

TENDER NOTICE
TENDER NO.2026-27/FGO (KHI)
INVITATION FOR BIDS THROUGH EPADS (2.0)

- i. **Federal Government Organization (FGO)** invites bids through **EPADS 2.0** for **Purchase of Stationary Items, Consumable Articles & Hardware/ Toners** from reputed Firms/ Companies registered through e-Pak Acquisition Disposal System (EPADS), FBR/SECP and relevant authorities having NTN/GST. Details are given below: -

S#.	DESCRIPTION	TENDER OPENING DATE	BIDS RECEIVING / OPENING TIME	BID SECURITY
1.	i. PURCHASE OF STATIONERY ITEMS	17.08-2026	Receiving: 1200 PM Opening: 1230 PM	Rs. 225, 000/-
	ii. CONSUMABLE ARTICLES			Rs. 75, 000/-
	iii. HARDWARE/ TONERS			Rs. 50, 000/-

- i. **Single Stage – One Envelope** bidding process will be adopted. The Bidding documents can be downloaded from **PPRA website** www.ppra.gov.pk and **EPADS 2.0**(<https://epads.gov.pk>).
- ii. The Contractors / Firms shall be registered with SECP as a company or business registered FBR and included in Active Taxpayer List (ATL) of Income Tax/Sales Tax maintained by FBR.
- iii. All applicable taxes shall be deducted at the rate prescribed under tax laws of Pakistan from all payments for services rendered by a Contractor/Firm/Supplier.
- iv. All proposals/ bid accompanied by a Bid Security amount tabulated above against each purchase, in shape of pay-order issued in favor of DDO SPHQ, IBD, Karachi. Hard copy of proposal/ bid document alongwith original bid security pay order must reach at the office **on or before 17.08.2026 at 12:00 PM**. Scanned copy of the pay-order must be uploaded on EPADS.
- v. Proposal/ Bids will be opened on the same day at **12:30 PM** in the presence of the bidders representative who choose to attend at the same address. This advertisement along with instructions is available on PPRA website www.ppra.gov.pk and EPADS (<https://epads.gov.pk>).
- vi. **Use of unfair means, Submission of fake documents, misinformation in any means by the Contractors/Firms/Suppliers will result in blacklisting of the contractor/firm/supplier.**
- vii. **FGO reserves the right to reject all the bids/ tender as per Rule 33 of PPRA Rules, 2004.**
- viii. **Feel free to contact for any information, clarification telephonically 021-99251866 [Mon to Fri, 9 AM to 4 PM] and through email: admnfgo@gmail.com.**

ADMIN OFFICER
25 Bhopal House, Old Clifton, Karachi.
Tel: 021-99251866,
Email: admnfgo@gmail.com

Federal Government Organization (FGO), Karachi

Bidding Documents

As per Rule 16(A) (PPRA Rules)

Through EPADS

FOR FOLLOWING PURCHASES IN FY 2026-27

Sr #	Description
1.	Purchase of Stationery Items
2.	Consumable articles
3.	Hardware/ Toner

[Tender Date: 17-08-2026]

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TERMS & CONDITIONS

- i. The firms/ suppliers/ contractors who fulfill the criteria and having expertise may submit their bids through **EPADS (2.0)** Hard copy of bid document must reach at the office of the **Admn officer, 25 Bhopal House, Old Clifton, Karachi on or before 17.08.2026 at 12:00PM.**
- ii. **Single Stage – One Envelope** bidding process with be adopted. The Bidding documents can be downloaded from **PPRA website** www.ppra.gov.pk and **EPADS** (<https://epads.gov.pk>).
- iii. The Contractors/ Firms shall be registered with SECP as a company or business registered FBR and included in Active Taxpayer List (ATL) of Income Tax/Sales Tax maintained by FBR.
- iv. All applicable taxes shall be deducted at the rate prescribed under tax laws of Pakistan from all payments for services rendered by a Contractor/Firm/Supplier.
- v. Successful bidders/ firms/ suppliers shall be required to furnish Bid security as mentioned above against each category in shape of pay-order issued in favour of DDO SPHQ, IBD, Karachi and scanned copy of the pay-order must be uploaded on **EPADS (2.0).**
- vi. Proposal/ Bids will be opened on the same day at 12:30 PM in the presence of the bidders representative who choose to attend at the same address. This advertisement along with instructions is available on **PPRA website** www.ppra.gov.pk and **EPADS 2.0** (<https://epads.gov.pk>).
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EVALUATION CRITERIA

