

PRESIDENT'S SECRETARIAT (PUBLIC)

AIWAN-E-SADR

**TENDER NOTICE FOR SUPPLY OF OFFICE STATIONERY TONERS AND OTHERS
MISCELLANEOUS ITEMS, ETC FOR FINANCIAL YEAR 2025-26**

President's Secretariat (Public) invites e- bids from well reputed firms who are registered in E-PADS system of PPRA and have properly established shops and telephone facilities at Islamabad/Rawalpindi for supply of office stationery, toners and other miscellaneous items, etc. during the financial year 2025-26.

INSTRUCTION TO E-BIDDERS

2. The Tender document shall be used for submission of e-bids for the procurement of Stationery, toners and others miscellaneous items, by the President's Secretariat (Public), Islamabad. All Bids must be uploaded on the PPRA portal E-PADS. manual bids will not be accepted.
3. This document contains the following: -
 - o Terms and conditions.
 - o Evaluation Criteria
 - o List of Stationery, toners and others miscellaneous items

TERMS AND CONDITIONS

Method of procurement for subject tender shall be "Single stage – one envelope procedure".

1. The participating firms must be registered with Sales Tax and Income Tax in Federal Board of Revenue (FBR) and should also be registered in E-PADS system of PPRA. The firms also have to attach copies of General Sales Tax and NTN Numbers certificate duly issued by the Federal Board of Revenue (FBR) with the bids.
2. Tenders should be accompanied with an Earnest Money of Rs.250,000/- (refundable) in the shape of Bank Draft/Pay Order in the favour of Assistant Director (General), President's Secretariat (Public), Aiwan-e-Sadr, Islamabad. **Cheques will not be accepted.**
3. Earnest Money of unsuccessful bidders will be returned/refunded after the opening of bids, whereas earnest money of successful firm(s) will be converted into "**Security Deposit**".
4. Bids are required to be submitted item-wise clearly indicating rates (in Pak Rupees) against **each item.**
5. Rates will be considered without GST and shall be valid upto the end of Financial Year 2025-26 i.e 30-06-2026.
6. Bidders are required to submit their e-bids carefully by uploading (pdf) file through E-PADS, any correction/alteration/overwriting will not be acceptable. Original sealed bids and earnest money in favour of Deputy Director (General) President's Secretariat (Public), Islamabad must be submitted before closing date and time.
7. Rates are required against all items, evaluation and comparison will be made on rate per unit basis for each item.
8. Supply of best quality toners, authorized Dealership from the manufactures/Principal Suppliers shall have to be provided. If during the currency of the period, it is found that sub-standard or counterfeit/refilled toner/cartridges are supplied, the contract shall be cancelled and Security Deposit shall be forfeited and the firm shall also be blacklisted.

9. Submission of incomplete documents or false Statement/documents as well as concealing of any information is liable to disqualification of the respective firm(s).
10. An Affidavit that the firm has never been blacklisted by any Ministry/ Division/ Department/ Organization of the Government is also required.
11. The successful firm(s) shall not change/revise rates during the Financial Year 2025-26 and shall be responsible for supply of items as per accepted/approved prices. failing which Security Deposit will be forfeited and necessary action to be initiated under Public Procurement Rules.
12. Provision of work in hand certificate/supply completion certificate from concerned Department/Ministry/Divisions.
13. The Competent Authority reserves the right to reject all or any of the bids.
14. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended from time to time.
15. All Bids shall be uploaded on E-PADS upto 1100 hour on 05th November,2025 which will be opened at 1130 hours on the same date.

LISTS OF STATIONERY, TONERS, GARAGE ITEMS AND OTHER MISCELLANEOUS STORE ITEMS REQUIRED

The lists of Stationery, toners, Garage items and other miscellaneous Store items etc. and Compliance certificate about products are enclosed as **Annex-I & Annex-II**. The interested e-bidders are required to quote their rates as per unit basis (without GST) against each item. The successful bidder will provide sample of required items for approval/inspection within ten days of signing of contract. Those samples would be retained for conformity to the specification/quality of item as per purchase order/terms and conditions.

