x 33cm	Packet	10
39.	Deli Numbering Machine 6 Digit #7506 or equivalent	No.	10
40.	Deli Numbering Machine Ink Black (7521)	No.	20
41.	Sensa Scissor 105 (10") or equivalent	No.	100
42.	Pelikan Note Pad - Sticky Note Pad (50 mm x 75mm) (100 No. Packet) or equivalent	Packet	200
43.	Pakistan Table Flag, Stainless Steel, Embroidered Velvet Executive Look	No.	20
44.	Sensa Stamp Pad Ink or equivalent (Blue/Black)	No.	1000
45.	Shiny Non Porous Stamp Pad Ink 15 ml (Blue/Black) or equivalent	No.	25
46.	Sensa Premier Stamp Pad Steel Body (Blue/Black/Red) or equivalent	No.	250
47.	White Chalk Box Pack of 50 Nos. of chalk	Packet	500
48.	Piano Correction Pen (white) or equivalent	No.	300
49.	Piano Factis Erasers WR-01 or equivalent	No.	500
50.	Deli Adhesive Correction Tape 5 mm x 6 mm or equivalent	No.	200
51.	Picasso Checking Pencils 2 In 1 Color (Blue / Red) or equivalent	No.	500
52.	Cloth lined envelop white 100 gsm paper size 11 inch x 15 inch	No.	3500
53.	Cloth lined envelop Khaki 100 gsm paper size 5 ½ inch x 15 inch	No.	2000
54.	Envelop craft Paper Khaki 11 inch x 15 inch	No.	1500
55.	Envelop craft Paper Khaki 4 inch x 9 inch	No.	20000

56.	Envelop craft Paper Khaki 5 inch x 11 inch	No.	20000
57.	Envelop craft Paper Khaki 5 ½ inch x 15 inch	No.	1000
58.	Envelop white 100 gsm size A4	No.	2000
59.	Envelop white 100 gsm SE-8	No.	2000
60.	Envelop white 100 gsm size 4 inch x 6 inch	No.	500
61.	Envelop white 100 gsm size 4 inch x 9 inch	No.	2000
62.	Envelop white 100 gsm size 5 ½ inch x 7 ½ inch	No.	1000
63.	File Board size 9 ½ inch x 12 ½ inch superior quality	No.	10000
64.	File Board size 9 ½ inch x 15 ½ inch superior quality	No.	5000
65.	Sensa Paper Cutter Blade or equivalent	No.	100
66.	Dak book for Dispatch Rider	No.	20
67.	Cotton Large Yellow Dust/Duster Cloth Size: 24" x 14"	No.	4000
68.	Cotton Large white Cloth Size: 24" x 14"	No.	1000
69.	Executive Box File - Legal Size Box file with removable clips.	No.	100
70.	Ring File Folder Plastic A4	No.	100
71.	File Flapper Rexene	No.	8000
72.	USB 3.0/3.2 flash drive 64 GB	No.	100
73.	Gum (142 ml)	No.	3000
74.	Single One Hole Punch Machine (Large) arm length 7 inch	No.	300
75.	Fuji 100 Pages heavy duty stapler machine or equivalent	No.	15
76.	Log book for staff car	No.	30
77.	Marker 0.3mm (Tempo) Blue/Black or equivalent	No.	3000
78.	Uni Ball Signo Gel Pen 0.7mm	No.	500
79.	Uniball Eye Micro Rollerball Round Tip Pen UB-150 – Blue/Red/Black/Breen	No.	500
80.	Uni-ball Vision Elite Pen-Roller ball Blue/Black/Red/Green	No.	200
81.	Rosa Hand Sewing/Stitching Needles Stainless steel size 3 ½ inch or equivalent	No.	500
82.	Note Sheet Pad - 80 sheets of F/S Size - Green Ledger Paper 75 gsm or equivalent	No.	500
83.	3 Flower Gem Clip 36mm or equivalent	Packet	100
84.	Post it Sticky Flags, 100 Sheets, 5 colors, 45 mm x 12mm or equivalent	Packet	50
85.	M&G Neon Sticky Flags 5 Colours size 48 mm x 12 mm or equivalent	Packet	50
86.	2" Diameter Certificate Seals Red made of Red foil self-adhesive paper (Pack of 100 each)	Packet	200
87.	Lucky Stock Register No.12 or equivalent	Each	30
88.	Lucky Ledger Register No.12 or equivalent	Each	30
89.	Accounts Register (Tayyaba) No.12 or equivalent	Each	15
90.	Lucky Stock Register No.06 or equivalent	Each	10

