



OFFICE OF THE POSTMASTER GENERAL NORTHERN SINDH CIRCLE
Hyderabad
TENDER FOR STATIONERY ITEMS FOR THE YEAR 2026-2027

TENDER FORM (TECHNICAL PROPOSAL)

Certified that this form has been sold to M/s. _____
 _____ on production of Post
 Office receipt **ACG-67** for Rs.3000/- as cost of tender form deposit in _____
 _____ P.O vide **ACG-67** receipt No. _____ of book
 No. _____ dated _____.

SL No.	Description / Name of items	Specification demanded	unit	Approximately Quantity Required. subject to availability of fund	Specification offered. The brand / model No. must be mentioned
1.	Ball Pen (Blue, Red, Black)	Piano or equivalent	Per Piece	1500 Pkt	
2.	Ball Pen (Blue, Red, Black)	Dollar Clipper or equivalent	Per piece	1500 Pkt	
3.	Calculator (14 Digit)	Citizen or equivalent	Per Piece	370 Piece	
4.	Carbon Paper Single side (Blue) 100 Sheet Packet	KCR Best Quality or equivalent	Per Packet	300 Pkt	
5.	Carbon Paper Single side (Black) 100 Sheet Packet	KCR Best Quality or equivalent	Per Packet	100 Pkt	
6.	Carbon Paper Double side (Black) 100 Sheet Packet	Camel or equivalent	Per Packet	400 Pkt	
7.	Continue Sheet Box 80 Col P-II Imported Paper 250 Sets (500 Sheets)	Golden Form or equivalent	Per Box	200 Box	
8.	Computer Paper A4 Size 80 gram 500 sheet Rim (05 Rim in each Box)	PPC or equivalent	Per Rim	4240 Rim	
9.	Computer Paper Legal Size 80 gram 500 sheet Rim (05 Rim in each Box)	PPC or equivalent	Per Rim	636 Rim	
10.	Correction Pen	Dux or equivalent	Per Piece	20 Pkt	
11.	Duplicating Ink	Datio or equivalent	Per piece	100 Piece	
12.	Duster Large Size (35x40) Stitched in 4 side	China or equivalent	Per piece	1200 Piece	

13.	Fax Roll (210mmx30m) small Cone	Panasonic or equivalent	Per piece	150 Piece	
14.	File Tag Fine quality Large (50 Nos of each bunch)	China or equivalent	Per Bunch	200 Piece	
15.	File Tag Fine quality Small (50 Nos of each bunch)	China or equivalent	Per Bunch	200 Bunch	
16.	Gum Bottle (Large 1000 Grams)	Myrex or equivalent	Per Bottle	300 Bottle	
17.	Gum Bottle (Small 142 Grams)	Myrex or equivalent	Per Bottle	200 Bottle	
18.	Franking Machine Ink (Red Color) (28 gram)	LMN-1 Lion Metal ink or equivalent	Per Bottle	30 Bottle	
19.	File Board Leather	China or equivalent	Per piece	200 Piece	
20.	File Board simple	China or equivalent	Per piece	200 Piece	
21.	Flapper for File	China or equivalent	Per Unit	300 Piece	
22.	Gum Stick 20 Gram	Dollar or equivalent	Per piece	500 Piece	
23.	High Lighter (Yellow/Orange/Green)	Dollar or equivalent	Per piece	300 Piece	
24.	Marker (Black / Blue)	Dollar or equivalent	Per piece	300 Piece	
25.	Note Sheet White 100 Pages Pad imported Paper (as per sample)	Diamond or equivalent	Per Pad	200 Pad	
26.	Paper Cutter Fine quality	China or equivalent	Per piece	200 Piece	
27.	Paper Pin (50 Gram)	China or equivalent	Per Packet	1000 Pkt	
28.	Paper Weight	China or equivalent	Per piece	100 Piece	
29.	Pencil	Gold Fish or equivalent	Per Packet	100 Pkt	
30.	Pin Cushion	China or equivalent	Per piece	100 Piece	
31.	Pin Remover	Power or equivalent	Per piece	100 Piece	

