Standard Bidding Document

Procurement of Stationery, Miscellaneous, Crockery, Toner/Cartridge and Printing Material for FY-2026-27
(Goods)

National

Single Stage-Two Envelope

November 26, 2026

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REQUEST FOR BIDS

PROCUREMENT OF GOODS

1. The **Intellectual Property Organization of Pakistan (Intellectual Property Organization of Pakistan (IPO Pakistan))** has reserved Funds for the procurement planned for FY **2026-27**. The **Intellectual Property Organization of Pakistan (Intellectual Property Organization of Pakistan (IPO Pakistan))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Procurement of Stationery, Miscellaneous, Crockery, Toner/Cartridge and Printing Material for FY-2026-27**" with the reference of **"P162639"**

2. The **Intellectual Property Organization of Pakistan (Intellectual Property Organization of Pakistan (IPO Pakistan))** invites sealed Bids from eligible Bidders for procurement of goods described in the bidding documents on **EPADS v2.0**.

3. **Single Stage-Two Envelope** will be used by adopting **Quality and Cost Based Selection (QCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2026 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.

4. All Bids must be accompanied by a Bid Security amount described in Bid Security Section in Bidding Document in the form of **Pay Order** or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/162639** for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through **EPADS v2.0** on or before **Monday,**

December 14, 2026 11:00 AM. E-bids will be opened using **EPADS v2.0** on the same day at **Monday, December 14, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0,** may register themselves on **https://vendors.epads.gov.pk/**. A tutorial to explain the registration process is available at **https://www.youtube.com/watch?v=MNW6T38v7tc**

In terms of Rule 65 of Public Procurement Rules, 2026 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (**www.ppra.gov.pk**).

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Instructions to Bidders

A. Introduction

1.Scope of Bids

1.1 The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids **through EPADS v2.0** for the provision of Goods as specified in the BDS and **in Section V – Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. The successful Bidders will be expected to provide the goods within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1 Source of funds is referred in Clause-2 I of Invitation for Bids.

3. Eligible Bidders

3.1 A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country**,** or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of the contract.

Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.

The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.

Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with any

instructions issued by the Authority.

(The limit on the number of members of JV or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).

3.2 The invitation for Bids is open to all prospective suppliers, manufacturers, or authorized agents / dealers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business. Procuring agencies shall specify the registration/licensing requirements for the foreign bidders keeping in view the requirement of that business.

3.3 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

1. are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the Goods to be purchased under this Invitation for Bids.

2. have controlling shareholders in common; or

3. receive or have received any direct or indirect subsidy from any of them; or

4. have the same legal representative for purposes of this Bid; or

5. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bids of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or

6. Submit more than one Bid in this Bidding process.

3.4 A Bidder may be ineligible if –

1. he is declared bankrupt or, in the case of company or firm, insolvent;

2. payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;

3. the Bidder is convicted, by a final judgment, of any offence involving professional conduct;

4. the Bidder is blacklisted locally or by international organizations and hence debarred due to involvement in corrupt and fraudulent practices, or submission of false or misleading information or performance failure or involved in disrupting procurement process or due to breach of bid Securing Declaration.

3.5 As and when required, bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

3.6 Bidders shall submit Bids relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten (10) percent of the Bid price is envisaged.

4. Eligible Goods and Related Services

4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services. For purpose of this Bid, ineligible countries are the countries declared ineligible by the Federal Government.

5. One Bid per Bidder

5.1 A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

5.2 **The Bidder shall not engage a subcontractor for any portion of the contract if the value of such subcontracting exceeds thirty percent (30%) of the total contract amount.**

6. Cost of Bidding

6.1 Any cost incurred by the bidder relating to the preparation and submission of its Bid shall be borne by the bidder, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. Bidding Documents

7. Contents of Bidding Document

7.1 The Goods required, Bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding documents which should be read in conjunction with any addenda issued in accordance with **ITB 10.1** include:

Section I -Invitation to Bids

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Evaluation Criteria, Specifications, Schedule of Requirements

Section V Bid Forms

Section VI General Conditions of Contract (GCC)

Section VII Special Conditions of Contract (SCC)

Section VIII Contract Forms

Section IX Integrity Pact

Section X Declaration of Beneficial Ownership Information.

7.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding documents. Failure to furnish all the information required in the Bidding documents through EPADS v2.0 will be at the Bidder’s risk and may result in the rejection of its Bids.

8. Clarification of Bidding documents

8.1 A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency through EPADS v2.0**.**

8.2 The Procuring Agency will within two (02) working days after receiving the request for clarification, respond to any request for clarification through EPADS v2.0 provided that such request is received not later than three (03) days, prior to the deadline for the submission of Bids as prescribed in **ITB 22**

8.3 The Procuring Agency's response will be forwarded to all identified Prospective Bidders through EPADS v2.0, including a description of the inquiry,

but without identifying its source.

8.4 Should the Procuring Agency deem it necessary to amend the Bidding document as a result of a clarification, it shall do so following the procedure under **ITB 9.**

8.5 If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding document.

8.6 Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be uploaded on EPADS v2.0. Any modification to the Bidding documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITB 9. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

9. Amendment of Bidding documents

9.1 Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or Pre-Bid meeting may modify the Bidding documents by issuing addenda through EPADS v2.0.

9.2 The Procuring Agency shall promptly publish the addendum through EPADS v2.0.

Any addendum issued including the notice of any extension of the deadline shall also be communicated through EPADS v2.0 to all the bidders who have already submitted their bids. Such bidders shall have the right to withdraw their already submitted bid and re-submit the revised bid prior to the original or extended bid submission deadline.

9.3 To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids through EPADS v2.0:

Provided that the Procuring Agency shall extend the deadline for submission of Bids, if such an addendum is issued within last three (03) days of the Bids submission deadline.

C. Preparation of Bids

10. Language of Bid

10.1 The Bid prepared by the bidder, as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency shall be written in the English language unless otherwise specified in the BDS**.** Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless otherwise specified in the **BDS**, in which case, for purposes of interpretation of the Bidder, the translation shall govern.

11. Documents and samples Constituting the Bid

11.1 The Bid prepared by the Bidder shall constitute the documents required in the **BDS**.

Details of sample(s) where applicable and requested in the BDS.

Documentary evidence established in accordance with ITB 13 that the Bidder is eligible and/or qualified for the subject bidding process;

Documentary evidence established in accordance with **ITB 03** that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods;

Documentary evidence established in accordance with ITB 12 that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents;

Bid security or Bid Securing Declaration furnished in accordance with **ITB ---.**

12. Documents Establishing Eligibility of the Goods and Conformity to Bidding documents

12.1 To establish the conformity of the bidder to the Bidding document, the Bidder shall furnish as part of its Bids the documentary evidence that Goods

provided conform to the technical specifications and standards.

13. Documents Establishing Eligibility and Qualification of the Bidder

13.1 Pursuant to **ITB 10,** the Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the Bidding process and/or its qualification to perform the contract if its Bid is accepted.

14. Form of Bid

14.1 The Bidder shall fill the Form of Bid furnished in the Bidding document. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted.

15. Bid Prices

15.1 The Bid Prices quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below or exclusively mentioned hereafter in the Bidding documents.

15.2 **All items in the Schedule of Requirement must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced and neither explicitly denied, their prices shall be construed to be included in the prices of other items.**

15.3 In the event that any item(s) in the Price Schedule are not quoted, and such omission is determined by the Procuring Agency not to materially affect the responsiveness of the Bid, the Procuring Agency may, for the sole purpose of bid evaluation and comparison, assign a price to the unquoted item(s) in accordance with the following methodology:

(a) The assigned price shall be the average of the prices quoted for the same item(s) by all substantially responsive bidders; or

(b) In cases where no comparable quotations are available, the Procuring Agency shall apply the corresponding item price from its duly approved cost estimate for evaluation purposes.

The prices so assigned shall be utilized exclusively for bid evaluation and comparison, and shall not, under any circumstances, be incorporated into or form part of the Contract Price.

15.4 The Bid price to be quoted in the Form of Bid in accordance with **ITB 13.1** shall be the total price of the Bid.

15.5 The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the Goods it proposes to provide under the contract.

15.6 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected.

16. Bids Currencies

16.1 Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS in accordance with Rule 42 (2) of the Public Procurement Rules, 2026.

17. Bids Validity Period

17.1 Such extensions may be more than one time but the total period of such extension shall not exceed the original bid validity period.

17.2 Bids shall remain valid for the period specified in the **BDS** after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive**.** The period of Bid validity will be determined from the complementary Bid securing instrument, i.e. the expiry period of Bid Security or Bids Securing Declaration as the case may be.

The procuring agency shall ordinarily be under an obligation to process and evaluate the bid and to issue letter of award within the stipulated bid validity period.

17.3 Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids through EPADS v2.0,. The Bid Security provided under **ITB 17** shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension.

18. Bid Security or Bid Securing Declaration

18.1 The Bidder shall furnish as part of its Bid, a Bid Security in accordance with Rule 36 of the Public Procurement Rules, 2026.

18.2 The original Bid Security shall be enclosed within the sealed envelope and to be submitted physically before closing time for submission of bids. Whereas, scanned copy of bid security shall be uploaded electronically through EPADS v2.0 before closing hours for submission of bids.

18.3 The Bidder who failed to submit the original Bids security before the submission deadline shall be disqualified straightaway.

18.4 The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder’s conduct which would warrant the security’s forfeiture, pursuant to **ITB 18.7.**

18.5 The Bid Security shall be denominated in the local currency or in another freely convertible currency, and it shall be in the form specified in the BDS which shall be in any of the following:

a) a bank guarantee, a bank draft, an irrevocable letter of credit issued by a Scheduled bank in the form provided in the Bidding Documents or another form acceptable to the Procuring Agency;

b) a cashier’s or certified cheque; or

c) another security if indicated in the BDS.

The Bid Security shall be valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bid Validity is extended. In either case, the form must include the complete name of the Bidder.

18.6 The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in **ITB 18.7** are invoked.

18.7 Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the procuring agency pursuant to **ITB 17.** The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security documents, after whichever of the following that occurs earliest:

a. the expiry of the Bid Security;

b. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the Bid documents;

c. the rejection by the Procuring Agency of all Bids;

d. cancellation of procurement proceedings.

e. the withdrawal of the Bid prior to the deadline for the submission of Bids, unless the Bid document stipulates that no such withdrawal is permitted.

18.8 The successful Bidder's Bid Security will be discharged upon the Bidder signing the contract**,** or furnishing the Performance Guarantee.

18.9 The Bid Security may be forfeited or the Bid Securing Declaration executed:

a. if a Bidder:

b. withdraws its Bid during the period of Bid Validity as specified by the Procuring Agency, and referred by the Bidder on the Form of Bids except as provided for in **ITB 16.2**; or

c. does not accept the correction of errors**;** or

d. in the case of a successful Bidder, if the Bidder fails:

e. to sign the contract; or

f. to furnish Performance Guarantee**.**

19. Withdrawal, Substitution, and Modification of Bid

19.1 Before Bid submission deadline, any Bidder may withdraw, substitute, or modify its Bid after it has been submitted through EPADS v2.0.

20. Format and Signing of Bid

20.1 The Bidder shall prepare and submit Bids with due diligence after carefully reading all the terms and condition before bid submission deadline through EPADS v2.0.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0 before bid submission deadline.

21.1 The Technical and Financial Bids, shall be submitted electronically through EPADS, before bid submission deadline. The bid submission option shall be automatically disabled once the deadline is over.

22. Deadline for Submission of Bids

22.1 Bids shall be received by the Procuring Agency through EPADS v2.0 before bid submission deadline.

22.2 The Procuring Agency may, under exceptional circumstances, extend the deadline for the submission of Bids, after recording reasons in writing and in an equal opportunity manner.

In such case, all rights and obligations of the Procuring Agency and the Bidders that were previously governed by the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

23. Opening of Bids

23.1 The respective Bid Evaluation Committee of the Procuring Agency shall open all Bids through the EPADS v2.0, on the date and time specified in the Bid Data Sheet (BDS).

23.2 The respective Bid Evaluation Committee **shall generate minutes through EPADS v2.0 containing brief details of bid opening process.** The record of the Bid opening shall include, as a minimum: the name of the Bidder, the Bid price if applicable, and the presence or absence of a Bid Security or Bid Securing Declaration.

23.3 The procuring agency shall live broadcast the opening of bids on national media or on their website or digital channels, if the volume of procurement exceeds five hundred million rupees in case of goods and services and one thousand million rupees in case of works.

23.4 In case the date of opening of bid has been declared as public holiday or the procuring agency fails to open bid due to any EPADS v2.0 related issues, the submission and opening of bids shall be shifted to the next working day at the same time.

23.5 In case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Bid respective Evaluation Committee.

23.6 No bid will be rejected at the time of bid openning except for bids whose original bid security has not been provided to the procuring agency before bid submission deadline.

24. Clarification of Bids

24.1 To assist in the examination, evaluation and comparison of Bids of the Bidders, the respective Bid Evaluation Committee may, ask any Bidder for a clarification of its Bid including breakdown of prices.

24.2 The request for clarification and the response shall be sought through EPADS v2.0 before **three days prior to the deadline for submission of bids.** No change in the prices or substance of the Bids shall be sought, offered, or permitted.

24.3 The alteration or modification in the bids which in any way affect the following parameters will be considered as a change in the substance of a Bid:

1. evaluation & qualification criteria;
2. required scope of work or specifications;
3. all securities requirements;
4. tax requirements;
5. terms and conditions of Bidding documents.
6. change in the ranking of the Bidder

24.4 From the time of bid(s) opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bids it should do so through **EPADS v2.0**.

25. Preliminary Examination of Bids

25.1 Prior to the detailed evaluation of Bids, the respective Bid Evaluation Committee will determine whether each Bid:

1. meets the eligibility criteria defined in **ITB 3**;

2. has been prepared as per the format and contents defined by the Procuring Agency in the Bidding documents;

3. is accompanied by the required securities; and

4. is substantially responsive to the requirements of the Bidding documents.

25.2 The respective Bid Evaluation Committee's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

25.3 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one that: -

1. affects in any substantial way the scope, quality, or performance of the Goods;

2. limits in any substantial way, inconsistent with the Bidding documents, the Procuring Agency's rights or the Bidders obligations under the Contract; or

3. if rectified, would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

25.4 If a Bid is not substantially responsive, it will be rejected by the respective Bid Evaluation Committee and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions; Technical Evaluation

26.1 The respective Bid Evaluation Committee shall examine the Bids to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

26.2 The respective Bid Evaluation Committee shall evaluate the technical aspects of the Bids submitted, to confirm that all requirements specified in Schedule of Requirements and Technical Specifications of the Bidding documents have been met without material deviation or reservation.

26.3 If after the examination of the terms and conditions and the technical evaluation, the respective Bid Evaluation Committee determines that the Bid is not substantially responsive in accordance with **ITB,** it shall reject the Bid.

27. Correction of Errors

27.1 Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

1. if there is a discrepancy between unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the respective Evaluation Committee there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2 The amount stated in the Bid will be adjusted by the respective Bid Evaluation Committee in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bids Securing Declaration may be executed.

28. Conversion to Single Currency

28.1 For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency in accordance with Rule 42(2) of Public Procurement Rules,2026.

29. Evaluation of Bids

29.1 The Bids, quotations, or proposals shall be evaluated by the respective evaluation committees as per evaluation criteria prescribed in the Bidding Documents in accordance with Rule 11, 12 and 13 of the Public Procurement Rules, 2026.

29.2 While evaluating the bids, the procuring agency shall consider the following:

i. Bids will be evaluated on lump sum bid basis or items wise or Lot wise (contracts), as specified in the BDS; and the Bid Price;

ii. correction of arithmetic errors in accordance with ITB 27;

30. Domestic Preference

30.1 The respective Bid Evaluation Committee shall evaluate and compare bids, allow for preference to domestic bidders, while competing with the international bidders in accordance with the policies of the Federal Government.

The percentage of preference, to be accorded shall be clearly mentioned in the bidding documents under the bid evaluation criteria.

31. Determination of Successful Bid

31.1 **Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the BDS or prescribed in the separate section titled as Evaluation Criteria.**

31.2 **Least Cost Based Selection (LCBS)**
After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered Successful Bid.

31.3 **Quality and Cost Based Selection (QCBS)**
In such combination, there shall be some specific weightage of both the technical features and financial aspects of the proposal. The financial marks shall be awarded on the basis of inverse proportion calculations. The successful bid shall be declared, on the basis of combined evaluation.

31.4 **Quality Based Selection (QBS)**
After meeting the requirements of eligibility, qualification and substantial responsiveness the bid in compliance with all the mandatory (technical) specifications/requirements and attaining highest marks in the Technical Evaluation considering all other qualitative and/or quantitative parameters (or point rated criteria) for technical proposal(s) such as working methodology, implementation plan, resource allocation, additional functionalities, risk

management approach, knowledge transfer techniques, post implementation methodology etc. shall be treated as highest ranked bid. Later on, the financial proposal of highest ranked bidder shall be opened, however, in case of failure to proceed further with such a bidder, the procuring agency may resort to second highest bidder and so on.

31.5 The Procuring Agency may adopt the Quality & Cost Based Selection Technique due to the following two reasons:

1. Where the Procuring Agency knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the goods to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or

2. Where the Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, requires parameters specified in Evaluation Criteria to be evaluated while determining the quality of the goods.

31.6 In such cases, the Procuring Agency may allocate certain weightage to these factors as a part of Evaluation Criteria, and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(xxviii) of the Public Procurement Rules, 2026.

32. Abnormally Low Financial Bids

32.1 An abnormally low bid is a bid that, in light of the Procuring Agency's cost estimate, market conditions, or other received bids, appears to be unrealistically low and may not be sustainable for successfull contract execution.

32.2 **Where the Bid price is considered to be abnormally low, the Procuring Agency shall perform price analysis either during determination of Successful Bids or as a part of the post-qualification process.**

32.3 The Procuring Agency may reject an Abnormally low financial bid in accordance with Rule 43 of the Public Procurement Rules, 2026.

32.4 In order to identify the Abnormally Low Bids (ALB) following approaches can be considered to minimize the scope of subjectivity:

1. Comparing the Bid price with the cost estimate;

2. Comparing the Bid price with the Bid(s) offered by other Bidders submitting substantially responsive Bids; and

3. Comparing the Bids price with prices paid in similar contracts in the recent past either government- or development partner-funded.

32.5 The respective Bid Evaluation Committee will determine to its satisfaction whether the Bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily.

32.6 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Factors not included in these Bidding documents shall not be used in the evaluation of the Bidders' qualifications.

32.7 Respective Bid Evaluation Committee may seek "Certificate for Independent Price Determination" from the Bidder and the results of reference checks may be used in determining an award of contract.

Explanation: The Certificate shall be furnished by the Bidder. The Bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.

32.8 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid, in which event the respective Bid Evaluation Committee will proceed to the next ranked Bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily.

F. Award of Contract

33. Criteria of Award

33.1 The Procuring Agency will award the Contract to the Bidder whose Bids has been determined to be substantially responsive to the Bidding documents and who has been declared as Successful Bidder.

34. Negotiations

34.1 In accordance with Rule 52A of Public Procurement Rules, 2026, without changing the cost and scope of work or services, the procuring agency may

negotiate with the successful bidder (with a view to streamline the work or task execution, at the time of contract finalization) on methodology, work plan, staffing and special conditions of the contract.

There shall be no limitation on the successful bidder offering voluntary reduction in bid price without affecting the quality or scope of the procurement.

35. Procuring Agency's Right to reject all bids

35.1 The Procuring Agency reserves the right to reject all bids or proposals at any time prior to the issuance of the Letter of Award, without incurring any liability, in accordance with Rule 45 of the Public Procurement Rules, 2026.

36. Cancellation of Procurement

36.1 The procuring agency reserves the right to cancel the procurement proceedings in accordance with Rule 46 of the Public Procurement Rules, 2026.

37. Procuring Agency’s Right to Vary Quantities at the Time of Award

37.1 The Procuring Agency reserves the right at the time of contract award to increase or decrease the **quantity of** Goods originally specified in these Bidding documents provided this does not exceed **by** 15%, without any change in unit price or other terms and conditions of the Bids and Bidding documents.

38. Notification of Award

38.1 Prior to the award of contract, the procuring agency shall announce and publish the result of bid evaluation on EPADS v2.0 in accordance with Rule 48 of the Public Procurement Rules, 2026.

The Bidder whose Bids has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bids/Bid Validity period. The Letter of Award will state the sum that the Procuring Agency will pay the successful Bidder in consideration for the delivery of Goods as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

38.2 The Letter of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Guarantee and signing of the contract.

39. Signing of Contract

39.1 Promptly after issuance of Letter of award, Procuring Agency shall send the successful Bidder the draft Contract, incorporating all terms and conditions as agreed by the parties to the contract.

39.2 Immediately after the Redressal of grievance by the GRC (if any), and **after fulfillment of all conditions precedent** of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract.

