

ENGINEERING DEVELOPMENT BOARD (EDB)

MINISTRY OF INDUSTRIES & PRODUCTION

GOVERNMENT OF PAKISTAN

No.: EDB/ADMN/PROC/2026-27

TENDER NOTICE

**PROCUREMENT OF STATIONERY ITEMS, MISCELLANEOUS ITEMS, HP
PRINTER CARTRIDGES AND PHOTOCOPIER TONERS**

1. NOTICE INVITING TENDER

The Engineering Development Board (EDB), Ministry of Industries & Production, Government of Pakistan, has allocated funds for procurement of required items for the Financial Year 2026–2027.

EDB invites sealed bids from eligible and qualified firms/suppliers for the procurement of:

- Stationery Items
- Miscellaneous Items
- HP Printer Cartridges
- Photocopier Toners

The procurement shall be carried out in accordance with the **Public Procurement Rules, 2004**, and all applicable regulations, guidelines, circulars and instructions issued by the Public Procurement Regulatory Authority (PPRA) from time to time.

2. PROCUREMENT METHOD

The procurement shall be conducted through: **Single Stage – One Envelope Procedure** The contract shall be awarded to the **Lowest Evaluated Responsive Bidder** whose bid complies with all eligibility requirements, specifications, terms and conditions mentioned in this Tender Document.

3. AVAILABILITY OF TENDER DOCUMENTS AND ITEM SPECIFICATIONS

Complete Tender Documents containing detailed terms and conditions, eligibility criteria, evaluation criteria, specifications, quantities, bid forms and other relevant information shall be available from the office of Engineering Development Board (EDB) during office hours on working days.

The detailed list of required items, specifications and quantities of **Stationery Items, Miscellaneous Items, HP Printer Cartridges and Photocopier Toners** may be obtained from the EDB office.

The item list, specifications and relevant tender information may also be viewed/downloaded from the official websites of: **Engineering Development Board (EDB):** and **Public Procurement Regulatory Authority (PPRA):**

<https://www.ppra.org.pk/>

Interested bidders are advised to carefully examine all specifications, quantities, terms and conditions before submission of bids.

No claim regarding lack of knowledge of specifications, quantities or tender requirements shall be entertained after submission of bids.

4. ELIGIBILITY CRITERIA

The bidder must fulfill the following requirements:

4.1 Registration Requirements

The bidder shall provide:

- Certificate of Registration/Incorporation.
- National Tax Number (NTN) Certificate.
- Sales Tax Registration Certificate, where applicable.
- Any other registration documents required under applicable laws.

4.2 Tax Compliance

The bidder must be:

- Active Taxpayer on the Federal Board of Revenue (FBR) Active Taxpayer List (ATL) for Income Tax.
- Registered and active for Sales Tax, where applicable.

Documentary evidence shall be submitted along with the bid.

4.3 Relevant Experience

The bidder shall provide:

- Minimum three (03) years' experience in supply of similar goods.
- Copies of relevant purchase orders/contracts, where required.

4.4 Non-Blacklisting Certificate/Affidavit

The bidder shall submit an affidavit on judicial stamp paper confirming that:

- The firm has not been blacklisted, debarred or suspended by any Government Department, Autonomous Body, Public Sector Organization or PPRA.
- The firm is not involved in any arbitration or litigation with any Government Department/Agency which may affect its ability to execute the contract.

4.5 Authorization

The bidder shall submit authorization documents where required for supply of branded items such as HP printer cartridges and photocopier toners.

5. Bid security

Each bid shall be accompanied by Bid Security amounting to:

2% of the total quoted bid value

The Bid Security shall be submitted in the form of:

- Pay Order; or
- Demand Draft; or
- Call Deposit Receipt (CDR)

in favor of: **Engineering Development Board (EDB)** Bids received without Bid Security or with insufficient Bid Security shall be rejected as non-responsive.

6. Bid Submission Procedure

The bidders shall submit their sealed bids clearly marked:

“Tender for Procurement of Stationery Items, Miscellaneous Items, HP Printer Cartridges & Photocopier Toners for FY 2026–2027”

Bids must reach the office of the undersigned on or before:

Date: 28 September 2026 Time: 11:00 AM

In addition, bidders are required to submit their bids online through the PPRA e-PADS 2.0 system within the prescribed deadline. Bidders shall ensure that their online bids are successfully submitted on e-PADS 2.0 before the closing date and time. Bids not submitted through e-PADS 2.0 within the prescribed deadline shall not be considered.

