



REQUEST FOR PROPOSAL

**FOR THE PROCUREMENT OF ANNUAL TENDER ITEMS
(OFFICE/COMPUTER STATIONERY AND MISCELLANEOUS STORE
ITEMS FOR THE FINANCIAL YEAR, 2026-2027
) OF PAKISTAN BUREAU OF STATISTICS**

July, 2026

GENERAL SERVICES SECTION

PAKISTAN BUREAU OF STATISTICS

Statistics House, Plot # 21, Mauve Area, G-9/1, Islamabad, Pakistan,

Phone: 051 9106529, Fax No: 051-9106548

Email: cpmu@pbs.gov.pk

**REQUEST FOR PROPOSAL FOR THE PROCUREMENT
OF ANNUAL TENDER ITEMS (OFFICE/COMPUTER
STATIONERY AND MISCELLANEOUS STORE ITEMS FOR
THE FINANCIAL YEAR, 2026-2027
OF PAKISTAN BUREAU OF STATISTICS**

Contents

LETTER OF INVITATION	5
A. EXECUTIVE SUMMARY	6
B. Key Objectives	6
C. Project's BRIEF SCOPE	Error! Bookmark not defined.
D. Objective of the RFP	7
E. RFP Document Overview	7
F. General Eligibility Criteria OF BIDDER.....	7
G. Institutional Arrangements	8
H. principal project location.....	8
I. Document Submission	8
J. Mandatory Qualification Requirements	9
Section – II SCOPE OF WORK AND DELIVERABLES	10
A. General	10
SECTION – III PROJECT TERMS & CONDITIONS	10
1. Genreal terms and conditions	10
2. Payments	11
3. Implementation Team	11
4. Subcontracting	11
5. Right to Alter Quantities and requirements	11
6. No Commitment to Accept Lowest or Any Bid	12
7. Rejection of a bid	12
8. RFP Ownership	12
9. Proposal Ownership	12
10. Confidentiality	12
11. Language of the Bid	12
12. Indemnification	13
13. Award of contract/Purchase order	13
14. Force Majeure Clause	13
15. Liquidated Damages and Penalty Clause	13
16. Order Cancellation	14
17. Resolution of Disputes	14
18. Governing Law and Disputes	14
19. Corrupt or Fraudulent practices	14

SECTION – IV FORMS	15
Form – A (Bid Form)	15
Form - B (AFFIDAVIT)	17
Form - C (Covering Letter)	18
Form – D (Price Schedule in Pak Rupees)	19
Form – E (Bid Security Form (Bank Guarantee))	31
Form – F (Bidder Eligibility /Qualification Criteria)	32
Form – G (Technical Compliance).....	34
Form – H (Proposed Methodology & Work Plan)	35
SECTION – V TECHNICAL & FINACIAL EVALUATION CRITERIA	36
A. Bidder Selection critEria	36
B. One Bid per Bidder	37
C. Cost of Bidding.....	37
D. Site Visit	37
E. Amendment of Bidding Document.....	37
F. Preparation of Bids	37
1. Language of Bid	37
2. Documents Comprising the Bid.....	38
3. Bid Prices	38
4. Currencies of Bid and Payment	38
5. Bid Validity	38
6. Bid Security	38
7. Format and Signing of Bid	39
G. Submission of Bids.....	39
1. Sealing and Marking of Bids	39
2. Deadline for Submission of Bids.....	39
3. Late Bids	40
4. Modification and Withdrawal of Bids	40
SECTION – VI CONTENTS OF TECHNICAL AND FINANCIAL PROPOSALS	41
A. Technical Proposal Envelope	41
B. Financial Proposal Envelope	41
C. Address	41
D. Opening of Financial Proposals	41

LETTER OF INVITATION

RFP No.PBS.HQ.GS.03(1) /2026-27, dated

The Pakistan Bureau of Statistics (PBS), Government of Pakistan, requires the services of a reputed national local firm/ company **“FOR THE PROCUREMENT OF ANNUAL TENDER ITEMS (OFFICE/COMPUTER STATIONERY AND MISCELLANEOUS STORE ITEMS FOR THE FINANCIAL YEAR, 2026-2027) OF PAKISTAN BUREAU OF STATISTICS”**, as outlined in this RFP.

The bidder/firm shall provide and render services to the Pakistan Bureau of Statistics with regard to carrying out supply, Installation, and allied activities. The firm/ company should have good name, standing, requisite experience, expertise, and professional reputation for performing similar job/ assignment and should not be on the defaulters or negative list of any department, ministry, statutory / regulatory body / authority etc.

The Bidder is required to submit its proposal through **single stage single envelope** in one covering envelope separately sealed technical and financial proposals to the PBS, on the prescribed forms available in the bidding document, which can be obtained from the office of General Services S- or can be downloaded from official website: www.pbs.gov.pk. The same is also available on the PPRA official website for downloading.

The Bidder will be selected under **Quality and Cost-Based Selection** and procedures described in this RFP, in accordance with the Public Procurement Regulatory Authority Rules.

The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Consultants and Data Sheet
- Section 3 - Technical Proposal: - Standard Forms
- Section 4 - Financial Proposal - Standard Forms
- Section 5 - Terms of Reference
- Section 6 - Standard Forms of Contract

Deputy Director (General Services)

(Pakistan Bureau of Statistics)

Address: Pakistan Bureau of Statistics

21-Mauve Area, Statistics House,

G-9/1, Islamabad

Telephone: +92-051-9106529

Fax No: +92-051-9106548

SECTION – I GENERAL

A. EXECUTIVE SUMMARY

Pakistan Bureau of Statistics (PBS) is the prime official agency of Pakistan, responsible for collection, compilation, and dissemination of reliable and timely statistical information to the policy makers, planners and researchers through Census & Surveys. To meet this objective of timely statistical data provision to stakeholders especially the data related to Population & Housing Census, which is the one of most sensitive activity (due to its linkage with resource allocation & representation) as well as gigantic activity, PBS has conducted till now six Population & Housing Censuses in the country; i.e. 1951, 1961, 1972, 1981, 1998 and sixth one in 2017. Now, upon the directions of Government of Pakistan.

2. Foregoing above for the smooth functioning of office business and to facilitate the PBS HQ staff, General Services Section requires services of the firms for provision of different items as per BOQ.

B. KEY OBJECTIVES

The key objectives are:

The major objective of the RFP is **PROCUREMENT OF ANNUAL TENDER ITEMS (OFFICE/COMPUTER STATIONERY AND MISCELLANEOUS STORE ITEMS FOR THE FINANCIAL YEAR, 2026-2027) OF PAKISTAN BUREAU OF STATISTICS.**

C. ANNUAL PROCRUMENTS BRIEF SCOPE

- i. The bidder shall supply, install, integrate, test and commission the equipment, tools, and systems in total compliance to current RFP and/or industry trends and best practices.
- ii. The bidder shall carefully go through technical specifications to determine complete requirements when preparing the bid proposal. The technical specifications are mentioned in Annexure A.
- iii. The details of Scope of Work and Deliverables is provided in Section-II.

