

Pre-Qualification Document

Pre-Qualification for Purchase of Stationery / Non Stationery Items
(Goods)

National

Single Stage-One Envelope



July 24, 2026

*Ministry of Communications (Ministry of Communications), Section Officer
3rd Floor, "D" Block, Pak. Secretariat, Islamabad Capital Territory
Phone: +92-312-518-9475, Email: sogacommunications@gmail.com*

Table of Contents

Instructions to Applicants	3
Pre-qualification Data Sheet	17
Prequalification Data Sheet (PDS)	18
Eligibility & Qualification Criteria	21
Evaluation Criteria	21
Annexure	24
Tender Notice	25
Tender Documents	25
Procurement Forms	26
Additional Forms and Documents	29

INVITATION FOR PRE-QUALIFICATION

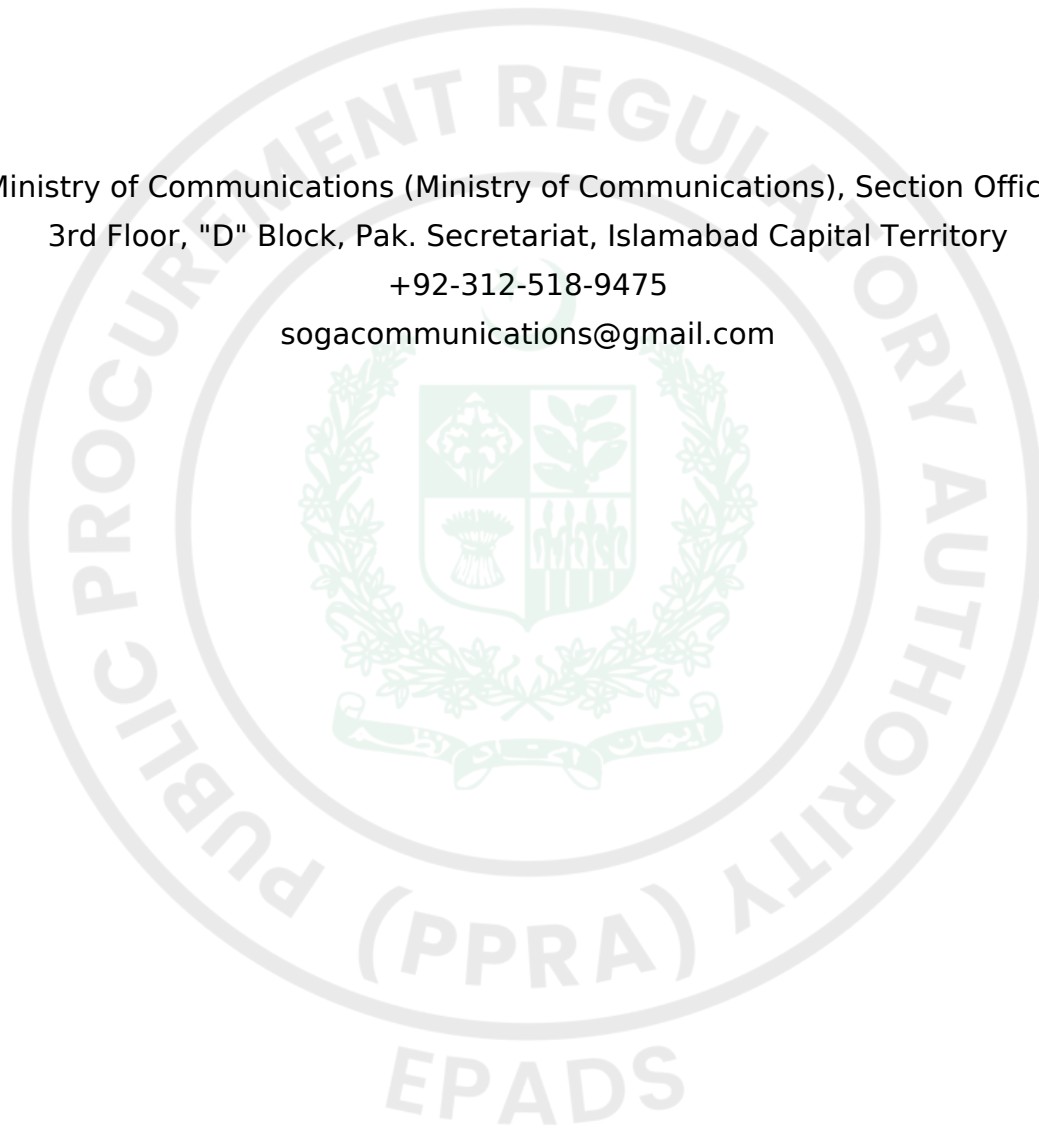
PROCUREMENT OF GOODS

1. The **Ministry of Communications (Ministry of Communications)** has reserved Funds for the procurement planned for FY **2026-27**. The **Ministry of Communications (Ministry of Communications)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Pre-Qualification for Purchase of Stationery / Non Stationery Items**" with the reference of "**P70730**"
2. The **Ministry of Communications (Ministry of Communications)** 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 for Purchase of Stationery / Non Stationery 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 Communications (Ministry of Communications) 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/70730>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Monday, August 10, 2026 11:00 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Monday, August 10, 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).

