

Standard Bidding Document

Tender for Purchase of Papers & Miscellaneous Stationery Items (FY 2026-
27)
(Goods)

National

Single Stage-Two Envelope

CORRIGENDUM # 1	CORR-P86914-001
Initiation Date	August 14, 2026



August 14, 2026

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REQUEST FOR BIDS

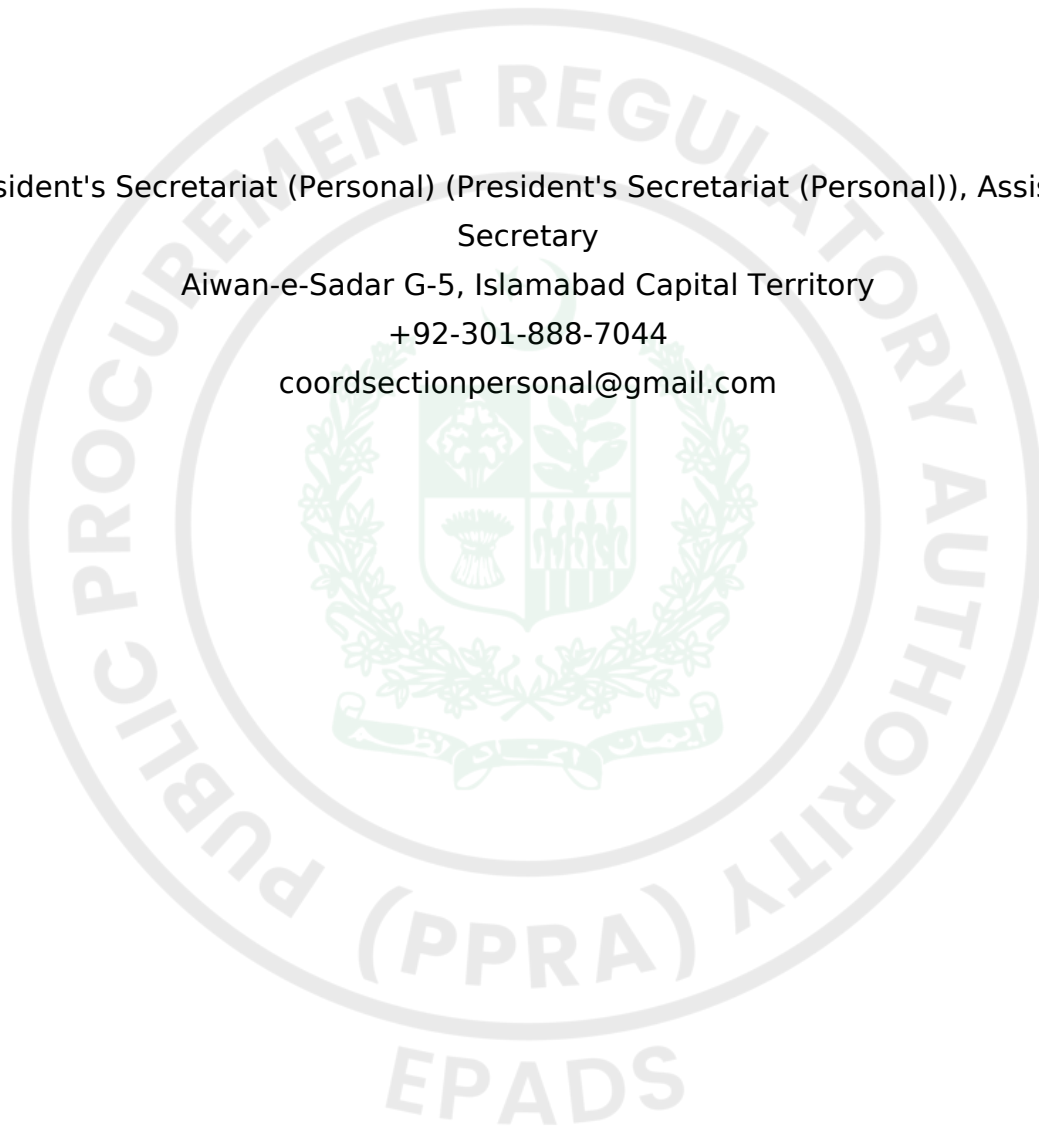
PROCUREMENT OF GOODS

1. The **President's Secretariat (Personal) (President's Secretariat (Personal))** has reserved Funds for the procurement planned for FY **2026-27**. The **President's Secretariat (Personal) (President's Secretariat (Personal))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Tender for Purchase of Papers & Miscellaneous Stationery Items (FY 2026-27)**" with the reference of "**P86914**"
2. The **President's Secretariat (Personal) (President's Secretariat (Personal))** invites sealed Bids from eligible Bidders for procurement of goods described in the bidding documents on **EPADS v2.0**.
3. **Single Stage-Two Envelope** will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.
4. All Bids must be accompanied by a Bid Security amounting described in Bid Security Section in Bidding Document in the form of **Pay Order, Demand Draft** or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/86914>** for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through **EPADS v2.0** on or before **Monday, August 31, 2026 12:00 PM**. E-bids will be opened using **EPADS v2.0** on the same day at **Monday, August 31, 2026 12:30 PM**. Manual submission of

Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1.Scope of Bids

1.1 The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids **through EPADS v2.0** for the provision of Goods for as specified in the BDS and **in Section V - Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. The successful Bidders will be expected to provide the goods within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1 Source of funds is referred in Clause-1 of Invitation for Bids.

3. Eligible Bidders

3.1 A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country, or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of the contract.

3.2 Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.

3.3 The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.

3.4 Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with

any instructions issued by the Authority.

(The limit on the number of members of JV or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).

3.5 The invitation for Bids is open to all prospective suppliers, manufacturers, or authorized agents / dealers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business. Procuring agencies shall specify the registration/licensing requirements for the foreign bidders keeping in view the requirement of that business.

3.6 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

1. are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the Goods to be purchased under this Invitation for Bids.
2. have controlling shareholders in common; or
3. receive or have received any direct or indirect subsidy from any of them; or
4. have the same legal representative for purposes of this Bid; or
5. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bids of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
6. Submit more than one Bid in this Bidding process.

3.7 A Bidder may be ineligible if –

1. he is declared bankrupt or, in the case of company or firm, insolvent;
2. payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;

3. the Bidder is convicted, by a final judgment, of any offence involving professional conduct;

4. the Bidder is blacklisted locally or by international organizations and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of Bid securing declaration.

3.8 As and when required, bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

3.9 Bidders shall submit Bids relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten (10) percent of the Bid price is envisaged.

4. Eligible Goods and Related Services

4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services. For purpose of this Bid, ineligible countries are the countries declared ineligible by the Federal Government.

5. One Bid per Bidder

5.1 A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

5.2 The Bidder shall not engage a subcontractor for any portion of the contract if the value of such subcontracting exceeds thirty percent (30%) of the total contract amount.

6. Cost of Bidding

6.1 Any cost incurred by the bidder relating to the preparation and submission of its Bid shall be borne by the bidder, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. Bidding Documents

7. Contents of Bidding Document

7.1 The Goods required, Bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding documents which should be read in conjunction with any addenda issued in accordance with **ITB 9.1** include:

Section I -Invitation to Bids

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Evaluation Criteria, Specifications, Schedule of Requirements

Section V Bid Forms

Section VI General Conditions of Contract (GCC)

Section VII Special Conditions of Contract (SCC)

Section VIII Contract Forms

7.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding documents. Failure to furnish all the information required in the Bidding documents through **EPADS v2.0** will be at the Bidder's risk and may result in the rejection of his Bids.

8. Clarification of Bidding documents

8.1 A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency through **EPADS v2.0**.

8.2 The Procuring Agency will within three (3) working days after receiving the request for clarification, respond to any request for clarification through **EPADS v2.0** provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in **ITB 22**

8.3 Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through **EPADS v2.0**, including a description of the inquiry, but without identifying its source.

8.4 Should the Procuring Agency deem it necessary to amend the Bidding document as a result of a clarification, it shall do so following the procedure under **ITB 9**.

8.5 If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding document.

8.6 Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be uploaded on **EPADS v2.0**. Any modification to the Bidding documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to **ITB 9**. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

9. Amendment of Bidding documents

9.1 Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or Pre-Bid meeting may modify the Bidding documents by issuing addenda through **EPADS v2.0**.

9.2 The Procuring Agency shall promptly publish the addendum through **EPADS v2.0**.

9.3 Any addendum issued including the notice of any extension of the deadline shall also be communicated through EPADS v2.0 to all the bidders who have already submitted their bids. Such bidders shall have the right to withdraw their already submitted bid and re-submit the revised bid prior to the original or extended bid submission deadline.

9.4 To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids through **EPADS v2.0**:

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

C. Preparation of Bids

10. Language of Bid

10.1 The Bid prepared by the bidder, as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency shall be written in the English language unless otherwise specified in the BDS. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless otherwise specified in the **BDS**, in which case, for purposes of interpretation of the Bidder, the translation shall govern.

11. Documents and samples Constituting the Bid

11.1 The Bid prepared by the Bidder shall constitute the documents required in the **BDS**.

Details of sample(s) where applicable and requested in the BDS.

1. Documentary evidence established in accordance with ITB that the Bidder is eligible and/or qualified for the subject bidding process;
2. Documentary evidence establish that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods;
3. Documentary evidence establish that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents;
4. Bid security or Bid Securing Declaration furnished in accordance with **ITB 18**.

12. Documents Establishing Eligibility of the Goods and Conformity to Bidding documents

12.1 To establish the conformity of the bidder to the Bidding document, the Bidder shall furnish as part of its Bids the documentary evidence that Goods provided conform to the technical specifications and standards.

13. Documents Establishing Eligibility and Qualification of the Bidder

13.1 The Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the Bidding process and/or its qualification to perform the contract if its Bid is accepted.

14. Form of Bids

14.1 The Bidder shall fill the Form of Bid furnished in the Bidding documents. The Bids Form must be completed without any alterations to its format and no substitute shall be accepted.

15. Bids Prices

15.1 The Bids Prices quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below or exclusively mentioned hereafter in the Bidding documents.

15.2 All items in the Schedule of Requirement must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced and neither explicitly denied, their prices shall be construed to be included in the prices of other items.

15.3 Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive Bidder(s) shall be construed to be the price of those missing item(s).

15.4 The Bid price to be quoted in the Form of Bid in accordance with **ITB 14.1** shall be the total price of the Bid.

15.5 The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the Goods it proposes to provide under the contract.

15.6 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected.

16. Bids Currencies

16.1 Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS in accordance with Rule 30 (2) of the Public Procurement Rules, 2004.

17. Bids Validity Period

17.1 Bids shall remain valid for the period specified in the **BDS** after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of Bid validity will be determined from the complementary Bid securing instrument, i.e. the expiry period of Bid Security or Bids Securing Declaration as the case may be.