D. OBJECTIVE OF THE RFP

1. The intent of this RFP is to invite reputable firms/ vendors for **PROCUREMENT OF ANNUAL TENDER ITEMS (OFFICE/COMPUTER STATIONERY AND MISCELLANEOUS STORE ITEMS FOR THE FINANCIAL YEAR, 2026-2027) OF PAKISTAN BUREAU OF STATISTICS**
2. as per the requirements and criteria given in this RFP.
3. The minimum specified work is mentioned in this RFP and is to be performed as per the specifications and conditions mentioned in the different Sections of this document.
4. The proposals must be prepared in accordance with the instructions contained in this RFP documents, and must uploaded to EPADS on or before **13-08-2026 on 11:00 AM**. The technical proposals will be opened in presence of bidders' representatives who choose to attend at **11:30 AM** same day at the Conference room, **Pakistan Bureau of Statistics, Islamabad**.

E. RFP DOCUMENT OVERVIEW

1. The following RFP (Request for Proposal) has been divided into six main parts. All bidders are advised to read and understand all sections very carefully.
 - a. **Section – I** gives an overview of the project information including some of the general administrative aspects.
 - b. **Section – II** Discusses the scope of the work and deliverables required under this RFP.
 - c. **Section – III** Project Terms and Conditions
 - d. **Section – IV** All forms required to be submitted by the bidders are given in this Section of the RFP. All bidders are advised not to deviate from the wording and formatting of these forms. Any discrepancy will be liable to disqualification.
 - e. **Section – V** Explains the qualification and evaluation criteria.
 - f. **Section – VI** Explains how to formulate and submit the bid.
 - g. **Annexure – A** Technical Specifications of items
 - h. **Annexure – B** Application forms

F. GENERAL ELIGIBILITY CRITERIA OF BIDDER

1. A Bidder may be a firm/ company that is a locally registered private entity, striving to provide services in provision of technical equipment, Installation and allied services.
2. A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this bidding process, if the Bidder:
 - (a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or

- (b) receives or has received any direct or indirect subsidy from another Bidder; or
 - (c) has the same legal representative as another Bidder; or
 - (d) Participates in more than one bid in this bidding process. Participation by a bidder in more than one bid will result in the disqualification of all bids in which such bidder is involved: or
 - (e) Any of its affiliates has been hired (or is proposed to be hired) by the Purchaser for the contract implementation.
3. A Bidder shall not be eligible to participate if under suspension from bidding by the Purchaser as the result of previous contract or blacklisted by Federal or Provincial government or public sector enterprises.
 4. A bidder shall provide such evidence of eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request.
 5. Joint Ventures (JVs) are allowed and all joint venture may be mentioned in technical proposal of bidder

G. INSTITUTIONAL ARRANGEMENTS

The firm will be required to work in close coordination with the General Services Section, Pakistan Bureau of Statistics (PBS), Islamabad that will provide necessary information, facilitation, and guidance during various activities of the project.

H. PROCUREMENT LOCATION

The Services will be required principally at Islamabad.

I. DOCUMENT SUBMISSION

The bidder will submit the documents, brochures etc. containing details of the following:

1. Legal status (firm, company, etc.)
2. Relevant registrations & authorizations as per requirement mentioned in RFP.
3. Experience and past performance (duly supported by details of clientele, purchase orders, project sign off, completion certificate) as per format given in RFP.
4. Experience in executing similar nature of procurement.
5. CVs of key staff for assessment of appropriate proficiency and experience as per requirements.
6. All other documents mentioned in different sections of RFP.

J. MANDATORY QUALIFICATION REQUIREMENTS

The bidder will submit the documentary evidence to substantiate the following mandatory qualification requirements:

Sr	Documents	Required Attachments
1	Company/Firm must be in existence for minimum 05 years under the laws of Pakistan.	Valid Incorporation Certificate/ NTN certificate must be provided
2	Registration of NTN with Federal Board of Revenue (FBR) and having Active Taxpayer status.	Valid NTN and ATL Certificate must be provided
3	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) and having Active Taxpayer status.	Valid GST Certificate must be provided
4	The bidder should have fully operational office/ head office in Islamabad.	Verifiable Proof must be provided
5	Affidavit that firm is not currently Blacklisted and involved in any active litigation in Pakistan.	Undertaking on Legal Stamp Paper must be provided
6	Authorized partners of OEM (Distributors, Resellers or Authorization letter from Partners for quoted equipment/ services where applicable.	Manufacturer Authorization Certificate must be provided
7	Compliance/ Data sheet shall be provided.	Compliance Sheet must be provided
8	Assurance of providing after sales service, onsite support, and spare parts for supplied equipment as per requirements mentioned in this Bidding Document (if applicable).	Certificate on company's letter head must be provided
9	Bidder has to offer/quote complete solution as per RFP	

SECTION – II SCOPE OF WORK AND DELIVERABLES

The firm/bidder scope will include procurement, installation, warranty and aftersales support of the required equipment.

The proposal by the bidders should comply with all requirements. Non-compliance with requirements identified may result in rejection of the bid proposal and disqualification.

A. GENERAL

The specified work to be performed as per the specifications and conditions is mentioned in the different sections of this document. This information is being given to enable the bidders to understand the totality of the work to be done. The Bidder shall carefully go through details in this document to determine complete requirements while preparing its proposal.

SECTION – III PROJECT TERMS & CONDITIONS

1. GENREAL TERMS AND CONDITIONS

1. Tender should accompany alongwith a pay order/bank draft as earnest money amounting to Rs.100,000/- against the bid value of all quoted items in favour of DDO, PBS, Islamabad. The earnest money is tentative and liable of actual demand/order during the financial year 2026-27.
2. The earnest money of unsuccessful bidders will be released/ refunded after completion of tender process. Earnest money will be treated/ converted as security deposit / bid guaranty for successful bidders and will remain in possession of this office till 30th June, 2027. Bids without call deposit will be treated as invalid/cancelled forthright.
3. The interested parties/firms should have a regular place of business and land line telephone number and e-mail address. Further, all firms are required to furnish filled-in bids on the provided prescribed format only.
4. An affidavit to the effect that the firm has never been indulged in any litigation and has never been black listed by any Ministry/Division/Department/Organization of the Governments must be attached with the bids.
5. The firms/suppliers should be well established and registered under sale tax ordinance having NTN number, ATL etc. and vendor number with AGPR Islamabad. Firm will provide copies of these documents with their bids.
6. Quoted rates against this tender for all items of office/computer stationery and miscellaneous items should be inclusive of GST and all taxes and shall remain valid throughout the financial year.
7. Order for supply of office/computer stationery and miscellaneous items shall be placed as per requirements from time to time.
8. 1st, 2nd & 3rd lowest price evaluated bidders will be bound to provide item wise samples of each bids items within three days. Otherwise, the next lowest evaluated bidders will be asked to provide items wise samples and the contract will be awarded to the next bidder.
9. Only one option for the item will be accepted in case of multiple options, the lowest one according to the specification will be considered.

