

# Standard Bidding Document

Annual tender for Purchase of Stationery, Computer Stationery, Misc,  
Furniture & Machinery Items  
(Goods)

National

Single Stage-Two Envelope



*July 22, 2026*

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# REQUEST FOR BIDS

## PROCUREMENT OF GOODS

1. The **Excise & Taxation Department ICT (Excise & Taxation Department - Islamabad)** has reserved Funds for the procurement planned for FY **2026-27**. The **Excise & Taxation Department ICT (Excise & Taxation Department - Islamabad)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Annual tender for Purchase of Stationery, Computer Stationery, Misc, Furniture & Machinery Items**" with the reference of "**P59516**"
2. The **Excise & Taxation Department ICT (Excise & Taxation Department - Islamabad)** 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, Call at Deposit** 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/59516>** 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 **Friday, August 7, 2026 11:00 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Friday, August 7, 2026 02:30 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](http://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: **Excise & Taxation Department ICT (Excise & Taxation Department - Islamabad)**

The subject of procurement is: **Annual tender for Purchase of Stationery, Computer Stationery, Misc, Furniture & Machinery Items**

Expected commencement date: **Monday, August 31, 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: **P59516**

**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: Thursday, July 30, 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. Technical Proposal Package Contains:- Original Pay Order, Active Income Tax, Active Sale Tax, Undertaking of Non-Blacklisting, Prof. Tax Certificate Islamabad (Latest), Bank Statement (July-25 to June-26), Monthly Sale Tax Return (01-07-2025 to 30-06-2026), Client Letter & Past Experience list, Human Resource list and Profile. Financial Proposal Package Contain:- Quoted rates stamp and signed on each page.

### **BDS Clause Number 6**

#### **ITB Number 11.1**

#### **Items/Lots and threere 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: **360 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, Call at Deposit**

## 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;

**HEC Building, Service Road East, H-9/4, 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: **Friday, August 7, 2026 11:00 AM**

## 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 : **Friday**

Date: **Friday, August 7, 2026**

Time : **02:30 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**

Grievence 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                                             |
|---------------|-------------------------------------------------------------------|
| Any           | NADRA CITIZENSHIP (CNIC/NICOP)<br><br>FBR (NTN)<br><br>FBR (GSTN) |

| Eligibility Criteria                              | Document |
|---------------------------------------------------|----------|
| Latest Professional Tax Certificate, Islamabad    | Yes      |
| Undertaking on Rs. 100/- for non-blacklisting     | Yes      |
| sample box along with list of provided sample     | Yes      |
| active saletax of FBR portal                      | Yes      |
| Sale Tax Return (Period 01-07-2025 to 30-06-2026) | 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)

|                                                                                                                                                                                  |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Technical Marks</b>                                                                                                                                                           | <b>50</b> |
| <b>Passing Marks</b>                                                                                                                                                             | <b>40</b> |
| Technical Evaluation Criteria                                                                                                                                                    |           |
| Year of Establishment of Firm 03 Year to 05 Year = 05 Marks 05 Year to 08 Year = 10 Marks 08 Year and above = 15 Marks (Quantitative)(Doc Required)                              | 15        |
| Financial Capability / Annual Turn Over 10 Million to 17.5 Million = 05 Marks 17.5 Million to 30 Million = 10 Marks 30 Million and above = 15 Marks (Quantitative)(Doc Required) | 15        |
| Satisfactory Letter from Client 2 Marks for Each Client Max 10 Marks (Quantitative)(Doc Required)                                                                                | 10        |
| Human Resources 2 Marks for One employee Max 10 Marks (Quantitative)(Doc Required)                                                                                               | 10        |

## Items/Lots

### Items Without Lots :

| Item                         | UNSPSC          | Delivery Schedule                                                                                                                                                                                                                                                                                | Quantity | Bid Security | Sample Quantity |
|------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Attendance Register<br>No. 4 | Shift registers | <b>Address:</b> HEC Building, Service<br>Road East, H-9/4, Islamabad Capital<br>Territory <b>Schedule:</b> 160 Days<br><b>Quantity:</b> 03/Qty<br><b>Address:</b> HEC Building, Service<br>Road East, H-9/4, Islamabad Capital<br>Territory <b>Schedule:</b> 160 Days<br><b>Quantity:</b> 03/Qty | 6/Qty    | 94 PKR       | --              |

| Item               | UNSPSC          | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Quantity  | Bid Security | Sample Quantity |
|--------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Ball Point (0.7mm) | Rollerball pens | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 375/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 375/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 375/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 375/pack | 1500/pack | 5550 PKR     | 1               |

| Item            | UNSPSC          | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Quantity  | Bid Security | Sample Quantity |
|-----------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Ball Point Grip | Rollerball pens | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 375/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 375/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 375/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 375/pack | 1500/pack | 5400 PKR     | 1               |

| Item     | UNSPSC   | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Quantity | Bid Security | Sample Quantity |
|----------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Box File | Box file | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 25/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 25/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 25/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 25/pcs | 100/pcs  | 760 PKR      | 1               |

| Item                | UNSPSC       | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Quantity | Bid Security | Sample Quantity |
|---------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Binding Tape 2 inch | Binding tape | <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 15/roll</p> <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 15/roll</p> <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 15/roll</p> <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 15/roll</p> | 60/roll  | 336 PKR      | 1               |

| Item                | UNSPSC             | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Quantity | Bid Security | Sample Quantity |
|---------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Calculator 12 Digit | Desktop calculator | <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory</p> <p><b>Schedule:</b> 80 Days</p> <p><b>Quantity:</b> 4/pcs</p> <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory</p> <p><b>Schedule:</b> 80 Days</p> <p><b>Quantity:</b> 4/pcs</p> <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory</p> <p><b>Schedule:</b> 80 Days</p> <p><b>Quantity:</b> 7/pcs</p> | 15/pcs   | 450 PKR      | 1               |

| Item                       | UNSPSC                  | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Quantity | Bid Security | Sample Quantity |
|----------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Challan Book as per sample | Paper pads or notebooks | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 250/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 250/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 250/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 250/Qty | 1000/Qty | 17000 PKR    | 1               |
| Draft Pad A-5              | Paper pads or notebooks | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/Qty                                                                                                                                                                                                                                                                                                 | 48/Qty   | 58 PKR       | 1               |

| Item                     | UNSPSC                  | Delivery Schedule                                                                                                                                                                                                                                                                        | Quantity | Bid Security | Sample Quantity |
|--------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Draft Pad A-4            | Paper pads or notebooks | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/Qty | 48/Qty   | 86 PKR       | --              |
| Dispatch Register No. 08 | Shift registers         | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/Qty                                                                                                                                               | 12/Qty   | 187 PKR      | --              |
| Dak Folder (Rexine)      | Folders                 | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 8/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 8/pcs   | 16/pcs   | 576 PKR      | --              |

| Item                  | UNSPSC                         | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Quantity | Bid Security | Sample Quantity |
|-----------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Desk / Paper Pin Tray | Desk organizer accessories kit | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/pcs                                                                                                                                                                                                                                                                                               | 12/pcs   | 84 PKR       | --              |
| Data Bank Folder      | Folders                        | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/pcs | 120/pcs  | 1152 PKR     | 1               |

| Item                           | UNSPSC     | Delivery Schedule                                                                                                                                                                                                                                                                          | Quantity | Bid Security | Sample Quantity |
|--------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Drawing Pin                    | Stationery | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/pack | 60/pack  | 108 PKR      | --              |
| Diary Folder A-5 with Printing | Folders    | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pcs   | 48/pcs   | 2400 PKR     | --              |
| Exclusive International Folder | Folders    | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/pcs   | 24/pcs   | 864 PKR      | --              |

| Item            | UNSPSC  | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                      | Quantity | Bid Security | Sample Quantity |
|-----------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Eraser / Rubber | Erasers | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 20/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 20/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 20/pcs | 60/pcs   | 72 PKR       | --              |

| Item                | UNSPSC             | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Quantity  | Bid Security | Sample Quantity |
|---------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Envelope Brown SE-8 | Standard envelopes | <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 2500/pcs</p> <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 2500/pcs</p> <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 2500/pcs</p> <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 2500/pcs</p> | 10000/pcs | 1600<br>PKR  | 1               |

| Item                | UNSPSC             | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Quantity  | Bid Security | Sample Quantity |
|---------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Envelope Brown SE-5 | Standard envelopes | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs | 10000/pcs | 600 PKR      | 1               |

| Item                | UNSPSC             | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Quantity  | Bid Security | Sample Quantity |
|---------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Envelope Brown SE-6 | Standard envelopes | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs | 10000/pcs | 800 PKR      | 1               |

| Item                | UNSPSC             | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Quantity | Bid Security | Sample Quantity |
|---------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Envelope Brown SE-7 | Standard envelopes | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 1000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 1000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 1000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2000/pcs | 5000/pcs | 600 PKR      | 1               |

| Item                           | UNSPSC           | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Quantity  | Bid Security | Sample Quantity |
|--------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Window envelope<br>White (9x4) | Window envelopes | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2500/pcs | 10000/pcs | 1400<br>PKR  | 1               |

| Item               | UNSPSC             | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Quantity | Bid Security | Sample Quantity |
|--------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| White Envelope A-4 | Standard envelopes | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 1000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 1000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 1000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 1000/pcs | 4000/pcs | 800 PKR      | 1               |

| Item                  | UNSPSC              | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Quantity  | Bid Security | Sample Quantity |
|-----------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Envelope Pocket Flyer | Specialty envelopes | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10000/pcs | 40000/pcs | 28000<br>PKR | 1               |

| Item                      | UNSPSC              | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Quantity  | Bid Security | Sample Quantity |
|---------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Cloth Envelope Legal size | Specialty envelopes | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10000/pcs | 40000/pcs | 36000 PKR    | 1               |
| File Board legal size     | Folders             | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 500/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 500/pcs                                                                                                                                                                                                                                                                                                       | 1000/pcs  | 900 PKR      | 1               |

| Item                   | UNSPSC          | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Quantity  | Bid Security | Sample Quantity |
|------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| File Flappers (Rexene) | Binding fabrics | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 5000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 5000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 5000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10000/pcs | 25000/pcs | 7500<br>PKR  | 1               |

| Item                | UNSPSC  | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                  | Quantity    | Bid Security | Sample Quantity |
|---------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|-----------------|
| File Tags (6 inch)  | Binders | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 500/bundle<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 500/bundle<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 500/bundle | 1500/bundle | 1800 PKR     | 1               |
| File Tags (10 Inch) | Binders | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 100/bundle<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 150/bundle                                                                                                                                                   | 250/bundle  | 750 PKR      | --              |

| Item       | UNSPSC | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Quantity | Bid Security | Sample Quantity |
|------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Foot Scale | Scales | <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 20/pcs</p> <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 20/pcs</p> <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 20/pcs</p> <p><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days <b>Quantity:</b> 24/pcs</p> | 84/pcs   | 101 PKR      | --              |

| Item               | UNSPSC                               | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Quantity | Bid Security | Sample Quantity |
|--------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Form I-32 Register | Accounting forms or accounting books | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 100/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 100/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 100/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 200/Qty | 500/Qty  | 10500 PKR    | --              |

| Item               | UNSPSC     | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Quantity   | Bid Security | Sample Quantity |
|--------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|-----------------|
| File Cover         | Flat files | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 25000/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 25000/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 25000/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 25000/Qty | 100000/Qty | 80000 PKR    | 1               |
| File Chest leather | Folders    | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/pcs                                                                                                                                                                                                                                                                                                         | 24/pcs     | 864 PKR      | --              |

| Item               | UNSPSC                | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Quantity | Bid Security | Sample Quantity |
|--------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Glue Stick (Small) | Acid free glue sticks | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 120/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 120/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 120/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 120/pcs | 480/pcs  | 2400<br>PKR  | 1               |

| Item               | UNSPSC                | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Quantity | Bid Security | Sample Quantity |
|--------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Glue Stick (large) | Acid free glue sticks | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 40/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 40/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 40/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/Qty | 180/Qty  | 1620 PKR     | 1               |
| Highlighter        | Highlighters          | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/Qty                                                                                                                                                                                                                                                                                             | 60/Qty   | 84 PKR       | 1               |

| Item      | UNSPSC  | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Quantity | Bid Security | Sample Quantity |
|-----------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Jori Gata | Folders | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 125/pair<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 125/pair<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 125/pair<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 125/pair | 500/pair | 1500<br>PKR  | 1               |

| Item                          | UNSPSC            | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Quantity | Bid Security | Sample Quantity |
|-------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Stamp Pad Ink                 | Ink or stamp pads | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 300/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 300/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 300/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 300/Qty | 1200/Qty | 1200 PKR     | 1               |
| Imported ink for Fountain pen | Ink or stamp pads | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/Qty                                                                                                                                                                                                                                                                                                   | 12/Qty   | 180 PKR      | --              |

| Item                | UNSPSC            | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                         | Quantity | Bid Security | Sample Quantity |
|---------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Log Book No. 06     | Log books or pads | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 14/Qty                                                                                                                                                                                                                                                                                                | 14/Qty   | 168 PKR      | --              |
| Permanent Marker    | Markers           | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 66/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 66/pcs                                                                                                                                                  | 132/pcs  | 185 PKR      | 1               |
| Masking Tape 2 inch | Masking tape      | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 50/roll<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 50/roll<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 56/roll | 156/roll | 421 PKR      | 1               |

| Item                | UNSPSC              | Delivery Schedule                                                                                                                                                                                                                                                                          | Quantity | Bid Security | Sample Quantity |
|---------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Note Sheet Pad      | Pre-printed notepad | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/Qty     | 12/Qty   | 72 PKR       | --              |
| Packing Tape 2 inch | Packaging tape      | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/roll<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/roll | 60/roll  | 192 PKR      | 1               |