32.	Plastic Dori	As per sample	Per KG	100 Kg	
33.	Plastic Tap Yellow 2" 50 Yard	PM or equivalent	Per piece	500 Piece	
34.	Plastic Tap Transparent 2"	PM or equivalent	Per piece	300 Piece	
35.	Poker	China or equivalent	Per piece	100 Piece	
36.	Pointer (Blue & Black)	Uniball eye Fine or equivalent	Per piece	200 Piece	
37.	Pointer (Blue & Black)	Signo I or equivalent	Per piece	200 Piece	
38.	Pointer (Blue & Black)	M&G Gel Pen or equivalent	Per piece	200 Piece	
39.	Register 300 Pages	Diamond or equivalent	Per piece	200 Piece	
40.	Ribbon(Dotmatix Printer LQ-300)	Epson or equivalent	Per piece	50 Piece	
41.	Rubber / Eraser	Dux or equivalent	Per piece	100 Piece	
42.	Rubber Band No.4 Red color Small	Bata or equivalent	Per KG	20 Kg	
43.	Scale Steel 1fit (As per sample)	China or equivalent	Per piece	100 Piece	
44.	Sealing Wax Black Per kg	High Metallic	Per KG	100 Kg	
45.	Sharpener	Dux or equivalent	Per piece	100 Piece	
46.	Short Hand Book	Diamond or equivalent	Per Book	50 Book	
47.	Stamp Pad Large Size	Crystal or equivalent	Per piece	200 Piece	
48.	Stamp Pad Ink (Blue / Black)	Crystal or equivalent	Per piece	200 Piece	
49.	Stapler Machine size 24/6 Fine quality	Dux or equivalent	Per piece	120 Piece	
50.	Stapler Pin size 24/26	Dux or equivalent	Per Packet	100 Pkt	
51.	Cotton Ball	Twin ball	Per Kg	200 Kg	
52.	Thread Roll Large	4 Ply	Per Kg	200 Kg	
53.	U Clip / Gem Clip (36mm)	Dux or equivalent	Per Packet	200 Pak	
54.	Water Pot	Owner or equivalent	Per piece	50 Piece	
55.	Toner for HP Laserjet-2015	HP China or equivalent	Per piece	10 Piece	
56.	Toner for HP Laserjet-Pro 400 M401a	HP China or equivalent	Per piece	24 Piece	

57.	Toner for HP Laserjet-402n	HP China or equivalent	Per piece	40 Piece	
58.	Toner for HP Laserjet-2055	HP China or equivalent	Per piece	10 Piece	
59.	Toner for HP Laserjet-2035	HP China or equivalent	Per piece	10 Piece	
60.	Toner for HP Laserjet-1102	HP China or equivalent	Per piece	10 Piece	
61.	Toner for HP Laserjet-102	HP China or equivalent	Per piece	10 Piece	
62.	Toner for HP-1020	HP China or equivalent	Per piece	10 Piece	
63.	Toner for Printer HP-1320	HP China or equivalent	Per piece	10 Piece	
64.	Toner for Printer HP-404	HP China or equivalent	Per piece	12 Piece	
65.	Toner for HP Laserjet-49 A	HP China or equivalent	Per piece	10 Piece	
66.	Toner for HP Laserjet-53 A	HP China or equivalent	Per piece	10 Piece	
67.	Dak Folio	Comet or equivalent	Per piece	10 Piece	
68.	Computer Paper P-II	300 sheets imported	Per Packet	150 Pkt	
69.	Computer Paper P-III	300 sheets imported	Per Packet	150 Pkt	
70.	Jute	Twin 3 ply	Per Kg	100 Kg	
71.	Pointer Pen	Pilot or equivalent	Per piece	120 Piece	
72.	Register 400 Pages	Diamond or equivalent	Per piece	200 Piece	
73.	Rubber Band No.4 (Red Color Large)	Bata or equivalent	Per Kg	14 Kg	
74.	Printer Ribbon LQ310	Epson or equivalent	Per Piece	48 Piece	
75.	Pointer	Uni ball Eye Fine (Black/Blue) As Per Sample	Per Piece	120 Piece	
76.	Gum Tape Roll	Owner or equivalent	Per Piece	50 Piece	
77.	Paper Red Seal	Imported or equivalent		300 Pad	
78.	Computer Paper A4 Size 70 gram 500 sheet Rim (05 Rim in each Box)	PPC or equivalent	Per Rim	4240 Rim	
79.	Computer Paper Legal Size 70 gram 500 sheet Rim (05 Rim in each Box)	PPC or equivalent	Per Rim	636 Rim	

