

PRESIDENT’S SECRETARIAT (PUBLIC)

AIWAN-E-SADR

**TENDER NOTICE FOR SUPPLY OF OFFICE STATIONERY
TONERS AND OTHERS MISCELLANEOUS ITEMS, ETC**

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: -
 - Terms and conditions.
 - Evaluation Criteria
 - 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.200,000/- (refundable) in the shape of Bank Draft/Pay Order in the favour of Assistant Director (General), President’s Secretariat (Public), Aiwane-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.
7. Rates are required against all items, evaluation and comparison will be made on rate per unit basis for each item.
8. Supply of original 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 approved prices failing which Security Deposit will be forfeited and the firm will also be got blacklisted.
 12. Receipt of incomplete, low quality/substandard supplies will render the supply order liable to be cancelled and necessary action to be initiated under Public Procurement Rules.
 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 06th August,2025** which will be opened at 1130 hours on the same date.
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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. are enclosed as **Annex-A**. 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 (Molti 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	

S.#	Name of Items	Bid Quantity	Item wise Rate without GST
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	
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 white Plain Glazed (Size 10.5" x 7.75") 350 gm	01 No	
68.	File Cover white Plain Glazed (Land Scene) 300 gm	01 No	
69.	File Board Shaheen Brand or equivalent	01 No	
70.	File Flapper (Fine quality)	01 No	
71.	File IT (Transparent) A-4	01 No	
72.	File folder (large) A-4	01 No	
73.	File folder (Small) A-4	01 No	
74.	File In/Out Tray Plastic	01 No	
75.	Fountain Pen Parker	01 No	
76.	Gum Stick UHU Small (Germany) or equivalent	01 No	
77.	Gum Stick UHU Medium (Germany) or equivalent	01 No	
78.	Gum Bottle Dollar (5 oz)	01 No	
79.	Gel Pen RG-100 (0.7)	01 No	
80.	Gen Pen One business 0.6	01 No	
81.	Ink Dollar 60 ML (All Colours) or equivalent	01 No	
82.	Ink Stamp Pad Blue/ Black	01 No	
83.	Ink Cartridge Quink Parker	01 No	
84.	Insect Killer Kingston	01 No	
85.	Jainamaz Superior Quality	01 No	
86.	Lead Pencil Goldfish HB-5000 or equivalent	01 dozen	
87.	Lead Pencil Goldfish (6000 # 2 ½ Executive Black (With Rubber) or equivalent	01 dozen	
88.	Marker Compo Blue/Black (Japan) Grade.1 or equivalent	01 No	
89.	Marker Uniball Eye Fine UB-157 Blue/Black or equivalent (Original)	01 No	
90.	Marker Uniball vision elite	01 No	
91.	Marker Schneider Grade.1 Blue/Black or equivalent	01 No	
92.	Marker 70 # Dollar Grade.1 Blue/Black (9000-04) or equivalent	01 No	
93.	Marker 90 # Dollar Grade.1 Blue/Black or equivalent	01 No	
94.	Marker Board (Non-Permanent) snowman or equivalent	01 No	
95.	Magic Tape (36 Yards) USA or equivalent	01 No	