6. OPENING OF BIDS

The bids shall be opened on the same day at: 11:30 AM

in the presence of bidders or their authorized representatives who choose to attend.

7. BID VALIDITY PERIOD

The bid shall remain valid for: **90 Days** from the date of opening of bids.

8. EVALUATION OF BIDS

The bids shall be evaluated under the following criteria:

Mandatory Evaluation (Pass/Fail)

- Complete submission of bidding documents.
- Valid registration documents.
- Active taxpayer status.
- Submission of required Bid Security.
- Compliance with specifications.
- Acceptance of tender terms and conditions.

Only substantially responsive bids shall be considered for financial evaluation.

The contract shall be awarded to the **Lowest Evaluated Responsive Bidder** in accordance with PPRA Rules, 2004.

9. PRICE SCHEDULE

The bidder shall quote rates against each item provided in the item list.

The quoted prices shall include:

- Cost of goods.
- Packing charges.
- Transportation charges.
- All applicable taxes and duties.

The bidder shall clearly mention applicable taxes separately.

10. DELIVERY PERIOD

The successful bidder shall supply the ordered items within:

Fifteen (15) Calendar Days from the date of issuance of Award of contract.

Failure to supply within the stipulated period may result in penalties/liquidated damages as per the terms of the contract.

11. INSPECTION AND ACCEPTANCE

EDB shall inspect all supplied items after delivery.

The supplier shall provide:

- New and unused items.

- Genuine/original products.
- Items strictly according to approved specifications.

Defective, damaged or non-compliant items shall be replaced by the supplier at its own cost.

12. PAYMENT TERMS

Payment shall be processed after:

- Complete delivery of ordered items.
- Inspection and acceptance by EDB.
- Submission of invoice and supporting documents.

No advance payment shall be made.

13. PERFORMANCE SECURITY

The successful bidder shall furnish Performance Security, if required, up to **10% of the contract value** in accordance with the Tender Documents and applicable PPRA Rules.

14. TAXES AND GOVERNMENT DEDUCTIONS

All applicable Federal and Provincial taxes shall be deducted at source according to prevailing Government rules.

15. GENERAL TERMS AND CONDITIONS

1. EDB reserves the right to accept or reject any or all bids in accordance with **Rule 33 of the Public Procurement Rules, 2004.**
2. EDB may increase or decrease quantities according to actual requirements.
3. Conditional bids shall not be entertained.
4. Any false information, forged documents or attempt to influence the procurement process shall result in disqualification.
5. The supplier shall be responsible for timely delivery and quality of supplied items.

All matters shall be governed by the laws of Pakistan and applicable PPRA Rules.

**LIST OF STATIONARY/MISCELLANEOUS/ELECTRICAL, ITEMS, AND
PHOTOCOPIER/HP LAZER JET TONERS FOR THE YEAR 2026-2027**

STATIONERY ITEMS

S.No	Description	Qty.	Rate	Grand Total
1	Ballpoint Executive (Unibal fine eye) Blue+ Black,	06pkt		
2	Ball points (Piano Point 0.8mm) Blue+ Black	50pkt.		
3	Box File (Alpha) Black(No 929)	300Nos		
4	Binder clips 19 mm	10pkt		
5	Binder clips 41 mm	10pkt		
6	Blanco	36Nos		
7	Cash Book Nos.4	03Nos		
8	Drafting pads Large A-4 Size (Alfalah No 1234)	80Nos		
9	Drafting pads Small Size ring (No,DPS-MS100 Lucky	100Nos		
10	Eraser al-30	30 Nos		
11	Envelopes Brown File size. ("10 x15" Century).	500Nos		
12	Envelopes Brown A-4 size. (10x12 Century).	2000Nos		
13	Envelopes Brown Small size (11x5 Century).	2,000Nos		
14	File boards A-4	300Nos		
15	File Flapper	100Nos		
16	File Tag	12pkt		
17	Glints	12Nos		
18	Gum Stick small	50Nos		
19	High Lighter (Yellow)	80Nos		
20	Lead pencil.	40 pkts		
21	Loge Book for Vehicle	6Nos		
22	Marker dollar permanent	12Nos		
23	Marker for white board	12Nos		
24	Packing tape 2 x 72 mt	12Nos		
25	Paper clips v shape large size	60pk		