80.	Green Paper A4 Size 500 Sheet Pkt	Imported Paper or equivalent	Per Pkt	50 Pkt	
81.	Green Paper Legal Size 500 Sheet Pkt	Imported Paper or equivalent	Per Pkt	50 Pkt	

TERMS AND CONDITIONS:

- Tender will be as per PPRA Rules.
- The rates offered by the bidders will be presumed to (included all government taxes).
- The vendor has to supply the stationery items at his own expenses at the office of Pakistan Post in Postal Stock Depot, Hyderabad.
- Rates may be offered in tender form issued by this office. The offer will be acceptable till **30-06-2027**.
- CDR amount to **RS:100,000/-** in respect Postmaster General Northern Sindh Circle Hyderabad should be attached with the tender form as security. Tender form without security deposit (CDRs) will not be accepted. Bank Draft / Cheque are not acceptable. The successful bidder / vendor will be able to draw back their security deposit (CDR) after satisfactory completion of project for which the security deposited.
- Tender documents i.e. Technical Proposal and Financial Proposal submitted by the bidders will not be accepted without provision of Registration certificate of GST / Income Tax along with three years tax return deposited by the bidders and affidavit on judicial stamp paper, that the firm neither is black listed by any department nor involve in any litigation in the court of law.
- Bank Statement for Last one year to check financial stability of Firm / Tendered.
- The successful vendor is bound to supply the stationery within 15 days after issuance of work order as per specification. The order will be cancelled if the supplied stationery is substandard and the firm will be black listed, the security will also be forfeited as per PPRA rules.
- Each firm will attach the active Sales Tax / Income Tax Registration Certificate along with attested copy of CNIC otherwise tender will not be accepted. The Owner / Authorized representative of the firm will participate in the tender meeting.
- At the time of opening the tender, the samples will be presented before the tender committee by the firm.

- Bids / Tender (**Technical and Financial**) should be uploaded through EPADS on or before **01-09-2026 11:00 AM** and bids will be open on the same day in the presence of firm owners / authorized representative at **11:30 AM**.
- The competent authority reserve the right to reject one or more bids due to any financial or administrative reason.

To be filled by the Firm

1. Name of Company / Firm M/s _____
2. Address _____
3. Name Authorized Person: _____
4. Phone No. _____ Fax No. _____
5. NTN No. _____
6. Email Address _____
7. Sales Tax Registration No. _____
8. Earned Money Deposited Rs: 100,000/- deposited in _____ Bank on _____
9. _____ vide CDR No. _____ Date _____

It is certified that I have and completely understood the tender notice and terms and condition of this tender and hereby accepted the same. In case of any dispute, the decision of Pakistan Post will be final. Quoted rates will remain valid up to **30-06-2027**. Supply will be delivered within the period mentioned in supply orders otherwise penalty if any imposed by the Department will be paid by the vendor.

Dated _____

**Signature of contractor
With Seal & Stamps**



GOVERNMENT OF PAKISTAN
PUBLIC PROCUREMENT REGULATORY AUTHORITY
ISLAMABAD



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PROFORMA INVOICE

(For advance payment of uploading fee(s) with Federal PPRA)

Assistant Postmaster General (OP)
Northern Sindh Circle Hyderabad Pakistan Post Office
143/I-A Cantonment Area Fatima Jinnah Road
Tandhi Sarak Hyderabad
Contact Number 022-9200587, _____
Email _____

Invoice No. 01/2026-27

Date 13-07-2026

Reference/Tender No. of Procuring Agency	Procurement Sector	Tender Publish Date	Amount (PKR)
NS/PSD/Supply Stationery/2026-27	Purchasing of Stationery Items	[28-07-2026]	Rs. 15000/-
Total amount of fee(s) (fifteen thousand only)			Rs.15000/-

Notes:

- Payment may be made through crossed cheque/HBL Banker's cheque/Pay Order/Online/ Demand Draft in favour of the "Public Procurement Regulatory Authority (PPRA), Islamabad".
- Please ensure to mention PPRA Invoice / Web reference number or enclose copy of this invoice while submitting tenders for uploading for accurate adjustment of above tender fee(s) against relevant tender notice(s), otherwise tender fee(s) will remain outstanding against your organization.

