

Standard Bidding Document

Procurement of Stationery and Misc. Items
(Goods)

National

Single Stage-One Envelope



September 21, 2026

*Office of Provincial Election (Election Commission of Pakistan), Deputy Director
Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division),
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INVITATION FOR PREQUALIFICATION FOR CLOSED FRAMEWORK AGREEMENT

PROCUREMENT OF GOODS

1. The **Office of Provincial Election (Election Commission of Pakistan)** has sufficient / has received / intends to apply for funds from **Non-ADP** and intends to apply part of such funds toward payments under the Framework Agreement for **Procurement of Stationery and Misc. Items** having reference number **FFW9682**.
2. The **Office of Provincial Election (Election Commission of Pakistan)** intends to prequalify suppliers for subsequent Invitation to Bid(s) and to sign a Closed Framework Agreement with the successful bidder(s) following completion of the bidding process.
3. The objective of the intended Closed Framework Agreement is the on-demand supply of **Procurement of Stationery and Misc. Items** through subsequent Call-Off Contract(s) during the Framework Agreement period. The purpose of this Prequalification Notice is to provide basic information to enable potential applicants to decide whether to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the subsequent procurement proceedings. It is expected that Invitations to Bid will be issued to the Prequalified Applicants in **Wednesday, September 9, 2026**. The Closed Framework Agreement is expected to be signed with the successful bidder(s) in **Friday, October 23, 2026** for a period of **12 Months**.
5. The Prequalification process is open to all **National** Applicants subject to fulfilling the eligibility requirements specified in the Prequalification Documents. Interested Applicants may obtain further information from **Office of Provincial Election (Election Commission of Pakistan)** through **EPADS v2.0** during office hours. A complete set of Prequalification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/framework-agreements/9682>**.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Monday, October 12, 2026 11:00 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Monday, October 12, 2026 11:30 AM**. Manual submission of applications shall not be entertained.

7. Vendors who have not yet registered on **EPADS v2.0** may complete their registration at <https://vendors.epads.gov.pk/>. Guidance regarding registration and bid submission is available on the portal.

In terms of Rule 48 of Public Procurement Rules, 2004, the Grievance Redressal Committee (GRC) has been notified for the subject procurement. The notification is available on the Procuring Agency's website and on PPRA's website.

Office of Provincial Election (Election Commission of Pakistan)

Deputy Director

Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District),
Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province).

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Instructions to Applicants

A. General

1. Scope of Application

1.1. In connection with the **“Invitation for Prequalification”**, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. Source of Funds

2.1. Source of funds is same as referred in Invitation for Prequalification.

3. Fraud and Corruption

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call-off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and/or Call-off Contract.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

PART 2 Supply Requirements

6.8. Section VII - Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. Clarification of Prequalification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing through ePADS. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / ePADS as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through ePADS. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through ePADS.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and ePADS.

Provided that an Applicant who had already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through ePADS.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in

another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

12. Application Submission Letter

12.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

13. Documents Establishing the Eligibility of the Applicant

13.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

14. Documents Establishing the Qualifications of the Applicant

14.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

14.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

14.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

14.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

14.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

14.4. The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction:

14.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

14.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. Submission of the Applications through ePADS

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16. Deadline for Submission of Applications

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through ePADS.

17. Opening of Applications

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through ePADS. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. Confidentiality

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance

with ITA 26 through ePADS.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through ePADS.

19. Clarification of Applications

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through ePADS.

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

22. Sub-contractors

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into

account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

23.4. Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without

thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on ePADS, duly approved by the Principal Accounting Officer or Head of Organization.

25. Prequalification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through ePADS indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through ePADS.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through ePADS.

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through ePADS.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

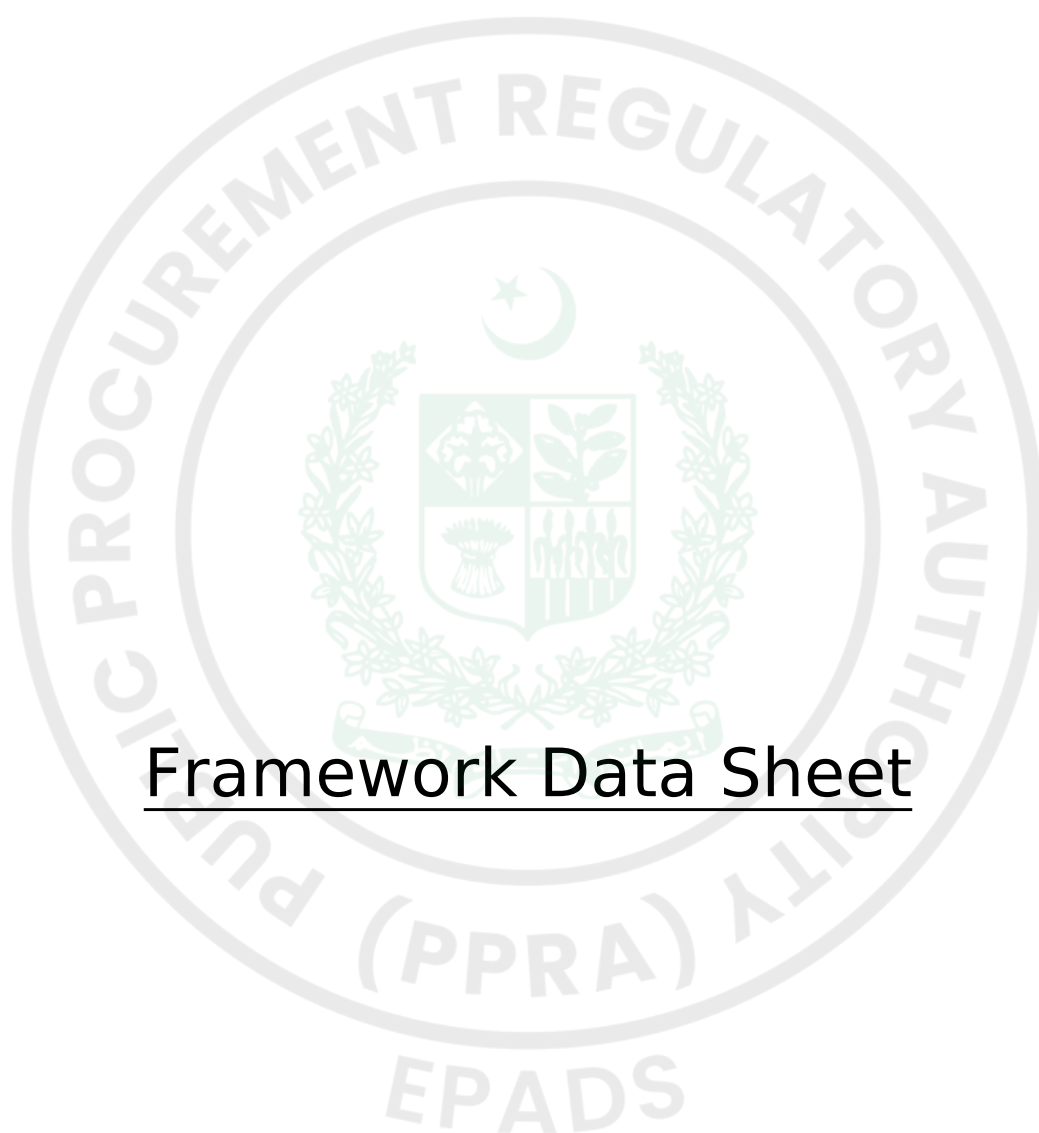
29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-65 of Public Procurement Rules, 2025.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-25 of Public Procurement Rules, 2025 read with "Mechanism for Blacklisting Regulations, 2024".



