

F. No. 1(1)GA/2026
GOVERNMENT OF PAKISTAN
MINISTRY OF KASHMIR AFFAIRS, GILGIT-BALTISTAN AND
STATES AND FRONTIER REGIONS
ROOM No.14, GROUND FLOOR, S-BLOCK, PAK SECRETARIAT,
ISLAMABAD

TENDER NOTICE

Sealed Tenders are invited from well-reputed firms/contractors for
Category-A:- supply/purchase of Stationery, Computer Stationery, Misc/Others, Printing & Publication Items. and
Category B:- Multicolor display of Printing Work for Fairs & Exhibition:- Youm-E-Isthal, Black Day, Kashmir Solidarity Day and any other special task), during the financial year 2026-2027, according to the following terms and conditions.

TERMS & CONDITIONS

- a) A signed set of tender documents can be obtained from the office of undersigned which can be collected during the office timing @ of Rs.3,000/- (non-refundable).
- b) The bidders/firms should be well established and registered for GST based in Islamabad/Rawalpindi and having minimum experience of **3 years for category (A) & 8 years for Category (B)** in relevant field.
- c) The owner of Firms / Individual must be Active Tax Payer and listed in the Federal Board of Revenue (FBR) active tax payer list and also possess valid vendor number in AGPR.
- d) The owner of Firms / Individual must have their office / warehouse in Islamabad / Rawalpindi
- e) The bidders/firms will be bound to supply all items according to the rates given in the tender during the financial year 2026-2027 without raising the rates.
- f) The bidder will be required to submit a Call Deposit/Pay Order equal to Rs.600,000/- for **Category-A** :- Stationery, Computer Stationery, Other / Misc & Printing & Publication and Rs.3,000,000/- for **Category-B** regarding Printing Work (Fairs & Exhibitions) in the name of DDO, KA,GB and SAFRON Division, Islamabad (refundable) as a security deposit failing which tender will not be accepted. Call deposit of successful bidder will be kept as performance security which will refundable after the closure of Financial Year 2026-2027.
- g) In case of having contradictory statement, the bid will be technically rejected.
- h) The bidder shall quote the price in PKR.
- i) The bidders/firms should also provide a certificate/affidavit on Stamp paper not less than Rs.200/- that their firms are not black listed by any of the Departments/ Ministries and that no litigation is pending in any Court of Law against them.

- j) If the items are found sub-standard or less in quantity or if not provided in time the competent authority reserves the right to cancel the contract/tender partially or wholly during the financial year 2026-2027 including forfeiture of security deposit and black listing as per PPRA Rules 2004.
- k) The documentary evidence to be submitted in technical proposal for the purposes of qualification and technical evaluation shall be as specified in the evaluation criteria for **Category-B**, technical specification etc.
- l) Bid shall remain valid for a period of 120 days, after opening of bid, as specified a bid valid for short period shall be rejected by the procuring agency as non-responsive.
- m) All bidding documents to be duly attested (signed and stamped) by the authorized person of bidder.
- n) The envelopes shall marked as “Financial Proposal” and “Technical Proposal” in bold and legible letters to avoid confusion.
- o) Bids must be submitted by the bidder and received by the procuring agency at the address, time and date specified in the invitation to bids.
- p) Any bid received by the procuring agency after the deadline (11:00 AM) for submission of bids prescribed by the procuring agency shall be rejected and returned unopened to the bidder.
- q) The procuring agency shall initially open “**Technical proposal**” and after evaluation of technical proposal “**Financial Proposal**” also be open in same day in the presence of bidders. The bidders shall sign the attendance sheet as evidence their attendance.
- r) The firms will be bound to bear transportation charges for delivery of tender items during the Financial Year 2026-2027.
- s) Prices/rate should be submitted on original tender documents issued by Ministry. Prices / rates on letter head of firms will not be considered **or rejected**.
- t) Evaluation of bids will be done on the basis of items wise lowest bids / rate per unit including all taxes, subject to assessment of quality by purchase committee. Samples as required items as mentioned in list of **Category-A** and all items of **Category-B** must be provided.
- u) The owner of Firms/Individual must have their own printing press / warehouse in Islamabad/ Rawalpindi (**for Category-B**).
- v) Bidders/firms are required to attach at least three work orders having minimum worth of Rupees fifteen million yearly showing relevancy of similar work done in respect of Printing Work (Fairs & Exhibitions) **for Category-B**.
- w) The publicity material (i.e. Panaflex Steamers, Banners, Flags etc.) the bidder/firm will be bound to install/**display**/ remove on its own resources on the instruction of Ministry of KA,GB & SAFRON and will be handed over to Ministry’s Store after completion of every event (**for category-B**).