S.#	Name of Items	Bidding Quantity	Item wise Rate without GST
96.	Note Sheet Pad A-4 Size Fuda Brand 100 sheets 90g or equivalent	01 No	
97.	Orient Note book (Large)	01 No	
98.	Orient Note book (Small)	01 No	
99.	Officer Hand book (Rexene) as per sample	01 No	
100.	Offset Paper Colored A-4	01 Pkt	
101.	Paper white D.A Brand (80gm) Size (9.5" x 7.5") (500 Sheets)	01 Ream	
102.	Paper Punch Single Hole large Size (Superior)	01 No	
103.	Paper Punch Single Hole (Ordinary)	01 No	
104.	Peon Book (100 pages)	01 No	
105.	Post It Pad 2" x 1" 3M	01 No	
106.	Post It Pad 3" x 3" 3M	01 No	
107.	Post It Pad 3" x 4" 3M	01 No	
108.	Post It Pad 3" x 5" 3M	01 No	
109.	Post It Flag 3mm	01 No	
110.	Paper Clip Size 36mm	01 Pkt	
111.	Paper pin Size (1 oz)	01 Pkt	
112.	Packing Sheet Khaki (Fine Quality)	01 No	
113.	Plastic Telic Sheet 8mm	01 Meter	
114.	Plastic Folder 2 Side Open (L Type) A-4 Size	01 No	
115.	PVC Tape Roll (Large) Size 2" x 72" Yards Nichiban or equivalent	01 No	
116.	Programme Stand (A-4 Size) Plastic	01 No	
117.	Programme Stand (Landscape) Plastic	01 No	
118.	Rule Register No. 6 (imp)	01 No	
119.	Rule Register No. 8 (imp)	01 No	
120.	Rule Register No. 12 (imp)	01 No	
121.	Rule Register No. 16 (imp)	01 No	
122.	Rule Register No. 20 (imp)	01 No	
123.	Rule Register No. 24 (imp)	01 No	
124.	Reinforcement Ring OKI Brand or equivalent	01 No	
125.	Rubber Band (white) Fine Quality "Q" Brand or equivalent	01 No	
126.	Ring binder (Nokya- 1314 NK) or equivalent	01 No	
127.	Ring binder (Nokya- 075 HB) or equivalent	01 No	
128.	Summary Paper A-4 Size (AA Brand) (500 Sheets) or equivalent	01 Ream	
129.	Summary Paper A-4 (Paper One) Brand (500 Sheets) or equivalent	01 Ream	
130.	Summary Paper Legal Size (Paper One) Brand (500 Sheets) or equivalent	01 Ream	
131.	Summary Paper A-4 Size 80 gm (Local 480 Sheets)	01 Ream	
132.	Sharpener Steel Single Hole	01 No	
133.	Sharpener Plastic Superior Single Hole	01 No	
134.	Sharpening Machine KW 307-A PMP (S) or equivalent	01 No	
135.	Sharpening Machine KW 310 PMP (Medium) or equivalent	01 No	
136.	Scotch Tape 1" x 72 Yards Deer or equivalent	01 No	
137.	Scotch Tape 1" x 10" Liou/Panfix or equivalent	01 No	
138.	Scotch Tape ½" x 10" Liou or equivalent	01 No	
139.	Stamp Pad (Superior) Artline or equivalent	01 No	
140.	Stamp Pad (Superior) Color	01 No	
141.	Stablo Highlighters (Different Colours) PIANO Grade.1 or equivalent	01 No	
142.	Stapler Machine Heavy Duty 50 SB or equivalent	01 No	
143.	Stapler Machine Superior (Japan) Max HD – 50 or equivalent	01 No	
144.	Stapler Machine Superior (Small)	01 No	
145.	Stapler Machine (deli) or equivalent	01 No	

S.#	Name of Items	Bidding Quantity	Item wise Rate without GST
146.	Stapler Pin Remover Rapid or equivalent	01 No	
147.	Scissor large (Superior) (Imp)	01 No	
148.	Scissor Small (Superior)	01 No	
149.	Steel Scale (24")	01 No	
150.	Steel Scale (12")	01 No	
151.	Stapler Pin Max No. 10, Lion or equivalent	01 Packet	
152.	Stapler Pin # 15 mm ,Lion or equivalent	01 Packet	
153.	Stapler Pin # 17 mm , Lion or equivalent	01 Packet	
154.	Stapler Pin # 23/8 , Lion or equivalent	01 Packet	
155.	Stapler Pin # 23/10, Lion or equivalent	01 Packet	
156.	Stapler Pin # 23/12 ,Lion or equivalent	01 Packet	
157.	Stapler Pin # 23/15 , Lion or equivalent	01 Packet	
158.	Stapler Pin # 23/17 , Lion or equivalent	01 Packet	
159.	Stapler Pin # 23/20 ,Lion or equivalent	01 Packet	
160.	Stapler Pin # 23/24 , Lion or equivalent	01 Packet	
161.	Stapler Pin# 24/6 (Dollar) or equivalent	01 Packet	
162.	Shorthand Book (100 pages)	01 No	
163.	Shorthand Pencil	01 Dozen	
164.	File Separator Set	01 No	
165.	Talking Point Paper off-white (100 grm) Size (6.5"x8.5") (500 Sheets)	01 Ream	
166.	Talking Point Paper off-white (150grm) Size (6.5"x8.5") (500 Sheets)	01 Ream	
167.	Talking Point Jacket File cover (Fancy Card 350 grm) off-white Size (7"x9")	01 No	
168.	Talking Point Papers off-white (150grm) (6.5"x8.5") (500 Sheets)	01 Ream	
169.	Tape Stand Large Tape Size (1x72") Superior	01 No	
170.	Tape Stand Small	01 No	
171.	Tag Large Size	01 Bundle	
172.	Tag Small Size	01 Bundle	
173.	Table Set Rexene Kaligon # 5 or equivalent	01 No	
174.	Table Set (Wooden)	01 No	
175.	Table Set (Marble)	01 No	
176.	Tumbler Ordinary (OMROC/TOYO) or equivalent	01 No	
177.	Hand Sanitizer 500 ml (Best Quality)	01 No	
178.	Hand Sanitizer 250 ml (Best Quality)	01 No	
179.	Hand wash 500 ml (Best Quality)	01 No	
180.	Air Freshener (Aseel) UAE or equivalent	01 No	
181.	Car Polish (Soft-99) or equivalent	01 No	
182.	Car Polish (Cosmic) or equivalent	01 No	
183.	Duster White Metter (Superior Quality)	01 No	
184.	Duster Yellow Metter (Falalane) (Superior Quality)	01 No	
185.	Microfiber Car Cleaning Cloth	01 No	
186.	Glint (700 ml) UK or equivalent	01 No	
187.	Log Book Large Size # 6 (Vehicles)	01 No	
188.	Movement Register (300 Pages) (Vehicles)	01 No	
189.	Surf Excel (Small) 125 gm or equivalent	01 Pkt	
190.	Sun of a Gun (Dashboard Polish)	01 No	
191.	Umbrella large	01 No	
192.	Umbrella Small	01 No	
193.	USB 16 GB HP, Kingston or equivalent	01 No	
194.	Plastic Doori	01 No	
195.	Tissue Paper Box (Rose Petal) Luxury or equivalent	01 Box	