Evaluation Criteria		
Sr. No.	Description	Marks (100)
1.	CNIC copies of owners/ director(s) of Firms/ Companies/ Supplier /Contractor	20
2.	Incorporation Certificate / Form C Firm Registration Certificate	
3.	NTN/GST Certificate	
4.	Proof of inclusion in FBR's Active Taxpayer List (ATL) of Income Tax/Sales Tax	20
5.	Original Affidavit for not blacklisting/ not being involved in litigation	10
6.	List of clients	05
7.	List of managerial / technical staff	05
8.	Financial statement: Audit Reports for last 02 years / Tax Returns / bank account statement for last 02 years	10
9.	Past Experience: copies of Work/Supply Orders/ Agreements with organizations/ departments/ministries etc Experience related to the similar assignments (years) • 10 years or more =30 • More than 05 years =15 • 03 to 05 years =10 • Less than 01 year =05	30

- x. Interested firms should have regular place of business, contact numbers, e-mail address and must provide proof of their office in the particular business at Karachi.
- xi. The right to accept or reject or cancel any proposal bid without assigning any reason is hereby reserved. The decision of the Competent Authority would be final on all matters relating to this tender.
- xii. **Successful applicants will be required to furnish a pay order amounting to Rs.200,000/- as a security deposit, which will be refunded on expiry of the contract agreement.**
- xiii. After pre-qualification an open frame work agreement will be signed between Federal Government Organization and successful pre-qualified firm/ supplier/ contractor.
- xiv. Agreement signed between the organization and pre-qualified firms/ supplier may be extended as per PPRA rules for another year or any time period mutually agreed by both parties.
- xv. Unsealed proposals / bids will not be entertained / received.
- xvi. Payments will be made through AGPR.
- xvii. The Firms/Suppliers/Contractors must fill and submit **Proposal Performa for Firm / Supplier / Contractor (Annexure-A)** alongwith following requisite documents for participation in the bidding /prequalification. Furthermore, all documents must also be uploaded through EPADS.
 - a) CNIC copies of owners/ director(s) of Firms/Companies/Supplier/Contractor
 - b) Incorporation Certificate / Firm Registration Certificate (Form C)
 - c) NTN/GST Certificate
 - d) Proof of inclusion in FBR's Active Taxpayer List (ATL) of Income Tax/Sales Tax.
 - e) Affidavit on stamp paper for not blacklisting/ not being involved in litigation.
 - f) List of clients.

g) Financial statements: Audit Reports 2023-24 and 2024-25 or Tax Returns/bank account statement for last 02 years showing annual turnover.

h) Past Experience: copies of Work/Supply Orders/ Agreements with organizations/ departments/ministries etc.

i) List of managerial / technical staff (if any)

- xviii. Pre-qualified Firms /Suppliers/Contractors shall be bound to provide all items of **Stationery** details at **(Annexure-B)**, all **Other Store** items details at **(Annexure-C)** and all items relating to I.T equipment / Computer Accessories details at **(Annexure-D)** as and when required.
- xix. The successful bidder shall ensure to supply / provide items on short notices to Federal Government Organization on their own carriage / transport.

PERFORMA FOR FIRM/SUPPLIER

Name of Firm/Company/Supplier/Contractor	
Address	
Name (s) of Owner / Director(s)	
Contact No.	
Email id:	
Year of Incorporation/Registration	
Incorporation No.	
Sales Tax Registration No.	
Previous Experience in year(s)	

i. Document submission check list:

Sr No.	Details of document submission	Yes /No
1.	CNIC copies of owners/ director(s) of Firms/ Companies/ Supplier /Contractor	
2.	Incorporation Certificate / Form C Firm Registration Certificate	
3.	NTN/GST Certificate	
4.	Proof of inclusion in FBR's Active Taxpayer List (ATL) of Income Tax/Sales Tax	
5.	Original Affidavit for not blacklisting/ not being involved in litigation	
6.	List of clients	
7.	List of managerial / technical staff	
8.	Financial statement: Audit Reports for last 02 years or Tax Returns/bank account statement for last 02 years	
9.	Past Experience: copies of Work/Supply Orders/ Agreements with organizations/ departments/ministries etc	

ii. Please tick mark(✓) in relevant work you are participating:

Sr No.	Description	Tick ✓
1.	Purchase of Stationery Items	
2.	Consumable Articles	
3.	Hardware/ Toner	

Signature with stamp: _____

Name: _____

Designation: _____

Annexure-B

DETAILS OF STATIONARY ITEMS		
S#.	DESCRIPTION	RATE
1.	Computer paper (A4) 70 gms (PPC)	
2.	Computer paper (A4) 80 gms (PPC)	
3.	Computer paper (Legal) 70 gms (PPC)	
4.	Computer paper (Legal) 80 gms (PPC)	
5.	Computer paper (Legal) Green 70gms (PPC)	
6.	Duplicating paper (A4)	
7.	Duplicating paper (Legal)	
8.	Envelope 9x4 (Khakhi)	
9.	Envelope 11x5 (Khakhi)	
10.	Envelope 10x12 (Cloth/ White)	
11.	Envelope 12x16 (Cloth/ White)	
12.	Envelope 10x12 (Simple/ White)	
13.	Flyer (A4 size) 10x12	
14.	Flyer 12x16	
15.	Paper clip “36 mm” (3 flower)	
16.	Ruled register (200 pages/ imported paper)	
17.	Ruled register (500 pages/ imported paper)	
18.	Register (Hamdam 1000 pages/ imported paper)	
19.	File board	
20.	Rough pad	
21.	Fluid White (Shark, Dollar)	
22.	Highlighter (Dollar, Picasso)	
23.	Steel Ruler Scale	
24.	Gel pen “0.7” (Dollar)	
25.	Ball Point (Dollar “Clipper+BP1”)	
26.	Stapler Machine (OPAL, Deli, Fuji)	
27.	Stapler Machine (Fuji HP 45 Plier)	
28.	Calculator (Citizen CT-9300G)	
29.	Marker blue/ black (Tempo)	
30.	Paper Counter Sponge	
31.	Gum Bottle (ADX)	
32.	Flag note (Rectangle Shape)/ Sticky notes (Square shaped)	
33.	Fax Roll “30 meter”	
34.	Scotch Tape 2” (Apple)	

35.	Paper Tape 2” (IDEAL)	
36.	Red Seal	
37.	Eraser (Gold Fish)	
38.	Pencil Sharpner (Gold Fish)	
39.	Stamp Pad Ink Violet (Dollar)	
40.	Pointer “0.7” (Blue/ Black)	
41.	Pointer “0.3” (Blue/ Black)	
42.	Paper Cutter (Deli)	
43.	Scissor 6” (OPAL)	
44.	Carbon Paper (Black/ Blue_	
45.	File Tags	
46.	Single Hole/ Punch Machine (OPAL)	
47.	Punch Machine (OPAL)	
48.	Permanent black marker (Dollar)	
49.	One line register (100 pages)	
50.	One line register (200 pages)	
51.	One line register (300 pages)	
52.	Lead Pencil (Gold Fish/ Dux)	
53.	Stapler pin (Dollar)	
54.	Stamp Pad (Crescent/ Crystal)	
55.	Binder clip “41 mm” (Diamond)	
56.	Stapler Pin Remover (OPAL)	
57.	Heavy Duty Stapler Machine (Deli)	
58.	Pen Holder	
59.	Plastic File Tray	
60.	Thumb Pins (Deli)	
61.	White Board (3x4)	
62.	Whiteboard cut markers (Dollar) Blue/ Black	
63.	Chart sheets (White & multi colours)	
64.	File Covers	
65.	Plastic Folders (Transparent)	
66.	UHU Gum Tube (Medium)	
67.	UHU Gum Stick (Medium)	
68.	Note Pad	
69.	Separators office file (10 Plastic Dividers/ 6 different colours), size 22.5x29.7cm A4, Multicolour	