| Item         | UNSPSC                   | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Quantity | Bid Security | Sample Quantity |
|--------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Post it Pad  | Paper pads or notebooks  | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/pack | 240/pack | 461 PKR      | 1               |
| Paper Cutter | Paper cutters or refills | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 48/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 48/pcs                                                                                                                                                                                                                                                                                                 | 96/pcs   | 528 PKR      | 1               |

| Item             | UNSPSC        | Delivery Schedule                                                                                                                                                                                                                                                                          | Quantity | Bid Security | Sample Quantity |
|------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Pin Cushion      | Pin cushions  | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/Qty   | 48/Qty   | 48 PKR       | --              |
| Paper Pin        | Straight pins | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 48/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 54/pack | 102/pack | 92 PKR       | --              |
| Paper Clip 36 mm | Paper clips   | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 48/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 54/pack | 102/pack | 133 PKR      | --              |

| Item                                 | UNSPSC              | Delivery Schedule                                                                                                                                                                                                                                                                        | Quantity | Bid Security | Sample Quantity |
|--------------------------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Peon Book                            | Log books or pads   | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/Qty | 24/Qty   | 77 PKR       | --              |
| Punch Machine Double Hole Heavy Duty | Hole punching units | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 4/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 120<br><b>Quantity:</b> 6/pcs       | 10/pcs   | 850 PKR      | --              |

| Item                                 | UNSPSC                  | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Quantity | Bid Security | Sample Quantity |
|--------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Punch Machine Single Hole Heavy Duty | Paper or eyelet punches | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 80/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 80/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 100/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 100/pcs | 360/pcs  | 2520 PKR     | 1               |
| Punch Machine Double Hole            | Hole punching units     | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pcs                                                                                                                                                                                                                                                                                               | 48/pcs   | 960 PKR      | 1               |

| Item                              | UNSPSC         | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|-----------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Plastic Transparent Cover         | Folders        | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 120/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 120/Qty | 240/Qty  | 288 PKR      | 1               |
| Plastic Transparent Binding Sheet | Binding covers | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 27 Days<br><b>Quantity:</b> 6/pack                                                                                                                                                  | 6/pack   | 120 PKR      | --              |
| Plastic Two Ring Folder           | Folders        | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 20/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 40/pcs   | 60/pcs   | 540 PKR      | 1               |

| Item                                        | UNSPSC                 | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|---------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Pencil with Eraser                          | Wooden pencils         | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 24/pack | 48/pack  | 240 PKR      | 1               |
| Printy Stamp Machine With printing format   | Rubber stamping stamps | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 80/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160<br><b>Quantity:</b> 160/Qty       | 240/Qty  | 14400 PKR    | 1               |
| Printing Stamp Machine with printing format | Rubber stamping stamps | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 150/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160<br><b>Quantity:</b> 150/Qty      | 300/Qty  | 5700 PKR     | 1               |

| Item                           | UNSPSC                  | Delivery Schedule                                                                                                                                                                                                                                                                             | Quantity | Bid Security | Sample Quantity |
|--------------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Prof Tax Certificate<br>180 Gm | Art or craft paper      | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 3500/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 4000/Qty | 7500/Qty | 4500<br>PKR  | 1               |
| Ruled Register No. 24          | Paper pads or notebooks | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 120/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 120/Qty   | 240/Qty  | 7920<br>PKR  | 1               |
| Rules Register No. 18          | Paper pads or notebooks | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 120/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 120/Qty   | 240/Qty  | 6000<br>PKR  | --              |

| Item                       | UNSPSC       | Delivery Schedule                                                                                                                                                                                                                                                                             | Quantity  | Bid Security | Sample Quantity |
|----------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Rubber Band 01 Kg Bag      | Rubber bands | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 200/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 200/pack | 400/pack  | 6000 PKR     | 1               |
| Scotch Tape 1 Inch 60 Yard | Blank tapes  | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 500/roll<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 500/roll | 1000/roll | 1500 PKR     | 1               |
| Scotch Tape 2 Inch 60 Yard | Blank tapes  | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 100/roll<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 150/roll | 250/roll  | 675 PKR      | --              |

| Item                       | UNSPSC   | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|----------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Stapler Machine            | Staplers | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 200/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 280/pcs | 480/pcs  | 6240 PKR     | 1               |
| Stapler Machine Heavy duty | Staplers | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 12/pcs    | 18/pcs   | 2160 PKR     | --              |
| Scissor 9 inch             | Scissors | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 25/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 35/pcs   | 60/pcs   | 150 PKR      | 1               |

| Item                | UNSPSC            | Delivery Schedule                                                                                                                                                                                                                                                                               | Quantity  | Bid Security | Sample Quantity |
|---------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Stapler Pin Remover | Staple removers   | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 42/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 42/pcs       | 84/pcs    | 168 PKR      | --              |
| Stamp Pad Large     | Ink or stamp pads | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 400/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 600/pcs     | 1000/pcs  | 7700 PKR     | 1               |
| Stapler Pin 24x6    | Staples           | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2000/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 3000/pack | 5000/pack | 7000 PKR     | 1               |

| Item              | UNSPSC  | Delivery Schedule                                                                                                                                                                                                                                                                               | Quantity  | Bid Security | Sample Quantity |
|-------------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Stapler Pin 26x6  | Staples | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2000/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 3000/pack | 5000/pack | 7000 PKR     | 1               |
| Stapler Pin 23/17 | Staples | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/pack                                                                                                                                                     | 60/pack   | 300 PKR      | --              |
| Stapler Pin 23/13 | Staples | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 48/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 48/pack     | 96/pack   | 422 PKR      | --              |

| Item                      | UNSPSC                  | Delivery Schedule                                                                                                                                                                                                                                                                                                                                                                                                                                | Quantity  | Bid Security | Sample Quantity |
|---------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Stapler Pin 12/17         | Staples                 | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 60/pack                                                                                                                                                      | 120/pack  | 480 PKR      | --              |
| Summary Paper A-4, 100 Gm | Printer or copier paper | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 750/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 1250/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 240 Days<br><b>Quantity:</b> 1000/pack | 3000/pack | 120000 PKR   | 1               |

| Item                       | UNSPSC                  | Delivery Schedule                                                                                                                                                                                                                                                                               | Quantity  | Bid Security | Sample Quantity |
|----------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Summary Paper, Legal 100Gm | Printer or copier paper | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 500/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 500/pack   | 1000/pack | 45000 PKR    | 1               |
| Summary Paper A-4, 80 Gm   | Printer or copier paper | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 1500/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 2500/pack | 4000/pack | 108000 PKR   | 1               |
| Summary Paper Legal 80 Gm  | Printer or copier paper | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 650/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160<br><b>Quantity:</b> 1000/pack       | 1650/pack | 54450 PKR    | 1               |

| Item                          | UNSPSC                  | Delivery Schedule                                                                                                                                                                                                                                                                               | Quantity  | Bid Security | Sample Quantity |
|-------------------------------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|-----------------|
| Summary Paper A-4, 70 Gm      | Printer or copier paper | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 3000/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 5000/pack | 8000/pack | 200000 PKR   | 1               |
| Shorthand Note Book           | Paper pads or notebooks | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10/Qty                                                                                                                                                      | 10/Qty    | 30 PKR       | --              |
| Section Diary Register No. 12 | Shift registers         | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 16/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 20/Qty       | 36/Qty    | 864 PKR      | --              |

| Item                           | UNSPSC                      | Delivery Schedule                                                                                                                                                                                                                                                                             | Quantity | Bid Security | Sample Quantity |
|--------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Ticketing Roll TP-2000 Q-Matic | Tickets or ticket rolls     | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 200/roll<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 280/roll | 480/roll | 11520 PKR    | 1               |
| Table Set 9 Piece              | Desktop trays or organizers | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 10/pack                                                                                                                                                  | 10/pack  | 420 PKR      | 1               |
| Telephone Index                | Paper pads or notebooks     | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10/Qty                                                                                                                                                    | 10/Qty   | 150 PKR      | --              |

| Item                   | UNSPSC          | Delivery Schedule                                                                                                                                                                                                                                                                             | Quantity | Bid Security | Sample Quantity |
|------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Tape Dispenser 01 Inch | Tape dispensers | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 50/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 100/Qty    | 150/Qty  | 3000 PKR     | 1               |
| Uniball Pointer 0.7 mm | Pointers        | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 1000/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 2000/pcs | 3000/pcs | 18000 PKR    | 1               |
| Pointer 0.6 mm         | Pointers        | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 400/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 600/pcs   | 1000/pcs | 13000 PKR    | 1               |

| Item                                  | UNSPSC          | Delivery Schedule                                                                                                                                                                                                                                                                             | Quantity | Bid Security | Sample Quantity |
|---------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Gel Pen                               | Gel pens        | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 1250/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 2750/pcs | 4000/pcs | 10000 PKR    | 1               |
| Vehicle Maintenance / Petrol Register | Shift registers | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 8/Qty                                                                                                                                                     | 8/Qty    | 96 PKR       | --              |
| Vehicle / File record register        | Shift registers | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 40/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 80/Qty     | 120/Qty  | 8400 PKR     | 1               |

| Item               | UNSPSC                          | Delivery Schedule                                                                                                                                                                                                                                                                         | Quantity | Bid Security | Sample Quantity |
|--------------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| White Fluid Set    | Correction fluid                | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 20/set<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 40/set | 60/set   | 240 PKR      | 1               |
| White Board Marker | Markers                         | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 20/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 34/pcs | 54/pcs   | 97 PKR       | 1               |
| White Board        | Dry erase boards or accessories | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2/Qty                                                                                                                                                 | 2/Qty    | 150 PKR      | --              |

| Item                   | UNSPSC                                  | Delivery Schedule                                                                                                                                                                                                                                                                          | Quantity | Bid Security | Sample Quantity |
|------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| White Board Duster     | Whiteboard eraser                       | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 06/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 06/Qty  | 12/Qty   | 48 PKR       | --              |
| Paper Shredder Machine | Paper shredding machines or accessories | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 12/Qty  | 24/Qty   | 57600 PKR    | 1               |
| Optical Light Mouse    | Computer mouse                          | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 120/Qty | 180/Qty  | 2160 PKR     | 1               |

| Item                                     | UNSPSC                     | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|------------------------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Computer Keyboard wired                  | Keyboards                  | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 120/Qty  | 180/Qty  | 4500 PKR     | 1               |
| Wireless Computer Keyboard & Mouse (set) | Keyboards                  | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 15/set<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 20/set   | 35/set   | 4200 PKR     | 1               |
| Toner HP 85 A (original)                 | Printer or facsimile toner | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 150/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 250/Qty | 400/Qty  | 188000 PKR   | 1               |

| Item                      | UNSPSC                     | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|---------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Toner HP 107-A (original) | Printer or facsimile toner | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 250/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160<br><b>Quantity:</b> 500/Qty      | 750/Qty  | 234000 PKR   | 1               |
| Toner HP 108-A (Original) | Printer or facsimile toner | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 400/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 600/Qty | 1000/Qty | 300000 PKR   | 1               |
| Toner HP 05-A (Original)  | Printer or facsimile toner | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 40/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 80/Qty   | 120/Qty  | 67200 PKR    | 1               |

| Item                            | UNSPSC                     | Delivery Schedule                                                                                                                                                                                                                                                                         | Quantity | Bid Security | Sample Quantity |
|---------------------------------|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Toner HP 80-A<br>(Original)     | Printer or facsimile toner | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 50/Qty | 80/Qty   | 42400<br>PKR | 1               |
| Toner HP 83-A<br>(Original)     | Printer or facsimile toner | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 40/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 60/Qty | 100/Qty  | 45000<br>PKR | 1               |
| Automatic Air Refresher Machine | Air freshener dispensers   | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 40/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 56/Qty | 96/Qty   | 1536<br>PKR  | 1               |

| Item           | UNSPSC               | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|----------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Air fresheners | Air freshener        | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 160/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 200/Qty | 360/Qty  | 4896 PKR     | 1               |
| Broom (Bamboo) | Broom or mop handles | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 80/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 100/Qty  | 180/Qty  | 720 PKR      | 1               |
| Broom (Soft)   | Broom or mop handles | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 60/Qty   | 120/Qty  | 600 PKR      | 1               |

| Item                 | UNSPSC           | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|----------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Insect Killer 600 MI | Insecticides     | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 100/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 200/Qty | 300/Qty  | 4800 PKR     | 1               |
| Insect Killer 300 MI | Insecticides     | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 180/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 180/Qty | 360/Qty  | 3960 PKR     | 1               |
| White Duster         | Cleaning dusters | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 180/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 180/Qty | 360/Qty  | 432 PKR      | 1               |

| Item               | UNSPSC           | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|--------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Yellow Duster      | Cleaning dusters | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 240/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 240/Qty | 480/Qty  | 576 PKR      | 1               |
| Liquid Soap 500 ml | Soaps            | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 75/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 75/Qty   | 150/Qty  | 750 PKR      | 1               |
| Dry Mop            | Dust mops        | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 60/Qty   | 120/Qty  | 1500 PKR     | 1               |

| Item                   | UNSPSC                   | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Dry Cell               | Dry cell batteries       | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 120/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 120/Qty | 240/Qty  | 288 PKR      | 1               |
| Rechargeable Cell      | Dry cell batteries       | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 60/Qty   | 120/Qty  | 480 PKR      | 1               |
| Surface Cleaner Bottle | General purpose cleaners | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 120/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 120/Qty | 240/Qty  | 7200 PKR     | 1               |

| Item                      | UNSPSC                      | Delivery Schedule                                                                                                                                                                                                                                                                         | Quantity | Bid Security | Sample Quantity |
|---------------------------|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Electric Kettle           | Domestic electrical kettles | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 06/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 06/Qty | 12/Qty   | 1680 PKR     | 1               |
| Extension lead (imported) | Extension cord              | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 24/Qty | 48/Qty   | 4800 PKR     | 1               |
| Extension Lead (Local)    | Extension cord              | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 40/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 44/Qty | 84/Qty   | 3024 PKR     | 1               |

