

Pre-Qualification Document

Pre-qualification of the Firms for the purchase of Stationery and Misc
consumable Items
(Goods)

National

Single Stage-One Envelope



July 13, 2026

*Ministry of Railways (Ministry of Railways), Assistant Director
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INVITATION FOR PRE-QUALIFICATION

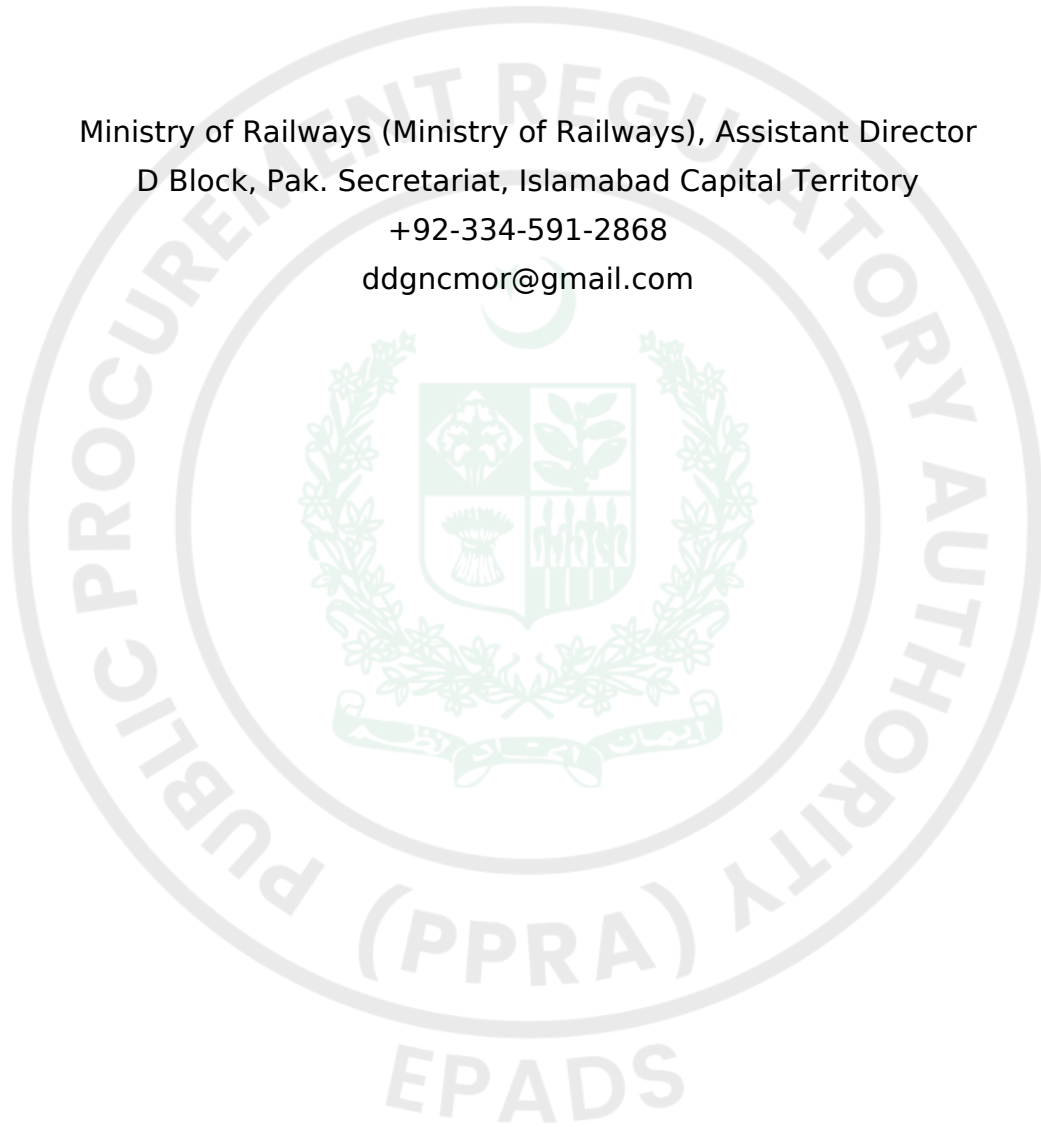
PROCUREMENT OF GOODS

1. The **Ministry of Railways (Ministry of Railways)** has reserved Funds for the procurement planned for FY **2026-27**. The **Ministry of Railways (Ministry of Railways)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Pre-qualification of the Firms for the purchase of Stationery and Misc consumable Items**" with the reference of "**P59759**"
2. The **Ministry of Railways (Ministry of Railways)** intends to pre-qualify suppliers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to bidding process.
3. The objective of the intended pre-qualification is the on-demand supply of "**Pre-qualification of the Firms for the purchase of Stationery and Misc consumable Items**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants.
5. Pre-qualification process is open for all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Ministry of Railways (Ministry of Railways) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/59759>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Wednesday, July 29, 2026 11:00 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Wednesday, July 29, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have

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

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

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

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

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

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

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

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

communication.

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

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. Eligible Applicants

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

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

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

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

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

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

All Bids submitted in violation of this provision will be rejected.

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

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

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

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

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

5. Eligibility (in terms of Nationality)

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

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

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

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

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

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

7. Clarification of Pre-qualification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

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

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

C. Preparation of Applications

9. Cost of Applications

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

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

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

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

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

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

11.2. **Application Submission Letter**

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

11.3. **Documents Establishing the Eligibility of the Applicant**

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

11.4. **Documents Establishing the Qualifications of the Applicant**

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

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

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

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

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

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

