

F.No.3(1)Gen/BOI/2024-2025  
PRIME MINISTER'S OFFICE  
BOARD OF INVESTMENT

6<sup>th</sup> Floor, Kohsar TUV, Pak Secretariat  
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R-P#77-84/c.

**TENDER NOTICE**

Sealed tenders are invited from the reputed firms/ suppliers having registration with SECP & FBR for supply / provision of items / services to Board of Investment, Prime Minister's Office, Islamabad for FY 2024-2025. The tender bids should reach the undersigned latest by 14-11-2024 which will be opened on the same day at 1400 hrs. Detail of CDR for each category is given as under:

S. #	Tender Description	Call Deposit
1	Office / Computer Stationery items	Rs.150,000.00
2	Miscellaneous Items / Customized give away items	Rs.100,000.00
3	Courier Service	Rs.50,000.00
4	Hiring of sound, interpreter systems and public address systems for conference / seminars / workshop / symposia	Rs.50,000.00

2. Interested vendors are requested to submit their rates which should be valid till 30-06-2025 on the following terms and conditions:-

1. Income tax and other government taxes will be deducted at source as per rules.
2. GST and AGPR Vendor number should be clearly written on the tender documents. The tenders without GST and AGPR Vendor number will not be entertained.
3. Tender documents for each category can be obtained from office of the General Section, Board of Investment, 6<sup>th</sup> Floor, Kohsar (TUV) Pak Secretariat, Islamabad during office hours (8:30 to 4:30hrs).
4. No tender will be accepted without Call Deposit of the quoted bid in the form of bank draft or pay order in favor of **Director (Administration)** Board of Investment, Islamabad and call deposit of successful bidders will be kept with this office up to 30<sup>th</sup> June, 2025. Cheques will not be accepted in any case.
5. The rates quoted by firms / suppliers will remain valid till 30<sup>th</sup> June, 2025. The firms which will quote the lowest rates will have no right to take back the call deposit or to reduce the same or to withdraw from the tender. Rates should be quoted in Pak Rupees. Prices shall not be linked with dollar or any other currency.
6. The procurement will be made from time to time as per requirement.
7. The tenders received after the deadline will not be entertained.
8. The tenders will be evaluated in the light of PPRA Rules 2004 and the instructions issued from PPRA from time to time.
9. The competent authority reserves the right to accept or reject the whole tender or a portion of tender as per PPRA Rules 2004.
10. Black listed firms are not eligible to participate in bidding process.
11. The bidding firms must have office in Islamabad or Rawalpindi.

(Lat Dino) Sg

Director (Admin)  
Tel #: 051-9206160



19  
2024

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**TENDER DOCUMENT  
2024-2025  
FOR OFFICE / COMPUTER  
STATIONERY**



**FORM OF BID**

**TENDER DOCUMENT FOR PURCHASE OF OFFICE / COMPUTER STATIONERY ITEMS  
DURING THE FINANCIAL YEAR 2024-2025**

S. #	NAME OF ITEMS	Unit Price Rate without GST
A.	<b><u>OFFICE STATIONERY</u></b>	
1.	Attendance Register 06 No.(Tayyba)	
2.	Ball Point Piano 0.8mm Grip (Unit price)	
3.	Ball Point clutch Picasso (Unit price)	
4.	Ball Point clutch Picasso (Grip) (Unit price)	
5.	Calculator Casio DJ-240 14 Digit	
6.	Draft Pad Lucky 5X9 rulled	
7.	Draft Pad Alpha size 5X9 rulled	
8.	Draft Pad Lucky A-4 (rulled) 60 sheets	
9.	Dispatch Register # 8	
10.	Dak pad folder Decent Brand (Rexine) fine quality with lock & velvet.	
11.	Data Bank folder with two ring and pocket inside	
12.	Exclusive International Folders with clip and lock	
13.	Engagement / Schedule Stand 2mm thick acrylic plastic A/4	
14.	Eraser / Rubber (AL-30) Pelikan (Unit price)	
15.	Eraser / Rubber (AL-20) Pelikan (Unit price)	
16.	Eraser / Rubber (DG-30) (Unit price)	
17.	Envelops SE-8 (80 grams china Khaki)	
18.	Envelops SE-6 (80 Grams) China Khaki	
19.	Envelops SE-5 (80 Grams) China Khaki	
20.	Envelops with cloth pasted in side Size SE-8 (File size)	
21.	File Board Legal Size Fine quality	
22.	File Tags small (bundle of 50)	
23.	File Tags bundle of 50 Nos. (large)	
24.	Foot Scale (Steel) China	
25.	File cover double paste Legal size made of ivory fine glazed card with eye-lid in the left corner with government logo	