| Item                        | UNSPSC          | Delivery Schedule                                                                                                                                                                                                                                                                   | Quantity | Bid Security | Sample Quantity |
|-----------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Fork Set (superior quality) | Flatware set    | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 10/dozen                                                                                                                                           | 10/dozen | 200 PKR      | 1               |
| Toilet Cleaner (Fluid)      | Toilet cleaners | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 160 Days<br><b>Quantity:</b> 60/Qty | 120/Qty  | 1440 PKR     | 1               |
| Dori (Seba)                 | String or twine | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 16/Kg<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 160 Days<br><b>Quantity:</b> 16/Kg   | 32/Kg    | 288 PKR      | 1               |

| Item                            | UNSPSC                        | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|---------------------------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Glass Cleaner Spray all purpose | General purpose cleaners      | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 120/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 120/Qty | 240/Qty  | 2640 PKR     | 1               |
| Plastic Lota with Handle        | General purpose cleaning kits | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 30/Qty   | 60/Qty   | 180 PKR      | 1               |
| Towel (27x54) superior quality  | Bath towels                   | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 36/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 36/Qty   | 72/Qty   | 1008 PKR     | 1               |

| Item                     | UNSPSC                    | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|--------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Mop with Steel Handle    | Wet mops                  | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 30/Qty   | 60/Qty   | 576 PKR      | 1               |
| Phenyl Bottle (2.75)     | General purpose cleaners  | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 240/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 240/Qty | 480/Qty  | 4320 PKR     | 1               |
| Plastic Balti (40 liter) | Cleaning pails or buckets | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/Qty                                                                                                                                                  | 12/Qty   | 240 PKR      | 1               |

| Item                           | UNSPSC                          | Delivery Schedule                                                                                                                          | Quantity  | Bid Security  | Sample Quantity |
|--------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|-----------------|
| Planter Stainless steel        | Planters                        | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/Qty    | 12/Qty    | 1200<br>PKR   | 1               |
| 4 Core Electric Wire<br>120 mm | Copper wire                     | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 40/m      | 40/m      | 24000<br>PKR  | 1               |
| 4 Core Electric Wire 35<br>mm  | Copper wire                     | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 160 Days<br><b>Quantity:</b> 50/m     | 50/m      | 5000<br>PKR   | 1               |
| Pre-Fab Sandwich<br>Panel      | Prefabricated<br>aluminum panel | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 4000/sqft | 4000/sqft | 160000<br>PKR | 1               |

| Item                        | UNSPSC           | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|-----------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Rice Spoon Superior Quality | Domestic spoons  | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/dozen<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 6/dozen | 12/dozen | 240 PKR      | 1               |
| Soap 98 Gm                  | Soaps            | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 30/pcs   | 60/pcs   | 150 PKR      | 1               |
| Surf 500gm                  | Laundry products | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 24/pack | 48/pack  | 312 PKR      | 1               |

| Item                         | UNSPSC                   | Delivery Schedule                                                                                                                                                                                                                                                                             | Quantity | Bid Security | Sample Quantity |
|------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Sweep Bottle red 500ml       | General purpose cleaners | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 120/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 120/Qty   | 240/Qty  | 1200 PKR     | 1               |
| Tissue Paper Box (100x3 Ply) | Facial tissues           | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 300/box<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 300/box   | 600/box  | 3900 PKR     | 1               |
| Tissue Roll 2 ply            | Toilet tissue            | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 150/roll<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 200/roll | 350/roll | 980 PKR      | 1               |

| Item                                     | UNSPSC                                      | Delivery Schedule                                                                                                                                                                                                                                                                          | Quantity | Bid Security | Sample Quantity |
|------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Tumbler Glass                            | Domestic drinking glasses                   | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 60/pcs   | 120/pcs  | 288 PKR      | 1               |
| Tea Cup with Saucer                      | Domestic disposable cups or glasses or lids | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 3/dozen<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 3/dozen | 6/dozen  | 510 PKR      | 1               |
| Tray Plastic large size superior quality | Domestic disposable food containers         | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 6/pcs    | 12/pcs   | 204 PKR      | 1               |

| Item                                       | UNSPSC                               | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|--------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Tea Spoon Stainless steel superior quality | Domestic spoons                      | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/dozen<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 6/dozen | 12/dozen | 204 PKR      | 1               |
| Toilet Brush Long Hand                     | Toilet brush and toilet brush holder | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 24/pcs   | 48/pcs   | 173 PKR      | 1               |
| Umbrella large 39 daimeter                 | Umbrellas                            | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/pcs                                                                                                                                                  | 12/pcs   | 288 PKR      | 1               |

| Item                     | UNSPSC               | Delivery Schedule                                                                                                                                                                                                                                                                           | Quantity | Bid Security | Sample Quantity |
|--------------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Dish washing powder      | Dishwashing products | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pack<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 24/pack | 48/pack  | 91 PKR       | 1               |
| Wall Clock 01ft diameter | Wall clocks          | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/pcs                                                                                                                                                  | 12/pcs   | 480 PKR      | 1               |
| Wiper Steel handle       | Cleaning brushes     | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 30/pcs   | 60/pcs   | 456 PKR      | 1               |

| Item                                | UNSPSC                           | Delivery Schedule                                                                                                                                                                                                                                                                         | Quantity | Bid Security | Sample Quantity |
|-------------------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Wireless electronic bell            | Door bells                       | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 6/pcs   | 12/pcs   | 432 PKR      | 1               |
| Water Jug 01 liter Superior quality | Jugs                             | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 12/pcs | 24/pcs   | 360 PKR      | 1               |
| Plastic Dustbin Large               | Waste containers or rigid liners | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 30/pcs<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 30/pcs | 60/pcs   | 300 PKR      | 1               |

| Item                                | UNSPSC                           | Delivery Schedule                                                                                                                       | Quantity | Bid Security | Sample Quantity |
|-------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Ceiling Lights 2x2 superior quality | Light emitting diode LED fixture | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/Qty | 24/Qty   | 1920 PKR     | 1               |
| Ceiling Fan 2x2 Superior Quality    | Ceiling fan                      | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pcs | 24/pcs   | 5520 PKR     | 1               |
| Floor Standing AC 2 Ton             | Air conditioners                 | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 4/Qty  | 4/Qty    | 20000 PKR    | --              |
| Split AC 2 Ton                      | Air conditioners                 | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 4/Qty  | 4/Qty    | 14000 PKR    | --              |
| Split Ac 1.5 Ton                    | Air conditioners                 | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 4/Qty  | 4/Qty    | 12000 PKR    | --              |

| Item                  | UNSPSC                                  | Delivery Schedule                                                                                                                                                                                                                                                                 | Quantity | Bid Security | Sample Quantity |
|-----------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Split AC 1.0 Ton      | Air conditioners                        | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 4/Qty                                                                                                                                            | 4/Qty    | 10000<br>PKR | --              |
| Water Dispenser       | Bottled water dispensers or accessories | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/Qty                                                                                                                                           | 12/Qty   | 8400<br>PKR  | 1               |
| Electric Water Cooler | Drink coolers                           | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 2/Qty                                                                                                                                            | 2/Qty    | 2400<br>PKR  | --              |
| Electric Heater       | Electric heater                         | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 160 Days<br><b>Quantity:</b> 6/Qty | 12/Qty   | 1200<br>PKR  | --              |

| Item                     | UNSPSC          | Delivery Schedule                                                                                                                                                                                                                                                                       | Quantity | Bid Security | Sample Quantity |
|--------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Electric Fan Heater      | Electric heater | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/Qty<br><b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 160 Days<br><b>Quantity:</b> 6/Qty | 12/Qty   | 1800 PKR     | --              |
| Wooden Visitor Chair     | Chairs          | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pcs                                                                                                                                              | 24/pcs   | 2880 PKR     | 1               |
| Steel Visitor Chair      | Chairs          | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 12/pcs                                                                                                                                              | 12/pcs   | 1080 PKR     | --              |
| Computer Revolving Chair | Chairs          | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory<br><b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pcs                                                                                                                                              | 24/pcs   | 2400 PKR     | 1               |

| Item                                                       | UNSPSC | Delivery Schedule                                                                                                                       | Quantity | Bid Security | Sample Quantity |
|------------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Officer Chair                                              | Chairs | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 06/pcs | 6/pcs    | 1500 PKR     | --              |
| 5 Seater Sofa Set                                          | Sofas  | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 160 Days<br><b>Quantity:</b> 4/set | 4/set    | 4800 PKR     | --              |
| Center table set (01 large main table with 02 side tables) | Tables | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 160 Days<br><b>Quantity:</b> 4/set | 4/set    | 3200 PKR     | --              |
| Computer Table wooden                                      | Tables | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pcs | 24/pcs   | 2400 PKR     | 1               |
| Officer Table wooden                                       | Tables | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/pcs  | 6/pcs    | 1800 PKR     | --              |

| Item                           | UNSPSC                   | Delivery Schedule                                                                                                                        | Quantity | Bid Security | Sample Quantity |
|--------------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|-----------------|
| Steel Almari                   | Cabinets                 | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 160 Days<br><b>Quantity:</b> 12/pcs | 12/pcs   | 2880<br>PKR  | --              |
| Steel Cabinet                  | Cabinets                 | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/pcs   | 6/pcs    | 1440<br>PKR  | --              |
| File Rack 8x4                  | Storage racks or shelves | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 24/pcs  | 24/pcs   | 7368<br>PKR  | --              |
| 3 Seater Stainless steel chair | Chairs                   | <b>Address:</b> HEC Building, Service Road East, H-9/4, Islamabad Capital Territory <b>Schedule:</b> 80 Days<br><b>Quantity:</b> 6/set   | 6/set    | 3000<br>PKR  | --              |

## Related Services of Goods:

No



## Items/Lot Specification

### Items Without Lots :

**Item:** Attendance Register No. 4

**UNSPSC:** Shift registers

#### Specifications / Requirements:

Size legal, Paper 80 Gm, Hard board Cover

---

**Item:** Ball Point (0.7mm)

**UNSPSC:** Rollerball pens

#### Specifications / Requirements:

Tip Size = 0.7mm super smooth fine Handy & Capless retractable click mechanism (push button) oil-based ink (red, black, red, green color) High-quality polypropylene plastic latex-free rubber grip grip

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**Item:** Ball Point Grip

**UNSPSC:** Rollerball pens

#### Specifications / Requirements:

Tip Size = 0.7mm super smooth fine Handy & Capless retractable click mechanism (push button) oil-based ink (red, black, red, green color) High-quality polypropylene plastic latex-free rubber grip grip

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**Item:** Box File

**UNSPSC:** Box file

**Specifications / Requirements:**

Imported Quality legal size 300-350 sheets capacity PVC Laminate, polypropylene plastic stainless steel lever arch mechanism

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**Item:** Binding Tape 2 inch

**UNSPSC:** Binding tape

**Specifications / Requirements:**

Polyethylene-coated rayon width 2 inch length 14 yards thickness 0.15mm Adhesive natural rubber

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**Item:** Calculator 12 Digit

**UNSPSC:** Desktop calculator

**Specifications / Requirements:**

12 Digit large liquid crystal Display Dual Power Logic Auto Power-Off 5 to 6 inches wide 7 to 8 inches long

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**Item:** Challan Book as per sample

**UNSPSC:** Paper pads or notebooks

**Specifications / Requirements:**

Size A5 Color 4-Color Carbonized duplicating paper 80 Gm Paper 3 leaf per number Total number of serial in one book 50

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**Item:** Draft Pad A-5

**UNSPSC:** Paper pads or notebooks

**Specifications / Requirements:**

A-5 size white paper imported paper 80 Gm Spiral binding

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**Item:** Draft Pad A-4

**UNSPSC:** Paper pads or notebooks

**Specifications / Requirements:**

A-4 size white paper imported paper 80 Gm Spiral binding

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**Item:** Dispatch Register No. 08

**UNSPSC:** Shift registers

**Specifications / Requirements:**

Imported offset paper legal paper size Register No 08 Hardboard cover

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**Item:** Dak Folder (Rexine)

**UNSPSC:** Folders

**Specifications / Requirements:**

Legal Size Fine Quality Rexine Silver / Metallic lock Green, Mehroon, Blue Etc color

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**Item:** Desk / Paper Pin Tray

**UNSPSC:** Desk organizer accessories kit

**Specifications / Requirements:**

Fine Plastic Rectangular size

---

**Item:** Data Bank Folder

**UNSPSC:** Folders

**Specifications / Requirements:**

Legal Size Two Ring Pocket inside Fine & durable plastic

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**Item:** Drawing Pin

**UNSPSC:** Stationery

**Specifications / Requirements:**

50 pic pack Multi Color Plastic Top Fine Quality

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**Item:** Diary Folder A-5 with Printing

**UNSPSC:** Folders

### **Specifications / Requirements:**

Fine high quality rexine/leatherette fabric A-5 size one pocket and pen holder inside with digital four printing on front size

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**Item:** Exclusive International Folder

**UNSPSC:** Folders

### **Specifications / Requirements:**

Fine high quality rexine/leatherette fabric Legal size one pocket, pen holder and metallic clips inside with digital four printing on front size

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**Item:** Eraser / Rubber

**UNSPSC:** Erasers

### **Specifications / Requirements:**

Eraser of best quality AI-30 or equivalent

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**Item:** Envelope Brown SE-8

**UNSPSC:** Standard envelopes

### **Specifications / Requirements:**

Size SE-8 Legal size 80-gram brown golden craft paper printing on the envelope

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**Item:** Envelope Brown SE-5

**UNSPSC:** Standard envelopes

**Specifications / Requirements:**

Size SE-5 (9x4) 80-gram brown golden craft paper printing on the envelope

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**Item:** Envelope Brown SE-6

**UNSPSC:** Standard envelopes

**Specifications / Requirements:**

Size SE-6 (11x5) 80-gram brown golden craft paper printing on the envelope

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**Item:** Envelope Brown SE-7

**UNSPSC:** Standard envelopes

**Specifications / Requirements:**

Size SE-7 A-4 Size 80-gram brown golden craft paper printing on the envelope

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**Item:** Window envelope White (9x4)