- x) The documentary evidence to be submitted in technical proposal for the purposes of qualification and technical evaluation shall be as specified in the evaluation criteria, technical specification etc **(for Category-B)**.
3. Interested parties may send their bids in sealed cover for each / both category **(Technical and Financial bids separately)** at the following address latest by **9th July, 2026 at 11:00 AM**, which will be opened on the same day **at 11:30 AM** in **the Committee Room**, Ministry of Kashmir Affairs, Gilgit Baltistan and States and Frontier Regions, 1st Floor, R-Block, Pak Secretariat, Islamabad. The bidders or their authorized representatives may attend the tender opening process / meeting.
4. Bids should be submitted through PPRA, E-Procurement portal- e-Pads at (www.eprocure.gov.pk) / e-Pads and tender documents in original should be submitted in Ministry before closing of tender opening / closing date.
5. Further any query / guidance about tender process may be call to the Section Officer (GA) 051 920144 & 03348709590 before tender opening process, please.

-sd/-
(Khan Abdul Qadoos Khan)
Section Officer (GA)
051-9201447
0334-8709590

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TECHNICAL EVALUATION CRITERIA FOR CITY BRANDING / PRINTING WORK
REGARDING CATEGORY-B

- **Total Marks 100**
- Minimum Qualification Score is 65
- Firm Must provide verifiable evidence / proof

S. #	Parameters against which technical evaluation for branding shall be done	Total Scoring	Scoring brackets	Total marks obtained
1	Capability and profile of the firm	20		
i.	The bidder must have one office in Islamabad or Rawalpindi City. In case of rented property, lease agreement must be attached.		10	
ii	The bidder must have printing machines, fabrication and workshop facility etc in Islamabad / Rawalpindi (Proof must be attached).		10	
2	Similar services provided in the last (05) years.	30		
i	1-2 Projects		10	
ii	3-4 projects		20	
iii	4-6 projects		30	
3	Worth of Projects done in last 5 years	25		
i	Worth of project < 5 million		10	
ii	Worth of project > 5 million < 10 million		15	
iii	Worth of project > 10 million < 15 million		25	
4	Proof of financial strength (closing balance in Rs. 7.000 million FY 2024-2025)	25		
i	3.000 million		10	
ii	5.000 million		15	
iii	7.000 million		25	
Total marks obtained by bidder				

CATEGORY A**LIST OF TENDER ITEMS FOR THE FINANCIAL YEAR 2026-2027**

Sr.#	Tender Items (All items mentioned Rate Per Unit including all taxes)			
STATIONERY ITEMS		R.P.U	GST	Total
1.	Attendance Register # 02			
2.	Ball Point Piano Ordinary or Equivalent (sample)			
3.	Ball Point Picasso Oria or Equivalent (sample)			
4.	Ball Pen Uni-ball Signo UM-120 or Equivalent (sample)			
5.	Ball Pen Uni-eye Deluxe or Equivalent (sample)			
6.	Ball Pen Uni-ball Eye Fine UB-157 or Equivalent (sample)			
7.	Ball Pen Uni-ball Vision Elite or Equivalent (sample)			
8.	Ball Pen Schneider One Business or Equivalent (sample)			
9.	Computer Paper A4 80gm 500 Sheet AA or Equivalent (sample)			
10.	Computer Paper Legal size 80gm 500 Sheet AA or Equivalent (sample)			
11.	Computer color paper legal size 80gm 100 Sheet or Equivalent (sample)			
12.	Computer color paper A4 80gm 100 Sheet or Equivalent (sample)			
13.	Calculator Citizen 12 Digit or Equivalent			
14.	Diary Register No. 12 (Tayaba) or Equivalent			
15.	Drafting Pad (Large)			
16.	Drafting Pad (Small)			
17.	Documents plastic file cover (A4 size)			
18.	Eraser Pelican AL30 or Equivalent			
19.	Engagement Stand Plastic A4 Size			
20.	Envelope S.E. 5 Golden Kraft (120 gm, superior quality) (sample)			
21.	Envelope S.E. 8 Golden Kraft (120 gm, superior quality) (sample)			
22.	Envelope S.E. A4 Size Golden Kraft (120 gm, superior quality) (sample)			
23.	Envelope S.E. Legal Size Golden Kraft (120 gm, superior quality) (sample)			
24.	File Cover A4 Size (Make of Bleach Card,310 gm, double paste, Inner lamination) (sample)			
25.	File Board A4 Size			
26.	Gum Stick 40 Gm UHU or Equivalent			