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

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

D. Submission of Applications

15. Submission of the Applications through EPADS v2.0

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

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

authorized signatories.

16. **Deadline for Submission of Applications**

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

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

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

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

20. Responsiveness of Applications

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

21. Margin of Preference

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

22. Sub-contractors

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

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

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

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

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

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

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

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. Pre-qualification of Applicants

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

Agency.

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

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

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. Changes in Qualifications of Applicants

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

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

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

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

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

29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

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

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with “Mechanism for Blacklisting Regulations, 2024”.



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No

ITA No

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

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P59759**

The Procuring Agency is: **Ministry of Railways (Ministry of Railways)**

List of Contracts:

See section items and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Ministry of Railways (Ministry of Railways)**

The name of Project / Procurement is: **Pre-qualification of the Firms for the purchase of Stationery and Misc consumable Items**

PDS Clause No 3

ITA No 4.2

Maximum number of members in a Joint Venture (JV): **5**

PDS Clause No 4

ITA No 4.5

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

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

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

PDS Clause No 6

ITA No 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause No 7

ITA No 7.2

Pre-Application Meeting: **Clarification Date: Wednesday, July 22, 2026**

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

No

PDS Clause No 10

ITA No 14.2

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

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Wednesday**

Date: **Wednesday, July 29, 2026**

Time: **11:00 AM**

PDS Clause No 12

ITA No 17.1

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

Day: **Wednesday**

Date: **Wednesday, July 29, 2026**

Time: **11:30 AM**

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

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

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

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

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

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	50
Passing Marks	60
Technical Evaluation Criteria	
Provide the quality items and delivered timely (Quantitative)(Doc Required)	50
Financial Marks	50
Financial Evaluation Criteria	

Provide the one year Bank statement	–	50
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Annexure

Pre qualification document

Information (Read-Only)

See Form Under Additional Forms and Documents: **Pre qualification document** (page number: 30)





Procurement Forms







Additional Forms and Documents

10-

**PRE-QUALIFICATION
DOCUMENTS**

**FOR
PRE-QUALIFICATION OF FIRMS
FOR THE
"PURCHASE OF STATIONERY AND MISC. CONSUMABLE ITEMS,"
(FY 2026-2027)
-----July, 2026**

