

BIDDING DOCUMENT

FOR SUPPLY OF STATIONERY FOR OFFICE OF THE
ACCOUNTANT GENERAL BALOCHISTAN, QUETTA



GOVERNMENT OF PAKISTAN

Office of the

Accountant General Balochistan

Note: The bidder is expected to examine the Bidding Document carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the Bidding document or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

Subject: **SUPPLY/PURCHASE OF STATIONERY FOR OFFICE OF THE ACCOUNTANT GENERAL BALOCHISTAN, QUETTA.**

Invited sealed bids through **E-Pak Acquisition and Disposal System (EPADS)** from the firms registered with the Sales Tax and Income Tax Departments for Supply/Purchase of Stationery for Office of the Accountant General Balochistan, Quetta and as per Annexure “A”, Extract of document as per Annex: “B”.

1. **Eligibility criteria for bidders.**

S. No.	Bidders Eligibility Factor	Requirement	Document Required
1	Registration with Income Tax Department.	Mandatory	Attach Copy of NTN
2	Registration with Sales Tax Department.	Mandatory	Attach Copy GST registration Certificate
3	Registration with Balochistan Sales Tax	Mandatory	Attach Copy BST registration Certificate
4	Relevant Experience	Three years' experience of similar assignments.	Attach copies of Supply Orders with relevant completion certificate or Inspection Report.
5	Turn-over of previous three years	PKR.1,000,000/- For Last 3 Years	Attach supporting Bank Certificate of Company's Bank Account.

2. **Terms and Conditions.**

- Tender should accompany an Earnest Money of Rs.150,000/- @5% (refundable) in the form of Bank Draft/Pay Order in favor of Deputy Accountant General, Office of The Accountant General Balochistan, Quetta (Cheque will not be accepted). Without earnest money the tender will be rejected. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be retained till 30.06.2027.
- The authorized representative of the bidder may quote prices duly stamped and signed. Quoting price shall be valid for twelve (12) months from the opening date of bids. However, any subsequent change in taxes and duties as notified by Federal Board of Revenue will be given due consideration.
- Rates to be quoted shall be inclusive of GST and all applicable taxes and shall be valid up to 30.06.2026. However, the procuring agency may extend contract period beyond 30.06.2026 till finalization of next tender.
- Income tax and other taxes will be deducted as per Govt. instructions and applicable rate.
- The Consignment, as per the Supply Order, must be accompanied by the authorized representative (technical) at the time of delivery at the Accountant General Balochistan.
- Quantity may vary as per requirement of the Accountant General Balochistan.
- The Accountant General Balochistan has reserved the right to enhance or reduce the quantity of the stationery items.
- Sample of All items to be submitted along with the bidding documents.
- Work may be split among multiple bidders depending upon the financial criteria (including the lead time).
- Provision of partial payment does not exist in this tender; payment shall be made within one month from the date of successful inspection.
- Payment release is subject to satisfactory inspection by the Inspection Committee of the Accountant General Balochistan and authorized representative of the vendor.
- Quoted price shall be valid for twelve (12) months from the opening date of the bids.

- m. Bidding Form Annexure “B” must also be duly filled in, stamped and signed by authorized representative of the bidder.

3. Instructions for preparing bids.

These Instructions are being given for strict compliance by the Bidders, failure to fulfill any instruction given here-under may result in disqualification of the Bid/s. Proposals shall be prepared on following lines:

Sealed Envelope containing the bid should clearly state “Name of Bidder and Name of Tender”. A set of this bidding document duly filled, supported with Bidder’s covering Letter be attached with the Bid, which shall be prepared keeping in view the specifications provided in the Annex-A. Following information should be attached/contained in the Bid:

Sealed Envelope containing the bid should clearly state “Name of Bidder and Name of tender”. A set of this bidding document duly filled, supported with Bidder’s covering Letter be attached with the Bid, which shall be prepared keeping in view the specifications provided in the Annex-A.

- a. Documentary evidence of fulfillment of eligibility criteria as required from the Bidder.
- b. Brochure/technical literature of the quoted items. (If Applicable)
- c. Statement of post-sales services and guaranty/warranty details.
- d. Format of product genuineness & warranty identification.
- e. Completion time, which means; time consumed in delivery to the Accountant General Balochistan.
- f. Multiple offers/items quoted against a single item will be rejected; each item may be distinguished as option # a, b, c etc. against the respective Serial No.
- g. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
 - i. All costs (including taxes & other Govt. payables) incurred up-to delivery at the Accountant General Balochistan, Zargoan Road, Quetta.
 - ii. Loading, unloading and other labor charges.
- h. Taxes must be included along-with the price. In case the bidder forgets to mention clearly that taxes are included in rates its complete bid will be rejected.
- i. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office / FBR pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.
- j. Every page of the Bid must be numbered, signed & stamped by the authorized representative. In case any single page is left unsigned, unnumbered or unstamped (either option) the bid will be rejected.