Framework Data Sheet

Framework Data Sheet (FDS)

The following specific data for the Framework Agreement shall complement, supplement, or amend the provisions in the Instructions to Applicants/Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

FDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instructions to Applicants/Bidders

A. General

FDS Clause Number 1

ITB Number 1.1

Identification Number of the Framework Agreement: **FFW9682**

The Procuring Agency is: **Office of Provincial Election (Election Commission of Pakistan)**

Framework Agreement Title: **Procurement of Stationery and Misc. Items**

FDS Clause Number 2

ITB Number 2.1

The name of Procuring Agency is: **Office of Provincial Election (Election Commission of Pakistan)**

The name of Framework Agreement is: **Procurement of Stationery and Misc. Items**

FDS Clause Number 3

ITB Number 2.2

Participating / Authorized Procuring Agencies under this Framework Agreement:

FDS Clause Number 4

ITB Number 3.1

Framework Type: **Closed Framework Agreement**

FDS Clause Number 5

ITB Number 4.1

Framework Duration: **12 Months**

Commencement Date: **Tuesday, November 3, 2026**

Expiry Date: **Expired after the framework duration of 12 months from the award date.**

FDS Clause Number 6

ITB Number 5.1

A list of debarred firms and individuals is available on PPRA website: **<https://ppra.gov.pk>**

B. Contents of the Framework Document

FDS Clause Number 7

ITB Number 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

FDS Clause Number 8

ITB Number 7.1 & 8.2

Information related to the Framework Agreement shall be published on: **EPADS v2.0**

FDS Clause Number 9

ITB Number 7.2

Pre-Bid Meeting: **Clarification Date: Thursday, October 1, 2026**

C. Preparation of Applications / Bids

FDS Clause Number 10

ITB Number 10.1

This Framework Agreement Document has been issued in the language: **English**

FDS Clause Number 11

ITB Number 11.1(d)

Additional documents to be submitted through **EPADS v2.0**:

1. All required documents as specified in the bidding document.

FDS Clause Number 12

ITB Number 14.2

Source for determining exchange rates: **Not Applicable**

E. Submission of Applications / Bids

FDS Clause Number 18

ITB Number 16.1

Deadline for Bid Submission:

Day: **Monday**

Date: **Monday, October 12, 2026**

Time: **11:00 AM**

FDS Clause Number 19

ITB Number 17.1

Opening of Bids shall be conducted through: **EPADS v2.0**

Day: **Monday**

Date: **Monday, October 12, 2026**

Time: **11:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

F. Evaluation and Award

FDS Clause Number 20

ITB Number 21.1

Margin of Domestic Preference: **Not Applicable**

FDS Clause Number 21

ITB Number 22.1

Framework Award Basis: **Least Cost Based Selection (LCBS)**

FDS Clause Number 22

ITB Number 23.1

Suppliers admitted to the Framework Agreement shall not be guaranteed any minimum quantity, value, or volume of business unless otherwise stated in the Framework Agreement.

FDS Clause Number 23

ITB Number 29.1

Framework-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Framework Agreement Documents
- The Procuring Agency's evaluation decision
- The Procuring Agency's Framework Award decision



Framework Items / Lots

Lot Title : Paper Raems

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Photostat Paper Ream (A4)	Printer or copier paper	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 230/Qty	230 / Qty	1
Photostat Paper Ream (F4)	Printer or copier paper	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 40/Qty	40 / Qty	1
Photostat Paper Ream (A3)	Printer or copier paper	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 04/Qty	4 / Qty	1

Lot Title : STATIONERY ITEMS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
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Gel Pen	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 240/Qty	240 / Qty	1
Ball Point	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 400/Qty	400 / Qty	1
Pencil Rubber Top	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 60/Qty	60 / Qty	1
Rubber eraser	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 100/Qty	100 / Qty	1
Sharpener	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 100/Qty	100 / Qty	1

Paper Pin	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 50/pack	50 / pack	1
Stapler Pin	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 60/pack	60 / pack	1
Size: 24/6 with stapling capacity of 25 pages Collectively.Stapler pin heavy duty	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 27/pack	27 / pack	1
Stapler machine.	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 18/Qty	18 / Qty	1
Stapler machine heavy duty	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1

Staples Remover.	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 20/Qty	20 / Qty	1
File Tag.	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 85/bundle	85 / bundle	1
Marker (Round & Cut tip) (Permanent)	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 65/Qty	65 / Qty	1
Fluid Pen (Whitener)	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 20/Qty	20 / Qty	1
Highlighter (Different colors)	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 40/Qty	40 / Qty	1
Register (No. 90,100,120)	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 20/Qty	20 / Qty	1

File Flapper.	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 350/Qty	350 / Qty	1
File Board.	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 180/Qty	180 / Qty	1
Glue Stick (36 gm).	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 40/Qty	40 / Qty	1
Note Pad (Ring binding) open left & right.	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 70/Qty	70 / Qty	1
Stock Register	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 3/Qty	3 / Qty	1

Attendance Register	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1
Diary Register	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1
File Movement Register	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1
Issue Register	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1
In/Out Register	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1
Sticky Notes	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 60/Qty	60 / Qty	1

Punch Machine (Mediuml)	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 30/Qty	30 / Qty	1
Paper Clips	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 11/Qty	11 / Qty	1
Paper Pin Cushion.	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/pack	5 / pack	1
Calculator 14-Digets.	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1
Stamp Pad.	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 30/Qty	30 / Qty	1
Steel Scale 12"	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 26/Qty	26 / Qty	1

Color Sheet AA (A4) 80gm.	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/pack	1 / pack	1
Pen holder	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1
Desk paper tray 3 tier	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1
Copy Holder	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 4/Qty	4 / Qty	1
Table organizer set	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1
Scissor	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 8/Qty	8 / Qty	1

Book binding plastic covers	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/pack	1 / pack	1
Book binding tape	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/Qty	5 / Qty	1
Punch machine (Large)	Stationery	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 10/Qty	10 / Qty	1

Lot Title : Cartridges & Toners

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
HP-Laser Jet Toner (05-A).	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/Qty	5 / Qty	1
HP Laser Jet Toner (78-A).	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/Qty	5 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
HP Laser Jet Toner (85-A).	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/Qty	5 / Qty	1
HP Laser Jet (M402dn) Toner (26-A).	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/Qty	5 / Qty	1
HP Laser Jet (3103fdw) Toner (145-A).	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 50/Qty	50 / Qty	1
Laser Jet Pro MFP M227 fdn Printer Cartage 30A.	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 40/Qty	40 / Qty	1
Laser Jet Pro MFP M227 fdn Printer 32A Drum.	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 15/Qty	15 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Ricoh A3 Printer Toner SP8400DN.	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1
Toner Canon LBP 226DW	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 25/Qty	25 / Qty	1
HP 213 Series Tonner for HP Laser Jet 5700DN	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1

Lot Title : PHOTOSTAT MACHINE TONERS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Toner Canon NGP-53 Black Toner	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Photostat Canon (M-2425) Toner-NPG-59	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1
Photostat Canon (M-8705) Toner	Printer or facsimile toner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1

Lot Title : ELECTRIC ITEMS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Extension Board with 5-yard copper cable & copper board.	Electrical extension cable	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1
Cell	Dry cell batteries	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/pack	2 / pack	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Cell	Dry cell batteries	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/pack	5 / pack	1
Cell	Dry cell batteries	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 11/pack	11 / pack	1
Call Bell (Wireless)	Call bells	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 12/Qty	12 / Qty	1

Lot Title : JANITORIAL ITEMS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Acid HCL	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 60/Ltr	60 / Ltr	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Sweep for office cleanings	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 60/Ltr	60 / Ltr	1
Phenyl for office cleanings	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 26/Ltr	26 / Ltr	1
Surf for office cleanings	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 32/Kg	32 / Kg	1
Dish washing powder	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 40/Qty	40 / Qty	1
Floor wiper for office cleanings	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 4/Qty	4 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Broom	Brooms	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 30/Qty	30 / Qty	1
Glass cleaning wiper	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1
Rubber gloves	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 10/pair	10 / pair	1
Trash bags	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 3/Kg	3 / Kg	1
Washroom wiper	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Commode brush	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1
Dustbin	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 10/Qty	10 / Qty	1
Dusting clothes	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 40/Qty	40 / Qty	1
Dustpan + Brush	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 10/Qty	10 / Qty	1
Plastic bucket	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Plastic mug for buckets	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1
Plastic pot	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 4/Qty	4 / Qty	1
Caustic soda	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Kg	2 / Kg	1
Soother (Wet mop)	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Kg	2 / Kg	1
Glint Spray	General purpose cleaners	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 6/Qty	6 / Qty	1