I/we have read and agree with the above mentioned terms and conditions for e-bidding for supply of Stationery, toners, Garage items and other miscellaneous Store items etc.

Name of Bidder. _____
Signature. _____
Stamp. _____
Date. _____

LIST OF ITEMS
ANNUAL TENDER FOR SUPPLY OF OFFICE STATIONERY
AND OTHER MISC. ITEMS FOR THE FINANCIAL YEAR 2025-26

S. #	Name of Items	Bid Quantity	Item wise Rate without GST
1.	Attendance Register No. 2	01 No	
2.	Ball Point Picasso Grade.1 or equivalent	01 No	
3.	Ball Point marker handy Grade.1 or equivalent	01 No	
4.	Ball Point Piano (Pelikan) Grade.1 or equivalent	01 No	
5.	Ball Point Piano (0.8mm) Grade.1 or equivalent	01 No	
6.	Ball Point Doller Griper Grade.1 or equivalent	01 No	
7.	Binder Clip 19mm	01 Packet	
8.	Binder Clip 25mm	01 Packet	
9.	Binder Clip 32mm	01 Packet	
10.	Binder Clip 41mm	01 Packet	
11.	Box File Executive (Uni imp) Narrow bag	01 No	
12.	Box File Executive File Size (Imported)	01 No	
13.	Binding Tape Cloth 2" (Nokia) or equivalent	01 No	
14.	Binding Tape Cloth 3" (Nokia) or equivalent	01 No	
15.	Bross Clip (Five Star) No.4 (100 Clips) or equivalent	01 Packet	
16.	Bross Clip (Five Star) No.5 (100 Clips) or equivalent	01 Packet	
17.	Bross Clip (Five Star) No.7 (100 Clips) or equivalent	01 Packet	
18.	Bross Clip (Five Star) No.8 (100 Clips) or equivalent	01 Packet	
19.	Back Care (Multi Foam) or equivalent	01 No	
20.	Binding Ring Large Size	01 No	
21.	Binding Plastic Covers	01 No	
22.	CD-R Sony With Covers or equivalent	01 No	
23.	CD-R Sony Without Covers or equivalent	01 No	
24.	Cells AA (Energizer) or equivalent	01 No	
25.	Cells AAA (Energizer) or equivalent	01 No	
26.	Cell (Lithium) V 32.302 (Maxell) or equivalent	01 No	
27.	Calculator (Large)	01 No	
28.	Calculator (Small)	01 No	
29.	DVD-R Sony/Maxell or equivalent	01 No	
30.	DVD Sony/Maxell or equivalent	01 No	
31.	Dak Folder (Leather) With Clip	01 No	
32.	Drawing Cutter (Large) SDI-423 or equivalent	01 No	
33.	Drawing Cutter (Small) SDI-405 or equivalent	01 No	
34.	Drawing Blade (Large) Lion or equivalent	01 No	
35.	Drawing Blade (Small) Lion or equivalent	01 No	
36.	Double Side Tape 1" Large Size 72 yard	01 No	
37.	Diary Register No.6	01 No	
38.	Diary Register No.8	01 No	
39.	Diary Register No.10	01 No	
40.	Diary Register No.12	01 No	
41.	Eraser DG-50 (Pelikan) or equivalent	01 No	
42.	Eraser SP-30 Pelikan (Fine Quality) or equivalent	01 No	
43.	Eraser A1-30 (Pelikan) or equivalent	01 No	
44.	Envelops Plain White File Size (as per sample)	100 Nos	
45.	Envelops Plain White Card Size 7x5 (as per sample)	100 Nos	
46.	Envelops Plain White 9"x4" 100g (as per sample)	100 Nos	
47.	Envelops Plain White A-4 Size 100g (as per sample)	100 Nos	
48.	Envelops Khaki Size S.E.8 (12"x16") (as per sample)	100 Nos	
49.	Envelops Khaki Size S.E.6 (as per sample)	100 Nos	
50.	Envelops Khaki Size S.E.7 (as per sample)	100 Nos	