27.	Highlighter (Pelican 490) (all colors) or Equivalent (sample)			
28.	Log Book			
29.	Note Sheet Pad A4 Size (50 pages) 80 gm (sample)			
30.	Post It Pad			
31.	Paper Cutter Deli 2061 or Equivalent			
32.	Paper Pin (Elephant) 28 Gram or Equivalent			
33.	Pencil Goldfish-6000 with Rubber or Equivalent			
34.	Peon Book (Small) 96 Pages			
35.	Packing Tape			
36.B	Binding Tape			
37.	Ruled register/ lining Register			
38.	Staple Extractor (Pin Opener)			
39.	Scissor (Medium size)			
40.	Short Hand Note Book 120 Pages			
41.	Scotch Tape 1" Deer or Equivalent			
42.	Sharpener Plastic Germany or Equivalent			
43.	Single Hole Punch Large Size (sample)			
44.	Single Hole Punch Medium Size (sample)			
45.	Stamp Pad (Lancer) 7x11 cm or Equivalent			
46.	Stamp Pad INK			
47.	INK Pelican 4001 original			
48.	Staple Machine (Small) PMP No. 10 or Equivalent (sample)			
49.	Staple Machine Heavy Duty K.W. 50 LB or Equivalent (sample)			
50.	Staple Pin Dollar 24/6 or Equivalent			
51.	Tag Cotton 5" (100 Tags) Superior Quality			
52.	Two Ring Binder file			
53.	White fluid pen/ correcting pen			
54.	White Drafting Pad A/4 half			
COMPUTER STATIONERY ITEMS				

Note: - All Toner supplied in Original Conditions. As well China Toners are Acceptable alongwith GST

COMPUTER STATIONERY ITEMS		Original Rate	China Rate
55.	Flash Drives (USB) 8 GB (Kingston / HP) or Equivalent		
56.	Flash Drives (USB) 16 GB (Kingston / HP) or Equivalent		
57.	Flash Drives (USB) 32 GB (Kingston / HP) or Equivalent		
58.	Flash Drives (USB) 64 GB (Kingston / HP) or Equivalent (sample)		
59.	Key Board Dell/ Lenovo /HP or Equivalent		
60.	Mouse Dell/ Lenovo /HP or Equivalent		
61.	Mouse Pad or Equivalent		
62.	Wireless key board & mouse set Dell/ Lenovo /HP or Equivalent		
63.	Network cable 5 meter		
64.	Network cable 10 meter		
65.	Power Cable Standard size		
66.	Printer Cable Standard size		
67.	Tonner Laser Jet HP 17-A or Equivalent		
68.	Tonner Laser Jet HP 44-A or Equivalent		
69.	Tonner Laser Jet HP 48-A or Equivalent		
70.	Tonner Laser Jet HP 80-A or Equivalent		
71.	Toner HP 53-A or Equivalent		
72.	Toner HP 35-A or Equivalent		
73.	Toner HP 05-A or Equivalent		
74.	Toner HP 85-A or Equivalent		
75.	Tonner HP 26-A or Equivalent		
76.	Toner HP 8-A or Equivalent		
77.	Toner HP 49-A or Equivalent		
78.	Toner HP 19-A or Equivalent		
79.	Tonner HP 76-A or Equivalent		
80.	Tonner HP 107-A or Equivalent		
81.	Tonner HP 78-A or Equivalent		