Lot Title : HYGIEN SUPPLIES

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Tissue Box	Facial tissues	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 150/Qty	150 / Qty	1
Tissue Box	Facial tissues	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 36/Qty	36 / Qty	1
Paper Towel	Paper towels	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 30/Qty	30 / Qty	1
Towel	Hand towels	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 8/Qty	8 / Qty	1
Towel (Medium)	Bath towels	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 3/Qty	3 / Qty	1
Towel (Large)	Bath towels	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 3/Qty	3 / Qty	1
Toilet Roll	Toilet tissue	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 180/Qty	180 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Air freshener	Air freshener	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 50/Qty	50 / Qty	1
Hand Wash	Hand cleaner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 40/Qty	40 / Qty	1
Toilet Soap	Soaps	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 80/Qty	80 / Qty	1
Dettol	Hand cleaner	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/Qty	5 / Qty	1
Hand Sanitizer	Hand sanitizer	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/Qty	5 / Qty	1

Lot Title : PRINTING RELATED ITEMS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Map Globe	Terrestrial globe	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 4/Qty	4 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Quaid-e-Azam portrait with frames	Portraits	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 6/Qty	6 / Qty	1
Table name plate	Metallic nameplates	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 4/Qty	4 / Qty	1
Official stamps Rubber stamp/pre-inked stamp	Rubber stamping stamps	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 14/Qty	14 / Qty	1
Officer room nameplate	Non metallic nameplates	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 8/Qty	8 / Qty	1
Award Shields (Brass)	Plaques	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 3/Qty	3 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Award Shields (Crystal)	Plaques	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 3/Qty	3 / Qty	1
Award Shields (Wooden)	Plaques	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 3/Qty	3 / Qty	1
Pakistan Table Flag	Flags or accessories	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 3/Qty	3 / Qty	1
Table Dairies + Holder	Supports for diaries or calendars	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 4/Qty	4 / Qty	1
Calendar	Calendars	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 4/Qty	4 / Qty	1

Lot Title : MISCELLANEOUS

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Telephone set	Digital telephones	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/Qty	5 / Qty	1
Telephone wire per meter	Telecommunications cable	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 50/m	50 / m	1
Door lock	Door interlocking systems	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 3/Qty	3 / Qty	1
China lock	Padlocks	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 10/Qty	10 / Qty	1
Scotch tape 1 Inch	Transparent tape	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 10/Qty	10 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Scotch tape 2 Inch	Transparent tape	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 10/Qty	10 / Qty	1
Electrical tape	Electrical insulating tape	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 15/Qty	15 / Qty	1
Wall clock	Wall clocks	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 6/Qty	6 / Qty	1
Table Glass per Sqft. Rate 5mm	Tempered glass	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 30/sqft	30 / sqft	1
Table clothes per Sqft. Rate	Table cloths	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 35/sqft	35 / sqft	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Flying insect killer spray	Insecticides	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 4/Qty	4 / Qty	1
Table lamp	Table lamp fixture	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 6/Qty	6 / Qty	1
Computer Keyboard	Keyboards	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 10/Qty	10 / Qty	1
Computer Mouse with Pad	Computer mouse	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 10/Qty	10 / Qty	1
USB 32 GB	Combination pen or pencil	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/Qty	5 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
VGA cables	Signal cable	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 6/Qty	6 / Qty	1
Computer power cables	Power cord	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 6/Qty	6 / Qty	1
Door and Bath Mat Microfiber Large	Door mats	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1
Door and Bath Mat Medium Micro Fiber	Door mats	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1
Door and Bath Mat Large PVC Coil	Door mats	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Door and Bath Mat Medium PVC Coil	Door mats	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 2/Qty	2 / Qty	1
Table Glass 6mm	Tempered glass	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 30/sqft	30 / sqft	1
Table Glass 8mm	Tempered glass	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 30/sqft	30 / sqft	1
USB 64GB	Pen or flash drive	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 5/Qty	5 / Qty	1

Lot Title : PVC Printer Accessories

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
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Blank PVC Card	Identification cards or bands or similar products	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 300/Qty	300 / Qty	1
Ribbon for evolis pvc card printer	Printer ribbon	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1
Cleaning Kit for evolis pvc card printer	Printer or facsimile or photocopier cleaning supplies	Address: Main Shami Road, Opp: Golf Club Gate # 2., Peshawar City, Peshawar (District), Peshawar Division (Division), Khyber Pakhtunkhwa (KP) (Province). Schedule: 360 Days Quantity: 1/Qty	1 / Qty	1

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
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Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
1. E-bids are invited for the supply of stationary and other miscellaneous items through closed framework agreement to the office of Provincial Election Commissioner, Khyber Pakhtunkhwa.	No
2. Samples of each item should be submitted in accordance with the specifications and free of charge before opening of the tender.	No
3. The bidder should submit a "Certificate" that the firm has never been blacklisted or declared as defaulter by any Government office of Pakistan.	Yes
4. The contractors/firms must be registered for Sales Tax and Income Tax, duly supported by copies of STRN and NTN certificates	Yes

5. Interested firms must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than one year	Yes
6. The company should have their business or a branch in Peshawar	No
7. A bidder shall apply for a complete lot and may apply for as many lots as desired	No
8. Price should be quoted in Pakistani Rupees both in words and figures	No
9. Payment will be made after successful supply of items and if found sub-standard than the approved sample, the firms will be liable to replace/re-supply the defective/sub-standard items at their own cost	No
10. The rates should be quoted inclusive of all taxes and incidental charges. Any increase in any tax levied by the government during the process of the tender till the completion of order will not be entertained by the Procuring Agency	No
11. GST invoice shall be provided by the firm	No
12. Income tax and other applicable taxes will be deducted at the time of payment in accordance with the income tax laws/regulations and shall be valid till the tender period.	No
13. The Provincial Election Commissioner, Khyber Pakhtunkhwa, being the Competent Authority in accordance with the law, may reject any or all the tenders as per PPRA rules.	No
14. The successful contractor/supplier shall be required to furnish a Performance Guarantee @ 5% of the total contract value for each lot, in the form of a Pay Order or Bank Draft in favor of the DDO, office of the Provincial Election Commissioner, Khyber Pakhtunkhwa.	No
15. In addition, a Performance Bond of Rs. 100/- shall be submitted on non-judicial stamp paper, affirming that the goods/stationery items will be supplied as per the approved samples/specifications provided to the PEC, KPK, on a need basis. Failure to do so shall result in the forfeiture of the Performance Guarantee and Security Deposit in favor of the Government."	No

16 The successful bidder(s) shall be bound to supply the goods at the quoted/approved rates during the currency of the framework agreement.	No
17. In case of unsatisfactory supplies in any manner including quality and quantity and timeline and /or other terms and conditions, the performance guarantee will be forfeited and contract will be partially/fully cancelled which may lead to black listing of firm.	No
18. The maximum delivery time for the ordered items shall be One Week from the date of issuance of the Purchase Order. However, the Provincial Election Commissioner, KP, Peshawar reserves the right to modify or extend the delivery period	No
19. The Supplier shall be solely responsible for transportation, loading/unloading of the supplied items.	No
20. The Procuring Agency shall take legal/lawful action against the supplier regarding non-supply, short supply, substituted supply, delayed supply or any other unlawful action/shortcoming on the part of supplier during the period of the contract agreement.	No