40. Corrupt & Fraudulent Practices

40.1 Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid engaging in any corrupt and fraudulent practices.

F. Grievance Redressal & Complaint Review Mechanism

41. Constitution of Grievance Redressal Committee

41.1 The Grievance Redressal Committee shall address the grievance, if any submitted by any party, including the bidder, in accordance with Rule 65 of the Public Procurement Rules, 2026 read with Redressal of Grievances Regulations, 2021.

In case if any party or the bidder is not satisfied with the decision of the GRC or if it fails to decide within ten days, the bidder or the party may file an appeal before the Appellate Committee of the Authority in accordance with Rule 65(7) of the Public Procurement Rules, 2026 to be read with Redressal of Grievances Regulations, 2021.

G. Mechanism of Blacklisting

42. Mechanism of Blacklisting

42.1 The Procuring Agency shall initiate blacklisting proceedings against any bidder, supplier, or contractor in accordance with the Rule 25 of the Public Procurement Rules, 2026.

42.2 The blacklisted/debarred bidder may file the review petition before the Authority in accordance with Rule 25 (6) of the Public Procurement Rules, 2026 to be read with Procedure of filing and disposal of Review Petitions Regulations, 2021.

43. Contract Management

43.1 For each procurement, the Procuring Agency shall designate a Contract Manager, who shall be duly responsible for the efficient management and administration of the contract in strict compliance with the provisions set forth under Rules 58, 59, and 60 of the Public Procurement Rules, 2026.

44. Inspection of goods and evaluation of services.

44.1 The Inspection Committee or the Firm shall have the right to conduct inspections of the goods in accordance with Rule 61 of the Public Procurement Rules, 2026.

45. Socio-economic development.

45.1 In accordance with Rule 63 of the Public Procurement Rules, 2026, preference may be granted to small and medium enterprises and marginalized groups in accordance with the policies notified by the Federal Government.

46. Environmental objectives

46.1 As per Rule 64 of the Public Procurement Rules, 2026, the procuring agency may seek to procure goods with a reduced environmental impact throughout their life cycle when compared to goods services with the same primary function that may otherwise be procured.

Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number
ITB Number
Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1
ITB Number 1.1

Name of Procuring Agency: **Intellectual Property Organization of Pakistan (Intellectual Property Organization of Pakistan (IPO Pakistan))**

The subject of procurement is: **Procurement of Stationery, Miscellaneous, Crockery, Toner/Cartridge and Printing Material for FY-2026-27**

Period for Provision of Goods:

Extension Period (if applicable):

Expected commencement date: **Thursday, December 31, 2026**

BDS Clause Number 2
ITB Number 2.1

Source of funds [Enter source of funds]

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P162639**

Identification Number:

BDS Clause Number 3
ITB Clause Number 3.1

Eligible Bidder [Enter eligibility of bidder]

JV/Consortium or Association Allowed: **No**
Number of JV/Consortium Members: **Nil**
see section of eligibility criteria.

B. Bidding Documents

BDS Clause Number 4

ITB Clause Number 4.1

Eligible goods and related services [Enter requirements for eligible goods and related services, if any]

ITB Number 8.1

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date: Friday, December 11, 2026

ITB Number 8.2

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date: Friday, December 11, 2026

ITB Number 8.3

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date: Friday, December 11, 2026

ITB Number 8.5

Pre-bid meeting will be/will not be held [Tick the appropriate] If yes write down the time, and date of the pre-Bid meeting:
[The meeting should take place not later than one weeks before the deadline for Bid submission.]

C. Preparation of Bids

BDS Clause Number 5
ITB Number 10.1

The Language of all correspondences and documents related to the Bids shall be in: **English**

List of documents required along with the bid:

1. Bidders interested in the printing materials section are required to visit IPO-Pakistan for inspection of the relevant items prior to submission of their bids.

BDS Clause Number 6
ITB Number 11.1

Documents required / not required with bid submission [enter list of documents] Samples required / not required with the bid [Enter the names and number of samples]

Items/Lots and their related documents:

See section items and Lots

BDS Clause Number 7
ITB Number 12.1

Items / Lots Specifications:

see section of items specifications.

BDS Clause Number 8
ITB Number 15.6

The price shall be **Fixed**.

BDS Clause Number 9
ITB Number 16.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 10
ITB Number 17.1

The Bids/Bid Validity period shall be: **120 Days**

BDS Clause Number 11
ITB Number 18.1

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

Instrument of Bid Security shall be in the Name of : **Intellectual Property Organization of Pakistan**

The Bid Security shall be in the form of: **Pay Order**

ITB Number 18.2

The address for submission of original bid security is [Insert the address for bid security submission]

D. Submission of Bids

BDS Clause Number 12
ITB Number 20.1

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory before bid submission deadline.

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Monday, December 14, 2026 11:00 AM**

Day *:* ***Monday***

Date: ***Monday, December 14, 2026***

Time *:* ***11:30 AM***

E. Opening and Evaluation of Bids

BDS Clause Number 13
ITB Number 23.1

The Bids opening shall take place on **EPADS v2.0**.

Day *:* ***Monday***

Date: ***Monday, December 14, 2026***

Time *:* ***11:30 AM***

ITB Number 29.2

The procuring agency shall consider the following:
lump sum bid basis; or
items wise; or
Lot wise (contracts),

ITB Number 30.1

BDS Clause Number 14
ITB Number 31.1

Domestic Preference [applicable / not applicable]

ITB Number 31.2

Selection technique adopted will be:
The Procuring Agency shall use any of the following evaluation techniques for determination of successful bid.

Least Cost Base Selection (LCBS)
Quality and Cost Based Selection (QCBS)
Quality Based Selection (QBS)
[Insert the Evaluation Technique]

Selection technique adopted will be: **Quality and Cost Based Selection (QCBS)**
see Evaluation Criteria

F. Review of Procurement Decisions

BDS Clause Number 15
ITB Number 41.1

Grievence against this procurement shall be submitted online on EPADS v2.0.

Arbitrator shall be appointed by mutual consent of the both parties.

ITB Number 42.2

The Address of PPRA Grievance Redressal Appellate Committee to submit a copy of grievance:

Grievance Redressal Appellate Committee,
Public Procurement Regulatory Authority
1st Floor, G-5/2, Islamabad, Pakistan
Tel: +92-51-9202254

Eligibility Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Required Registration
FBR (NTN)
FBR (GSTN)

Evaluation Criteria

Eligibile bidder(s) with substantially responsive bid(s) offering **Quality and Cost Based Selection (QCBS)** shall be consider for the award of contract(s).

Quality and Cost Based Selection (QCBS)

Weightage

Technical Evaluation %	Financial Evaluation %
60	40

Technical Marks	60
Passing Marks	**30**
Technical Evaluation Criteria	
Company Experience (Quantitative)(Doc Required)	10
Company Financial Stability (Quantitative)(Doc Required)	10
Product Quality & Compliance with Specifications and on the submission of samples (Quantitative)(Doc Required)	30
Relevant Past Experience with Government Organizations (Quantitative)(Doc Required)	5
Bidder's Certification & Legal Standing (Quantitative)(Doc Required)	5

Items/Lots

Items Without Lots :

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Ball Point (Blue + Black + Red)	Ball point pens	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 250/pcs	250/pcs	1312.5 PKR	1
Ball Point Blue + Black + Red	Ball point pens	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 250/pcs	250/pcs	225 PKR	1
Uniball (Blue + Black + Green + Red)	Pointers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 300/pcs	300/pcs	2850 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Binder Clips (Med 25mm)	Binder or bulldog clips	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 25/pack	25/pack	125 PKR	1
Binder Clips (32mm)	Binder or bulldog clips	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 25/pack	25/pack	77.5 PKR	1
Binding Tape	Binding tape	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	60 PKR	1
Box File Large	Box file	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 50/pcs	50/pcs	780 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Calculator 16 Digits Heavy Duty	Pocket calculator	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	875 PKR	1
Cash Book 8-No	Cash registers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	167.5 PKR	1
Paper Clip (28mm)	Paper clips	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 50/pack	50/pack	112.5 PKR	1
Envelop (Small)	Standard envelopes	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 3000/pcs	3000/pcs	600 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Envelop (Legal	Standard envelopes	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 3000/pcs	3000/pcs	1400 PKR	1
Envelop (A4)	Standard envelopes	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2000/pcs	2000/pcs	1000 PKR	1
File Separator Plastic (A4) (10 Pieces)	Index card files	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pack	10/pack	55 PKR	1
File Separator Plastic (A4) (20 Pieces)	Index card files	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pack	10/pack	97.5 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
File Separator Plastic (A4) (30 Pieces)	Index card files	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pack	10/pack	123 PKR	1
Foot Ruler 12” (Steel)	Office ruler	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 20/pcs	20/pcs	54 PKR	1
Gum Stick	Acid free glue sticks	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 60/pcs	60/pcs	390 PKR	1
Highlighter (Pink, Green. Yellow, Blue)	Highlighters	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 75/pcs	75/pcs	202.5 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Permanent Marker	Markers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 25/pcs	25/pcs	71.25 PKR	1
Packing Tape 3”	Packaging tape	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	65 PKR	1
Paper Cutter	Paper cutting machines or accessories	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 15/pcs	15/pcs	66 PKR	1
Paper A4 (80 Grm)	Computer printout paper	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 600/pack	600/pack	40800 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Paper Legal Size (80 Grm)	Computer printout paper	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 50/pack	50/pack	4505 PKR	1
Paper colored (yellow/Pink/Green)	Computer printout paper	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 20/pack	20/pack	373 PKR	1
Petty Cash Register 8 Nos	Cash registers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 3/pcs	3/pcs	109.05 PKR	1
Daily File Dairy Register 8 No.s	Diaries or refills	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 3/pcs	3/pcs	97.5 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Daily Letter Dairy Register 8 Nos	Diaries or refills	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 3/pcs	3/pcs	97.5 PKR	1
Pencil Lead	Charcoal pencils	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 20/dozen	20/dozen	194 PKR	1
Plastic File Cover Blue (one sided transparent)	Report covers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 300/pcs	300/pcs	780 PKR	1
Plastic L shaped (two side transparent)	Report covers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 300/pcs	300/pcs	330 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Chit Sticky Notes (3x5)	Self adhesive note paper	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 30/dozen	30/dozen	217.5 PKR	1
Chit Sticky Notes (3 Pieces)	Self adhesive note paper	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 4/dozen	4/dozen	17 PKR	1
Paper Punch Medium Size Double Hole	Paper punching or binding machines	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	260 PKR	1
Paper Punch Large Single Hole	Paper punching or binding machines	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 20/pcs	20/pcs	270 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Double Hole Punch Machine (Metal Heavy Duty)	Paper punching or binding machines	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 3/pcs	3/pcs	1097.4 PKR	1
Thumb Pin	Pins or tacks	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/dozen	2/dozen	3.2 PKR	1
Scotch Tape	Transparent tape	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 75/pcs	75/pcs	217.5 PKR	1
Pencil Sharpener	Manual pencil sharpener	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 50/pcs	50/pcs	27.5 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
USB (64 GB)	Pen or flash drive	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	204.5 PKR	1
USB (32 GB)	Pen or flash drive	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	344 PKR	1
Computer Keyboard	Keyboards	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	140.5 PKR	1
Computer Mouse	Computer mouse	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 4/pcs	4/pcs	66 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Computer Power Cable	Computer power supply	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	20 PKR	1
Computer VGA Cable	Computer cable	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	25 PKR	1
Eraser	Erasers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pack	5/pack	101.5 PKR	1
Stamp Pad (Blue)	Ink or stamp pads	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	20.25 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Staple Machine (Large)	Staplers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	460 PKR	1
Staple Machine 25 Sheet Capacity 24/6	Staplers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	194 PKR	1
Staple Pins (Small-8) 24/6	Staplers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 100/box	100/box	315 PKR	1
White Board Eraser (Double Side)	Whiteboard eraser	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	3.9 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Correction Pen	Correction pens	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 15/pcs	15/pcs	39 PKR	1
Writing Pads Spiral (4x6”) No.1249	Paper pads or notebooks	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 50/pcs	50/pcs	185 PKR	1
Writing Pads (Normal) No. 1162 (210x148 mm)	Paper pads or notebooks	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 50/pcs	50/pcs	100 PKR	1
Writing Pads A-4 No. SQ.1161	Paper pads or notebooks	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 24/pcs	24/pcs	62.4 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Scissor	Scissors	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	186.5 PKR	1
Plastic Blue Folder Ring	Folders	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 20/pcs	20/pcs	412 PKR	1
Double Hole Punch (Large)	Book punching machines	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	2407.2 PKR	1
Clock Cell AA	Dry cell batteries	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 100/pcs	100/pcs	175 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Remote Cell AAA	Dry cell batteries	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 100/pcs	100/pcs	250 PKR	1
Call Bell remote cell	Dry cell batteries	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 15/pcs	15/pcs	94.3 PKR	1
Mouse Pad	Mouse pads	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	205 PKR	1
Engagement Stand	Display stand	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 6/pcs	6/pcs	300 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Moistener Fingertip	Moisteners	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	100 PKR	1
Tape Dispenser (Large)	Tape dispensers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 4/pcs	4/pcs	52 PKR	1
Peon Book	Log books or pads	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 6/pcs	6/pcs	51 PKR	1
File Flapper with Board	Archboards	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 500/pcs	500/pcs	1000 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Fountain Pen Ink Bottle	Fountain pen ink refill	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	250 PKR	1
Fountain Pen	Fountain pens	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	450 PKR	1
White Board Marker	Markers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 20/pcs	20/pcs	50 PKR	1
File Thread	String or twine	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 20/dozen	20/dozen	800 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Stamp Pad Ink	Ink or stamp pads	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	13 PKR	1
Staple Pin Remover	Staple removers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 20/pcs	20/pcs	210 PKR	1
Stock Register 8 No	Log books or pads	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	80 PKR	1
Cell D size	Dry cell batteries	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 20/pcs	20/pcs	920 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Paper Binding Machine Spiral	Comb binding machine	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 1/pcs	1/pcs	125 PKR	1
Plastic Paper Spiral Binding Coil	Spiral binding	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	1000 PKR	1
Plastic Transparent Sheet A4 for Binding	Spiral binding	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pack	5/pack	60 PKR	1
Card Paper for Binding	Color paperboard	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pack	10/pack	400 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Air Freshener	Air freshener	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 42/pcs	42/pcs	546 PKR	1
Glass Cleaner 500ml	Glass or window cleaners	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 30/pcs	30/pcs	240 PKR	1
Duster Yellow	Dusters	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 150/pcs	150/pcs	262.5 PKR	1
Mosquito Liquid Refill (With Machines)	Insecticides	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 30/pcs	30/pcs	900 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Insect Killer	Insecticides	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 30/pcs	30/pcs	600 PKR	1
Liquid Soap 500ml	Soaps	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 70/pcs	70/pcs	1225 PKR	1
Phenyl 2.75 ltr	General purpose cleaners	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 31/pcs	31/pcs	261.5 PKR	1
Dry Mop	Dust mops	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 3/pcs	3/pcs	73.5 PKR	1

PUBLIC PROCUREMENT REGULATORY AUTHORITY EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Dish Wash Spunch	Gauze sponges	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 12/pcs	12/pcs	45 PKR	1
Acid toilet cleaner	Toilet cleaners	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 30/pcs	30/pcs	52.5 PKR	1
Tissue Paper	Acid free tissue papers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 210/pcs	210/pcs	3150 PKR	1
Toilet Paper Roll	Toilet tissue	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 350/pcs	350/pcs	1925 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Toilet Brush (Medium Size)	Toilet brush and toilet brush holder	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	10 PKR	1
Towel Medium Size	Bath towels	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	175 PKR	1
Dish Wash Powder	Dishwashing products	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 45/pcs	45/pcs	225 PKR	1
Air Freshener for Washrooms	Air freshener	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/dozen	5/dozen	127.5 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Air Freshener (Car Dashboard)	Air freshener	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 3/pcs	3/pcs	250 PKR	1
Air Freshener (Refiler)	Air freshener	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	250 PKR	1
Air Freshener Machine	Air freshener dispensers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	625 PKR	1
Car Luster	Lusters	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 30/pcs	30/pcs	660 PKR	1

PUBLIC PROCUREMENT REGULATORY AUTHORITY EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Car Polish	Polishes and waxes	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	725 PKR	1
Paper/Card Shredder	Paper shredding machines or accessories	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 3/pcs	3/pcs	3750 PKR	1
Dish Wash Liquid 500ml	Laundry products	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 28/pcs	28/pcs	420 PKR	1
Brush for Car (Medium)	Cleaning brushes	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 4/pcs	4/pcs	16 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Toilet Cleaner 500ml	Toilet cleaners	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 60/pcs	60/pcs	990 PKR	1
Wall Clocks	Wall clocks	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 3/pcs	3/pcs	150 PKR	1
Door Mat (Medium)	Door mats	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	150 PKR	1
Office Table Set	Furniture set	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 4/pcs	4/pcs	500 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Surface Cleaner	Contact surface cleaners	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 60/pcs	60/pcs	4800 PKR	1
Extension Board	Power supply outlet strip	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 6/pcs	6/pcs	600 PKR	1
Call Bell	Call bells	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 4/pcs	4/pcs	280 PKR	1
Surf (Small)	Laundry products	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 76/pcs	76/pcs	95 PKR	1

PUBLIC PROCUREMENT REGULATORY AUTHORITY PPRA EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Dust Bin	Waste containers or rigid liners	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	250 PKR	1
Dust bin Bags	Domestic garbage disposals	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 7/Kg	7/Kg	140 PKR	1
Face Mask	Unrated surgical masks/tie backs	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/box	10/box	105 PKR	1
Hand Sanitizer 5 Liter	Hand sanitizer	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/Ltr	5/Ltr	125 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Hand Sanitizer 500ml	Hand sanitizer	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	107.5 PKR	1
Flash Plunger	Toilet cleaners	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	10 PKR	1
Umbrella	Umbrellas	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 3/pcs	3/pcs	150 PKR	1
Tissue Paper Hygienic (White)	Acid free tissue papers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 120/pcs	120/pcs	1350 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Hygienic Tissue Dispenser	Toilet tissue dispensers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pcs	2/pcs	300 PKR	1
LED Bulb warm(6 watt)	Light bulb changer	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 20/pcs	20/pcs	275 PKR	1
LED Bulb (12 watt)	Light bulb changer	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 20/pcs	20/pcs	275 PKR	1
Wiper (Large)	Mud cleaning equipment	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 4/pcs	4/pcs	46 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Grass Broom (Phool Jharo)	Brooms	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 4/pcs	4/pcs	52 PKR	1
Floor Cleaning Towel	Floor cleaners	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 6/pcs	6/pcs	90 PKR	1
Hand Polythene Disposable Gloves	Thermal gloves	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 4/pack	4/pack	23 PKR	1
Nylon rope bundle	Cordage or rope or twine manufacturing services	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 12/pcs	12/pcs	78 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Nylon bori	Sack holders	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 100/pcs	100/pcs	350 PKR	1
Bleach Liquid	Aqueous cleaning and washing equipment	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	130 PKR	1
Hand Cotton Gloves	Chemical resistant gloves	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 30/pair	30/pair	60 PKR	1
Hand Surgical Gloves	Latex Surgical gloves	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2/pack	2/pack	10 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Microfiber Cloth for cleaning	Cleaning cloths or wipes	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 30/pcs	30/pcs	750 PKR	1
Water Glass	Domestic drinking glasses	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 60/pcs	60/pcs	450 PKR	1
Water Jug (Large Size)	Jugs	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 12/pcs	12/pcs	300 PKR	1
Water Jug (Small Size)	Jugs	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 24/pcs	24/pcs	516 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Rice Plate	Domestic plates	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 48/pcs	48/pcs	1440 PKR	1
Curry Plate	Domestic plates	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 48/pcs	48/pcs	1248 PKR	1
Quarter Plate	Domestic plates	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 60/pcs	60/pcs	1290 PKR	1
Soup Bowl (white)	Food service punch bowls	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 36/pcs	36/pcs	1080 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Soup Spoon	Domestic spoons	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 36/pcs	36/pcs	234 PKR	1
Table Spoon	Domestic spoons	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 48/pcs	48/pcs	168 PKR	1
Dessert Spoon	Domestic spoons	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 48/pcs	48/pcs	228 PKR	1
Tea Spoon	Domestic spoons	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 48/pcs	48/pcs	144 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Table Fork	Domestic spoons	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 48/pcs	48/pcs	168 PKR	1
Dessert Fork	Domestic spoons	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 48/pcs	48/pcs	240 PKR	1
Cup and Saucer	Food service cups or mugs	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 60/pcs	60/pcs	1920 PKR	1
Sugar Pot	Domestic serving bowls	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 24/pcs	24/pcs	780 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Knife (Small)	Knife blades	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	115 PKR	1
Knife (Large)	Knife blades	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 4/pcs	4/pcs	75 PKR	1
Tray serving (three pieces set)	Domestic trays or platters	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 6/pcs	6/pcs	372 PKR	1
Rice Serving Spoon	Domestic spoons	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	100 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Curry Serving Spoon	Domestic spoons	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	130 PKR	1
Serving Dish (white)	Domestic plates	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	575 PKR	1
Serving Bowl (white)	Domestic serving bowls	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	675 PKR	1
Salt & pepper set	Spice or salt or pepper shakers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 4/pcs	4/pcs	154 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Cotton Roti Wrap	Table cloths	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 24/pcs	24/pcs	84 PKR	1
HP 147A compatible printer Toner/ cartridge	Printer or facsimile toner	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 15/pcs	15/pcs	8274.75 PKR	1
Cannon 057 compatible printer Toner/ cartridge	Printer or facsimile toner	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	2325 PKR	1
HP 26A compatible printer Toner/ cartridge	Printer or facsimile toner	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	1100 PKR	1