S.#	Name of Items	Bid Quantity	Item wise Rate without GST
51.	Envelops white imported paper Size 22.5 x 16.5	01 No	
52.	Envelops Khaki imported paper Size 22.5 x 16.5	01 No	
53.	Electric Fan Heater, Ronova or equivalent (Large)	01 No	
54.	Electric Fan Heater Ronova or equivalent (Small)	01 No	
55.	Electric Pedestal Fan, Pak Fan, Gee Pass or equivalent (Best Quality)	01 No	
56.	Electric Kettle National, West point or equivalent (Best Quality)	01 No	
57.	Electric Call Bell Remote control or equivalent (Best Quality)	01 No	
58.	Electric bracket fan, Pak Fan, Gee Pass or equivalent (Large)	01 No	
59.	Electric bracket fan, Pak Fan, Gee Pass or equivalent (Medium),	01 No	
60.	Electric Extension Board with 5 meter wire (08 Point)	01 No	
61.	Fluid (White) with Thinner Pelikan Blanco or equivalent	01 Set	
62.	Fluid Pen (Uni)	01 No	
63.	Fax Paper Roll (Mitsufax) (210mm X 30m) or equivalent	01 No	
64.	File Register No.6	01 No	
65.	File Cover white Plain Glazed File Size (350gm)	01 No	
66.	File Cover white Plain Glazed A-4 Size (350gm)	01 No	
67.	File Cover Blue File Size (350gm)	01 No	
68.	File Cover Blue A-4 Size (350gm)	01 No	
69.	File Cover white Plain Glazed (Size 10.5" x 7.75") 350 gm	01 No	
70.	File Cover white Plain Glazed (Land Scene) 300 gm	01 No	
71.	File Board Shaheen Brand or equivalent	01 No	
72.	Fancy Card Off-white A/4	01 No	
73.	File Flapper (Fine quality)	01 No	
74.	File IT (Transparent) A-4	01 No	
75.	File folder (large) A-4	01 No	
76.	File folder (Small) A-4	01 No	
77.	File In/Out Try Plastic	01 No	
78.	Fountain Pen Parker	01 No	
79.	Gum Stick UHU Small (Germany) or equivalent	01 No	
80.	Gum Stick UHU Medium (Germany) or equivalent	01 No	
81.	Gum Bottle Dollar (5 oz)	01 No	
82.	Gel Pen RG-100 (0.7)	01 No	
83.	Gen Pen One business 0.6	01 No	
84.	Ink Dollar 60 MI (All Colours) or equivalent	01 No	
85.	Ink Stamp Pad Blue/ Black	01 No	
86.	Ink Cartridge Quink Parker	01 No	
87.	Insect Killer Kingston	01 No	
88.	Jainamaz Superior Quality	01 No	
89.	Lead Pencil Goldfish HB-5000 or equivalent	01 dozen	
90.	Lead Pencil Goldfish (6000 # 2 ½ Executive Black (With Rubber) or equivalent	01 dozen	
91.	Marker Compo Blue/Black (Japan) Grade.1 or equivalent	01 No	
92.	Marker Uniball Eye Fine UB-157 Blue/Black or equivalent (Original)	01 No	
93.	Marker Uniball vision elite	01 No	
94.	Marker Schneider Grade.1 Blue/Black or equivalent	01 No	
95.	Marker 70 # Dollar Grade.1 Blue/Black (9000-04) or equivalent	01 No	
96.	Marker 90 # Dollar Grade.1 Blue/Black or equivalent	01 No	
97.	Marker Board (Non-Permanent) snowman or equivalent	01 No	
98.	Magic Tape (36 Yards) USA or equivalent	01 No	
99.	Note Sheet Pad A-4 Size Fuda Brand 100 sheets 90g or equivalent	01 No	
100.	Orient Note book (Large)	01 No	
101.	Orient Note book (Small)	01 No	
102.	Officer Hand book (Rexene) as per sample	01 No	