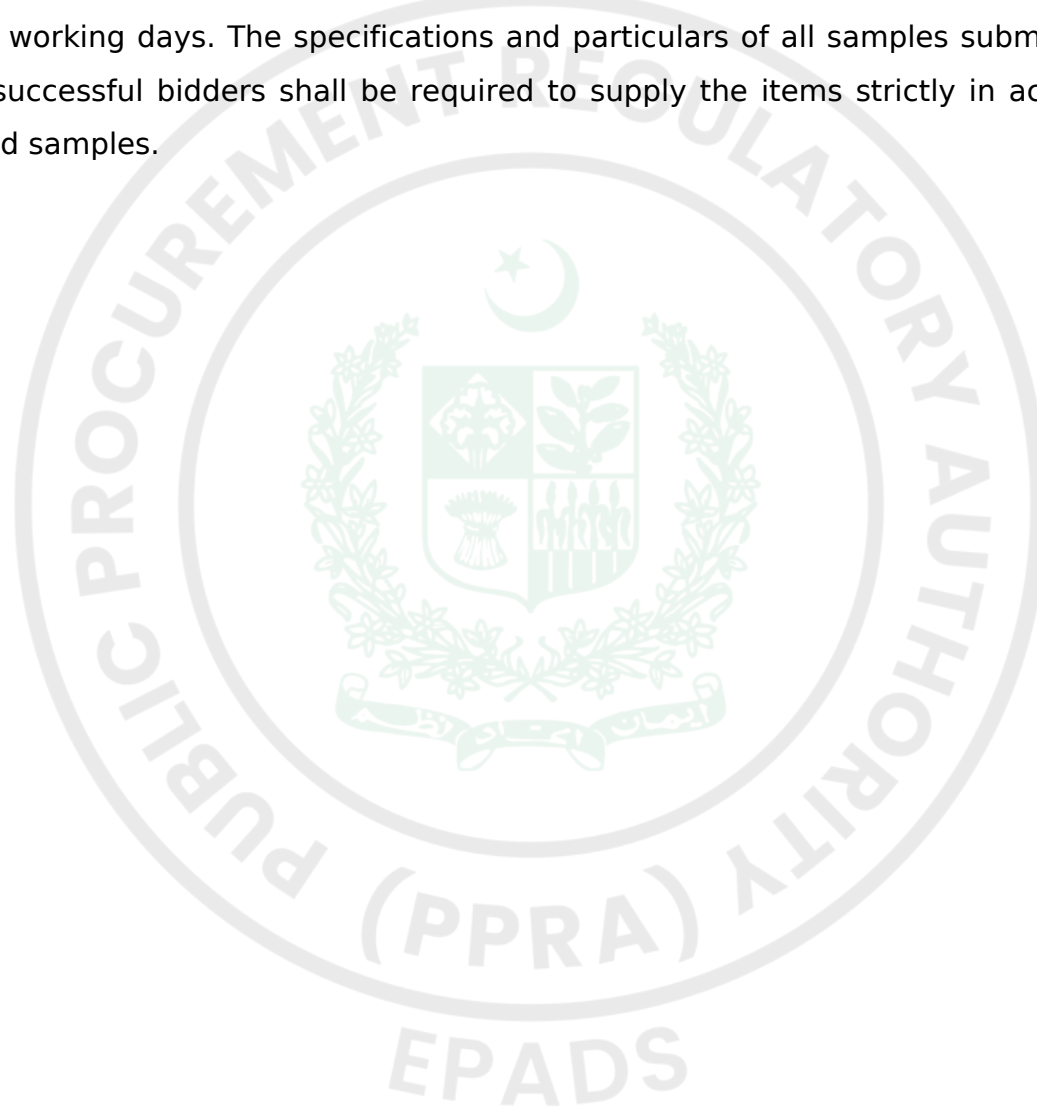
Evaluation Criteria

Least Cost Based Selection (LCBS)

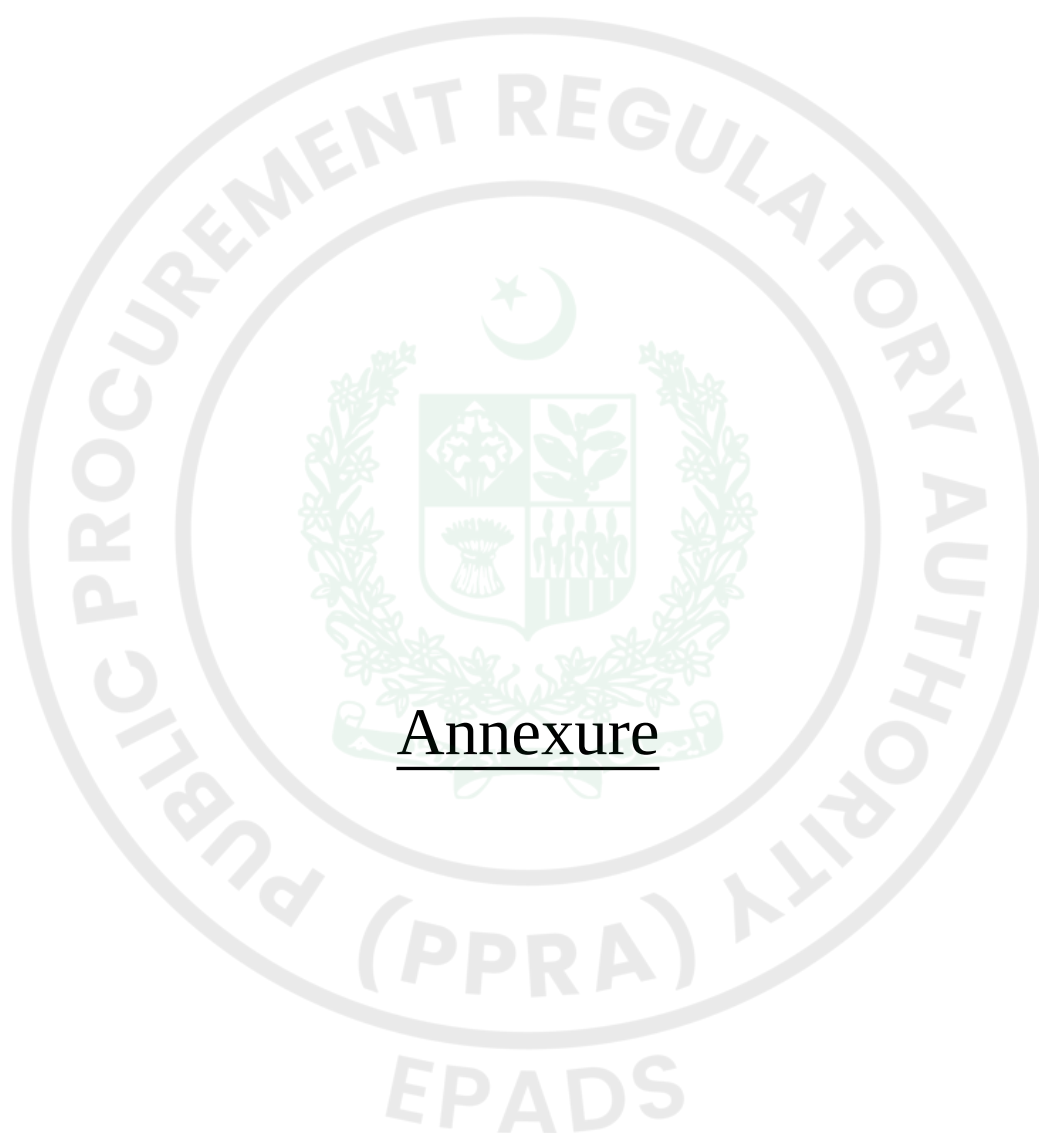
Call-Off / Secondary Procurement Procedure

Brief Description

1. The samples submitted by the successful firms for LOTs 1 to 3 shall be retained in the custody of this office which will be returned after expiry of contract agreement, whereas the samples submitted for LOTs 4 to 10 shall be evaluated and returned to the bidders within three (03) working days. The specifications and particulars of all samples submitted shall be duly recorded at the time of evaluation. The successful bidders shall be required to supply the items strictly in accordance with the quality and specifications of the submitted samples.