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S. #	NAME OF ITEMS	Unit Price Rate without GST
26.	Summary File cover Legal size 300 gms art card with logo and pocket in Centre with government logo (Sample can be seen )	
27.	Glue Stic 20 Grams Dollar	
28.	Glue Stic 35 Grams Dollar	
29.	Gripper Binder / Clip-line – Large size 52mm (Unit price)	
30.	Gripper Binder / Clip-line – Medium size 40mm (Unit price)	
31.	Gripper Binder / Clip-line – Small size 32mm (Unit price)	
32.	High Lighter (Dollar)	
33.	Log Book No.6	
34.	L-Shape white transparent fine quality plastic folder without clip	
35.	Marker Dollar 70/90 Allmark (Permanent)	
36.	Meeting Board/Pad Rexene A-4 Super quality with government and BOI logo.	
37.	Note Sheet Pad 80 sheets A-4 size (80 GSM) offset imported	
38.	Packing Tape width 2" x 60 yard (Nichibon)	
39.	Post it pad size 3X3 (3 M brand)	
40.	Post it pad size 3X5 (3 M brand)	
41.	Paper Cutter (SDI 0426 )	
42.	Pin Cushion (Plastic)	
43.	Paper Pin Packet (50 gram chrysthamum china)	
44.	Paper Clip (Apex-36mm triangular)	
45.	Peon Book of (5 qrs-95 sheets)	
46.	Punch Machine Single Hole (Genmes)	
47.	Punch Machine Single Hole Heavy Duty	
48.	Punch Machine Double Hole (KW-9670)	
49.	Punch machine Double Hole heavy duty KW-9670 (TRIO)	
50.	Plastic folder A-4 size transparent with clip inside (one side transparent)	
51.	Pencil Lead 2½ HP-5000 (Gold Fish) (Unit price)	
52.	Pencil My Dollar with Eraser (Unit price)	
53.	Pencil ORO Splash HB with Eraser (Unit price)	
54.	Photo paper 50 sheets 270gms both side glazed IMA brand	
55.	Ruled Register (Lucky) No. 24 QRS-12 (Legal / large size) (Imported)	
56.	Ruled Register (Lucky) No. 20 QRS-12 (Legal / large size) (Imported)	
57.	Scotch Tape 1" width and length (72 Yard Nichibon)	



S. #	NAME OF ITEMS	Unit Price Rate without GST
58.	Stapler Machine (Dux D-12)	
59.	Stapler Machine SDI Medium Size 1137	
60.	Stapler Machine (Max 50R Japan)	
61.	Stapler Machine Heavy Duty KW-50LA	
62.	Sharpening Machine Genmes Largest size	
63.	Scissor (Large PMP 206 mm) Stainless steel	
64.	Separator Set (one set of 10 sheets)	
65.	Separator Set (one set of 10 sheets plastic)	
66.	Sticky notes colour flag - pack of 25 x 5	
67.	Sharpener Plastic (Dux / China) (Unit price)	
68.	Sharpener Steel (Dux / China) (Unit price)	
69.	Stapler Remover KW 508B	
70.	Stamp Pad (Art Line) Large	
71.	Stamp Pad (Lancer) Large	
72.	Stapler Pin 24/6 (Dollar)	
73.	Stapler Pin 24/6 (Rapid)	
74.	Stapler Pin packet 23/06 heavy duty (Washin)	
75.	Stapler Pin packet 23/10 heavy duty (Washin)	
76.	Stapler Pin packet 23/13 heavy duty (Washin)	
77.	Stapler Pin packet 23/17 heavy duty (Washin)	
78.	Stapler Pin packet 23/24 heavy duty (Washin)	
79.	Summary Paper (Imported) 90 Grams Size A-4 (500 Sheets per Ream)	
80.	Summary Paper (Local) 90 Grams Size A-4 (500 Sheets per Ream)	
81.	Summary Paper (Imported) 80 Grams Size A-4/ <b>Double A</b> (500 Sheets per Ream)	
82.	Summary Paper (Imported) 80 Grams Size A-4/ <b>Paper One</b> (500 Sheets per Ream)	
83.	Summary Paper (Imported) 80 Grams Size A-4/ <b>Navigator</b> (500 Sheets per Ream)	
84.	Summary Paper (Imported) 80 Grams Size A-4/ <b>HP</b> (500 Sheets per Ream)	
85.	Summary Paper (Imported) 80 Grams Size A-4/ <b>Quality Indonisa</b> (500 Sheets per Ream)	
86.	Summary Paper (Imported) 80 Grams full Size / legal size <b>Double A</b> (500 Sheets per Ream)	
87.	Summary Paper (Imported) 80 Grams full Size / legal size <b>HP</b> (500 Sheets per Ream)	
88.	Shorthand Note book (96 sheets)	

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S. #	NAME OF ITEMS	Unit Price Rate without GST
89.	Sticking / Sticker sheets (packet of 100 sheets) A-4 size.	
90.	Section Diary Register # 12	
91.	Shorthand Pencil (Deer)	
92.	Table Diary (Friends / Toys)	
93.	Table Diary Stand (Marble) Warsi	
94.	Table set 9 pieces Leather Fine Quality	
95.	Table set 9 pieces Rexene Fine Quality	
96.	Telephone Index (Casmo) big size	
97.	Uni Ball (Zerco) Art (Unit Price)	
98.	Uni Ball (schneider) (Unit Price)	
99.	Uni ball point (Mitsubishi UB-177) (Unit Price)	
100.	Uni ball point (Signo Broad) (Unit Price)	
101.	Uni-ball Vision Elite Japan (Unit Price)	
102.	Visiting Card Album (Casmo) 300 pockets	
103.	Visiting Card Album (OKI) 100 pockets	
104.	Vehicle Maintenance / Petrol Register # 8	
105.	White Fluid Set (Pelikan)	
106.	White Fluid Pen (Uni)	
107.	White Board Marker Dollar	
108.	White Board Duster (mouse type)	
109.	White Board size 2ft X 3ft (fine quality)	
110.	White Board size 4ft X 6ft (fine quality)	
<b>B.</b>	<b><u>COMPUTER STATIONERY</u></b>	
111.	Computer mouse ( 3-D Laser)	
112.	Computer Key Board (Branded)	
113.	Computer key board (Urdu + Eng figures) (Branded)	
114.	Computer Mouse + Keyboard (Branded) Wireless with USB dongle	
115.	Computer Power Cable	
116.	Computer VGA Cable	
117.	Toner cartridge for laser fax machine Panasonic KXFL-422CX (Original)	
118.	Toner cartridge for laser fax machine Panasonic KXFL-512 (Original)	
119.	Toner cartridge for laser fax machine Panasonic KXFL-612 (Original)	
120.	Ink Film Ribbon for laser fax machine Panasonic KX-FP-711 (Original)	