PUBLIC PROCUREMENT REGULATORY AUTHORITY EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
HP 55A compatible printer Toner/ cartridge	Printer or facsimile toner	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	1137.5 PKR	1
HP 05A compatible printer Toner/ cartridge	Printer or facsimile toner	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	537.5 PKR	1
HP 151A compatible printer Toner/ cartridge	Printer or facsimile toner	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	2075 PKR	1
HP 85A compatible printer Toner/ cartridge	Printer or facsimile toner	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 5/pcs	5/pcs	450 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Cannon 051 compatible printer Toner/ cartridge	Printer or facsimile toner	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	1750 PKR	1
Kyocera Taskalfa 3511i (Black Tonner) compatible Photocopier Toner/ cartridge	Printer or facsimile toner	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 10/pcs	10/pcs	2075 PKR	1
File Covers Printed 350gm)	Report covers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 6000/pcs	6000/pcs	15000 PKR	--
File Covers with Pocket Printed (350gm)	Report covers	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 2000/pcs	2000/pcs	6000 PKR	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY EPADS

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Writing Pads A5 Printed	Writing paper	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 24/pcs	24/pcs	516 PKR	--
Writing Pads Cover A5 Leather Green Color	Writing paper	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 36/pcs	36/pcs	1350 PKR	--
Writing Pads Cover Leather Green Color (4x6” Size)	Writing paper	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 24/pcs	24/pcs	624 PKR	--
Mug With Printed/ Box	Domestic mugs	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 500/pcs	500/pcs	17500 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Table Calendar With Cover	Calendars	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 500/pcs	500/pcs	12500 PKR	--
Printed hand bag	External cerebral ventricular drainage bags or reservoirs	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 500/pcs	500/pcs	8750 PKR	--
Leather Shield with Ballpoint/ Key Chain As Per Sample	Educator gifts	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 50/pcs	50/pcs	13000 PKR	--
Leather Shield	Educator gifts	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 50/pcs	50/pcs	9250 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
Leather Key Chain with Box	Educator gifts	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 100/pcs	100/pcs	2500 PKR	--
Acrylic Shield	Educator gifts	**Address:** 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory **Schedule:** 8 months **Quantity:** 100/pcs	100/pcs	10000 PKR	--

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Related Services of Goods:

No

Items/Lot Specification

Items Without Lots :

Item: Ball Point (Blue + Black + Red)

UNSPSC: Ball point pens

Specifications / Requirementsss:

Staedtler or equivalent

Item: Ball Point Blue + Black + Red

UNSPSC: Ball point pens

Specifications / Requirementsss:

Mercury/ Signature or equivalent

Item: Uniball (Blue + Black + Green + Red)

UNSPSC: Pointers

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Specifications / Requirementsss:

Deluxe or equivalent

Item: Binder Clips (Med 25mm)

UNSPSC: Binder or bulldog clips

Specifications / Requirementsss:

Deli or Equivalent Pack of 12

Item: Binder Clips (32mm)

UNSPSC: Binder or bulldog clips

Specifications / Requirementsss:

Deli or Equivalent pack of 12

Item: Binding Tape

UNSPSC: Binding tape

Specifications / Requirementsss:

Sensa or equivalent, adhesive type, 2 inches width × 10 yards length, high-quality woven cloth backing, strong adhesive, durable, flexible and tear-resistant, suitable for book/file binding and reinforcement of document edges.

Item: Box File Large

UNSPSC: Box file

Specifications / Requirementsss:

Sensa Model 556 or equivalent, imported, 3-inch capacity, suitable for A4 documents, durable rigid cover, heavy-duty metal lever-arch mechanism, finger ring, spine label holder, suitable for office record keeping and filing, good quality

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Item: Calculator 16 Digits Heavy Duty

UNSPSC: Pocket calculator

Specifications / Requirementsss:

CASIO DJ-240D Plus or equivalent, 14-digit extra-large LCD display, desktop type, solar and battery dual power, minimum 300-step check/recheck function, tax calculation, percentage, markup, grand total and independent memory functions, localized number display, durable keys, original/genuine product.

Item: Cash Book 8-No

UNSPSC: Cash registers

Specifications / Requirementsss:

Tayyaba or equivalent, good-quality ledger/writing paper, properly ruled and printed cash receipt/payment columns, strong and durable binding, suitable for recording daily cash transactions, fine quality

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Item: Paper Clip (28mm)

UNSPSC: Paper clips

Specifications / Requirementsss:

Three Flower or equivalent

Item: Envelop (Small)

UNSPSC: Standard envelopes

Specifications / Requirementsss:

9 × 4 inches, white, 120 GSM, premium-quality smooth paper, bright white finish, strong and durable construction, neatly manufactured with gummed/self-sealing flap, suitable for official correspondence and documents

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Item: Envelop (Legal

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UNSPSC: Standard envelopes

Specifications / Requirementsss:

11 × 15 inches, white, 120 GSM, premium-quality smooth wove paper, bright white finish, strong and durable construction, gummed/self-sealing flap, suitable for official correspondence, legal documents, files and reports, best quality.

Item: Envelop (A4)

UNSPSC: Standard envelopes

Specifications / Requirementsss:

C4 (229 × 324 mm), white, 120 GSM, premium-quality smooth wove paper, bright white finish, durable construction, gummed/peel-and-seal flap, suitable for carrying A4 documents without folding, neat and professional finish, or equivalent.

Item: File Separator Plastic (A4) (10 Pieces)

UNSPSC: Index card files

Specifications / Requirementsss:

Plastic, A4 Size, Cosmo or equivalent, set of 10 pieces, numbered tabs 1–10, made of good-quality durable and flexible plastic, water-resistant and tear-resistant, suitable for standard office files/ring binders, assorted colours, best quality.

Item: File Separator Plastic (A4) (20 Pieces)

UNSPSC: Index card files

Specifications / Requirementsss:

Plastic, A4 Size, Cosmo or equivalent, set of 20 pieces, numbered tabs 1–20, made of good-quality durable and flexible plastic, water-resistant and tear-resistant, suitable for standard office files/ring binders, assorted colours, best quality.

Item: File Separator Plastic (A4) (30 Pieces)

UNSPSC: Index card files

Specifications / Requirementsss:

Plastic, A4 Size, Cosmo or equivalent, set of 30 pieces, numbered tabs 1–30, made of good-quality durable and flexible plastic, water-resistant and tear-resistant, suitable for standard office files/ring binders, assorted colours, best quality.

Item: Foot Ruler 12” (Steel)

UNSPSC: Office ruler

Specifications / Requirementsss:

DUX or equivalent, 12 inches (30 cm), stainless steel/steel construction, dual graduation in inches and centimetres, clear and permanent markings, rust-resistant, smooth edges, durable and accurate, best quality.

Item: Gum Stick

UNSPSC: Acid free glue sticks

Specifications / Requirementsss:

Deli Glue Stick, 15 Gram, Model EA20110 or equivalent, white, solvent-free, strong adhesive, smooth and clean application, twist-up mechanism, suitable for paper, cardboard and general office use, good quality.

Item: Highlighter (Pink, Green. Yellow, Blue)

UNSPSC: Highlighters

Specifications / Requirementsss:

Dollar HL-5/HLS 90 or equivalent, 5 mm chisel/cut tip, fluorescent/neon ink, strong yet soft polyester fibre tip, large ink reservoir, cap with attached clip, quick and smooth highlighting, assorted colours, good quality.

Item: Permanent Marker

UNSPSC: Markers

Specifications / Requirementsss:

Mercury or equivalent, Black/Blue, fine/round tip approximately 2 mm, permanent quick-drying and water-resistant alcohol-based ink, smudge-resistant, suitable for

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writing/marking on paper, cardboard, plastic, glass and metal, durable body with secure cap, good quality.

Item: Packing Tape 3”

UNSPSC: Packaging tape

Specifications / Requirementsss:

Excell PVC or equivalent, 3 inches (approx. 72 mm) width, 30 yards length, strong/heavy-duty adhesive, durable PVC film, resistant to splitting and tearing, suitable for sealing cartons, boxes and parcels, good quality.

Item: Paper Cutter

UNSPSC: Paper cutting machines or accessories

Specifications / Requirementsss:

Deli E2001 or equivalent, 18 mm SK5 hardened steel snap-off blade, durable ABS body, manual locking mechanism, 8 snap-off blade segments, integrated blade cover, hanging hole, ergonomic grip, suitable for cutting paper, cardboard and general office materials, good quality

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Item: Paper A4 (80 Grm)

UNSPSC: Computer printout paper

Specifications / Requirementsss:

Double A or equivalent, A4 size (210 × 297 mm), 80 GSM, 500 sheets per ream, premium quality, bright white, extra smooth finish, high opacity, suitable for laser/inkjet printers and photocopiers, suitable for single and double-sided printing, properly packed

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Item: Paper Legal Size (80 Grm)

UNSPSC: Computer printout paper

Specifications / Requirementsss:

Double A or equivalent, 80 GSM, size 216 × 356 mm, 500 sheets per ream, premium quality, bright white, smooth finish, suitable for photocopying and laser/inkjet printing, suitable for single and double-sided printing, properly packed.

Item: Paper colored (yellow/Pink/Green)

UNSPSC: Computer printout paper

Specifications / Requirementsss:

Spectra/Sinarline or equivalent, A4 size (210 × 297 mm), 80 GSM, 500 sheets per ream, assorted/specified colours including Blue, Green, Lemon, Pink and Yellow, smooth premium finish, suitable for laser/inkjet printing and photocopying, good quality, properly packed.

Item: Petty Cash Register 8 Nos

UNSPSC: Cash registers

Specifications / Requirementsss:

Tayyaba or equivalent, good-quality ledger paper, strong hard binding, pre-printed petty cash receipt/payment and balance columns, durable cover, suitable for official office accounts and petty cash record keeping, best quality.

Item: Daily File Dairy Register 8 No.s

UNSPSC: Diaries or refills

Specifications / Requirementsss:

Tayyaba or equivalent, good-quality writing paper, ruled pages, strong durable binding, hard cover, suitable for maintaining daily official diary/correspondence record, best quality.

Item: Daily Letter Dairy Register 8 Nos

UNSPSC: Diaries or refills

Specifications / Requirementsss:

Tayyaba or equivalent, good-quality writing paper, ruled pages, strong durable binding, hard cover, suitable for maintaining daily official diary/correspondence record, best quality.

Item: Pencil Lead

UNSPSC: Charcoal pencils

Specifications / Requirementsss:

Goldfish 5000 HB or equivalent, standard wooden hexagonal body, high-quality break-resistant graphite lead, smooth and dark writing, easy to sharpen, suitable for general office writing and marking, 12 pencils per box, best quality. Pack of 12

Item: Plastic File Cover Blue (one sided transparent)

UNSPSC: Report covers

Specifications / Requirementsss:

Deli or equivalent, A4 size (210 × 297 mm), Blue, one side transparent, durable PP plastic material, with suitable paper fastener/filing mechanism, suitable for maintaining official documents and correspondence, good quality

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Item: Plastic L shaped (two side transparent)

UNSPSC: Report covers

Specifications / Requirementsss:

A4 size (210 × 297 mm), transparent on both sides, made of high-quality durable PP material, minimum 0.16 mm thickness, top and side opening, flexible, tear-resistant and moisture-resistant, suitable for maintaining official documents and correspondence, best quality.

Item: Chit Sticky Notes (3x5)

UNSPSC: Self adhesive note paper

Specifications / Requirementsss:

Sensa or equivalent, size 3 × 5 inches, good-quality paper, self-adhesive repositionable backing, assorted/bright colours, suitable for writing notes, reminders, marking documents and office files, clean and smooth surface, best quality.

Item: Chit Sticky Notes (3 Pieces)

UNSPSC: Self adhesive note paper

Specifications / Requirementsss:

Three Flower or equivalent

Item: Paper Punch Medium Size Double Hole

UNSPSC: Paper punching or binding machines

Specifications / Requirementsss:

Deli or equivalent, metal construction, punching capacity of 20–25 sheets, 80 mm hole distance, 6 mm hole diameter, with waste-paper collection tray, durable and smooth punching mechanism, suitable for A4/official files, best quality.

Item: Paper Punch Large Single Hole

UNSPSC: Paper punching or binding machines

Specifications / Requirementsss:

Good Quality

Item: Double Hole Punch Machine (Metal Heavy Duty)

UNSPSC: Paper punching or binding machines

Specifications / Requirementsss:

Deli E0150 or equivalent, metal construction, punching capacity of 150 sheets of 80 GSM paper, two (02) holes, 6 mm hole diameter, 80 mm hole distance, SPCC anti-rust metal body with durable ABS base, long metal handle, integrated adjustable paper-positioning ruler, replaceable punch pins and discs, durable and smooth punching mechanism, suitable for heavy-duty official use, best quality.

Item: Thumb Pin

UNSPSC: Pins or tacks

Specifications / Requirementsss:

Three Flower/Deli or equivalent, assorted/multicolour plastic head with sharp steel pin, durable and corrosion-resistant, suitable for fixing notices, documents and papers on notice/cork boards, reusable, packed in box/container of 40 pieces, best quality.

Item: Scotch Tape

UNSPSC: Transparent tape

Specifications / Requirementsss:

Sensa or equivalent, 1 inch width × 50 yards length, transparent/clear, good-quality adhesive plastic film, strong and durable adhesive, smooth application, suitable for sealing, joining and repairing documents, envelopes and general office use, best quality.

Item: Pencil Sharpener

UNSPSC: Manual pencil sharpener

Specifications / Requirementsss:

DUX or equivalent, Chrome/Silver finish, high-quality metal body, single-hole design, sharp screw-retained non-rusty steel blade, smooth and efficient sharpening, durable construction, suitable for standard lead/graphite pencils, best quality.

Item: USB (64 GB)

UNSPSC: Pen or flash drive

Specifications / Requirementsss:

Kingston DataTraveler Exodia DTX/64GB or equivalent, 64 GB storage capacity, USB 3.2 Gen 1, USB Type-A interface, high-speed data transfer, protective snap-on cap, keyring

loop, compatible with Windows/macOS/Linux/Chrome OS, genuine/original product with manufacturer warranty, suitable for official data storage and transfer, best quality

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Item: USB (32 GB)

UNSPSC: Pen or flash drive

Specifications / Requirementsss:

Kingston DataTraveler Exodia DTX/32GB or equivalent, 32 GB storage capacity, USB 3.2 Gen 1, USB Type-A interface, high-speed data transfer, protective cap for USB connector, large keyring loop, compatible with Windows/macOS/Linux/Chrome OS, genuine/original product with manufacturer warranty, suitable for official data storage and transfer, best quality.

Item: Computer Keyboard

UNSPSC: Keyboards

Specifications / Requirementsss:

A4Tech KR-85 ComfortKey FN or equivalent, full-size wired USB keyboard, 12 FN multimedia/internet hotkeys, comfort round-edge keycaps, laser-engraved characters, splash-proof design with drain holes, adjustable keyboard legs, large L-shaped Enter key, 1.5 metre USB cable, durable construction, compatible with standard Windows-based desktop computers, black colour, genuine/original product, best quality.

Item: Computer Mouse

UNSPSC: Computer mouse

Specifications / Requirementsss:

A4Tech OP-620D or equivalent, wired USB optical mouse, 1200 DPI resolution, four (04) buttons including 2X double-click button, symmetric/ambidextrous ergonomic design, dust-resistant scroll wheel, 1.5 metre USB cable, plug-and-play operation, durable construction, compatible with standard Windows-based desktop computers, black colour, genuine/original product, best quality.

Item: Computer Power Cable

UNSPSC: Computer power supply

Specifications / Requirementsss:

IEC C13 to 3-Pin Power Plug, 1.5 Meter, 3-Core Copper Conductor, rated voltage 220–250V AC and current up to 10A, durable PVC insulation, black colour, grounded safety plug, suitable for desktop computers, monitors, printers and UPS systems, heavy-duty/good quality, genuine and reliable product.

Item: Computer VGA Cable

UNSPSC: Computer cable

Specifications / Requirementsss:

branded or equivalent, 1.5 Meter length, VGA/SVGA 15-pin male-to-male connectors, high-quality copper conductor, shielded/triple-shielded cable, support for resolutions up to 1920 × 1200/1080p, molded connectors with screw-locks, durable strain relief, suitable for connection of computers/laptops with VGA-enabled LCD/LED monitors and projectors, black colour, best quality.

Item: Eraser

UNSPSC: Erasers

Specifications / Requirementsss:

DUX DX-45 or equivalent, rectangular shape, soft white eraser, suitable for clean and smooth removal of graphite/lead pencil marks without damaging paper surface, non-toxic material, dust-free, resistant to breakage during normal use, durable and best quality. pack of 45

Item: Stamp Pad (Blue)

UNSPSC: Ink or stamp pads

Specifications / Requirementsss:

Deli/Shiny/Lancer or equivalent, large/medium size, approximately 110 × 70 mm or equivalent, high-quality felt/fabric ink pad, blue quick-drying ink providing clear and uniform impressions, durable plastic/metal casing with protective cover, suitable for official rubber stamps and frequent office use, long-lasting and best quality.

Item: Staple Machine (Large)

UNSPSC: Staplers

Specifications / Requirementsss:

Fuji HD-23S24/N FL or equivalent, heavy-duty manual stapler with robust steel/metal construction, stapling capacity up to 210 sheets of 80 GSM paper, compatible with 23/6, 23/8, 23/10, 23/13, 23/15, 23/17, 23/20, 23/23 and 23/24 staples, 100-staple loading capacity, rotary/adjustable anvil, ergonomic long handle, non-slip base, durable and

smooth stapling mechanism, suitable for heavy-duty official use, best quality.

Item: Staple Machine 25 Sheet Capacity 24/6

UNSPSC: Staplers

Specifications / Requirementsss:

Deli E0306 or equivalent, standard office size, stapling capacity of 25 sheets of 80 GSM paper, compatible with 24/6 staples, durable metal stapling mechanism with ABS/plastic body, smooth and reliable operation, ergonomic design, suitable for routine official/office use, best quality.

Item: Staple Pins (Small-8) 24/6

UNSPSC: Staplers

Specifications / Requirementsss:

Dollar ST 24/6 or equivalent, 1,000 pins per box, 6 mm leg length, 24-gauge steel wire, electro-galvanized/corrosion-resistant finish, smooth and jam-free stapling, suitable for standard office stapling machines, good quality.

Item: White Board Eraser (Double Side)

UNSPSC: Whiteboard eraser

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Specifications / Requirementsss:

Deli or equivalent, medium/standard size, durable plastic/ABS body with soft felt/lint erasing surfaces on both sides, suitable for effective and smooth removal of dry-erase marker ink without scratching the whiteboard surface, lightweight, durable and suitable for routine office/conference-room use, best quality.

Item: Correction Pen

UNSPSC: Correction pens

Specifications / Requirementsss:

Sensa SNCP011 or equivalent, approximately 7 ml capacity, white quick-drying opaque correction fluid, precision metal tip for smooth and controlled application, suitable for correction of handwritten and printed documents, non-smudging, easy-grip pen design, best quality.

Item: Writing Pads Spiral (4x6”) No.1249

UNSPSC: Paper pads or notebooks

Specifications / Requirementsss:

Alfalah No. 1249 or equivalent, size 4 × 6 inches, fine-quality ruled writing paper, spiral/wiro binding, durable printed cover, suitable for office note-taking and general writing, neat and properly finished, best quality.

Item: Writing Pads (Normal) No. 1162 (210x148 mm)

UNSPSC: Paper pads or notebooks

Specifications / Requirementsss:

Alfalah or equivalent, size 210 × 148 mm (A5), 80 GSM fine-quality writing paper, suitable for office drafting, note-taking and general official use, neatly bound, durable and best quality.

Item: Writing Pads A-4 No. SQ.1161

UNSPSC: Paper pads or notebooks

Specifications / Requirementsss:

Alfalah No. 1161 / SQ 1161 or equivalent, size 210 × 297 mm (A4), 80 GSM, 80 pages, fine-quality writing paper, properly bound, suitable for official drafting, note-taking and general office use, neat and durable, best quality.