Annexure

Terms & Conditions

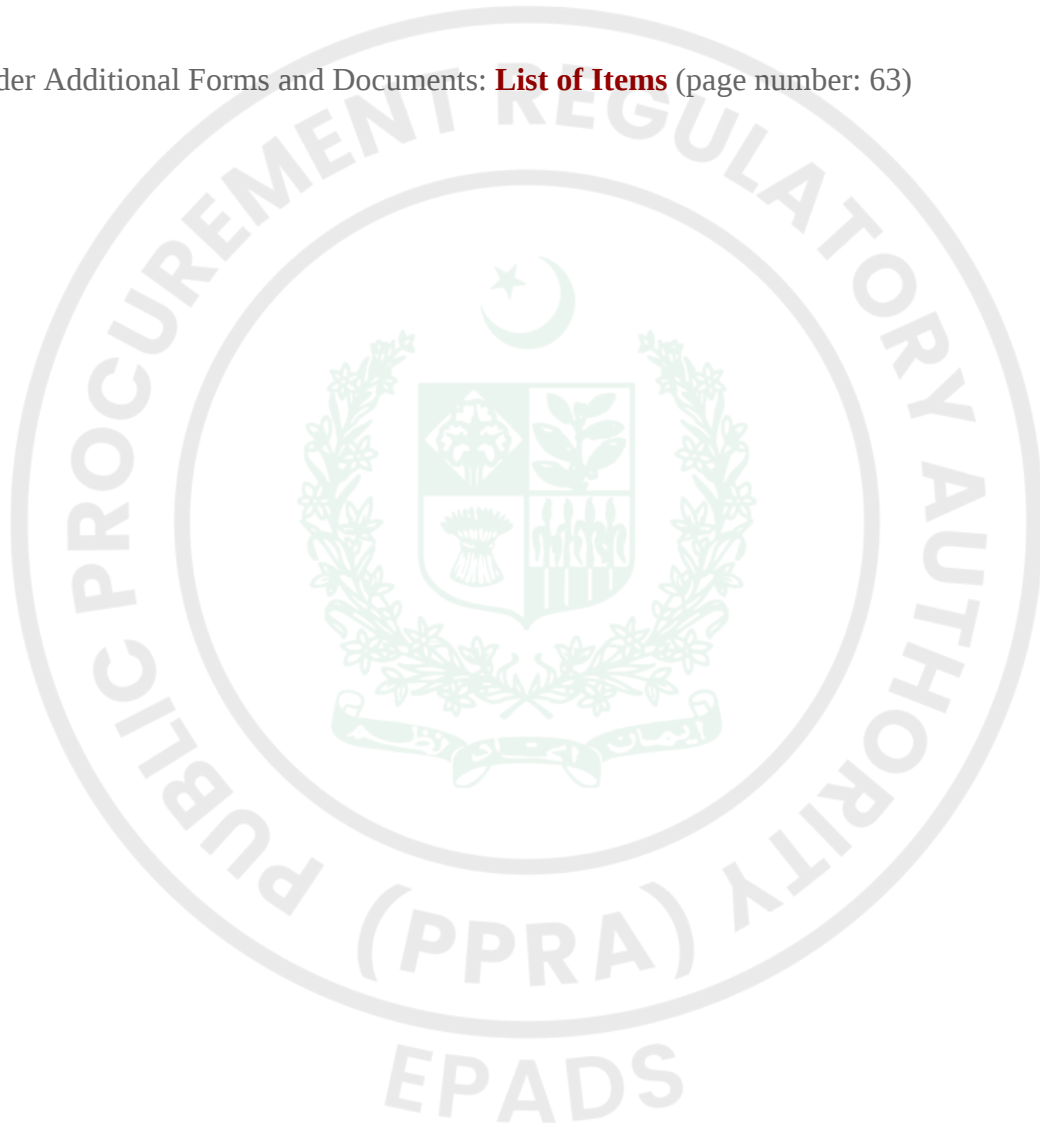
Information (Read-Only)

See Form Under Additional Forms and Documents: **Terms & Conditions** (page number: 60)

List of Items

Information (Read-Only)

See Form Under Additional Forms and Documents: **List of Items** (page number: 63)





Procurement Forms

Past Experience and Completed Contracts

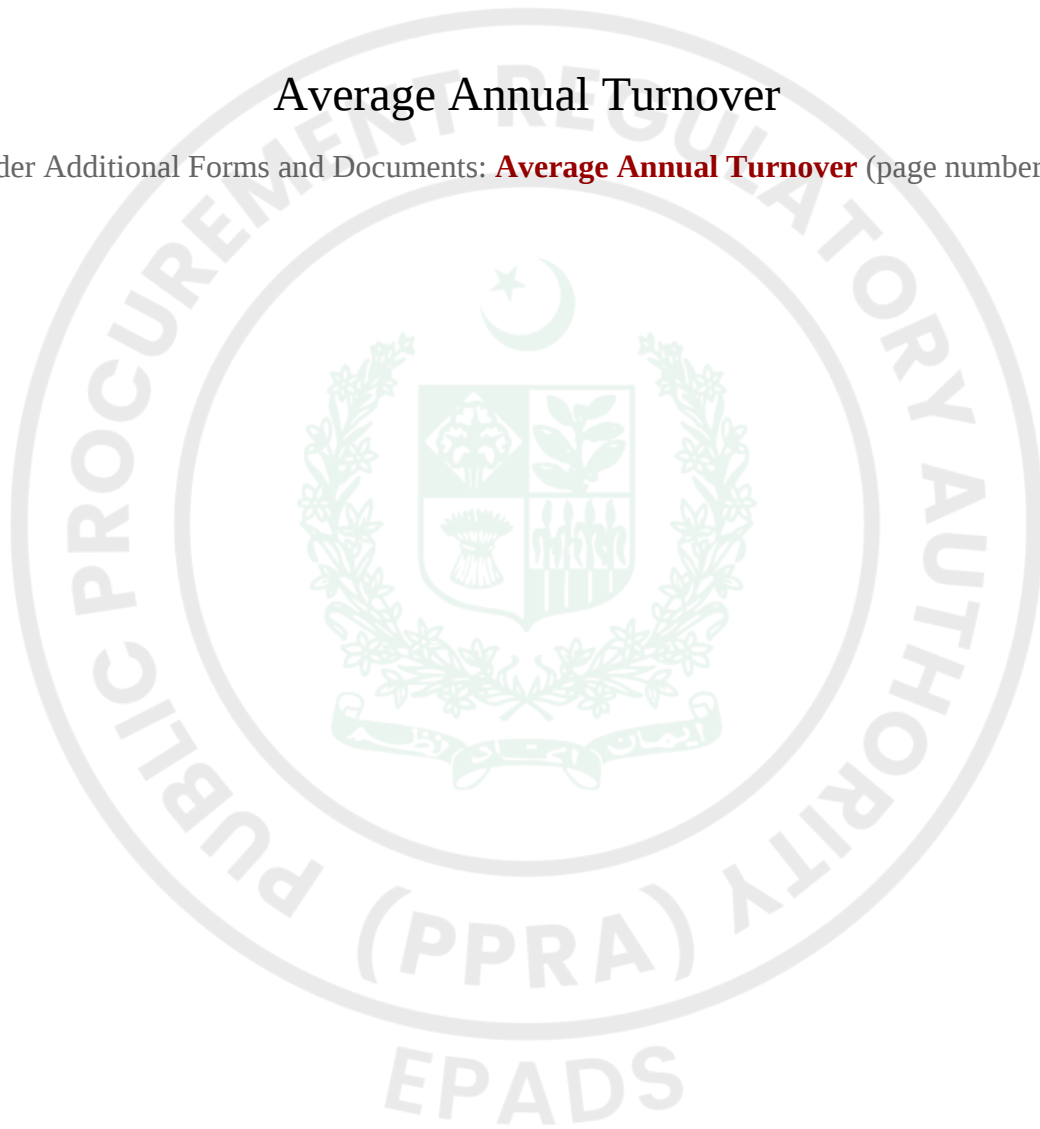
See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 70)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 71)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 73)