Ministry of Communications (Ministry of Communications), Section Officer
3rd Floor, "D" Block, Pak. Secretariat, Islamabad Capital Territory
+92-312-518-9475
sogacommunications@gmail.com





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: **P70730**

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

List of Contracts:

See section items and Lots

PDS Clause No 2

ITA No 2.1

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

The name of Project / Procurement is: **Pre-Qualification for Purchase of Stationery / Non Stationery Items**

PDS Clause No 3

ITA No 4.2

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

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, August 5, 2026**

Pre-Bid Meeting: Monday, August 3, 2026 12:00 AM

Venue: 3rd Floor, "D" Block, Pak. Secretariat

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: **Monday**

Date: **Monday, August 10, 2026**

Time: **11:00 AM**

PDS Clause No 12

ITA No 17.1

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

Day: **Monday**

Date: **Monday, August 10, 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)	

Evaluation Criteria

Quality Based Selection (QBS)

Technical Marks	50
Passing Marks	30
Technical Compliance	
Stationery / Non Stationery (Misc) (Quantitative)(Doc Required)	50
Stationery / Non Stationery (Misc) (50)	
Financial Marks	60

Stationery Financial Evaluation	
Total Bid Price (Quantitative)(Doc Required)	60







Annexure

Tender Notice

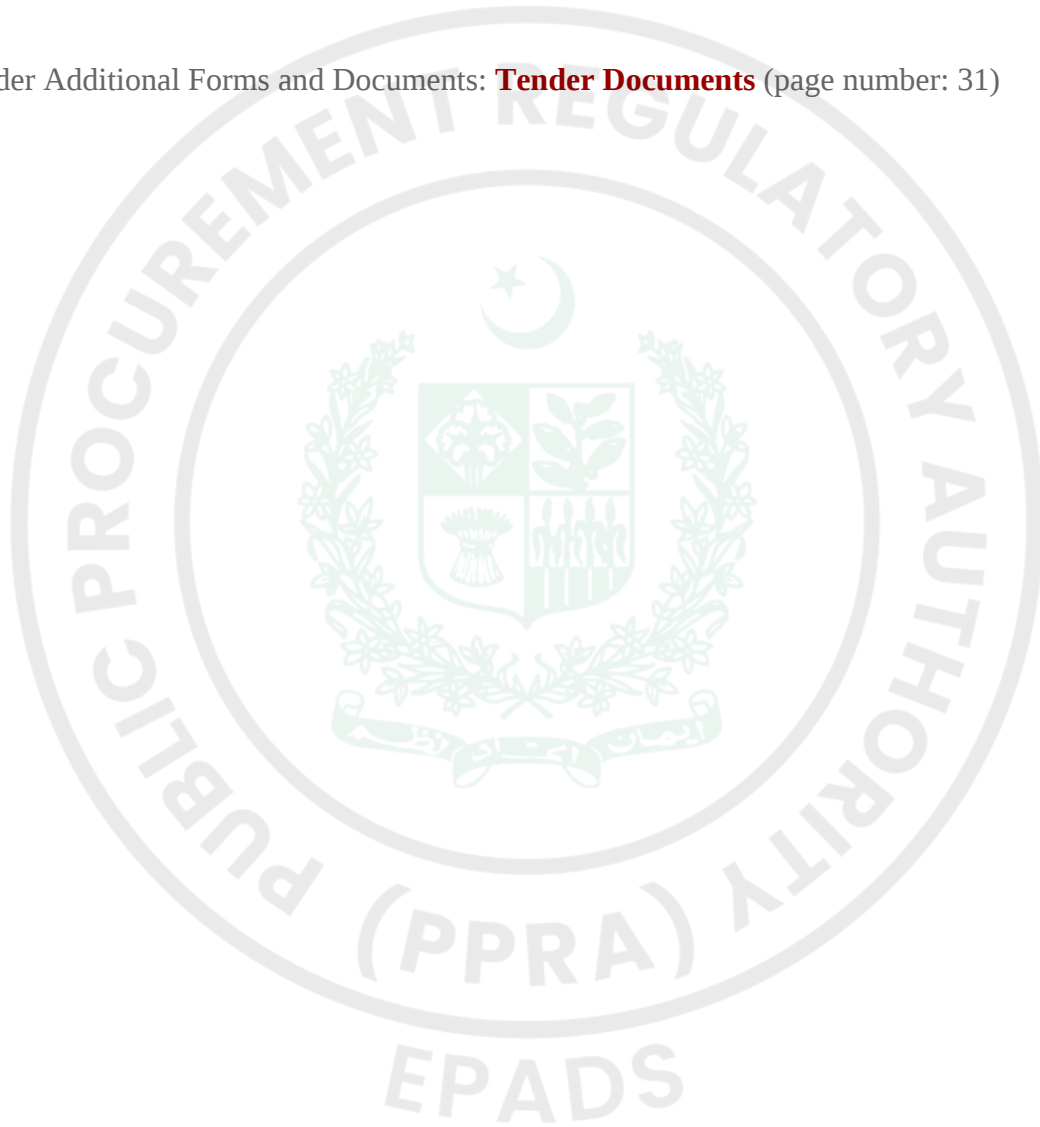
Information (Read-Only)