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S.#	Name of Items	Bidding Quantity	Item wise Rate without GST
103.	Offset Paper Colored A-4	01 Pkt	
104.	Paper white D.A Brand (80grm) Size (9.5" x 7.5") (500 Sheets)	01 Ream	
105.	Paper Punch Single Hole large Size (Superior)	01 No	
106.	Paper Punch Single Hole (Ordinary)	01 No	
107.	Peon Book (100 pages)	01 No	
108.	Post It Pad 2" x 1" 3M	01 No	
109.	Post It Pad 3" x 3" 3M	01 No	
110.	Post It Pad 3" x 4" 3M	01 No	
111.	Post It Pad 3" x 5" 3M	01 No	
112.	Post It Flag 3mm	01 No	
113.	Paper Clip Size 36mm	01 Pkt	
114.	Paper pin Size (1 oz)	01 Pkt	
115.	Packing Sheet Khaki (Fine Quality)	01 No	
116.	Plastic Telic Sheet 8mm	01 Meter	
117.	Plastic Envelops Button Type	01 No	
118.	Plastic Folder 2 Side Open (L Type) A-4 Size	01 No	
119.	PVC Tape Roll (Large) Size 2" x 72" Yards Nichiban or equivalent	01 No	
120.	Programme Stand (A-4 Size) Plastic	01 No	
121.	Programme Stand (Landscape) Plastic	01 No	
122.	Rule Register No. 6 (imp)	01 No	
123.	Rule Register No. 8 (imp)	01 No	
124.	Rule Register No. 12 (imp)	01 No	
125.	Rule Register No. 16 (imp)	01 No	
126.	Rule Register No. 20 (imp)	01 No	
127.	Rule Register No. 24 (imp)	01 No	
128.	Reinforcement Ring OKI Brand or equivalent	01 No	
129.	Rubber Band (white) Fine Quality "Q" Brand or equivalent	01 No	
130.	Ring binder (Nokya- 1314 NK) or equivalent	01 No	
131.	Ring binder (Nokya- 075 HB) or equivalent	01 No	
132.	Summary Paper A-4 Size (AA Brand) (500 Sheets) or equivalent	01 Ream	
133.	Summary Paper A-4 (Paper One) Brand (500 Sheets) or equivalent	01 Ream	
134.	Summary Paper Legal Size (Paper One) Brand (500 Sheets) or equivalent	01 Ream	
135.	Summary Paper A-4 Size 80 gm (Local 480 Sheets)	01 Ream	
136.	Sharpener Steel Single Hole	01 No	
137.	Sharpener Plastic Superior Single Hole	01 No	
138.	Sharpening Machine KW 307-A PMP (S) or equivalent	01 No	
139.	Sharpening Machine KW 310 PMP (Medium) or equivalent	01 No	
140.	Scotch Tape 1" x 72 Yards Deer or equivalent	01 No	
141.	Scotch Tape 1" x 10" Lious/Panfix or equivalent	01 No	
142.	Scotch Tape ½" x 10" Lious or equivalent	01 No	
143.	Stamp Pad (Superior) Artline or equivalent	01 No	
144.	Stamp Pad (Superior) Color	01 No	
145.	Stablo Highlighters (Different Colours) PIANO Grade.1 or equivalent	01 No	
146.	Stapler Machine Heavy Duty 50 SB or equivalent	01 No	
147.	Stapler Machine Superior (Japan) Max HD – 50 or equivalent	01 No	
148.	Stapler Machine Superior (Small)	01 No	
149.	Stapler Machine (deli) or equivalent	01 No	
150.	Stapler Pin Remover Rapid or equivalent	01 No	
151.	Scissor large (Superior) (Imp)	01 No	
152.	Scissor Small (Superior)	01 No	
153.	Steel Scale (24")	01 No	
154.	Steel Scale (12")	01 No	
155.	Stapler Pin Max No. 10, Lion or equivalent	01 Packet	