Item: Scissor

UNSPSC: Scissors

Specifications / Requirementsss:

Deli E6010/6010 or equivalent, 210 mm (8¼ inches), stainless-steel polished blades approximately 2.0 mm thickness, durable PP plastic symmetrical handles, pointed tip, smooth and precise cutting action, suitable for paper, documents, cardboard and routine office use, durable and best quality.

Item: Plastic Blue Folder Ring

UNSPSC: Folders

Specifications / Requirementsss:

Nokia/Nokyo No. 085 or equivalent, A4/File Size, made of durable high-quality plastic/PP material, fitted with strong metal ring mechanism, suitable for filing punched A4 documents, durable cover with neat finishing, suitable for official record keeping and routine office use, best quality.

Item: Double Hole Punch (Large)

UNSPSC: Book punching machines

Specifications / Requirementsss:

Fuji HDP-2150 or equivalent, heavy-duty all-metal construction, punching capacity up to 150 sheets, two-hole punching mechanism, 80 mm hole distance, 6.0 mm hole diameter, high-leverage operation, self-centering guide bar and anti-skid base, suitable for heavy-duty official filing and document punching, durable and best quality.

Item: Clock Cell AA

UNSPSC: Dry cell batteries

Specifications / Requirementsss:

Energizer MAX LR6 or equivalent, 1.5V, alkaline non-rechargeable battery, long-lasting performance, suitable for wall clocks, desk clocks and other compatible office equipment, genuine/original product with adequate shelf life, best quality.

Item: Remote Cell AAA

UNSPSC: Dry cell batteries

Specifications / Requirementsss:

Energizer MAX LR03 or equivalent, 1.5V alkaline non-rechargeable battery, Zinc-Manganese Dioxide chemistry, long-lasting performance, suitable for remote controls, clocks and other compatible electronic devices, genuine/original product with adequate shelf life, best quality

Item: Call Bell remote cell

UNSPSC: Dry cell batteries

Specifications / Requirementsss:

Energizer A23/23A or equivalent, 12V miniature alkaline battery, Manganese Dioxide (MnO_2) chemistry, suitable for wireless call bells, door bells and compatible remote-control devices, genuine/original product with adequate shelf life, best quality.

Item: Mouse Pad

UNSPSC: Mouse pads

Specifications / Requirementsss:

Logitech Studio Series or equivalent, size 230 × 200 mm, approximately 2 mm thickness, smooth fine-woven fabric surface, anti-slip natural rubber base, spill-resistant

coating, anti-fraying stitched edges, suitable for optical/laser computer mice and routine office use, durable and best quality.

Item: Engagement Stand

UNSPSC: Display stand

Specifications / Requirementsss:

Senator or equivalent, A4 size, transparent durable plastic/acrylic construction, stable table-top design with firm base, suitable for displaying A4 documents, notices, agendas and information sheets, neat finishing, durable and best quality.

Item: Moistener Fingertip

UNSPSC: Moisteners

Specifications / Requirementsss:

Deli E9109 or equivalent, round design, approximately 90 × 35 mm, durable plastic body with high-density sponge/moistening pad, suitable for moistening fingertips for efficient handling and counting of papers, documents, currency and envelopes, easy to use, durable and best quality.

Item: Tape Dispenser (Large)

UNSPSC: Tape dispensers

Specifications / Requirementsss:

Sensa No. 777 or equivalent, heavy-duty desktop type, durable plastic construction with metal serrated cutting blade, stable weighted/non-slip base, suitable for standard office adhesive/scotch tape, smooth one-hand operation and clean tape cutting, durable and best quality

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Item: Peon Book

UNSPSC: Log books or pads

Specifications / Requirementsss:

Tayyaba or equivalent, 80 Pages, A5/office size, good-quality ruled paper, pre-printed format for recording delivery of official letters/files with date, particulars and acknowledgement/signature columns, strong durable binding and hard cover, suitable for official record keeping, best quality.

Item: File Flapper with Board

UNSPSC: Archboards

Specifications / Requirementsss:

Rexene/cloth flapper with strong rigid file board, Large/Full File size approximately 14 inches, heavy-duty construction, good-quality durable Rexene flapper with attached binder/string (dori), suitable for securely holding and protecting official files and documents, neat finishing, best quality.

Item: Fountain Pen Ink Bottle

UNSPSC: Fountain pen ink refill

Specifications / Requirementsss:

Dollar PP60/IFPP-60 or equivalent, 60 ml (2 oz.), washable fountain-pen ink in leak-proof plastic bottle, suitable for all compatible fountain pens using pump/plunger filling systems, available in Blue/Black/Red/Green, genuine/original product, best quality.

Item: Fountain Pen

UNSPSC: Fountain pens

Specifications / Requirementsss:

Parker or equivalent, premium-quality fountain pen with smooth medium stainless-steel nib, durable body with chrome/gold-tone trim, compatible cartridge/converter or bottled-ink filling system, supplied with a stable and durable desktop pen holder/stand, suitable for official desk use, genuine/original product, best quality.

Item: White Board Marker

UNSPSC: Markers

Specifications / Requirementsss:

Mercury or equivalent, refillable dry-erase type, round/bullet tip, approximately 1–3 mm line width, low-odour non-permanent ink, Japanese acrylic tip, suitable for writing on whiteboards, glass and other non-porous surfaces, easily erasable with minimal residue, available in Black/Blue/Red/Green, durable PP barrel with secure cap and clip, best quality.

Item: File Thread

UNSPSC: String or twine

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Stamp Pad Ink

UNSPSC: Ink or stamp pads

Specifications / Requirementsss:

Dollar/Crystal or equivalent, approximately 28.5 ml/gm, high-quality liquid ink suitable for re-inking standard office stamp pads, available in Blue, Black and Red colours, quick-drying with clear and uniform impressions, supplied in leak-proof easy-pour bottle, best quality.

Item: Staple Pin Remover

UNSPSC: Staple removers

Specifications / Requirementsss:

Kangaro SR-300 or equivalent, heavy-duty type, suitable for removing 23/6 to 23/17 staple pins, durable metal mechanism with high-impact plastic top and bottom, built-in clamping device to securely hold removed staples and prevent kick-back, ergonomic manual operation, suitable for routine and heavy-duty official file work, genuine/original product, best quality.

Item: Stock Register 8 No

UNSPSC: Log books or pads

Specifications / Requirementsss:

Tayyaba or equivalent, approximately 600 pages, good-quality ledger/register paper, properly ruled/printed with suitable columns for recording stock receipts, issues and balances, strong durable binding with hard/synthetic Rexine cover, suitable for official stock record keeping, best quality.

Item: Cell D size

UNSPSC: Dry cell batteries

Specifications / Requirementsss:

Energizer MAX D/LR20 or equivalent, 1.5V alkaline non-rechargeable battery, Zinc-Manganese Dioxide (Zn/MnO_2) chemistry, IEC-LR20 designation, long-lasting performance, suitable for wall clocks, emergency lights, lanterns and other compatible office/electronic equipment, genuine/original product with adequate shelf life, best quality.

Item: Paper Binding Machine Spiral

UNSPSC: Comb binding machine

Specifications / Requirementsss:

Deli E3872 or equivalent, A4 size, manual operation, punching capacity of 15 sheets of 70 GSM per operation, binding capacity up to 425 sheets of 70 GSM, 21-hole punching

pattern, 14.3 mm hole spacing, adjustable margin approximately 2.5–6.5 mm, compatible with plastic combs up to 51 mm, durable construction, suitable for official reports, documents and booklets, genuine/original product, best quality.

Item: Plastic Paper Spiral Binding Coil

UNSPSC: Spiral binding

Specifications / Requirementsss:

A4 compatible, made of high-quality durable PVC/plastic material, standard spiral/coil type with uniform diameter and pitch, flexible yet strong, suitable for binding official reports, documents, manuals and booklets, available in required sizes of 8mm, 12mm, 15mm, 20mm, 24mm and 30mm, Black/White or as specified, best quality.

Item: Plastic Transparent Sheet A4 for Binding

UNSPSC: Spiral binding

Specifications / Requirementsss:

A4 Size (210 × 297 mm), transparent PVC, 180–200 micron thickness, clear/glossy finish, flexible and durable, suitable for front covers of spiral/coil/comb-bound reports, documents and manuals, free from cracks, scratches and discoloration, packed 100 sheets per pack, best quality. Pack of 100

Item: Card Paper for Binding

UNSPSC: Color paperboard

Specifications / Requirementsss:

A4 Size (210 × 297 mm), 350 GSM, high-quality durable card paper, smooth finish, suitable for file/binding covers, 50 sheets per pack.

Item: Air Freshener

UNSPSC: Air freshener

Specifications / Requirementsss:

Cobra or Equivalent, 300 ml, aerosol spray type, long-lasting pleasant fragrance, suitable for offices, rooms, washrooms, vehicles and other indoor areas, supplied in original sealed aerosol can, assorted fragrance as required, genuine/original product, best quality.

Item: Glass Cleaner 500ml

UNSPSC: Glass or window cleaners

Specifications / Requirementsss:

Glint or equivalent, 500 ml, high-quality liquid spray cleaner suitable for glass, windows, mirrors and polished household/office surfaces, effective against dirt, grease, fingerprints and stains, fast-drying and streak-free formula providing crystal-clear shine without residue, mild pleasant fragrance, supplied in original 500 ml spray bottle, best quality.

Item: Duster Yellow

UNSPSC: Dusters

Specifications / Requirementsss:

Duster Yellow, Large Size (Standard), approximately 30 × 19 cm, made of high-quality absorbent microfiber/dusting cloth, washable and reusable, suitable for cleaning office desks, furniture, glass and other surfaces, non-scratch and lint-resistant, durable and best quality.

Item: Mosquito Liquid Refill (With Machines)

UNSPSC: Insecticides

Specifications / Requirementsss:

Mortein or equivalent, supplied with 42 ml liquid refill, approximately 60 nights protection, plug-in electric vaporizer suitable for standard 220–240V supply, replaceable liquid refill system, suitable for indoor offices, rooms and other enclosed areas, available in fragrant/odourless variant, genuine/original product, best quality.

Item: Insect Killer

UNSPSC: Insecticides

Specifications / Requirementsss:

Mortein or equivalent, 300 ml aerosol spray bottle, effective against household flying and crawling insects such as mosquitoes, flies and other common insects, fast-acting formula, suitable for indoor office/room use, original sealed packaging, minimum 1-year shelf life, best quality

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Item: Liquid Soap 500ml

UNSPSC: Soaps

Specifications / Requirementsss:

Paradise or equivalent, 500 ml, high-quality liquid hand wash supplied in sealed pump/dispenser bottle, suitable for regular hand washing and personal hygiene, effectively cleanses hands and provides a pleasant fragrance, available in Peach/Aloe Vera/Olive/Orange/Green Apple/Mix Berries or as required, genuine product, best quality.

Item: Phenyl 2.75 ltr

UNSPSC: General purpose cleaners

Specifications / Requirementsss:

Finis or equivalent, 2.75 Litre, high-quality perfumed white phenyl/liquid floor cleaner, suitable for cleaning and disinfecting floors, bathrooms and other hard surfaces, effective against everyday dirt and grime, pleasant long-lasting fragrance, suitable for dilution with water and mopping, supplied in original sealed plastic bottle with handle, best quality.

Item: Dry Mop

UNSPSC: Dust mops

Specifications / Requirementsss:

24 inch (approximately 60 cm), complete with long handle approximately 48 inch, heavy-duty washable and reusable cotton/microfiber/acrylic mop head, suitable for dry

removal of dust, dirt and hair from tile, marble, wooden, laminate and other hard floor surfaces, durable construction with replaceable mop head/refill, suitable for office and commercial cleaning, best quality.

Item: Dish Wash Spunch

UNSPSC: Gauze sponges

Specifications / Requirementsss:

Dish Wash Sponge/Scrubber, double-sided rectangular type, made of high-quality absorbent foam sponge with durable abrasive scouring layer, suitable for washing plates, cups, utensils, pots and pans, effective in removing grease and food residue, washable and reusable, durable construction, approximately 10 × 7 × 3 cm, best quality.

Item: Acid toilet cleaner

UNSPSC: Toilet cleaners

Specifications / Requirementsss:

Tiger or equivalent, 1 Litre, high-quality acidic liquid cleaner suitable for toilet bowls, urinals and bathroom surfaces, effective for removal of stubborn stains, scale, rust and mineral deposits, supplied in original sealed plastic bottle with secure cap, best quality, suitable for institutional/office cleaning use.

Item: Tissue Paper

UNSPSC: Acid free tissue papers

Specifications / Requirementsss:

Rose Petal Ultra Soft or equivalent, premium-quality facial tissue, 550 sheets/pulls per pack, soft and highly absorbent tissue paper, hygienic and gentle for facial/hand use, neat sealed packaging, suitable for offices, reception areas and washrooms, genuine/original product, best quality.

Item: Toilet Paper Roll

UNSPSC: Toilet tissue

Specifications / Requirementsss:

Rose Petal Maxob or equivalent, 2-ply, ultra-absorbent toilet tissue with Liquilock technology, soft yet strong construction, suitable for office and institutional washrooms, hygienic and easy to dispose of, supplied in original sealed packaging, best quality.

Item: Toilet Brush (Medium Size)

UNSPSC: Toilet brush and toilet brush holder

Specifications / Requirementsss:

Toilet Brush, Medium/Standard Size, high-quality durable plastic handle with strong nylon/plastic bristles, round/curved brush head suitable for effective cleaning of toilet bowls and washroom surfaces, ergonomic long handle, washable and reusable, durable construction, preferably supplied with plastic holder/caddy, best quality.

Item: Towel Medium Size

UNSPSC: Bath towels

Specifications / Requirementsss:

Towel, Medium Size, 27 × 54 inches, 100% cotton, 400–500 GSM, premium-quality soft and absorbent fabric, high water absorption with quick-drying properties, properly stitched/hemmed edges, durable and colourfast, suitable for office guest rooms, washrooms and institutional use, White or assorted colour as required, best quality

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Item: Dish Wash Powder

UNSPSC: Dishwashing products

Specifications / Requirementsss:

Vim or equivalent, 450gm, lemon formulation, high-quality dishwashing powder suitable for effective cleaning of plates, cups, utensils, kitchenware and removal of grease/food residues, sealed original retail packaging, fresh stock, best quality

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Item: Air Freshener for Washrooms

UNSPSC: Air freshener

Specifications / Requirementsss:

Roomi or equivalent, suitable for washroom and room use, effective odour-control and pleasant long-lasting fragrance, suitable for offices, washrooms and institutional areas, original sealed packaging, fresh stock, best quality.

Item: Air Freshener (Car Dashboard)

UNSPSC: Air freshener

Specifications / Requirementsss:

Canon or equivalent, approximately 70ml, premium-quality car perfume with pleasant and long-lasting fragrance, compact and stylish dashboard design, effective odour control, gradual fragrance dispensing, suitable for cars and official vehicles, durable/refillable design, original sealed packing, best quality.

Item: Air Freshener (Refiler)

UNSPSC: Air freshener

Specifications / Requirementsss:

Fresco or equivalent, 300ml, premium-quality aerosol refill suitable for automatic air freshener dispensers, time-released spray with pleasant and long-lasting fragrance, suitable for offices, washrooms, rooms, corridors and institutional areas, assorted fragrance as required, original sealed packing, fresh stock, best quality.

Item: Air Freshener Machine

UNSPSC: Air freshener dispensers

Specifications / Requirementsss:

Fresco or equivalent Automatic Sensor Type, built-in light sensor, automatic programmable spray intervals of 5, 10, 15 and 30 minutes, operation modes for 24 hours/day/night, battery operated with 2 × D-size cells, compatible with 250ml and 300ml aerosol air freshener refills, wall-mountable, durable plastic body, suitable for

offices, washrooms, rooms and institutional use, original/best quality.

Item: Car Luster

UNSPSC: Lusters

Specifications / Requirementsss:

7CF or equivalent, 450ml, high-quality spray polish suitable for car dashboards, plastic trims, leather, vinyl, rubber and tyres, provides smooth glossy/wet-look finish, cleans and enhances appearance, provides UV and environmental protection against fading, drying and cracking, pleasant fragrance, easy spray application, original sealed packing, best quality.

Item: Car Polish

UNSPSC: Polishes and waxes

Specifications / Requirementsss:

Cosmic or equivalent, 200gm, Korean formulation, premium-quality hard wax/body polish for exterior automotive painted surfaces, provides deep gloss and mirror-like shine, helps remove/minimize minor scratches and swirl marks, provides protection against UV rays, dust, water and oxidation, suitable for all car colours, easy hand application and buffing, supplied in original sealed packaging with applicator sponge, best quality.

Item: Paper/Card Shredder

UNSPSC: Paper shredding machines or accessories

Specifications / Requirementsss:

Deli E9928 or equivalent, cross-cut type, capable of shredding minimum 6 sheets of A4 70 GSM paper per pass, shred size approximately 5 × 40 mm, DIN P-3 security level, 15-litre waste bin, approximately 220 mm paper feed width, suitable for shredding paper and plastic ATM/credit cards, automatic start/stop with reverse function, overheat protection, noise level below 60 dB, durable ABS plastic and metal construction, suitable for office and confidential document disposal, best quality.

Item: Dish Wash Liquid 500ml

UNSPSC: Laundry products

Specifications / Requirementsss:

Max/Lemon Max or equivalent, 500 ml, high-quality liquid dishwashing detergent, suitable for washing plates, cups, glasses, utensils and other kitchenware, effective in removing grease, oil and food residues, pleasant lemon/fresh fragrance, suitable for regular use, supplied in original sealed plastic bottle, fresh stock, best quality.

Item: Brush for Car (Medium)

UNSPSC: Cleaning brushes

Specifications / Requirementsss:

T-Type/Heavy Duty, made of durable plastic, metal and PP, approximately 17 × 13 × 8 cm, fitted with dense and stiff high-quality bristles, ergonomic plastic handle, suitable for deep cleaning of vehicle tyres, wheels, rims and fenders, effective for removal of mud, dirt, grease, road grime and brake dust, washable and reusable, suitable for cars, SUVs and motorcycles, best quality.

Item: Toilet Cleaner 500ml

UNSPSC: Toilet cleaners

Specifications / Requirementsss:

Harpic or equivalent, 500 ml, high-quality liquid toilet/commode cleaner, suitable for cleaning toilet bowls, commodes and urinals, effective against tough stains, yellow deposits, grime and germs, thick formula with angled-neck bottle for application under toilet rim, supplied in original sealed packaging, fresh stock, best quality.

Item: Wall Clocks

UNSPSC: Wall clocks

Specifications / Requirementsss:

Casio or equivalent, analog quartz type, durable resin case, clear white dial with bold black numerals, accurate quartz movement, powered by 1 × AA battery, accuracy approximately ±20 seconds per month, battery life approximately 12 months, size approximately 246 × 246 × 37 mm, suitable for offices, classrooms, reception areas and meeting rooms, original/genuine product, best quality.

Item: Door Mat (Medium)

UNSPSC: Door mats

Specifications / Requirementsss:

Door Mat, Medium Size, 18 × 30 inches (approximately 46 × 76 cm), made of durable rubber/PVC material, approximately 8–12 mm thick, textured dirt-trapping surface with

anti-slip rubber backing, waterproof and washable, suitable for office entrances, doors, corridors and rooms, effective in trapping dust, mud and moisture, rectangular shape, durable and best quality.

Item: Office Table Set

UNSPSC: Furniture set

Specifications / Requirementsss:

Senator or equivalent, 8-Piece Executive Desk Organizer Set, premium rexine/leather-finish construction, including pen holder, memo/paper holder, business-card holder, paper-clip tray and other essential desk accessories, built-in analog clock/watch, durable and easy-to-clean finish, suitable for executive offices, managers, reception desks and official cabins, available in Black/Brown/Green, original/best quality.

Item: Surface Cleaner

UNSPSC: Contact surface cleaners

Specifications / Requirementsss:

Dettol or equivalent, 1 Litre, antibacterial multi-surface/floor cleaner with 3X cleaning, foaming and disinfecting power, kills 99.9% of selected germs, effectively removes stains and dirt and leaves surfaces clean with a pleasant long-lasting fragrance, suitable for floors, counters and other hard surfaces, usable diluted for routine cleaning and neat for tough stains, supplied in original sealed 1 L plastic bottle, best quality.

Item: Extension Board

UNSPSC: Power supply outlet strip

Specifications / Requirementsss:

Camelion CMS-114 or equivalent, 4-way universal AC power extension board with 3-meter heavy-duty cable, master ON/OFF switch with indicator light, built-in overload protection, durable flame-retardant housing, universal plug/socket compatibility, suitable for computers, printers, monitors, chargers and other office electrical equipment, original/best quality.

Item: Call Bell

UNSPSC: Call bells

Specifications / Requirementsss:

Lucky/Luckarm or equivalent, wireless remote-control type, suitable for office/reception use, wireless range up to 100 metres in open area, minimum 32 selectable melodies, adjustable volume, receiver powered by 220V AC, remote push-button operated by 12V 23A battery, LED/flash indicator, easy wireless installation without wiring, low power consumption, durable construction, original/best quality.