17.2 The procuring agency shall ordinarily be under an obligation to process and evaluate the bid and to issue letter of award within the stipulated bid validity period.

17.3 Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids only once through **EPADS v2.0**, for the period not more than the period of initial bid validity. The Bid Security provided under **ITB 18** shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension.

18. Bid Security or Bid Securing Declaration

18.1 The Bidder shall furnish as part of its Bid, a Bid Security in accordance with Rule 25 of the Public Procurement Rules, 2004.

18.2 The original Bid Security shall be enclosed within the sealed envelope and to be submitted physically before closing time for submission of bids. Whereas, scanned copy of bid security shall be uploaded electronically through EPADS v2.0 before closing hours for submission of bids.

18.3 The Bidder who failed to submit the original Bids security before the submission deadline shall be disqualified straightaway.

18.4 The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to **ITB 18.7**.

18.5 The Bid Security shall be denominated in the local currency, and it shall be a Bank Draft in the name of the Procuring Agency and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period

for Bids/Bid Validity is extended. In either case, the form must include the complete name of the Bidder.

18.6 The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in **ITB 18** are invoked.

18.7 Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bids Validity prescribed by the Procuring Agency pursuant to **ITB 17**. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:

- a. the expiry of the Bid Security;
- b. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the Bid documents;
- c. the rejection by the Procuring Agency of all Bids;
- d. the withdrawal of the Bids prior to the deadline for the submission of Bids, unless the Bids documents stipulate that no such withdrawal is permitted.

18.8 The successful Bidder's Bids Security will be discharged upon the Bidder signing the contract, or furnishing the Performance Guarantee.

18.9 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- a. if a Bidder:
- b. withdraws its Bid during the period of Bid Validity as specified by the Procuring Agency, and referred by the Bidder on the Form of Bids except as provided for in **ITB 17.2**; or
- c. does not accept the correction of errors; or
- d. in the case of a successful Bidder, if the Bidder fails:
- e. to sign the contract; or
- f. to furnish Performance Guarantee.

19. Withdrawal, Substitution, and Modification of Bid

19.1 Before Bid submission deadline, any Bidder may withdraw, substitute, or modify its Bid after it has been submitted through EPADS v2.0. Bids requested to be withdrawn, shall be returned unopened to the Bidders through **EPADS v2.0**.

20. Format and Signing of Bid

20.1 The Bidder shall prepare and submit Bids with due diligence after carefully reading all the terms and condition **before bid submission deadline** through EPADS v2.0.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0

21.1 The Technical and Financial Bids if required to submitted, shall be submitted on **EPADS v2.0**.

22. Deadline for Submission of Bids

22.1 Bids shall be received by the Procuring Agency through **EPADS v2.0** before bid submission deadline.

22.2 The Procuring Agency may, under exceptional circumstances, extend the deadline for the submission of Bids, after recording reasons in writing and in an equal opportunity manner.

In such case, all rights and obligations of the Procuring Agency and the Bidders that were previously governed by the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

23. Opening of Bids

23.1 The Bid Evaluation Committee of the Procuring Agency shall open all Bids through the EPADS v2.0, on the date and time specified in the Bid Data Sheet (BDS).

23.2 The Bid Evaluation Committee **shall generate minutes through EPADS v2.0 containing brief details of bid opening process.** The record of the Bid opening shall include, as a minimum: the name of the Bidder, the Bid price if applicable, and the presence or absence of a Bid Security or Bid Securing Declaration.

23.3 The procuring agency shall live broadcast the opening of bids on national media or on their website or digital channels, if the volume of procurement exceeds five hundred million rupees in case of goods and services and one thousand million rupees in case of works.

23.4 In case the date of opening of bid has been declared as public holiday or the procuring agency fail to open bid due to any EPADS v2.0 related issues, the submission and opening of bids shall be shifted to the next working day on the same time.

23.5 In case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Bid Evaluation Committee.

24. Clarification of Bids

24.1 To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its Bid including breakdown of prices.

24.2 The request for clarification and the response shall be sought through EPADS v2.0 **before three days prior to the deadline for submission of bids.** No change in the prices or substance of the Bids shall be sought, offered, or permitted.

24.3 The alteration or modification in the BIDS which in any way affect the following parameters will be considered as a change in the substance of a Bids:

1. evaluation & qualification criteria;
2. required scope of work or specifications;
3. all securities requirements;
4. tax requirements;

5. terms and conditions of Bidding documents.

6. change in the ranking of the Bidder

24.4 From the time of Bids opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bids it should do so through **EPADS v2.0**.

25. Preliminary Examination of Bids

25.1 Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:

1. meets the eligibility criteria defined in **ITB 3**;
2. has been prepared as per the format and contents defined by the Procuring Agency in the Bidding documents;
3. is accompanied by the required securities; and
4. is substantially responsive to the requirements of the Bidding documents.

25.2 The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

25.3 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one that: -

1. affects in any substantial way the scope, quality, or performance of the Goods;
2. limits in any substantial way, inconsistent with the Bidding documents, the Procuring Agency's rights or the Bidders obligations under the Contract; or
3. if rectified, would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

25.3 If a Bids is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions; Technical Evaluation

26.1 The Procuring Agency shall examine the Bids to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

26.2 The Procuring Agency shall evaluate the technical aspects of the Bids submitted, to confirm that all requirements specified in Schedule of Requirements and Technical Specifications of the Bidding documents have been met without material deviation or reservation.

26.3 If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not substantially responsive in accordance with **ITB 25.2**, it shall reject the Bid.

27. Correction of Errors

27.1 Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bids, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2 The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bids Securing Declaration may be executed.

28. Conversion to Single Currency

28.1 To facilitate evaluation and comparison, the Procuring Agency will convert all Bids prices expressed in the amounts in various currencies in which the Bids prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate prevailing on the date of opening of financial bids specified in the bidding documents, in accordance with weighted average customer exchange rates list issued by the State Bank of Pakistan on that day.

29. Evaluation of Bids

29.1 The Bids, quotations, or proposals shall be evaluated by the respective evaluation committees as per evaluation criteria described in the Bidding Documents in accordance with Rule 29 and 30 of the Public Procurement Rules, 2004.

1. Least Cost Based Selection (LCBS)

After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered Successful Bid.

2. Quality and Cost Based Selection (QCBS)

In such combination, there shall be some specific weightage of both the technical features and financial aspects of the proposal. The financial marks shall be awarded on the basis of inverse proportion calculations. The successful bid shall be declared, on the basis of combined evaluation.

3. Quality Based Selection (QBS)

After meeting the requirements of eligibility, qualification and substantial responsiveness the bid in compliance with all the mandatory (technical) specifications/requirements and attaining highest marks in the Technical Evaluation considering all other qualitative and/or quantitative parameters (or point rated criteria) for technical proposal(s) such as working methodology, implementation plan, resource allocation, additional functionalities, risk management approach, knowledge transfer techniques, post implementation methodology etc. shall be treated as highest ranked bid. Later on, the financial proposal of highest ranked bidder shall be opened, however, in case of failure to proceed further with such a bidder, the procuring agency may resort to second

highest bidder and so on.

29.2 In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS v2.0. However, in no case the rates shall be higher than the original financial bids.

30. Domestic Preference

30.1 The procuring agency shall evaluate and compare bids, allow for preference to domestic bidders, while competing with the international bidders in accordance with the policies of Federal Government.

The percentage of preference, to be accorded shall be clearly mentioned in the bidding documents under the bid evaluation criteria.

31. Determination of Successful Bid

31.1 Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the BDS or prescribed in the separate section titled as Evaluation Criteria.

31.2 In case where the Procuring Agency adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price from amongst those which are eligible, compliant and substantially responsive shall be the Successful Bid.

31.3 The Procuring Agency may adopt the Quality & Cost Based Selection Technique due to the following two reasons:

1. Where the Procuring Agency knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the goods to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or
2. Where the Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, requires parameters specified in Evaluation Criteria to be evaluated while determining the quality of the goods.

31.4 In such cases, the Procuring Agency may allocate certain weightage to these factors as a part of Evaluation Criteria, and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(h) of the Public Procurement Rules, 2004.

32. Abnormally Low Financial Bids

32.1 Where the Bid price is considered to be abnormally low, the Procuring Agency shall perform price analysis either during determination of Successful Bids or as a part of the post-qualification process.

32.2 The Procuring Agency may reject an Abnormally low financial bids.

32.3 In order to identify the Abnormally Low Bids (ALB) following approaches can be considered to minimize the scope of subjectivity:

1. Comparing the Bids price with the cost estimate;
2. Comparing the Bids price with the Bids offered by other Bidders submitting substantially responsive Bids; and
3. Comparing the Bids price with prices paid in similar contracts in the recent past either government- or development partner-funded.

32.4 The Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily.

32.5 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Factors not included in these Bidding documents shall not be used in the evaluation of the Bidders' qualifications.

32.6 Procuring Agency may seek "Certificate for Independent Price Determination" from the Bidder and the results of reference checks may be used in determining an award of contract.

Explanation: The Certificate shall be furnished by the Bidder. The Bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.

32.7 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bids, in which event the Procuring Agency will proceed to the next ranked Bidder to make a similar determination of that Bidder's capabilities to

perform satisfactorily.

F. Award of Contract

33. Criteria of Award

33.1 The Procuring Agency will award the Contract to the Bidder whose Bids has been determined to be substantially responsive to the Bidding documents and who has been declared as Most Advantageous Bidder.

34. Negotiations

34.1 The procuring agency shall not engage in negotiations with respect to scope and price with the bidder except when the procuring agency conducts a procurement using direct **or negotiated** contracting or a request for proposals with evaluation based on quality alone.

34.2 The procuring agency may negotiate with the most advantageous bid with a view to streamline the work or task execution, at the time of contract finalization on methodology, work plan, staffing, finalizing payment arrangements, delivery arrangements, minor amendments to the special conditions of the contract.

35. Procuring Agency Right to reject all bids

35.1 The Procuring Agency reserves the right to reject all bids or proposals at any time prior to the issuance of the Letter of Award, without incurring any liability, in accordance with Rule 33 of the Public Procurement Rules, 2004.

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

36.1 The Procuring Agency reserves the right at the time of contract award to increase or decrease the **quantity of** Goods originally specified in these Bidding documents provided this does not exceed **by** 15%, without any change in unit price or other terms and conditions of the Bids and Bidding documents.

37. Notification of Award

37.1 Prior to the award of contract, the procuring agency shall announce and publish the result of bid evaluation on **EPADS v2.0** in accordance with Rule 35

of the Public Procurement Rules, 2004.

37.2 The Bidder whose Bids has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bids/Bid Validity period. The Letter of Award will state the sum that the Procuring Agency will pay the successful Bidder in consideration for the delivery of Goods as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

37.3 The Letter of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Guarantee and signing of the contract.

38. Signing of Contract

38.1 Promptly after issuance of Letter of award, Procuring Agency shall send the successful Bidder the draft Contract, incorporating all terms and conditions as agreed by the parties to the contract.