10. The items will have to be delivered at Pakistan Bureau of Statistics situated at Statistics House, Mauve Area, G-9/1, Islamabad free of cost. The successful bidder will ensure the supply of the items for the whole financial year, as per approved rates.
11. In Printing Press related items especially Computer to Plate Thermal & imposition setup, the firm must have their own setup and the rates of firms having no proper setup of their own will not be considered. The committee member may visit the setup of the firms.
12. Necessary composing and two or three times dummy making service for computer to plate must also be provided by the firm within same rate, without any extra charges for printing related items.
13. Cutting/overwriting on specification rates of any item of the list will not be accepted. Amount once written cannot be changed.
14. The firms already working with PBS, can Participate in the Tender Subject to Provision of Performance certificate from Deputy Director (G.S) PBS, Islamabad.
15. PBS may ask to provide any document as and when required to clarify any query.
16. All prices shall be valid for a period of one year from the closing date of tender
17. In case of public holiday on closing date of tender, the tender receiving and opening time will be next working day as per already given schedule.

2. PAYMENTS

For the location on which the equipment will be delivered, installed, and commissioned, following payments schedule will be followed:

Payment will be made after receipt of supplies and after completion of all codal formalities as per Government rules. of Tax as prescribed by the Government from time to time and on production of Sales Tax Invoice by supplier at the time of supply of goods.

Payment will be made after deduction of tax as prescribed by the Government from time to time and on production of Sales Tax Invoice by supplier at the time of supply of goods.

3. IMPLEMENTATION TEAM

Having selected bidder, among other things, based on an evaluation of proposed key professional staff, Pakistan Bureau of Statistics (PBS) expects the team members named in the proposal will be actually available during the entire duration of the project. Pakistan Bureau of Statistics (PBS) will not consider substitutions during the duration of the project except for reasons of health of key team members.

4. SUBCONTRACTING

The vendor should not subcontract any work as a part of this project, without prior written consent from Pakistan Bureau of Statistics (PBS).

5. RIGHT TO ALTER QUANTITIES AND REQUIREMENTS

At any time prior to the deadline of submission of Bids Pakistan Bureau of Statistics (PBS) may for any reason, whether at its own initiative or in response to a clarification requested by bidders, modify the

RFP by amendment, which will communicate to all bidders through website. All such amendments shall become part of the RFP and same will be notified by Pakistan Bureau of Statistics. PBS reserves the rights to alter quantities, revise / modify all or any of the specifications, delete some items specified in this offer, when finalizing its requirements.

6. NO COMMITMENT TO ACCEPT LOWEST OR ANY BID

Pakistan Bureau of Statistics (PBS) shall be under no obligation to accept the lowest or any other offer received in response to this bid notice and shall be entitled to reject any or all tenders without assigning any reason whatsoever.

PBS reserves the right to accept any or cancel/reject all Tenders in accordance with PPRA Rules.

7. REJECTION OF A BID

Pakistan Bureau of Statistics (PBS) may at its absolute discretion exclude or reject any proposal that in the reasonable opinion of Pakistan Bureau of Statistics (PBS) contains any false or misleading claims or statements. The Procurer has no liability to any person for excluding or rejecting any such proposal.

8. RFP OWNERSHIP

The RFP and all supporting documentation are the sole property of Pakistan Bureau of Statistics (PBS) and should not be redistributed without prior written consent of the organization. Violation of this would be a breach of trust and may, inter-alia causes the bidder to be irrevocably disqualified.

9. PROPOSAL OWNERSHIP

All proposals and materials submitted in response to this request shall become the sole and absolute property of Pakistan Bureau of Statistics (PBS) and will not be returned. Selection or rejection of a proposal does not affect this right. The proposal and documentation may be retained, returned, or destroyed as Pakistan Bureau of Statistics (PBS) decides.

10. CONFIDENTIALITY

This document contains information confidential and proprietary to Pakistan Bureau of Statistics (PBS). Additionally, the bidder will be exposed by virtue of the contracted activities to the internal business information of Pakistan Bureau of Statistics (PBS). Disclosures of receipt of this RFP or any part of the aforementioned information to parties not directly involved in providing the services requested could result in the disqualification of the bidder, premature termination of the contract, and / or legal action against the bidder for breach of trust.

11. LANGUAGE OF THE BID

The language of the bid response and any communication with Pakistan Bureau of Statistics must be in written English only. Supporting documents provided with the RFP response can be in another language so long as it is accompanied by an attested translation in English, in which case for purposes of evaluation of the bids, the English translation will govern.

12. INDEMNIFICATION

The bidder shall indemnify, protect, and save Pakistan Bureau of Statistics (PBS) against all claims, losses, costs, damages, expenses, actions suit, and other proceedings, resulting directly or indirectly from an act or omission of the Bidder, its employees or agents in the performance of the services provided by contract, infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all deliverables provided to fulfill the scope of this project.

13. AWARD OF CONTRACT/PURCHASE ORDER

The Purchaser shall award the contract to the bidder who's bid has been determined to be technically and financially qualified/ compliant bid obtaining the highest evaluation score as described in Section V and Section IV-Sub-Form F and is substantially responsive to the bidding documents, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

The successful firms are responsible to ensure the qualitative supply throughout the year as per approved samples failing which security will be forfeited.

14. FORCE MAJEURE CLAUSE

There shall be no liability or responsibility, on the part of both Pakistan Bureau of Statistics (PBS) and the selected bidder for consequences arising out of interruption of the business due to acts of God, riots, civil commotion, insurrections, wars, or any other causes beyond their control or by any strikes or lock outs. Any such interruption due to Force Majeure should be informed by the bidder to Pakistan Bureau of Statistics (PBS) or vice versa in writing within two days of such event.

15. LIQUIDATED DAMAGES AND PENALTY CLAUSE

The bidder shall complete all activities / work and submit all deliverables in accordance with the timelines (proposed by Bidder during submission of proposal and finalized in contract agreement with Pakistan Bureau of Statistics). Any case of delay or non-delivery of an activity or milestone as per the finalized terms and conditions will be subjected to penalty. In case of delay in the execution of the contract, Pakistan Bureau of Statistics (PBS) reserves the rights to impose penalty not exceeding 5 % of the relevant supply / work order.

The successful bidders will be bound to deliver the items within five working days after receipt of confirmed supply / work order otherwise late delivery charges will be deducted from the payment as per following rates:-

- a) 2% late delivery charges will be deducted if late delivery made within / upto 05 days of stipulated time.
- b) 5% late delivery charges will be imposed if delivery is made 10 days of stipulated time.
- c) If the delivery of any item is not made within 15 days the supply order cancelled and bid money forfeited and the firm will be black listed.

16. ORDER CANCELLATION

Pakistan Bureau of Statistics (PBS) reserves its right to cancel the order in the event of delay. If the progress of work is not to the satisfaction of the Pakistan Bureau of Statistics (PBS), the work will be awarded to another party at the risk and cost of the bidder. In such an eventuality, if any excess amount is to be paid by Pakistan Bureau of Statistics (PBS), it will be recovered from the bidder.

