TENDER NOTICE NO: 55 / 2026

A Public Sector Hospital invites sealed tenders from eligible / authorized distributors / reputed firms / suppliers registered with income tax / sale tax department on FOR basis. The bids must be reached to the undersigned on or before mentioning date / time, which will be opened in the presence of tenderers and their authorized representatives.

S. #	Tender. #	Description	Tender Fee (Rs.)	Last Date/Time of Bid Submission	Bids Opening Date/Time
1	55 /2026	Purchase of General Stationery Items	2,000/-	**22.12.2026** at 10:00 hours	**22.12.2026** at 10:30 hours

A set of Tender documents along with terms and conditions can be downloaded from PPRA website (www.ppra.org.pk). An amount of Rs.2,000/- (Non-Refundable) payable in shape of pay order / demand draft in favor of Head LAO, Public Sector General Hospital, H-11/4, Islamabad must be submitted alongwith technical proposal.

The Competent Authority reserves the right to reject the tender.

Admin Officer (Proc)
Public Sector General Hospital
H-11/4 Islamabad
Ph: 051-9257171, Ext:-289

PAKISTAN ATOMIC ENERGY COMMISSION
GENERAL HOSPITAL H-11/4,
ISLAMABAD

No.Hosp-1(1735)/Stationery/26 Dated:_____

M/s._____

_____

Subject: **Quotation For General Stationer Items Tender Notice No.55 /2026**

Dear Sir,

The following instructions may kindly be followed while submitting your quotation.

Instructions to Tender:

1. The quotations should be addressed to Admin Officer PAEC General Hospital H-11/4, Islamabad. The bidders shall submit their offers with reference to clause No.36 (b) of PPRA rules i.e. Single Stage - Two envelopes bidding procedure as per following details:

i. The bid shall comprise a single package containing two separate envelops. Each envelop shall contain separately the financial proposal and the technical proposal.

ii. Envelops shall be marked as **"TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL"** in **bold and Legible letters to avoid confusion.**

iii. Initially only envelop marked **"TECHNICAL PROPOSAL"** shall be opened.
iv. Envelop marked as **"FINANCIAL PROPOSAL"** shall be retained in safe custody without being opened.

v. The technical proposal shall be evaluated with out reference to price and any proposal which do not conform to the specified requirements shall be rejected.

vi. No amendment in the technical proposal shall be permitted during evaluation.

vii. The Financial proposal of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance of technically accepted bids only.
viii. Financial proposal of the bids found non-responsive shall be returned un-opened to the respective bidders.

General terms & conditions:

2. All the **Technical and Financial Proposals** in **Separate Sealed Envelopes clearly marked as "Tender for General Stationery Items Tender Notice No.55 /2026** should reach to undersigned on or before the tender opening date **22.12.2026 at 10:00 hrs.** Technical bids will be opened on the same day at **10:30 hrs at (Conference Room) PAEC General Hospital Sector H-11/4, Islamabad** in the presence of bidders who submitted their offers as per instruction/ requirement and wish to be present. In case of falling holiday on the opening date, the tenders will be opened on the next working day at the same time.

3. No tender will be considered if:-

a. It is received after the date and time fixed.

b. The tender and related documents are not signed & Stamp.

c. The offer is ambiguous.

d. Items offered differ in description etc from those required.

e. It is without earnest money or with less earnest money as a general policy.

f. Over writing and cutting will be not accepted

g. If rates received are higher than reasonable/retail rates.

h. Copy of tender documents attached with this tender.

4. The quotation validity period will be started from the date of **issuance of award letter** and rates will be valid till completion of one year running contract.

5. **Earnest money of Rs.100,000/-** in the form of **Pay Order/ Bank Draft,** in favour of Head LAO, PAEC General Hospital, Islamabad, must be attached ***along with the Technical Offer in separate sealed envelope.*** Earnest money will be returned to the unsuccessful bidders soon after finalization of the purchase proposal, and retained in case of successful bidders till satisfactory completion of regular contract agreement.

7. The following are required to be mentioned in the quotation and copy also attached:-

- Letter of registration under sales Tax Act 1990. Copy
- Income / Sales Tax Registration No.
- Active Taxpayer list (ATL)

8. Special Instructions:

i. No changes will be allowed during the currency of contract in supplier's distribution and the supply orders will be generated in the name of same supplier quoted in the tender.