S. #	NAME OF ITEMS	Unit Price Rate without GST
121.	Mouse Pad	
122.	Toner Cartridge # HP-cb235/A for laser printer HP-1005 (Original)	
123.	Toner Cartridge # HP-cb235/A for laser printer HP-1005 (China)	
124.	Toner cartridge # HP c7115/A for printer HP-1200 (Original)	
125.	Toner cartridge # HP c7115/A for printer HP-1200 (China)	
126.	Toner cartridge # HP-q2613/A for printer HP-1300 (Original)	
127.	Toner cartridge # HP-q2613/A for printer HP-1300 (China)	
128.	Toner cartridge No.HP-q5949/A for Laser Printer HP-1320 (Original)	
129.	Toner cartridge No.HP-q5949/A for Laser Printer HP-1320 (China)	
130.	Toner # Hp-Q7553/A for laser printer HP-p2015 (Original)	
131.	Toner # Hp-Q7553/A for laser printer HP-p2015 (China)	
132.	Toner cartridge # CE-505/A for Laser Printer HP-2035 (Original)	
133.	Toner cartridge # CE-505/A for Laser Printer HP-2035 (China)	
134.	Toner Cartridge # HP-80 A for HP Laser Jet Printer PRO-400 (Original)	
135.	Toner Cartridge # HP-80 A for HP Laser Jet Printer PRO-400 (China)	
136.	Toner cartridge for HP Laser jet Printer Pro M402 dn (Original)	
137.	Toner cartridge for HP Laser jet Printer Pro M402 dn (China)	
138.	Toner cartridge for HP Laser jet Printer Pro M404dn (Original)	
139.	Toner cartridge for HP Laser jet Printer Pro M404dn (China)	
140.	Set of 04 Toner Cartridge No.HP-507/A for HP Laser Jet color Printer Model M-551 (Original) i) CE-400 A (Black) ii) CE-401 A (Cyan) iii) CE-402 A (Yellow) iv) CE-403 A (Magenta) (Rate should be given individual basis)	
141.	Set of 04 Toner Cartridge No.HP-507/A for HP Laser Jet color Printer Model M-551 (China) i) CE-400 A (Black) ii) CE-401 A (Cyan) iii) CE-402 A (Yellow) iv) CE-403 A (Magenta) (Rate should be given individual basis)	
142.	Set of 04 Toner Cartridge for HP Laser Jet color Printer Model M-553dn (Original) i) (Black) ii) (Cyan) iii) (Yellow) iv) (Magenta) (Rate should be given on individual basis)	





S. #	NAME OF ITEMS	Unit Price Rate without GST
143.	Set of 04 Toner Cartridge for HP Laser Jet color Printer Model M-553dn (China) i) (Black) ii) (Cyan) iii) (Yellow) iv) (Magenta) (Rate should be given on individual basis)	
144.	Toner Cartridge No.NPG-50 for photocopier Machine Model Canon-2545 (Original)	
145.	Toner Cartridge # T-3210 (Original)	
146.	Toner cartridge # TN515 for Photocopier machine model Konica Minolta (Bizhub-458) (original)	
147.	Toner cartridge # TN515 for Photocopier machine model Konica Minolta (Bizhub-458) (China)	
148.	USB 3.0 4GB Steel Body (HP or Kingston)	
149.	USB 3.0 8GB Steel Body (HP or Kingston)	
150.	USB 3.0 16GB Steel Body (HP or Kingston)	
151.	USB 3.0 32 GB Steel Body (HP or Kingston)	
152.	USB 3.0 64 GB Steel Body (HP or Kingston)	
153.	USB Printer Cable	
154.	Wireless Mouse A-4 Tech	

**Important Instructions:-**

1. All quoted items must be in original / genuine condition with original / genuine packing, if found / used / re-furbished, other than quoted item(s) or in lower quality, the bid money of that bidder will be confiscated along-with blacklisting of the firm.
2. For Computer Stationery, warranty will be provided by the bidding firm.
3. Item found faulty under computer stationery will be replaced with brand new items.
4. All items must be delivered within two (02) days from date of issuance of purchase / supply order otherwise Late Delivery penalty will be imposed @ 10% on the quoted price.
5. Online verification of toner cartridge will be carried out at the time of delivery. In case of supply / provision of fake / counterfeit, used, refurbished or in lower quality toner cartridges this office reserved the rights to black list the firm (s) for 05 years and confiscate the bid money.
6. The bidding firms must have office in Islamabad or Rawalpindi.
7. The bidding firm must have good quantity of the items quoted on ex-stock to perform rush delivery during various events throughout the year.
8. The bidding firm must provide on stamp paper that it has never been blacklisted.
9. Rates should be quoted without GST.
10. Rates should be quoted in Pak Rupees and should not be linked with dollar or any other currency.
11. Overwriting/fluiding should be avoided.
12. GST, Income Tax and vendor number should be clearly mentioned on the bid.
13. Rates shall remain valid till 30-06-2025.





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F.No.3(1)Gen/BOI/2024-2025  
**PRIME MINISTER'S OFFICE**  
**BOARD OF INVESTMENT**  
 6<sup>th</sup> Floor, Kohsar TUV, Pak Secretariat  
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R-P#85-90/c.