S.#	Name of Items	Bidding Quantity	Item wise Rate without GST
156.	Stapler Pin # 15 mm ,Lion or equivalent	01 Packet	
157.	Stapler Pin # 17 mm , Lion or equivalent	01 Packet	
158.	Stapler Pin # 23/8 , Lion or equivalent	01 Packet	
159.	Stapler Pin # 23/10, Lion or equivalent	01 Packet	
160.	Stapler Pin # 23/12 ,Lion or equivalent	01 Packet	
161.	Stapler Pin # 23/15 , Lion or equivalent	01 Packet	
162.	Stapler Pin # 23/17 , Lion or equivalent	01 Packet	
163.	Stapler Pin # 23/20 ,Lion or equivalent	01 Packet	
164.	Stapler Pin # 23/24 , Lion or equivalent	01 Packet	
165.	Stapler Pin# 24/6 (Dollar) or equivalent	01 Packet	
166.	Shorthand Book (100 pages)	01 No	
167.	Shorthand Pencil	01 Dozen	
168.	File Separator Set	01 No	
169.	Talking Point Paper off-white (100 gm) Size (6.5"x8.5") (500 Sheets)	01 Ream	
170.	Talking Point Paper off-white (150gm) Size (6.5"x8.5") (500 Sheets)	01 Ream	
171.	Talking Point Jacket File cover (Fancy Card 350 gm) off-white Size (7"x9")	01 No	
172.	Talking Point Papers off-white (150gm) (6.5"x8.5") (500 Sheets)	01 Ream	
173.	Tape Stand Large Tape Size (1x72") Superior	01 No	
174.	Tape Stand Small	01 No	
175.	Tag Large Size	01 Bundle	
176.	Tag Small Size	01 Bundle	
177.	Table Set Rexene Kaligon # 5 or equivalent	01 No	
178.	Table Set (Wooden)	01 No	
179.	Table Set (Marble)	01 No	
180.	Tumbler Ordinary (OMROC/TOYO) or equivalent	01 No	
181.	Hand Sanitizer 500 ml (Best Quality)	01 No	
182.	Hand Sanitizer 250 ml (Best Quality)	01 No	
183.	Hand wash 500 ml (Best Quality)	01 No	
184.	Air Freshener (Aseel) UAE or equivalent	01 No	
185.	Car Polish (Soft-99) or equivalent	01 No	
186.	Car Polish (Cosmic) or equivalent	01 No	
187.	Duster White Metter (Superior Quality)	01 No	
188.	Duster Yellow Metter (Falalane) (Superior Quality)	01 No	
189.	Microfiber Car Cleaning Cloth	01 No	
190.	Glint (700 ml) UK or equivalent	01 No	
191.	Log Book Large Size # 6 (Vehicles)	01 No	
192.	Movement Register (300 Pages) (Vehicles)	01 No	
193.	Surf Excel (Small) 125 gm or equivalent	01 Pkt	
194.	Sun of a Gun (Dashboard Polish)	01 No	
195.	Umbrella large	01 No	
196.	Umbrella Small	01 No	
197.	USB 16 GB HP, Kingston or equivalent	01 No	
198.	Plastic Doori	01 No	
199.	Tissue Paper Box (Rose Petal) Luxury or equivalent	01 Box	
200.	Toilet Roll (Rose Petal) or equivalent	01 Roll	
201.	Toyota Corolla Car 2004-2008 top cover	01 No	
202.	Toyota Corolla Car 2009-2010 top cover	01 No	
203.	Toyota yaris car top cover	01 No	
204.	Honda Car top cover	01 No	
205.	Face Mask (Best Quality)	01 Box	
206.	Mineral water (bottle 19 liter) Nestle or equivalent	01 No	
207.	Lasani sheet (4ft in width, and 8ft in height)	01 No	