See Form Under Additional Forms and Documents: **Tender Notice** (page number: 30)

Tender Documents

Information (Read-Only)

See Form Under Additional Forms and Documents: **Tender Documents** (page number: 31)





Procurement Forms







Additional Forms and Documents

**Government of Pakistan
Ministry of Communications
D-Block, Pak. Secretariat, Islamabad**

TENDER NOTICE

No. 3(1)/2026-27-Gen. Sealed Tenders are invited from Islamabad/Rawalpindi based reputable firms having proper shops and telephone facility, duly registered with the income tax and sale tax authorities for supply of office stationery, paper, toners and other miscellaneous items during the financial year 2026-27.

2. Interested parties having at least 05 years' experience may obtain the list of required stationery items, summary papers, computer (printer) tonners, photocopier machine toners, fax machine toners and misc. items from the office of the undersigned on any working day during office hours.

3. Security deposit of Rs. 50,000/- (In the form of Demand Draft issued by an authorized bank only) for the supply of stationery/paper/miscellaneous items and supply of toners will have to be furnished alongwith the computer (printer) tonners, photocopier machine toners, tender, in favour of DDO, Ministry of Communications, which in case of unsuccessful tenders will be released/returned within a fortnight and in case of successful bidders after **30.6.2027**. The rates offered will remain valid up to **30.6.2027**. **Procurement of each item shall be made on need/requirement basis.**

4. Firm will be bound to supply/deliver the goods even on a short notice, using their own transport to **'D' Block, Pak. Secretariat, Islamabad.**

5. This Ministry reserves the right to accept or reject any or all bids as per rule.

6. Tender will be received only from those firms who are registered on EPADS/PPRA website and Website of this Ministry through their E-mail address which were provided by them to PPRA at the time of their registration.

7. Competent authority will also have the right to cancel the contract partially or entirely during the currency of the year if items are found sub-standard or short in quantity and also not supplied timely.