38.2 Immediately after the Redressal of grievance by the GRC (if any), mandatory standstill period in accordance with Rule 35 of the Public Procurement Rules, 2004 and **after fulfillment of all condition's precedent** of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract.

39. Corrupt & Fraudulent Practices

39.1 Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

F. Grievance Redressal & Complaint Review Mechanism

40. Constitution of Grievance Redressal

40.1 The Grievance Redressal Committee shall address the grievance, if any submitted by any party, including the bidder, in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

40.2 In case if any party or the bidder is not satisfied with the decision of the GRC or if it fails to decide within ten days, the bidder or the party may file an appeal before the Appellate Committee of the Authority in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

G. Mechanism of Blacklisting

41. Mechanism of Blacklisting

41.1 The Procuring Agency shall initiate blacklisting proceedings against any bidder, supplier, or contractor in accordance with the Mechanism for Blacklisting Regulations, 2024, read with Rule 19 of the Public Procurement Rules, 2004.

41.2 The blacklisted/debarred bidder may file the review petition before the Authority in accordance with Rule 19 of the Public Procurement Rules, 2004 to be read with Procedure of filing and disposal of Review Petitions Regulations, 2021.





Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

ITB Number 1.1

Name of Procuring Agency: **President's Secretariat (Personal) (President's Secretariat (Personal))**

The subject of procurement is: **Tender for Purchase of Papers & Miscellaneous Stationery Items (FY 2026-27)**

Expected commencement date: **Thursday, September 24, 2026**

BDS Clause Number 2

ITB Number 2.1

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P86914**

BDS Clause Number 3

ITB Clause Number 3.1

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

see section of eligibility criteria.

B. Bidding Documents

BDS Clause Number 4

ITB Number 8.1

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date:
Friday, August 28, 2026

C. Preparation of Bids

BDS Clause Number 5

ITB Number 10.1

The Language of all correspondences and documents related to the Bids shall be in: **English**

List of documents required along with the bid:

1. As per attached Annex

BDS Clause Number 6

ITB Number 11.1

Items/Lots and threre related documents:

See section items and Lots

BDS Clause Number 7

ITB Number 12.1

Items / Lots Specifications:

see section of items specifications.

BDS Clause Number 8

ITB Number 15.6

The price shall be **Fixed**.

BDS Clause Number 9

ITB Number 16.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 10

ITB Number 17.1

The Bids/Bid Validity period shall be: **90 Days**

BDS Clause Number 11

ITB Number 18.1

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order, Demand Draft**

D. Submission of Bids

BDS Clause Number 12

ITB Number 20.1

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

Aiwan-e-Sadar G-5, Islamabad Capital Territory before bid submission deadline.

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Monday, August 31, 2026 12:00 PM**

E. Opening and Evaluation of Bids

BDS Clause Number 13

ITB Number 23.1

The Bids opening shall take place on **EPADS v2.0**.

Day : **Monday**

Date: **Monday, August 31, 2026**

Time : **12:30 PM**

BDS Clause Number 14

ITB Number 31.1

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**

see Evaluation Criteria

F. Review of Procurement Decisions

BDS Clause Number 15

ITB Number 41.1

Grievance against this procurement shall be submitted online on EPADS v2.0.

Arbitrator shall be appointed by mutual consent of the both parties.

Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)

Eligibility Criteria	Document
As mentioned in attached Annex	Yes

Evaluation Criteria

Eligible bidder(s) with substantially responsive bid(s) offering **Quality and Cost Based Selection (QCBS)** shall be consider for the award of contract(s).

Quality and Cost Based Selection (QCBS)

Technical Marks	200
Passing Marks	120
Technical Evaluation Criteria	
Valid FBR Certificate of Registration of company showing active tax payer status. (1st July, 2025 to 30 June, 2026) (Qualitative)(Doc Required)	5
Provide following undertaking on judicial stamp paper:- i. The firm had not been black listed by the Public Sector / Semi Govt / Autonomous Body. ii. The firm will provide items as per samples approved by the purchase committee and make delivery as per given timelines in the Purchase Order otherwise the firm will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad. (Qualitative)(Doc Required)	5
Proper filling of Annexure- A of checklists. (Qualitative)(Doc Required)	5
The firm must have proper office in commercial area having valid landline no. (Qualitative)(Doc Required)	5
The firm must have 5 x staff members (minimum) for running of office including the delivery of items also attach portfolio of all the enrolled staff. (Quantitative)(Doc Required)	10
5 x copies of work orders (different department) obtained from the Public Sector / Semi Govt / Autonomous Body with which your firm has already been worked during the last 3 x years. (Quantitative)(Doc Required)	15

5 x copies of Satisfactory performance certificates issued by the Public Sector / Semi Govt / Autonomous Body (different department) whom workorders are attached. (Quantitative)(Doc Required)	15
Previous work experience with this Secretariat (if any) and timely delivery of items as per the given timelines of the purchase order. In case of fresh experience full marks will be given to that firm. (Qualitative)(Doc Required)	10
None of the column of Technical Proposal left blank. (Qualitative)(Doc Required)	10
Provision of samples of all the quoted items as mentioned in the technical proposal (Quantitative)(Doc Required)	10
5% of the total bid price as CDR in the form of Pay Order / Bank Draft (Please attach copy) (Quantitative)(Doc Required)	10
Financial Evaluation Criteria	
Financial soundness certificate in which financial health of the firm must be 10% higher than the quoted bid by the bank. (Quantitative)(Doc Required)	5
Account maintaining certificate by the bank. (Quantitative)(Doc Required)	5
Financial proposal filled properly and no column left blank (Quantitative)(Doc Required)	5
Rates quoted by the firm inclusive taxes (Quantitative)(Doc Required)	85

Items/Lots

Lot Title : Purchase of Papers & Miscellaneous Stationery Items

Bid Security : 125000 PKR

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity	Warranty
Misc stationery items	Stationery	Address: Aiwan-e-Sadar G-5, Islamabad Capital Territory Schedule: 25 days Quantity: 1/Qty	1 / Qty	1	365 Days
Papers	Printer or copier paper	Address: Aiwan-e-Sadar G-5, Islamabad Capital Territory Schedule: 25 Days Quantity: 1/Qty	1 / Qty	1	365 Days

Related Services of Goods:

No



Items/Lot Specification

Lot Title : Purchase of Papers & Miscellaneous Stationery Items

Item: Misc stationery items

UNSPSC: Stationery

Specifications / Requirements:

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027						
Ser	Items / Description	A/U	Size / Weight	Specification by the Firm	Manufacturer Name	Remarks (if any)
ENVELOPES						
1	Envelopes Plain White, 6 No	Nos	11x5 inch			
2	Envelopes Plain White, Legal	Nos	8.5x14 inch			
3	Envelopes Plain White	Nos	A-4			
4	Envelopes Plain Brown, 6 No	Nos	11x5 inch			
5	Envelopes Plain Brown, Legal	Nos	8.5x14 inch			
6	Envelopes Plain Brown	Nos	A-4			
MISC REGISTERS / BOOKS						
7	Attendance Register (01 No)	Nos	8.4x13.5 inch / 65g			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

8	Diary Register (10 No)	Nos	8.3x13.2 inch / 65g			
9	Diary Register (12 No)	Nos	8.3x13.2 inch / 65g			
10	Dak Book (For DR's)	Nos	8.5x11 inch / 65g			
11	Dispatch Book (for external Dak Issuance)	Nos	8.1x12 inch / 70g			
12	Register, 08 No	Nos	7.7x12 inch / 68g			
13	Register, 10 No	Nos	7.7x12 inch / 68g			
14	Register, 12 No	Nos	7.7x12 inch / 68g			
15	Register, 20 No	Nos	7.7x12 inch / 68g			
16	Register, 40 No	Nos	7x11.5 inch / 68g			
17	Peon Book	Nos	8.5x5.4 inch / 68g			
BATTERIES / CELLS						
a. Non-Chargeable						
18	Camelion Battery	Nos	9V			
19	Dry Cell	Nos	C Type			
20	Dry Cell	Nos	D Type			
21	Dry Cell, Power Plus or equivalent	Nos	1.5V / AA			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

22	Dry Cell, Panasonic or equivalent	Nos	1.5V / AA			
23	Dry Cell (Energizer)	Nos	AA			
24	Dry Cell (Camelion)	Nos	AA			
25	Dry Cell, Power Plus or equivalent	Nos	1.5V / AAA			
26	Dry Cell, Panasonic or equivalent	Nos	1.5V / AAA			
27	Dry Cell (Energizer)	Nos	AAA			
28	Dry Cell (Camelion)	Nos	AAA			
b. Chargeable						
29	Camelion Battery	Nos	9V			
30	Dry Cell	Nos	AA			
31	Dry Cell	Nos	AAA			
BOX FILE/ FOLDERS						
32	Box File A-4 Executive, Fiber (Imported)	Nos	A-4			
33	Box File A-4 Executive, Plastic (Imported)	Nos	A-4			
34	Ring Folder Plastic	Nos	A-4			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

35	Ring Folder Fiber	Nos	A-4			
36	Swing Clip File	Nos	A-4			
37	Ring Folder Plastic	Nos	Legal			
38	Ring Folder Fiber	Nos	Legal			
39	Swing Clip File	Nos	Legal			
MISC STATIONERY ITEMS (CONSUMABLE / NON-CONSUMABLE)						
40	Air Freshener Aqua Waves	Bottle	6.2 Oz			
41	Auto Numbering Machine	Nos	6 Digit			
42	Ball Pen Dollar Clipper or equivalent (Min 10 Nos)	Pkt	NA			
43	Ball Pen Piano or equivalent (Min 10 Nos)	Pkt	0.8mm			
44	Ball Pen Piano Pro or equivalent (Min 10 Nos)	Pkt	NA			
45	Ball Pen Piano Silk (Min 10 Nos)	Pkt	NA			
46	Binder Clips (Three Flowers or equivalent)	Pkt	25 mm			
47	Binder Clips (Three Flowers or equivalent)	Pkt	41 mm			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

48	Binder Clips Three Flowers or equivalent	Pkt	15 mm			
49	Binder Clips Three Flowers or equivalent	Pkt	19 mm			
50	Binder Clips Three Flowers or equivalent	Pkt	32 mm			
51	Binding Sheet (Milky White) Sensa or equivalent (100 sheets)	Pkt	A-4			
52	Binding Sheet, Local (100 sheets)	Pkt	A-4			
53	Binding Tape, min 10-meter Length (Seven Star / Opal or equivalent)	Roll	1 inch			
54	Binding Tape, min 10-meter Length (Seven Star / Opal or equivalent)	Roll	1 x 1/2 inches			
55	Binding Tape, min 10-meter Length (Seven Star / Opal or equivalent)	Roll	2 inches			
56	Bookends (Heavy Gauge Steel) KW-trio or equivalent	Nos	5x5.1x4.7 inches			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