Name of Firm	
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Submission Last Date: ---- July, 2026 (11:00 am)

**Ministry of Railways
Government of Pakistan,
4th Floor, Block – D, Pakistan Secretariat,
Islamabad.
Phone: (051-9207650)**

Government of Pakistan
Ministry of Railways
Islamabad

TERMS AND CONDITIONS FOR PRE-QUALIFICATION
Procurement of Stationery and misc consumable Items

1. Ministry of Railways, Islamabad, invites local firms having proper settlement in Islamabad for 'Procurement of Stationery and misc consumable Items', as per list attached at Annexure-A, for the period of one year from the date of signing of contract/notification. All firms are required to furnish rates on the provided prescribed format only.
2. Prequalification documents should accompany along with a pay order / bank draft, as earnest money amounting to Rs.200, 000/- (security / earnest money, against the bid value of all the quoted items) in favor of DDO, Ministry of Railways, and Islamabad. This earnest money is tentative and liable of actual demand / order during the contract period.
3. The interested parties/firms must have sound financial position proof may be provided for last two year income tax statement also enclosed one year bank statement w.e.f 01/07/2025
4. The earnest money of unsuccessful bidders will be released/refunded after completion of pre-qualification process. Earnest money will be transferred into security deposit for successful bidders and will remain in possession of this office till contract period. Bids without earnest money will be treated as invalid/canceled forthwith.
5. The interested parties/firms should have a regular place of business within Islamabad and land line telephone number, cell number of the owner of firm and e-mail address.
6. An affidavit to the effect that the firm has never been indulged in any litigation and has never been black listed by any Ministry/ Division/ Department/ Organization of the Governments must be attached with the bids (Annexure-B).
7. The firms/suppliers should be well established and registered under sale tax ordinance having NTN number, ATL etc. and vendor number with AGPR Islamabad.

Signatures & Stamp of Firm

8. Quoted rates and including sample (each one) of against all items of office/computer stationery and miscellaneous items should be inclusive of GST and all taxes and shall remain valid throughout the duration of contract period.
9. Payment will be made after the receipt of supplies and after completion of all codal formalities as per Government rules. Payment will be made after deduction of Tax as prescribed by the Government from time to time and on production of Sales Tax Invoice by supplier at the time supply of goods.
10. Order for supply of all types of stationery and miscellaneous items shall be placed as per requirements from time to time on need basis. The lowest bidder will ensure the supply of the items for the one year as per approved rates.
11. 1st lowest evaluated bidders will be bound to provide samples (free of cost) of each bids items within three days. In case of non-compliance within stipulated time and quality, bid money will be forfeited and the firm will be black listed.
12. Only fine quality of items will be accepted according to the requirement, irrespective of price quoted by the firms.
13. The successful bidder will deliver the ordered items at Ministry of Railways, D-Block, Pak Secretariat, Islamabad, free of cost.
14. In case, the successful bidder fails to execute the supply order within the stipulated time or items supplied are found lower in quality, the Purchaser shall have the right to cancel the contract at any time and forfeit the earnest money.
15. The successful bidders will be bound to deliver the items within three days from the date of receipt of confirmed supply order. If the delivery of ordered item is not made within 7 days; the supply order will be treated as cancelled, full bid money will be forfeited and the firm will be black listed.
16. The Competent Authority will also have the right to cancel the contract partially or entirely during the contract period. The security amount will be forfeited and the firm will be black listed, if items provided by the vendor are found substandard in quality or short in quantity and also if not supplied timely.
17. Cutting/Overwriting on specification rates of any item on the list will not be accepted. Amount once written cannot be changed.