The Competent Authority will also have the right to cancel the contract partially or entirely during the financial year, the security amount will be forfeited and the firm will be black listed if items provided by the vendor are found substandard in quality or short in quantity and also if not supplied timely.

17. RESOLUTION OF DISPUTES

All disputes and differences of any kind, whatsoever, between the bidder and Pakistan Bureau of Statistics (PBS), arising out of or in relation to the Contract, shall be settled amicably by parties through bilateral negotiations. If such dispute cannot be amicably settled by negotiations between the Parties, it shall be finally settled under the provisions of the Arbitration **Act, 1940 (Act No. X of 1940)** and Rules made there under as amended from time to time. The venue of arbitration shall be in Islamabad, Pakistan.

18. GOVERNING LAW AND DISPUTES

The Bid and the subsequent Contract with the selected Bidder shall be governed in accordance with the laws of Government of Pakistan.

19. CORRUPT OR FRAUDULENT PRACTICES

1. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
2. "Fraudulent practice" means a misrepresentation of facts in order to influence a selection process and includes collusive practice among Bidders (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive the Evaluation Committee of the benefits of free and open competition.
3. Pakistan Bureau of Statistics (PBS) will reject a proposal for award if it determines that the Bidders recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
4. If any bidder found in fraudulent, collusive, corrupt or design to establish artificial prices and misrepresentation of facts during execution of contract or procurement process the authority shall be entitled to terminate the contract/recover the amount of any loss/blacklist the firm.

SECTION – IV FORMS

FORM – A (BID FORM)

(Duly filled printed on company letter head and signed/ stamped to be submitted with Technical Proposal)

Date: _____

To:

DG Admn,
Pakistan Bureau of Statistics,
Islamabad.

Respected Sir/Madam:

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **5 percent** of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of **90 days** from the date fixed for Bid opening under Section – V sub part F and clause 5, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between the Bidder and the client.

Please fill in the below mentioned bid format table.

S#	Information	Details
1	Bid Bond attached with financial proposal as per RFP requirement:	Yes/No
2	Complete Technical Proposal & documents/ brochures attached:	Yes/No
3	Implementation Plan/Delivery Schedule given:	Yes/No

S#	Information	Details
4	Validity of Bid Security and Quoted Prices mentioned:	Yes/No
5	Country of Origin:	
9	Company Profile / Capability Statement (attached):	Yes/No
10	Company full address:	
11	Authorized Contact Person:	
12	Cell #:	
13	E-mail:	
14	Acceptance of Terms & Conditions of tender without any condition:	Yes/No
15	Contact Person:	Yes/No
16	Cell #:	
17	E-mail:	

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2026.

[Seal & signature] *[in the capacity of]*

Duly authorized to sign Bid for and on behalf of _____

(Duly filled on judicial stamp paper of Rs. 100/- by the Executive of the Firm, attested by the Oath Commissioner and to be submitted with technical proposal)

Date: _____

AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the Bidding Document and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Services and Products that we propose to provide under this contract are eligible services and products within the meaning of Section-1 – Sub-Section F of this RFP.
- 4) The Services and Products that we propose to provide under this contract conform to the specifications (Annexure-A) and standards specified in Section II, Scope of Work and Deliverables.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The undersigned has no dispute anywhere in the country regarding supplies & services.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed

(Duly filled printed on company letter head and signed/ stamped to be submitted with
Financial proposal)

Date: _____

To:

DG Admn
Pakistan Bureau of Statistics,
Islamabad.

Respected Sir/Madam,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the required item in conformity with the said bidding documents for the sum of **[total bid amount in words and figures]** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the instructions / clauses specified in the RFP.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to **5 percent** of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of **90 days** from the date fixed for Bid opening under Section – V, Submission of Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2026.

[Seal & signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of ____

**(Duly filled printed on company letter head and signed/ stamped to be submitted.
(Financial proposal)**

Name of Bidder _____. [Company]

S.No.	Name of items with specification	Unit	Approx Quantity Required	Offer Rate with all taxes
1	2	3	4	5
A)	<u>OFFICE STATIONERY</u>			
1	Photostat Paper(imported) VRG-80 GMS, 500 sheets per ream size A/4 (IK Brand)	Each Ream	4000 Ream	
2	Photostat Paper(imported) VRG-80 GMS, 500 sheets per ream legal size (IK Brand)	Each Ream	300 Ream	
3	Offset Paper Size A/3 80 GMS 500 sheets	Each Ream	100 Ream	
4	Note Sheet Pad A/4 size, off set paper 80 GMS, containing 50 sheets	Each pad	500 Nos	
5	Draft Pad, 70 GMS (50 sheets of pad) small size	Each pad	2500 Nos	
6	Color Paper A-4 size 80 gram (100 sheets)	Each Pkt	500 Pkt	
7	Staple Machine (Medium size)	Each Unit	300 Nos	
8	Staple Machine (Heavy duty)	Each Unit	20 Nos	
9	Staple Pin Large Size, Heavy duty 23/15	Each pkt	150 Pkt	
10	Staple Pin Large Size, Heavy duty 23/20	Each pkt	150 Pkt	
11	Staple Pin Large Size, Heavy duty 23/17	Each pkt	150 Pkt	
12	Staple Pin Large Size, Heavy duty 23/24	Each pkt	150 Pkt	
13	Staple Pins Medium 24/6	Each pkt	1500 Nos	
14	Staple Pin Remover	Each Unit	200 Nos	
15	Correction Pen (Metal Tip)	Each Unit	1000 Nos	
16	Uni Ball Eye fine Delux or equivalent	Per piece	1500 Nos	
17	Ball Pen Piano Clipper 0.8mm or equivalent	Per piece	30,000 Nos	
18	Highlighter	Each Unit	1500 Nos	
19	Marker Artline-70/90	Each Unit	500 Nos	
20	Marker White Board	Each Unit	500 Nos	
21	Section Diary Register No.6	Each Register	100 Nos	
22	Ruled Register 12 No., imported paper	Each Register	50 Nos	
23	Ruled Register 16 No. imported paper	Each Register	50 Nos	
24	Ruled Register 20 No. imported paper	Each Register	50 Nos	