8. Sealed tenders complete in all respect may reach the Section Officer (General) **Room No. 208, 'D' Block, Pak. Secretariat, Islamabad by 10th August, 2026 (Monday) up to 11:00 hours.** Tenders will be opened on **10th August, 2026 (Monday) at 13:00 hours** in the presence of available bidders. **The bidder who absent on the opening time, their bids will not be opened and returned un-opened. They will have no right to be included in the bidding process whatsoever be the reason.**

**(Usman Sohail)
Section Officer (Gen)
Ph. No. 9201923**

**Government of Pakistan
Ministry of Communications
D-Block, Pak. Secretariat, Islamabad**

TENDER NOTICE

No. 3(1)/2026-27-Gen. Sealed Tenders are invited from Islamabad/Rawalpindi based reputable firms having proper shops and telephone facility, duly registered with the income tax and sale tax authorities for supply of office stationery, paper, toners and other miscellaneous items during the financial year 2026-27.

2. Interested parties having at least 05 years' experience may obtain the list of required stationery items, summary papers, computer (printer) tonners, photocopier machine toners, fax machine toners and misc. items from the office of the undersigned on any working day during office hours.

3. Security deposit of Rs. 50,000/- (In the form of Demand Draft issued by an authorized bank only) for the supply of stationery/paper/miscellaneous items and supply of toners will have to be furnished alongwith the computer (printer) tonners, photocopier machine toners, tender, in favour of DDO, Ministry of Communications, which in case of unsuccessful tenders will be released/returned within a fortnight and in case of successful bidders after **30.6.2027**. The rates offered will remain valid up to **30.6.2027**. **Procurement of each item shall be made on need/requirement basis.**

4. Firm will be bound to supply/deliver the goods even on a short notice, using their own transport to **'D' Block, Pak. Secretariat, Islamabad.**

5. This Ministry reserves the right to accept or reject any or all bids as per rule.

6. Tender will be received only from those firms who are registered on EPADS/PPRA website and Website of this Ministry through their E-mail address which were provided by them to PPRA at the time of their registration.

7. Competent authority will also have the right to cancel the contract partially or entirely during the currency of the year if items are found sub-standard or short in quantity and also not supplied timely.

8. Sealed tenders complete in all respect may reach the Section Officer (General) **Room No. 208, 'D' Block, Pak. Secretariat, Islamabad by 10th August, 2026 (Monday) up to 11:00 hours.** Tenders will be opened on **10th August, 2026 (Monday) at 13:00 hours** in the presence of available bidders. **The bidder who absent on the opening time, their bids will not be opened and returned un-opened. They will have no right to be included in the bidding process whatsoever be the reason.**

**(Usman Sohail)
Section Officer (Gen)
Ph. No. 9201923**

No. 3(1)/2026-27 (Gen)
Government of Pakistan
Ministry of Communications

TENDER DOCUMENT

Name of Firm: _____

Address: _____

Telephone No. _____ **Fax No.** _____

GST Reg. No. _____

National Tax Number: _____

LIST OF TENDER ITEMS MINISTRY OF COMMUNICATIONS ANNUAL
TENDER 2026-27

STATIONERY, MISC. TONERS FOR PRINTER &
PHOTOCOPIERS ITEMS

Sr. No.	Name of Items	Qty	Price Per Unit including GST
1	Ball Point (Piano Crystal) or equivalent	500	
2	Ball Point (Picasso) or equivalent	500	
3	Ball Point Clear stic (Dollar) or equivalent	500	
4	Ball Point clipper (Dollar) or equivalent	500	
5	Ball Point memo (Dollar) or equivalent	500	
6	Ball Point uni-ball eye or equivalent	500	
7	Ball Point uni-ball vision 0.8 or equivalent	150	
8	Dollar Pointers 0.3mm	150	
9	Diary Register No. 12 Tayba or equivalent	36	
10	Envelops Brown Cloth lined SE 8A (Best Qty) or equivalent	1500	
11	Envelops White Cloth lined SE 8A (Best Qty) or equivalent	500	
12	Envelops Brown SE 8A (Best Qty) or equivalent	2000	