4. Earnest money.

The Bidder shall furnish as part of his bid, a Call Deposit Receipt of 5% of total bid amount as earnest money crossed in favor of "Deputy AG, Accountant General Balochistan, Quetta". Any bid not accompanied by earnest money shall be rejected without any right of appeal.

5. Payment.

Payment will be made after the supply of the items and subject to satisfactory inspection by the Inspection Committee of the office of the Accountant General Balochistan and authorized representative of the vendor.

6. Sealing and marking of bids.

- 6.1 The bids shall be submitted in one (01) sealed envelope hence it is **Single Stage – Single Envelope Bidding**, to be marked as under:

**DEPUTY ACCOUNTANT GENERAL BALOCHISTAN, OFFICE
OF THE ACCOUNTANT GENERAL BALOCHISTAN ZARGHOON
ROAD, QUETTA.**

- 6.2 The envelopes shall also bear the word “**CONFIDENTIAL**” and following identifications:

SUPPLY/PURCHASE OF STATIONERY FOR OFFICE OF THE ACCOUNTANT GENERAL BALOCHISTAN, QUETTA.

- 6.3 If the envelope is not marked, as instructed above, the Accountant General Balochistan will assume no responsibility for the misplacement or premature opening of the bid.

7. **Deadline for submission of bids.**

All bids must be delivered in the office of undersigned on or before the prescribed deadline i.e. **04.09.2026 2:00 PM**

8. **Late proposals.**

Any bid received by the department after the prescribed deadline will be returned unopened to the Bidder.

9. **Opening of bids.**

The Purchaser will open the bids in the presence of bidder representatives, who choose to attend at the below mentioned address:

**DEPUTY AG OFFICE, ACCOUNTANT GENERAL BALOCHISTAN,
ZARGHOON ROAD, QUETTA.**

10. **All bids should include**

- 10.1 Registration of Income Tax and Sales Tax (Attach copy of certificates)
- 10.2 A Call Deposit Receipt of 5% of total bid amount as earnest money crossed on the name of “Deputy Accountant General (Admn), office of the ACCOUNTANT GENERAL BALOCHISTAN”.
- 10.3 Affidavit (Attach attested affidavit on stamp paper for the firm that is never black listed).
- 10.4 One-year warranty of the all items after supply.
- 10.5 Samples of all items to be submitted with the bid.

11. All items must be Brand new.

12. **Currency & Bid Validity.**

- a. Tenders must be quoted in Pakistani Rupees (PKR).
- b. Validity of the bid would be at-least 120 days from the date of tender opening

13. **Bid (s) will be evaluated and awarded on the basis of quality.**

14. Accountant General Balochistan reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to award of Contract (s) without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or of the grounds for department action.

**ACCOUNTS OFFICER
ACCOUNTANT GENERAL BALOCHISTAN
QUETTA
Ph. 081-9201824**

ANNEX –A
SPECIFICATIONS OF REQUIRED ITEMS

S#	Item description	Unit	Rate
1	Photostate Paper A4 70 Gram 500 Sheet Best Quality Made in Pakistan	Ream	
2	Photostate Paper A4 80 Gram 500 Sheet Best Quality Made in Pakistan	Ream	
3	Photostate Paper Legal 70 Gram 500 Sheet Best QualityMade in Pakistan	Ream	
4	Photostate Paper Legal 80 Gram 500 Sheet Best Quality Made in Pakistan	Ream	
5	File Cover	Each	
6	File Board Best Quality	Each	
7	Ballpoint Piano Point 0.8mm	Each	
8	Ballpoint Dollar Clipper	Each	
9	Stapler Machine Good Quality A100R with remover or equivalent	Each	
10	Stapler Pin 24/6 1000 pins/packet	Packet	
11	Paper pin 50 gram Original	Packet	
12	Register 480 Page	Each	
13	Register 300 Page	Each	
14	Register 200 Page	Each	
15	Note Sheet Pad Green Select (original Green color)	Each	
16	Tag Large Bundle Good Quality	Each	
17	Tag Small Bundle Good Quality	Each	
18	Highlighter Dollar	Each	
19	Gumstick 35 gram UHO	Each	
20	Stamp pad Large size 4.7"x3.2"	Each	
21	Stamp pad ink	Each	
22	Marker small size	Each	
23	Marker Large size	Each	
24	Poker good quality	Each	
25	Blanco Fluid Pen	Each	
26	Signature pen Uniball Deluxe	Each	
27	Signature pen Uniball Eye	Each	
28	Signature pen Uniball Signo	Each	
29	Signature pen Uniball Vision	Each	
30	Signature pen Schneider	Each	
31	Signature pen Pilot V	Each	
32	Signature Pen M&G (Expert Gel)	Each	
33	Gel Pen	Each	
34	White Envelope Legal size Cloth lines	Each	
35	Brown Envelope 11x5	Each	
36	Brown Envelope 9x4	Each	
37	Paper Cutter	Each	
38	Green Paper Legal size 100 sheet per packet	Packet	
39	Carbon Paper 80 sheet per packet Good Quality Imported	Packet	
40	Toner for 1320/49A,	Each	
41	Toner for 2015/53A	Each	
42	Toner for M401/80A	Each	
43	Toner for 2035/05A	Each	
44	Toner for M125/83A,	Each	
45	Toner for P1102/85A	Each	
46	Toner for, M12/79A	Each	
47	Toner for M402/26A	Each	
48	Toner for M404/59A	Each	
49	Toner for 55A	Each	
50	Toner MPF 135 /106 A	Each	

