



**GOVERNMENT OF PAKISTAN
OFFICE OF THE DIRECTORATE GENERAL
OF DNFBPs, ISLAMABAD,
6TH FLOOR, RTO Building, Plot No. 30 Mauve Area, G-9/1,
Islamabad**

TENDER DOCUMENT

C.No.01(45)DD(DNFBPs)/2025

FINANCIAL YEAR: 2025-2026

FOR PROCUREMENT OF OFFICE STATIONERY

NAME OF FIRM M/S _____

**FURTHER TO OUR ADVERTISEMENT IN THE PPRA FOR PROCUREMENT OF
OFFICE STATIONERY ITEMS YOU ARE INVITED TO SUBMIT YOUR BIDS IN
THE LIGHT OF DETAILS GIVEN BELOW**

1. **CONTRACT**

The Contract shall mean the agreement entered between the parties i.e. "Purchaser" (Directorate General of DNFBPs, Islamabad) and "Seller" (Bidder).

2. **DETAILS OF ITEMS**

As per Annexure-A.

3. **RECEIPT AND OPENING OF TENDER**

Tenders should be uploaded on EPADS 2.0 on or before 26-05-2026 by 1:00 p.m. The bids will be opened on same day in the presence of the bidders or their representatives electronically at 2:30 p.m. In case of Government holiday next working day will be considered.

For any clarification or further information, the bidders may contact Member Purchase Committee Office of the Directorate General of DNFBPs, Islamabad on Phone No. 051-9106602.

4. **RATE**

Bidders should quote their rates in Pak Rupees inclusive of Sales Tax and other Government Taxes (Where applicable). Rates will be valid for one year up to 30.06.2026.

5. **BID SECURITY**

Bid may be accompanied with call deposit at the rate of 5% of the bid price as earnest money in favor of Drawing & Disbursing Officer, Directorate of DNFBPs, Islamabad.

6. **BID VALIDITY**

Bids shall be valid for a period of 30 days after its receipt.

7. RIGHT RESERVED

The Purchase Committee reserves the right to accept/reject any or all tenders without assigning any reason. The competent authority reserves right to increase/decrease the quantity of staff /items mentioned in the tender.

8. DISQUALIFICATION

Offers are liable to be rejected if there is any deviation from any instruction as laid down in the bid documents i.e.

- ❖ Tender submitted without EPADS 2.0.
- ❖ Tender submitted without earnest money.
- ❖ Affidavit of firm for Non-Blacklist
- ❖ Offers received after specified date and time.
- ❖ Offers received without any of documents required in tender.
- ❖ Concealment, misstatement etc.

9. EVALUATION

All the bids submitted would be evaluated by a committee constituted by the Competent Authority. Criteria of evaluation will be bidders experience, reputation, and compliance to specification and rate. Sample may also be submitted where required.

10. SUPPLY

Supply will have to be made within one week of issuance of supply order.

11. TERMS OF PAYMENT

- ❖ The payment will be made in full after satisfactory delivery of the goods against invoices.
- ❖ Income tax and sales tax at source will be deducted as per rules/order in vogue.

12. GENERAL INFORMATION

- ❖ Company Name & Address.
- ❖ Year of establishment in Pakistan
- ❖ List of the other products marketed by the company.
- ❖ Offices in Pakistan

(SOHAIL AKHTAR KHAN)
MEMBER PURCHASE COMMITTEE

Directorate General of DNFBPs, Islamabad

ANNEXURE "A"

OFFICE STATIONERY ITEMS	
S.No.	Item Name
1	Paper (A4 Size) 80gm Imported
2	Paper (Legal Size) 80gm Imported
3	Ball Point (0.8 mm)
4	Calculator-12 Digit (Large)
5	Demand & Collection Register 100 pages (as per sample)
6	Diary Register No 08
7	Dispatch Register No 08
8	Draft Pad A4 Size 100 pages Rough
9	Envelop 9x4 (white)
10	Envelop legal size (Cloth) (White)
11	Envelop Legal Size (White)
12	Envelops A4 (White)
13	Envelops Legal size (Khaki)
14	Eraser
15	File Board Legal Good Quality
16	File covers (As per sample)
17	File Flapper
18	File Tag
19	Fluid Pen
20	Foot Scale Steel Fine Quality
21	Gel pen Dollar
22	Gum Stick Medium Size
23	Highlighter (Different Color)
24	Lead Pencil
25	Marker Permanent (Blue/ Black)
26	Note Sheet Pad 100 Pages A4 Size (80 gm Imported)
27	Officer Pen Schneider One Business 0.6mm imported
28	Officer Table Set Fine Quality Rexine
29	Paper Clip (26 mm)
30	Posted Flag (colored)
31	Punch Single Hole heavy duty Superior Quality
32	Register (16 No) Fine Quality white pages
33	Stamp Pad
34	Stamp Pad Ink
35	Stapler (Medium Size) Superior Quality 24/6
36	Stapler Pin (24/6) (Pkt)
37	Stapler Pin Remover
38	Stock Register No. 06