**TENDER NOTICE**

Sealed tenders are invited from the reputed firms/ suppliers having registration with SECP & FBR for supply / provision of items / services to Board of Investment, Prime Minister's Office, Islamabad for FY 2024-2025. The tender bids should reach the undersigned latest by **14-11-2024** which will be opened on the same day at 1400 hrs. Detail of CDR for each category is given as under:

S. #	Tender Description	Call Deposit
1	Office / Computer Stationery items	Rs.150,000.00
2	Miscellaneous Items / Customized give away items	Rs.100,000.00
3	Courier Service	Rs.50,000.00
4	Hiring of sound, interpreter systems and public address systems for conference / seminars / workshop / symposia	Rs.50,000.00

2. Interested vendors are requested to submit their rates which should be valid till **30-06-2025** on the following terms and conditions:-

1. Income tax and other government taxes will be deducted at source as per rules.
2. GST and AGPR Vendor number should be clearly written on the tender documents. The tenders without GST and AGPR Vendor number will not be entertained.
3. Tender documents for each category can be obtained from office of the General Section, Board of Investment, 6<sup>th</sup> Floor, Kohsar (TUV) Pak Secretariat, Islamabad during office hours (8:30 to 4:30hrs).
4. No tender will be accepted without Call Deposit of the quoted bid in the form of bank draft or pay order in favor of **Director (Administration)** Board of Investment, Islamabad and call deposit of successful bidders will be kept with this office up to **30<sup>th</sup> June, 2025**. Cheques will not be accepted in any case.
5. The rates quoted by firms / suppliers will remain valid till **30<sup>th</sup> June, 2025**. The firms which will quote the lowest rates will have no right to take back the call deposit or to reduce the same or to withdraw from the tender. Rates should be quoted in Pak Rupees. Prices shall not be linked with dollar or any other currency.
6. The procurement will be made from time to time as per requirement.
7. The tenders received after the deadline will not be entertained.
8. The tenders will be evaluated in the light of PPRA Rules 2004 and the instructions issued from PPRA from time to time.
9. The competent authority reserves the right to accept or reject the whole tender or a portion of tender as per PPRA Rules 2004.
10. Black listed firms are not eligible to participate in bidding process.
11. The bidding firms must have office in Islamabad or Rawalpindi.

  
 (Lat Dino) S  
 Director (Admin)  
 Tel #: 051-9206160  
 2024



**TENDER DOCUMENT  
2024-2025  
FOR MISCELLANEOUS ITEMS &  
GIVEAWAY ITEMS**



F. No. 3(1)-Gen/BOI/2024-2025  
 PRIME MINISTER'S OFFICE  
 BOARD OF INVESTMENT  
 Islamabad

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FORM OF BID

TENDER DOCUMENT FOR PURCHASE OF MISCELLANEOUS ITEMS  
DURING THE FINANCIAL YEAR 2024-2025

S. NO.	NAME OF ITEMS	Unit Price Rate without GST
<b>A.</b>	<b>Miscellaneous Items</b>	
1.	Air freshener Cobra 300 ml (Holland made)	
2.	Aseel (Crown Perfume) 300 ML	
3.	Air Wick 250 ml (Auto Air Freshener)	
4.	Aluminum Glass Door Best Quality D-Lock	
5.	Aluminum Glass Door Best Quality Steel Handle	
6.	Aluminum Glass Door Best Quality Hydraulic Motor	
7.	Brief Case 3" (Diplomate)	
8.	Brief Case 3" (President)	
9.	Brief Case 3" (Jaffer Jeas Brand Leather made)	
10.	Broom (Bamboo)	
11.	Broom (soft)	
12.	BULB 13 watt LED	
13.	Bygone 400 ml (Insect killer)	
14.	Cobra 400 ml (Insect killer)	
15.	Cobra 300 ml (Insect killer)	
16.	Conference Bag (Fine quality Rexeno/ Leatherite with 03 pockets, handle, brass angles at four corners and closing grip/lock	
17.	Conference Bag (Fine quality Plastic transparent/ colored with 03 pickets, handle and closing grip/lock	
18.	Conference Bag (Pure Leather with 03 pockets, handle, brass angles at four corners and closing grip/lock	
19.	Conference Bag (Parachute with 03 pockets, handle, and shoulder belt with closing grip/lock	
20.	Duster White (superior with boarder strip) Size 20 x 30 inch	
21.	Duster Yellow Thick large Size 20 x 30 inch	
22.	Dry Mop (P-3) with plastic / steel handle	
23.	Dry Cell (Sony) size AA	
24.	Dry Cell (Power Plus) size AA	
25.	Dry Cell (Sony) size AAA	
26.	Dry cell (Power Plus) size AAA	
27.	Dry Cell Energizer AA	
28.	Dry Cell Energizer AAA	
29.	Dettol multi surface cleaner bottle 01 Liter	





