



OFFICE OF THE
DIRECTOR GENERAL
FEDERAL INVESTIGATION AGENCY
ISLAMABAD.

No. FIA/Academy/store/2025-26/

Dated. 10-02-2026

To,

The Director (MIS).
Public procurement Regulatory Authority,
Islamabad.

Subject Tender Documents of Stationary, Others, and Computer Stationary FIA Academy

1. Kindly refer to above cited subject and find enclosed here with tender documents of FIA Academy with request to publish tender w.e.f 11-02-2026 as per ppra rule.
2. It further submitted that Tender fee enclosed vide AGPR cheque No A0327426 dated 28-01-2026 according to rupees 30000/-.

Encl: As above



(S.M. AMMAR YASER)

Assistant Director (Accounts)
FIA Academy, Islamabad

(S.M Ammar Yaser)
Assistant Director Account
FIA Academy Islamabad

Date: 11/20/2026

File اکاؤنٹ نمبر کا نام CNPRA

PK H A B B 0 0 204 5 4 10001 B 1 0 0 1 0 0 7

Agency: PKR USD EURO GBP JPY Others Intercity Within city Same Branch

Credit Card No. - - - - -

BANK / BRANCH		CHEQUE / INSTRUMENT NO.	AMOUNT
Bank AL Habib Limited		10054503	32,500/-
PAF Complex Branch			
Islamabad			
TOTAL AMOUNT			32,500/-

Total Amount in Words: ~~thirty two thousand five hundred only~~ بلع

Commission (if any)

Depositor's Name: Ms. Nawaz

Contact No.: 030/15460518007

Depositor's CNIC No.: 61101-6139236-1
(For non-HBL/Walk-in Customers. Also attach CNIC Copy)

Depositor's Account No.:
(For HBL Customers / Account Holders)

Other Bank Cheque Deposit

Branch: 1853-ISLAMABAD-G-9/4 INDU

From Account: XXXXXXXX

Account Name PK17HABB0004540013100701

Amount *****30,000.00 PKR

Charges *****.00 Date' 2026-02-12

Teller AOT2 Time 11.25.22.496000

Received By: وصول کنندہ Depositor's Signature دستخط جمع کنندہ

(As per Terms & Conditions on reverse) (Not official unless validated)

33853477

TENDER DOCUMENTS

**PROCUREMENT OF STATIONARY, COMPUTER
STATIONERY & MISCELLANEOUS ITEMS FOR
FIA HQ DURING FY 2025-26.**

**FEDERAL INVESTIGATION AGENCY (FIA)
ACADEMY HEADQUARTERS**

FINANCIAL PROPOSAL

CATEGORY -A: STATIONERY A03919

S.N	Name of Item	Quality Required	Specification	Quantity Required	Per Unit Rate offer by Bidder with all taxes	Total
1.	Account register 8Number	Important Quality	Legal, 80 grams, 500 pages imported/as per sample	03		
2.	File Tags	A4/AK or equivalent	Best Fine Quality	50 Bundles		
3.	Stapler big	Deli or Equivalent	Book or register stapled	02		
4.	Stapler Pins Large	dollar	M&G expert gel pen Broad 1.0mm/ Pack of 10}	10 pkt		
5.	Ball Points (blue, black, red)	Fine Quality	Ball Point Pen Deli 0.7mm (Pack of 10 Pcs)	150 Pkts.		
6.	Peon book	Fine Quality	Legal, 80 grams, 500 pages imported/as per sample	06		
7.	Stock Registers	Fine Quality	Legal, 80 grams, 500 pages imported/as per sample	05		
8.	Double Hole Punch	Fine Quality		02		
9.	Single Hole Punch	Fine Quality		10		
10.	Dairy Register	Fine Quality	Legal, 80 grams, 500 pages imported/as per sample	05		
11.	Flip Chart	Fine Quality		200		
12.	Chart paper Multi-color	Imported Paper	Multi colour	200		
13.	Post it Pad (Yellow)	Fine Quality		50		
14.	Water Dumber	Fine Quality		05		
15.	Stamp Pad Ink	Dollar or equivalent	Dollar Dry-Erase mcker	10		
16.	Dispatch register	Fine Quality		05		
17.	Ink Removers	Fine Quality		20		
18.	File Board	Local	Punch Machine Single Hole 7 Inch	300		
19.	Gum Bottle	Huhua or equivalent	Size No.03	24		
20.	USB (16 GB)	hp		12		
21.	Envelops (9x4) Printed	Fine Quality		5000		
22.	Envelop (11x5) Printed	M & G or equivalent	5 colors 1 pack (100 sheets) Dimensions: 48x12 mm	1000		
23.	Envelop (File Size) Printed	Fine Quality	Deli-0326 Compatible Stapler Pin: 24/6 Capacity: 25 Sheets or more	1000		
24.	Dak Folder	Deli or equivalent	Size: 24/6 1000 pcs in a box.	06		
25.	Green Hand Folder	F/A printed Fine Quality		12		
26.	Paper Clip	Good Quality		50 box		