25	Ruled Register 24 No, imported paper	Each Register	50 Nos	
26	Letter Dispatch Register No.6	Each Register	50 Nos	
27	Stock Register No.12 (Receipt & Issue) as per sample	Each Register	50 Nos	
28	Movement Register for vehicles (No.10)	Each Register	50 Nos	
29	Log Book/Petrol Register No.10 (large size)	Each Register	50 Nos	
30	Attendance Register No.1 (fine quality paper)	Each Register	100 Nos	
31	Peon Book printed of 96 pages	Each Book	500 Nos	
32	Gum Stick Large Dollar 35/40 grams or equivalent	Each Unit	2000 Nos	
33	Tags for file (fine quality)	Each Bundle	250 Pkt	
34	File Cover, full size, as per sample (Glossy lamination)	Each Unit	7000 Nos	
35	File Board, legal size (Superior Quality)	Each Unit	4000 Nos	
36	Document Folder Hard (legal size)	Each Unit	50 Nos	
37	Plastic File Cover T.T	Each Unit	1000 Nos	
38	Bar File Cover A-4 size (Deli)or equivalent	Each Unit	1000 Nos	
39	Sharpener Dux or equivalent	Per piece	2000 Nos	
40	Eraser Dux or equivalent	Per piece	2000 Nos	
41	Stamp Pad Crystal, M. size (Blue) or equivalent	Each Pad	300 Nos	
42	Stamp Pad Ink Blue	Each Bottle	300 Nos	
43	Knife Cutter (steel body)	Each Unit	300 Nos	
44	Paper Clip, size 30 MM	Each Pkt. (count 80 Pcs)	500 Nos	
45	Docket Punch Double hole heavy duty	Each Unit	100 Nos	
46	Docket Punch single hole heavy duty	Each Unit	500 Nos	
47	Lead Pencil W/R (Goldfish 6000) or equivalent	Per Pencil	2500 Nos	
48	Table Diary	Each Unit	100 Nos	
49	Post it Pad, Yellow size 3" x 3"	Per Pkt.	300 Nos	
50	Every Card A/4 size, 150 grams	Per Pkt.	50 Pkt	
51	Dak Folder, Superior Quality (as per sample)	Each Unit	100 Nos	
52	Envelops White SE- 5.5" - 7.5" (90 gram paper), PBS Monogram Branding	Each Envelop	1600 Nos	
53	Envelops White A/4 size (90 gram paper), PBS Monogram Branding	Each Envelop	500 Nos	
54	Envelops SE-5 Khaki, superior quality, PBS Monogram Branding	Each Envelop	3000 nos	
55	Envelops SE-6 Khaki, superior quality, PBS Monogram Branding	Each Envelop	3000 Nos	
56	Envelops SE-7 Khaki, superior quality, PBS Monogram Branding	Each Envelop	100 Nos	

57	Envelops SE-8-A, File size, Khaki with cloth, fine quality, PBS Monogram Branding	Each Envelop	500 Nos	
58	Envelops SE-8 Craft File size, Khaki, fine quality, PBS Monogram Branding	Each Envelop	3000 Nos	
59	Envelops (Craft) A-4 size, PBS Monogram Branding	Each Envelop	1500 Nos	
60	Table Set (wooden)	Each Set	50 Set	
61	RFID Biometric Card	Each Unit	7000 Nos	
62	RFID Blank Office Card Cover B-1	Each Unit	2000 Nos	
63	PVC Sub Lamination Sheet A/4 size	Set of 3	06 Pkt	
64	Laminating Pouches 250 Micron size O-ID	Each box of 100	2000 Nos	
65	Cut Box with 5-Inch width for holding files(as per sample)	Each Unit	100 Nos	
66	Transparent L Shape folder, file size(as per sample)	Each Unit	700 Nos	
B)	<u>COMPUTER STATIONERY ITEMS</u>			
67	Laser Jet Toner HP-1320 (49A) Original	Each Unit	100 Nos	
68	Laser Jet Toner HP-1320 (49A) Compatible	Each Unit	100 Nos	
69	Laser Jet Toner HP-2035/2055(05A)Original	Each Unit	100 Nos	
70	Laser Jet Toner HP-2035/2055(05A)Compatible	Each Unit	100 Nos	
71	Laser Jet Toner HP-P1005 (35A) Original	Each Unit	100 Nos	
72	Laser Jet Toner HP-P1005 (35A)Compatible	Each Unit	100 Nos	
73	Laser Jet Toner HP-1020(12A) Original	Each Unit	50 Nos	
74	Laser Jet Toner HP-1020(12A) Compatible	Each Unit	50 Nos	
75	Laser Jet Toner HP-1536 dnf (78A) Original	Each Unit	50 Nos	
76	Laser Jet Toner HP-1536 dnf (78A) Compatible	Each Unit	50 Nos	
77	Laser Jet Toner HP Pro-400 M-401dn (80A)Original	Each Unit	100 Nos	
78	Laser Jet Toner HP Pro-400 M-401dn (80A)Compatible	Each Unit	100 Nos	
79	Laser Jet Toner HP-4350n (42A) Original	Each Unit	50 Nos	
80	Laser Jet Toner HP-4350n (42A)Compatible	Each Unit	50 Nos	
81	Laser Jet Toner HP IJ Pro M-203 DW (30A) Original	Each Unit	100 Nos	
82	Laser Jet Toner HP IJ Pro M-203 DW (30A) Compatible	Each Unit	100 Nos	
83	Drum for Printer HP IJ Pro M-203 DW(32A) Original	Each Unit	100 Nos	
84	Drum for Printer HP IJ Pro M-203 DW(32A) Compatible	Each Unit	100 Nos	
85	HP Color Laser Toner 150d Original	Each Unit	25 Nos	
86	Laser Jet Toner HP-M-225dn(83A) Original	Each Unit	25 Nos	
87	Laser Jet Toner HP-M-225dn(83A)Compatible	Each Unit	20 Nos	
88	Laser Jet Toner HP-Pro M404 (76A)Compatible	Each Unit	20 Nos	
89	Laser Jet Toner MFP M442dn Original	Each Unit	20 Nos	

90	Laser Jet Color Toner Pro M254 nw (203A) Original	Set of 4	05 Nos	
91	Laser Jet Color Toner Pro M254 nw (203A) Compatible	Set of 4	05 Nos	
92	Laser Jet Color Toner CP-5525 Original	Set of 4	05 Nos	
93	Laser Jet Color Toner CP-5525 Compatible	Set of 4	05 Nos	
94	Toner for Printer Cannon MF-3010 (23V) Original	Each Unit	1000 Nos	
95	Toner for Printer Cannon MF-3010 (23V) Compatible	Each Unit	7000 Nos	
96	Laser Jet Toner HP Plotter Design Jet T-1300 In Cartridge 130 ML (Original)	Set of 6	04 Nos	
97	Laser Jet Toner HP Plotter Design Jet T-1300 In Cartridge 130 ML Compatible	Set of 6	04 Nos	
98	Head Set for HP Design Jet T-1300 (72 set of 3) (C9380A, C9383/4A) Original	Each set	04 Nos	
99	Head Set for HP Design Jet T-1300 (72 set of 3) (C9380A, C9383/4A) Compatible	Each set	04 Nos	
100	Laser Jet Toner Xerox 3320dn (Original)	Each Unit	50 Nos	
101	Laser Jet Toner Xerox 3320dn, Compatible	Each Unit	50 Nos	
102	Laser Jet Toner Xerox Phaser-3260 (Original)	Each Unit	50 Nos	
103	Laser Jet Toner Xerox Phaser-3260, Compatible	Each Unit	50 Nos	
104	Drum for Xerox Phaser Printer-3260 (Original)	Each Unit	50 Nos	
105	Drum for Xerox Phaser Printer-3260, Compatible	Each Unit	50 Nos	
106	Laser Jet Toner Color Printer Xerox Phaser 7800 (Original)	Set of 4	10 Nos	
107	Laser Jet Toner Color Printer Xerox Phaser 7800, Compatible	Set of 4	10 Nos	
108	Drum for Xerox Phaser Color Printer-7800 (Original)	Set of 4	10 Nos	
109	Drum for Xerox Phaser Color Printer-7800, Compatible	Set of 4	10 Nos	
110	Toner Color Printer Cannon IR Advance DX C3826i (Original)	Set of 4	20 Nos	
111	Drum for Color Printer Cannon IR Advance DX C3826i, NPG-67 (Original)	Set of 4	20 Nos	
112	Laser Jet Toner HP Color Printer CP-5225 (Original)	Set of 4	03 Nos	
113	Toner Photo Copier Multi Function RICOH M-2700 (Original)	Each Unit	30 Nos	