Additional Forms and Documents

TERMS & CONDITIONS

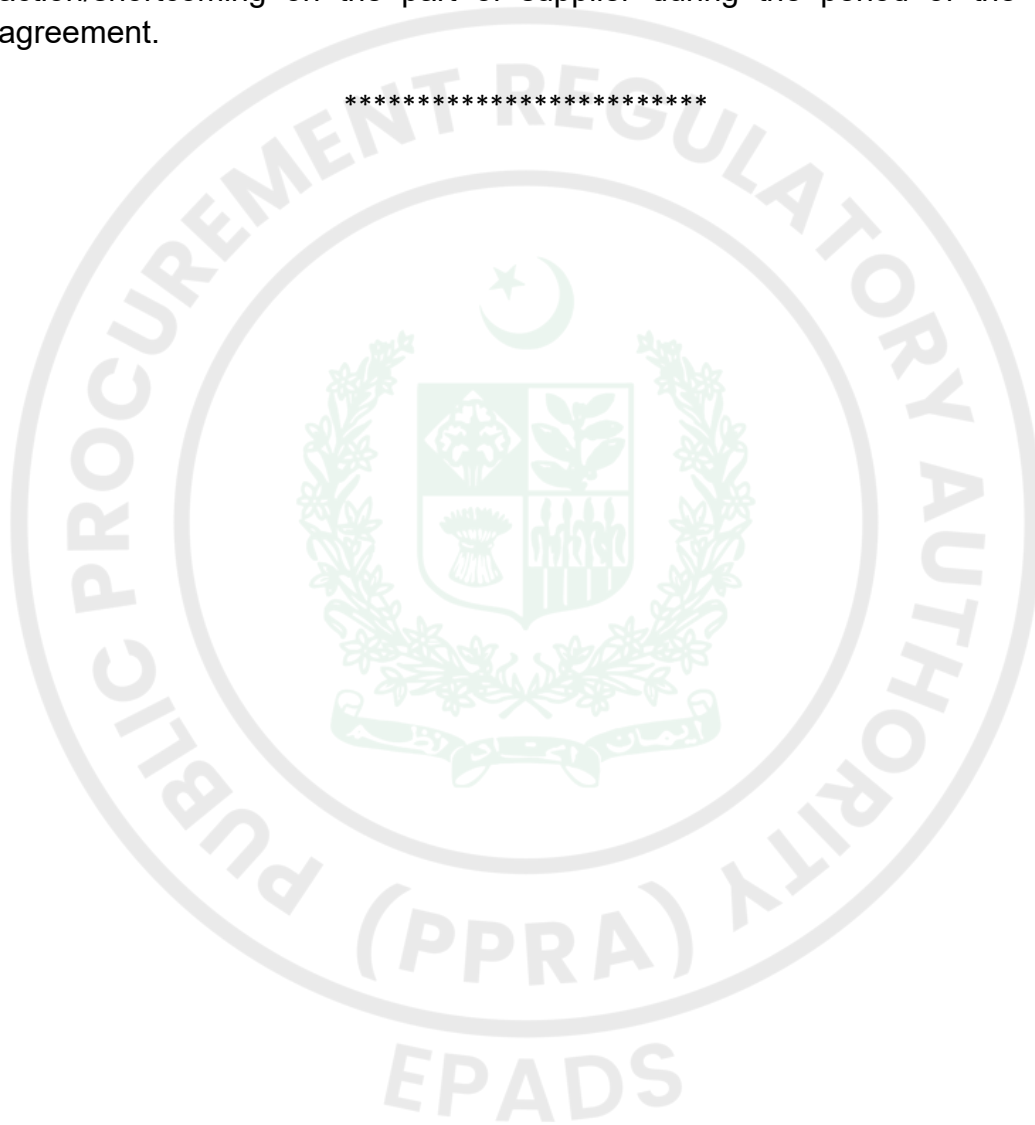
E-bids are invited for the supply of stationary and other miscellaneous items through **Closed Framework Agreement** to the office of Provincial Election Commissioner, Khyber Pakhtunkhwa.

1. The Bidders should furnish bid security for each lot separately (as appearing on EPADS) in shape of pay order/bank draft/CDR in favor of the DDO, office of Provincial Election Commissioner, Khyber Pakhtunkhwa, failing which the offer will be rejected on the spot. The original security must also be submitted to the office of the Provincial Election Commissioner, Shami Road, opposite Golf Club, Peshawar, before the closing time of the bid. The Security is refundable.
2. One sample of each item should be submitted in accordance with the specifications and free of charge before opening of the tender.
3. The samples submitted by the successful firms for LOTs 1 to 3 shall be retained in the custody of this office which will be returned after expiry of contract agreement, whereas the samples submitted for LOTs 4 to 10 shall be evaluated and returned to the bidders within two (03) working days. The specifications and particulars of all samples submitted shall be duly recorded at the time of evaluation. The successful bidders shall be required to supply the items strictly in accordance with the quality and specifications of the submitted samples.
4. The bidder should submit a "Certificate" that the firm has never been blacklisted or declared as defaulter by any Government office of Pakistan.
5. The contractors/firms must be registered for Sales Tax and Income Tax, duly supported by copies of STRN and NTN certificates.
6. Interested firms must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than one year.
7. The company should have their business or a branch in Peshawar.
8. A bidder shall apply for a complete lot and may apply for as many lots as desired.
9. Price should be quoted in Pakistani Rupees both in words and figures.
10. Payment will be made after successful supply of items and if found sub-standard than the approved sample, the firms will be liable to replace/re-supply the defective/sub-standard items at their own cost.

11. The rates should be quoted inclusive of all taxes and incidental charges. Any increase in any tax levied by the government during the process of the tender till the completion of order will not be entertained by the Procuring Agency.
12. GST invoice shall be provided by the firm.
13. Income tax and other applicable taxes will be deducted at the time of payment in accordance with the income tax laws/regulations and shall be valid till the tender period.
14. Quantities mentioned in the tender documents are estimates only and shall not create any obligation upon the Purchaser.
15. The Provincial Election Commissioner, Khyber Pakhtunkhwa, being the Competent Authority in accordance with the law, may reject any or all the tenders as per PPRA rules.
16. The successful contractor/supplier shall be required to furnish a Performance Guarantee @ 5% of the total contract value for each lot, in the form of a Pay Order or Bank Draft in favor of the DDO, office of the Provincial Election Commissioner, Khyber Pakhtunkhwa. In addition, a Performance Bond of Rs. 100/- shall be submitted on non-judicial stamp paper, affirming that the goods/stationery items will be supplied as per the approved samples/specifications provided to the PEC, KPK, on a need basis. Failure to do so shall result in the forfeiture of the Performance Guarantee/Security Deposit in favor of the Government."
17. The successful bidder(s) shall be bound to supply the goods at the quoted/approved rates during the currency of the framework agreement.
18. The contract shall remain valid for a **period of one year** from the date of signing of contract. The price quoted by the bidders shall remain the same throughout the duration contract.
19. Multiple purchase orders may be issued for the delivery of contractual items as and when required by this office. However, the office of Provincial Election Commissioner, KP shall not be liable in case of non-issuance of purchase order during contract agreement.
20. In case of unsatisfactory supplies in any manner including quality and quantity and timeline and /or other terms and conditions, the performance guarantee will be forfeited and contract will be partially/fully cancelled which may lead to black listing of firm.
21. The maximum delivery time for the ordered items shall be One Week from the date of issuance of the Purchase Order. However, the Provincial Election

Commissioner, KP, Peshawar reserves the right to modify or extend the delivery period.

22. The Supplier shall be solely responsible for transportation, loading/unloading of the supplied items.
23. The Procuring Agency shall take legal/lawful action against the supplier regarding non-supply, short supply, substituted supply, delayed supply or any other unlawful action/shortcoming on the part of supplier during the period of the contract agreement.