For Assistance please feel free to contact:

Deputy Director (Accounts), PPRA, 1st Floor, FBC Building, Sector G-5/2, Near State Bank of Pakistan, Islamabad.

Phone Nos: 0092 51 9203541 Fax No: 051 9219149, 9224823, email: faraz.pprra@gmail.com

PPRA's Bank A/C No. 000-45400-131007-01, HBL, 'A' Block Branch, Pak Seett, Branch, Islamabad (IBAN # PK17HABB0004540013100701)

PPRA's AGPR Islamabad Vendor (No. 30379395)	PPRA's AG-KPK Vendor (No. 80178117)	PPRA's AG-Kurachi Sind Vendor (No.50305254)	PPRA's AG-Gilgit Baltistan Vendors (No.70001748)
	PPRA's AG-Lahore Vendor (No.30225360)	PPRA's AG-Faisalabad Vendor (No.30334836)	

This is a proforma invoice to be downloaded by the procuring agencies and process for payment in their organizations to ensure advance payment on account of tender uploading fee(s).



**OFFICE OF THE POSTMASTER GENERAL NORTHERN SINDH CIRCLE
HYDERABAD**

TENDER FOR STATIONERY ITEMS FOR THE YEAR 2026-2027

TENDER FORM (FINANCIAL PROPOSAL)

Certified that this form has been sold to **M/s.** _____
 _____ on production of Post
 Office receipt **ACG-67** for Rs.3000/- as cost of tender form deposit in _____
 _____ P.O vide **ACG-67** receipt No. _____ of book
 No. _____ dated _____.

SL No.	Description / Name of items	Specification demanded	Specification offered. The brand / model No. must be mentioned	Unit	Per Unit Rates (Including all Taxes)
1.	Ball Pen (Blue, Red, Black)	Piano or equivalent		Per Piece	
2.	Ball Pen (Blue, Red, Black)	Dollar Clipper or equivalent		Per piece	
3.	Calculator (14 Digit)	Citizen or equivalent		Per Piece	
4.	Carbon Paper Single side (Blue) 100 Sheet Packet	KCR Best Quality or equivalent		Per Packet	
5.	Carbon Paper Single side (Black) 100 Sheet Packet	KCR Best Quality or equivalent		Per Packet	
6.	Carbon Paper Double side (Black) 100 Sheet Packet	Camel Best Quality or equivalent		Per Packet	
7.	Continue Sheet Box 80 Col P-II Imported Paper 250 Sets (500 Sheets)	Golden Form or equivalent		Per Box	
8.	Computer Paper A4 Size 80 gram 500 sheet Rim (05 Rim in each Box)	PPC or equivalent		Per Rim	
9.	Computer Paper Legal Size 80 gram 500 sheet Rim (05 Rim in each Box)	PPC or equivalent		Per Rim	
10.	Correction Pen	Dux or equivalent		Per Piece	
11.	Duplicating Ink	Datio or equivalent		Per piece	
12.	Duster Large Size (35x40) Stitched in 4 side	China or equivalent		Per piece	

13.	Fax Roll (210mmx30m) small Cone	Panasonic or equivalent		Per piece	
14.	File Tag Fine quality Large (50 Nos of each bunch)	China or equivalent		Per Bunch	
15.	File Tag Fine quality Small (50 Nos of each bunch)	China or equivalent		Per Bunch	
16.	Gum Bottle (Large 1000 Grams)	Myrex or equivalent		Per Bottle	
17.	Gum Bottle (Small 142 Grams)	Myrex or equivalent		Per Bottle	
18.	Franking Machine Ink (Red Color) (28 gram)	LMN-1 Lion Metal ink or equivalent		Per Bottle	
19.	File Board Leather	China or equivalent		Per piece	
20.	File Board simple	China or equivalent		Per piece	
21.	Flapper for File	China or equivalent		Per Piece	
22.	Gum Stick 20 Gram	Dollar or equivalent		Per piece	
23.	High Lighter (Yellow/Orange/Green)	Dollar or equivalent		Per piece	
24.	Marker (Black / Blue)	Dollar or equivalent		Per piece	
25.	Note Sheet White 100 Pages Pad imported Paper (as per sample)	Diamond or equivalent		Per Pad	
26.	Paper Cutter Fine quality	China or equivalent		Per piece	
27.	Paper Pin (50 Gram)	China or equivalent		Per Packet	
28.	Paper Weight	China or equivalent		Per piece	
29.	Pencil	Gold Fish or equivalent		Per Packet	
30.	Pin Cushion	China or equivalent		Per piece	
31.	Pin Remover	Power or equivalent		Per piece	
32.	Plastic Dori	As per sample		Per KG	