9. **Risk Liquidated Damages:**

The quantities to be purchased from the suppliers can be increased or decreased as per requirement of PGHI. The suppliers are to ensure to timely delivery of items and if supplier fails to supply the stores up to the requisite quantity, quality and specifications within the delivery date / specified time. Purchaser will have right to confiscate the submitted earnest / security money, cancel the order and purchase the stores elsewhere at your risk & cost for which no notice shall be issued and the purchaser will not be responsible for any loss that you may suffer due to the cancellation of the order, or in such a case the purchaser may either impose a penalty on you to be paid by you by way of liquidated damages @ 2% of the value of un-supplied stores per day for the number of days by which the delivery is delayed and beyond the said date / specified time up-to a maximum of 10% of the total contract value.

10. **Warranty:**

The supplier will provide a warranty certificate that quality of stores is strictly in accordance to the specification given in the attached schedule to this contract and any defective part will be replaced free of all charges (including carriage/ loading/ unloading charges from site to supplier's premises and back).

11. Any correspondence regarding this tender must be addressed to Admin Officer, PAEC General Hospital H-11/4 Islamabad only. For any additional information's please contact on telephone numbers as given below.

12. The Competent Authority reserves the right to accept or reject any or all the offers.

13. **Samples of quoted items must be provided with tender.**

14. If the bidder/supplier unconditionally accepts all "Terms & Conditions" of PGHI then participate in open tender and quote rates (Copy attached with quotation.

(Muhammad Anwar Kamal)
Admin Officer (Proc)
Public Sector General Hospital
H-11/4, Islamabad
Ph: - 051-9257171 Ext: 289
Fax: 051-9258862

ANNEXURE-"A"

Subject: **Quotation For General Stationery Items Tender Notice No.55 /2026**

S. #	Item Description / Specification		Pack Size / Unit	Quoted Brand	Rate with GST
1	Pen Ball Point (picasso,piano)Original	Sample Required	No.		
2	Pen Gel 0.7(Doller,Dux,piano)Original	Sample Required	No.		
3	Pen uni ball Eye (Original)	Sample Required	No.		
4	Board Marker (Doller, Piano,Dux) (Original)	Sample Required	No.		
5	Permanent Marker(Doller,piano,Dux,Original)	Sample Required	No.		
6	High Lighter (Yellow, Pink, Blue) (Doller,piano,Dux,Original)	Sample Required	No.		
7	Lead Pencil (Doller,piano,Dux,Original)	Sample Required	No.		
8	Sharpner Single Hole(Doller,piano,Dux,Original)	Sample Required	No.		
9	Eraser Soft(Doller,piano,Dux,Original)	Sample Required	No.		
10	Paper Pin 50Gm Pack(Doller,piano,Dux,Original)	Sample Required	Pkt		
11	Thumb Pin 1x100(Doller,piano,Dux,Original)	Sample Required	Pkt		
12	Paper U Clips 36MM 1x50(Doller,piano,Dux,Original)	Sample Required	Pkt		
13	Gum Stick 20± Gm(Doller,Deer,Dux,Kitta,Original)	Sample Required	No.		
14	Gum Bottle 100 ML	Sample Required	Botl.		
15	Masking Tape 1" Abro(Original)	Sample Required	No.		
16	Masking Tape 2" Abro(Original)		No.		
17	Masking Tape 3" Abro(Original)		No.		
18	Scotch Tape 1" Fine Quality(Stick Master)	Sample Required	No.		

19	Sticky Note Chit Pad 3"x5" (Peach)	Sample Required	Pkt		
20	Sticky Note Chit Pad 3"x3" (Yellow)	Sample Required	Pkt		
21	Sticky Note Flag 1"X3" (3 Color)	Sample Required	Pkt		
22	Steples Pin (23/10) Fine Quality(Doller,Opal,Original)	Sample Required	Pkt		
23	Steples Pin (23/17) (Doller,Opal,Dux Original)	Sample Required	Pkt		
24	Steples Pin (24/6) (Doller,piano,Dux,Original)	Sample Required	Pkt		
25	Fluid white with Thinner set 20ML	Sample Required	Set		
26	Cotton Tag 1"x6" white (1x50)	Sample Required	Bndl		
27	Fluid white Pen Type	Sample Required	No.		
28	File Basket Plastic Size 12"x16" Fine Quality	Sample Required	No.		
29	Drafting Pad Size A4	Sample Required	Pad		
30	Drafting Pad Size 6"x8"		Pad		
31	Stamp Pad Large Black & Blue (Dollar,piano,Dux,Original)	Sample Required	No.		
32	Ink for Stamp Pad Black & Blue 30± ML(Doller,piano,Dux,Original)	Sample Required	Botl.		
33	Ink for Fountain Pen Black & Blue 60± ML(Doller,piano,Dux,Original)	Sample Required	Botl.		
34	Carbon Paper Black 21x33cm ± (1x100)		Pack		
35	Register Cover / Glace Paper		Sheet		
36	Polythene Sheet		Sheet		
37	Box File Folder with Clip	Sample Required	Each		
38	D Ring Bind File Size A4	Sample Required	Each		
39	Paper A4 (1x500) 70 Gram GSM² Scale (AA,Hp,BLC)		Ream		
40	Paper A4 80 (1x500) Gram GSM² Scale (AA,Hp,BLC)		Ream		