Signatures & Stamp of Firm

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18. Ministry of Railways can ask the bidders to provide any document as and when required to clarify any query.
19. Ministry of Railways reserves the right to cancel/reject all Proposals/Offer in accordance with PPRA Rules.
20. Rates should be quoted inclusive of all applicable taxes; if any item or part thereof are exempted from levy of any tax, the bidder shall provide exemption certificate along with complete documents to this effect, otherwise tax will be deducted.
21. Ministry of Railways will execute contract agreement on stamp paper for the purchase of stationery and misc. consumable items for One Year (Annexure-C).
22. The contract with the successful firms will be executed totally on temporary basis which can be terminated at any time without assigning any reason and cannot be challenged in any court of law.
23. If any bidder found in fraudulent, collusive, corrupt or design to establish artificial prices and misrepresentation of facts during execution of contract or procurement process the authority shall be entitled to terminate the contract/ recover the amount of any loss/blacklist the firm.

Dated: _____

Signature: _____

Name of Firm: _____

Official Stamp: _____

Vendor No.: _____

Name _____

CNIC # _____

GOVERNMENT OF PAKISTAN
MINISTRY OF RAILWAYS
Islamabad

STATIONERY ITEMS

Sr.	Description	Unit	Total Cost of Unit including all taxes
1	Schneider One Hybrid C 0.5mm pen	Per Packet	
2	Uniball Eye micro	Per Packet	
3	Uniball Eye fine	Per Packet	
4	Dollar Jet Flow 0.7	Per Packet	
5	Ball point Piano 0.8mm	Per Packet	
6	Highlighter (Pelikin/Schneider)	Each	
7	Marker (for White Board) (dollar/snowman)	Each	
8	Marker Permanent (dollar/snowman)	Each	
9	Blanco pen (uni-correction pen)	Each	
10	Pencil Short Hand (Goldfish)	Per Dozen.	
11	Pencil Lead (Picasso 2½ hb executive)	Per Dozen.	
12	Sharpener (Germany)	Per Dozen.	
13	Soft Eraser (Dux Super clean & Dust Free D-2001)	Per Packet	
14	Gum AMOS Glue Stick 21 gm.	Each	
15	Gum AMOS Glue Stick 8 gm.	Each	
16	Staple Machine (M&G ABS 91679)	Each	
17	Staple Machine Metal body (Small)	Each	
18	Staple Pin large (Dux/Dollar) No. 24/6	Per Packet	

Order for supply of office stationery / miscellaneous items shall be placed as per requirements from time to time on need basis.

Signatures & Stamp of Firm

Sr.	Description	Unit	Total Cost of Unit including all taxes
19	Staple Pin small (Dux/Dollar)	Per Packet	
20	Stapler Pin Opener /Remover	Each	
21	Punch Signal Hole (Superior KW 97DO)	Each	
22	Punch Signal Hole (Superior 7 inch)	Each	
23	Double Hole Punch (Superior KW-978)	Each	
24	Paper Pin (Three Flower 25 gram)	Per Packet	
25	Paper Clip 36 mm.	Per Packet	
26	Paper Clip 52 mm.	Per Packet	
27	Diary Register 12 No.	Each	
28	Diary Register 06 No.	Each	
29	Movement Register 06 No.	Each	
30	Petrol/Maintenance Register 06 No.	Each	
31	Peon Book (200 Pages)	Each	
32	Ruled Register 12 No.	Each	
33	Note Book (Select 001) 50 Pages	Each	
34	Note Book (Select 002) 50 Pages	Each	
35	Note Book (Select 003) 100 Pages	Each	
36	Note Book (Select 004) 100 Pages	Each	
37	Note Book (Select 111) 100 Pages	Each	
38	Note Book (Select 222) 100 Pages	Each	
39	Note Book (Select 444) 100 Pages	Each	
40	Note Book - simple white	Each	
41	Post it pad 3x3	Per Packet	
42	Post it pad 3x5	Per Packet	
43	Post it pads (Flag Three Colour)	Per Packet	

Order for supply of office stationery / miscellaneous items shall be placed as per requirements from time to time on need basis.