114	Drum for Photo Copier Multi Function RICOH M-2700 (Original)	Each Unit	30 Nos	
115	Photo Copier Toner Xerox Work Centre (4265) Original	Each Unit	04 Nos	
116	Photo Copier Toner Canon IR-2535 (Original)	Each Unit	10 Nos	
117	Photo Copier Toner Canon IR-2535 (compatible)	Each Unit	10 Nos	
118	Photo Copier Toner Canon IR-2525 (NPG-51) (Original)	Each Unit	10 Nos	
119	Photo Copier Toner Canon IR-2525 (NPG-51) (Compatible)	Each Unit	10 Nos	
120	Photo Copier Toner Canon IR-8795 (Original)	Each Unit	10 Nos	
121	Photo Copier Toner Toshiba Studio-2506 (Original)	Each Unit	30 Nos	
122	Flash Drive 32-GB	Each Unit	1000 Nos	
123	Flash Drive 64-GB	Each Unit	250 Nos	
124	Flash Drive 128-GB	Each Unit	350 Nos	
125	USB Portable Hard Drive 2 TB (Shielded)	Each Unit	40 Nos	
126	USB Portable Hard Drive 4 TB (Shielded)	Each Unit	40 Nos	
127	USB Portable Hard Drive 16 TB (Shielded)	Each Unit	03 Nos	
128	USB Portable Hard Drive 32 TB (Shielded)	Each Unit	03 Nos	
129	Computer Cell	Each Unit	500 Nos	
130	Key Board with Numeric Keypad for Data Entry (Heavy Duty) , Logitech or equivalent	Each Unit	500 Nos	
131	Wireless Key Board (best quality), Logitech or equivalent	Each Unit	700 Nos	
132	Optical Mouse (best quality), Logitech or equivalent	Each Unit	500 Nos	
133	Wireless Mouse (best quality), Logitech or equivalent	Each Unit	300 Nos	
134	Mouse Pad	Each Unit	50 Nos	
135	Batteries for Laptop Core i5	Each Unit	50 Nos	
136	Batteries for Laptop Core i7 (HP Pro Book 450 G2)	Each Unit	50 Nos	
137	Batteries for Laptop Dell precision Model M-4600, M-4700	Each Unit	100 Nos	
138	Charger for Laptop Core i5 and i7	Each Unit	100 Nos	
139	Batteries for Lenovo Think Book 14-G2 ITL 14-G2 Are 15-G2 ITL (Gen2) CL19C3PDA	Each Unit	100 Nos	
140	Charger for Lenovo Think Book 14s G2 ITL 20VA	Each Unit	100 Nos	
141	UPS Battery 12x7 (with one year replacement warranty)	Each Unit	100 Nos	
142	UPS Battery 12x12 (with one year	Each Unit	100 Nos	

	replacement warranty)			
143	UPS Battery 12x65 (with one year replacement warranty)	Each Unit	100 Nos	
144	UPS Battery 12x5 (with one year replacement warranty)	Each Unit	100 Nos	
145	UPS Battery 12x100 (with one year replacement warranty)	Each Unit	100 Nos	
C)	<u>MISCELLANEOUS STORE ITEMS</u>			
146	Phenyl (Perfumed)	Per tin of 3 lit	100 Nos	
147	Acid (Tiger), Medium size	Per bottle	600 Nos	
148	Harpic (Bath Cleaner) Medium size	Per bottle	100 Nos	
149	Brush for W.C	Each Unit	50 Nos	
150	Wiper (large size) heavy duty fine quality	Each Unit	50 Nos	
151	Wiper small size for wash room	Each Unit	20 Nos	
152	Broom Tinka Long, as per sample	Each Unit	100 Nos	
153	Broom Pool Long, as per sample	Each Unit	50 Nos	
154	Pachara with plastic handle	Each Unit	50 Nos	
155	Mop for cleaning (as per sample)	Each Unit	20 Nos	
156	Glass Cleaner Wiper (Small)	Each Unit	10 Nos	
157	Glass Cleaner Wiper (Large size 10 ft)	Each Unit	10 Nos	
158	Air Pressure Pump for Bath Room	Each Unit	10 Nos	
159	Scotch Brite Sponge	Each Unit	50 Nos	
160	Dettol Bathroom Cleaner	Per Litter	5 ltr	
161	Pachara (Removable)	Each Unit	20 Nos	
162	Scraper Plastic for Cleaning	Each Unit	10 Nos	
163	Water Pot Plastic (Lota with handle) fine quality	Each Unit	20 Nos	
164	Toilet Air freshener (80 Grams)	Each Unit	20 Nos	
165	Surf Excel 170 GM (or equivalent)	Per Pkt.	300 Nos	
166	Vim Powder 790 grams (or equivalent)	Per Pkt.	300 Nos	
167	Bath soap (Lux) 100 gram or equivalent	Each Unit	500 Nos	
168	Soap Case fine quality	Each Unit	30 Nos	
169	Tissue Paper, Multi Color	Per box (150 x 2 Ply)	500 Nos	
170	Tissue Roll	Per Roll	500 Nos	
171	Water Glass (Nova) or equivalent	Per piece	200 Nos	
172	Water Jug (Glass) Nova or equivalent	Each Unit	50 Nos	
173	Scotch Tape size 1" x 50 Yards	Each Unit	300 Nos	
174	Binding Tape size 2" x 14 Yards	Each Unit	44 Nos	
175	Binding Tape size 3" x 14 Yards	Each Unit	18 Pkt	
176	Binding Tape size 4" x 14 Yards	Each Unit	10 Pkt	
177	Packing Tape 2 x 68 Yards	Each Unit	50 Nos	
178	Duster Yellow size 20"x30"	Per piece	600 Nos	
179	Duster Cotton size 20"x30"	Per Piece	350 Nos	