27.	Hand Note Books dairy	Fine Quality	FIA printed Fine Quality	24		
28.	Paper Pins	Lucky Important Quality		50		
29.	Gum Stick Medium	UHU or equivalent	stander	36		
30.	Led Pencils	Al-Innan Imported Quality		06 Pkts.		
31.	Uni Ball Point (Blue, Black)	Uniball Fine Deluxe or equivalent	Uniball Fine Deluxe Water Proof Pen UB-177 (Pack of 12)	10 pkts		
32.	Sharpener	Dux or equivalent		24		
33.	Stapler Machine Medium	Fine Quality	With Staple remover	24		
34.	Scale Steel	Fine Quality	As per sample	12		
35.	File cover printed	FIA printed Fine Quality	As per sample	1000		
36.	Certificate folder	Double grass printed FIA /logo Fine Quality	As per sample	200		
37.	Whitener Fluid Pen	Lucky Important Quality		10 Box		
38.	Stamp Pad (Blue, Black)	Lucky Important Quality	As per sample	20		
39.	Log Book	Fine Quality	As per sample	03		
40.	Multi-Color Flags	Fine Quality		10		
41.	FIA Shields	printed FIA /logo Fine Quality	As per sample	50		
42.	Permanent Marker deferent colures	Mercury or equivalent		10 pkt		
43.	Masking tap	Fine Quality		20		
44.	Balloons deferent colures	Fine Quality		10 pkt		
45.	Thump pins	Fine Quality		10 pkt		
46.	White board duster	Fine Quality		10		
47.	Attendance note book	Fine Quality		05		
48.	Paper rim	A4 Double A	80 gram	50		