Annexure-C

DETAILS OF CONSUMABLE ARTICLES		
S#.	DESCRIPTION	RATE
1.	LED Tube light 30 watt (Diachee)	
2.	LED Tube light 40 watt (Diachee)	
3.	LED Bulb 12 watt (Tuff)	
4.	LED Bulb 18 watt (Tuff)	
5.	LED Bulb 25 watt (Tuff)	
6.	Switch Socket	
7.	Fan Regulator	
8.	Socket	
9.	Tube light starter	
10.	Tube light choke	
11.	Fan Capacitor	
12.	Broom Hard (KMC Jharoo)	
13.	Broom Soft (Phool Jharoo)	
14.	Broom Hard Brush (Long Handle Plastic)	
15.	Wooden Mop	
16.	Mop Sitck (Wooden)	
17.	String Iron Mop	
18.	String Iron Mop Refill (Wet)	
19.	Tissue Paper (Rose Petal/ Muti)	
20.	Tissue Roll (Maxob)	
21.	Tissue Hand Towel	
22.	Bath Towel (IDEAS-Gul Ahmed)	
23.	Hand Wash (Lifebuoy)	
24.	Glint Spray (500 ml)	
25.	Room Spray (Perfect & equivalent)	
26.	Air Freshener 300 ml	
27.	Air Freshener Machine Automatic	
28.	Air Freshener Machine Automatic Refill	
29.	Soap (Dettol)	
30.	Insects Killer (Mortein)	
31.	Plastic Dustbin (for office)	
32.	Plastic paddle bin 8 Ltr	
33.	Plastic paddle bin 12 Ltr	
34.	Plastic round dust bin (black/ low quality) 18 Ltr	

35.	Garbage bin 240 Ltr	
36.	Wiper	
37.	Toilet Brush	
38.	Phenyl “thick” (Finis or equivalent)	
39.	Ewer (Lota)	
40.	Duster (Cloth)	
41.	Dish Wash Powder (Vim)	
42.	Dish Wash Bar (Vim)	
43.	Surf (Bonus)	
44.	Scotch Brite	
45.	Toilet Cleaner (Harpik)	
46.	Foot Mat	
47.	Anti-Slip Mat	
48.	Acid (Sweep Water)	
49.	Plastic Bucket (Balti) 20ltr	
50.	Pad Lock 1½	
51.	Pad Lock 2½	
52.	Pad Lock 2	
53.	Dust Pan (Plastic)	
54.	Dust Collector	
55.	Door Bell	
56.	Extension Wire	
57.	Cell Size-AA (Pencil Cell) Toshiba	
58.	Cell Size-AAA (Remote Cell) Toshiba	

Annexure-D

DETAILS OF IT EQUIPMENT/ COMPUTER ACCESSORIES		
S#.	DESCRIPTION	RATE
1.	Printer Toner 12-A (1020) HP or Compatible	
2.	Printer Toner 13-A (1300) HP or Compatible	
3.	Printer Toner 17-A (m102) HP or Compatible	
4.	Printer Toner 19-A (m102) HP or Compatible	
5.	Printer Toner 26-A (402dn) HP or Compatible	
6.	Printer Toner 36-A (1505) HP or Compatible	
7.	Printer Toner 49-A (1320) HP or Compatible	
8.	Printer Toner 76-A (404) HP or Compatible	

9.	Printer Toner 79-A (M-12) HP or Compatible	
10.	Printer Toner 80-A (400) HP or Compatible	
11.	Printer Toner 83-A (M225dn) HP or Compatible	
12.	Printer Toner 85-A (P11002) HP or Compatible	
13.	Printer Toner 96-A (2200) HP or Compatible	
14.	Printer Toner 107-A (107) HP or Compatible	
15.	Printer Toner 124-A (2600) HP or Compatible	
16.	Printer Toner 151-A (4003) HP or Compatible	
17.	Printer Toner 222-A (2220) HP or Compatible	
18.	Printer Toner 60F2H00-A (MX 310) HP or Compatible	
19.	Photocopy Machine Toner TN-516 Konica Minolta Bizhub 458-e	
20.	Photocopy Machine Toner TN-615 Konica Minolta Bizhub 458-e	