82.	Tonner HP 79-A or Equivalent		
83.	Tonner HP 12-A or Equivalent		
84.	Tonner HP 36-A or Equivalent		
85.	Tonner HP 83-A or Equivalent		
86.	Tonner HP 13-A or Equivalent		
87.	Tonner HP 15-A or Equivalent		
88.	Toner Fax Machine Samsung Express M 2070 F or Equivalent		
89.	Tonner for Photocopy Machine Konica Minolta, Bizhub 367 or Equivalent		
90.	Tonner for Photocopy Machine Konica Minolta, Bizhub 554E or Equivalent		
91.	Tonner for Photocopy Machine Ricoh MP 2501 or Equivalent		
92.	Tonner for Photocopy Machine Ricoh MP 1600 or Equivalent		
93.	Tonner for Fax Machine KX-FL-612 Panasonic or Equivalent		
94.	Tonner for Fax Machine KX-FAT-88 or Equivalent		
95.	Color Toner set for Printer HP 1025 or Equivalent		
96.	Color Toner set for Printer HP 130 or Equivalent		
97.	Color Toner set for Printer HP 150 or Equivalent		
98.	Color Toner set for printer MFP HP178 NW or Equivalent		
99.	Color Toner set for printer MFP HP119 NW or Equivalent		
100.	Color Toner set 131-A for HP laser Jet Pro 200 M 251N or Equivalent		
101.	Color Toner set 202-A for HP laser Jet Pro M 25NW or Equivalent		
102.	Tonner for Photocopy Machine Panasonic DP 8045 or Equivalent		

OTHERS / MISCELLANEOUS ITEMS
Tender Items (All items mentioned Rate Per Unit including all taxes)

OTHERS / MISCELLANEOUS ITEMS		R.P.U	GST	Total
103.	Air Freshener (Lotion Admire Green/Red/Black 400 ML) or Equivalent (sample)			
104.	Automatic Air Freshener Dispenser (Fresco) or Equivalent (sample)			
105.	Airwick Refill Freshener (Fresco) or Equivalent (sample)			
106.	Air Freshener Roomi or Equivalent (sample)			
107.	Bygone double nozzle multi Insect Killer or Equivalent			
108.	Plastic broom			

109.	Bamboo broom sticks large size			
110.	Broom Soft (Phool)			
111.	Duster White Cotton 24x24 (Superior Quality)			
112.	Duster Yellow Cotton 24x24 (Superior Quality)			
113.	Latherite Dak Bag (Box) Large Size			
114.	Latherite DAK Pad standard size			
115.	Tissue Paper multi-color soft twin pack (sample)			
116.	Latherite Box for tissue			
117.	Tissue Hi-geen (sample)			
118.	Tissue box luxury 3 ply rose Petel or Equivalent			
119.	Tissue Role (sample)			
120.	Wall Clock (Champion) or Equivalent			
121.	Cell R20s (Camelion) Large or Equivalent			
122.	Cell AA (Camelion) Medium or Equivalent			
123.	Cell AAA (Camelion) Small or Equivalent			
124.	Bell remote Cell			
125.	Electric Heater Best Quality (Blower)			
126.	Electric Kettle Plastic Body (Automatic Imported)			
127.	Electric Kettle large 5 ltr (Steel) (Automatic Imported)			
128.	Remote Bell Expert (sample)			
129.	Panasonic CLI Telephone Set or Equivalent			
130.	Panasonic CLI Steno Telephone Set or Equivalent			
131.	Non CLI Telephone Set			
132.	Artificial Plants (Large Size)			
133.	Artificial Plants (Medium Size)			
134.	Surgical Gloves per box of 200			
135.	Plastic Gloves per packet of 100			
136.	Cloth Gloves per pair			
137.	Surgical Mask 3 ply each			