LIST OF ITEMS TO BE INCLUDED IN STATIONERY/MISC: ITEMS TENDER 2026-27

S. No	Name of Items	Brand	Specifications	Quantity
LOT-I (PAPER REAMS)				
1	Photostat Paper Ream (A4)	Double A/equivalent	Thickness of paper: 80gms with 500 sheets per ream. Durable for two-sided use	230
2	Photostat Paper Ream (F4)	Do		40
3	Photostat Paper Ream (A3)	Do		4
LOT-II (STATIONERY ITEMS)				
4	Gel pen	Dollar, Pelikan, Uniball signo or equivalent Nib thickness 0.7mm Rate per pen		240
5	Ball Point	Deli, Piano or equivalent Nib thickness 0.9mm Rate per piece		400
6	Pencil Rubber Top	Dollar, Dux or equivalent Real Wood, average HB, Pencil with topper rubber. Rate per piece		60
7	Rubber eraser	Pelikan, Piano or equivalent Non-toxic synthetic rubber Rate per piece		100
8	Sharpener	Reeko or equivalent Non-rusty blade Rate per piece		100
9	Paper Pin	Sensa or equivalent Pack net wight-50 Gms, sharp edge, rust free. Rate per Pack		50
10	Stapler Pin	Dollar or equivalent ST-24/6. Pack of 1000x20. Rate per Pack		60
11	Stapler pin heavy duty	Whasin or equivalent		10
		Size: 23/10		10
		Size: 23/13		4
		Size: 23/17		3
12	Stapler machine.	Dux, Deli, Opal or equivalent Premium Quality Size: 24/6 with stapling capacity of 25 pages Collectively.		18
13	Stapler machine heavy duty	Dux, Deli, Opal or equivalent Stapling Capacity:100 sheets, Compatible Pins: 23/10, 23/13, 23/17, 23/20		1
14	Staples Remover.	Deli, Fuji, Opal or equivalent Steel jaws with wide finger grips & non slip surface, suitable for 30 sheets		20
15	File Tag.	Premium Quality 6-inches with non-rusty firm steel tips rate per bundle (50-Nos).		70
		12-inches with non-rusty firm steel tips, rate per bundle (50-Nos).		15
16	Marker (Round & Cut tip) (Permanent)	Dollar or equivalent Permanent marker. Color: Blue, Black & Red. Rate per piece		65
17	Fluid Pen (Whitener)	Oro or equivalent Tip with a needle for accurate application. Rate per piece		20

18	Highlighter (Different colors)	Schinider, Pelikan or equivalent High fluorescence and good transparency. Rate per piece	40
19	Register. (No. 90).	Premium Quality 100 sheets per register with hard cover protection (Small) .	5
	Register. (No.100).	100 sheets per register with hard cover protection (Medium) .	10
	Register. (No.120).	100 sheets per register with hard cover protection (Legal) .	5
20	File Flapper.	Premium quality 2 feet long file flapper with 3" width, made of matte Rexin with attached cord. Color: Black, Green Rate per piece	350
21	File Board.	Premium quality Size: 23.4x33.1 inch. Type: Grey board with attached file flapper, Color: White/light grey. Rate per piece	180
22	Glue Stick (36 gm).	UHU, Dollar or equivalent Strong and permanent adhesive. Rate per piece	40
23	Note Pad (Ring binding) open left & right.	Premium quality Size: 5.8 x 4.1 inches, spiral notebook with 50 sheets per notebook.	70
24	Stock Register	Premium quality Customized on demand print, 200- pages with paper of 70gm with hard cover protection.	3
25	Attendance Register	Premium quality Customized on demand print, 60 pages for Staff attendance.	2
26	Diary Register	Premium quality Customized on demand print, 200 pages with paper of 70gm with hard cover protection.	1
27	File Movement Register	Premium quality Customized on demand print, Standard register with 200- pages with hard cover protection.	2
28	Issue Register	Premium quality Customized on demand print, Size: 8.5" W x 13.5" H. Type :70gm paper with 200 pages with hard cover protection.	1
29	In/Out Register	Premium quality Customized on demand print, 160 pages with paper of 70gm with hard cover protection.	1
30	Sticky Notes	Premium quality	45
		Standard quality Size: 3" X 3" 1" X 3"	15
		Opal/Sensa or equivalent	30
31	Punch Machine	Single hole with iron body. Paging capacity of 20 sheets. s (Medium) .	10
		Single hole with iron body. Paging capacity of 20 sheets. (Large) .	
32	Paper Clips	3-Flowers or equivalent Size: 30 mm Size: 36 mm	6
			5
33	Paper Pin Cushion.	Premium quality Securely holds pins and needles.	5
34	Calculator 14-Digets.	Casio Original or equivalent Original Dimensions: 185x135x37.5 MM Battery Type: AAA 14 Digits, Auto Replay with 150 Steps Check.	1
35	Stamp Pad.	New Lancer or equivalent Size: 7 x 11 cm with Fast-drying ink.	30
36	Steel Scale 12"	Premium quality Clear finishing and distinctly visible marking with rust resistant quality.	26
37	Color Sheet AA (A4) 80gm.	Premium quality Paper Dimensions: A4 size, Paper Thickness: 70gsm with 100 pages per ream . Colors: Multicolor	1

38	Pen holder	Premium quality Multi-Functional circular metal body and base, Desk Organizer.	2
39	Desk paper tray 3 tier	Premium quality Dimensions: 14 x 11 x 2.2 inches, Color: Black	1
40	Copy Holder	Deli or equivalent Material: Plastic Size: A4 (62.5x50.5x39cm) Color: Black/Grey	4
41	Table organizer set	Premium quality High-quality metal mesh construction with Multiple compartments for various office supplies (12-pcs).	1
42	Scissor	Deli or equivalent Size: 5.11~6.29 inches Made from durable stainless steel for sharpness and longevity.	8
43	Book binding plastic covers	Premium quality Size: A4, Durable 18mm binding sheet, rate per ream (100 sheets)	1
44	Book binding tape	Premium quality Width: 3 inches, Length: 9 yards Rate per piece	5
LOT-III (Cartridges & Toners)			
45	HP-Laser Jet Toner (05-A).	Premium quality 2000-2500 pages, laser technology	5
46	HP Laser Jet Toner (78-A).	Premium quality 2000-2500 pages, laser technology	5
47	HP Laser Jet Toner (85-A).	Premium quality 2000-2500 pages, laser technology	5
48	HP Laser Jet (M402dn) Toner (26-A).	Premium quality 2000-2500 pages, laser technology	5
49	HP Laser Jet (3103fdw) Toner (145-A).	Premium quality 2000-2500 pages, laser technology	50
50	Laser Jet Pro MFP M227 fdn Printer Cartage 30A.	Premium quality 2000-2500 pages, laser technology	40
51	Laser Jet Pro MFP M227 fdn Printer 32A Drum.	Premium quality 2000-2500 pages, laser technology	15
52	Ricoh A3 Printer Toner SP8400DN.	Premium quality 5000-10000 pages, laser technology	1
53	Toner Canon LBP 226DW	Premium quality 2000-2500 pages, laser technology	25
54	HP 213 Series Tonner for HP Laser Jet 5700DN	Premium quality 2000-2500 pages, laser technology	1
LOT-IV (PHOTOSTAT MACHINE TONER)			
55	Toner Canon NGP-53 Black Toner	Original 2000-2500 pages, laser technology	1
56	Photostat Canon (M-2425) Toner-NPG-59	Original 5000-10000 pages, laser technology	1
57	Photostat Canon (M-8705) Toner	Original 5000-10000 pages, laser technology	1