S. NO.	NAME OF ITEMS	Unit Price Rate without GST
30.	Dettol bottle 1 Liter (Antiseptic)	
31.	Electric Heater (double rod) NTN	
32.	Electric kettle (ANEX) imported with concealed element jug shape (plastic body)	
33.	Electric kettle (ANEX) imported with concealed element jug shape (steel body)	
34.	Electric Kettle (Duran) Plastic Body	
35.	Extension Lead (Camelion) 6 Hole Heavy Duty (Imported)	
36.	Extension Lead (Pakistani) 5 Hole Heavy Duty (Hero Brand)	
37.	Empty Carton Size 2ft x 2ft x 1 ft	
38.	Face Mask KN95	
39.	Fork set (per dozen Rate)	
40.	Harpic 500 ml Rackit Benckiser (to clean the washbasin)	
41.	Insect Killer Injection (Kingtox)	
42.	KIWI Glint Plus (500 ml) to clean the window panes	
43.	Lemon Max Dishwash Liquid 475ml	
44.	Lemon Max Dishwash Liquid 5 Liters Gallon	
45.	Liquid soap 500 ml Paradise	
46.	Liquid soap 5 liter Gallon	
47.	Lota plastic with hand handle (Superior quality)	
48.	Lily Luxury Size Towel (27 x 54) with box	
49.	Lily Luxury Size Towel (24 x 40) with box	
50.	Mop (Pochara) with plastic / steel handle	
51.	Name Plate Stand plastic	
52.	Phenyl Bottle (2.75 ml) (Finis)	
53.	Plastic Balti 40 liter made of original material	
54.	Preparation of banners on panaflax sheet with multi colored printing as per design and text/logo provided by BOI from time to time (rate per sq. ft.)	
55.	Phenyl pills rate per pocket (250 gm)	
56.	Rice spoon superior (per dozen rate)	
57.	Rice plate fine quality (double sheet)	
58.	Soap Lux (Lever Brothers) 90 grams	
59.	Soap (Palmolive) 85 grams	
60.	Soap (Lux/ Capri/ Palmolive/ Rexona) 50 gram	
61.	Surf Express Power 500 grams (Detergent)	
62.	Surf Ariel 500 grams (Detergent)	
63.	Sweep Bottle 500 ml	
64.	Tissue Paper Rose Petal (100 x 2 ply) Luxury size	
65.	Toilet Paper Roll (Rose Petal)	
66.	Tissue (Hi Jeen) (Rose Petal)	



S. NO.	NAME OF ITEMS	Unit Price Rate without GST
67.	Tumbler (Toyo Nasik)	
68.	Tumbler (Fine quality France Made)	
69.	Tea set (Royal of London) 24 pieces	
70.	Tea set (USA original) 24 pieces	
71.	Tea set Royal of Japan (24 pieces)	
72.	Tea cups with saucer (Royal of London) per dozen	
73.	Tea cups with saucer (Royal of Japan) per dozen	
74.	Tea cups with saucer (China) per dozen	
75.	Tray Plastic (Medium Size)	
76.	Tray Plastic (Large Size)	
77.	Tray Steel (Medium Size)	
78.	Tray Steel (Large Size)	
79.	Tea spoon superior (per doz. Rate)	
80.	Thermos flask (Everest / tiger (Japan)	
81.	Trodar printy Machine No.4912	
82.	Toilet Brush Long Handle Plastic	
83.	Tiger Acid (500 ml)	
84.	Tube Rod Philips 2 Ft	
85.	Tube Rode choke 40 Watts	
86.	Umbrella large (size 39" diameter)	
87.	Vim Large size 500 grams	
88.	HDMI Cable 4K HD 10 Meter	
89.	HDMI Cable 4K HD 15 Meter	
90.	HDMI Cable 8K HD Optical Fiber 15 Meter	
91.	HDMI Cable 8K HD Optical Fiber 20 Meter	
92.	Wirless Electric Door Bell Sogo	
93.	Wall clock (Rhythm) 01 ft. diameter	
94.	Wall clock (Champion) 01 ft diameter	
95.	Wall Bracket Fan (Pak) standard 18"	
96.	Wiper Good Quality with steel handle	
97.	Water Jugs (France made)	
98.	Water Set (imported France)	
99.	Waste / Dust Bin paper basket (large) made of original material	
100.	Wet Mop with plastic / steel handle	
101.	Louvre Pak Pedestal Fan	
102.	Louvre GFC Pedestal Fan	
103.	Sanitizer 50 ML (Lucky)	
104.	Sanitizer 100 ML (Lucky)	



S. NO.	NAME OF ITEMS	Unit Price Rate without GST
105.	Sanitizer 5 Liter (Lucky)	
106.	Sanitizer 50 ML (OSAS)	
107.	Sanitizer 100 ML (OSAS)	
108.	Sanitizer 5 Liter (OSAS)	
109.	Sanitizer Dispenser (Plastic body) 500 ml	
110.	Sanitizer Dispenser (Steel body) 500 ml	
111.	Surgical Gloves (Imported) Packet	
112.	Surgical Face Mask 3-Ply (imported) Packet	
113.	Slip Pad Cover (Draft Cover) Green leatherrite with customize printing and Logos. (Sample can be seen)	
<b>B.</b>	<b>CUSTOMIZED GIVEAWAY ITEMS</b>	
1.	Lapel pin coat badges having size maximum 1.5" inch (Sample can be seen).	
2.	Leather Made MOU /Agreement folder with velvet inside (Sample can be seen )	
3.	Customized box for USB (Sample can be seen).	
4.	8GB Card USB with customized box with BOI logo Screen Printing (Sample can be seen).	
5.	Executive file bag original leather made - A one export quality with customized printing.	
6.	Key chain (stainless steel - embossed BoI logo with leather strip) with fine quality ball point with screen printing and customized printed packing box,	
7.	Portable mobile battery charger (5000 mA) with customized printing / logo	
8.	Glass made shields with printing	
9.	Acrylic shields	
10.	Wooden and metal combination shields	
11.	Flags size 6 x 4 feet for conference	
12.	Table stands flags size 6 x 4 inches.	