**UNSPSC:** Window envelopes

**Specifications / Requirements:**

Size SE-5 (9x4) Window Envelope 80-gram white imported paper printing on the envelope

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**Item:** White Envelope A-4

**UNSPSC:** Standard envelopes

**Specifications / Requirements:**

Size SE-7 A-4 size 80-gram white imported paper printing on the envelope

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**Item:** Envelope Pocket Flyer

**UNSPSC:** Specialty envelopes

**Specifications / Requirements:**

Size 18x14 inch Ripstop Nylon (sail material) used for courier service printing on the envelope

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**Item:** Cloth Envelope Legal size

**UNSPSC:** Specialty envelopes

**Specifications / Requirements:**

Size SE-8 legal size 80-gram Golden Craft paper Cotton Cloth Inside printing on the envelope

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**Item:** File Board legal size

**UNSPSC:** Folders

**Specifications / Requirements:**

Fine Quality Legal Size hardboard in side cover with imported paper 80 gram VRG black color flapper and white ribbon

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**Item:** File Flappers (Rexene)

**UNSPSC:** Binding fabrics

**Specifications / Requirements:**

Black Fine quality Rexene Rexene Size = 2.5\*22 (inch) white Ribbon size = 36 inch

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**Item:** File Tags (6 inch)

**UNSPSC:** Binders

**Specifications / Requirements:**

Thread Size = 6 inch white cora material punched edges 50 piece bundle

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**Item:** File Tags (10 Inch)

**UNSPSC:** Binders

**Specifications / Requirements:**

Thread Size = 10 inch white cora material punched edges 50 piece bundle

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**Item:** Foot Scale

**UNSPSC:** Scales

**Specifications / Requirements:**

Pure Steel Material 12 inch scale size Best Quality not bendable

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**Item:** Form I-32 Register

**UNSPSC:** Accounting forms or accounting books

**Specifications / Requirements:**

90 Gram imported paper paper size legal 100 pages in one books offset Printing on every page serial number mentioned in pages

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**Item:** File Cover

**UNSPSC:** Flat files

**Specifications / Requirements:**

File Material = 350 Gm ivory fine glazed card eye lid on the top left side on file 1.5 inch cotton cloth strip in the middle of file (on inner side) Color printing on file

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**Item:** File Chest leather

**UNSPSC:** Folders

**Specifications / Requirements:**

Legal Size Hardboard inside Rexene / leatherette fabric Steel Clip on the top to hold paper Digital printing on the folder

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**Item:** Glue Stick (Small)

**UNSPSC:** Acid free glue sticks

**Specifications / Requirements:**

Weight 21 Gram Non-Toxic, Safe, Clean & washable use for paper, photo card and fabric made in Germany

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**Item:** Glue Stick (large)

**UNSPSC:** Acid free glue sticks

**Specifications / Requirements:**

Weight 40 Gram Non-Toxic, Safe, Clean & washable use for paper, photo card and fabric made in Germany

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**Item:** Highlighter

**UNSPSC:** Highlighters

**Specifications / Requirements:**

Rectangular Shape neon multi color well known brand

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**Item:** Jori Gata

**UNSPSC:** Folders

**Specifications / Requirements:**

Fine quality Hardboard two eye lid on the left side (middle) cover with printed imported paper 80 Gm

---

**Item:** Stamp Pad Ink

**UNSPSC:** Ink or stamp pads

**Specifications / Requirements:**

Fine Quality ink 28 ml bottle, Water and alcohol-soluble glycols (e.g., glycerol, propanediol), Water-soluble organic or inorganic dyes. 1 to 5 seconds on highly absorbent paper (dries strictly via fiber absorption). Felt, fabric, or foam stamp pads; rubber-die stamps. Typically non-toxic, acid-free, and oil-free.

---

**Item:** Imported ink for Fountain pen

**UNSPSC:** Ink or stamp pads

**Specifications / Requirements:**

Ink Type: Water-based, dye-based solution containing highly refined colorants and organic additives. pH Range: Ranges broad spectrumly from 2 to 10 across the collection. For example, the popular Brilliant Black runs slightly alkaline at around 8.2, whereas the Blue-Black behaves as a mild iron-gall solution. Viscosity: Kinematic viscosity metrics fall within 3 to 6 mm<sup>2</sup>/s. Relative Density: Approximately 1.01 at 20°C (slightly heavier than pure water). Flow Rate: Classified as a moderate-to-dry flowing formula. This structural dryness makes it the standard diagnostic ink for taming overly wet fountain pen nibs. 62.5 ml bottle size Reference Pelikan 4001 or equivalent

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**Item:** Log Book No. 06

**UNSPSC:** Log books or pads

**Specifications / Requirements:**

Hardboard cover, imported paper inside Size A-5

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**Item:** Permanent Marker

**UNSPSC:** Markers

### Specifications / Requirements:

Tip Material: Heavy-duty, wear-resistant porous materials like acrylic fiber. Tip Shapes: Bullet/Round Tip: Common for standard writing (line widths usually range from 0.8 mm to 2.0 mm). A standard permanent marker uses an alcohol-based solvent (like isopropanol) mixed with resins and colorants. This creates waterproof, fade-resistant marks on surfaces like glass, plastic, metal, and wood.

---

**Item:** Masking Tape 2 inch

**UNSPSC:** Masking tape

### Specifications / Requirements:

size. 2inch and 60 yards, crepe paper backing, natural rubber adhesive, a thickness of 0.12 mm, a tensile strength of ~ 9 kg/in, and a temperature resistance between 60°C and 120°C.

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**Item:** Note Sheet Pad

**UNSPSC:** Pre-printed notepad

### Specifications / Requirements:

White imported paper 80 Gm Legal Size paper 100 sheets in one pad

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**Item:** Packing Tape 2 inch

**UNSPSC:** Packaging tape

### Specifications / Requirements:

size 2 inch and 60 yards long, high tensile strength, excellent clarity, and resistance to splitting, moisture, and abrasion

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**Item:** Post it Pad

**UNSPSC:** Paper pads or notebooks

**Specifications / Requirements:**

Size 3x5 paper color yellow 80 gm super sticky

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**Item:** Paper Cutter

**UNSPSC:** Paper cutters or refills

**Specifications / Requirements:**

Heavy-duty, 18 mm snap-off utility knife ideal for precision and general cutting. Grooved plastic grip and a durable manual brake or screw-lock mechanism, easily slices through paper, cardboard, foam board, fabric, and plastic.

---

**Item:** Pin Cushion

**UNSPSC:** Pin cushions

**Specifications / Requirements:**

3 inch diameter, 35-50 Gm weight, Made of durable, tightly woven fabrics like cotton, flannelette, felt, or velvet to prevent tearing and securely grip the pins

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**Item:** Paper Pin

**UNSPSC:** Straight pins

**Specifications / Requirements:**

one inch size 50 Gm packet silver color and fine quality

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**Item:** Paper Clip 36 mm

**UNSPSC:** Paper clips

**Specifications / Requirements:**

Steel wire (round or flat) that is bent into a looped shape. "Gem" type classic design

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**Item:** Peon Book

**UNSPSC:** Log books or pads

**Specifications / Requirements:**

A-5 Size Hardboard cover 95 pages imported paper

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**Item:** Punch Machine Double Hole Heavy Duty

**UNSPSC:** Hole punching units

**Specifications / Requirements:**

Heavy Duty Capacity 100 Sheets in one time Hard plastic body well known brand

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**Item:** Punch Machine Single Hole Heavy Duty

**UNSPSC:** Paper or eyelet punches

**Specifications / Requirements:**

Fine quality metal 45 to 50 sheets at a time Plastic grip

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**Item:** Punch Machine Double Hole

**UNSPSC:** Hole punching units

**Specifications / Requirements:**

Fine Quality 50-60 Page capacity Made of hard solid metal well known brand

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**Item:** Plastic Transparent Cover

**UNSPSC:** Folders

**Specifications / Requirements:**

Legal Size Fine Quality Plastic Front Side Transparent Plastic Clip inside Multicolor

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**Item:** Plastic Transparent Binding Sheet

**UNSPSC:** Binding covers

**Specifications / Requirements:**

Legal size, transparent plastic sheet of fine quality. 100 piece sheets in one packet

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**Item:** Plastic Two Ring Folder

**UNSPSC:** Folders

**Specifications / Requirements:**

Legal size Made of hard but flexible plastic Two silver / metallic rings inside

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**Item:** Pencil with Eraser

**UNSPSC:** Wooden pencils

**Specifications / Requirements:**

Fine Quality, well known brand Eraser on the top smooth grip

---

**Item:** Printy Stamp Machine With printing format

**UNSPSC:** Rubber stamping stamps

**Specifications / Requirements:**

Size (40/60mm) Fine plastic grip ink pad inside material will be provided by the office time to time

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**Item:** Printing Stamp Machine with printing format

**UNSPSC:** Rubber stamping stamps

**Specifications / Requirements:**

Size (22/58mm) Fine plastic grip ink pad inside material will be provided by the office time to time

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**Item:** Prof Tax Certificate 180 Gm

**UNSPSC:** Art or craft paper

**Specifications / Requirements:**

A-4 Paper Size 180 Gm Imported art color Paper Coloring printing

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**Item:** Ruled Register No. 24

**UNSPSC:** Paper pads or notebooks

**Specifications / Requirements:**

Paper Size Legal 80 Gm imported paper Register No. 24 Hardboard cover

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**Item:** Rules Register No. 18

**UNSPSC:** Paper pads or notebooks

**Specifications / Requirements:**

Paper Size Legal 80 Gm imported paper Register No. 18 Hardboard cover

---

**Item:** Rubber Band 01 Kg Bag

**UNSPSC:** Rubber bands

**Specifications / Requirements:**

Fine Quality (Heavy Duty) Flexible & durable plastic 3.5 inches flat length x 0.5 inch width

---

**Item:** Scotch Tape 1 Inch 60 Yard

**UNSPSC:** Blank tapes

**Specifications / Requirements:**

One Inch width 60 Yards length classic transparent film tape features a 0.058 mm (2.3 mil) total thickness, UPVC backing, and acrylic adhesive.

---

**Item:** Scotch Tape 2 Inch 60 Yard

**UNSPSC:** Blank tapes

**Specifications / Requirements:**

Two Inch width 60 Yards length classic transparent film tape features a 0.058 mm (2.3 mil) total thickness, UPVC backing, and acrylic adhesive.

---

**Item:** Stapler Machine

**UNSPSC:** Staplers

**Specifications / Requirements:**

Stitches up to 25 sheets (standard 80gsm paper).Compatible Staples: Uses standard 24/6 and 26/6 staple sizes. Magazine Capacity: Holds up to 50 staples at a time (half-strip design).Build Material: High-quality SPCC metal structure with a metal base and metal pull bar. Key Features: Built-in staple remover, rotatable anvil for pinning/tacking, low-staple indicator, and anti-skid feet.

---

**Item:** Stapler Machine Heavy duty

**UNSPSC:** Staplers

### Specifications / Requirements:

Up to 200 sheets of 80 gsm paper Throat Depth (Reach): Up to 250 mm / 9.8 inches (fully adjustable paper stop)Compatible Staples: 23/6, 23/8, 23/10, 23/13, 23/15, 23/17, 23/20, and 23/23Dimensions: 472 mm × 110 mm × 260 mm (approx.) Weight: ~2.72 kg to 3.0 kg Material: All-through metal construction with plastic body components

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**Item:** Scissor 9 inch

**UNSPSC:** Scissors

### Specifications / Requirements:

Highly corrosion-resistant stainless steel alloy. Micro-serrated edges which prevent materials from slipping during cuts. Custom-ground to slice through heavy materials—including fabric, leather, plastic boards, Kevlar, and carbon or glass cloth—from the pivot to the tip.

---

**Item:** Stapler Pin Remover

**UNSPSC:** Staple removers

### Specifications / Requirements:

High-hardness carbon steel or stainless steel jaws with chrome/nickel plating; outer grip made of durable Acrylonitrile Butadiene Styrene (ABS) or polypropylene plastic

---

**Item:** Stamp Pad Large

**UNSPSC:** Ink or stamp pads

### Specifications / Requirements:

Size 11.5x16.5, Micro-woven fabric/premium cloth texture designed to prevent flooding and ensure even ink distribution Casing: Sturdy, durable plastic frame/housing that prevents ink evaporation Ink Quality: Acid-free and non-toxic with an advanced fast-drying formula for crisp, smudge-free impressions, Multicolor

---

**Item:** Stapler Pin 24x6

**UNSPSC:** Staples

**Specifications / Requirements:**

Size 24x6, high-grade, rust-resistant galvanized steel wire featuring chisel-pointed tips for smooth penetration and jam-free operation.