13	Envelops Brown SE.6 (Best Qty) or equivalent	4500	
14	Envelops White SE.6 (Best Qty) or equivalent	500	
15	Envelops Brown SE.5 (Best Qty) or equivalent	4500	
16	Envelops White SE.5 (Best Qty) or equivalent	500	
17	Envelops Brown A.4 (Best Qty) or equivalent	500	
18	Envelops White A.4 (Best Qty) or equivalent	250	
19	Envelops white 9" x 4" offset paper 100 GMS (Best Qty)	150	
20	Eraser Pelican (AL-30) or equivalent	200	
21	Fax Paper Roll 30 Meter Promas	36	
22	File Board A/4 Size (Best Qty)	1000	
23	File Cover A/4 Size (Best Qty)	4500	
24	File Flapper Clothline	300	
25	File Box Ring (A-4) No 526	36	
26	Foot Scale China Steel 12"	48	
27	Gum Stick Large (40gm) (Dollar) or equivalent	150	
28	Highlighter (Each Color) (Dollar) or equivalent	120	
29	Ink dollar (Ordinary) or equivalent	24	
30	Marker Dollar Permanent (Best Qty)	120	
31	Note Pad Sheet 50 Page	120	
32	Note Pad Large A/4 AL-Farooq	36	
33	Note Pad Small AL-Farooq	150	
34	Paper Clips (Best Qty)	500	
35	Paper Pins (Best Qty)	500	
36	Paper Cutter Fine (Steel)	120	
37	Pen Holder Fine Quality (DUX # 240) or equivalent	24	
38	Pencil Sharpener Steel	200	

39	Pencil Shorthand (Goldfish) or equivalent	200	
40	Pencil lead goldfish or equivalent	200	
41	Pencil lead with rubber (Dollar) or equivalent	200	
42	Pencil Tray Plastic Superior Lotus	12	
43	Peon Book 50 Page	72	
44	Pin Cushion Steel	72	
45	Post IT Pad 2" x 3" 3M (Pronoti)	72	
46	Post IT Pad 3" x 3" 3M (Pronoti)	72	
47	Post IT Pad 3" x 5" 3M (Pronoti)	72	
48	Post IT Pad (set 5 colour)	72	
49	Punch Single Hole Superior	12	
50	Punch Double Best Qty	150	
51	Plastic File Covers	36	
52	Red Paper Seal	12	
53	Rulled Register 10 Quires (No,20)	36	
54	Rulled Register 12 Quires (No,24)	36	
55	Ring Bending Note Pad Large A/4	36	
56	Ring Bending Note Pad (8.5X5.5)	150	
57	Scissor Medium size (Best Qty)	72	
58	Stapler Machine Superior Large KW # 5871 or equivalent	100	
59	Stapler Pin Remover SDI # 1164 or equivalent	12	
60	Stapler Pins (Dollar) 24/6 or equivalent	450	
61	Stamp Pad (Best Qty)	24	
62	Shorthand Book 100 Page	100	
63	Table Set Lather (Fine Qty)	06	
64	Tag 6inc	450	
65	White Fluid Blanco (Set)	72	

66	White Fluid (Pen) or equivalent	150	
----	---------------------------------	-----	--

List of Summary Paper for Computer

Sr. No.	Name of Item	Qty	Price Per Unit including GST
1	Summary Paper 80 Gms A/4 Imported 450 Sheets (Double A) or equivalent	10	
2	Summary Paper 80 Gms A/4 Imported 500 Sheets (Double A) or equivalent	600	
3	Summary Paper 80 Gms F/S Imported 450 Sheets (Double A) or equivalent	10	
4	Photostat Paper 70 Gms A/4 (500 Sheets) (Imported) or equivalent	10	

List of Toners for Printer: -

Sr. No.	Name of Item	Qty	Price Per Unit including GST
1	Toner for HP Laser Printer (HP-1020) Original (12A)	25	
2	Toner for HP Laser Printer (HP-P1005) Original (35A)	25	
3	Toner for HP Laser Printer (P 2055) Original (05A)	25	
4	Toner for HP Laser Printer (P 2015) Original (53A)	08	
5	Toner for HP Laser Printer (HP 1320) Original (49A)	05	
6	Toner for HP Laser Printer (HP 1102) Original (85A)	05	
7	Toner for HP Laser Printer (HP 1505N) Original (36A)	05	

8	Toner for HP Laser Printer (HP 402 dw) Original (26A)	15	
9	Toner for HP Laser Printer (HP M404 dn) Original (76A)	06	
10	Toner for HP Laser Printer (HP M107A) Original (107A)	15	
11	Toner for HP Laser Printer (HP MEP-M26nw) Original (79A)	05	
12	Toner for HP Laser Printer (HP MEP-M130nw) Original (19A)	05	
13	Toner for HP Laser Printer (HP MEP-M227sdn) Original (CF230A&CF232A)	05	
14	Toner for Pantum M7200 FDW Laser Printer Original	06	

List of Toner for Photocopier Machine

Sr. No.	Name of Item	Qty	Price Per Unit including GST
1	Toner for Panasonic 1820P Original	05	
2	Toner for KM-2020 Original	05	
3	Toner for Savin-2555sp Original	05	
4	Toner for Panasonic DP-8016 Original	05	
5	Toner for Konica Minolta Bizhub 206 Original	05	
6	Cannon Digital IR-2520 Original	05	
Note: - Firms who have also well experienced to provide the repair facility of the Photocopier.			