**Important Instruction:-**

1. All quoted items must be in original / genuine condition with original / genuine packing, if found fake / used / re-furbished, other than quoted item(s) or in lower quality, the bid money of that bidder will be confiscated along-with blacklisting of the firm.
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4. The bidding firm must have good quantity of the items quoted on ex-stock to perform rush delivery during various events throughout the year.
5. The bidding firm must provide on stamp paper that it has never been blacklisted.
6. For IT Equipment / electronics/electrical goods, warranty including parts will be provided by the bidding firm.
7. Rates should be quoted without GST.
8. Rates should be quoted in Pak Rupees and should not be linked with dollar or any other currency.
9. Overwriting/fluiding could cause disqualification from the tender process.
10. GST, Income Tax and vendor number should be written on the bid.
11. Rates shall remain valid till 30-06-2025.





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F.No.3(1)Gen/BOI/2024-2025  
**PRIME MINISTER'S OFFICE**  
**BOARD OF INVESTMENT**  
6<sup>th</sup> Floor, Kohsar TUV, Pak Secretariat  
\*\*\*\*\*

R.P# 91-99/C.

**TENDER NOTICE**

Scaled tenders are invited from the reputed firms/ suppliers having registration with SECP & FBR for supply / provision of items / services to Board of Investment, Prime Minister's Office, Islamabad for FY 2024-2025. The tender bids should reach the undersigned latest by **14-11-2024** which will be opened on the same day at 1400 hrs. Detail of CDR for each category is given as under:

S. #	Tender Description	Call Deposit
1	Office / Computer Stationery items	Rs.150,000.00
2	Miscellaneous Items / Customized give away items	Rs.100,000.00
3	Courier Service	Rs.50,000.00
4	Hiring of sound, interpreter systems and public address systems for conference / seminars / workshop / symposia	Rs.50,000.00

2. Interested vendors are requested to submit their rates which should be valid till **30-06-2025** on the following terms and conditions:-

1. Income tax and other government taxes will be deducted at source as per rules.
2. GST and AGPR Vendor number should be clearly written on the tender documents. The tenders without GST and AGPR Vendor number will not be entertained.
3. Tender documents for each category can be obtained from office of the General Section, Board of Investment, 6<sup>th</sup> Floor, Kohsar (TUV) Pak Secretariat, Islamabad during office hours (8:30 to 4:30hrs).
4. No tender will be accepted without Call Deposit of the quoted bid in the form of bank draft or pay order in favor of **Director (Administration)** Board of Investment, Islamabad and call deposit of successful bidders will be kept with this office up to **30<sup>th</sup> June, 2025**. Cheques will not be accepted in any case.
5. The rates quoted by firms / suppliers will remain valid till **30<sup>th</sup> June, 2025**. The firms which will quote the lowest rates will have no right to take back the call deposit or to reduce the same or to withdraw from the tender. Rates should be quoted in Pak Rupees. Prices shall not be linked with dollar or any other currency.
6. The procurement will be made from time to time as per requirement.
7. The tenders received after the deadline will not be entertained.
8. The tenders will be evaluated in the light of PPRA Rules 2004 and the instructions issued from PPRA from time to time.
9. The competent authority reserves the right to accept or reject the whole tender or a portion of tender as per PPRA Rules 2004.
10. Black listed firms are not eligible to participate in bidding process.
11. The bidding firms must have office in Islamabad or Rawalpindi.



(Lal Dino) 28

Director (Admin)  
Tel #: 051-9206160



**TENDER DOCUMENT  
2024-2025  
FOR COURIER SERVICE**



F. No. 3(1)-Gen/BOI/2024-2025  
PRIME MINISTER'S OFFICE  
BOARD OF INVESTMENT  
Islamabad  
\*\*\*\*\*

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FORM OF BID

HIRING OF COURIER SERVICES FOR DESPATCH OF INTERNATIONAL & DOMESTIC/LOCAL SHIPMENTS DURING THE FINANCIAL YEAR 2024-2025

**INTERNATIONAL**

S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
1.	Afghanistan				
2.	Albania				
3.	Andorra				
4.	Angola				
5.	Azerbaijan				
6.	Ammonia				
7.	Austria				
8.	Argentina				
9.	Australia				
10.	Bangladesh				
11.	Bahrain				
12.	Bahamas				
13.	Barados				
14.	Belarus				
15.	Belgium				
16.	Bhutan				
17.	Bolivia				
18.	Botswana				
19.	Brazil				
20.	Benin				
21.	Belize				
22.	Bosnia Herzegovina				
23.	Brunei Darussalam				





S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
24.	Bulgaria				
25.	Burkina Faso				
26.	Burundi				
27.	Canada				
28.	Cameroon				
29.	Cape Verde				
30.	Central African Republic				
31.	Chad				
32.	Chile				
33.	Cayman Island				
34.	China				
35.	Costa Rica				
36.	Cuba				
37.	Cyprus				
38.	Columbia				
39.	Comoros				
40.	Congo				
41.	Caustica				
42.	Cuba				
43.	Czechoslovakia				
44.	DPR Korea				
45.	Denmark				
46.	Djibouti				
47.	Dominica				
48.	Dominican Republic				
49.	Egypt				
50.	Ecuador				
51.	Elsalvador				
52.	Equatorial Guinea				

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S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
53.	Estonia				
54.	Eritrea				
55.	Ethiopia				
56.	Finland				
57.	Fiji				
58.	France				
59.	French Guyana				
60.	French Polynesia				
61.	Ghana				
62.	Greece				
63.	Guatemala				
64.	Guinea Bissau				
65.	Gabon				
66.	Gambia				
67.	Georgia				
68.	Germany				
69.	Great Britain				
70.	Gibraltar				
71.	Hong Kong				
72.	Hungry				
73.	Haiti				
74.	Honduras				
75.	Iceland				
76.	India				
77.	Indonesia				
78.	Iran				
79.	Iraq				
80.	Ireland				
81.	Italy				
82.	Ivory coast				