Item: Surf (Small)

UNSPSC: Laundry products

Specifications / Requirementsss:

Surf excel or equivalent, 35 grm Washing Powder, Small Pack, high-quality laundry detergent powder suitable for washing clothes and fabrics, effective in removing dirt and common stains, original Unilever product, supplied in sealed retail packaging, fresh stock, best quality. Pack size as required, preferably 90gm or equivalent small retail pack.

Item: Dust Bin

UNSPSC: Waste containers or rigid liners

Specifications / Requirementsss:

Deli or equivalent, Metal/Stainless Steel, 12 Litre capacity, simple open-top design, round shape, durable and rust-resistant construction, smooth polished/brushed finish, washable and easy to clean, suitable for office, washroom, kitchen and institutional use, best quality.

Item: Dust bin Bags

UNSPSC: Domestic garbage disposals

Specifications / Requirementsss:

size 20 × 30 inches (approximately 30 × 20 inches), black colour, heavy-duty high-quality polyethylene/plastic, suitable for approximately 45–50 litre dust bins, leak-resistant and tear-resistant, perforated/easy-tear roll, suitable for office, kitchen, washroom and general waste disposal, minimum 20 bags per roll, durable and best quality.

Item: Face Mask

UNSPSC: Unrated surgical masks/tie backs

Specifications / Requirementsss:

Med Barrier or equivalent, Disposable 3-Ply, adult standard size, 50 pieces per box, made from high-quality non-woven fabric with three protective layers and filtration layer, fitted with adjustable flexible nose pin and soft elastic ear loops, breathable, lightweight, comfortable and hypoallergenic, suitable for general office hygiene, cleaning and

protective use, blue/green/white colour as required, individually hygienic packed/box packed, best quality.

Item: Hand Sanitizer 5 Liter

UNSPSC: Hand sanitizer

Specifications / Requirementsss:

Fresco or equivalent, 5 Litres, gel formulation, containing 70% ethanol as active ingredient, suitable for effective hand hygiene and sanitization, quick-drying formulation, suitable for offices, institutions, washrooms, reception areas and other workplaces, supplied in original sealed 5-litre can, made in Pakistan, fresh stock, best quality.

Item: Hand Sanitizer 500ml

UNSPSC: Hand sanitizer

Specifications / Requirementsss:

Fresco or equivalent Hand Sanitizer Gel, 500ml, containing 70% Ethanol as active ingredient, suitable for hygienic hand sanitization. Product shall be supplied in original, sealed and properly labelled manufacturer packaging, suitable for office/institutional use.

Item: Flash Plunger

UNSPSC: Toilet cleaners

Specifications / Requirementsss:

Medium/heavy-duty type, fitted with durable flexible rubber suction cup and sturdy plastic handle, suitable for clearing blockages in toilets, commodes, sinks and drains. The plunger shall be washable, reusable, easy to operate and supplied as 1 piece in good quality

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Item: Umbrella

UNSPSC: Umbrellas

Specifications / Requirementsss:

Totes Micro or equivalent, compact/pocket-size design, lightweight folding construction with durable polyester waterproof canopy and sturdy metal frame, suitable for rain protection during travel, office and daily use. Umbrella shall be supplied with matching protective cover and shall be easy to fold, carry and store. Genuine Totes brand or equivalent.

Item: Tissue Paper Hygienic (White)

UNSPSC: Acid free tissue papers

Specifications / Requirementsss:

Rose Petal or equivalent Tissue Paper (White), soft and absorbent quality, suitable for hand, face and general hygienic use. Tissue shall be clean, white, hygienic and supplied in original sealed manufacturer packaging. Suitable for office, institutional and washroom use.

Item: Hygienic Tissue Dispenser

UNSPSC: Toilet tissue dispensers

Specifications / Requirementsss:

Rose Petal or equivalent, Large size, made of high-quality durable plastic, wall-mounted design, suitable for dispensing Rose Petal Hi-Jeen hand towels/tissues. The dispenser shall provide hygienic protection against moisture and splashes, allow easy and controlled tissue dispensing, and be suitable for offices, institutional washrooms, kitchens and public facilities.

Item: LED Bulb warm(6 watt)

UNSPSC: Light bulb changer

Specifications / Requirementsss:

Osaka or equivalent, 6 Watt, Warm White, approx. 3000K colour temperature, energy-efficient LED technology, suitable for 220–240V AC supply, with E27/B22 base as required. Bulb shall provide stable illumination, durable construction and long service life, suitable for office, room, corridor, reception and general indoor lighting applications. Genuine Osaka brand or equivalent.

Item: LED Bulb (12 watt)

UNSPSC: Light bulb changer

Specifications / Requirementsss:

Osaka or equivalent, 12 Watt, Warm White, approx. 3000K colour temperature, energy-efficient LED technology, suitable for 220–240V AC supply, with E27/B22 base as required. Bulb shall provide stable illumination, durable construction and long service life, suitable for office, room, corridor, reception and general indoor lighting applications. Genuine Osaka brand or equivalent.

Item: Wiper (Large)

UNSPSC: Mud cleaning equipment

Specifications / Requirementsss:

Large Iron/Steel Floor Wiper, approximately 18–20 inches wide, fitted with heavy-duty durable rubber blade and approximately 48-inch long sturdy iron/steel handle. Wiper shall have a firm grip and be suitable for removing water and liquid from tiled, concrete and other floor surfaces. Suitable for offices, institutional washrooms, corridors, kitchens and other wet areas.

Item: Grass Broom (Phool Jharo)

UNSPSC: Brooms

Specifications / Requirementsss:

Good quality, made from natural soft grass fibers, approximately 7–12 gutti, firmly and securely tied with strong wire/string so that fibers do not loosen or fall during use. Fitted with a sturdy approximately 4-foot handle and suitable for sweeping dust, dirt and debris from office rooms, corridors, tiled and plain floors.

Item: Floor Cleaning Towel

UNSPSC: Floor cleaners

Specifications / Requirementsss:

Large Size 27 × 54 inches, made of good-quality absorbent cotton/textile material, suitable for wet and dry cleaning of floors. Towel shall be washable, reusable, durable and capable of absorbing water and dirt effectively. Suitable for office floors, corridors, washrooms, kitchens and other institutional cleaning applications.

Item: Hand Polythene Disposable Gloves

UNSPSC: Thermal gloves

Specifications / Requirementsss:

Made of lightweight clear polyethylene/HDPE material, latex-free, loose-fitting and ambidextrous design suitable for either hand. Gloves shall be single-use, hygienic and suitable for cleaning, food handling and general-purpose hygiene work. To be supplied in packs of 100 pieces (50 pairs), clean and properly packed.

Item: Nylon rope bundle

UNSPSC: Cordage or rope or twine manufacturing services

Specifications / Requirementsss:

200 grams per coil, made from good-quality polypropylene/polyethylene plastic, approximately 1.5–2 mm thick, twisted or braided construction, durable and having good knot and tensile strength. Rope shall be lightweight, water-resistant and suitable for packing, tying, bundling and general-purpose use.

Item: Nylon bori

UNSPSC: Sack holders

Specifications / Requirementsss:

Capacity 50 kg, made from good-quality woven polypropylene material, approximately 24 × 36 inches or equivalent, strong and tear-resistant construction with securely stitched bottom and open top. Bori shall be suitable for storage and transportation of grains, rice, flour, waste and other materials, and shall be reusable and moisture-resistant.

Item: Bleach Liquid

UNSPSC: Aqueous cleaning and washing equipment

Specifications / Requirementsss:

Robin and equivalent , 1 Liter (1000ml), good-quality household bleach in original sealed manufacturer packaging, suitable for laundry whitening, stain removal and general household surface cleaning. Product shall be genuine Robin brand or equivalent quality and supplied in clean, properly labelled packaging.

Item: Hand Cotton Gloves

UNSPSC: Chemical resistant gloves

Specifications / Requirementsss:

White colour, full-finger knitted construction made from good-quality cotton/cotton-polyester yarn, breathable and lightweight, with elastic knitted wrist/cuff for comfortable

fitting. Gloves shall be washable, reusable and suitable for general cleaning, inspection, packing, handling and other light-duty work. To be supplied as 1 pair.

Item: Hand Surgical Gloves

UNSPSC: Latex Surgical gloves

Specifications / Requirementsss:

Sterilized and disposable, manufactured from good-quality medical-grade natural latex, anatomical/hand-shaped design with extended beaded cuff, suitable for surgical and medical procedures. Gloves shall be sterile, single-use, free from visible defects and individually packed in sealed sterile packaging. Sizes 6.5, 7, 7.5 and 8 shall be supplied as required.

Item: Microfiber Cloth for cleaning

UNSPSC: Cleaning cloths or wipes

Specifications / Requirementsss:

Size 40 × 40 cm, made from good-quality soft microfiber material, approximately 500 GSM, highly absorbent, lint-free and streak-free. Cloth shall be reusable, washable and suitable for wet and dry cleaning, dusting, wiping and polishing of glass, furniture, office equipment, vehicles and other surfaces without scratching.

Item: Water Glass

UNSPSC: Domestic drinking glasses

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Specifications / Requirementsss:

Nova or equivalent good quality for official use selected from provided samples

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Item: Water Jug (Large Size)

UNSPSC: Jugs

Specifications / Requirementsss:

Nova or Equivalent Good Quality as per attached picture

Item: Water Jug (Small Size)

UNSPSC: Jugs

Specifications / Requirementsss:

Nova or equivalent as per attached picture

Item: Rice Plate

UNSPSC: Domestic plates

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Curry Plate

UNSPSC: Domestic plates

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Quarter Plate

UNSPSC: Domestic plates

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Soup Bowl (white)

UNSPSC: Food service punch bowls

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Soup Spoon

UNSPSC: Domestic spoons

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Table Spoon

UNSPSC: Domestic spoons

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Dessert Spoon

UNSPSC: Domestic spoons

Specifications / Requirementsss:

Good Quality as per attached picture

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item: Tea Spoon

UNSPSC: Domestic spoons

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Table Fork

UNSPSC: Domestic spoons

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Dessert Fork

UNSPSC: Domestic spoons

Specifications / Requirementsss:

Good Quality as per attached picture

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item: Cup and Saucer

UNSPSC: Food service cups or mugs

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Sugar Pot

UNSPSC: Domestic serving bowls

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Knife (Small)

UNSPSC: Knife blades

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Knife (Large)

UNSPSC: Knife blades

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Tray serving (three pieces set)

UNSPSC: Domestic trays or platters

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Rice Serving Spoon

UNSPSC: Domestic spoons

Specifications / Requirementsss:

good quality as per attached sample

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item: Curry Serving Spoon

UNSPSC: Domestic spoons

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Serving Dish (white)

UNSPSC: Domestic plates

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Serving Bowl (white)

UNSPSC: Domestic serving bowls

Specifications / Requirementsss:

Good Quality as per attached picture

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item: Salt & pepper set

UNSPSC: Spice or salt or pepper shakers

Specifications / Requirementsss:

Good Quality as per attached picture

Item: Cotton Roti Wrap

UNSPSC: Table cloths

Specifications / Requirementsss:

good Quality as per attached picture

Item: HP 147A compatible printer Toner/ cartridge

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Compatible Printer Toner Cartridge black laser toner cartridge, brand new, unused and properly sealed, compatible with HP LaserJet printers supporting HP 147A toner, capable of providing clear, sharp and consistent print quality, with print yield as per the manufacturer’s declared specifications. The cartridge must be fully compatible with the specified printer model and shall not cause any error or damage to the printer. Replacement warranty against manufacturing defects shall be provided by the supplier.

Item: Cannon 057 compatible printer Toner/ cartridge

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Canon 057 Compatible Printer Toner Cartridge, black laser toner cartridge, brand new, unused and properly sealed, compatible with Canon printers supporting Cartridge 057, capable of providing clear, sharp and consistent print quality. The cartridge shall provide print yield as per the manufacturer's declared specifications and must be fully compatible with the specified printer model without causing any error or damage to the printer. The supplier shall provide a replacement warranty against manufacturing defects.

Item: HP 26A compatible printer Toner/ cartridge

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

HP 26A Compatible Printer Toner Cartridge (Model CF226A), black laser toner cartridge, brand new, unused and properly sealed, compatible with HP LaserJet Pro M402 and MFP M426 series printers supporting HP 26A toner. The cartridge shall provide clear, sharp and consistent print quality, with print yield as per the manufacturer's declared specifications. It must be fully compatible with the specified printer model and shall not cause any error or damage to the printer. The supplier shall provide a replacement warranty against manufacturing defects.

Item: HP 55A compatible printer Toner/ cartridge

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

HP 55A Compatible Printer Toner Cartridge (Model CE255A), black laser toner cartridge, brand new, unused and properly sealed, compatible with HP LaserJet Enterprise P3015 series, HP LaserJet Enterprise 500 MFP M525 series, and HP LaserJet Pro MFP M521 series printers supporting HP 55A toner. The cartridge shall provide clear, sharp and consistent print quality, with print yield as per the manufacturer's declared specifications. It must be fully compatible with the specified printer model and shall not cause any error or damage to the printer. The supplier shall provide a replacement warranty against manufacturing defects.

Item: HP 05A compatible printer Toner/ cartridge

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

HP 05A Compatible Printer Toner Cartridge (Model CE505A), black laser toner cartridge, brand new, unused and properly sealed, compatible with HP LaserJet P2035, P2035n, P2055, P2055d, P2055dn and P2055x series printers supporting HP 05A toner. The cartridge shall provide clear, sharp and consistent print quality, with print yield as per the manufacturer's declared specifications. It must be fully compatible with the specified printer model and shall not cause any error or damage to the printer. The supplier shall provide a replacement warranty against manufacturing defects

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Item: HP 151A compatible printer Toner/ cartridge

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

HP 151A Compatible Printer Toner Cartridge (Model W1510A), black laser toner cartridge, brand new, unused and properly sealed, compatible with HP LaserJet Pro 4003 series

and HP LaserJet Pro MFP 4103 series printers supporting HP 151A toner. The cartridge shall provide clear, sharp and consistent print quality, with print yield as per the manufacturer's declared specifications. It must be fully compatible with the specified printer model and shall not cause any error or damage to the printer. The supplier shall provide a replacement warranty against manufacturing defects.

Item: HP 85A compatible printer Toner/ cartridge

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

HP 85A Compatible Printer Toner Cartridge (Model CE285A), black laser toner cartridge, brand new, unused and properly sealed, compatible with HP LaserJet Pro P1102 and P1109 series printers and other printer models supporting HP 85A toner. The cartridge shall provide clear, sharp and consistent print quality, with print yield as per the manufacturer's declared specifications. It must be fully compatible with the specified printer model and shall not cause any error or damage to the printer. The supplier shall provide a replacement warranty against manufacturing defects.

Item: Cannon 051 compatible printer Toner/ cartridge

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Canon 051 Compatible Printer Toner Cartridge, black laser toner cartridge, brand new, unused and properly sealed, compatible with Canon imageCLASS/i-SENSYS LBP162dw, MF264dw, MF267dw and MF269dw series printers supporting Canon 051 toner. The cartridge shall provide clear, sharp and consistent print quality, with print yield as per the manufacturer's declared specifications. It must be fully compatible with the specified printer model and shall not cause any error or damage to the printer. The supplier shall provide a replacement warranty against manufacturing defects.

Item: Kyocera Taskalfa 3511i (Black Tonner) compatible Photocopier Toner/ cartridge

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Kyocera TASKalfa 3511i Compatible Photocopier Toner Cartridge (Model TK-7205), black monochrome laser toner, brand new, unused and properly sealed, compatible with Kyocera TASKalfa 3511i photocopier. The toner shall provide clear, sharp and consistent black-and-white printing and copying quality, with page yield as per the manufacturer's declared specifications. It must be fully compatible with the specified photocopier model and shall not cause any error or damage to the machine. The supplier shall provide a replacement warranty against manufacturing defects.

Item: File Covers Printed 350gm)

UNSPSC: Report covers

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

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Item: File Covers with Pocket Printed (350gm)

UNSPSC: Report covers

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

Item: Writing Pads A5 Printed

UNSPSC: Writing paper

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

Item: Writing Pads Cover A5 Leather Green Color

UNSPSC: Writing paper

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

Item: Writing Pads Cover Leather Green Color (4x6” Size)

UNSPSC: Writing paper

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

Item: Mug With Printed/ Box

UNSPSC: Domestic mugs

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

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Item: Table Calendar With Cover

UNSPSC: Calendars

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

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Item: Printed hand bag

UNSPSC: External cerebral ventricular drainage bags or reservoirs

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

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Item: Leather Shield with Ballpoint/ Key Chain As Per Sample

UNSPSC: Educator gifts

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

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Item: Leather Shield

UNSPSC: Educator gifts

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

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Item: Leather Key Chain with Box

UNSPSC: Educator gifts

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

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PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Item: Acrylic Shield

UNSPSC: Educator gifts

Specifications / Requirementsss:

Interested bidders will visit IPO-Pakistan Head Office, Islamabad for inspection of samples before submission of bids

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Price Schedule

For Individual Items

#	Item Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

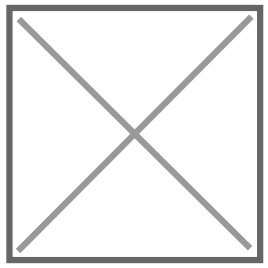
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#	Lot Title	Total Lot Price (PKR)	Country of Origin
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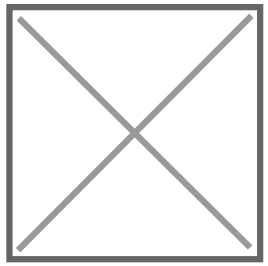
Items Media

Items Without Lotswww:

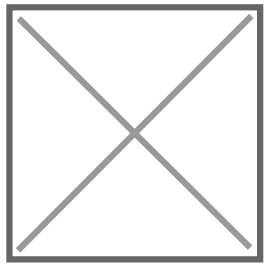
Item: Ball Point Blue + Black + Red



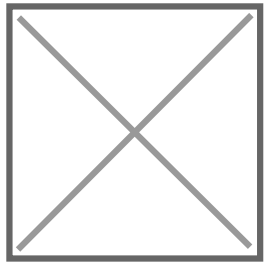
Item: Uniball (Blue + Black + Green + Red)



Item: Binder Clips (Med 25mm)

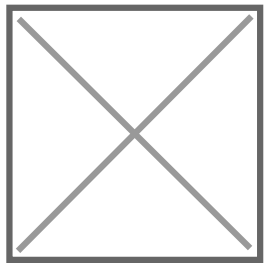


Item: Binder Clips (32mm)

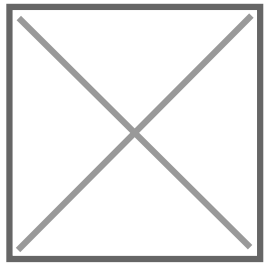


Item: Binding Tape

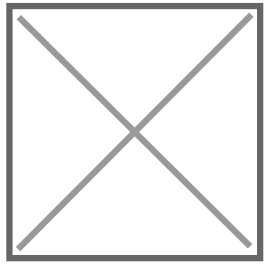
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Box File Large

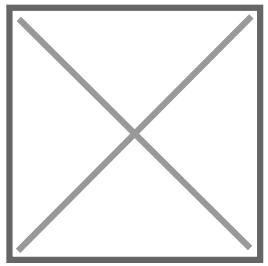


Item: Calculator 16 Digits Heavy Duty

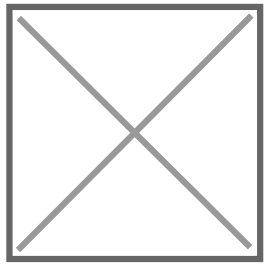


Item: Cash Book 8-No

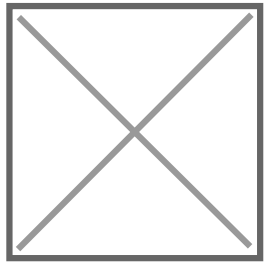
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Paper Clip (28mm)

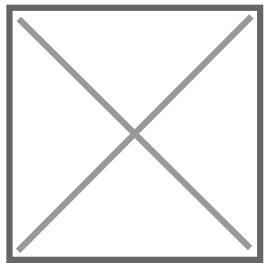


Item: Envelop (Small)

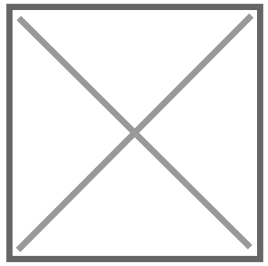


Item: Envelop (Legal

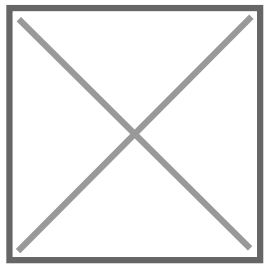
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Envelop (A4)