91.	Lucky Ledger Register No.06 or equivalent	Each	10
92.	Accounts Register (Tayyaba) No.06 or equivalent	Each	10
93.	Transparent Plastic Shopping Bag Size 18 inch × 26 inch	Kg	300
94.	File Tags 6 inches Pack of 50 each	Each	4000
95.	Tape Dispenser Sensa (Carton Sealer) 3 inch or equivalent	No.	05
96.	Tape Dispenser Sensa (Carton Sealer) 2 inch or equivalent	No.	05
97.	Tape Dispenser Sensa (Carton Sealer) 1 inch or equivalent	No.	06
98.	White/off white parcel cotton/latha cloth bleached with 54 inch width Superior quality	Meter	10000
99.	Thick Craft Paper Sheet of 130 gsm– 36 inch x 56 inch	Ream	30
100.	White paper 80 gsm 20 inch x 30 inch	Ream	15
101.	Round Metal Mesh Waste Paper Basket (Length 10 ½ inch 9 inch hole)	No.	50
102.	White Cotton Yarn Ball	Kg	2
103.	White Cotton three Cord/Dori Thread (1.5MM), For Hand Knitting, Packaging Type: Reel Approximate length 200 yards	No.	1000
104.	Matt Sticker Sheets - A4 100g (Ream = 500 sheets)	Ream	10
105.	Office Desk Organizer Tidy 4 Set - 3 Tier A4 Letter Tray, Pen Pot, Sticky Note Holder, Letter Sorter, Black	No.	50
106.	CR-80 ID card size measuring 85.60mm by 53.98mm (3.370 inches by 2.2125 inches), thickness of card 0.030 inches, or 30 mil with printing of employees particulars with photo graph on both side of the PVC cards	No.	200
107.	Shiny Printer S-844 with printed stamp of names etc. as per sample provided	No.	10
108.	Shiny Printer S-842 with printed stamp of names etc. as per sample provided	No.	20
109.	Jinhao X450/X159 Fountain Pen	No.	10
110.	Hero 329-2 Fountain Pen Arrow Vintage Ink Pen	No.	20
111.	Peon Book standard	No.	1000
112.	Diary Register standard	No.	200
113.	Zipper envelop 6 inch x 8 inch	Kg	10
114.	Zipper envelop 2 ½ inch x 3 inch	Kg	2
115.	Alphabetical index account register (200 pages minimum) with debit credit entries for financial transactions on 70 gsm imported paper with strong thread binding.	No.	10