---

**Item:** Stapler Pin 26x6

**UNSPSC:** Staples

**Specifications / Requirements:**

Size 26x6, high-grade, rust-resistant galvanized steel wire featuring chisel-pointed tips for smooth penetration and jam-free operation

---

**Item:** Stapler Pin 23/17

**UNSPSC:** Staples

**Specifications / Requirements:**

Size 23x17, high-grade, rust-resistant galvanized steel wire featuring chisel-pointed tips for smooth penetration and jam-free operation

---

**Item:** Stapler Pin 23/13

**UNSPSC:** Staples

**Specifications / Requirements:**

Size 23x13, high-grade, rust-resistant galvanized steel wire featuring chisel-pointed tips for smooth penetration and jam-free operation

---

**Item:** Stapler Pin 12/17

**UNSPSC:** Staples

**Specifications / Requirements:**

Size 12x17, high-grade, rust-resistant galvanized steel wire featuring chisel-pointed tips for smooth penetration and jam-free operation

---

**Item:** Summary Paper A-4, 100 Gm

**UNSPSC:** Printer or copier paper

**Specifications / Requirements:**

Size A-4, 100 Gm Premium, high-density copy paper standard, containing 500 sheets per ream. It is highly prized for its exceptional smoothness, bright appearance, and opacity, making it ideal for high-speed laser, inkjet, and photocopying needs. Brightness/Whiteness: 102% - 104% (Natural Bright White) Opacity: 95% - 98% (Excellent for double-sided printing with minimal show-through) Thickness: 97 to 106  $\mu$  m depending on regional batches Material: 100% Virgin Wood Pulp, Made by Thailand (equivalent)

---

**Item:** Summary Paper, Legal 100Gm

**UNSPSC:** Printer or copier paper

**Specifications / Requirements:**

Size Legal, 100 Gm Premium, high-density copy paper standard, containing 500 sheets per ream. It is highly prized for its exceptional smoothness, bright appearance, and opacity, making it ideal for high-speed laser, inkjet, and photocopying needs. Brightness/Whiteness: 102% - 104% (Natural Bright White) Opacity: 95% - 98% (Excellent for double-sided printing with minimal show-through) Thickness: 97 to 106  $\mu$  m depending on regional batches Material: 100% Virgin Wood Pulp, Made by Thailand (equivalent)

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**Item:** Summary Paper A-4, 80 Gm

**UNSPSC:** Printer or copier paper

**Specifications / Requirements:**

Size A-4, 80 Gm Premium, high-density copy paper standard, containing 500 sheets per ream. It is highly prized for its exceptional smoothness, bright appearance, and opacity, making it ideal for high-speed laser, inkjet, and photocopying needs. Brightness/Whiteness: 102% - 104% (Natural Bright White) Opacity: 95% - 98% (Excellent for double-sided printing with minimal show-through) Thickness: 97 to 106  $\mu$  m depending on regional batches Material: 100% Virgin Wood Pulp, Made by Thailand (equivalent)

---

**Item:** Summary Paper Legal 80 Gm

**UNSPSC:** Printer or copier paper

**Specifications / Requirements:**

Size Legal , 80 Gm Premium, high-density copy paper standard, containing 500 sheets per ream. It is highly prized for its exceptional smoothness, bright appearance, and opacity, making it ideal for high-speed laser, inkjet, and photocopying needs. Brightness/Whiteness: 102% - 104% (Natural Bright White) Opacity: 95% - 98% (Excellent for double-sided printing with minimal show-through) Thickness: 97 to 106  $\mu$  m depending on regional batches Material: 100% Virgin Wood Pulp, Made by Thailand (equivalent)

---

**Item:** Summary Paper A-4, 70 Gm

**UNSPSC:** Printer or copier paper

**Specifications / Requirements:**

Size A-4, 70 Gm Premium, high-density copy paper standard, containing 500 sheets per ream. It is highly prized for its exceptional smoothness, bright appearance, and opacity, making it ideal for high-speed laser, inkjet, and photocopying needs. Brightness/Whiteness: 102% - 104% (Natural Bright White) Opacity: 95% - 98% (Excellent for double-sided printing with minimal show-through) Thickness: 97 to 106  $\mu$  m depending on regional batches Material: 100% Virgin Wood Pulp, Made by Thailand (equivalent)

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**Item:** Shorthand Note Book

**UNSPSC:** Paper pads or notebooks

**Specifications / Requirements:**

Size A-5, Imported paper 96 Sheets Hardboard cover

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**Item:** Section Diary Register No. 12

**UNSPSC:** Shift registers

**Specifications / Requirements:**

Legal Size 80 Gm imported paper Hardboard cover

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**Item:** Ticketing Roll TP-2000 Q-Matic

**UNSPSC:** Tickets or ticket rolls

**Specifications / Requirements:**

Direct Thermal Paper (Coated, BPA-free) Grammage/Thickness: 55 gsm Core Size: 25.4 mm (1 inch) Tickets per Roll: 2,000 diameter Printing: Pre-cut, tear-resistant, with clear black/blue print impressions. Backside printing (such as marketing and terms/conditions) is available via flexo/offset print technology. Material: 100% wood pulp (often recyclable)

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**Item:** Table Set 9 Piece

**UNSPSC:** Desktop trays or organizers

**Specifications / Requirements:**

**Item:** Telephone Index

**UNSPSC:** Paper pads or notebooks

**Specifications / Requirements:**

Imported paper 80 Gm A-5 Size

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**Item:** Tape Dispenser 01 Inch

**UNSPSC:** Tape dispensers

**Specifications / Requirements:**

Designed for heavy-duty packing tapes up to 2.36 inches (60 mm) wide. Tape Length: Holds standard shipping rolls up to 100 yards (90 meters). Build Material: Heavy-duty steel and durable plastic body.

---

**Item:** Uniball Pointer 0.7 mm

**UNSPSC:** Pointers

**Specifications / Requirements:**

Premium liquid ink rollerball pen famous for its smooth, consistent "Uni-Flow" system, Controls ink flow to ensure consistent writing thickness down to the very last drop. Uni Super Ink: Fade-resistant, water-resistant, and acid-free. Cap Design: Snap-fit cap with a metal pocket clip. Made by Japan

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**Item:** Pointer 0.6 mm

**UNSPSC:** Pointers

**Specifications / Requirements:**

a precise 0.6mm ultra-smooth tip, a rubberized ergonomic grip, and ISO 14145-2 certified waterproof ink, Liquid ink; waterproof and fade-resistant. Made by Germany

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**Item:** Gel Pen

**UNSPSC:** Gel pens

**Specifications / Requirements:**

Tip Sizes: Available in micro/fine (0.5 mm or 0.7 mm) and broad/bold (1.0 mm).Line Width: 0.7 mm tips write a clean 0.4 mm line. archival-quality, pigment-based Super Ink that is quick-drying, fade-proof, acid-free, and waterproof. Made by Japan.

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**Item:** Vehicle Maintenance / Petrol Register

**UNSPSC:** Shift registers

**Specifications / Requirements:**

Imported Paper register No 08 Hardboard Cover

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**Item:** Vehicle / File record register

**UNSPSC:** Shift registers

**Specifications / Requirements:**

Paper Size Legal Imported paper 90 Gm print on both side 250-260 Sheet in one Register Hardboard Cover

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**Item:** White Fluid Set

**UNSPSC:** Correction fluid

**Specifications / Requirements:**

Ozone-safe, non-toxic, fast-drying, and matte. Modern versions are completely xylene-free and odorless. Applicator Types: Foam brush/dabber (for bottles) and fine metal needle-point (for pens). Volume: Standard sets range 20 mL per bottle/pen. Drying Time: 15 to 30 seconds

---

**Item:** White Board Marker

**UNSPSC:** Markers

**Specifications / Requirements:**

low-odor, xylene/toluene-free alcohol-based ink, a Japanese acrylic bullet or chisel tip, and an erasability lifespan of 30 days without leaving a ghosting residue

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**Item:** White Board

**UNSPSC:** Dry erase boards or accessories

**Specifications / Requirements:**

4 by 6 feet or approximately 120 cm x 180 cm, a magnetic resin or steel surface, a durable aluminum frame with ABS plastic safety corners, and a detachable pen/marker tray

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**Item:** White Board Duster

**UNSPSC:** Whiteboard eraser

**Specifications / Requirements:**

A high-density EVA foam or plastic base, an erasing surface of felt or velvet, and optional magnetic backing. Dimensions typically range from 11 × 5 × 3 cm , weighing roughly 20 to 50 grams

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**Item:** Paper Shredder Machine

**UNSPSC:** Paper shredding machines or accessories

**Specifications / Requirements:**

Sheet Capacity: Up to 25 sheets (A4, 70-80 gsm) in a single pass. Cut Type & Size: Cross-cut producing small 4 mm × 30 mm or 4 mm × 40 mm particles. Security Level: DIN P-4 (High Security), making it highly resistant to reconstruction. Continuous Run Time: Typically 30 to 45 minutes on/off cycles, allowing for bulk destruction. Bin Capacity: Ranges from 31 Liters (approx. 300+ sheets) for desktop units to 165+ Liters for heavy-duty commercial consoles. Shreddable Materials: Paper, credit cards, CDs/DVDs, staples, and small paper clips. Motor & Speed: Approximately 360W to 600W motors, shredding at speeds around 2 to 3.5 meters per minute. Noise Level: Operates generally between 55 dB to 70 dB

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**Item:** Optical Light Mouse

**UNSPSC:** Computer mouse

**Specifications / Requirements:**

Optical LED (Red or Blue light) Resolution (DPI): Typically ranges from 800 to 3200 DPI. Many models feature adjustable "On-the-Fly" DPI buttons. Polling Rate: Usually 125 Hz (8 ms response time) for standard mice; up to 1000 Hz (1 ms) for gaming models. Wired: USB-A or USB-C, typically utilizing a 1.8m cable. Buttons: Standard 3-button (left/right click + scroll wheel) or multi-button setups (4 to 6+ programmable buttons). Switch Lifespan: Standard mechanical switches typically rated for 5 to 20 million clicks. Well known / imported brand

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**Item:** Computer Keyboard wired

**UNSPSC:** Keyboards

## Specifications / Requirements:

Connectivity: USB 2.0 or USB Type-C (plug-and-play, no drivers required). Cable Length: 1.8 meters (approx. 6 feet). Key Switch Technology: Membrane (rubber dome) or mechanical switches. Key Lifespan: 5 to 10 million keystrokes for membrane; up to 50+ million for mechanical. Key Travel: Usually 2.5 mm to 3.8 mm. Layout: Full-size (104/105 keys) or Tenkeyless/TKL (87 keys without numpad). Dimensions: Typically 43.6 cm x 13.8 cm x 2.0 cm (17.1 x 5.4 x 0.8 inches). Weight: 450 to 600 grams. Compatibility: Windows (7/8/10/11), macOS, and Linux. Well known / imported brand.

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**Item:** Wireless Computer Keyboard & Mouse (set)

**UNSPSC:** Keyboards

## Specifications / Requirements:

1. Connectivity & Range Interface Options: 2.4 GHz Wireless via a USB Nano Receiver (plug-and-play), Bluetooth, or Dual-Connectivity (supporting both). Wireless Range: Typically up to 33 feet (10 meters) in an open area. Encryption: Secure 128-bit AES encryption is commonly built in between the peripherals and the receiver to prevent data interception. 2. Keyboard Specifications Layout: Full-size (104/105 keys including numpad) or compact/tenkeyless designs. Key Mechanism: Membrane, Scissor, or Mechanical (e.g., Cherry MX). Key Features: Low-profile travel (usually around 2.5 mm), dedicated multimedia keys, and adjustable tilt legs. 3. Mouse Specifications Sensor Type: Advanced optical tracking or high-precision laser. Resolution: Ranges from 1000 DPI (standard productivity) to 1600+ DPI (adjustable). Button Count: Standard 3-button layout (Left, Right, Clickable Scroll Wheel), with programmable or side-navigation buttons on higher-end models. 4. Power & Battery Battery Type: AA (often for the mouse) and AAA (often for the keyboard) alkaline or lithium batteries. Rechargeability: Premium models often use internal Lithium-ion batteries via USB-C. Power Saving: Auto-sleep mode engages after 5-10 minutes of inactivity

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**Item:** Toner HP 85 A (original)

**UNSPSC:** Printer or facsimile toner

## Specifications / Requirements:

100% original, Black Print, Technology: Laser, Approximate Yield: ~1,600 pages (based on ISO/IEC 19752 testing), Product Type: Standard capacity Operating Temperature: 10°C to 32.5°C (50°F to 90.5°F), Toner will be check from authorized dealer (in case of supplier), The authorized dealer & distributor will give priority. China and compatible toners are strongly prohibited, if found the earnest money will be forfeited and vendor will be blacklist from the department for 3 years.

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**Item:** Toner HP 107-A (original)

**UNSPSC:** Printer or facsimile toner

**Specifications / Requirements:**

100% original, Black Print, Technology: Laser, Approximate Yield: ~1,600 pages (based on ISO/IEC 19752 testing), Product Type: Standard capacity Operating Temperature: 10°C to 32.5°C (50°F to 90.5°F), Toner will be check from authorized dealer (in case of supplier), The authorized dealer & distributor will give priority. China and compatible toners are strongly prohibited, if found the earnest money will be forfeited and vendor will be blacklist from the department for 3 years.

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**Item:** Toner HP 108-A (Original)

**UNSPSC:** Printer or facsimile toner

**Specifications / Requirements:**

100% original, Black Print, Technology: Laser, Approximate Yield: ~1,600 pages (based on ISO/IEC 19752 testing), Product Type: Standard capacity Operating Temperature: 10°C to 32.5°C (50°F to 90.5°F), Toner will be check from authorized dealer (in case of supplier), The authorized dealer & distributor will give priority. China and compatible toners are strongly prohibited, if found the earnest money will be forfeited and vendor will be blacklist from the department for 3 years.

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**Item:** Toner HP 05-A (Original)

**UNSPSC:** Printer or facsimile toner

**Specifications / Requirements:**

100% original, Black Print, Technology: Laser, Approximate Yield: ~1,600 pages (based on ISO/IEC 19752 testing), Product Type: Standard capacity Operating Temperature: 10°C to 32.5°C (50°F to 90.5°F), Toner will be check from authorized dealer (in case of supplier), The authorized dealer & distributor will give priority. China and compatible toners are strongly prohibited, if found the earnest money will be forfeited and vendor will be blacklist from the department for 3 years.

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**Item:** Toner HP 80-A (Original)

**UNSPSC:** Printer or facsimile toner

**Specifications / Requirements:**

100% original, Black Print, Technology: Laser, Approximate Yield: ~1,600 pages (based on ISO/IEC 19752 testing), Product Type: Standard capacity Operating Temperature: 10°C to 32.5°C (50°F to 90.5°F), Toner will be check from authorized dealer (in case of supplier), The authorized dealer & distributor will give priority. China and compatible toners are strongly prohibited, if found the earnest money will be forfeited and vendor will be blacklist from the department for 3 years.