Signatures & Stamp of Firm

Sr.	Description	Unit	Total Cost of Unit including all taxes
44	Post it pads (Flag Five Colour)	Per Packet	
45	Envelop SE-5 (Golden Craft) 80Gms	Per Hundred	
46	Envelop SE-6 (Golden Craft) 80Gms	Per Hundred	
47	Envelop SE-7 (Golden Craft) 80Gms	Per Hundred	
48	Envelop SE-8 (Golden Craft) 80Gms	Per Hundred	
49	Envelop A/4 (White) (Superior Quality) 80Gms	Per Hundred	
50	File Board Legal Size White (Superior Quality)	Per Hundred	
51	File Tag - 6 inch Pure White (Superior Quality)	Per Bundle	
52	Scotch Tape (1 inch)	Each	
53	Scotch tape stand /Dispenser (for 1"tap roll)	Each	
54	Paper 80gm (A4) (500 sheet) (Double A Brand)	Per Ream	
55	Paper 80gm (Legal) (500 sheet) (Double A Brand)	Per Ream	
56	Paper Cutter Knife HX-332	Per Ream	
57	Paper Cutter blade Box	Each	
58	Scissor Large (Maximum size 10 inch)	Per Packet	
59	Scissor Small (Maximum size 05 inch)	Each	
60	Steel Scale (12 inch) Germany (Fine Quality only)	Each	
61	Stamp Pad	Each	
62	Stamp Pad Ink	Each	
63	Fax Rolls Promas (30 meter)	Each	

Order for supply of office stationery / miscellaneous items shall be placed as per requirements from time to time on need basis.

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Misc Computer / Electric / Electronics Items

64	Key Board (A4Tech)	Each	
65	Optical Mouse (A4Tech)	Each	
66	Power Supply cable (Good Quality Standard Size)	Each	
67	VGA cable (Good Quality Standard Size)	Each	
68	Data USB Cable (Good Quality Standard Size)	Each	
69	Door Bells wireless	Each	
70	AAA Battery Cell (Power Plus) (24 cell / packet)	Per Packet	
71	AA Battery Cell (Power Plus) (24 cell/ packet)	Per Packet	

Misc. CONSUMABLE ITEMS.

Sr.	Description	Unit	Total Cost of Unit including all taxes
72	Air Freshener Aseel 400 ml.	Each	
73	Air Freshener Admiral 400 ml.	Each	
74	Tissue Paper (Rose Petal) Perfume (3xply)	Each	
75	Tissue Paper (Rose Petal) luxury (200sheets) (3xply)	Each	
76	Tissue Role (Rose Petal) (10 roles per bundle)	Per Bundle	
77	Tissue Hygienic (Rose Petal)	Each	
78	Tissue Hygienic (normal quality)	Each	
79	Insecticide Cobra (300 MI)	Each	
80	Glint Solution	Each	
81	Vim Large 500 gm.	Per Packet	
82	Lemon Max Dish wash Liquid 450ml	Each	
83	Hand Wash (LUX Standard Size)	Each	
84	Hand Wash (Gallon)	Each	
85	Surf 100 gram + LUX +	Per Packet	
86	Duster Falaleen	Per Dozen	
87	Duster Cotton Ordinary	Per Dozen	

Order for supply of office stationery / miscellaneous items shall be placed as per requirements from time to time on need basis.

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PRINTER'S TONNERS / CARTRIDGES

Sr.	Description	Unit	Total Cost of Unit including all taxes
88	05A (AA or Perfect Brand)	Each	
89	12A (AA or Perfect Brand)	Each	
90	17A (AA or Perfect Brand)	Each	
91	35A (AA or Perfect Brand)	Each	
92	44A (AA or Perfect Brand)	Each	
93	49A (AA or Perfect Brand)	Each	
94	53A (AA or Perfect Brand)	Each	
95	55A (AA or Perfect Brand)	Each	
96	79A (AA or Perfect Brand)	Each	
97	80A (AA or Perfect Brand)	Each	
98	83A (AA or Perfect Brand)	Each	
99	85A (AA or Perfect Brand)	Each	
100	107A (AA or Perfect Brand)	Each	
101	131A Colour (AA or Perfect Brand)	Each	

Important:

Refilled toners will not be acceptable at any cost. Only new fine quality refabricated toners with proper packing will be acceptable.

