

PRESIDENT'S SECRETARIAT (PUBLIC)

AIWAN-E-SADR

**TENDER NOTICE FOR SUPPLY OF OFFICE STATIONERY TONERS AND OTHERS
MISCELLANEOUS ITEMS, ETC FOR FINANCIAL YEAR 2026-27**

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 2026-27.

INSTRUCTION TO E-BIDDERS

2. Tender/Bids are invited for supply of office Stationery, Toners and miscellaneous items, by the President's Secretariat (Public), Islamabad, during the Financial Year 2026-27 through latest version of e-Pak Acquisition & Disposal System (EPADS 2.0).
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 "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. The bidder must have a **properly established and operational shop/office, along with functional telephone facilities, in Islamabad/Rawalpindi**. This condition is compulsory and shall be fulfilled by the bidder at the time of submission of the bid.
3. Tenders should be accompanied with an Earnest Money of total budget Rs.285,000/- (refundable) in the shape of Bank Draft/Pay Order in the favour of Deputy Director (General), President's Secretariat (Public), Aiwan-e-Sadr, Islamabad. **Cheques will not be accepted.**
4. 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"**.
5. Bids are required to be submitted item-wise clearly indicating rates (in Pak Rupees) against **each item.**
6. Rates will be considered without GST and shall be valid upto the end of Financial Year 2026-27 i.e 30-06-2027. The bids are invited on **need basis** and quantities are estimated.
7. Bidders are required to submit their e-bids carefully by uploading through E-PADS and any correction/alteration/overwriting will not be acceptable. Original pay order, Stamp paper and earnest money in favour of Deputy Director (General) President's Secretariat (Public), Islamabad must be submitted before closing date and time.
8. The contract shall be awarded item wise to the lowest evaluated responsive bidder(s) meeting all specifications and eligibility requirements on least cost based selection method (LCBS).
9. The Procuring Agency reserves the right, to increase or decrease the quantity of Goods originally specified in these Bidding Documents, subject to the **requirements** of the Procuring Agency.

10. Supply of best quality toners from authorized Dealership from the manufactures/Principal Suppliers shall have to be provided. If during 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.
11. Submission of incomplete documents or false Statement/documents as well as concealing of any information is liable to disqualification of the respective firm(s).
12. An Affidavit that the firm has never been blacklisted by any Ministry/ Division/ Department/ Organization of the Government is also required.
13. The successful firm(s) shall not change/revise rates during the Financial Year 2026-27 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 2004.
14. The Competent Authority reserves the right to reject all or any of the bids.
15. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended from time to time.
16. All Bids shall be uploaded on E-PADS **upto 11:00am on 06th October,2026** which will be opened at 11:30am on the same date.