41	Paper Legal 80 (1x500) Gram GSM² Scale(AA,Hp,BLC)		Ream		
42	Color Paper A4 (80 GM) (1x100) (Blue, Pink, Yellow, Green)	Sample Required	Ream		
43	Every Card Size A4,150 Gram GSM² Scale (1x500) (Color: Yellow, Pink, White, Blue, White)	Sample Required	Ream		
44	Dvd/CD Cover Ploythene	Sample Required			
45	CD-R (Sony,Maxell)	Sample Required	No.		
46	DVD-R (Sony,Maxell)		No.		
47	Register QRS 4 (12.5" x 8")	Sample Required	No.		
48	Register QRS 8 (12.5" x 8")		No.		
49	Register QRS 12 (12.5" x 8")		No.		
50	Attendance Register		No.		
51	Stapler Heavy Duty 200 pages (OPAL)	Sample Required	No.		
52	Stapler Medium 24/6 (DUX/OPAL)	Sample Required	No.		
53	Punch Single Hole	Sample Required	No.		
54	Punch Double Hole (DUX/OPAL)	Sample Required	No.		
55	Calculator (Citizen)	Sample Required	No.		
56	Knife	Sample Required	No.		
57	Mouse Optical (A4-TECH)	Sample Required	No.		
58	Keyboard (A4-TECH)	Sample Required	No.		
59	Scissor	Sample Required	No.		
60	Pin Catcher	Sample Required	No.		
61	Qmatic Roll / ATM Roll 3"	Sample Required	Roll		
62	Sticker Roll for barcod printer (WS-M-R 50 x 25)(1 Roll x 1000 Stickers)	Sample Required	Roll		
63	Premium Wax Ribbon Modle MTR-052-TL (60MM x 300-M)	Sample Required	Roll		
66	Toner HP 76A (China A+ Quality)	Sample Required	No		

67	Toner HP 78A (China A+ Quality)	Sample Required	No		
68	Toner HP 26A (China A+ Quality)	Sample Required	No		
69	Toner HP 80A (China A+ Quality)	Sample Required	No		
70	Toner HP 17A (China A+ Quality)	Sample Required	No		
71	Toner HP 59A (China A+ Quality)	Sample Required	No		
72	Toner HP 48A (China A+ Quality)	Sample Required	No		
73	Toner HP 05A (China A+ Quality)	Sample Required	No		
74	Toner HP 12A (China A+ Quality)	Sample Required	No		
75	Toner HP 35A (China A+ Quality)	Sample Required	No		
76	Toner HP 49A (China A+ Quality)	Sample Required	No		
77	Toner HP 85A (China A+ Quality)	Sample Required	No		
78	Toner Hp 305 Color Cartridge 4 in 1	Sample Required	No		
79	Toner Hp 1025 Color Cartridge 4 in 1	Sample Required	No		
80	Toner Hp L-805 Color Cartridge 6 in 1	Sample Required	No		
81	Toner Hp 252 Color Cartridge 4 in 1	Sample Required	No		
82	Toner Hp 254 NW Color Cartridge 4 in 1	Sample Required	No		
83	Toner Hp 227 Original	Sample Required	No		
84	Toner Hp 1525 M Color Cartridge 4 in 1	Sample Required	No		
85	Toner for Fax Machine Canon L-170	Sample Required	No		
86	Toner for Fax Machine Laser Jet M227	Sample Required	No		
87	Toner HP 59A (China A+ Quality)	Sample Required	No		
88	Toner Hp-110-A (China A+ Quality)	Sample Required	No		
89	Toner HP-107-A (China A+ Quality)	Sample Required	No		
90	Toner HP-151-A (China A+ Quality)	Sample Required	No		

91	Toner HP-19 (China A+ Quality)	Sample Required	No		
92	Toner HP-147-A(China A+ Quality)	Sample Required	No		
93	Toner Hp CF-230A (China A+ Quality)	Sample Required			
94	Toner NGP-87 (Canon Copier IR2751) 134063 for Photocopier Machine)	Sample Required	No		
95	Toner Photocopier Rex Rotary 4500) for Photocopier Machine	Sample Required	No		
96	Toner Konica Minolta Bizhub 458 for Photocopier Machine	Sample Required	No		

Supplier
Sign/Stamp