57	Brown Sheets	23/36	20x30 inch / 80 g			
58	Bubble Sheets	Meter	18x24 inch			
59	Cable Tie (Nylon)	Pkt	203 x 2.5mm			
60	Calculator Citizen CT9300 or equivalent	Nos	14 Digits			
61	Calculator Deli (Metal) or equivalent	Nos	14 Digits (213x158x 37.5mm)			
62	Carbon Papers, Ruby or equivalent	Pkt	210 x 330mm			
63	Card Holding Case PMMA Material	Nos	54x85mm			
64	Card Holding Clips, Steel (Min 100 x Nos)	Pkt	NA			
65	Card Holding Pouch (Transparent Plastic Material) for RFID Cards	Nos	2.48" x 3.62" Vertical			
66	CD R with case Maxell or equivalent	Nos	700 MB (80 min)			
67	CD RW with case Maxell or equivalent	Nos	700 MB (80 min)			
68	Chart Paper (Assorted Colors)	Nos	20x30 inch / 100 g			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

69	Chart Paper White	Nos	20x30 inch / 100 g			
70	Correction Bottle Pelican or equivalent	Nos	2x20ml			
71	Correction Pen Three Flowers or equivalent	Nos	0.02 mm			
72	Correction Tape Pelican or equivalent	Set	12m / 5mm			
73	Cutter Blade	Pkt	18mm			
74	Dak Folder Rexene	Nos	Legal			
75	Double Hole Punch, Large	Nos	50-100 Sheets			
76	Double Hole Punch, Medium	Nos	16 Sheets			
77	Double Hole Punch, Mini	Nos	6-8 Sheets			
78	Double Side Tape (with foam)	Roll	10 yards			
79	Double Side Tape (without foam)	Roll	30-35 yards			
80	Drafting Pad	Nos	6.5x4 inch			
81	Drafting Pad	Nos	6.5x8 inch			
82	Drafting Pad	Nos	A-4			
83	Dressing Pin	Roll	8 gm			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

84	Dust Bin, Plastic	Nos	NA			
85	Dust Pan, Metallic	Nos	NA			
86	Duster White	Nos	30 x 19 inch			
87	Duster Yellow	Nos	32.5 x 19 inch			
88	DVD R with case Maxell or equivalent	Nos	4.7 GB/120 min			
89	DVD RW with case Maxell or equivalent	Nos	4.7 GB/120 min			
90	Electronic Type Writer Ribbon IBM 6747 or equivalent	Nos	NA			
91	Electronic Type Writer Tape IBM 6747 or equivalent	Nos	NA			
92	Engagement Stand, Plastic	Nos	A-4			
93	Eraser DG-50 or equivalent	Nos	4g			
94	Eraser Milan	Nos	3g			
95	Eraser Pelican or equivalent	Nos	13g			
96	Fax Rolls, Mitsubishi or equivalent	Roll	50 meters			
97	File Board Shaheen or equivalent	Nos	Legal			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

98	File Board Shaheen or equivalent	Nos	A-4			
99	File Fastener Plastic	Pkt	NA			
100	File Fastener Steel	Pkt	NA			
101	File Flapper	Bndl	NA			
102	Fountain Pen for Pen Holder	Nos	20g			
103	Fountain Pen Pelikan or equivalent	Nos	15.4 cm			
104	Glass & Household Cleaner, Glint or equivalent	Bottle	500ml			
105	Glaze Photo Paper, Kodak or equivalent	Pkt	A-4 / 230g			
106	Gum Bottle, Nafees or equivalent	Bottle	Small / 142g			
107	Gum Bottle, Nafees or equivalent	Bottle	Large / 850g			
108	Gum Stick, Piano or equivalent	Nos	Small / 8g			
109	Gum Stick, Piano or equivalent	Nos	Large / 21g			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

110	Hanging Yoyo	Nos	NA			
111	Highlighter Mercury or equivalent	Pkt	NA			
112	Highlighter Piano or equivalent	Pkt	NA			
113	Ink Dollar Dry Erase Marker Ink	Bottle	15ml			
114	Ink Dollar or equivalent	Bottle	30ml			
115	Ink Dollar or equivalent	Bottle	60ml			
116	Ink for Stamp Pad	Bottle	28.5 ml			
117	Ink Pelican 4001 or equivalent	Bottle	62.5ml			
118	Ink Remover	Nos	8x2x5cm			
119	Lamination Film (250 microns), Sensa or equivalent	Pkt	75x100mm			
120	Lamination Film, A-4 (Min 50 Sheets) Eco Tone or equivalent	Pkt	225x310mm			
121	Laser Pointer Best Quality (Green, Red, & Blue)	Nos	NA			
122	Lead Pencil Dollar My Pencil	Pkt	NA			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

123	Lead Pencil Gold Fish HB	Pkt	NA			
124	Lead Pencil Goldfish Sprinter HB	Pkt	NA			
125	Lead Pencil ORO Premia Gold HB	Pkt	NA			
126	L-Shape Clear Plastic Sheets	Pkt	A-4			
127	Magical Tape Three Flowers or equivalent	Roll	18mmx32.3m/ 50yards			
128	Magnifying Glass	Nos	75mm			
129	Marker Gel Pen Uni-ball Signo UM-120 or equivalent	Pkt	0.7mm/12g			
130	Marker IDENTI PEN (Permanent) Dual Nib or equivalent	Pkt	1.0-0.4mm/9g			
131	Marker Metallic, SIMBALION MM-610 or equivalent	Pkt	7g			
132	Marker Non-Permanent (White board marker)	Pkt	14g			
133	Marker Paint or equivalent	Pkt	22g			
134	Marker Permanent Piano or equivalent	Pkt	20g			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

135	Marker Pilot V-5 or equivalent	Pkt	0.5mm			
136	Marker Pilot V-7 Grip or equivalent	Pkt	0.7mm/11g			
137	Marker Schneider F-5 (Green) or equivalent	Pkt	0.7mm/10g			
138	Marker Schneider One Business or equivalent	Pkt	0.6 mm/20g			
139	Marker Schneider One Hybrid C or equivalent	Pkt	0.5 mm/14g			
140	Marker Schneider One Sign Pen or equivalent	Pkt	1.0 mm/22g			
141	Marker Snowman or equivalent	Pkt	11g			
142	Marker Tempo or equivalent	Pkt	5g			
143	Marker Uni-ball eye fine UB-157 (Original) or equivalent	Pkt	0.7mm/12.96g			
144	Marker Uni-ball VISION ELITE UB-200 (08) (Original) or equivalent	Pkt	0.8mm /13.24g			
145	Masking Tape	Roll	1 inch			
146	Masking Tape	Roll	2 inch			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

147	MIFARE RFID Card (79/80 Model)	Nos	As per sample			
148	Nano Magic Tape (24 mm),	Roll	3-5 Meter / 24 mm			
149	Note Sheet Pad	Nos	8.3x11.5 inch			
150	Office Pins (Paper Pin), Nickle Plated	Pkt	26mm /28 g			
151	OSAKA PVC Tape or equivalent	Roll	8m x18mm / 10 yard			
152	Pakistan Flag (Dressing), Metallic	Nos	NA			
153	Paper Clip (Assorted Colors), Three Flowers or equivalent	Pkt	26 mm			
154	Paper Clip V Shape, Three Flowers or equivalent	Pkt	36 mm			
155	Paper Clip, Three Flowers or equivalent	Pkt	36 mm			
156	Paper Cutter	Nos	35g			
157	Paper Guillotine (Paper Cutting Machine) with Steel Base	Nos	A-4 / Legal			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

158	Pencil Sharpener Machine KW-trio or equivalent	Nos	Small			
159	Pencil Sharpener Machine KW-trio or equivalent	Nos	Medium			
160	Pencil Sharpener Machine KW-trio or equivalent	Nos	Large			
161	Phoenix Pins	Pkt	2 No			
162	Phoenix Pins	Pkt	3 No			
163	Phoenix Pins	Pkt	4 No			
164	Phoenix Pins	Pkt	5 No			
165	Phoenix Pins	Pkt	6 No			
166	Phoenix Pins	Pkt	7 No			
167	Piano Fine Liner easy grip or equivalent	Pkt	7g /0.3mm			
168	Plastic Sheet for Cover (50 meters)	Roll	5.5 mm (6 ft height)			
169	Post-it Colour Flags, Three Flowers or equivalent	Pkt	12x45mm			
170	PVC Tape 7 Star or equivalent	Roll	2 Inch			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

171	Red Paper Seal, Shaheen or equivalent	Pkt	NA			
172	Red Seals for lock (Sticks)	Pkt	NA			
173	Revive All Kiwi, or equivalent	Bottle	250ml			
174	Ribbon Flower for gift, Assorted Colour	Roll	Half inch			
175	Ribbon Silky, Assorted Colour	Roll	Half inch			
176	Ribbon Silky, Assorted Colour	Roll	1 inch			
177	Rubber Band (Yellow) Q Band or equivalent	Pkt	1.6 inch			
178	Scissor, DINGLI or equivalent	Nos	6 Inch			
179	Scissor, DINGLI or equivalent	Nos	8 Inch			
180	Scissor, DINGLI or equivalent	Nos	10 Inch			
181	Scotch Tape A.B.S Crystal Tape Taiwan or equivalent	Roll	1 Inch			
182	Scotch Tape Seven Star or equivalent	Roll	2 Inch			
183	Scotch Tape Seven Star or equivalent (Local)	Roll	1 Inch			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

184	Self-Adhesive Notes, (Assorted colour)	Pkt	1.5x2 inch/100 sheets			
185	Self-Adhesive Notes, (Assorted colour)	Pkt	3x2 inch/100 sheets			
186	Self-Adhesive Notes, (Assorted colour)	Pkt	3x3 inch/100 sheets			
187	Self-Adhesive Notes, (Assorted colour)	Pkt	3x5 inch/100 sheets			
188	Self-Adhesive Notes, (With lines)	Pkt	3x3 inch/100 sheets			
189	Self-Adhesive Notes, (With lines)	Pkt	4x6 inch/100 sheets			
190	Self-Adhesive Notes, Pronoti or equivalent	Pkt	1.5x2 inch/100 sheets			
191	Self-Adhesive Notes, Pronoti or equivalent	Pkt	3x2 inch/100 sheets			
192	Self-Adhesive Notes, Pronoti or equivalent	Pkt	3x3 inch/100 sheets			
193	Self-Adhesive Notes, Pronoti or equivalent	Pkt	3x5 inch/100 sheets			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

