



PURCHASE ORDER_PDA

PO Number	0017
PO Date	8-June-2026
Subject	Stationary for the month of June

Vendor Name	ADD WISE
Vendor Address	Karachi
Status	Approved

Note:

This Purchase Order is issued with reference to your quotation dated **22 April 2026** and the subsequent approval of the **Competent Authority**.

1. Scope of Services

The Service Provider shall provide **the following license(s)**, in accordance with the agreed terms set out:

ADD-WISE ITEMS - LOT 1

S.No	Item Name	Specification	Unit	Rate (PKR)	Qty	Total (PKR)
1	Clutch Pencil	Staedtler or equiv, 0.7mm Mechanical	Each	295	5	1475
2	Color Paper	210x297mm, 80gms, 100 Sheets, Premium	Pkt	565	2	1130
3	Double Tape	Deer Brand Four Pillar or equiv	Each	225	5	1125
4	File (Slim)	Huijin or equiv QW-324A (30-35 pgs), Black	Each	150	50	7500
5	File - Box File (A4)	A-4 Size, Imported	Each	455	15	6825



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6	File - Box File (Large)	Large Imported	Each	545	15	8175
7	Glue Stick	21gm UHU or equiv, 21GM-glides smoothly	Each	595	10	5950
8	Log Book	Tayyaba or equiv, No. 3/No.4	Each	575	5	2875
9	Paper Cutter	Deli or equiv Adjustable, AL200P 18mm	Each	400	5	2000
10	Paper Ream A4 (70gm)	Double A or equiv, 70gm, A4 (500 sheets)	Each	1365	30	40950
11	Paper Ream A4 (80gm)	Double A or equiv, 80gm, A4 (500 sheets)	Each	1475	10	14750
12	Paper Ream Legal (80gm)	Double A or equiv, 80gm, Legal (500 sheets)	Each	2100	2	4200
13	Pen Stand (Crystal)	PMP P972S or equiv Crystal plastic	Each	1250	80	100000
14	Pointer (Fine liner)	Dollar or equiv, 0.3 Fine liner	Each	50	20	1000
15	Scissor	6 inch, Imported	Each	425	5	2125
16	Steel Ruler	Goldfish or equiv, 0.5-2mm thick, 300mm	Each	145	10	1450
17	Sticking Notes (3x3)	3M or equiv, 3x3 inch, Removable (Pkt 100)	Each	145	50	7250
18	Sticking Notes (3x5)	3M or equiv, 3x5 inch, Removable (Pkt 100)	Each	200	50	10000
19	Tape Dispenser	KW-3311 or equiv	Each	1225	5	6125



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20	Thumb Pin	Sun Wood or equiv 23mm, Multicolor	Pkt	195	5	975
21	Arrow Shape Sticky Note (Set of 5)	Imported	Each	175	5	875
22	Register for POL (300 pages)	Imported	Each	1725	2	3450
Total						230205
ADD-WISE ITEMS - LOT 2						
23	Extension Lead	Camelione or equiv, Imported	Each	4500	2	9000
G.Total						239205

2. Financial Terms

The **total contract cost will be calculated** as per actual services provided by the service provider. No additional charges shall be admissible beyond the approved amount unless prior written approval is obtained from the Pakistan Digital Authority.

3. Tax

All payments made pursuant to this purchase order shall be subject to such withholding or deduction on account of applicable duties, levies or taxes as provided in the application laws. The service Provider shall provide the GST registration and NTN certificates and other relevant document to the Pakistan Digital Authority.

4. Delivery and Effective Date

This Purchase Order shall be effective from **8th June 2026**.

The Service Provider shall ensure timely delivery of the services in accordance with the agreed delivery schedule and specifications to the following address:

Pakistan Digital Authority: 4th Floor, PIDC Complex, Sector F-5/1, Islamabad

5. Payment Terms

Payment shall be made upon **successful delivery, installation (if applicable), and submission of a proper invoice**, subject to verification and certification of satisfactory supply by the Pakistan Digital Authority, in accordance with applicable **Government Financial Rules**.