138.	Sanitizer Gallon of 5 ltr (DC-98) or Equivalent			
139.	Hand Wash Gallon 5 ltr			
140.	Sanitizer Bottle 1000 ml OROSEPT or Equivalent			
141.	Sanitizer Bottle 500 ml OROSEPT or Equivalent			
142.	Hand Wash / Sanitizer Dispenser Plastic Body			
143.	Dettol Hand Wash Bottle (500 ml) or Equivalent (sample)			
144.	Dettol Floor Wash Bottle (1000 ml) or Equivalent			
145.	Dettol Soap large size or Equivalent			
146.	Sweep Acid			
147.	Phenyl Bottle Large size Finis			
148.	Pochra Steel Handle Large size			
149.	Wiper large size			
150.	Scraper standard size			
151.	Sucker pump			
152.	Dump Basket medium size			
153.	Imported Power Bank			
154.	MOP (dust)			
155.	Harpic Large Size			
156.	Toilet Brush			
157.	Vim Packet or Equivalent			
158.	Vim liquid 250 ml or Equivalent			
159.	Surf 100 GM			
160.	Door Lock			
161.	Door Closer			
162.	Padlock medium size /63MM			
163.	Towel large size Superior (Sample)			
164.	Picture with Framing 2 x 3 feet			
165.	Nylon Stamp with Printy			

166.	Name Plate Wooden Brass			
167.	Cup with Saucer (China Bone) or Equivalent			
168.	Water Glass Set (6 piece)			
169.	Water Jug (glass) standard size (sample)			
170.	Tea Spoon			
171.	Rice Spoon			
172.	Quarter Plate (China Bone)			
173.	Dinner Plate (China Bone)			
174.	Rice Plate (China Bone)			
175.	Ladle Spoon (Pawa)			
176.	Kitchen Knife Set			
177.	Laptop Bag (standard size)			
178.	Extension Lead large Size (sample)			
179.	Dust Bin large Size (sample)			
180.	LED Tube Rod 4 feet			
181.	LED Tube Rod 2 feet			
182.	LED Tube light 4 feet			
183.	Multi Plug Three Pin Shoe JPI			
184.	Circuit Plug			
185.	Two Pin shoe			
186.	Three Pin shoe			
187.	AC Breaker Plug			
188.	Power Plug			
189.	Light Plug			
190.	C-Type Charger			
191.	SMD Ceiling Lights 2 x 2 feet			
192.	Bracket Fan (GFC / PAK Fan, Royal Fan) or Equivalent			
193.	Table Flag with stand (AJK and Pakistan)			
194.	Table Flag with stand (GOP and GB logo)			

195.	Pakistan Flag Standard Size			
196.	Kashmir Flag Standard Size			
197.	Table Set Latherite			
198.	Table Glass 6 x 4 feet 8 MM			
199.	Green Cloth per meter			
200.	Glass Cleaner (sample)			
201.	Umbrella			
202.	Large embroider Flag with 7 feet Rod & chromed base			
203.	Coffee Bitter Electric			
204.	Looking Mirror with framing 4 x 6 feet			
205.	Qaiud-e-Azam Portrait Picture standard size			
206.	Gross door Matt water proof 2 x 4 feet			
207.	Master Molty Foam Back Care or Equivalent			
208.	Seat Cushion Foam			
209.	Air Tight Jar			
210.	Plastic Container / box (medium size)			
211.	Dust Bin Shopper 1 KG			
212.	Imported Prayer Rug or Equivalent			
213.	7C Polish or Equivalent			
214.	Dusting Towel for Cars			
215.	Ashy Tray (medium size)			
216.	Dinner Set China Bone 8 persons or Equivalent			
217.	Water Cooler Large size			
218.	Water Cooler Medium size			
219.	Try Set (3 in 1)			
220.	Acrylic Plastic Sheet 4x5 feet			
221.	Double Bib Cock			
222.	Basin Mixture			