---

**Item:** Toner HP 83-A (Original)

**UNSPSC:** Printer or facsimile toner

**Specifications / Requirements:**

100% original, Black Print, Technology: Laser, Approximate Yield: ~1,600 pages (based on ISO/IEC 19752 testing), Product Type: Standard capacity Operating Temperature: 10°C to 32.5°C (50°F to 90.5°F), Toner will be check from authorized dealer (in case of supplier), The authorized dealer & distributor will give priority. China and compatible toners are strongly prohibited, if found the earnest money will be forfeited and vendor will be blacklist from the department for 3 years.

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**Item:** Automatic Air Refresher Machine

**UNSPSC:** Air freshener dispensers

**Specifications / Requirements:**

Standard Size: 250 mL (6.17 oz) Longevity: Lasts up to 60 to 70 days per refill (depending on the spray frequency setting). Usage: Designed to fit all standard Air Wick Freshmatic and Ultra automatic dispensers. Settings: Three adjustable burst intervals (typically 9, 18, or 40 minutes). Key Scents: Fresh Waters, Lavender & Chamomile, Summer Delights, and Soft Cotton

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**Item:** Air fresheners

**UNSPSC:** Air freshener

**Specifications / Requirements:**

A highly concentrated, long-lasting oriental spray formulated to instantly eliminate bad odors and leave a rich, luxurious Arabic fragrance. Brand: Imported (Dubai) Fragrance Profile: Oriental, musky, floral, and woody Bottle Volume: Typically 300ml Item Type: Aerosol/fine mist spray

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**Item:** Broom (Bamboo)

**UNSPSC:** Broom or mop handles

**Specifications / Requirements:**

Fine Quality (Broom) 500 Gm (Weight)

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**Item:** Broom (Soft)

**UNSPSC:** Broom or mop handles

**Specifications / Requirements:**

Fine Quality Grip with fine plastic

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**Item:** Insect Killer 600 MI

**UNSPSC:** Insecticides

**Specifications / Requirements:**

Product Type: Multi-Insect Killer (Aerosol Spray) Volume: 600 ml Target Pests: Mosquitoes (including vectors for Dengue and Malaria), houseflies, cockroaches, ants, and spiders  
Action: 100% knockdown power against flying and crawling insects within 24 hours Formulas Available: Regular, Aqua-based (water-based), and variants with fragrances (such as Fruity Breeze or Lavender) Dimensions / Weight: Approximately 30mm (W) x 265mm (H) x 45mm (D); Gross weight around 500g - 660g depending on formula

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**Item:** Insect Killer 300 MI

**UNSPSC:** Insecticides

**Specifications / Requirements:**

Formulation Type: Aerosol Spray Target Pests: Mosquitoes, flies, moths, cockroaches, ants, and other household bugs Active Ingredients: Typically contains Transfluthrin (~0.040%) and Cyfluthrin (~0.025%) Action Speed: Knocks down and kills insects in seconds Surface Control: Controls flying insects for up to 8 hours when applied to surfaces Formula Variants: Available in rapid-action, odorless, and 2-in-1 crawling & flying insect formulas

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**Item:** White Duster

**UNSPSC:** Cleaning dusters

**Specifications / Requirements:**

Superior and Thick quality with boarder strip size 20x30

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**Item:** Yellow Duster

**UNSPSC:** Cleaning dusters

**Specifications / Requirements:**

Superior and Thick quality with boarder strip size 20x30

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**Item:** Liquid Soap 500 ml

**UNSPSC:** Soaps

**Specifications / Requirements:**

Volume/Capacity: 500ml (16.9 fl oz) Bottle Dimensions: Typically ranges from 13 cm to 23 cm in height and 6 cm to 8 cm in diameter/width depending on the shape (round, square, or ergonomic) Material: Food-grade, non-toxic, and BPA-free plastic (PET, HDPE) or durable, frosted/clear glass Closure Type: Often fitted with a locking press-pump (lotion pump) dispensing 1.5ml to 2ml per stroke Color: Available in opaque, translucent, or completely clear designs to monitor fluid levels

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**Item:** Dry Mop

**UNSPSC:** Dust mops

**Specifications / Requirements:**

Mop Head Materials: Microfiber (electrostatic to trap fine particles) or loop-end premium cotton (ideal for high-debris collection). Mop Head Dimensions: Standard residential sizes range 60 cm . Frame & Handle: Typically constructed of lightweight stainless steel, powder-coated iron, or aluminum. Handle Design: Telescopic (adjustable height) or fixed (usually 140-150 cm or 57-60 inches) with 360-degree swiveling heads for hard-to-reach areas.

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**Item:** Dry Cell

**UNSPSC:** Dry cell batteries

**Specifications / Requirements:**

Sizes Available: AA, AAA Nominal Voltage: 1.5V (except 9V batteries) Chemistry: Alkaline or Zinc-Chloride (Heavy Duty) Key Features: Long shelf life, leak-proof design, and mercury/cadmium-free Best For: Low-to-moderate drain devices like remote controls, clocks, and flashlights

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**Item:** Rechargeable Cell

**UNSPSC:** Dry cell batteries

**Specifications / Requirements:**

Nominal Voltage: 1.5 V Chemical System: Alkaline (Zinc-Manganese Dioxide / Zn/MnO<sub>2</sub>) or Carbon Zinc Operating Temperature: -18°C to 55°C (0°F to 130°F) Shelf Life: Up to 10 to 12 years depending on the specific model (e.g., Energizer Max vs. Industrial) Heavy Metals: 0% mercury and cadmium Safety & Transport: Not classified as dangerous goods; safe for standard road, rail, air, and marine transport

---

**Item:** Surface Cleaner Bottle

**UNSPSC:** General purpose cleaners

**Specifications / Requirements:**

Multi Purpose Surface Cleaner Formula: Bleach-free, 3-in-1 action (cleans, disinfects, and foams) Target Efficacy: Kills 99.9% of germs, including E. coli, Salmonella, MRSA, and Influenza virus Sizes: 1 Liter Available Scents: Citrus, Floral, Aqua, Rose, and Oud

---

**Item:** Electric Kettle

**UNSPSC:** Domestic electrical kettles

**Specifications / Requirements:**

Power & Capacity: Models typically consume between 1200W and 2200W, with water capacities ranging from compact 1-liter sizes. Body & Material: Options are available in 304-grade stainless steel, food-grade plastics, and even texture glass. Many models feature a cool-touch double-wall exterior. Base: 360-degree rotational cordless base for easy lifting and convenient pouring. Safety Features: Equipped with a safe double metal controller, dry-boil protection (prevents the kettle from heating if empty), and an auto-shutoff mechanism when water reaches a boil. Convenience: Includes a concealed heating element, a big mouth design for easy interior cleaning, water level indicators, and removable/washable mesh filters

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**Item:** Extension lead (imported)

**UNSPSC:** Extension cord

**Specifications / Requirements:**

General Electrical Specifications Rated Voltage: 250V AC Rated Current: 10A Maximum Power: 2500W Max Insulation Resistance: 500M $\Omega$  Material & Build Casing: Fire-proof and flame-retardant materials (Meets UL94V-0 grade standards) Internal Terminals: High-quality phosphor bronze for excellent elasticity and high conductivity, preventing oxidation and distortion. Compatibility: Universal sockets designed to accept plugs from all countries (US, UK, EU, AU, etc.) Safety Features. Overload Protection: Built-in circuit breakers or fuses to prevent damage to devices. Switches: Master ON/OFF switch or individual switches per socket, typically accompanied by LED light indicators. Safety Shutters: Included in many models to protect against accidental contact. Common Formats & Variations. Outlets: Available in 6 and 8 outlet configurations (including tower models like the CMS-312). Cable Length: Ranging from 1.5m heavy-duty wire. USB Ports: Many models (e.g., CMS-G241U, CMS-304) feature integrated USB Type-A and Type-C fast-charging ports (usually DC 5V, up to 2.4A or higher) alongside AC outlets

---

**Item:** Extension Lead (Local)

**UNSPSC:** Extension cord

**Specifications / Requirements:**

Rated Voltage: 220V – 250V AC, 50/60 Hz. Maximum Current Rating: 10A (up to 2500 Watts) or 13A (up to 3000 Watts). Number of Sockets: 5 outlets. Cable Length: Typically ranges 5 meters. Cable Type: Heavy-duty, flexible pure copper wire (Common gauge sizes in Pakistan include 40/76 or 70/76 for high-load capacity). Material: Fire-retardant / Flame-resistant high-impact plastic casing. Surge & Overload Protection: Built-in circuit breakers or fuses that trip during power spikes or excessive current draws. Individual/Master Switches: On/off switches with built-in Neon LED indicators for each socket or the whole board. Child-Safety Shutters: Mechanical sleeves inside the sockets to prevent accidental insertion of objects

---

**Item:** Fork Set (superior quality)

**UNSPSC:** Flatware set

**Specifications / Requirements:**

Common Types: Dinner forks (main meals, ~ 7-8 inches). Materials: Premium stainless steel (e.g., 18/10 or 14-gauge heavy duty) is standard for durability, rust resistance, and hygiene. Finish: Ranges from classic polished/mirror finish to matte black, gold-plated, or titanium coatings. Features: Ergonomic handles, smooth rounded tines for mouth safety, and dishwasher-safe construction

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**Item:** Toilet Cleaner (Fluid)

**UNSPSC:** Toilet cleaners

**Specifications / Requirements:**

Product Type Disinfectant Liquid Toilet Cleaner Volume 500 ml Bottle Design Strategically bent/angled bottleneck for under-rim reach Primary Benefits Removes 10x more tough stains (yellowish, hard water, limescale) and kills 99.9% of germs Formulation Thick liquid that clings to bowl surfaces for long-lasting action Common Scents Original, Orange, Rose, Active Fresh (varies by region)

---

**Item:** Dori (Seba)

**UNSPSC:** String or twine

**Specifications / Requirements:**

Heavy-duty, lightweight binding rope widely used for packaging and crafting. It is prized for its high tensile strength, flexibility, and moisture resistance, making it an excellent choice for securing cartons, parcels, and various household applications.

---

**Item:** Glass Cleaner Spray all purpose

**UNSPSC:** General purpose cleaners

**Specifications / Requirements:**

Product Type: Glass, Window, and Multi-purpose Household Cleaner Volume: 500ml Formula: Super-active liquid containing vinegar, anti-static, and anti-mist additives Fragrance: Mildly perfumed (frequently available in Fresh Lavender scent) Properties: Anti-dust, non-toxic, and streak-free

---

**Item:** Plastic Lota with Handle

**UNSPSC:** General purpose cleaning kits

**Specifications / Requirements:**

Material: Food-grade, BPA-free, pure or durable plastic (e.g., Polypropylene). Capacity: Typically between 1.5 to 2.25 Liters. Weight: Super light, averaging 100g to 150g when empty. Design: Ergonomic handle with grip grooves, a wide-mouthed base, and a narrowed pouring spout. Colors: Available in a wide variety of vibrant and pastel colors to match bathroom decor

---

**Item:** Towel (27x54) superior quality

**UNSPSC:** Bath towels

**Specifications / Requirements:**

Weight (GSM): This measures Grams per Square Meter. 650-800 GSM hotel-style plushness. Dimensions: 27x54. Material: 100% long-staple cotton (such as Egyptian or Supima) provides the best absorbency and longevity. Synthetic blends (like microfiber) are often used for quick-drying sports towels. Construction: High-quality terry cloth uses woven loops that increase surface area for better water absorption. Look for ring-spun yarn, which is smoother and more durable than open-end yarn

---

**Item:** Mop with Steel Handle

## **UNSPSC: Wet mops**

### **Specifications / Requirements:**

Material: Heavy-duty, rust-resistant stainless steel or powder-coated steel. Length: Typically ranges 60 inches to prevent back strain and bending. Type: Available in solid one-piece poles (standard) or telescopic designs with twist-lock mechanisms for adjustable height. Grip: Often includes an ergonomic PVC, foam, or rubber-padded upper grip for comfortable handling

---

## **Item: Phenyl Bottle (2.75)**

## **UNSPSC: General purpose cleaners**

### **Specifications / Requirements:**

Product Type: Perfumed White Phenyl (Diluted/Ready-to-use) Volume: 2.75 Liters (2750 ml) Primary Ingredients: Homogeneous mixture of phenolic compounds, pine oil, and emulsifiers Target Surfaces: Safe for marble, ceramic tiles, granite, mosaic, concrete, and vinyl flooring Packaging Type: Heavy-duty, high-density plastic bottle or jerry can with an easy-pour handle and secure screw cap

---

## **Item: Plastic Balti (40 liter)**

## **UNSPSC: Cleaning pails or buckets**

### **Specifications / Requirements:**

Heavy-duty, versatile container ideal for bathroom water storage, bulk storage (rice, flour), or industrial uses. Standard specifications include:- Capacity: 40 Liters Dimensions: Approximately 19 inches (height) by 17 inches (diameter) Material: 100% virgin PP (Polypropylene) or HDPE, which provides high durability. Design: Heavy-duty, reinforced lip for added strength Features: BPA-free, food-grade material. Includes a matching lid cover and a sturdy metal or reinforced plastic carry handle. Temperature Range: Keeps its properties between -40° C to 110° C

---

**Item:** Planter Stainless steel

**UNSPSC:** Planters

**Specifications / Requirements:**

Size Diameter 2, Height 2.5 Thickness: Ranges from 1.0 mm Stand Offs: Many premium indoor/outdoor planters include 2" raised foot stands to protect floor surfaces and improve air circulation Shape Round

---

**Item:** 4 Core Electric Wire 120 mm

**UNSPSC:** Copper wire

**Specifications / Requirements:**

Voltage Rating: 0.6 kV to 1 kV (Low to Medium Voltage).Current Carrying Capacity: Approximately 285 A to 315 A in ground, and 270 A to 300 A in free air (depending on ambient temperature and installation method).Maximum Operating Temperature: 70°C for PVC insulation and 90°C for XLPE insulation.Short-Circuit Temperature: Max 160°C for up to 5 seconds