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S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
83.	Japan				
84.	Jordan				
85.	Jamaica				
86.	Kenya				
87.	Korea				
88.	Kuwait				
89.	Kyrgyzstan				
90.	Kenya				
91.	Kazakhstan				
92.	Kiribati				
93.	Korea Republic				
94.	Kuwait				
95.	Luxembourg				
96.	Lao PDR				
97.	Latvia				
98.	Lebanon				
99.	Lesotho				
100.	Liberia				
101.	Liechtenstein				
102.	Lithuania				
103.	Macau				
104.	Macedonian				
105.	Malaysia				
106.	Maldives				
107.	Mali				
108.	Mauritania				
109.	Mauritius				
110.	Morocco				
111.	Madagascar				
112.	Malawi				





S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
113.	Malta				
114.	Mexico				
115.	Moldavia Republic				
116.	Monaco				
117.	Mongolian				
118.	Mozambique				
119.	Myanmar				
120.	Nepal				
121.	New Zealand				
122.	Niger				
123.	Nigeria				
124.	Norway				
125.	Namibia				
126.	Nauru				
127.	Netherlands				
128.	Nicaragua				
129.	Oman				
130.	Philippines				
131.	Poland				
132.	Portugal				
133.	Panama Republic				
134.	Papua New Guinea				
135.	Paraguay				
136.	Peru				
137.	Polish Republic.				
138.	Qatar				
139.	Romania				
140.	Russia				
141.	Rwanda				
142.	Saudi Arabia				

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S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
143.	Senegal				
144.	Sierra Leone				
145.	Singapore				
146.	Somalia				
147.	South Africa				
148.	Sri Lanka				
149.	Sudan				
150.	Switzerland				
151.	Syria				
152.	Samoa				
153.	Slovakia				
154.	Slovenia				
155.	Solomon Islands				
156.	Spain				
157.	Sudan				
158.	Sweden				
159.	Tanzania				
160.	Thailand				
161.	Togo				
162.	Tunisia				
163.	Turkey				
164.	Tajikistan				
165.	The FYR Macedonia				
166.	Tonga				
167.	Turkmenistan				
168.	Tuvalu				
169.	Uganda				
170.	UAE				
171.	USA				
172.	UK				



S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
173.	Ukraine				
174.	Uruguay				
175.	Uzbekistan				
176.	Vatican				
177.	Venezuela				
178.	Vietnam				
179.	Vanuatu				
180.	Yugoslavia				
181.	Yemen				
182.	Zimbabwe				
183.	Zambia				

### DOMESTIC

S. #	DESCRIPTION
1	Rate for a weight upto 500 grams (Anywhere in Pakistan).
2	Rate for a weight of each additional half K.G or a part thereof above 500 grams. (Anywhere in Pakistan).
3	Rate for Local mail (within Islamabad—Rawalpindi) up to 500 grams.
4	Rate for a weight of each additional half K.G or a part thereof above 500 grams for local mail (within Islamabad—Rawalpindi).

**Note:**

1. Rates should be quoted without GST.
2. Rates should be quoted in Pak Rupees and should not be linked with dollar or any other currency.
3. Overwriting / fluiding could cause disqualification from the tender process.
4. GST, Income Tax and vendor number should be written on the bid.
5. Rates shall remain valid till 30-06-2025.

If the bidder fails to undertake the job satisfactorily or violates the terms conditions or not attending the work effectively, procuring agency has every right to cancel the contract and forfeit the security deposit without assigning any reason whatsoever. In this case the work will be awarded to the second lowest bidder.





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F.No.3(1)Gen/BOI/2024-2025  
PRIME MINISTER'S OFFICE  
BOARD OF INVESTMENT  
6<sup>th</sup> Floor, Kohsar TUV, Pak Secretariat  
\*\*\*\*\*

R-P# 100-103/C.

**TENDER NOTICE**

Sealed tenders are invited from the reputed firms/ suppliers having registration with SECP & FBR for supply / provision of items / services to Board of Investment, Prime Minister's Office, Islamabad for FY 2024-2025. The tender bids should reach the undersigned latest by 14-11-2024 which will be opened on the same day at 1400 hrs. Detail of CDR for each category is given as under:

S. #	Tender Description	Call Deposit
1	Office / Computer Stationery items	Rs.150,000.00
2	Miscellaneous Items / Customized give away items	Rs.100,000.00
3	Courier Service	Rs.50,000.00
4	Hiring of sound, interpreter systems and public address systems for conference / seminars / workshop / symposia	Rs.50,000.00

2. Interested vendors are requested to submit their rates which should be valid till 30-06-2025 on the following terms and conditions:-

1. Income tax and other government taxes will be deducted at source as per rules.
2. GST and AGPR Vendor number should be clearly written on the tender documents. The tenders without GST and AGPR Vendor number will not be entertained.
3. Tender documents for each category can be obtained from office of the General Section, Board of Investment, 6<sup>th</sup> Floor, Kohsar (TUV) Pak Secretariat, Islamabad during office hours (8:30 to 4:30hrs).
4. No tender will be accepted without Call Deposit of the quoted bid in the form of bank draft or pay order in favor of Director (Administration) Board of Investment, Islamabad and call deposit of successful bidders will be kept with this office up to 30<sup>th</sup> June, 2025. Cheques will not be accepted in any case.
5. The rates quoted by firms / suppliers will remain valid till 30<sup>th</sup> June, 2025. The firms which will quote the lowest rates will have no right to take back the call deposit or to reduce the same or to withdraw from the tender. Rates should be quoted in Pak Rupees. Prices shall not be linked with dollar or any other currency.
6. The procurement will be made from time to time as per requirement.
7. The tenders received after the deadline will not be entertained.
8. The tenders will be evaluated in the light of PPRA Rules 2004 and the instructions issued from PPRA from time to time.
9. The competent authority reserves the right to accept or reject the whole tender or a portion of tender as per PPRA Rules 2004.
10. Black listed firms are not eligible to participate in bidding process.
11. The bidding firms must have office in Islamabad or Rawalpindi.