223.	Muslim Shower			
PRINTING AND PUBLICATION				
Tender Items (All items mentioned Rate Per Unit including all taxes (size in inches)				
PRINTING AND PUBLICATION		R.P.U	GST	Total
224.	D.O on director paper A-4 Size or Equivalent (sample)			
225.	D.O on director paper 7x10 Size or Equivalent			
226.	Gum Pad (100 pages) on director paper 7x10 Size or Equivalent (sample)			
227.	Gum Pad (100 pages) 7x10 size on White paper 100 gm or Equivalent (sample)			
228.	Gum Pad (100 pages) A-4 Half size on white paper 100 gm or Equivalent			
229.	Compliment card 4x6 director paper or Equivalent			
230.	Pocket file folder A-4 Size on 300 gm Art Card or Equivalent			
231.	Envelop file (A-4) size on 100 gm paper (sample)			
232.	Envelop 9 x 4 size on 100 gm paper			
233.	Printing of Chit pad (100 pages) for office hand folder 7 x 5 Size with Ministry Logo (sample)			
234.	Printing and Making of Latherite hand folder with Ministry Logo 7 x 5 Size (sample)			
235.	D.O on fancy paper 7 x 10 Size or Equivalent			
236.	Rexene folder 7 x 5 Size with printing of Ministry Logo (sample)			
237.	Printing of Chit Pad (100 pages) 7 x 5 Size with Ministry Logo for Rexene folder (sample)			

CATEGORY B**LIST OF TENDER ITEMS FOR THE FINANCIAL YEAR 2026-2027 RATE PER UNIT ITEMS****MULTICOLOR DISPLAY OF PRINTING WORK FOR FAIRS & EXHIBITIONS**

Note:- Best quality, transportation, installation and Removing after event charges including all taxes, size in feet (Youm-e-Istehsal, Black Day, Kashmir Solidarity Day, and any other Day / Event announced by the Government of Pakistan from time to time) (samples required)

Tender Items		R.P.U	GST	Total
1.	Panaflex steamer size 3 x 6 star matt 360gm with wooden Frame, Fixing and Removing after event (Multicolor)			
2.	Panaflex Banner on overhead Bridges star matt 360gm with Fixing on rented Iron frame rate per SQFT with fixing and removing (Multicolor)			
3.	Panaflex Banner size 10 x 10 with Frame & Fixing star matt 360gm with fixing on rented Iron frame and removing (Multicolor)			
4.	Panaflex Back drop Banner size 10 x 40 with Frame & Fixing star matt 360gm with fixing on rented Iron frame and removing (Multicolor)			
5.	Panaflex Walk Banner size 5 x 40 with steel pipe and rope in top and bottom star matt 360gm (Multicolor)			
6.	Panaflex Banner size 5 x 20 with Fixing star matt 360gm with fixing and removing (Multicolor)			
7.	Roll Up Stand size 2.5 x 7 with Fixing star matt flex 360gm (Multicolor)			
8.	Vinyl Sticker Size 2 x 2 sabri 2000 (Multicolor)			
9.	Vinyl Sticker Size 4.5 x 15 sabri 2000 (Multicolor)			

10.	Pakistan Flags Large size 4.5 x 6 with stick with fixing removing after event on poles make of best quality silk			
11.	Pakistan Flag Medium size 3 x 4.5 hand with stick make of best quality silk			
12.	Pakistan Flag Small size 1 x 1.5 hand with stick make of best quality silk			
13.	Kashmir Flags Large size 4.5 x 6 with stick with fixing and removing after event on poles make of best quality silk			
14.	Kashmir Flag Medium size 3 x 4.5 hand with stick make of best quality silk			
15.	Kashmir Flag Small size 1 x 1.5 hand with stick make of best quality silk with fixing and removing			
16.	Black cloth Flag Large size 4 x 6 with stick make of best quality silk with fixing and removing			
17.	Black cloth Flag Medium size 3 x 4.5 with stick make of best quality silk with fixing and removing			
18.	Panda Standees size 2.5 x 5 with fixing star matt flex 360gm (Multicolor)			
19.	Cut out wooden 4 x 8 feet with Vinyl pasting fixing & removing (Multicolor)			
20.	Arm Band with printing (# I AM KASHMIR) size 3-inch x 30` inch			
21.	Stage for D-Chowk size 30 x 60 Feet with Red Carpets, side and top canopies along with divider on Rent Basis			
22.	Presidential chair on Rent Basis			
23.	Public (cushion) chair on Rent Basis			
24.	Pedestal / outdoor fan cools on Rent Basis			

25.	Signature Wall fixing with iron frame size 20 x 5 feet			
26.	Complete Canopies tent size 100 x 50 for public gathering on Rent Basis			
27.	Sound System Mp-4 with four Speakers with Generator at D-Chowk on Rent basis			
28.	Stalls (9 chairs + 3 table + Red carpets) on Rent basis			