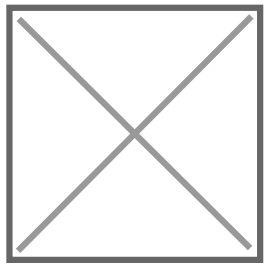


Item: File Separator Plastic (A4) (10 Pieces)

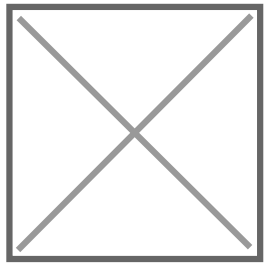


Item: File Separator Plastic (A4) (20 Pieces)

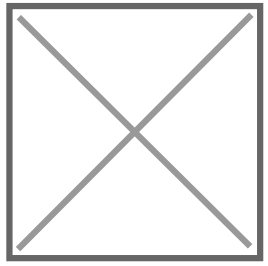
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: File Separator Plastic (A4) (30 Pieces)

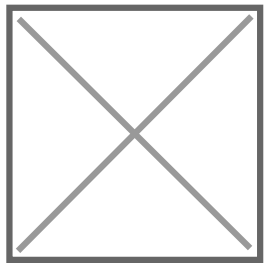


Item: Foot Ruler 12” (Steel)

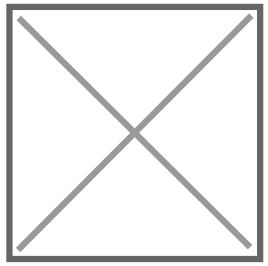


Item: Gum Stick

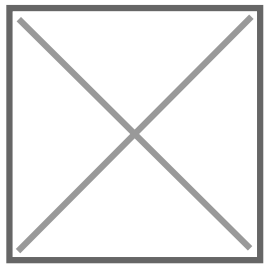
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Highlighter (Pink, Green. Yellow, Blue)

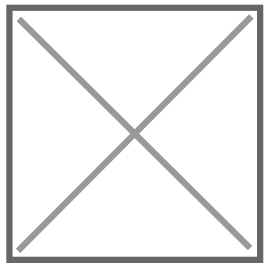


Item: Permanent Marker

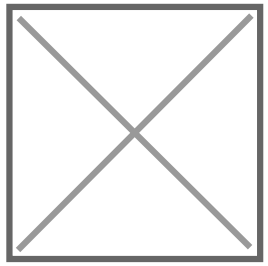


Item: Packing Tape 3”

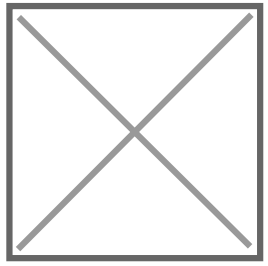
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Paper Cutter

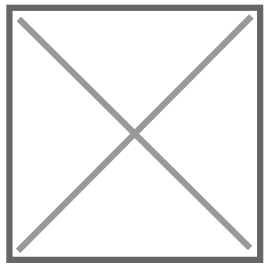


Item: Paper A4 (80 Grm)

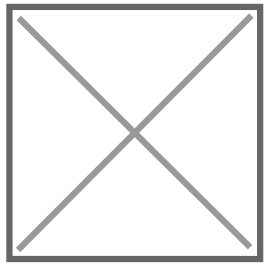


Item: Paper Legal Size (80 Grm)

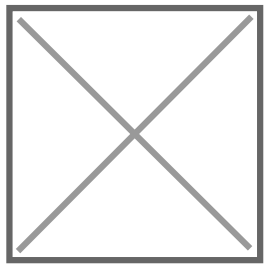
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Paper colored (yellow/Pink/Green)

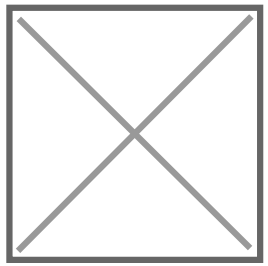


Item: Petty Cash Register 8 Nos

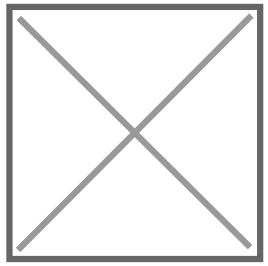


Item: Daily File Dairy Register 8 No.s

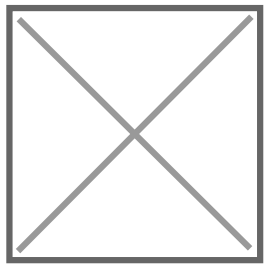
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Daily Letter Dairy Register 8 Nos

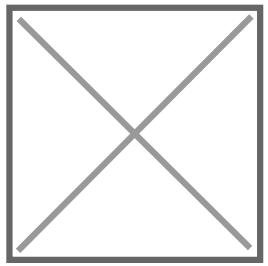


Item: Pencil Lead

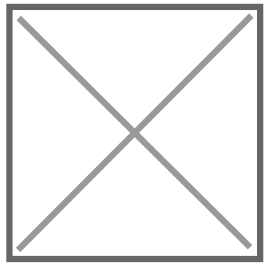


Item: Plastic File Cover Blue (one sided transparent)

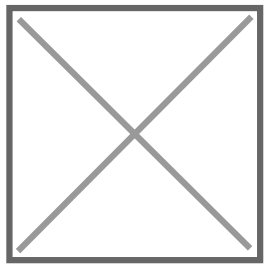
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Plastic L shaped (two side transparent)

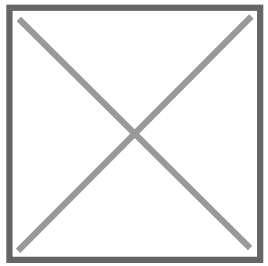


Item: Chit Sticky Notes (3x5)

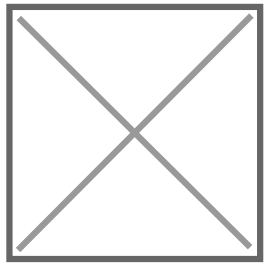


Item: Chit Sticky Notes (3 Pieces)

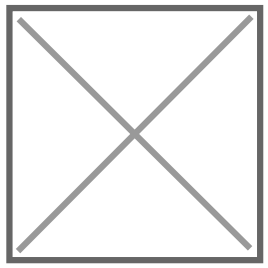
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Paper Punch Medium Size Double Hole

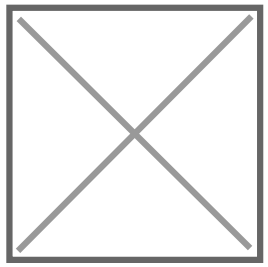


Item: Paper Punch Large Single Hole

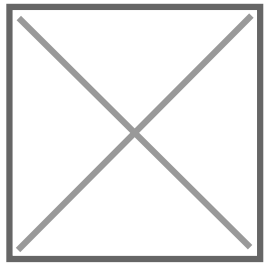


Item: Double Hole Punch Machine (Metal Heavy Duty)

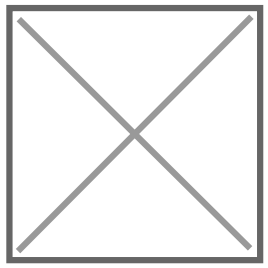
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Thumb Pin

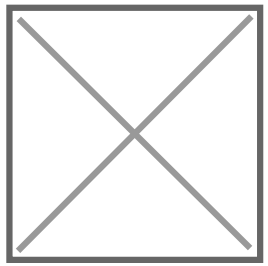


Item: Scotch Tape

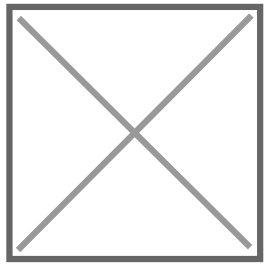


Item: Pencil Sharpener

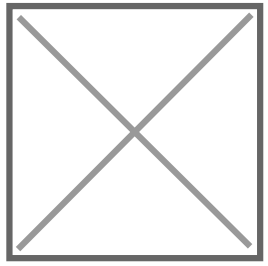
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: USB (64 GB)

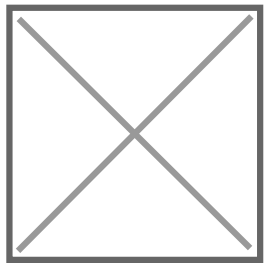


Item: USB (32 GB)

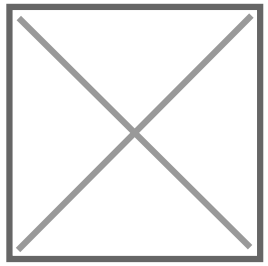


Item: Computer Keyboard

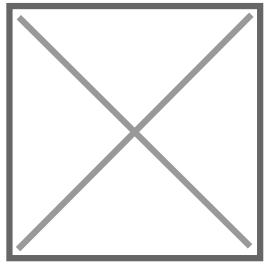
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Computer Mouse

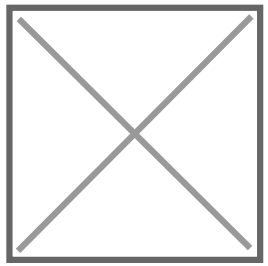


Item: Computer Power Cable

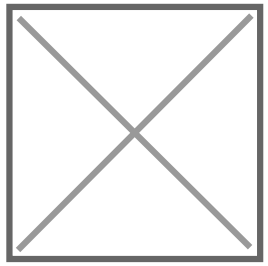


Item: Computer VGA Cable

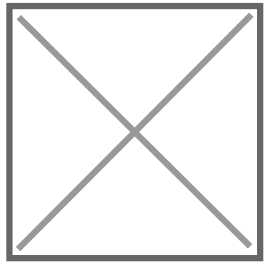
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Eraser

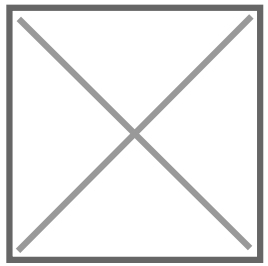


Item: Stamp Pad (Blue)

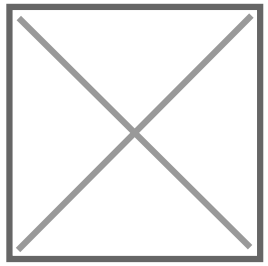


Item: Staple Machine (Large)

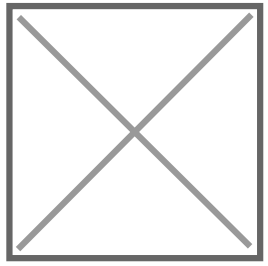
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Staple Machine 25 Sheet Capacity 24/6

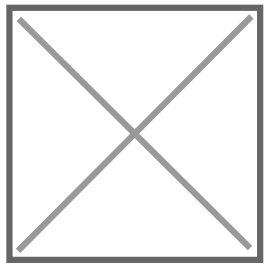


Item: Staple Pins (Small-8) 24/6

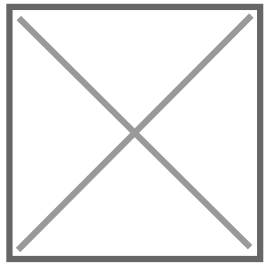


Item: White Board Eraser (Double Side)

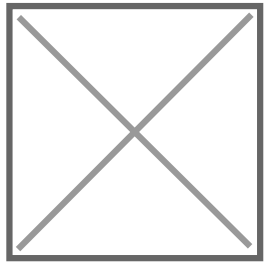
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Correction Pen

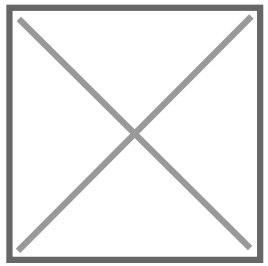


Item: Writing Pads Spiral (4x6”) No.1249

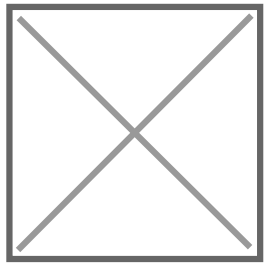


Item: Writing Pads (Normal) No. 1162 (210x148 mm)

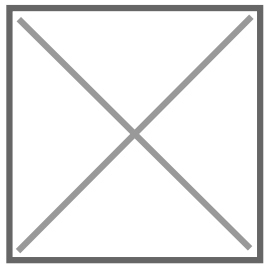
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Writing Pads A-4 No. SQ.1161

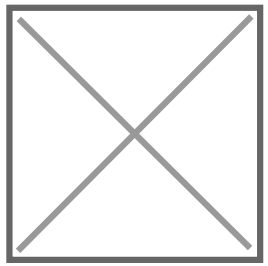


Item: Scissor

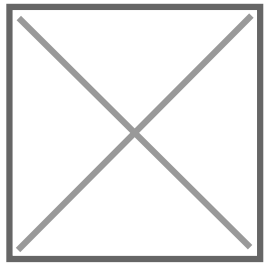


Item: Plastic Blue Folder Ring

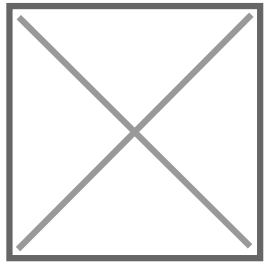
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Double Hole Punch (Large)

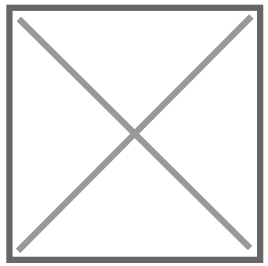


Item: Clock Cell AA

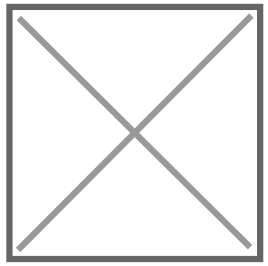


Item: Remote Cell AAA

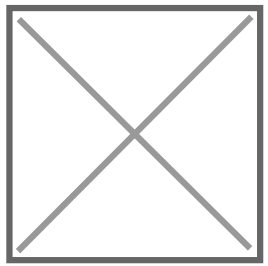
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Call Bell remote cell

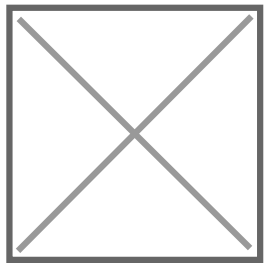


Item: Mouse Pad

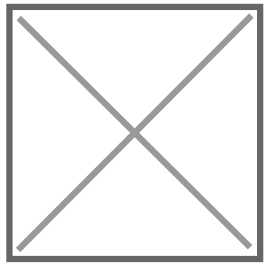


Item: Engagement Stand

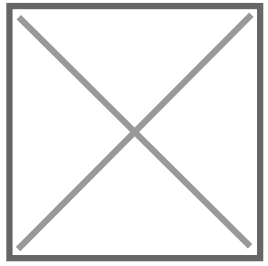
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Moistener Fingertip

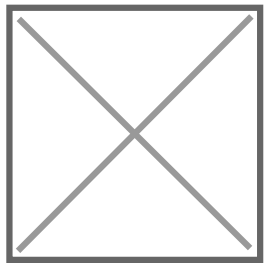


Item: Tape Dispenser (Large)

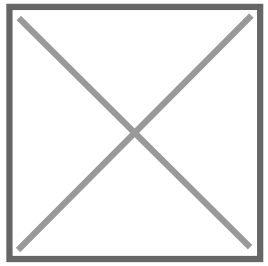


Item: Peon Book

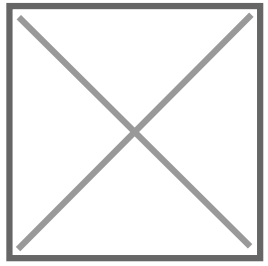
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: File Flapper with Board

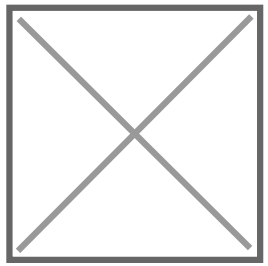


Item: Fountain Pen Ink Bottle

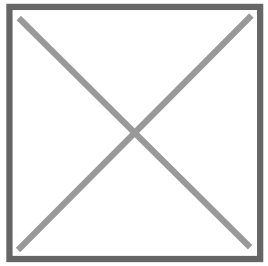


Item: Fountain Pen

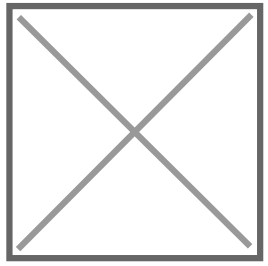
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: White Board Marker

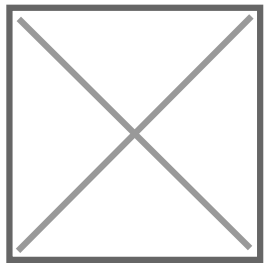


Item: File Thread

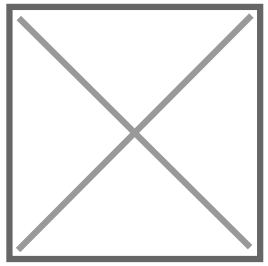


Item: Stamp Pad Ink

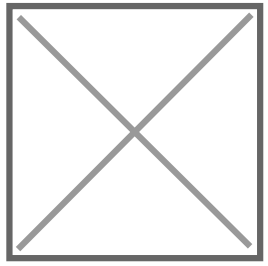
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Staple Pin Remover

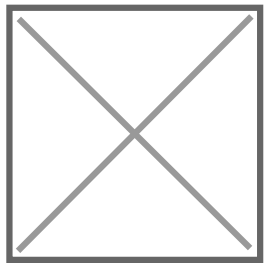


Item: Stock Register 8 No

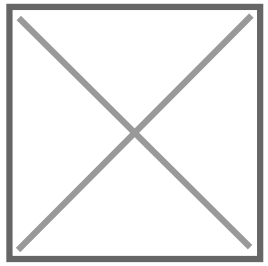


Item: Cell D size

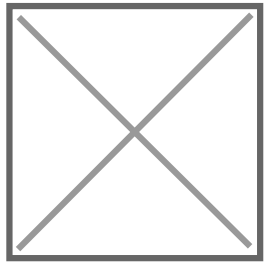
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Paper Binding Machine Spiral

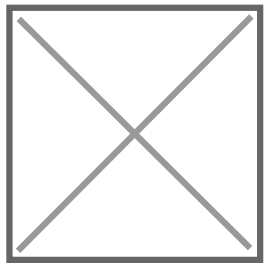


Item: Plastic Paper Spiral Binding Coil

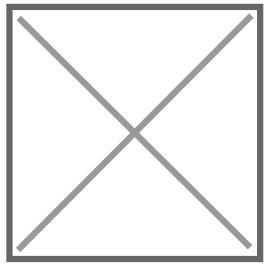


Item: Plastic Transparent Sheet A4 for Binding

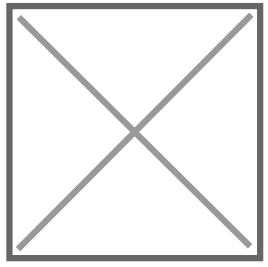
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Card Paper for Binding

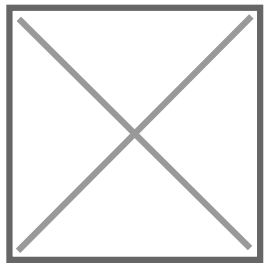


Item: Air Freshener

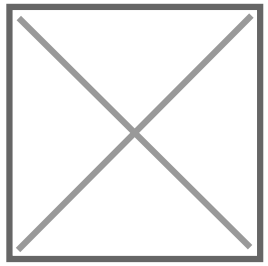


Item: Glass Cleaner 500ml

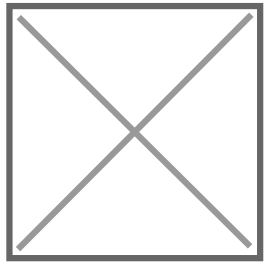
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Duster Yellow

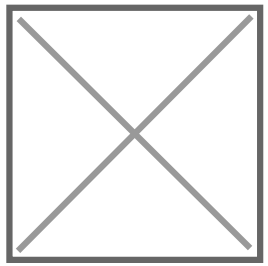


Item: Mosquito Liquid Refill (With Machines)

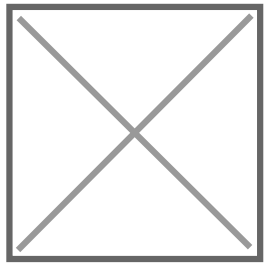


Item: Insect Killer

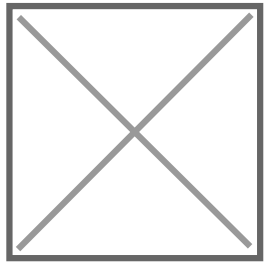
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Item: Liquid Soap 500ml