180	Dust Bin Plastic Plane (medium size) for waste paper	Each Unit	50 NOS	
181	Dust Bin with Cover (Big size)	Each Unit	30 Nos	
182	Insect Killer /Mortein Spray or equivalent	Each Unit	20 Nos	
183	Glint Spray (500 ML)	Each Unit	20 Nos	
184	Air Freshener (300 ML) Branded	Each Unit	160 Nos	
185	Towel (Medium size 25"x40")	Each Unit	20 Nos	
186	SOLAX Lock 60mm or equivalent	Each Unit	20 Nos	
187	Tricircle Lock (medium) 38mm or equivalent	Each Unit	60 Nos	
188	Tricircle Lock (small) 25mm or equivalent	Each Unit	20 Nos	
189	Non-Scientific Calculator fine quality, large size	Each Unit	15 Nos	
190	Scientific Calculator fine quality, large size(fine quality)	Each Unit	20 Nos	
191	Scissor (large size)	Each Unit	20 Nos	
192	New X-Ray Sheet for Binding (Transparent only)	Per K.G	20 kg	
193	Cell AA size for Wall Clock (Supreme Quality)	Each Unit	400 Nos	
194	Cell AAA size for remote(Supreme Quality)	Each Unit	400 Nos	
195	Cell Energizer "AA" size (Supreme Quality)	Each Unit	20 Nos	
196	Cell Remote Bell A.23 (12-V) (Supreme Quality)	Each Unit	20 Nos	
197	Plastic Balti with handle (Medium size)	Each Unit	10 Nos	
198	Plastic Bag/Jute Bag (50kg)	Each Unit	100 Nos	
199	Printy Machine with five lines	Each Unit	500 Nos	
200	Name Plate (Glass with writing & fitting) size (6"x12")	Per plate	20 Nos	
201	Name Plate (Plastic with writing) size (6"x12")	Per plate	20 Nos	
202	Binding/Packing Cloth	Per Meter	100 Meter	
203	Water Cooler 15 litter	Each Unit	20 Nos	
204	Electric Kettle (Steel Body) Deuron or equivalent	Each Unit	50 Nos	
205	Tea Set (complete)	Each set	20 Nos	
206	Tea Cups with Saucer (China) with PBS Branding as per sample	6 Pcs Set	20 Nos	
207	Quarter Plates, with PBS Branding as per sample	Each Unit	100 Nos	
208	Medium Plates, with PBS Branding as per sample	Each Unit	100 Nos	
209	Rice Spoon	Each Unit	200 Nos	
210	Tea Spoon	Each Unit	200 Nos	
211	Milk Pot Plastic	Each Unit	20 Nos	

212	Sugar Pot Plastic	Each Unit	20 Nos	
213	Tray set Plastic	3 Pcs Set	10 Nos	
214	Mug with PBS Branding as per sample	Each Unit	20 Nos	
215	Tube Rod 18 Watt.	Each Unit	50 Nos	
216	Tube Rod 36 Watt.	Each Unit	50 Nos	
217	Starter 40/20 Watt	Each Unit	50 Nos	
218	SMD HD 50 Watt	Each Unit	50 Nos	
219	LED Bulb 12-W(1 year warranty)	Each Unit	50 Nos	
220	LED Bulb 18-W (1 year warranty)	Each Unit	50 Nos	
221	LED Bulb 25-W (1 year warranty)	Each Unit	50 Nos	
222	SMD HD Round 12 Watt		50 Nos	
223	LED Tube Patti 40-W (1 year warranty)	Each Unit	30 Nos	
224	LED Light Round 6" (as per sample) Osaka or equivalent	Each Unit	30 Nos	
225	Bulb Holder	Each Unit	50 Nos	
226	Three Pin Multi Shoo, 13AMP (fine quality) as per sample	Each Unit	100 Nos	
227	Wire 3/29	Each Roll	10 Roll	
228	Wire 7/29	Each Roll	10 Roll	
229	Wire 7/36	Each Roll	10 Roll	
230	Wire 110/76 (4 Core)	Each Roll	10 Roll	
231	Ceiling Light Holder (as per sample)	Each Unit	20 Nos	
232	Ceiling Light Panel LED 2x2	Each Unit	20 Nos	
233	Ceiling Light Panel LED 2x2 Chock	Each Unit	20 Nos	
234	Extension Lead atleast 06-Points, 05 meter wire with three pin multi shoo (Supreme quality)	Each Unit	100 Nos	
235	Green (Blazer) Cloth for table	Per Meter	100 Meter	
236	Table Glass 5mm	Per sq.ft.	50 sq ft	
237	Table Glass 8mm (With Bawling)	Per sq.ft.	50 sq ft	
238	Table Glass 12mm (With Bawling)	Per sq.ft.	50 sq ft	
239	Wall Clock (large size) Suprem Quality	Each Unit	100 Nos	
240	Remote Bell	Each Unit	150 Nos	
241	Electric Bell with Button (fine quality)	Each Unit	150 Nos	
242	Empty Carton, with PBS Monogram	Each Unit	1000 Nos	
243	Mat Large size (plastic)	Each Unit	20 Nos	
244	Spril for binding 12 No.	Each Unit	20 Nos	
245	Spril for binding 16 No.	Each Unit	20 Nos	
246	Spril for binding 20 No.	Each Unit	20 Nos	
247	Telephone Set (Steno)	Each pair	10 Pair	
248	PVC 2 Pair Cable for Telephone (90 Meter)	Each Roll	06 Nos	
249	Jala Brush	Each Brush	20 Nos	

250	Door Closer (Best Quality)	Each Unit	20 Nos	
251	Max Liquid 170 ML	Each Bottle	50 Nos	
252	Soap Liquid 500 ML (Hand Wash)	Each Bottle	20 Nos	
253	Air freshener Refill	300 ML	30 Nos	
254	Air freshener Refill Air Wick	250 ML	30 Nos	
255	Door Handle Lock (as per sample)	Each Unit	30 Nos	
256	Door Aral (as per sample)	Each Unit	30 Nos	
257	AC Gas Cylinder R134 (10 Kg)	Each Unit	30 Nos	
258	AC Gas Cylinder R22 American (13.5)	Each Unit	30 Nos	
259	AC Gas Cylinder R32 American	Each Unit	30 Nos	
260	AC Gas Cylinder R410 American	Each Unit	30 Nos	
261	Strip for Office Card , with PBS Branding as per sample	Each Unit	5000 Nos	
262	Umbrella (best quality), with PBS Branding as per sample	Each Unit	30 Nos	
263	Uniform for Watchman & Driver, with PBS Branding	Each Unit	100 Nos	
264	Water Bottled (20 ltr)	Each Unit	10,000 Nos	
265	Water Bottled (330 ML)	Each Unit	20,000 Nos	
D)	<u>GEOGRAPHIC ITEMS</u>			
266	Paper Roll 90 gram 42"x150"	Each Unit	60 Nos	
267	Glossy Photo Paper Roll 180 Gram (914mm) 30"x100'	Each Roll	60 Nos	
268	Plotter Roll 90 Gram 36"x150' (imported)	Each Roll	60 Nos	
269	Plotter Roll 90 Gram 24"x150' (imported)	Each Roll	60 Nos	
E)	<u>PRINTING ITEMS</u>			
270	Offset Paper 60 Grams 23"x36" (500 sheets imported)	Each Ream	30 R	
271	Offset Paper 20"x30" (70 gram) 500 sheet per ream (imported)	Each Ream	30 R	
272	Offset Paper 75 Grams 23"x36" (500 sheets imported)	Each Ream	106 R	
273	Offset Paper 80 Grams 23"x36" (500 sheets imported)	Each Ream	480 Pkt	
274	Offset Paper 80 Grams 23"x36" (500 sheets High Finish Local Brand)	Each Ream	400 Pkt	
275	Offset Paper 80 Grams 25"x36" (500 sheets High Finish Local Brand)	Each Ream	400 Pkt	
276	Art Paper 128 Grams 23" x 36" (500 sheets imported)	Each Ream	30 R	
277	Art Card 23" x 36 " 250 Grams (100 sheets)	Each Pkt.	120 Pkt	
278	Art Card 25" x 36 " 250 Grams (100 sheets)	Each Pkt.	200 Pkt	
279	Art Paper 25" x 36 " 150 Grams (500 sheets)	Each Pkt.	100 Pkt	