51	Toner 76 A	Each	
52	Ribbon for Epson LQ2190 / 2170	Each	
53	Sticky Color Flag 1x4"	Packet	
54	Sticky Color Flag 4x4"	Packet	
55	Sticky Color Flag 4x6"	Packet	
56	Scotch Tape (2"- 3"-1" inch)	Each	
57	Binding Tape	Each	
58	Binding Sheet A4	Each	
59	LED Pencil	Packet	
60	Computer Paper Part-I 70 Gram 2000 Sheet Per Box	Each	
61	Ribbon For Printronix P7000	Each	
62	New Year Diaries	Each	
63	Table Set Etc	Each	
64	Toner 151 A	Each	
65	Pointer Pen	Each	

ANNEX -B

Bidding Number and Date.	No.Admin.EPADS/2026-27/
Price of Bidding Document	Rs. NIL
Bid Security Cost	5% of total bid amount in shape of CDR (refundable)
Last date & Time for submission of Bids	07-09-2026 11:30 AM
Date & Time of opening of bids	07-09-2026 12:00 PM
Venue of bid opening	Deputy Accountant General (Admn) , Office of the Accountant General Balochistan, Zarghoon Road, Quetta.
Address for submission of bids	Deputy Accountant General (Admn) , Office of the Accountant General Balochistan, Zarghoon Road, Quetta.
Contact Person	Deputy AG, Accountant General Balochistan, Quetta.
Phone	081-9202576
Fax	081-9202773
Email	contact@agb.gov.pk
Website	agb.gov.pk.

Annex-C on stamp paper of Rs100

CERTIFICATE

We, [**Name and Address of the Bidder**], do hereby declare on solemn affirmation that:

I. We have not been black listed from any Government Department / Agency.

II. We have not been involved in litigation with any client.

III. We acknowledge that we have read, understood and accepted the Bidding Document along with all terms and conditions specified above in the Bidding document.

IV. We understand that the Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Bidding , from any or all the Bidding (s).

V. We understand that the Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), accept / reject any or all Bidding (s), cancel / annul the Bidding process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Bidding of the grounds for the Purchaser's action, and without thereby incurring any liability to the Bidding and the decision of the Purchaser shall be final.

Dated _____ day of 2026__.

Authorized Signature of Bidder with Seal

Stamp._____

Full Name of Firm. _____

NTN No. _____

GST No. _____

Contact No. _____

Suppliers who are duly registered with tax Authorities may be eligible to participate only if they are also:

a) Enclose Proof of registration with the Income Tax Department and Sales Tax Department with the Bid. (Failure to enclose these documents would result in rejection of Bid)

b) Not blacklisted under the provision of Rule 19 of Public Procurement Rules 2004

c) Submit only one Bid, either individually, or as a partner in a joint venture. All Bids submitted in violation of this rule shall be rejected.

To qualify for award of the Contract, a Supplier shall meet the following minimum qualifying criteria:

Bidders must have a documented track of completing at least 10- 15 similar assignments, of a comparable scale.

They should have adequate liquid assets and/or credit facilities, net of other contractual commitments

The Bid submitted by the Supplier shall comprise the following documents:

- (i) Form of Bid (as per sample attached)
- (ii) Schedule of Requirements
- (iii) Qualification and Experience Information
- (iv) Copies of taxation documents