CATEGORY-B: MISCELLANEOUS ITEMS A03970

S.N	Name of Item	Quality Required	Specification	Quantity Required	Per Unit Rate offer by Bidder with all taxes	Total
49.	Air Freshener	Air Wick	Lavender/Citrus and other Flavor, 250 ml	24		
50.	Mosquito Spray	Morten	Sulfon & Ouch Flavors, 300 ml	24		
51.	Anti-Termite Spray	Best quality	550 ml	05		
52.	Surf ½ kg	Excel				
53.	Vim 1/2 kg	Lemon Max	Heavy Duty	24		
54.	Hand Wash Liquid bottle	Dettol Liquid Hand Wash	Light Duty	24		
55.	Led Bulb	Rose Patel or equivalent	Plastic	15kg		
56.	Cell AA Toshiba	Toshiba original	Pop-Up 150 x 2 Ply AA, 1.5 V,	24		
57.	Cell AAA	Toshiba original	AAA, 1.5 V, Genuine	10pkt		
58.	HD/MA Cable 15 feet	Best quality	AAA, 1.5 V, Genuine	15pkt		
59.	Socket/Button	ching		03		
60.	Led Bulb 12 Watt	Osaka		02 pkt		
61.	Osaka Tape	Best quality		18		
62.	Door Bell with button	Fine Quality		05		
63.	Tissue Box	Rose petal	Double gross	100		
64.	Light Plug	ching	Double core 23/76	10		
65.	Power Plug	ching	-	10		
66.	Mult Show	Fine Quality	-	10		
67.	Electric Show	Fine Quality	Heavy Duty	12		
68.	Extension Lead	Important Fine Quality	-	18		
69.	Door Locks	Fine security Quality	311 Gram	20		
70.	Mike Batteries	Dash Board Spray	As per sample	18		
71.	Wire 7/29	Fast or muzafar	Double core 23/76	05		
72.	Wire 7/36	Fast or muzafar	Double core 23/76	05		
73.	Wire 3/29	Fast or muzafar	Double core 23/76	05		
74.	Wall clock	Cable or equivalent	Double core 23/76	05		
75.	Screw ½-1/3-1/4	Fine Quality		03		
76.	Steel Nails ½-1/3-1/4	Fine Quality		02 pkt		
77.	Duster cloth	Fine Quality		02pkt		
78.	LED Tube Lights	Osaka		200		
79.	Soap	Dettol		100		
				24		

S0	Hi Jan Tissue	Fine Quality		24		
S1	Face Mask	Fine Quality		05 pkt		
S2	Presentation Clicker	Logitech		05		

Note: The bidders must provide the samples of stationery items with technical proposal.

CATEGORY-C: COMPUTER STATIONERY A03955

I. HP CARTRIDGES (ORIGINAL)

S.N	Name of Item	Specification	Quantity Required	Per Unit Rate offer by Bidder with all taxes	Total
S3	Toner printer 19A	HP Original	02		
S4	Toner printer 79A	HP Original	08		
S5	Toner printer 76A	HP Original	02		
S6	Toner Printer 415 Multi color set	HP Original	02		
S7	Toner Printer 255A	HP Original	02		
S8	Toner printer 85A	HP Original	04		
S9	Toner Photo copier	Canon 2545	04		
90	Toner Ricoh	Original 203	04		
91	Key board (Dell)	HP Original	04		
92	Mouse (Dell)	HP Original	04		
93	Mouse pad	HP Original	04		

GENERAL TERMS AND CONDITIONS

Public Procurement Regulatory Authority Rules 2004 will be applicable.

1. The firm must provide the NTN, GST and Active Tax Payer Certificates with technical proposal.
2. The Income Tax and General Sale Tax will be deducted at the time of payment of bill as per rules.
3. The bidding firm must provide an affidavit on stamp paper that the firm is not blacklisted with technical proposal.
4. The bidder must provide the sealed samples of Stationery, Computer Stationery & Miscellaneous items with technical proposal. The bid without samples shall not be entertained.
5. The bidding firm must provide the bank draft/pay order of any schedule bank @ 3% (refundable) of the total value of quoted items in favour of Director/Training FIA Academy. Islamabad.
6. Bid money of the unsuccessful bidders will be returned as soon as the scrutiny of the tenders is completed. However, Bid money of the successful bidders will be retained until the contract is finalized. Bid money will be forfeited in case the quotation is withdrawn before the expiry of its validity date.
7. The announcement of technically rejected firms will be floated at PPA & FIA websites and financial bids of technically qualified firms only will be considered for the "Financial Bid Opening" process.
8. Supply order shall be placed according to the requirements of the department and availability of budget. Quantity of required items may be increased or decreased by the purchaser at any time. The supplier undertakes to have no objection and right to appeal for any change in the quantity of supply order.
9. The supplier shall deliver the items at Store Branch FIA Academy., Sector G-9/4, and Islamabad from the date of supply order within the time period prescribed in the supply order.
10. The Supplier clearly undertakes that supply will be completed within the time period mentioned in the supply order and the supplied items would be exactly as per approved specifications, samples, quality and absolutely free from the all sort of defects.
11. Inspection Committee FIA shall examine and inspect the supplied items at FIA Academy.

warranty/Guarantee (if applicable) of the items as prescribed by the manufacturer shall be from the date of supply. Any kind of immature mortality of items within warranty period shall be replaced by the supplier free of cost.