33.	Plastic Tap Yellow 2" 50 Yard	PM or equivalent		Per piece	
34.	Plastic Tap Transparent 2"	PM or equivalent		Per piece	
35.	Poker	China or equivalent		Per piece	
36.	Pointer (Blue & Black)	Uniball eye Fine or equivalent		Per piece	
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43.	Scale Steel 1ft (As per sample)	China or equivalent		Per piece	
44.	Sealing Wax Black Per kg	High Metallic		Per KG	
45.	Sharpener	Dux or equivalent		Per piece	
46.	Short Hand Book	Diamond or equivalent		Per Book	
47.	Stamp Pad Large Size	Crystal or equivalent		Per piece	
48.	Stamp Pad Ink (Blue / Black)	Crystal or equivalent		Per piece	
49.	Stapler Machine size 24/6 Fine quality	Dux or equivalent		Per piece	
50.	Stapler Pin size 24/26	Dux or equivalent		Per Packet	
51.	Cotton Ball	Twin ball		Per Kg	
52.	Thread Roll Large	4 Ply		Per Kg	
53.	U Clip / Gem Clip (36mm)	Dux or equivalent		Per Packet	
54.	Water Pot	Owner or equivalent		Per piece	
55.	Toner for HP Laserjet-2015	HP China or equivalent		Per piece	
56.	Toner for HP Laserjet-Pro 400 M401a	HP China or equivalent		Per piece	
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62.	Toner for HP-1020	HP China or equivalent		Per piece	
63.	Toner for Printer HP-1320	HP China or equivalent		Per piece	
64.	Toner for Printer HP-404	HP China or equivalent		Per piece	
65.	Toner for HP Laserjet-49 A	HP China or equivalent		Per piece	
66.	Toner for HP Laserjet-53 A	HP China or equivalent		Per piece	
67.	Dak Folio	Comet or equivalent		Per Piece	
68.	Computer Paper P-II	300 sheets imported		Per Packet	
69.	Computer Paper P-III	300 sheets imported		Per Packet	
70.	Jute	Twin 3 ply		Per Kg	
71.	Pointer Pen	Pilot or equivalent		Per piece	
72.	Register 400 Pages	Diamond or equivalent		Per piece	
73.	Rubber Band No.4 (Red Color Large)	Bata or equivalent		Per Kg	
74.	Printer Ribbon LQ310	Epson or equivalent		Per Piece	
75.	Pointer	Uni ball Eye Fine (Black/Blue) As Per Sample		Per Piece	
76.	Gum Tape Roll	Owner or equivalent		Per Piece	
77.	Paper Seal Red	Imported or equivalent			
78.	Computer Paper A4 Size 70 gram 500 sheet Rim (05 Rim in each Box)	PPC or equivalent		Per Rim	
79.	Computer Paper Legal Size 70 gram 500 sheet Rim (05 Rim in each Box)	PPC or equivalent		Per Rim	
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- Tender documents i.e. Technical Proposal and Financial Proposal submitted by the bidders will not be accepted without provision of Registration certificate of GST / Income Tax along with three years tax return deposited by the bidders and affidavit on judicial stamp paper, that the firm neither is black listed by any department nor involve in any litigation in the court of law.
- Bank Statement for Last one year to check financial stability of Firm / Tendered.
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- The competent authority reserve the right to reject one or more bids due to any financial or administrative reason.

To be filled by the Firm

1. Name of Company / Firm M/s _____
2. Address _____
3. Name Authorized Person: _____
4. Phone No. _____ Fax No. _____
5. NTN No. _____
6. Email Address _____
7. Sales Tax Registration No. _____
8. Earned Money Deposited Rs: 100,000/- deposited in _____ Bank on _____
9. _____ vide CDR No. _____ Date _____

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Dated _____

Signature of contractor
With Seal & Stamps