194	Self-Inking Stamp Trodat or equivalent	Nos	4912			
195	Self-Inking Stamp Trodat or equivalent	Nos	4913			
196	Separator Set, Paper	Set	90 g			
197	Separator Set, Plastic	Set	50 g			
198	Sharpener Plastic	Nos	2 g			
199	Sharpener Steel	Nos	6 g			
200	Single Hole Punch, Iron	Nos	6mm			
201	Single Hole Punch, Steel	Nos	6mm			
202	Slovene Printed Sheet	Nos	18x20 inch min			
203	Smart Stapler Machine with Pin Remover	Nos	10 No			
204	Sootri Doori Plastic, Local	Roll	50 meters			
205	Stamp Pad (All Colours), Crescent or equivalent	Nos	Small			
206	Stamp Pad (All Colours), Crescent or equivalent	Nos	Large			
207	Stapler Machine (Air Touch Half Strip Stapler)	Nos	24/6 No			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

208	Stapler Machine with Pin Remover Three Flowers or equivalent	Nos	24/6 No			
209	Stapler Pin Remover, KW-triO or equivalent	Nos	10 No			
210	Stapler Pin, Piano or equivalent	Pkt	10 No			
211	Stapler Pin, Piano or equivalent	Pkt	23/10			
212	Stapler Pin, Piano or equivalent	Pkt	23/17			
213	Stapler Pin, Piano or equivalent	Pkt	23/20			
214	Stapler Pin, Piano or equivalent	Pkt	23/24			
215	Stapler Pin, Piano or equivalent	Pkt	24/6			
216	Stapler Pin, Piano or equivalent	Pkt	24/8			
217	Steel Scale - Wins Fish or equivalent	Nos	1 Feet			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

218	Sticker Sheet Permanent Adhesive AVERI or equivalent	Pkt	A-4 / 210x297 mm			
219	Super Glue, Elphy or equivalent	Nos	20gms			
220	Table Set, Leatherette	Set	NA			
221	Table Set, Marble	Set	NA			
222	Tags Large (Local)	Bundle	12 inches			
223	Tags Small (Local)	Bundle	6 inches			
224	Tape Dispenser KW-Trio or equivalent	Nos	Medium (208 x 80 x 92mm)			
225	Telephone Index	Nos	C-4			
226	Telephone Index	Nos	C-3			
227	Telephone Index	Nos	C-2			
228	Thermocol Packing Sheet	Meter	1 inch			
229	Thermocol Packing Sheet	Meter	2 inches			
230	Thermocol Packing Sheet	Meter	3 inches			
231	Thread Ball, Local	Gola	8 No			
232	Thread Ball, Local	Gola	10 No			
233	Thumb Pin	Pkt	NA			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

234	Tissue Paper Papia Perfumed (Min 550 tissues) or equivalent	Box	2 ply /110x85x185mm			
235	Tissue Roll Maxob or equivalent	Roll	2 ply / 60g			
236	UHU Bond Tube or equivalent	Tube	12 ml			
237	UHU Bond Tube or equivalent	Tube	35 ml			
238	Water Damper	Nos	NA			
239	White Board Duster	Nos	6x2 inch			
240	White Board with Stand	Nos	1x2 ft			
241	White Board with Stand	Nos	2x3 ft			
242	White Board with Stand	Nos	3x4 ft			
243	Wide Back Plastic Bindings Box	Pkt	¼ Inch			
244	Wide Back Plastic Bindings Box	Pkt	½ Inch			
245	Wide Back Plastic Bindings Box	Pkt	¾ Inch			
246	Wide Back Plastic Bindings Box	Pkt	1 Inch			

PURCHASE OF MISC STATIONERY ITEMS FY 2026-2027

247	Wrapping Sheet (Assorted Color)	Nos	18x20 inch			
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Item: Papers**UNSPSC:** Printer or copier paper**Specifications / Requirements:****PURCHASE OF PAPERS FY 2026-2027**

Ser	Items / Description	A/U	Size / Weight	Specification by the Firm	Manufacturer Name	Remarks (if any)
SUMMARY PAPERS						
1	Summary Paper, Double A or Equivalent imported (500 sheets)	Ream	A4 / 100g			
2	Summary Paper Double A or Equivalent imported (500 sheets)	Ream	A4 / 80g			
3	Summary Paper Double A or Equivalent imported (500 sheets)	Ream	A4 / 70g			
4	Summary Paper Double A or Equivalent imported (500 sheets)	Ream	Legal / 70g			

PURCHASE OF PAPERS FY 2026-2027

5	Summary Paper, Paper one or Equivalent imported (500 sheets)	Ream	A4 / 80g			
6	Summary Paper, Paper one or Equivalent imported (500 sheets)	Ream	A4 / 70g			
7	Summary Paper, Paper one or Equivalent imported (500 sheets)	Ream	A3 / 70g			
8	Summary Paper, Paper one or Equivalent imported (500 sheets)	Ream	Legal / 70g			
9	Duplicating Paper, Local (250 sheets)	Ream	A4 / 60g			
10	Duplicating Paper, Local (250 sheets)	Ream	Legal / 60g			
11	Assorted Colour Paper, Imported (500 sheets)	Ream	A4 / 70g			
12	Assorted Colour Paper, Imported (100 sheets)	Pkt	A4 / 70g			
13	Tracing Paper Galaxy or Equivalent imported (100 sheets)	Ream	A4 / 80g			
14	Tracing Paper Galaxy or Equivalent imported (200 sheets)	Ream	A4 / 80g			
15	Blotting Paper, Imported	Nos / Pkt	A-4			



Price Schedule

For Individual Items

#	Item Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

- a. "Applicable Law" means the laws and any other instruments having the force of law in the Government's Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;
- b. "Procuring Agency" means:-
 - a. any Ministry, Division, Department or any Office of the Government;
 - b. any authority, corporation, body or organization established by or under a Law or which is owned or controlled by the Government;
- c. "The Contract" means an agreement enforceable by law;
- d. "The Contract Price" means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations;
- e. "Ancillary Services" means those services ancillary to the provision of Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Bidder covered under the Contract;
- f. "GCC" means the General Conditions of Contract contained in this section;
- g. "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- h. "Day" means calendar day unless indicated otherwise.
- i. "Effective Date" means the date on which this Contract comes into force and effect.
- j. "The Bidder" means the individual or corporate body whose Bids to provide the Goods has been accepted by the Procuring Agency;
- k. "The Project Site," where applicable, means the place or places named in Bids Data Sheet and technical Specifications;
- l. "Government" means the Government of Pakistan;
- m. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Goods.
- n. "Service" means any object of procurement other than goods or works;
- o. "Party" means the Procuring Agency or the Bidder, as the case may be, and "Parties" means both of them;
- p. "Foreign Currency" means any currency other than the currency of the country of the Procuring Agency;

q. "Completion Date" means the date of completion of the contract by the Bidder as certified by the Procuring Agency;

r. "In Writing" means communicated in written form with proof of receipt;

s. "Local Currency" means the currency of Pakistan;

2. Application and Interpretation

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

2.2 In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.

3. Applicable Law

3.1 The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

4. Governing Language

4.1 The Contract as well as all correspondence and documents relating to the Contract exchanged between the Bidder and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. Notices

5.1 Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

6. Delivery/Location

6.1 The Goods shall be delivered to such locations as the Procuring Agency may approve and as specified in SCC.

7. Authorized Representatives / Authority of Member in charge

7.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Bidder may be taken or executed by the officials specified in the SCC.

B. Commencement, Completion, Modification, and Termination of Contract

8. Effectiveness of Contract

8.1 This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

9. Commencement of Services

9.1 The Bidder shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

10. Program

10.1 Before commencement of the Services, the Bidder shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

11. Starting Date/Expiration Date

11.1 The Bidder shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

11.2 Unless terminated earlier pursuant to Clause **GCC 15** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

12. Entire Agreement

12.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

13. Modification

13.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any Bids for modification or variation made by the other Party.

13.2 In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.

14. Force Majeure

14.1 Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

14.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

14.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result

of Force Majeure.

14.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

15. Termination

15.1 By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Bidder in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

- a. If the Bidder fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;
- b. If the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- c. If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings;
- d. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- e. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

15.2 By the Bidder

The Bidder may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- a. If the Procuring Agency fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Bidder that such payment is overdue.
- b. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- c. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration.
- d. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Bidder's notice specifying such breach.

C. Obligations of the Bidder

16. General

16.1 Standard of Performance

1. The Bidder shall deliver the product and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

16.2 Law Applicable to Goods

The Bidder shall deliver the goods in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

17. Conflict of Interests

17.1 Bidder Not to Benefit from Commissions and Discounts.

The remuneration of the Bidder shall constitute the Bidder's sole remuneration in connection with this Contract or the Services, and the Bidder shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Bidder shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

17.2 Bidder and Affiliates Not to be Otherwise Interested in Project

The Bidder agree that, during the term of this Contract and after its termination, the Bidder and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Goods for any project resulting from or closely related to the Services.

17.3 Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- b. during the term of this Contract, neither the Bidder nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

18. Confidentiality

18.1 Except with the prior written consent of the Procuring Agency, the Bidder and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

19. Insurance to be Taken Out by the Bidder

19.1 The Bidder(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, loss or damage, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

20. Bidder's Actions Requiring Procuring Agency's Prior Approval

20.1 The Bidder shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- (a) appointing such members of the Personnel not provided by the Bidder;
- (b) changing the Program of activities; and
- (c) any other action that may be specified in the SCC.

21. Reporting Obligations

21.1 The Bidder shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

22. Liquidated Damages

22.1 If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in SCC. Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to **GCC Clause 15**.

22.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Bidder by adjusting the next payment certificate. The Bidder shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

22.3 Lack of performance penalty

If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Bidder. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the SCC.

23. Performance Guarantee

23.1 Within Seven (07) days from the issuance of acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape of ----- at the discretion of the PA in the amount **specified in SCC**. In case the amount of Bids security is equal or greater than

23.2 The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

23.3 The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in SCC.

23.4 The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

24. Fraud and Corruption

24.1 The Procuring Agency requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

25. Sustainable Procurement

25.1 The Bidder shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.

D. Bidder's Personnel

26. Description of Personnel

26.1 The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Bidder's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

27. Removal and/or Replacement of Personnel

27.1 Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Bidder, it becomes necessary to replace any of the Key Personnel, the Bidder shall provide as a replacement a person of equivalent or better qualifications.

27.2 If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Bidder shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

27.3 The Bidder shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

28. Assistance and Exemptions

28.1 The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the SCC.

29. Change in the Applicable Law

29.1 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the related Services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

30. Services and Facilities

30.1 The Procuring Agency shall make available to the Bidder and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described , at the times and in the manner specified in the SCC or terms of reference.

30.2 In case that such services, facilities and property shall not be made available to the Bidder, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Bidder for the performance of the Services, (ii) the manner in which the Bidder shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Bidder as a result thereof.

F. Payments to the Bidder

31. Contract Price

31.1 The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC. Prices charged by the Supplier for Goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its Bid.