  
(Ld. Dho) S  
Director (Admin)  
Tel #: 051-9206160  
2024



**TENDER DOCUMENT**  
**2024-2025**  
**FOR HIRING OF SOUND, INTERPRETER**  
**SYSTEMS AND PUBLIC**  
**ADDRESS SYSTEMS FOR CONFERENCE /**  
**SEMINARS / WORKSHOP /**  
**SYMPOSIA**



**FORM OF BID****HIRING OF SOUND, INTERPRETER SYSTEMS AND PUBLIC ADDRESS SYSTEMS FOR CONFERENCE / SEMINARS / WORKSHOP / SYMPOSIA DURING 2024-2025**

S. #	Item Description	Unit Price	Rate (Rs)
1.	<b>Infra-Red Digital Wireless Interpretation Equipment for 200 to 250 Participants For Two Languages (1 +2).(Rate Per Day)</b>  System Setup, Installation and Operation of Infra Red Interpretation System Interpretation Booth made of Para shoot/ Fiber Glass etc. Interpretation Signal System / platform Interpretation Radiators for Public Addressing system comprising etc.	Interpreter Receiver with head phone	
		Setup Cost	
2.	<b>Infra-Red Digital Wireless Interpretation Equipment for 200 to 250 Participants For Three Languages ( 1 +3).(Rate Per Day)</b>  System Setup, Installation and Operation of Infra Red Interpretation System  Interpretation Booth made of Para shoot / Fiber Glass etc. Interpretation platform / Translation Console Interpretation Radiators for Public Addressing system comprising of etc.	Interpreter Receiver with head phone	
		Setup Cost	
3.	<b>Audio Setup (PA System) (Rate Per Day)</b> 07-08 Column Speakers (30 watt) 04 Heavy Speakers (2000 watt)	Setup Cost	
4.	<b>Wireless Mike ( Handed / Collar)(Rate Per Day)</b>	Unit Cost	
5.	<b>Roster / Dice Mike (Rate Per Day)</b>	Unit Cost	
6.	<b>Conference Microphone System (Rate Per Day)</b> Conference microphone setup including 04 Column Speaker (30 watt) 02 heavy speakers (2000 watt)	Setup Cost	
7.	<b>Conference delegate microphone ,(Rate Per Day)</b>	Unit Price	
8.	<b>Audio Video Recording</b> Single Digital High Resolution Professional Camera with DVD compilation. <b>(Rate Per Day)</b>	Rate per camera	



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S. #	Item Description	Unit Price	Rate (Rs)
9	Audio Video Recording & Live Display of Event on Screens / SMD installed in the event.  Using 02 Digital High Resolution Professional Camera's with On-Site Video Mixing and Live display on screens & Compilation of high quality DVD etc. <b>(Rate Per Day)</b>	Setup Cost	
10	Installation of dazzling High Bright Indoor SMD (Display Screen of different sizes for Live display in full lights. <b>(Rate Per Day)</b> )	8x6 ft	
		10x8 ft	
		15x10 ft	
		20x10 ft	
		30x10ft	
11	Installation of high resolution multimedia projectors (at least 3600 lumens) with screen of 8ft x 6 ft size. <b>(Rate Per Day)</b>	Rate per projector including Screen	
12	Installation of LED lights fine quality for back drop and roll-up stands in the conference hall. <b>(Rate Per Day)</b>	Unit Price	
13	Installation of LED for the presenter in the conference hall as per requirement. <b>(Rate Per Day)</b>	48"	
		55"	
		82"	
14	Digital Standees <b>(Rate Per Day)</b>	Unit Price	
15	Complete OB Solution <b>(Rate Per Day)</b>	Unit Price	
16	Event Teaser <b>(Rate Per Day)</b>	Unit Price	
17	Ambiance Light <b>(Rate Per Day)</b>	Unit Price	
18	Event Still Coverage <b>(Rate Per Day)</b>	Rate per Camera	
19	Still photography of the whole event. <b>(Rate Per Day)</b>	Rate per Camera	

**Important Instruction:-**

1. Rates should be quoted in Pak Rupees without GST and should not be linked with dollar or any other currency.
2. Overwriting/fluiding / correction in rates could cause disqualification of firm.
3. GST, Income Tax and vendor numbers be mentioned on the bid(s).
4. Rates will remain valid till 30-06-2025.
5. The bidding firms must have office in Islamabad or Rawalpindi.

F. No. 3(1) Gen/BoI/2024-2025

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Money sent successfully.

Transaction ID  
12560659790

Tender Fee of PPRA

Transaction Date & Time  
10/25/2024 3:00:09 PM

FY-2024-2025

Transaction Amount  
15000.00

Prime Minister's Office

Board of Investment

Islamabad.

From Account Title  
ADIL HUSSAIN

Beneficiary Name  
PUBLIC PROCUREMENT

Beneficiary Account/ IBAN  
\*0701

Comments  
Miscellaneous

Channel  
via HBL Digital