LIST OF MISCELLANEOUS ITEMS

Sr. No.	Name of Item	Qty	Price Per Unit
--------------------	---------------------	------------	---------------------------

			including GST
1	Air Freshener 300 ml different perfume or equivalent	150	
2	Calculator Ordinary 12 Digit good qty	24	
3	Cobra (Mortine) or equivalent	50	
4	Cell (AA) (Wall Clock)	400	
5	Cell (AAA) (AC/LED Remote)	400	
6	Duster White Ordinary	400	
7	Duster Yellow Superior Large	400	
8	Dust Bin	50	
9	Lock 50 MM China (Tricircle) or equivalent	30	
10	Lux Soap Large	200	
11	Liquid Soap (400ml)	50	
12	Liquid Soap (5Liter)	10	
13	Scotch tape large 1"x72 Yards Deer	60	
14	Scotch tape packing	75	
15	Surf Medium 250 Gms	150	
16	Tissue Paper Normal Rose Petal (Large) or equivalent	300	
17	Tissue Paper Rose Petal Luxury (Large) or equivalent	150	
18	Tissue Rolle Rose Petal (Large) or equivalent	200	
19	Towel Large Size Superior	30	
20	Vim Large 500 GMS (Max)	250	
21	Water set ordinary	10	
22	Water set superior	10	

TERMS & CONDITIONS

- i) Ministry of Communications invites quotations through E-PADS along with sealed bids from renowned (Eligibility as per tender documents) Vendors “Single Stage Single Sealed Envelope Basis”.
- ii) The bidders have to deposit a Bank Draft/Pay Order of Rs. 50,000/- in favour of Drawing & Disbursing Officer (DDO), Ministry of Communications as Call-deposit, otherwise the Tender bid will not be accepted.
- iii) Rates, offered in the bids, shall be valid upto **30th June, 2027**.
- iv) The firm will produce valid Certificate of contained for authorities Income Tax/General Sale Tax.
- v) The firm must have its own office, telephone facility, good repute, sound financial position and complete enterprising infrastructure in Islamabad/Rawalpindi.
- vi) The firm will arrange transportation of all ordered items to the Ministry of Communications.
- vii) In case any items, found sub-standard or less in quantity or delayed/other than kind is specified items, the competent authority reserves the right to cancel the entire or partial contract during the **Financial Years 2026-27** and the firm could be black-listed the firm.
- viii) An affidavit to the effect that the firm had never been involved in litigation or black listed by any Ministry/Division/Department/Organization of the Government of Pakistan.
- ix) This Ministry reserves the right to accept or reject any or all bids as per rule.
- x) Call-deposit, in case of successful firm, shall be retained in this Ministry for one year which will be returned on written request after expiry of the said period.
- xi) Call deposit of unsuccessful firms will be returned on their written request.
- xii) This Ministry reserves the right to purchase one or all items from any firm depending upon the offered price of each item.

Evaluation Criteria

- i) Those who do not have their NTN, GST & Office premises shop with telephone numbers in Islamabad/Rawalpindi are not eligible to take part in Tender.
- ii) Bid money only in shape of Pay Order/Demand Draft will be accepted. Cross Cheque will not be accepted in any case
- iii) Shortage of any relevant documents shall liable for rejection of Tender.
- iv) Rates quoted shall be for Islamabad/Rawalpindi basis.
- v) Tender received after closing date and time will be rejected.

SPECIFICATIONS

- a) Entire stationery/miscellaneous and Toners for Computer Printers & Photocopier and Fax Machine supply-items should be manufactured by a reputed company.

- b) Quality products would be supplied.
- c) The firm, awarded with supply-contract, shall invariably supply approved/quoted items. No alternatives, in any case would be acceptable.

Signature and Stamp of the Firm