LOT-V (ELECTRIC ITEMS)			
58	Extension Board with 5-yard copper cable & copper board.	Clopal or Equivalent 100% Original Cable, length: 5M, interface 05 No. (3/29)	1
		100% Original Cable, length: 5M, interface 05 No. (7/29)	1
59	Cell	Dura Cell or equivalent	1
		Made with high-quality materials (A). Rate per pack (24 cells)	5
		Made with high-quality materials (AA). Rate per pack (24 cells) Made with high-quality materials (AAA). Rate per pack (24 cells)	11
60	Call Bell (Wireless)	Clopal or equivalent Long Range Up to 50m.	12
LOT- VI (JANITORIAL ITEMS)			
61	Acid HCL	Premium quality Standard grade: concentrated for cleanliness, rate per liter.	60
62	Sweep for office cleanings	Premium quality Standard grade: concentrated for cleanliness, rate per liter	60
63	Phenyl for office cleanings	Finis or equivalent Phenyl Diluted Rate per bottle (2.75 litters)	26
64	Surf for office cleanings	Arial/excel or equivalent Original detergent washing powder, rate per KG	32
65	Dish washing powder	Lemon max or equivalent Excellent cleaning ability and refreshing fragrance. Rate per Pack (400gms)	40
66	Floor wiper for office cleanings	Premium quality Premium quality floor Wiper. Size: Length 45 inch, width 24 inches.	4
67	Broom	Premium quality Heavy Weighted	30
68	Glass cleaning wiper	Premium quality Standard size with premium quality, suitable for single handed use.	2
69	Rubber gloves	Premium quality Rubber gloves for use in chemical & electrical works. Rate per pair	10
70	Trash bags	Premium quality Material: Plastic, Colour: Black, Size: Small (18x24) Rate per KG	1
		Material: Plastic, Colour: Black, Size: Medium (20x30) Rate per KG	1
		Material: Plastic, Colour: Black, Size: Large (24x36) Rate per KG	1
71	Washroom wiper	Premium quality Medium size wiper with premium quality.	2
72	Commode brush	Tulip or equivalent Durable Plastic, non-scratch bathroom cleaning.	2
73	Dustbin	Premium quality Height: 30 cm, made of pure plastic. Rate per piece	6
		Height: 45 cm, made of pure plastic. Rate per piece	4
74	Dusting clothes	Premium quality 40	40
75	Dustpan + Brush	Premium quality Size: 31 x 23cm. Made of pure plastic	10
76	Plastic bucket	Premium quality Capacity: 30 liters, made of pure plastic with plastic lid for protection.	1

77	Plastic mug for buckets	Premium quality Dimensions: 6 inches in diameter and 5 inches in height. Capacity: 1.5 liters	2	
78	Plastic pot	Premium quality Material: High-quality plastic Type: Loota	4	
79	Caustic soda	Premium quality Sodium hydroxide powder (NAOH). Rate per KG	2	
80	Soother (Wet mop)	Premium quality Absorbent fibers for efficiently pick up dirt and dust. Rate per Kg	2	
81	Glint Spray	Premium quality Glass, Household and Multi-Purpose Cleaner Spray Glint - Rate per 500ML	6	
LOT-VII (HYGIEN SUPPLIES)				
82	Tissue Box	Rose Petal or equivalent	Pop Up 2-ply Tissue box with 150 affordable pulls.	150
			Pop Up 3-ply Tissue box with 300 affordable pulls.	36
83	Towel	Premium quality	Heavy material with machine dying (Small). Rate per piece	8
			Heavy material with machine dying (Medium). Rate per piece	3
			Heavy material with machine dying (Large). Rate per piece	3
84	Toilet Roll	Rose Petal or equivalent	Paper Type: white 2-ply. Rate per piece	180
85	Air freshener	Airwick or equivalent	Size: 300ml, Different scents.	50
86	Hand Wash	Life Buoy/Safeguard/ Dettol or equivalent	Size: 250~275-ml Antibacterial with fresh scent.	40
87	Toilet Soap	Safeguard/Lux or equivalent	Size: 170~175gms bar soap. Rate per piece	80
88	Dettol	Dettol or equivalent	Dettol Antiseptic Liquid, Size: 250ml. Rate per piece	5
89	Hand Sanitizer	Clearex Pakistan or equivalent	Safe Hand Sanitizer, 70% Alcohol, 250-ml Rate per piece	5
90	Paper Towel	Rose Petal or equivalent	Paper Type: white 4-ply. Rate per piece	30
LOT-VIII (PRINTING RELATED ITEMS)				
91	Map Globe	Premium quality	Rotatable Globe with Stand	4
92	Quaid-e-Azam portrait with frames	Premium quality	Size: H x 22, W x 17 inches Premium quality frame with transparent glass.	6
93	Table name plate.	Premium quality	Customized Wooden Name Plate with metal sublimation printing, Size: L x W x H (7.9 x 2 x 2 inches)	4
94	Official stamps Rubber stamp/pre-inked stamp	Premium quality	Rubber Stamp/Pre-inked stamp with on demand text, Impression Size: 38 x 14 mm, Ink Color: Blue	14
95	Officer room nameplate	Premium quality	Acrylic Name plate with plaque for offices.	8
96	Award Shields	Premium quality	Size: 6x8 inch, Brass	3
			Size: 6x8 inch, Crystal	3
			Size: 6x8 inch, wooden	3
97	Pakistan Table Flag	Premium quality	Flag Type: embroidery, 5.5"x9" Stand: Stainless Steel, Stand height with base: 14"	3

98	Table Dairies + Holder	Premium quality	High Quality Material.	4
99	Calendar	Premium quality	High Quality Material with thick paper.	4
LOT-IX (MISCELLANEOUS)				
100	Telephone set	Panasonic/TIP or equivalent	Color backlit display with adjustable display, Ringer volume control, Incoming & outgoing calls log information (calling in or called out number, Date & time etc.), Auto Redial Function	5
101	Telephone wire per meter	Premium quality	Standard 2-wire cable. Rate per meter	50
102	Door lock	Premium quality	Handle door lock with 3-keys, mortise lock. Rate per piece	3
103	China lock	Premium quality	50mm with 3 keys, Solid Iron with Big Grip. Rate per piece	10
104	Scotch tape	Premium quality	Transparent tape, Size: 1" Length: 100 Meter (Approx.) Rate per piece	10
			Transparent tape, Size: 2" inches Length: 100 Meter (Approx.) Rate per piece	10
105	Electrical tape	Nitto, Osaka or equivalent	Electrical Insulating Works & Repair with strong adhesion. Rate per piece	15
106	Wall clock	Champion or equivalent	Simple stamped digits 14 inches round wall clock, Color: As per demand. Rate per piece	6
107	Table Glass per Sqft. Rate	Premium quality	5mm	30
			6mm	30
			8mm	30
108	Table clothes per Sqft. Rate	Premium quality	Waterproof And Spillproof Washable Fabric Table Cloth, Color: Emerald green Rate per Sq. ft	35
109	Flying insect killer spray	Power Plus, Kingtox or equivalent	Size: 300ml.	4
110	Table lamp	Premium quality	Rechargeable lamp, USB power supply, White LED, Charge time: 6~8 hrs.	6
111	Computer Keyboard	Dell, HP or equivalent	USB, 1.8 M Cable	10
112	Computer Mouse with Pad	HP, Logitech or equivalent	1600 DPI, 1.8 M Cable blue LED technology	10
113	USB	Kingston, HP, Samsung or equivalent	32 GB	5
			64 GB	5
114	VGA cables	Premium quality	640 x 480 and 720 x 400 resolution	6
115	Computer power cables	Premium quality	Standard size and quality.	6
116	Door and Bath Mat	Premium quality	Microfiber mat Large	2
			Microfiber mat Medium	2
			PVC Coil mat Large	2
			PVC coil mat Medium	2
LOT-X (PVC Printer Accessories)				
117	Blank PVC Card	Premium quality	CR-80, Size 3.375x2.125"	300
118	Ribbon for evolis pvc card printer	Premium quality	YMCKO Ribbon 300 for evolis pvc card printer, image part No. R5F208M100	1

119	Cleaning Kit for evolis pvc card printer	Premium quality	Cleaning Kit for evolis pvc card printer	1
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Past Experience / Contracts

Contracts over <i>[insert amount]</i> during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination



Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

IFP No. and title: [insert IFP number and title]

Page [insert page number] of [insert total number] pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for [number] years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the [number] years required above; and complying with the requirements.

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	Amount Currency	Exchange rate* (If applicable)	PKR equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.