FEDERAL PUBLIC SERVICE COMMISSION

Logistics Directorate

LIST OF ITEMS
FOR THE ANNUAL PURCHASE FOR FY 2024-2025E. Miscellaneous items

S.No.	Name of Item	Unit of Quantity	Estimated Quantity Required
1.	Brown long lasting hard broom	Kg	100
2.	Flower broom with stick	Kg	40
3.	Sweep Toilet Cleaner 1 liter bottle or equivalent	Bottles	800
4.	Harpic Toilet Cleaner Original 450ml or equivalent	Bottles	1000
5.	Roomi Air Fresheners or equivalent	No.	700
6.	Air freshener cobra 300 ml or equivalent	No.	500
7.	Insect killer cobra 300 ml or equivalent	No.	200
8.	Candle 150 gram	No.	1000
9.	Candle 100 gram	No.	1000
10.	Battery cell size AAA	No.	200
11.	Battery cell size AA	No.	1000
12.	Battery cell size D	No.	20
13.	Battery cell size A23	No.	40
14.	Scotch brite Floor Cleaning Cotton Mop 4 feet Long Iron Rod, 20 inches Blade or equivalent	No.	100
15.	Electric Kettle 1.8 Litre Stainless Steel 220V Electric Water Kettles 1500W Power 360 Degree Rotating Base Kettle	No.	20
16.	Scotch brite 3 in 1 Floor Scrub Brush with Squeegee, Floor Brush Scrubber with Long Handle, Bathroom Kitchen Crevice Cleaning Brush with Squeegee, 120° Triangular Rotating Brush Head for Cleaning Wall Deck Tile or equivalent	No.	20
17.	Scotch brite glass and window cleaner 500 ml or equivalent	No.	50
18.	Lux soap 49 gram or equivalent	No.	500
19.	Lux soap 98 gram or equivalent	No.	500
20.	Sunrise liquid soap / black silk liquid soap or any other brand having good quality for use in liquid soap dispensers	Gallon	50
21.	Vim Dish wash Powder - 450gm or equivalent	Packet	500
22.	Surf Excel Washing Powder Pouch 35 Gm or equivalent	Packet	500
23.	Electric Light Plug	No.	50

24.	Electric Power Plug	No.	25
25.	Plastic Dori for Packaging of Material	Kg	500
26.	Finis Phenyl Concentrate - 225ml or equivalent	No.	1000
27.	Nestle water 19 litre (refill) or equivalent	bottles	120
28.	Nestle/Aqua Fina Pure Life Water 500ml	Bottles	1000
29.	Round White Phenyl Tablets for Toilet	Kg	15
30.	Lifebuoy soap 70 gram or equivalent	No.	500
31.	Scotch-Brite Squeegee Large + stick, All-Purpose Squeegee, Mop Floor Wiper for Bathroom Household Cleaning Tool or equivalent	No.	100
32.	Scotch-Brite Indoor Broom, Green or equivalent	No.	100
33.	Scotch Brite Wiper Heavy Duty 43cm or equivalent	No.	100
34.	Scotch Brite Easy Cleaner Wiper 33CM or equivalent	No.	100
35.	Scotch Brite Toilet Brush Set or equivalent	No.	100
36.	Scotch-Brite Classic Scrub Sponge or equivalent	No.	200
37.	Scotch-Brit Floor Butterfly Mop or equivalent	No.	200
38.	Scotch-Brite Stainless Steel Scrubbing Pad or equivalent	No.	100
39.	Vim dish wash soap 60 gram equivalent	No.	200
40.	Kitchen sponge with scotch brite over white background or equivalent	No.	100
41.	Max bar soap 85 gram	No.	100
42.	Sogo Wireless Digital Door Bell or equivalent	No.	20
43.	Touch control LED desk lamp Modern Compact size Foldable lamp Dimmable operated touch lamp for Office desk light	No.	20
44.	Ceramic 6 Piece Tea Cup & Saucer superior quality	No.	20
45.	Short Dinner set 32 pieces in ceramic / melamine superior quality	No.	10
46.	Stainless Steel Dinner Spoon Set - Pack of 6 superior quality	Packet	10
47.	Stainless Steel tea Spoon Set - Pack of 6 superior quality	Packet	10
48.	Stainless Steel Fork Set - Pack of 6 superior quality	Packet	10
49.	Rose Petal Luxury Ultra Soft Facial Tissues - 70 pulls (3 ply) or equivalent	No.	1000
50.	Rose Petal Pop Up Ultrasoft Facial Tissues - 150 pulls (2 ply) or equivalent	No.	1000
51.	Rose Petal Maxob (10's Pack) Toilet Roll or equivalent	Packet	100
52.	Wire 3/29	Coil Roll	5
53.	Philips/Paklite/Osaka LED light 4 feet or equivalent	No.	200