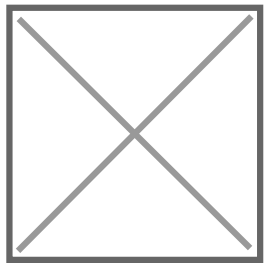


Item: Phenyl 2.75 ltr

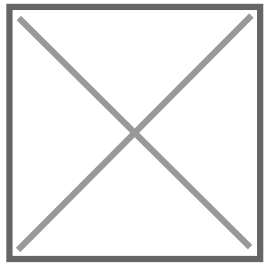


Item: Dry Mop

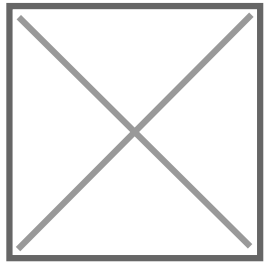
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Item: Dish Wash Spunch

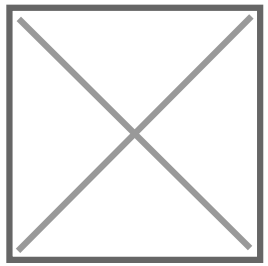


Item: Acid toilet cleaner

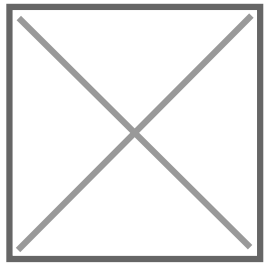


Item: Tissue Paper

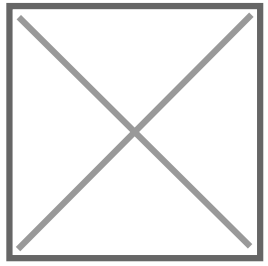
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Toilet Paper Roll

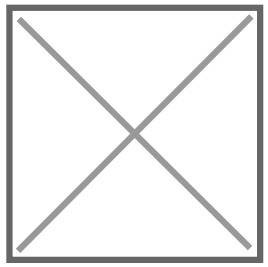


Item: Toilet Brush (Medium Size)

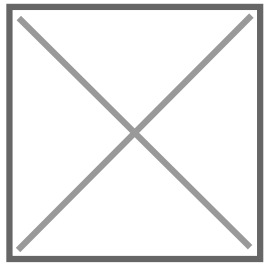


Item: Towel Medium Size

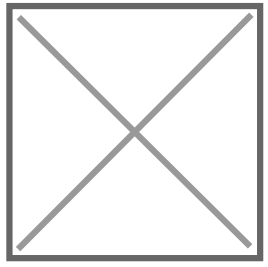
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Dish Wash Powder

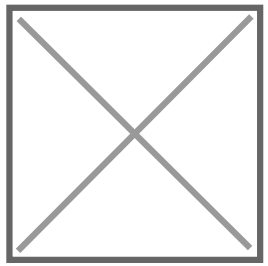


Item: Air Freshener for Washrooms

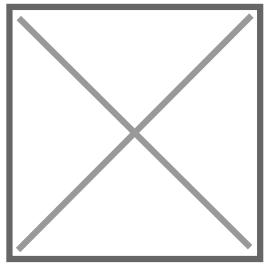


Item: Air Freshener (Car Dashboard)

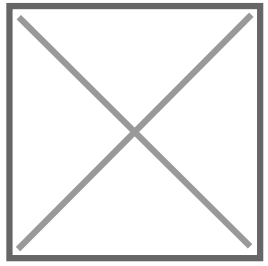
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Air Freshener (Refiler)

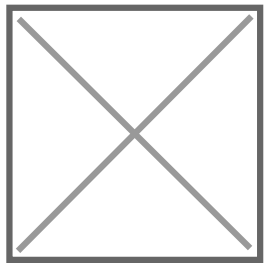


Item: Air Freshener Machine

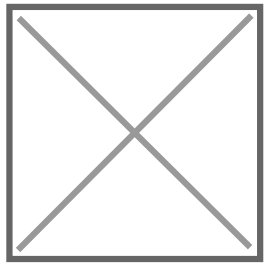


Item: Car Luster

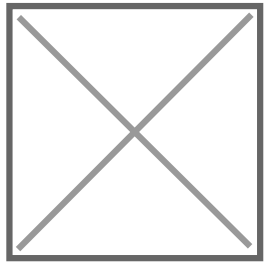
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Car Polish

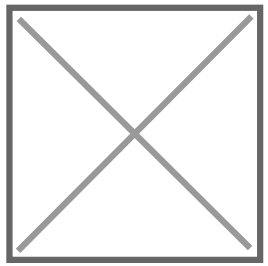


Item: Paper/Card Shredder

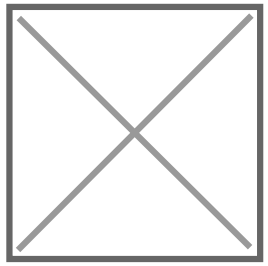


Item: Dish Wash Liquid 500ml

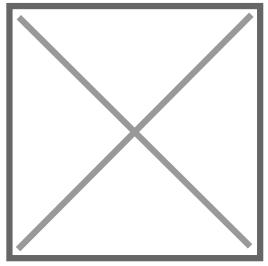
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Brush for Car (Medium)

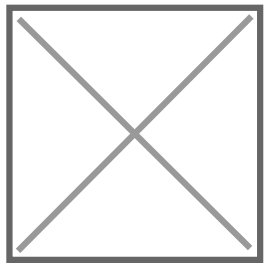


Item: Toilet Cleaner 500ml

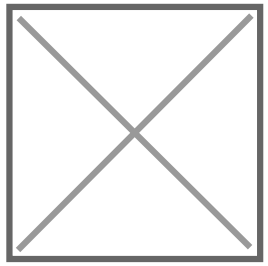


Item: Wall Clocks

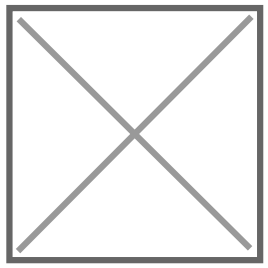
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Door Mat (Medium)

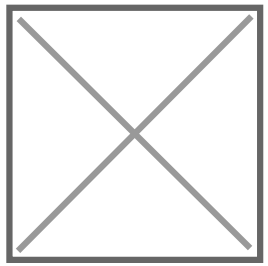


Item: Office Table Set

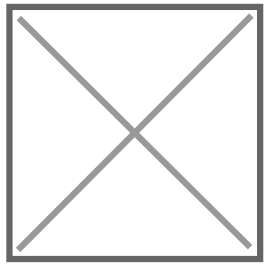


Item: Surface Cleaner

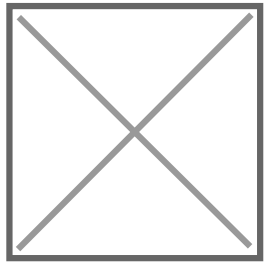
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Extension Board

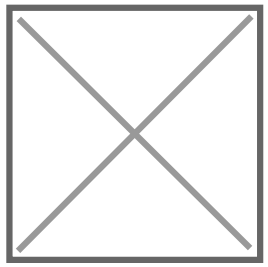


Item: Call Bell

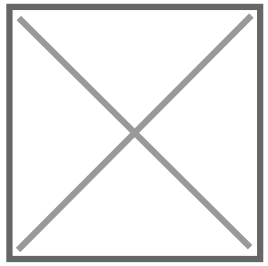


Item: Surf (Small)

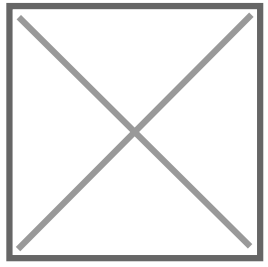
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Dust Bin

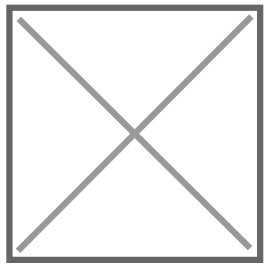


Item: Dust bin Bags

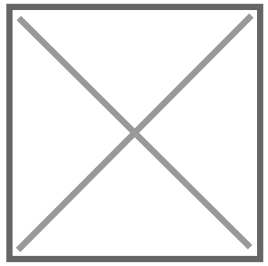


Item: Face Mask

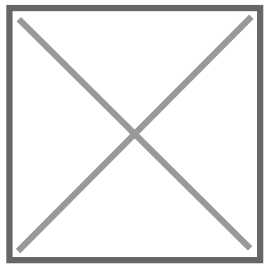
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Hand Sanitizer 5 Liter

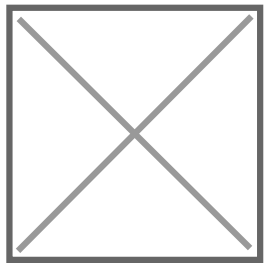


Item: Hand Sanitizer 500ml

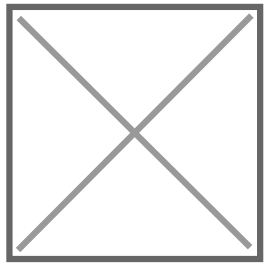


Item: Flash Plunger

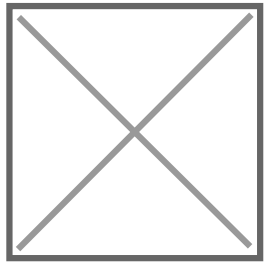
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Umbrella

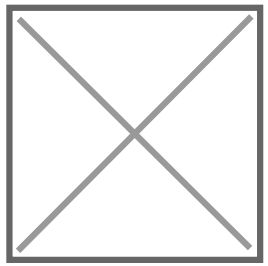


Item: Tissue Paper Hygienic (White)

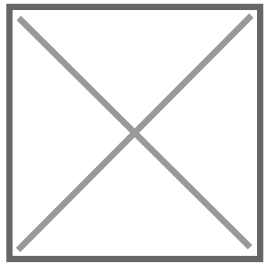


Item: Hygienic Tissue Dispenser

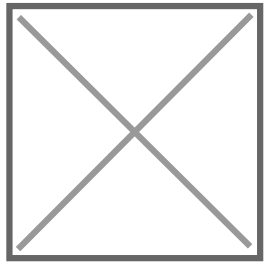
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: LED Bulb warm(6 watt)

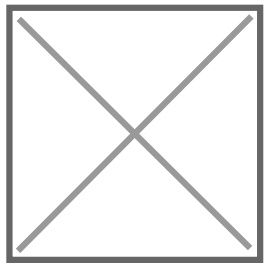


Item: LED Bulb (12 watt)

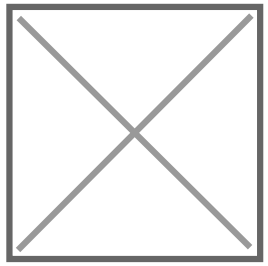


Item: Wiper (Large)

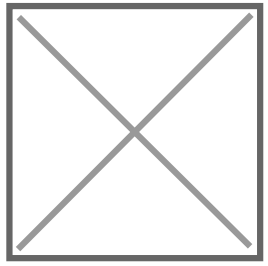
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Grass Broom (Phool Jharo)

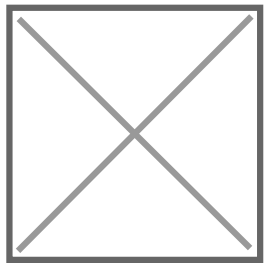


Item: Floor Cleaning Towel

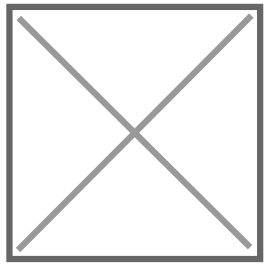


Item: Hand Polythene Disposable Gloves

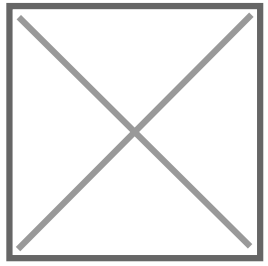
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Nylon rope bundle

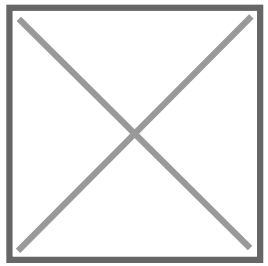


Item: Nylon bori

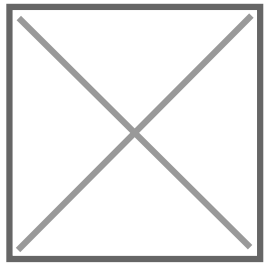


Item: Bleach Liquid

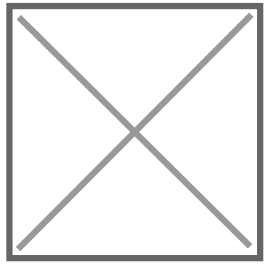
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Hand Cotton Gloves

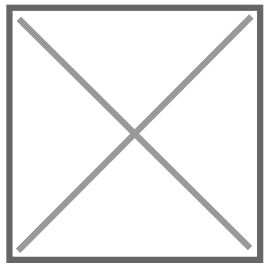


Item: Hand Surgical Gloves

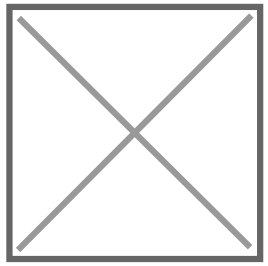


Item: Microfiber Cloth for cleaning

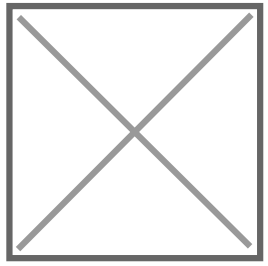
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Water Glass

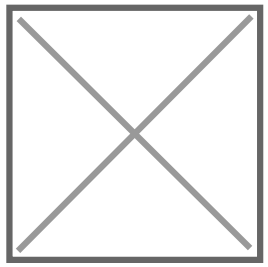


Item: Water Jug (Large Size)

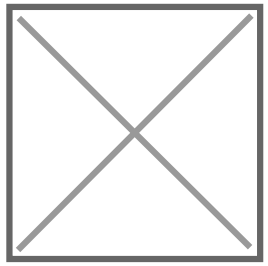


Item: Water Jug (Small Size)

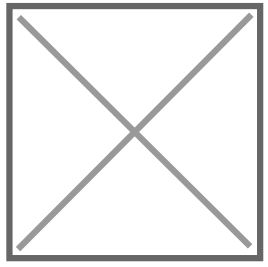
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Rice Plate

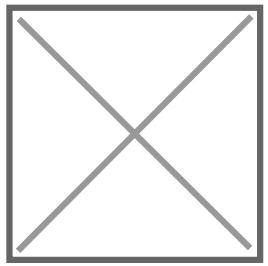


Item: Curry Plate

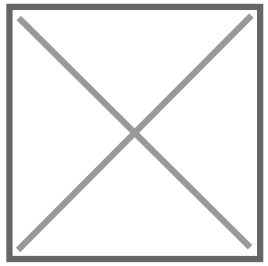


Item: Quarter Plate

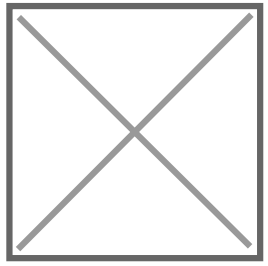
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Soup Bowl (white)

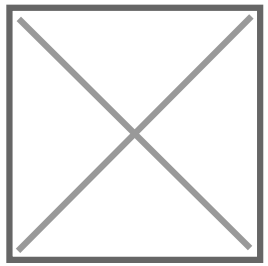


Item: Soup Spoon

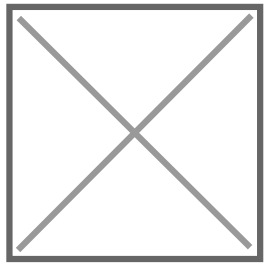


Item: Table Spoon

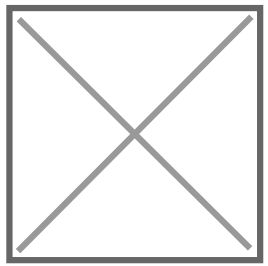
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Dessert Spoon

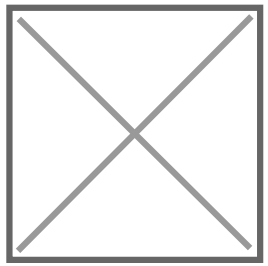


Item: Tea Spoon

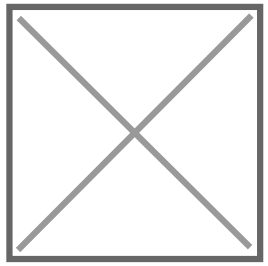


Item: Table Fork

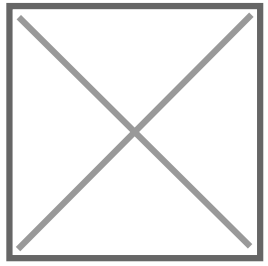
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Dessert Fork

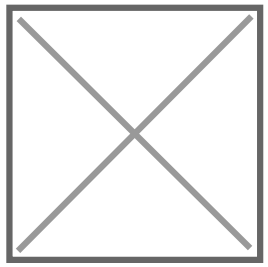


Item: Cup and Saucer

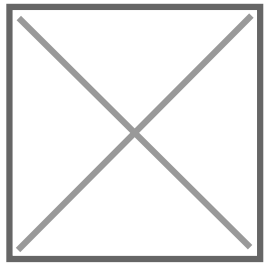


Item: Sugar Pot

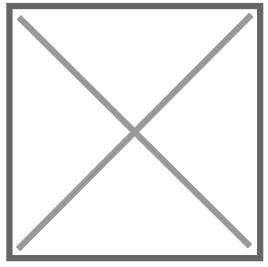
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Knife (Small)

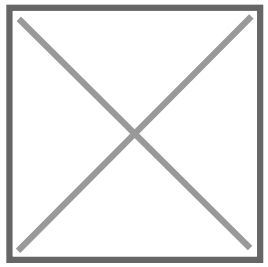


Item: Knife (Large)

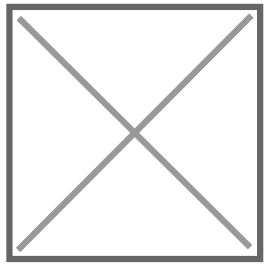


Item: Tray serving (three pieces set)

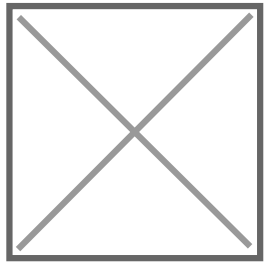
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Rice Serving Spoon

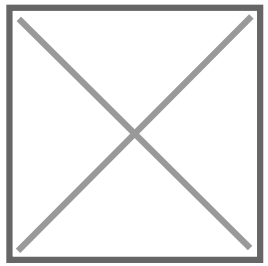


Item: Curry Serving Spoon

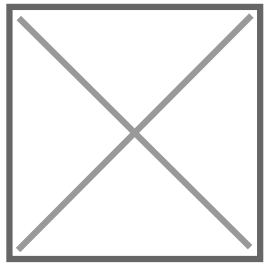


Item: Serving Dish (white)

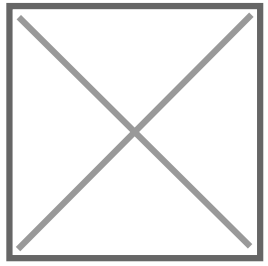
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Serving Bowl (white)

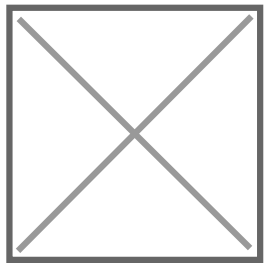


Item: Salt & pepper set

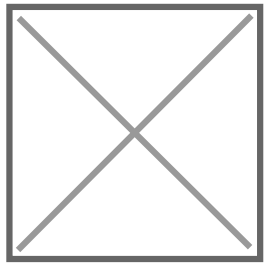


Item: Cotton Roti Wrap

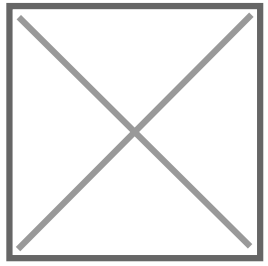
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: HP 147A compatible printer Toner/ cartridge

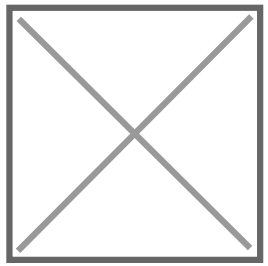


Item: Cannon 057 compatible printer Toner/ cartridge

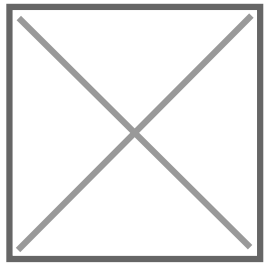


Item: HP 26A compatible printer Toner/ cartridge

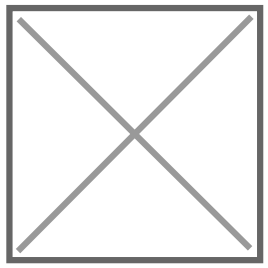
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: HP 55A compatible printer Toner/ cartridge