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6. Intellectual Property Rights

All designs, concepts, content, photographs, videos, reports, publications, and branding material produced under this Agreement shall be the exclusive intellectual property of PDA.

The Service Provider shall not use or reproduce such material without prior written consent of PDA.

7. Confidentiality

The Service Provider shall maintain strict confidentiality of all information, data, documents, prototypes and materials received from PDA. This obligation shall survive termination of the Agreement.

8. Assignment and Sub-contract

The Service Provider may assign or sub-contract any part of the Services under this Agreement. Notwithstanding any such assignment or sub-contracting, the Service Provider shall remain fully and solely responsible and liable for the performance of the Services and for all acts, omissions, defaults, or negligence of any sub-contractor or third party engaged by it. PDA shall have no liability or responsibility whatsoever in respect of any sub-contractor, assignee, or third party.

9. Governing Law & Jurisdiction

This Agreement shall be governed by the laws of the Islamic Republic of Pakistan. Courts at Islamabad shall have exclusive jurisdiction.

10. Dispute Resolutions:

Any dispute, controversy or claim arises in connection with this agreement, the parties shall first attempt to resolve it amicably through mutual consultation and negotiations.

If the dispute cannot be resolved amicably within 15 days from the date of notice by either Party, it shall be referred to arbitration. The arbitrator shall be appointed by mutual consent of the Parties; failing such consent, the appointment shall be made in accordance with the Arbitration Laws of Pakistan. The seat of arbitration shall be at Islamabad.



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11. Miscellaneous

Order of Precedence: In case of any inconsistency, the following order of precedence shall apply:

1. PPRA laws and rules
2. This Agreement/Purchase Order
3. Relevant Work Order

Amendment: No amendment or any modification of this Agreement shall be effective unless it is in writing and signed by both Parties.

Notices: All notices under this Agreement shall be in writing and delivered to the addresses mentioned herein below:

12. Other Terms & Conditions

Pakistan Digital Authority reserves the right to **cancel or terminate this Purchase Order** in case of:

- Non-performance or delayed delivery
- Breach of agreed terms and conditions
- Supply of services/subscriptions not conforming to the agreed specifications
- Failure to honor the agreed arrangement

The Service Provider shall ensure compliance with all applicable **procurement rules, contractual obligations, and applicable taxes and duties.**

Kindly acknowledge receipt of this **Purchase Order** and ensure **timely delivery of the services** as per the agreed terms.

This is a system generated report & does not require a signature & stamp.



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PO Number	0018
PO Date	8-June-2026
Subject	Stationary for the month of June

Vendor Name	JM Trader
Vendor Address	Islamabad
Status	Approved

Note:

This Purchase Order is issued with reference to your quotation dated **22 April 2026** and the subsequent approval of the **Competent Authority**.

1. Scope of Services

The Service Provider shall provide **the following license(s)**, in accordance with the agreed terms set out:

JM TRADER ITEMS - LOT 1 and LOT 2

S.No	Item Name	Specification	Unit	Rate (PKR)	Qty	Total (PKR)
1	Binder Clip (25mm)	KW-trio or equiv, DC25 (20mm x 1")	Pkt	316	10	3160
2	Binder Clip (41mm)	KW-trio or equiv, DC41 (2"), 41mm	Pkt	372	5	1860
3	Blanco Correction Pen	Picasso or equiv, Fine Metal Tip	Each	78	10	780
4	Calculator	CITIZEN or equiv, Solar Dual Power, 14-Digit	Each	1900	5	9500
5	Cell AA Batteries	Energizer or equiv Alkaline AA	Each	299	10	2990
6	Cell AAA Batteries	Energizer or equiv Alkaline, 1.50V	Each	299	10	2990
7	Drafting Pad (Small 50pg)	Alfarooq or equiv Small, Fine Quality	Each	250	100	25000