32. Terms and Conditions of Payment

32.1 Payments will be made to the Bidder according to the payment schedule stated in the SCC and as per actual invoice submitted by the Bidder.

32.2 Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Bidder of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Bidder have submitted an invoice to the Procuring Agency specifying the amount due.

33. Currency of Payment

33.1 Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

G. Quality Control

34. Identifying Defects

34.1 The principle and modalities of Inspection of the Goods by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Bidder's performance and notify him of any Defects that are found. Such checking shall not affect the Bidder's responsibilities. The Procuring Agency may instruct the Bidder to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

35. Correction of Defects, and

Lack of Performance Penalty

35.1 The Procuring Agency shall give notice to the Bidder of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

35.2 Every time notice a Defect is given, the Bidder shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

35.3 If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the Bidder will pay this amount, and a Penalty for Lack of Performance.

36. Taxes and Duties

36.1 A Supplier shall be entirely responsible for all taxes, duties, fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.

H. Settlement of Disputes

37. Alternate Dispute Resolution

37.1 The disputes between the parties to the contract may be settled in accordance with Public Procurement Rules, 2004.

37.2 The procuring agency shall refer the matter to the Chief Justice Islamabad High Court or Managing Director PPRA or the Secretary Ministry of Law & Justice for appointment of Arbitrator.

37.3 The fee for the Arbitrator shall be specified in Pak Rupees as determined by the appointing authority which shall be borne and shared equally by the contracting parties.



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Number of GC Clause 1

Definitions

The Procuring Agency is: President's Secretariat (Personal) (President's Secretariat (Personal)), Assistant Secretary Aiwan-e-Sadar G-5, Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is: Tender for Purchase of Papers & Miscellaneous Stationery Items (FY 2026-27)

Number of GC Clause 3

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 4

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 5

Notices:

The addresses for the notices are:

Procuring Agency:

President's Secretariat (Personal) (President's Secretariat (Personal)), Assistant Secretary
Aiwan-e-Sadar G-5, Islamabad Capital Territory
+92-301-888-7044
coordsectionpersonal@gmail.com

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 7.1

The Authorized Representatives are:

For the Procuring Agency:

President's Secretariat (Personal) (President's Secretariat (Personal)), Assistant Secretary
Aiwan-e-Sadar G-5, Islamabad Capital Territory
+92-301-888-7044
coordsectionpersonal@gmail.com

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 8

Effectiveness of the contract

Number of GC Clause 9

Commencement of Contract:

Number of GC Clause 11.2

Expiration of Contract:

Number of GC Clause 15

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 17

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17.

Number of GC Clause 22

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **1.00%** to **1.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the

Authority.

Number of GC Clause 23

Performance Guarantee:

The amount of performance guarantee shall be **0%** of the contract price in acceptable form of **Nil**

Number of GC Clause 32

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 33

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 34

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Number of GC Clause 37

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and

proceedings will be conducted in English language.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.

v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.



Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P86914**

To: **President's Secretariat (Personal) (President's Secretariat (Personal)), Assistant Secretary Aiwan-e-Sadar G-5, Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **President's Secretariat (Personal) (President's Secretariat (Personal))**, Assistant Secretary Aiwan-e-Sadar G-5, Islamabad Capital Territory

(hereinafter called "the Procuring Agency") of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Tender for Purchase of Papers & Miscellaneous Stationery Items (FY 2026-27) (P86914)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency's Letter of Acceptance; and
8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the

provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

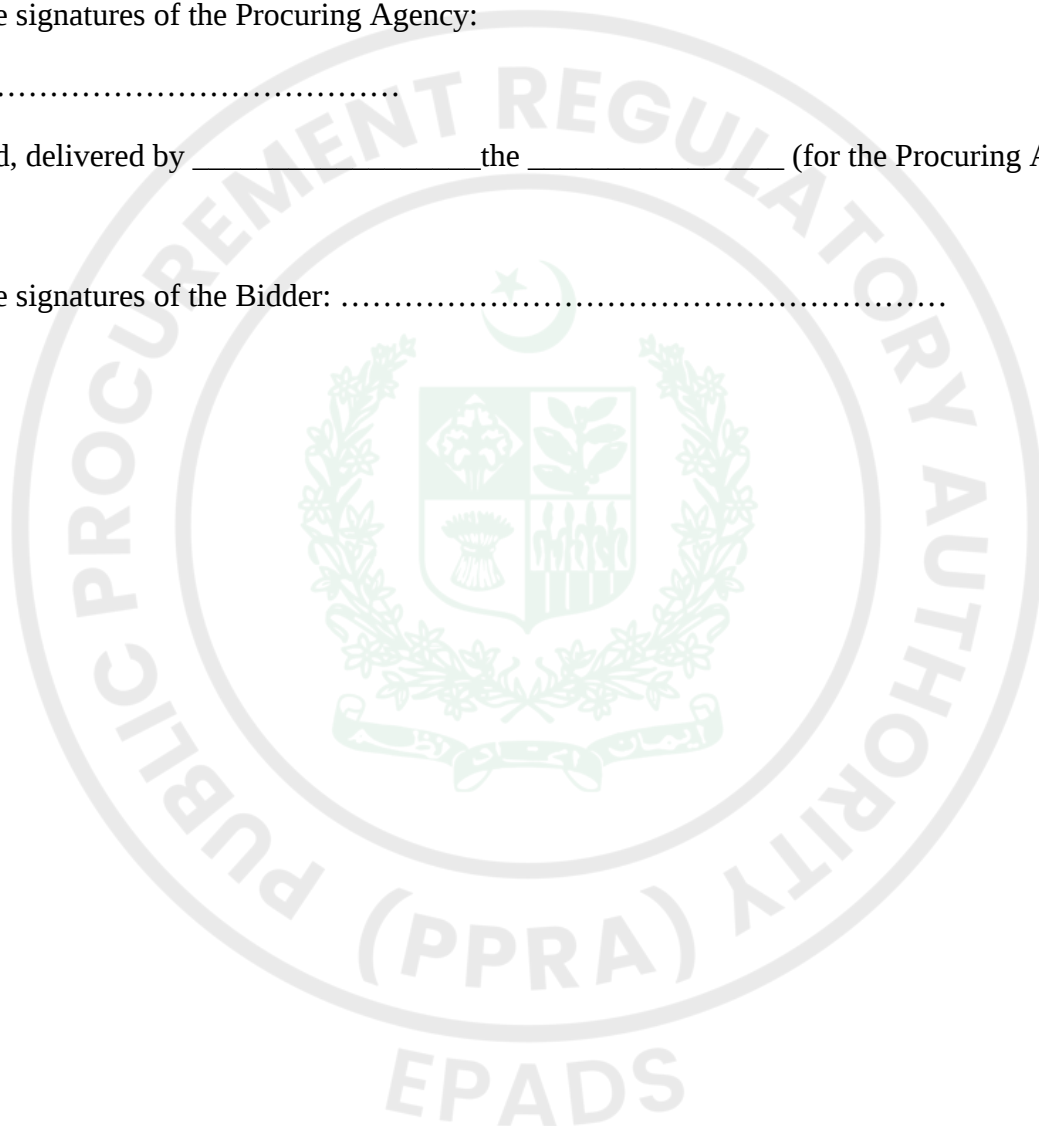
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



Performance Guarantee Form

Performance Guarantee Form

To: **President's Secretariat (Personal) (President's Secretariat (Personal)), Assistant Secretary Aiwan-e-Sadar G-5, Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

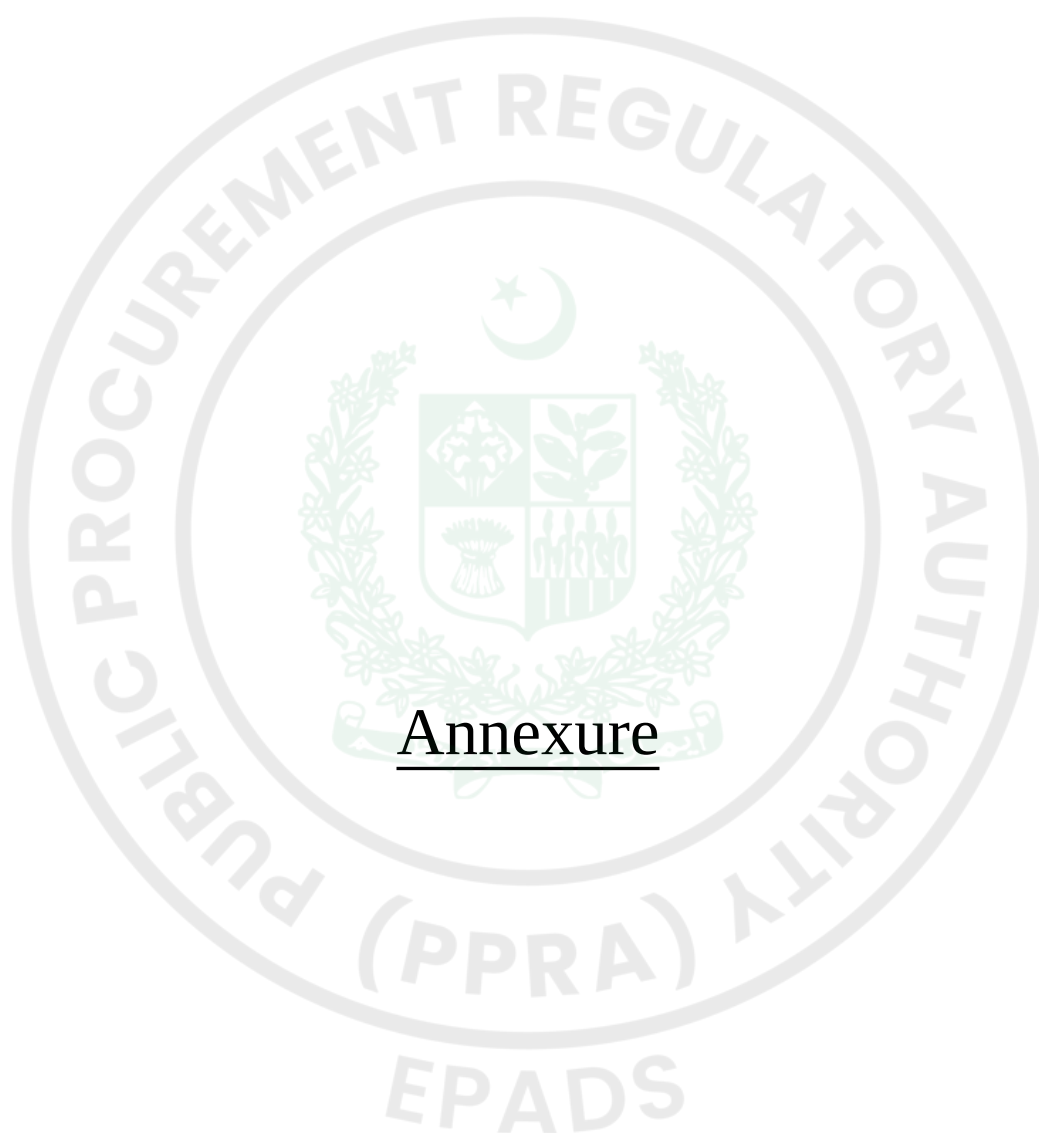
Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