The amount mentioned in the supply order shall be processed immediately after delivery and inspection of items subject to availability of the funds.

The quoted rates shall be valid till 30th June 2026. All taxes and duties shall be paid by the supplier. However, any change in current taxes / duties by the Government shall be adjusted in the rate accordingly to which the supplier shall have no objection and no right of appeal.

17. If the firm breaches any of the clause of the tender documents/ signed agreement or failed to complete the supply as per approved specification & required standard within the stipulated time period mentioned in the supply order, the department reserves the right to adopt any or all of the following options:

- i. Accept the supply by imposing the liquated damages charges @ 2 to 5% per month total cost of the awarded tender.
- ii. Forfeiture of the earnest money (The firm shall be bound to revalidate the earnest money (if required)).
- iii. Blacklisting of the firm.
- iv. Confiscation of the supplied items.

18. The bidding firm must provide an undertaking on letter head that the firm has agreed all the terms & conditions mentioned in tender documents.

19. The tender closing date and time 02-03-2026 at 11AM
The tender opening date and time 02-03-2026 at 11:30AM

(S.M. Asim Yaser)

Assistant Director Account
FIA Academy Islamabad

FAR Contact

9041347

میرزا عابد نیاز

Annex-A

(SPECIMEN)

ACCEPTANCE OF TERMS & CONDITIONS CERTIFICATE BY THE BIDDER

It is undertaken that M/S _____ have carefully read the tender documents including all terms and conditions for participating in the tender of Federal Investigation Agency (FIA) HQ, Islamabad. M/S _____ hereby accepts and agrees to abide by all terms & conditions.

Sign of authorized person _____

Address _____

Telephone No(s) _____

Fax No(s) _____

Mobile No(s) _____

Stamp of the firm _____

1. **TECHNICAL BID DOCUMENT REQUIRED**

1	NTN Certificate
2	GST Certificate
3	Affidavit original on stamp paper that firm is not blacklisted.
4	Active Tax payer Certificate.
5	A certificate on firm's letter head that the firm has accepted all terms & conditions mentioned in tender documents. (Prescribed Format is given in tender documents (Annex-A))
6	Vendor details of AGPR (i.e. Vendor Number, Bank A/C, Branch Name) on firms letter head.
7	All the documents must be verified by the firm with proper stamp & signature.
8	The bidding firm must provide samples of stationery, computer stationery and miscellaneous items with technical proposal.
9	Any other document mentioned in tender documents.

2. **FINANCIAL BID DOCUMENTS REQUIRED**

1	Financial offer as prescribed format given in tender documents.
2	Pay order original @ 3% of total value of participated items.
3	The quoted rates should be inclusive of all taxes.
4	Any other document mentioned in tender documents.



(S.M Amir Par Yaser)
 Assistant Director Account
 FIA Academy Islamabad

EVALUATION CRITERIA

Technical Evaluation Criteria	Technical Evaluation will be carried out by two stage procedure as follows: i. Initial Screening of Documents, ii. Detail Technical Evaluation Process. i. Initial Screening of Documents: At initial stage all the required documents as mentioned in tender documents will be checked by the Technical Committee. The bids with incomplete documents shall be rejected at initial stage. The bids with complete documents will be evaluated in detail technical evaluation process. ii. Detail Technical Evaluation Process: In second stage the detail specification and samples of the items will be checked by the Technical Committee. The bids having compliance of specifications and samples will be considered for financial opening process.
Financial Evaluation Criteria	The financial bids of technical qualified firms will be opened only. The required earnest money will also be checked in financial process. Shortlisting of the technically qualified lowest bidder for consideration of awarding of the tender.

(S.M. Ammar Yaser)

Assistant Director Account
FIA Academy Islamabad