S.#	Name of Items	Bidding Quantity	Item wise Rate without GST
196.	Toilet Roll (Rose Petal) or equivalent	01 Roll	
197.	Toyota Corolla Car 2004-2008 top cover	01 No	
198.	Toyota Corolla Car 2009-2010 top cover	01 No	
199.	Toyota yaris car top cover	01 No	
200.	Honda Car top cover	01 No	
201.	Face Mask (Best Quality)	01 Box	
202.	Mineral water (bottle 19 liter) Nestle or equivalent	01 No	
203.	Lasani sheet (4ft in width, and 8ft in height)	01 No	
204.	Lamination sheet 4ft in width, and 8ft in height)	01 No	
205.	Pertal Wood (Partal Wood) - 1.5 x 9.25 inch	01 No	
206.	White Board Medium Size	01 No	
207.	White Board Small Size	01 No	
208.	Wire ducts 16x16mm (10ft)	01 No	
209.	Wire ducts 16x25mm (10ft)	01 No	
210.	Wire ducts 16x38mm (10ft)	01 No	
211.	Wire ducts 25x25mm (10ft)	01 No	
212.	Wire ducts 25x38mm (10ft)	01 No	
213.	Wire ducts 40x25mm (10ft)	01 No	
214.	Wire ducts 40x40mm (10ft)	01 No	
215.	Wire ducts 40x60mm (10ft)	01 No	
216.	Wire ducts 50x50mm (10ft)	01 No	
217.	Wire ducts 60x60mm (10ft)	01 No	
218.	Wire ducts 60x80mm (10ft)	01 No	
219.	Wire ducts 80x80mm (10ft)	01 No	
220.	Wire ducts 100x100mm (10ft)	01 No	
221.	Wire electric 3x29 Pakistan Cable or equivalent	01 Roll	
222.	Wire electric 7x29 Pakistan Cable or equivalent	01 Roll	
223.	Wire electric 7x36 Pakistan Cable or equivalent	01 Roll	
224.	Wooden Scale (Fine Quality)	01 No	
225.	Water Jug (France) or equivalent	01 No	
226.	Water Jug (Toyo or Omroc) or equivalent	01 No	
227.	Waste bin	01 No	
228.	Wall Clock (Medium Size)	01 No	
229.	Toner (original) for Photocopier Ricoh Digital-3055 Heavy Duty	01 No	
230.	Toner (original) for Photocopier Ricoh Digital-3350 Heavy Duty	01 No	
231.	Toner (original) for Photocopier Ricoh Digital-3030 Medium Duty	01 No	
232.	Toner (original) for Photo Copier Ricoh MP-1500 Digital Aficio	01 No	
233.	Toner (original) for Photocopier RICOH MP- 4002 (Type-4500-E)	01 No	
234.	Toner (original) for Photocopier RICOH MP- 5002	01 No	
235.	Toner (original) for Photocopier 2501sp	01 No	
236.	Toner (original) for Photocopier RICOH MP-3053	01 No	
237.	Toner (original) for Photocopier RICOH MP-2001	01 No	
238.	Toner (original) for Laser Jet Printer HP-1020 (12-A)	01 No	
239.	Toner (original) for Laser Jet Printer HP-1200 (15-A)	01 No	
240.	Toner (original) for Laser Jet Printer HP-1320 (49-A)	01 No	
241.	Toner (original) for HP Laser Jet 1102 (85-A)	01 No	
242.	Toner (original) for Laser Jet Printer 401 (400-80A)	01 No	
243.	Toner (original) Laser Jet Printer 2035 (05-A)	01 No	
244.	Toner (original) for Hp Laser jet Pro M102A	01 No	

S.#	Name of Items	Bidding Quantity	Item wise Rate without GST
245.	Toner (original) for Printer Hp M102 (17A & 19A)	01 No	
246.	Toner (original) for Hp 404n printer MFP (59-A)	01 No	
247.	Toner (original) for Hp Printer 107a	01 No	
248.	Toner (original)for Color Printer HP (LaserJet DW252)	01 No	
249.	Toner (original)for HP Color laser jet Cp 1515n	01 No	
250.	Toner (original)for color Printer HP 200 (201) cartage 131A	01 No	
251.	Toner (original)for color Printer Hp 150A cartage 119A	01 No	