S.#	Name of Items	Bidding Quantity	Item wise Rate without GST
208.	Lamination sheet 4ft in width, and 8ft in height)	01 No	
209.	Pertal Wood (Partal Wood) - 1.5 x 9.25 inch	01 No	
210.	White Board Medium Size	01 No	
211.	White Board Small Size	01 No	
212.	Wire ducts 16x16mm (10ft)	01 No	
213.	Wire ducts 16x25mm (10ft)	01 No	
214.	Wire ducts 16x38mm (10ft)	01 No	
215.	Wire ducts 25x25mm (10ft)	01 No	
216.	Wire ducts 25x38mm (10ft)	01 No	
217.	Wire ducts 40x25mm (10ft)	01 No	
218.	Wire ducts 40x40mm (10ft)	01 No	
219.	Wire ducts 40x60mm (10ft)	01 No	
220.	Wire ducts 50x50mm (10ft)	01 No	
221.	Wire ducts 60x60mm (10ft)	01 No	
222.	Wire ducts 60x80mm (10ft)	01 No	
223.	Wire ducts 80x80mm (10ft)	01 No	
224.	Wire ducts 100x100mm (10ft)	01 No	
225.	Wire electric 3x29 Pakistan Cable or equivalent	01 Roll	
226.	Wire electric 7x29 Pakistan Cable or equivalent	01 Roll	
227.	Wire electric 7x36 Pakistan Cable or equivalent	01 Roll	
228.	Wooden Scale (Fine Quality)	01 No	
229.	Water Jug (France) or equivalent	01 No	
230.	Water Jug (Toyo or Omroc) or equivalent	01 No	
231.	Waste bin	01 No	
232.	Wall Clock (Medium Size)	01 No	
233.	Toner (original) for Photocopier Ricoh Digital-3055 Heavy Duty	01 No	
234.	Toner (original) for Photocopier Ricoh Digital-3350 Heavy Duty	01 No	
235.	Toner (original) for Photocopier Ricoh Digital-3030 Medium Duty	01 No	
236.	Toner (original) for Photo Copier Ricoh MP-1500 Digital Aficio	01 No	
237.	Toner (original) for Photocopier RICOH MP- 4002 (Type-4500-E)	01 No	
238.	Toner (original) for Photocopier RICOH MP- 5002	01 No	
239.	Toner (original) for Photocopier 2501sp	01 No	
240.	Toner (original) for Photocopier RICOH MP-3053	01 No	
241.	Toner (original) for Photocopier RICOH MP-2001	01 No	
242.	Toner (original) for Laser Jet Printer HP-1020 (12-A)	01 No	
243.	Toner (original) for Laser Jet Printer HP-1200 (15-A)	01 No	
244.	Toner (original) for Laser Jet Printer HP-1320 (49-A)	01 No	
245.	Toner (original) for HP Laser Jet 1102 (85-A)	01 No	
246.	Toner (original) for Laser Jet Printer 401 (400-80A)	01 No	
247.	Toner (original) Laser Jet Printer 2035 (05-A)	01 No	
248.	Toner (original) for Hp Laser jet Pro M102A	01 No	
249.	Toner (original) for Printer Hp M102 (17A & 19A)	01 No	
250.	Toner (original) for Hp 404n printer MFP (59-A)	01 No	
251.	Toner (original) for Hp Printer 107a	01 No	
252.	Toner (original)for Color Printer HP (LaserJet DW252)	01 No	
253.	Toner (original)for HP Color laser jet Cp 1515n	01 No	
254.	Toner (original)for color Printer HP 200 (201) cartage 131A	01 No	
255.	Toner (original)for color Printer Hp 150A cartage 119A	01 No	
256.	Toner (original)for color Printer Hp 176n cartage 130A	01 No	

(Must be provided on a value of Rs.100/- Stamp Paper)

CERTIFICATE FOR PROVISION OF GENUINE/ORIGINAL & BRAND NEW PRODUCTS

The firm will provide only original/genuine and brand new product and not substandard, poor quality, fake/counterfeited products/items.

2. If provided items/information found false, or the firm found black listed/debarred by any organization in Pakistan, or any criminal proceedings found in any court of law, the contract of the firm will be immediately TERMINATED without assigning any reason and making any refund/payment. Further the performance security given by the firm will also be confiscated and blacklisting/departement proceeding may also be initiated against the firm.

M/s _____

Authorized Contract Person Name: _____

Address: _____

Tele Num: _____ Mobile Num _____ Fax Num _____

CNIC Num _____

Email _____

Signature & Thumb Impression _____

Dated. _____

ATTESTED BY NOTARY PUBLIC