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8	Drafting Pad (A4 80pg)	Alfalah 1161 or equiv, 80gm, 297x210mm	Each	350	100	35000
9	Envelope White (14/18 Legal)	Good Quality, Cloth, 14/18, Legal	Each	61	100	6100
10	Envelope White (9x4 Pkt)	Good Quality, 9x4 (PKT OF 50), 80g	Pkt	580	3	1740
11	File Separators (Colored)	Orient or equiv, A-4, Set of 1-10	Pkt	170	5	850
12	File Transparent (A4)	Master or equiv, A320	Each	83	25	2075
13	Highlighter (Multi Colors)	PIANO Hi-Lit or equiv	Each	78	100	7800
14	Marker Board	Dollar or equiv, 140mm (blk/red/blue/grn)	Each	85	100	8500
15	Meeting Folder	Legal size, Imported, rexine	Each	1800	10	18000
16	Packing Tape	Nichibon or equiv, 3" x 100 Yards	Each	620	5	3100
17	Paper Clip (26mm)	Flower or equiv (Packet), 26MM-3	Pkt	75	2	150
18	Paper Clip (30mm)	Flower or equiv (Packet), 30MM-3	Pkt	95	2	190
19	Paper Stand (A4)	A-4 Size, High Quality	Each	1500	5	7500
20	Pen (Gel Broad 0.7mm)	M&G or equiv, Expert Gel Broad, 0.7mm	Each	165	100	16500
21	Pen (Uni Ball 0.7mm)	Uni Ball Eye or equiv, Nibe size 0.7mm	Each	490	50	24500
22	Pen (M&G Leader 0.7mm)	M&G or equiv Leader, 0.7mm	Each	165	0	0
23	Pen Ball Point (0.8mm)	Picasso Grip or equiv 0.8mm	Each	27	0	0
24	Pen Stand (Wooden Jar)	Wooden Jar, Good Quality	Each	1500	0	0



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25	Pencil	Goldfish or equiv, NO.2-1/2 HB	Each	26	100	2600
26	Pencil Sharpener	Goldfish or equiv, 2.5x1x1.5cm, Steel	Each	14	20	280
27	Marker Permanent (Dollar)	Dollar or equiv, No.70, 140mm, blk/others	Each	84	25	2100
28	Post-it Flag (Please Sign)	3M or equiv, transparent Neon, 20 sheets	Each	448	20	8960
29	Power Extension Multi Plug	5 meter wire, Voltage 240V, Bronze	Each	2500	10	25000
30	Punching Machine (Heavy Duty)	KW-trio 09670 or equiv, Heavy Duty Imported	Each	8000	2	16000
31	Punching Machine (2- Hole)	KW-trio 09228 or equiv, 2-Hole, 20 sheets	Each	1600	5	8000
32	Register No.10	Alfalsh or equiv No.10	Each	1800	0	0
33	Rubber	Pelikan or equiv, AS 40	Each	65	50	3250
34	Scotch Tape	Deer or equiv, 1" x 50 Yards	Each	230	20	4600
35	Stamp Pad	Dollar or equiv, Crystal	Each	99	3	297
36	Stapler Machine (20 Sheets)	Pollex or equiv Metal Full-Strip (20 Sheets)	Each	750	25	18750
37	Stapler Pin H-13 (13mm)	(H-13) 13mm Heavy Duty, 23/13, Imported	Pkt	93	25	2325
38	Stapler Pin (24/6)	Dollar or equiv (24/6), pack of 20, #10	Pkt	97	20	1940
39	Stapler Remover	KW Trio or equiv, 5080	Each	193	20	3860



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40	Three Pin Multi Plug Adaptor	Imported, Output Voltage 220V	Each	950	10	9500
41	USB 64GB 3.0 Steel	Kingston or equiv, up to 200MB/s Read	Each	2500	20	50000
42	Wireless Mouse	A4 Tech or equiv, stable connection	Each	3100	50	155000
43	Gum Stick Medium (35g)	Imported, M&G	Each	280	15	4200
G.Total						494947

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