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**Item:** 4 Core Electric Wire 35 mm

**UNSPSC:** Copper wire

**Specifications / Requirements:**

Voltage Rating: 0.6 kV to 1 kV (Low to Medium Voltage).Current Carrying Capacity: Approximately 285 A to 315 A in ground, and 270 A to 300 A in free air (depending on ambient temperature and installation method).Maximum Operating Temperature: 70°C for PVC insulation and 90°C for XLPE insulation.Short-Circuit Temperature: Max 160°C for up to 5 seconds

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**Item:** Pre-Fab Sandwich Panel

**UNSPSC:** Prefabricated aluminum panel

**Specifications / Requirements:**

Anticipatory Installation size (40\*80) and 40\*40 Specification Sheet Thickness = 50mm Sheet Iron = 0.45mm Height = side-10ft and center-11.6ft Structure = 3x3 pipe (16SWG) triangular (Triang) kimchi color & Red Side Steel U used in wall & Structure Roof = U & V potential Top Design will be given by department and rate should be quoted with proper installation

---

**Item:** Rice Spoon Superior Quality

**UNSPSC:** Domestic spoons

**Specifications / Requirements:**

Standard high-quality commercial specifications require food-grade 304 (18/8) stainless steel, a thickness of 12-gauge to prevent bending, a length between 8 inches , and a wide, shallow bowl design, Stainless steel

---

**Item:** Soap 98 Gm

**UNSPSC:** Soaps

**Specifications / Requirements:**

Product Type Antibacterial and Deodorant Bar Soap Primary Function Eliminates 99.9% of odor-causing and illness-causing bacteria and germs Available Variants Pure White, Lemon Fresh, Floral Bloom, Arctic Fresh Net Weight typically 95g to 98g Skin Compatibility Suitable for all skin types

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**Item:** Surf 500gm

**UNSPSC:** Laundry products

**Specifications / Requirements:**

Net Weight: 500 grams Primary Use: Premium stain removal and fabric care for both colored and white garments Technology: Formulated with Deep Action and Fast Action formulas (often called "the power of 10 hands") Key Ingredients: Surfactants (like linear alkylbenzene sulfonic acid), enzymes (protease, amylase, lipase), optical brighteners, sodium silicate, and sodium sulphate Fragrance: Contains lasting, refreshing perfume elements Variants: Commonly found in Easy Wash (for hand and basic machine washes), Matic (for top/front load machines), and Expert White (for enhanced brightening)

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**Item:** Sweep Bottle red 500ml

**UNSPSC:** General purpose cleaners

**Specifications / Requirements:**

Capacity: 500ml (16.9 fl. oz) Material: Chemical-resistant, food-grade HDPE or PET plastic Cap/Trigger Type: Adjustable heavy-duty trigger spray mechanism (often features Viton seals) Spray Patterns: Adjustable from a tight jet stream to a fine mist Formula Compatibility: Designed for streak-free glass cleaners, all-purpose degreasers, or specialized liquid cleaners

---

**Item:** Tissue Paper Box (100x3 Ply)

**UNSPSC:** Facial tissues

**Specifications / Requirements:**

Material Quality 100% premium virgin pulp Ply Thickness 3-Ply (for maximum absorbency and premium feel) Sheet Color Ultra-White Box Design/Colors Striking Red, elegant Beige, or Black Pull/Sheet Count; commonly available in 100 sheets (200 pulls) Scent Delicately infused with soothing rose petal essence Dispenser Type Pop-up box for convenient, on-the-go or vanity access

---

**Item:** Tissue Roll 2 ply

**UNSPSC:** Toilet tissue

**Specifications / Requirements:**

Ply: 2-Ply thickness. Texture: Embossed, ultra-soft, and highly absorbent. Material: 100% responsibly sourced virgin wood pulp. Standard Roll Length: 22 meters per roll. Special Features: Infused with "Liquilock" technology to help absorb dampness and inhibit the growth of bacteria

---

**Item:** Tumbler Glass

**UNSPSC:** Domestic drinking glasses

**Specifications / Requirements:**

Common Materials: Soda-lime glass, crystal, or borosilicate glass (which offers superior thermal shock resistance for hot or cold beverages). Capacity: 350 ml for everyday use. Base: Flat base, occasionally featuring heavy reinforced glass ("bottom ice" or a thick sham) to keep drinks chilled by insulating them from table heat. Design Variations: Straight-sided cylinders, conical shapes, or textured designs (e.g., ribbed, diamond, or crystal-cut)

---

**Item:** Tea Cup with Saucer

**UNSPSC:** Domestic disposable cups or glasses or lids

**Specifications / Requirements:**

Material: Fine Bone China (crafted from bone ash and high-quality kaolin clay, ensuring durability and a smooth, milky-white finish). Capacity: Teacups: 200 ml to 250 ml (6.7 oz to 8.5 oz)Saucers: Standard 15 cm (6 inches) in diameter Weight: Ultra-lightweight and thin-walled, yet highly chip-resistant compared to standard porcelain. Design/Finish: High-gloss glaze with hand-painted or decal details, frequently accented with 24K gold or platinum rims

---

**Item:** Tray Plastic large size superior quality

**UNSPSC:** Domestic disposable food containers

**Specifications / Requirements:**

Dimensions: Ranges 50 × 30 × 5 cm. Material: Food-grade, BPA-free plastics such as Unbreakable ABS, Melamine, or Polycarbonate. Weight Capacity: Typically holds up to 5-10 kg depending on the depth and base thickness. Temperature Resistance: Safe for environments from -40 °C to 120 °C (varies by plastic type, dishwasher safe)

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**Item:** Tea Spoon Stainless steel superior quality

**UNSPSC:** Domestic spoons

**Specifications / Requirements:**

Material Composition: Food-grade stainless steel using varying ratios of Chromium and Nickel (e.g., 18/0, 18/8, or 18/10) which provides rust-resistance and a bright, mirror-like or matte finish. Dimensions: Standard length is 14.0 cm (5.5 inches). Weight: 30g per unit, providing a balanced, ergonomic, and sturdy feel. Capacity: 1 US teaspoon holds exactly 5 milliliters (ml) of liquid. Design Features: Seamless construction with smooth, rounded edges and an ergonomic handle that resists bending and tarnishing

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**Item:** Toilet Brush Long Hand

**UNSPSC:** Toilet brush and toilet brush holder

**Specifications / Requirements:**

Overall Dimensions: 16 to 17 inches (40 - 43 cm) total length, with a base diameter of about 4.1 to 4.5 inches. Handle Material: High-grade 304 stainless steel for rust and corrosion resistance. Handle Length: 10 to 14 inches (25 - 35 cm), providing extended reach to eliminate bending and back strain. Brush Head: Round or D-shaped head featuring dense, flexible nylon or polypropylene bristles for 360-degree deep cleaning (including under-rim areas) without scratching porcelain. Splash Guard: A built-in metal or plastic lid/baffle that sits at the base of the handle to protect hands from dirty water and splashes. Holder / Base: Freestanding or wall-mounted holder, often constructed with a 304 stainless steel exterior and a removable, washable plastic inner lining to catch drips and prevent sewage buildup

---

**Item:** Umbrella large 39 daimeter

**UNSPSC:** Umbrellas

**Specifications / Requirements:**

Canopy Size: 38.5 to 39.4 inches (98 to 100 cm) in diameter when opened. Folded Length: Typically 10 to 12 inches (25 to 30 cm). Weight: 10 to 14 ounces (approx. 280 to 400 grams). Rib Count: Usually features 6 to 8 structural ribs.

---

**Item:** Dish washing powder

**UNSPSC:** Dishwashing products

**Specifications / Requirements:**

Net Weight: 500 grams (17.6 oz) Physical Form: Dry, granular, free-flowing powder Primary Function: Degreasing, stain removal, and descaling Common Scents: Lemon, lime, or neutral/natural freshness

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**Item:** Wall Clock 01ft diameter

**UNSPSC:** Wall clocks

**Specifications / Requirements:**

Well Known Brand Movement Type: Quartz analog, continuous sweep (non-ticking) Sizes: 12 inch diameters Materials: Sturdy polymer/plastic frame and protective high-definition glass lens Power Source: 1 × AA battery (or 2 × AA for specialized models with displays) Display: 12-hour format with bold, high-contrast Arabic or Roman numerals

---

**Item:** Wiper Steel handle

**UNSPSC:** Cleaning brushes

**Specifications / Requirements:**

Handle Material: High-grade, non-magnetic stainless steel or powder-coated steel. It is typically corrosion-resistant and rust-proof. Handle Length: Standard sizes 55 inches to allow comfortable, upright sweeping without bending. Blade/Squeegee Material: High-density natural rubber or durable silicone. Some premium models feature a double-lip foam or rubber edge to leave surfaces streak-free.

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**Item:** Wireless electronic bell

**UNSPSC:** Door bells

**Specifications / Requirements:**

Operating Range: Up to 150 to 300 meters (500 to 1,000+ feet) in open areas. Volume & Sound: Adjustable volume levels ranging from 25 to 110 dB, with a selection of 32 to 60 distinct polyphonic melodies. Power Source: Receivers typically plug into standard AC outlets (110V-240V), while transmitters run on a 12V 23A or 3V CR2032 battery. Weather Resistance: Outdoor push buttons feature an IP44 or IP55 rating to withstand dust and water splashes. Signal Frequency: Operates primarily on 433 MHz or 434 MHz to prevent interference with neighbors. Visual Alerts: Built-in LED lights for the hearing impaired or for use in loud environments

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**Item:** Water Jug 01 liter Superior quality

**UNSPSC:** Jugs

**Specifications / Requirements:**

Capacity: 1.0 Litre (33 to 35 oz) Material: Food-grade, lead-free borosilicate or soda-lime glass Lid Material: Stainless steel or BPA-free ABS plastic with a food-safe silicone seal Thermal Resistance: -20°C to 150°C (microwave and fridge safe) Weight: Approximately 0.5 to 0.9 kg empty Dimensions: Roughly 20 to 26 cm in height, with a 10 to 12 cm diameter Features: Ergonomic grip handle and a drip-free pouring spout

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**Item:** Plastic Dustbin Large

**UNSPSC:** Waste containers or rigid liners

**Specifications / Requirements:**

Capacity : 20 liters Material: Premium High-Density Polyethylene (HDPE) or Polypropylene (PP), often treated with UV stabilizers to prevent fading and cracking in sunlight.

---

**Item:** Ceiling Lights 2x2 superior quality

**UNSPSC:** Light emitting diode LED fixture

**Specifications / Requirements:**

Power Consumption: 36 Watts Luminous Flux: 3200 to 3600 lumens Color Temperature (CCT): 4000K (Neutral/Warm) or 6500K (Cool Daylight) Operating Voltage: 220-240 V at 50/60 Hz Power Factor:  $\geq 0.9$  Beam Angle: 120° Lifespan: Up to 25,000 – 50,000 operational hours IP Rating: IP20 Dimensions: 600 mm × 600 mm × (typically) 10-15 mm slim design

---

**Item:** Ceiling Fan 2x2 Superior Quality

**UNSPSC:** Ceiling fan

**Specifications / Requirements:**

Frame Size: 24" × 24" (600mm × 600mm) Blade Diameter: Available in 14-inch or 18-inch sizes Motor Types: Standard AC: 99.99% pure copper winding, usually 65W - 90W BLDC Inverter: Highly energy-efficient, drawing only 35W - 40W on high speed Airflow:  $\approx$  1900 - 2500 CFM (ranges depending on blade size) Speed: 1100 – 1300 RPM Controls: Infrared or RF Remote Control (controls fan speed and oscillation grill)

---

**Item:** Floor Standing AC 2 Ton

**UNSPSC:** Air conditioners

**Specifications / Requirements:**

T3 DC Inverter, cooling capacity 24000 to 27,978 BTU/h, heating capacity upto 25,249, 3D 4-ways air flow, Variable power input, 5 year compressor & PCB card warranty.

---

**Item:** Split AC 2 Ton

**UNSPSC:** Air conditioners

**Specifications / Requirements:**

T3 DC Inverter, Heating & Cooling capacity upto 24,000, energy efficient, 3D 4-ways air flow, Variable power input, 5 year compressor & PCB card warranty.

---

**Item:** Split Ac 1.5 Ton

**UNSPSC:** Air conditioners

**Specifications / Requirements:**

T3 DC Inverter, Heating & Cooling capacity upto 18,000, energy efficient, 3D 4-ways air flow, Variable power input, 5 year compressor & PCB card warranty.

---

**Item:** Split AC 1.0 Ton

**UNSPSC:** Air conditioners

**Specifications / Requirements:**

T3 DC Inverter, Heating & Cooling capacity upto 12,000, energy efficient, 3D 4-ways air flow, Variable power input, 5 year compressor & PCB card warranty.

---

**Item:** Water Dispenser

**UNSPSC:** Bottled water dispensers or accessories

**Specifications / Requirements:**

3 Taps, cooling power 90w to 100w, heating power 420w to 582w, 3.7 liters cold water capacity, 1.2 liters hot water capacity, 18-liter thermostat refrigerator, 01 year parts & leakage warranty.

---

**Item:** Electric Water Cooler

**UNSPSC:** Drink coolers

**Specifications / Requirements:**

18 to 22 gauge non-magnetic SS 304 food-grade stainless steel internal water tank, 25 SWG stainless steel frame, High torque compressors, heatwaves exceeding 45C without tripping.

---

**Item:** Electric Heater

**UNSPSC:** Electric heater

**Specifications / Requirements:**

400W to 800W output power, carbon fiber Coil (heating element) 220V to 240V operating voltage, 100% Silent operation.

---

**Item:** Electric Fan Heater

**UNSPSC:** Electric heater

### **Specifications / Requirements:**

1000W to 2000W Dual mode output power, Exposed Nickel-Chromium coiled wires (heating element), 220V to 240V operating voltage, multi-speed motor speed, high impact plastic or light metal frame.