54.	Philips/Pak Lite/Osaka LED Square shape SM PL 18 watt (size 8 inch) [LED surface mounted panel light] or equivalent.	No.	100
55.	Philips/Pak Lite/Osaka LED round shape SM PL 18 watt (size 8 inch) [LED surface mounted panel light] or equivalent.	No.	100
56.	Thermos one liter	No.	10
57.	Towel white (cotton) 28 inch x 54 inch	No.	100
58.	Paklight/Philips Tube Rod 4 feet or equivalent	No.	100
59.	Wall clock (Champion/Seiko)	No.	10
60.	Umbrella full size (Black color)	No.	10
61.	Glass Jug with Lid 1.5Ltr – Transparent superior quality	No.	50
62.	Water Glass size 280 ml to 300 ml Transparent superior quality	No.	250
63.	National Flag size 4 feet x 6 feet (As per Govt. Instructions) superior quality	No.	02
64.	Bush 3 way Extension Lead with universal sockets or equivalent superior quality	No.	25
65.	Green office table cloth	Meter	100
66.	Table Glass Transparent 6mm superior quality	Sq. Feet	100
67.	Table Glass Brown 6mm	Sq. Feet	100
68.	Adjustable aluminum ally automatic door closer, mute adjustable automatically surface mounted auto closing door, self closing for middle weight door	No.	25
69.	Mouse & Rat Glue Board	No.	100
70.	Personalized black printed office wall name plate on 12 mm glass size 5 inch x 14 inch adjustable with two stainless steel legs of ½ inch on wall	No.	50
71.	Mouse Pad 7 inch x 9 inch approximately	No.	100
72.	Electric on/office switch	No.	100
73.	Electric two pin socket	No.	100
74.	Electric fan dimmer	No.	100
75.	Osaka PVC Solution Tape (black/white/red) or equivalent	No.	30
76.	2.5 ceiling fan capacitor	No.	20
77.	Large size 3 cycle lock black	No.	40
78.	Door handle lock	No.	20
79.	AR 1000 Liquid Dispensing solution (Aurora Series) or equivalent of superior quality	No.	20
80.	Transparent Plastic Polythene Peel - Seal Bags - Self Seal Packing size 10 inch x 14 inch	Kg	10
81.	Polypropylene (PP) Woven Bags (Green / White) Bag Capacity = 50 kg (Minimum approximate size 22 inch x 36 inch)	No.	2500
82.	Dust covers for laser printers standard size	No.	60
83.	Dust covers for two tons split AC units standard size	No.	30

84.	A4 tech/Logitech keyboard or equivalent	No.	50
85.	A4 tech/Logitech computer mouse or equivalent	No.	50
86.	UTP cable	Roll	02
87.	Computer power cables	No.	20
88.	A4 tech/Logitech head phones or equivalent	No.	20
89.	USB cable Type-B Minimum length = 2 meter	No.	10
90.	USB cable Type-C Minimum length = 2 meter	No.	10
91.	TP Link wifi range extender	No.	5
92.	HDMI Cable Ultra High Speed 8K minimum length = 2 meters	No.	5
93.	Laptop charger	No.	5
94.	Laptop batteries	No.	5
95.	Samsung micro SD Card 256 GB or equivalent	No.	10
96.	A4 tech/Logitech wireless keyboard or equivalent	No.	10
97.	A4 tech/Logitech wireless computer mouse or equivalent	No.	10
98.	Garbage bags for dustbin size 24 inch x 36 inch	No.	40
99.	Garbage bags for dustbin size 18 inch x 24 inch	No.	60
100.	Digit lock quality leather office file bag standard size	No.	15
101.	Customize office shield in green monogram of FPSC and writing in black on the golden sheet of brass with stand and box (approximate size of shield 6 inch x 8 inch)	No.	10
102.	Car wash shampoo bottles 400-500 ml approximately	No.	200
103.	Car Tyre Cleaning Brush	No.	20
104.	Kiwi Auto Shine Soft Wax Car Polish with Silicone and UV Protection 83g or equivalent	No.	20
105.	Microfiber Towel cleaner duster for car care double side minimum size 12 inch x 18 inch	No.	25