Bidding Documents

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Bidding Documents** (page number: 88)





Procurement Forms

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 104)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 105)







Additional Forms and Documents

1. INSTRUCTIONS TO THE BIDDERS

a. Scope of Work

- a. Scope of work for tender entitled “**Purchase of Papers & Misc Stationery Items**” is mentioned at checklist (**Annex- A**) of this tender document.
- b. Bidder are required to follow the criteria mentioned in checklists (**Annex- A**).

b. Eligibility of Bidders

- a. Bidding is open to all firm/ company/ contractor who have active AGPR vendor, NTN, GST registered and are on Active Tax Payer list of FBR.

c. Price

- a. Price/ bid offer should be quoted in Pak Rupees.
- b. The price/ bid offer quoted by the firm/ company/ contractor should be, final and clearly written/ typed without any ambiguity.
- c. The bid price should include all the government taxes as per prevailing taxation rates of provincial/ federal governments etc.
- d. The price / bid offered shall be entered for the whole financial year 2026-27.
- e. The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer/ price if required.

d. Bid Security / Earnest Money / CDR

- a. Each firm/ company/ contractor shall furnish 5% of the bid money as bid security in the shape of **bank draft / pay order** (Cheque not acceptable) of the quoted value in favor of the **Assistant Secretary (Accounts), President’s Secretariat (Personal)**.
- b. The bid securities / earnest money of the unsuccessful firm/ company/ contractor will be returned upon award of contract to the successful firm/ company/ contractor or on expiry of validity of bid security whichever is earlier. The bid securities of firm/ company/ contractor can be returned earlier if supported by a formal request on the bid letterhead with signature and stamp of the firm.
- c. The bid security of the successful firm/ company/ contractor will be returned only when the bidder furnishes the required 10% performance guarantee and upon supply of required items.
- d. The bid security / earnest money may be forfeited / confiscated: -
 - (1) If the technical / financial proposals are overwritten, errors or mistakes.

- (2) In the case of a successful bidder, if he fails to furnish the required performance security for the President Secretariat's Islamabad as per technical specification.
- (3) If the bidder fails to meet the requirements in the scope of work and Annex-A of the tender document.
- (4) If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.
- (5) If there is any falsification in the documents/ certificates/ any part of the bid submitted by the bidders.

e. **Validity of bids.** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the forfeiture of its bid security. Moreover, all bids will remain valid for the financial year 2026-27.

f. **Responsiveness of bids**

- a. A bid shall be responsive if it is submitted for a complete list of items in either one or multiple form as specified in the Annex-A.
- b. The valid bid security / earnest is submitted.
- c. The bid is valid till the required period.
- d. The bid prices are firm during its validity and inclusive of all taxes, duties etc.
- e. Compliance to all important terms and conditions of this tender document on specified format.
- f. The bidder is eligible for tendering and possesses the requisite experience.
- g. The bid does not deviate from basic requirements
- h. The bidder submitted all mandatory / requisite documents as mentioned in tender document.

g. **Deadline for submission of bidding documents.** The bids shall be delivered in person or sent by registered mail / courier service, which should reach the office of AS (Admn), President's Secretariat (Personal), Islamabad, on or before 1100 hrs on the closing date of the tender as specified in the PPRA web site. Moreover, softcopy of the bids shall be uploaded on PPRA EPADS on or before 1100 hrs on the closing date.

h. **Opening of bids.** As per PPRA's rule 36 (b) "Procedures of open competitive bidding" states that for "***Single Stage-Two Envelopes Procedure***". The following shall be adopted: -

- a. The bid shall comprise a single package containing two separate

envelopes alongwith checklist documents. Each envelope shall contain separately the technical proposal and the financial proposal.

- b. The envelopes shall be marked as **“TECHNICAL PROPOSAL”** and **“FINANCIAL PROPOSAL”** in bold and legible letters to avoid confusion.
- c. Initially, only the envelope marked **“TECHNICAL PROPOSAL”** shall be opened at the time of opening of tender.
- d. The envelope marked as **“FINANCIAL PROPOSAL”** shall be retained in the custody of procuring agency without being opened.
- e. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
- f. During the technical evaluation no amendments in the technical proposal shall be permitted.
- g. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of the bids found technically non responsive shall be returned unopened to the respective firm/ company/ contractor.
- h. The bid evaluated as most advantageous bid shall be accepted.
- i. Opened, e-mailed or faxed bids will not be accepted.
- j. Any bid received by the procuring agency after the date and time of tender opening will be returned as unopened to the firm/ company/ contractor.
- k. The purchase committee of the procuring agency will open all bids at 1130 hrs on the same day in the presence of firm/ company/ contractor or their representatives.
- l. The purchase committee will resolve any issue raised by the firm/ company/ contractor on the spot. Any issue related to the proceedings after the same have concluded, shall not be entertained verbally or in writing.
- m. The procuring agency reserves the right to reject any or all bids / proposals as per PPRA's rules.

i. **Amendments**

- a. At any time prior to the deadline for submission of Bids, the office of the PRESIDENT'S SECRETARIAT (PERSONAL) may, for any reason, modify the Bidding Document by issuing addendum.
- b. Any addendum thus issued shall be part of the Bidding Document and shall be made available online on the official website of PPRA. President's

Secretariat (Personal) may at its discretion extend the deadline for submission of Bids.

2. **EVALUATION OF BIDS**

a. **Evaluation of Technical Proposals.** The procurement committee of the procuring agency shall evaluate the technical proposals on the basis of their responsiveness to the checklists (Annex-A) of this tender document. A proposal shall be rejected at any stage if it fails to achieve the qualifying technical unit/ standard.

b. **Evaluation of Financial Proposals.** A bid shall only be eligible for technical evaluation if all the mandatory requirements laid down in the tender document have been provided. In accordance with the PPRA's Rules to qualify for financial evaluation, the bidders must fulfill all the minimum criteria mentioned in Technical Proposal. The bids of vendors who qualify technical proposal will be opened and the financial proposals of one's who did not qualify the technical proposal will be returned back unopened.

c. **Award of Contract**

a. The contract will be awarded to the most advantageous bidder in pursuance of clause 2 (h) (i) & (ii) of PPRA's Rules 2004 (as amended 2020) provided that; such bidders have been determined to be eligible as per the technical evaluation and have quoted lowest prices.

b. The procuring agency reserves the right to accept or reject any submitted bid, as per PPRA Rules and to annul the tendering process reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the procuring agency's action.

3. **TECHNICAL EVALUATION CRITERIA**

All responsive and eligible bids / proposals submitted by bidders / firms fulfilling all the mandatory criteria laid down in the tender document shall be considered for technical evaluation. The technical evaluation of responsive and eligible bids / proposals shall be carried out by fulfilling the criteria mentioned in checklists (Annex- A).

4. **PROCESS TO BE CONFIDENTIAL**

a. No bidder shall contact any officer of the **President's Secretariat (Personal)** on any matter relating to his Bid from the time of Bid opening to the time till the bid evaluation result is announced. The verbal announcement will include read out prices, and recommendations against all the bids evaluated.

b. Any effort by a bidder to influence any officer of the **President's Secretariat (Personal)** in the Bid evaluation, Bid comparison or contract award decisions may result in the rejection of his Bid.

c. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen 15 x days after the announcement of the bid evaluation result, however, mere fact of lodging complaint shall not warrant suspension of procurement process.

5. **AWARD CRITERIA PROCURING AGENCY'S RIGHTS**

The contract will be awarded to the most advantageous bidder in pursuance of clause 2 (h) (i) & (ii) of PPARA's Rules 2004 (as amended 2020) provided that; such bidders have been determined to be eligible as per the technical evaluation and provide lowest financial cost/ rates.

6. **REQUIREMENT/ FORMAT OF BID**

All bidders shall quote their rates along with Bid Security / Earnest Money of the total bid price for one year (12 months) starting from the date of bid opening in the form of a pay order / demand draft as per this tender document requirement / obligations.

7. **FIRM'S RESPONSIBILITIES**

a. The successful bidder shall supply "**Papers & Misc Stationery Items**" for the President's Secretariat (Personal) Islamabad as in accordance with work order floated to the firms / vendors.

b. The firm shall not subcontract the supply / work order.

c. The firm shall fulfill the scope of work specified in the tender documents within the specified time period.

d. The firm shall fulfill the requirements and comply with all instructions given in the tender document and its annexure.

e. The firm shall provide samples of all the items being quoted in technical proposal for evaluation / scrutiny by the purchase committee.

f. The samples of the items being considered as lowest (most advantageous) rates by the procuring agency will not be returned to the bidder.

g. The firm shall supply the items as per approved samples / specifications mentioned in the technical proposal being approved by the procuring agency's purchase committee throughout the financial year upto 30 June, 2027 irrespective of the price hike/ inflation.

h. The firm shall supply / deliver the items as per work order at the Dak Window, PS (Personal) as per time specified in the work order or communicated by the Stationery Incharge.

8. TIME FOR COMPLETION

If the successful bidder fails to supply the requisite items within the delivery time specified in the work order, the successful bidder's liability to the procuring agency for such failure shall have to pay @ 10 % per day subject to a maximum of 30% of the total amount of the work order for which he fails to supply the items.

9. TERMS OF PAYMENT

- a. Relevant payment of the supply / work order shall only be payable to the firm upon successful delivery as per supply / work order duly supported by the final acceptance certificate (s) from procuring agency.
- b. All the payments shall be made in Pak Rupees through a crossed cheque in the name of the firm/ owner or an MPG payment being directly transferred in the bank account of the firm / company having active AGPR vendor no on that account.
- c. Taxes will be deducted as per government rules at the time of payment.

10. PENALTIES (NON-COMPLIANCE OF SUPPLY ORDER)

If the supply order is not completed **within stipulated time** one or more of the following penalties can be applied against the firm according to the gravity of situation:-

- a. A penalty @ 0.1% per day of the amount of pending items (s) of the supply order shall be imposed.
- b. Risk purchase will be made at the cost of supplier and amount will be deducted from the bills of supplier.
- c. The contract of the supplier will be treated as cancelled and the order for supply of item (s) will be placed to the next lowest.
- d. Total or partial earnest money (CDR) will be forfeited.
- e. The firm will be debarred for business at President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad for the complete financial year.
- f. The firm will be debarred for business at President's Secretariat (Personal), Aiwan-e-Sadr, Islamabad forever.
- g. The firm will be blacklisted.
- h. In case of any complaint about the penalty (s) imposed on the firm, the firm can appeal against the decision in the **Grievances Redressal Committee** of President's Secretariat (Personal) **within 3 working days** of the issue of penalty letter. After lapse of this period no appeal will be entertained.