---

**Item:** Wooden Visitor Chair

**UNSPSC:** Chairs

### **Specifications / Requirements:**

Solid seasoned hardwood like sheesham, cushion & padding with high-density Molty foam Grade-1, premium leatherette (Rexine), fixed wooden arms, polyurethane gloss finish to prevent wood scratches, 120kg to 140kg safe load capacity.

---

**Item:** Steel Visitor Chair

**UNSPSC:** Chairs

### **Specifications / Requirements:**

16 gauge cold-rolled tubular steel, high-gloss chrome plating, cushion & padding with high-density Molty foam Grade-1, premium leatherette (Rexine), fixed steel arms with soft pads, 120kg to 140kg safe load capacity.

---

**Item:** Computer Revolving Chair

**UNSPSC:** Chairs

### **Specifications / Requirements:**

360 Swivel rotation with a multi-functional tilt lock/tension control, Class 4 hydraulic lift, 5-pronged star base made of chrome-plated steel or heavy-duty Nylon, molded high-density

foam on seat cushion, 120kg to 140kg safe load capacity.

---

**Item:** Officer Chair

**UNSPSC:** Chairs

**Specifications / Requirements:**

High back design with an integrated lumbar support pad, Class 4 gas lift cylinder, 5-pronged heavy-duty Nylon base or chrome-plated steel base (320mm to 350mm radius), molded high-density foam on seat cushion, 2D adjustable armrests, 120kg to 140kg safe load capacity.

---

**Item:** 5 Seater Sofa Set

**UNSPSC:** Sofas

**Specifications / Requirements:**

Solid seasoned sheesham wood for inner structure, Multi-layered heavy-gauge zigzag steel springs for seat suspension support, cushion & padding with high-density master molty-foam, Premium velvet or breathable leatherette (Rexine), Solid turned wood legs or chrome-plated steel legs, 120kg to 140kg safe load capacity.

---

**Item:** Center table set (01 large main table with 02 side tables)

**UNSPSC:** Tables

**Specifications / Requirements:**

Main table=length 36 to 48 inches, depth 20 to 24 inches, height 16 to 18 inches Side table= length 18 to 20 inches, depth 18 to 20 inches, height 20 to 24 inches 14-18 gauge mild steel framework, gold electroplating or black powder coating, 8mm tempered glass, 2-inch adjustable PVC or rubber gliders.

---

**Item:** Computer Table wooden

**UNSPSC:** Tables

**Specifications / Requirements:**

Length= 36, depth= 20, height= 30 (inches) High-density MDF chipboard, Anti-scratch melamine laminate or PVC vinyl wrap, 2mm thick machine-pressed PVC edge banding, central drawer lock, 1 to 2 built-in plastic wire grommets (caps) on the table top, 60kg to 120kg safe load capacity.

---

**Item:** Officer Table wooden

**UNSPSC:** Tables

**Specifications / Requirements:**

Length= 60, depth= 30, height= 30 (inches) High-density MDF chipboard or seasoned solid ashwood/sheesham, scratch-resistant and water-repellent Melamine laminate, 24mm to 33mm thick double-layered top panels, 2mm thick machine-pressed PVC edge banding, 3 drawer storage pedestal, ball bearing sliders, 1 to 2 built-in plastic wire grommets (caps) on the table top.

---

**Item:** Steel Almari

**UNSPSC:** Cabinets

**Specifications / Requirements:**

Height=78 inch, Width=36 inch, Depth=18 inch. 18 gauge steel (1.0 mm to 1.25mm) thick, 4 fixed shelves, weight capacity 45 to 50 kg, one internal lockable vault box, 3 computerized un-duplicated brass keys.

---

**Item:** Steel Cabinet

**UNSPSC:** Cabinets

**Specifications / Requirements:**

Height=72 inch, Width=36 inch, Depth=18 inch. 20 gauge steel (0.6mm to 0.8mm) thick, weight capacity 45 to 50 kg, three-point locking mechanism, 3-leaf concealed hinges, 3 computerized un-duplicated brass keys.

---

**Item:** File Rack 8x4

**UNSPSC:** Storage racks or shelves

**Specifications / Requirements:**

Height=78 inch, Width=36 inch, Depth=18 inch. Cold Rolled Steel, 14 gauge steel (1.6mm to 2.0mm) thick, weight load capacity 50kg to 80kg per shelf, anti-rust treatment & epoxy-polyester powder coating.

---

**Item:** 3 Seater Stainless steel chair

**UNSPSC:** Chairs

**Specifications / Requirements:**

Length=72 inch, Depth=27 inch, Height=31 Grade 304 stainless steel, 1.5mm thick perforated steel sheet on seat shells, 1.2mm thick tubular stainless steel on armrests & legs, Cold-Rolled steel with thickness of 2.0mm on main support beam, Load capacity 250kg to 300kg.

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# 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:** Excise & Taxation Department ICT (Excise & Taxation Department – Islamabad), Secretary HEC Building, Service Road East, H-9/4, Islamabad Capital Territory

#### **The Supplier is:**

**The title of the subject procurement is: Annual tender for Purchase of Stationery, Computer Stationery, Misc, Furniture & Machinery Items**

### **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:**

Excise & Taxation Department ICT (Excise & Taxation Department – Islamabad), Secretary  
HEC Building, Service Road East, H-9/4, Islamabad Capital Territory  
+92-300-856-3765  
eto.ddo.id1439@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:**

Excise & Taxation Department ICT (Excise & Taxation Department – Islamabad), Secretary  
HEC Building, Service Road East, H-9/4, Islamabad Capital Territory  
+92-300-856-3765  
eto.ddo.id1439@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 **0.10%** to **10.00%** 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.

**Inspections & Tests Requirements**

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

**Delivery & Documents**

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

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

## **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.: **P59516**

To: **Excise & Taxation Department ICT (Excise & Taxation Department – Islamabad), Secretary HEC Building, Service Road East, H-9/4, 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 **Excise & Taxation Department ICT (Excise & Taxation Department – Islamabad), Secretary HEC Building, Service Road East, H-9/4, 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., **Annual tender for Purchase of Stationery, Computer Stationery, Misc, Furniture & Machinery Items (P59516)** 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.

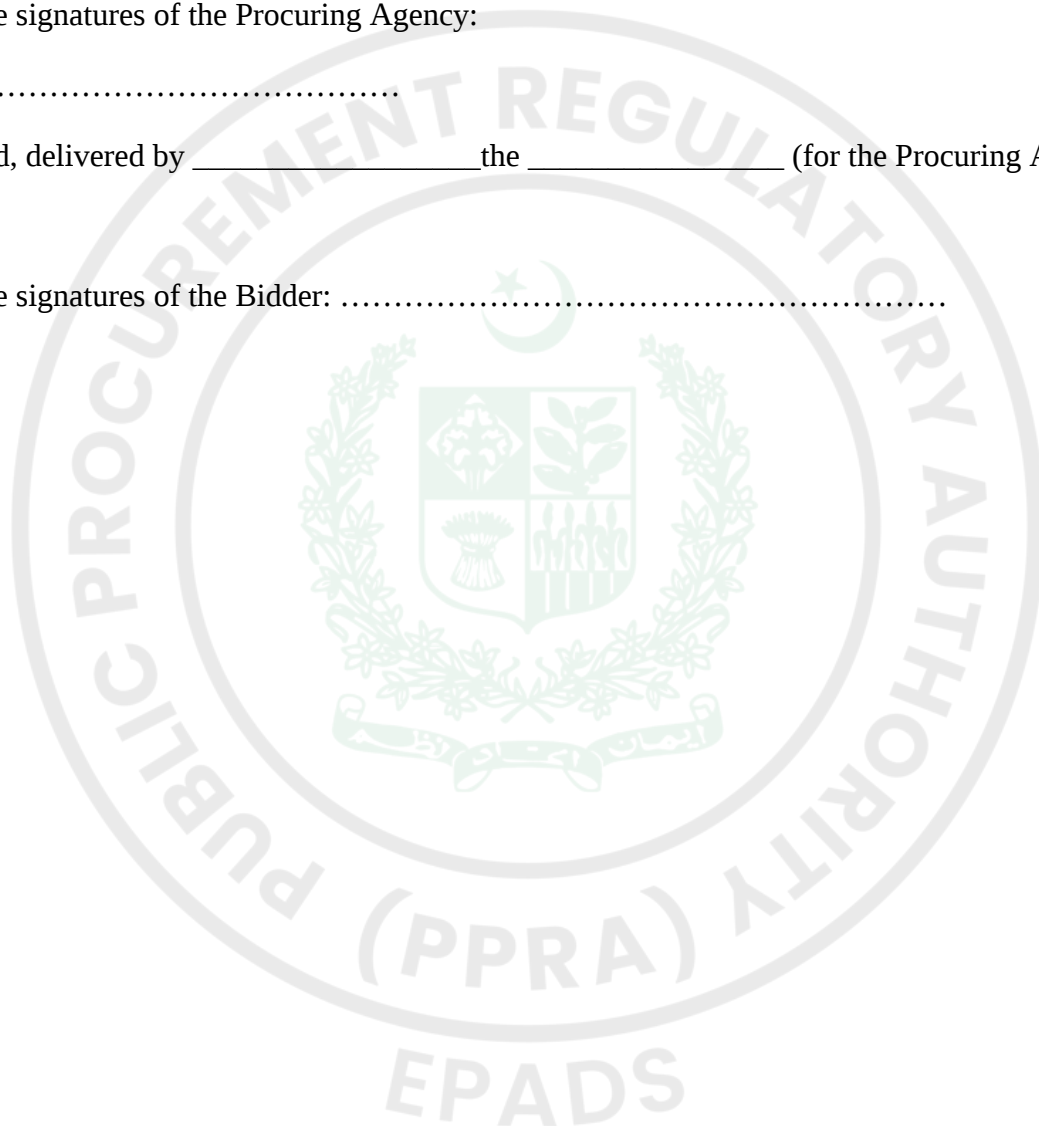
Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

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: **Excise & Taxation Department ICT (Excise & Taxation Department – Islamabad), Secretary HEC Building, Service Road East, H-9/4, 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

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*[name of bank or financial institution]*

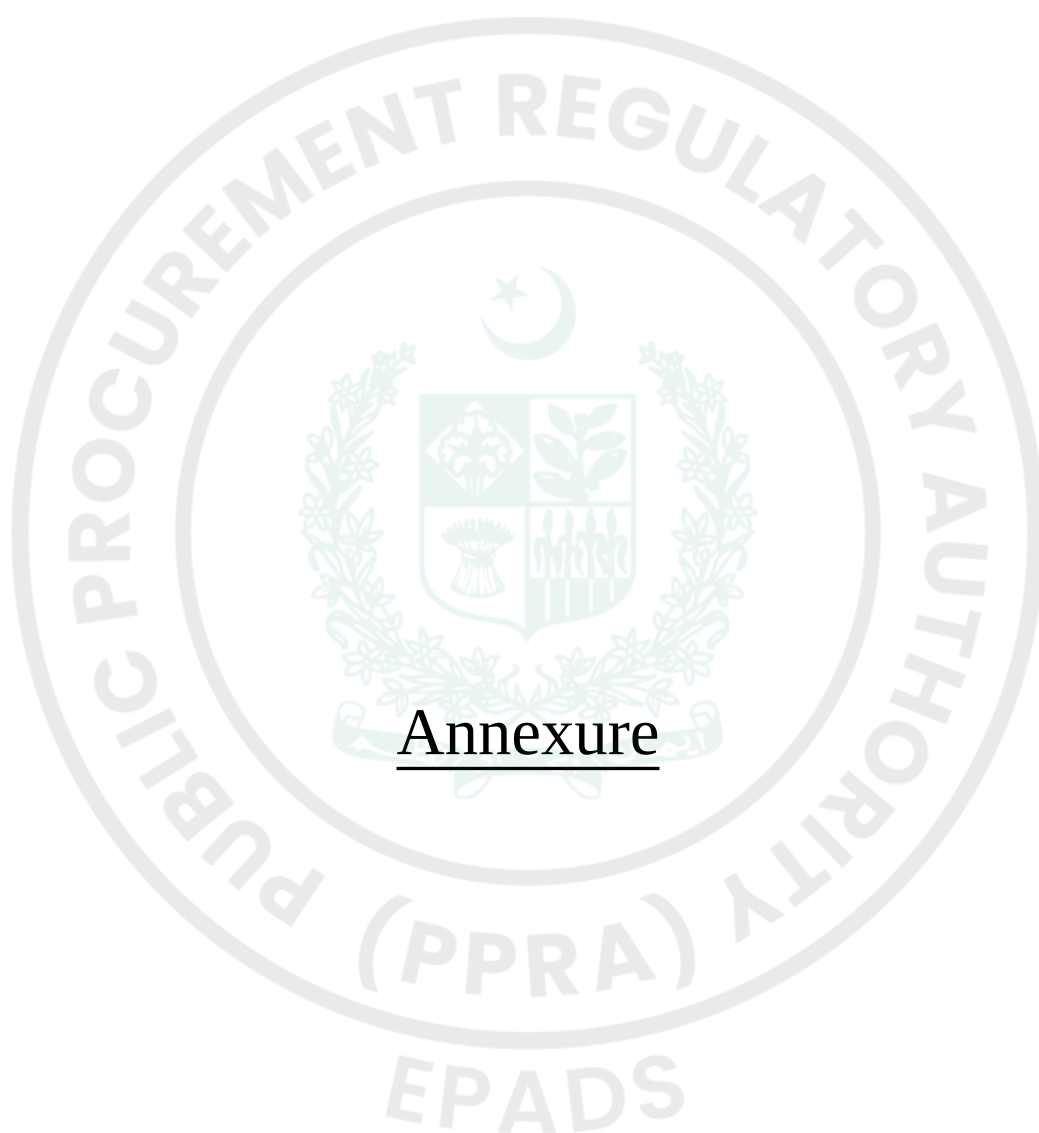
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[address]

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[date]





## Annexure

No Annexure Defined.





## Procurement Forms