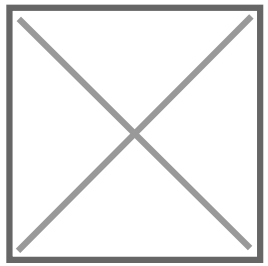


Item: HP 05A compatible printer Toner/ cartridge

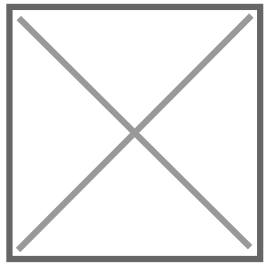


Item: HP 151A compatible printer Toner/ cartridge

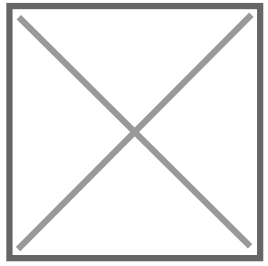
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: HP 85A compatible printer Toner/ cartridge

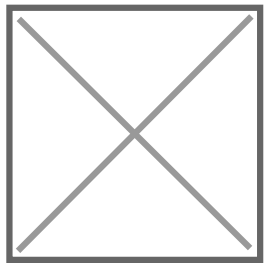


Item: Cannon 051 compatible printer Toner/ cartridge

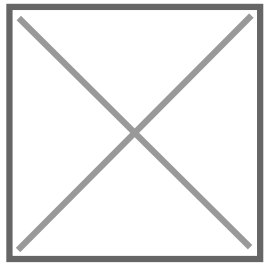


Item: Kyocera Taskalfa 3511i (Black Tonner) compatible Photocopier Toner/ cartridge

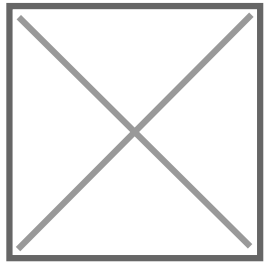
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: File Covers Printed 350gm)

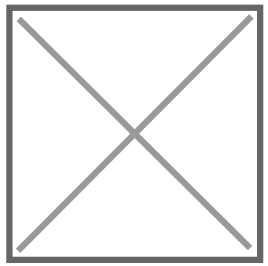


Item: File Covers with Pocket Printed (350gm)

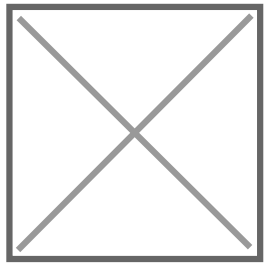


Item: Writing Pads A5 Printed

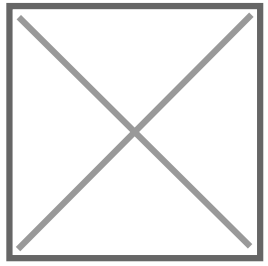
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Writing Pads Cover A5 Leather Green Color

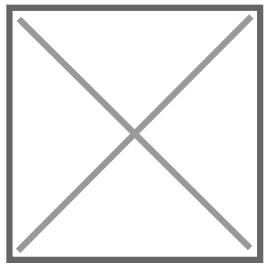


Item: Writing Pads Cover Leather Green Color (4x6” Size)

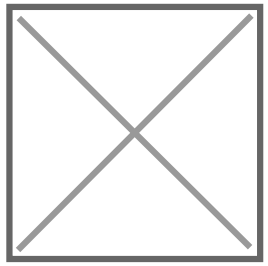


Item: Mug With Printed/ Box

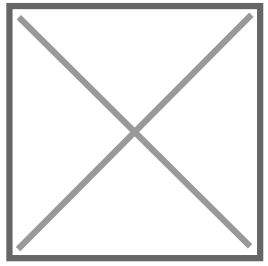
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Table Calendar With Cover

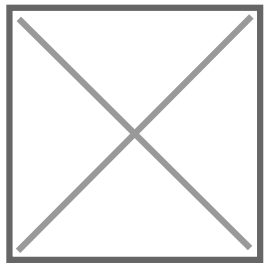


Item: Printed hand bag

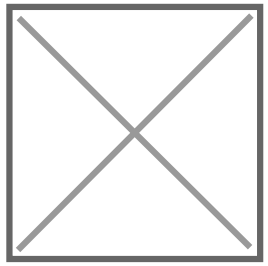


Item: Leather Shield with Ballpoint/ Key Chain As Per Sample

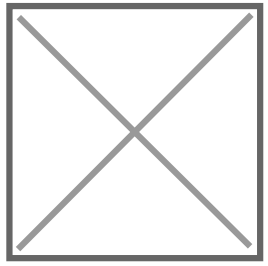
PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



Item: Leather Shield

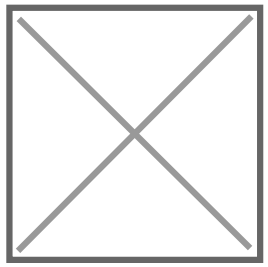


Item: Leather Key Chain with Box



Item: Acrylic Shield

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS



PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)
EPADS

General Conditions of Contract

A. General

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

a. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

b. The “Arbitrator” is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the General Conditions of the Contract GCC Clause 35 hereunder.

c. “Authority” means Public Procurement Regulatory Authority.

d. The “Commencement Date” is the date when the Supplier shall commence execution of the contract as specified in the SCC.

e. “Completion date” means the date of completion of the Contract by the Bidder as certified by the Procuring Agency.

f. “Procuring Agency” means:-

a. any Ministry, Division, Department or any Office of the Government;

b. any authority, corporation, body or organization established by or under a Law or which is owned or controlled by the Government;.

g. “The Contract” means an agreement enforceable by law;

h. “The Contract Price” means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations;

i. “Ancillary Services” means those services ancillary to the provision of Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Bidder covered under the Contract;

j. “GCC” means the General Conditions of Contract contained in this section;

k. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

l. **“**Day” means calendar day unless indicated otherwise.

m. “Defective Goods” are those goods which are below standards, requirements or specifications stated by the Contract.

n. “Delivery” means the transfer of the goods from the supplier equipment, machinery, and /or other materials which the Supplier is required to supply to the Procuring Agency under Contract.

o. “Effective Date” means the date on which this Contract comes into force and effect.

p. “Force Majeure” means an unforeseeable event which is beyond reasonable control of either Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.

q. The Bidder” means the individual or corporate body whose Bids to provide the Goods has been accepted by the Procuring Agency;

r. “The Project Site,” where applicable, means the place or places named in Bids Data Sheet and technical Specifications;

s. “Government” means the Government of Pakistan;

t. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Goods.

u. The “Services” means the work to be performed by the Bidder pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Bidder’s Bids;

v. “Party” means the Procuring Agency or the Bidder, as the case may be, and “Parties” means both of them;

w. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

x. “Completion Date” means the date of completion of the contract by the Bidder as certified by the Procuring Agency;

y. “In Writing” means communicated in written form with proof of receipt;

z. “Local Currency” means the currency of Pakistan;

a. “Origin” means the place where the Goods were mined, grown, or produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new produce results that is substantially different in basic characteristics or in purpose or utility from its components.

b. “Specification” means the Specification of the Goods and performance of incidental services in accordance with the relevant standards included in the Contract and any modification or addition made or approved by the Procuring Agency.

c. “Procuring Agency” means: -
any Ministry, Division, Department or any Office of the Federal Government;
any authority, corporation, body or organization established by or under a Federal Law or which is owned or controlled by the Federal Government;

2. Application and Interpretation

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

2.2 In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.

3. Applicable Law

3.1 The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

4. Governing Language

4.1 The Contract as well as all correspondence and documents relating to the Contract exchanged between the Bidder and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. Notices

5.1 Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

6. Standard

6.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, the American Standards (such as ACI, IEEE, ASME, etc.) or the Pakistani standards such as PSQCA Such standards shall be the latest issued by the concerned institution.

7. Delivery/Location

7.1 The Goods shall be delivered to such locations as the Procuring Agency may approve and as specified in SCC.

8. Authorized Representatives / Authority of Member in charge

8.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Bidder may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

8. Effectiveness of Contract

8.1 This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

9. Commencement of the Contract

9.1 The Bidder shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

10. Program

10.1 Before commencement of the Contract, the Bidder shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

11. Starting Date/Expiration Date

11.1 The Bidder shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

11.2 Unless terminated earlier pursuant to Clause **GCC 16** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

12. Entire Agreement

12.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

13. Modification

13.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any Bids for modification or variation made by the other Party.

13.2 In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.

14. Force Majeure

14.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

14.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

14.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure. However, such period shall not exceed sixty (60) days.

14.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

15. Termination

15.1 By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Bidder in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

a. If the Bidder fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

b. If the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

c. If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings;

d. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

e. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

15.2 By the Bidder

The Bidder may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

a. If the Procuring Agency fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Bidder that such payment is overdue.

b. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.

c. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration.

d. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Bidder's notice specifying such breach.

C. Obligations of the Bidder

16. General

16.1 Standard of Performance

1. The Bidder shall deliver the product and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

16.2 Law Applicable to Goods

The Bidder shall deliver the goods in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

17. Conflict of Interests

17.1 Bidder Not to Benefit from Commissions and Discounts.

The remuneration of the Bidder shall constitute the Bidder's sole remuneration in connection with this Contract or the Services, and the Bidder shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Bidder shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

17.2 Bidder and Affiliates Not to be Otherwise Interested in Project

The Bidder agree that, during the term of this Contract and after its termination, the Bidder and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Goods for any project resulting from or closely related to the Services.

17.3 Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

a. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

b. during the term of this Contract, neither the Bidder nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

18. Confidentiality

18.1 Except with the prior written consent of the Procuring Agency, the Bidder and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

19. Insurance to be Taken Out by the Bidder

19.1 The Bidder(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, loss or damage, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing

that such insurance has been taken out and maintained and that the current premiums have been paid.

20. Bidder's Actions Requiring Procuring Agency's Prior Approval

20.1 The Bidder shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

(a) appointing such members of the Personnel not provided by the Bidder;

(b) changing the Program of activities; and

(c) any other action that may be specified in the SCC.

21. Reporting Obligations

21.1 The Bidder shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

22. Liquidated Damages

22.1 If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in **SCC**. Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to **GCC Clause 16.**

22.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Bidder by adjusting the next payment certificate. The Bidder shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

22.3 Lack of performance penalty

If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Bidder. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the SCC.

23. Performance Guarantee

23.1 The Performance Security (or Guarantee) shall be provided to the Procuring Agency no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form acceptable to the Procuring Agency as specified in SCC, and denominated in the types and proportions of the currencies in which the Contract Price is payable as specified in the SCC.

23.2 Within Seven (07) days from the issuance of acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape of ------- at the discretion of the PA in the amount **specified in SCC.** In case the amount of Bids security is equal or greater than

23.3 The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

23.4 The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in SCC.

23.5 The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

23.6 The bid security of the successful bidder shall not be substituted with the Performance Guarantee.

24. Fraud and Corruption

24.1 The Procuring Agency requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

25. Sustainable Procurement

25.1 The Bidder shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.

D. Bidder's Personnel

26. Description of Personnel

26.1 The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Bidder's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

27. Removal and/or Replacement of Personnel

27.1 Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Bidder, it becomes necessary to replace any of the Key Personnel, the Bidder shall provide as a replacement a person of equivalent or better qualifications.

27.2 If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Bidder shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

27.3 The Bidder shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

28. Assistance and Exemptions

28.1 The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the SCC.

29. Change in the Applicable Law

29.1 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the related Services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

30. Services and Facilities

30.1 The Procuring Agency shall make available to the Bidder and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described , at the times and in the manner specified in the SCC or terms of reference.

30.2 In case that such services, facilities and property shall not be made available to the Bidder, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Bidder for the performance of the Services, (ii) the manner in which the Bidder shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Bidder as a result thereof.

F. Payments to the Bidder

31. Contract Price

31.1 The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC. Prices charged by the Supplier for Goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its Bid.

32. Terms and Conditions of Payment

32.1 Payments will be made to the Bidder according to the payment schedule stated in the SCC and as per actual invoice submitted by the Bidder.

32.2 Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Bidder of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Bidder have submitted an invoice to the Procuring Agency specifying the amount due.

33. Currency of Payment

33.1 Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

G. Quality Control

34. Identifying Defects

34.1 The principle and modalities of Inspection of the Goods by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Bidder’s performance and notify him of any Defects that are found. Such checking shall not affect the Bidder’s responsibilities. The Procuring Agency may instruct the Bidder to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

35. Correction of Defects, and

Lack of Performance Penalty

35.1 The Procuring Agency shall give notice to the Bidder of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

35.2 Every time notice a Defect is given, the Bidder shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

35.3 If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the Bidder will pay this amount, and a Penalty for Lack of Performance.

36. Taxes and Duties

36.1 A Supplier shall be entirely responsible for all taxes, duties, fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.

H. Settlement of Disputes

37. Alternate Dispute Resolution

37.1 Upon the commencement of the Procurement Contract, any disputes arising between the contracting parties shall be resolved in accordance with Rule 66 of the Public Procurement Rules, 2026.

37.2 The procuring agency may refer the matter to the Chief Justice Islamabad High Court or Managing Director PPRA or the Secretary Ministry of Law & Justice for appointment of Arbitrator.

37.3 The fee for the Arbitrator shall be specified in Pak Rupees as determined by the appointing authority which shall be borne and shared equally by the contracting parties.

38. Change Orders

The Procuring Agency may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:

a)Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;
b)The method of shipment or packing;
c)The place of delivery; and/or
d)The Services to be provided by the Supplier.

39. Contract Amendenments

39.1 Subject to GCC Clause 32, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

40. Sub-Contracts

40.1 The Supplier shall consult the Procuring Agency in the event of subcontracting under this contract if not already specified in the Bid. Subcontracting shall not alter the Supplier's obligations.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Number of GC Clause 1

Definitions

The Procuring Agency is: **Intellectual Property Organization of Pakistan (Intellectual Property Organization of Pakistan (IPO Pakistan)), Assistant Director 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory**

The Supplier is:

The title of the subject procurement is: **Procurement of Stationery, Miscellaneous, Crockery, Toner/Cartridge and Printing Material for FY-2026-27**

Number of GC Clause 3

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 4

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 5

Notices:

The addresses for the notices are:

The Authority:

Intellectual Property Organization of Pakistan (Intellectual Property Organization of Pakistan (IPO Pakistan)), Assistant Director
3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory
+92-344-433-3391
zafar.iqbal@ipo.gov.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 7.1

The Authorized Representatives are:

For the Procuring Agency:

Intellectual Property Organization of Pakistan (Intellectual Property Organization of Pakistan (IPO Pakistan)), Assistant Director
3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory
+92-344-433-3391
zafar.iqbal@ipo.gov.pk

For the Bidder:

Name: ……

Designation: ……..

Address: ……..

Number of GC Clause 8

Effectiveness of the contract

Number of GC Clause 9

Commencement of Contract:

Number of GC Clause 11.2

Expiration of Contract:

Number of GC Clause 15

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 17

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17**.**

Number of GC Clause 22

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **1.00%** to **5.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 23

Performance Guarantee:

Instrument of Performance Guarantee shall be in the Name of : **The Director General, IPO-Pakistan**

The amount of performance guarantee shall be **3.00%** of the contract price in acceptable form of **Bank Guarantee**

Number of GC Clause 32

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 33

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 34

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

Number of GC Clause 37

Following is the guidance for Dispute Resolution

(a) For Contracts to be entered with foreign Contractor/ Service Provider:

All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules.

(b) For Contracts to be entered with nationals of Pakistan:

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.

ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.

iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration in accordance with GCC clause 38.

iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.
v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.:***P162639***

Alternative No.: **[insert identification No if this is a Bid for an alternative]**

To: **Intellectual Property Organization of Pakistan (Intellectual Property Organization of Pakistan (IPO Pakistan)), Assistant Director 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of
[insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the Bid for and on behalf of: [insert complete name of Bidder]

Dated on day of , [insert date of signing]
Corporate Seal (where appropriate)

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of _____ 20_____ between **Intellectual Property Organization of Pakistan (Intellectual Property Organization of Pakistan (IPO Pakistan)), Assistant Director 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **Procurement of Stationery, Miscellaneous, Crockery, Toner/Cartridge and Printing Material for FY-2026-27 (*P162639*)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency's Letter of Acceptance; and
8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the

provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

……

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder: ……

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BYTHE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Performance Guarantee Form

Performance Guarantee Form

To: **Intellectual Property Organization of Pakistan (Intellectual Property Organization of Pakistan (IPO Pakistan)), Assistant Director 3rd Floor New NTC Building, Ataturk Avenue, Sector G-5/2, Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called "the Bidder") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods*(*hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

_____

[name of bank or financial institution]

_____

[address]

_____

[date}

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Annexure

Annex-A

Information (Read-Only)

See Form Under Additional Forms and Documents: **Annex-A** (page number: 236)

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Procurement Forms

Financial Resources

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 237)

Past Experience and Completed Contracts

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 238)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 239)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 240)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 242)

PUBLIC PROCUREMENT REGULATORY AUTHORITY
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Additional Forms and Documents

Annex-A

Special terms and Conditions	
1.	Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion of supply.
2.	Prices should be quoted in Pak Rupees basis inclusive of all taxes and Delivery Charges.
3.	The price quoted should be firm, final, and clearly written/typed without any ambiguity.
4.	The Bidder shall furnish sample(s) of all items, except printing martial.
5.	Samples of printing martial are available at the IPO-Pakistan Head Office in Islamabad. Interested bidders may inspect the samples during office hours prior to the submission of their bids.
6.	The contract will be awarded on items wise basis.
7.	Offer(s)/item(s) which will not be found according to the standard/specification(s) shall not be accepted.
8.	The specifications, standard and quality of the items mentioned in the document are final and unchangeable, if any firm submits its offer by making changes in the above-mentioned specifications shall not be accepted and shall be deemed for the same specifications, standard and quality mentioned in the tender document.
9.	IPO-Pakistan reserves the right to increase/decrease quantities of any item, besides addition/deletion of any item.
10.	The approved sample(s) shall be retained for inspection purposes. Any costly sample submitted by contractor shall only be returned / adjusted on successful completion of contract period.
11.	Director (Admin) / Assistant Director (Admin) IPO-Pakistan shall place order on contractor for all the Items on monthly basis OR as and when required.
12.	Payment shall be made after complete delivery of the ordered goods.
13.	Supply shall have to be made within one week of issue of the Supply Order at IPO-Pakistan Head Office. However, emergent demand(s) if any, shall be fulfilled within a day or next day positively during the **financial year 2026-2027**.
14.	Successful bidder(s) shall deposit 3% of the total value of contract money as Performance Guarantee in the form of Bank Guaranty, valid for one year, starting from the date of contract.
15.	The quantity of items(s) can vary subject to availability of funds.
16.	All item(s) shall be inspected at IPO-Pakistan Head Office, New NTC Building, 3rd Floor, Sector G-5/2, Islamabad.
17.	Item(s) which shall not be found according to the required specifications/standard shall not be accepted.
18.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage shall lie on the supplier firm.
19.	IPO's shall have the right at any stage to change the required quantity of the items subject to availability of funds or cancel the agreement without assigning the reason thereof.
20.	All bids shall be evaluated as per item standard/ specification on lowest rate as well as most advantageous bids.
21.	The pay order for the bid security shall be made in favor of the Director General, IPO-Pakistan.
22.	The successful bidder shall be required to ensure timely delivery of all items at IPO-Pakistan, Head Office, Islamabad, within the stipulated delivery period. In view of the urgent and recurring nature of the requirements of the Organization, the successful bidder shall be capable of arranging supplies within **24 hours** of issuance of a purchase order or supply order, as specified therein.

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Eligibility and Qualification Criteria.

No.	**Source of financing**	**Amount (Eq. PKR)**
1		
2		
3		

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Past Experience / Contracts

Contracts over *[insert amount]* during the last three years:				
Procuring Agency	Value	Year	Goods/Services Supplied	Country of Destination

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	**Employer's Contact Address, Tel, Fax**	**Value of Outstanding Work [Current Eq. PKR]**	**Estimated Completion Date**	**Average Monthly Invoicing Over Last Six Months [Eq. PKR/month)]**
1					
2					
3					
4					
5					

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	**Historic information for previous _[insert number] years, [insert in words] (amount in currency, currency, exchange rate*, PKR equivalent)**				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 14 for the exchange rate

3. Financial documents

The Applicant and in case of JV, members of JV shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements. The financial statements shall:

(a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).

(b) be independently audited or certified in accordance with local legislation.

(c) be complete, including all notes to the financial statements.

(d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements[1] for the *[number]* years required above; and complying with the requirements.

[1] If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*
Date: *[insert day, month, year]*
Joint Venture Member Name: *[insert full name]*
IFP No. and title: *[insert IFP number and title]*
Page *[insert page number]* of *[insert total number]* pages

Annual Turnover Data			
Year	**Amount** **Currency**	**Exchange rate*** **(If applicable)**	**PKR equivalent**
[indicate calendar year]	*[insert amount and indicate currency]*		
		Average Annual Turnover **	

* Refer ITA for date and source of exchange rate.

** Total PKR equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, ITA.