26	Paper cutter large (SDI 0432)	06Nos		
27	Paper Punch Single Hole	06Nos		
28	Paper Punch Two Hole	06Nos		
29	Posit it pads(yellow chit pad) Large Size	60Nos		
30	Paper reams Legal size 80gsm (copy mate plus) 500sheets.	25Nos		
31	Paper ream Legal size Green 80gsm Double A	15Nos		
32	Paper reams A-4 size 80gsm Double- A, Paper one and (Copy mate Plus) 500 sheets	400reams		
33	Ring File A-4 Size (D-Ring Nokya. 084)	100Nos.		
34	Ring File A-4 Size (D-Ring Nokya 073)	100Nos		
35	Register dak receiving No.08	04Nos		
36	Scissor (Large size)	06Nos		
37	Scotch Tape.	60Nos		
38	Separators Sets plastic (10 each set)	80sets		
39	Sharpener steel	18Nos.		
40	Stapler pins Dollar 6/24	50box		
41	Stapler machine (Fuji HD-30)	12Nos		
42	Stapler remover	06Nos		
43	Scale Steel (1 feet)	12Nos		
44	Stamp Pads (Dollar)	06Nos		
45	Tape dispenser (kw)	06Nos		
46	White card A-4 size	12pkts		
47	Waste Bask it	06Nos		
	Sub Total			
	18% GST			
	Grant Total			

OFFICE SUPPLIES / MISCELLANIOUS ITEM

S. No	Description	Qty. Required	Rate	Grand Total
48	Air freshener (Cobra Holland brand original)	60Nos		

49	Duster cloth (White)	250Nos		
50	Tissue box (Rose petal Pop-Up) Soft & Gentle (150x2 ply tissues)	350Nos		
51	Tissue Roll (Rose petal double pley)	100Nos		
52	Phenyl perfumed (Finial) 3-Itr each bottle.	80Nos		
53	Vim-1liter	24liter		
54	Dove (liquid Hand Wash)	24Nos		
55	Sop Lux Large	100Nos		
56	Insect killer (Morten 500ml)	6Nos		
57	Cell (AA)	3 Box		
58	Cell (AAA)	3 Box		
59	Sweep Large	100Nos		
60	Harpic Large	24Nos		
61	Acid (Thezab)	100Nos		
62	Wiper	06Nos		
63	Puchara	12Nos		
64	Broom (Bansi)kg	20kg		
65	Broom (Flower)	12Nos		
66	Toilet Brush	6Nos		
	Sub Total			
	18% GST			
	Grant Total			

TONERS FOR PHOTOCOPIERS

S. No	Description	Qty. Required	Rate	Grand Total
67	Toner for photocopiers XE-5855 (Original)	05Nos		
	Sub total			
	18% GST			
	Grant Total			

**TONERS FOR HP LASER JET PRANTER (ORIGINAL) CHINA ONE YEAR
WARRANTY**

S. No	Description	Qty. Required	Rate	Grand Total
68	Toner for HP Laser Jet 49A (1320)	2Nos		
69	Toner for HP Laser Jet 2015 (53 A) original HP Black)	02Nos		
70	Toner for HP Laser Jet (05A) original HP Black	06Nos		
71	Toner for HP Laser Jet 85A (1102)	02Nos		
72	Toner for HP Laser Jet 79-A M12A	02Nos		
73	Toner for HP Laser Jet 55-A (P-3015 original HP Black)	02Nos		
74	Toner for HP Laser Jet PRO 48A (404dw original HP Black)	02Nos		
75	Toner for HP Laser Jet PRO 44A M15a- (Original HP Black)	16Nos		
76	Toner for HP Laser Jet PRO m304-305-(59A) (Original HP Black)	06Nos		
77	Toner for HP Laser Jet PRO 107-A (Original HP Black Black)	06Nos		
78	Toner for HP Laser Jet 236-A (Original HP Black) 136	16Nos		
79	Toner for HP Laser Jet -76-A (Original HP Original)	04Nos		
80	Tonar for HP Lazer Jet 151 (4003,4103) Original	02Nos		
81	Tonar Epson L1850 series color	02 Set		
	Sub Total			
	18% GST			
	Grant Total			