11. CHECKLISTS

The checklist (**Annex-A**) shall comprise of the components mentioned in the checklist and is mandatory for the firm/ company/ contractor to submit all the documents mentioned in the checklist.

Annex-A

Category	S.No	Type
Admin Docs	1.	Covering letter of interest <i>or</i> a Brief one page about your Company / Firm.
	2.	Bidders Information Form (Appendix-A)
	3.	Attach the copies of past performance certificates of Public / Private Departments / Organizations. (Appendix-B)
	4.	Attach the copy of work orders of Public / Private Departments / Organizations with which your firm is already working. (Appendix-C)
Financial Docs	5.	5% of the total bid price as earnest money in the form of Pay Order / Bank Draft in the name of Assistant Secretary (Accounts), PS Personal, Aiwan-e-Sadr, Islamabad. (Appendix-D)
	6.	Account maintaining certificate by the bank. (Appendix-E)
	7.	Copy of firm's registration, NTN, GST, Active Tax Payer List (ATL) & Vendor Number Certificates (Appendix-F)
Legal Docs	8.	Power of attorney authorizing the signatory of the bidder. (If required) (Appendix-G)
	9.	Declaration on an affidavit of Rs. 100/- (Appendix-H) a. Declaration by the owner that the firm / company is not blacklisted b. Undertaking Certificate by the owner that regarding supply of items as per approved specimen and rates.

Note: Incomplete checklists will be rejected; use of separators / flagging is mandatory between each point.

TECHNICAL EVALUATION CRITERIA - STATIONERY TENDER

Ser	Type	Marks	Passing Marks	Marks Obtained
1.	Standing of Firm (Total Marks - 10)			
i.	Valid FBR Certificate of Registration of company showing active tax payer status. (1 st July, 2025 to 30 June, 2026)	5		
i.	Provide following undertaking on judicial stamp paper:- i. The firm had not been black listed by the Public Sector / Semi Govt / Autonomous Body. ii. The firm will provide items as per samples approved by the purchase committee and make delivery as per given timelines in the Purchase Order otherwise the firm will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad.	5		
	Total	10		
2.	Mandatory Requirements (Total Marks - 20)			
i.	Proper filling of Annexure- A of checklists.	05		
ii.	The firm must have proper office in commercial area having valid landline no.	05		
iii.	The firm must have 5 x staff members (minimum) for running of office including the delivery of items also attach portfolio of all the enrolled staff.	10		
	Total	20		
3.	Works Experience (Total Marks - 40)			
i.	5 x copies of work orders (different department) obtained from the Public Sector / Semi Govt / Autonomous Body with which your firm has already been worked during the last 3 x years.	15		
ii.	5 x copies of Satisfactory performance certificates issued by the Public Sector / Semi Govt / Autonomous Body (different department) whom workorders are attached.	15		
iii.	Previous work experience with this Secretariat (if any) and timely delivery of items as per the given timelines of the purchase order. In case of fresh experience full marks will be given to that firm.	10		
	Total	40		
4.	Technical Proposal (Total Marks - 30)			
i.	None of the column of Technical Proposal left blank.	10		
ii.	Provision of samples of all the quoted items as mentioned in the technical proposal	10		
iii.	5% of the total bid price as CDR in the form of Pay Order / Bank Draft (Please attach copy)	10		
	Total	30		
	Grand Total (1, 2, 3 & 4)	100		

FINANCIAL EVALUATION CRITERIA - STATIONERY TENDER

Ser	Type	Marks	Passing Marks	Marks Obtained
a.	Financial soundness certificate in which financial health of the firm must be 10% higher than the quoted bid by the bank.	5		
b.	Account maintaining certificate by the bank.	5		
c.	Financial proposal filled properly and no column left blank	5		
d.	Rates quoted by the firm inclusive taxes	85		
	Total	100		

EVALUATION CRITERIA

*	Technical Evaluation Marks	=	100	(30%)
*	Financial Evaluation Marks	=	100	(70%)

SATISFACTORY PERFORMANCE CERTIFICATES

Satisfactory Performance Certificates of Public / Private Departments / Ministries / Divisions / Organizations in support of the firm during the last 5 years.
(Minimum 3 certificates of different departments)



WORK ORDERS

Attach copies of work orders of Public/ Private Departments/ Ministries/ Divisions / Organizations with which your firm is already working. (Minimum 3 work orders of different departments)



EARNEST MONEY / BID SECURITY

5% of the bid money as earnest money in the form of Pay Order / Bank Draft in the name of **Assistant Secretary (Accounts), PS (Personal), Aiwan-e-Sadr, Islamabad.**

Pinup here



ACCOUNT MAINTAINING CERTIFICATE

One pager Account maintaining certificate (in original) from the bank in favor of firm showing financial soundness of the firm.

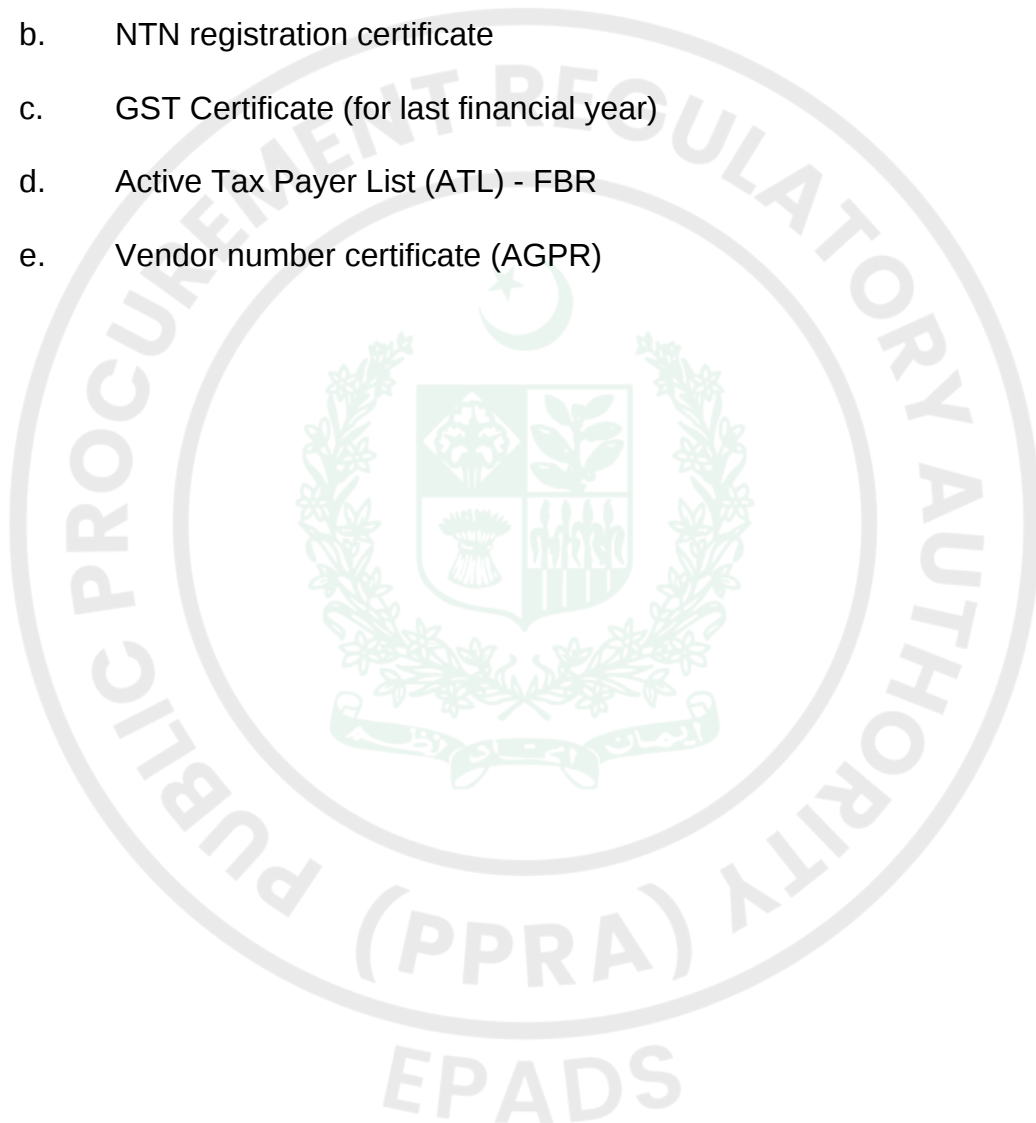
Note: Bank Statement (Bank's Round Stamp) / E-Bank statement will not be accepted.



**FIRM REGISTRATION, NTN, GST, ACTIVE TAX PAYER LIST &
VENDOR NUMBER CERTIFICATES**

Please attach copies of following: -

- a. Firm registration certificate
- b. NTN registration certificate
- c. GST Certificate (for last financial year)
- d. Active Tax Payer List (ATL) - FBR
- e. Vendor number certificate (AGPR)



POWER OF ATTORNEY

Power of attorney, authorizing the signatory of the bidder by the owner of firm on letter head alongwith copy of CNIC of the authorized person and specimen signature of the authorized person. ***(If required)***



(Must be printed on Rs. 50/- or above stamp paper)

UNDERTAKING BY THE FIRM

I, _____ the undersigned being owner of the firm do hereby declare and affirm as under: -

- a. That, my firm has never been blacklisted by any public or private sector organization in Pakistan.
- b. That, if my firm being awarded the whole tender / selected items of the tender entitled **“Purchase of Papers & Miscellanies Stationery Items”** to President’s Secretariat (Personal) during the **FY 2026-27**, I will provide all the items as per the requirements mentioned in the tender document (i.e., rates, standards quoted against each item in my Technical & Financial Proposals & time framework mention in Purchase Order) for the FY 2026-27.
- c. That, I will provide items as per samples approved by the purchase committee of President’s Secretariat (Personal) and if I do not adhere the principals set by the procuring agency not only the letter of award of my firm be immediately withdrawn also payment against the bills (if any) in process may also be withdrawn.
- d. That, I will submit a surcharge of 1% amount of the work order per day at FTO, Islamabad under intimation to President’s Secretariat (Personal) in case of non-provision of items as per purchase order / work order on due dates. I will not challenge the same in any court of law.
- e. That, the performance / bid security submitted by my firm may also be confiscated and I have no objection on declaration of my firm black listed by FBR, SECP & PPRA.

M/s : _____

Owner Name : _____

Firms Address : _____

Telephone No. : _____

Mobile : _____

Signature : _____

Date : _____

BIDDER’S SEAL

ATTESTED BY NOTARY PUBLIC

Past Experience / Contracts

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



Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Employer's Contact Address, Tel, Fax	Value of Outstanding Work [Current Eq. PKR]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Eq. PKR/month]
1					
2					
3					
4					
5					