Signature of authorized person

Name: _____

(Company Seal)

In the capacity of

Duly authorized by

Note: No cutting or overwriting is allowed

Order for supply of office stationery / miscellaneous items shall be placed as per requirements from time to time on need basis.

AFFIDAVIT

We, (Name & address of the firm), do hereby declare and solemnly affirm that:

1. We have not been blacklisted from any Government/Semi Government Department/Autonomous Body or Private Company/Organization.
2. We have not been involved in any litigation with any client during the last three years.
3. We acknowledge that we have read, understood and accepted the terms and conditions of bid document.
4. We understand that the Purchaser shall have the right, at its exclusive discretion, to require, in writing, further information or clarification of any item, from any or all the contractor (s).
5. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of prequalification and are liable to any punitive action for furnishing false information / documents.

Dated this ____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign the documents for and on behalf of:

(to be printed on stamp paper)

CONTRACT

This CONTRACT is made on 2026, between **Ministry of Railways, Islamabad** (the "Purchaser"), on the one part, and _____ (The "Contractor"), on the other part individually/ severally liable to the Purchaser for all the Contractor's/firm's obligations under this Contract for one year from the date of signing of the contract/notification.

RECITALS

WHEREAS,

(a) The Purchaser has requested the Contractor/firm to provide 'Stationery and misc consumable Items' according to list attached in prequalification document.

and

(b) The Contractor, having the required professional skills, personnel and resources, and agreed to provide 'Stationery and misc consumable Items', on the terms and conditions set forth in this Contract and prequalification documents.

NOW THEREFORE, the Parties to this Contract agree as follows:-

- 1 The Contractor hereby covenants with the Purchaser to supply the prescribed Items at the time and in the manner, in conformity with the Terms & Conditions of the Contract and prequalification document.
- 2 The Purchaser hereby covenants with the Contractor to pay the Contractor, the bills which may become payable, after successful/satisfactory supply of ordered items.
- 3 The contractor shall supply "stationery and other misc consumable Items" at the rates as quoted in the proposal submitted by the contractor and as per approved brands/samples within a period of **3 days** from the date of issuance of supply order as per quantity mentioned in the work order. Alternate brand of any item of will not be acceptable. Order for supply of office/computer stationery miscellaneous items shall be placed as per requirements from time to time on need basis.
- 4 In case, any defect appears in supplied Items, the contractor will replace the same with fine quality item otherwise its bill will not be paid.
- 5 The ordered Items shall be delivered at the Ministry of Railways, Islamabad without any charges.

- 6 The contractor shall solely be responsible for any discrepancy or damage to the supplied Items.
- 7 Earnest Money of Rs.200,000/- by contractor in the shape of Bank Draft/Call Deposit/ Banker Cheque No. _____ dated _____ in favour of the DDO, Ministry of Railways, Islamabad and shall be returned after the completion of "Contract Period".
- 8 The purchaser shall have a right to forfeit the "Earnest Amount", if the contractor violates any of the terms and conditions of the prequalification document/contract.
- 9 The contract with the successful firms will be executed totally on temporary basis which can be terminated at any time without assigning any reason and cannot be challenged in any court of law.
- 10 The terms and conditions and list of items to be purchased as mentioned in the prequalification document shall be considered part and parcel of this contract agreement.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For [Ministry of Railways]
(the Purchaser)

For []
(the Contractor)

Signature _____

Signature _____

Name _____

Name _____

CNIC # _____

CNIC # _____

WITNESSES-1:

WITNESSES-2:

Signature _____

Signature _____

Name _____

Name _____

CNIC # _____

CNIC # _____

(to be printed on stamp paper)