280	Art Card 25" x 36 " 210 Grams (100 sheets)	Each Pkt.	100 Pkt	
281	Art Card 25" x 36 " 300 Grams (100 sheets)	Each Pkt.	100 Pkt	
282	Every Card 150 Gram, 22" x 28" (500 Sheet)	Each Ream	50 Pkt	
283	Imported Director Paper fancy for D.O Letter 17" x 24" 100 grams (500 Sheets)	Each Ream	30 Pkt	
284	Fancy Card 22" x 28" 260 grams (100 Sheets)	Per Pkt.	30 Pkt	
285	Fancy Card 22" x 28" 300 grams (100 Sheets)	Per Pkt.	10 Pkt	
286	Phosphorus	Per Liter	10 Ltr	
287	Samad Bond	Per Liter	20 Ltr	
288	Dumping cloth 3"	Per Inch	200 Inch	
289	Rough cloth	Per Kg	10 Kg	
290	Printing Ink Black (Daihan) or equivalent	Each Unit	25 Nos	
291	Printing Ink Green (Daihan) or equivalent	Each Unit	25 Nos	
292	Printing Ink Yellow (Daihan) or equivalent	Each Unit	25 Nos	
293	Printing Ink Color set (Daihan) or equivalent	Set of 4	28 Nos	
294	Computer to Plate Solna (Printing Machine)	Each plate	571 Nos	
295	Computer to Plate Heidelberg SM.74, .30 Thickness	Each plate	2000 Plate	
296	White Glue (Mowileth) or equivalent	Per Kg	10 Kg	
297	Plate Remover (Fuji) or equivalent	Each Unit	10 Nos	
298	Plate Cleaner (power plus) or equivalent	Per Litter	10 L	
299	Benzene	Per Litter	10 L	
300	Kerosene Oil	Per Litter	10 L	
301	Mobile Oil	Per Litter	10 L	
302	Gear Oil	Per Litter	10 L	
303	Binding Sheet A/4 size (100 Sheet)	Per Pkt.	50 Pkt	
304	Binding Sheet Legal size (100 Sheet)	Per Pkt.	03 Pkt	
305	Lamination alongwith Pick and Drop Facility	Per sq.ft.	on need basis	
306	Creasing alongwith Pick and Drop Facility	Per set(1 to 1000)	on need basis	
307	Rubber Blankets 3 ply for solna printing machine	Each Unit	on need basis	
308	Rubber blanket for Heidelberg SM-74 Printing Machine	Each Unit	on need basis	
309	Sticks Rod for Polar cutting Machine	Each Unit	on need basis	
310	Gum (Sodani)	Per kg	on need basis	
311	Rexene for Binding	Per Meter	on need basis	
312	Tulip Cotton Roll 500 Gram	Each Roll	on need basis	

313	Idler Paste	Each Unit	on need basis	
314	Spray Powder	Per Kg	on need basis	
315	IPA Taiwan	Per Litre	on need basis	
314	Fountain Solution	Per Litre	on need basis	
315	Cutting Machine Blade Sharpness alongwith pick & drop	Each time	on need basis	
316	Roller Wash for Heidelberg Printing Machine	Per Litre	on need basis	
317	Stapler Wire Roll (20 mm)	Per Roll	on need basis	
318	Stapler Wire Roll (22 mm)	Per Roll	on need basis	
319	Stapler Wire Roll (24 mm)	Per Roll	on need basis	
320	Stapler Wire Roll (26 mm)	Per Roll	on need basis	
321	Hot Glue Gum Binding 400 pages to 600 pages	Each Unit	on need basis	
322	Rubber Hand Gloves	Each Pair	on need basis	
323	Craft Card 20"x30" (450 gram)	Each Pkt	on need basis	
324	Art Card 22"x28" (250 gram) imported	Each Pkt	on need basis	
325	Digital Color Print with Mat Paper 128 gram A/4	Each Print	on need basis	
326	Digital Color Print with Art Card 260 gram (12"x18" approx.)	Each Print	on need basis	
327	Shield Glass with writing + wooden box (as per sample)	Each	on need basis	
328	Photo Paper A/4 (190 Gram)	Each Pkt	on need basis	
329	Shield Wooden with writing + wooden box (as per sample)	Each	on need basis	
330	Every Card 22"x28" (210 Gram)	Each Pkt	on need basis	
331	Panaflax with four color printing with wooden frame (star or equivalent)	Per sq.ft.	on need basis	

Note:

1. All applicable / lawful tax/s should be applied / charged.
2. The rates are inclusive of all applicable taxes including GST, Sales Tax on Services, levies etc., overheads, transportation charges, travelling expenses, out of pocket expenses etc.

Any exemption in Income Tax will only be allowed against submission of valid Exemption Certificate issued by the competent authority of Income Tax Department.

3. Bidder has to quote all items. Partial quotation will be rejected.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____

*[insert: **Bank's Name, and Address of Issuing Branch or Office**]*

Beneficiary: *[insert: **Name and Address of Bank**]*

Date: *[insert: **date**]*

BID GUARANTEE No.: *[insert: **Bid Guarantee Number**]*

We have been informed that *[insert: **name of the Bidder**]* (hereinafter called "the Bidder") has submitted to you its bid dated *[insert: **bid date**]* (hereinafter called "the Bid") for the execution of *[insert: **name of contract**]* under Ref No. *[insert: [Company] **number**]* ("the [Company]").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[insert: **name of bank**]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert: **amount in figures**]* (*[insert: **amount in words**]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with Section – V of this document; or
- (c) having been notified of the acceptance of its Bid by the Bank during the period of bid validity, (i) fails or refuses to execute the Contract Agreement, if required, or (ii) fails or refuses to furnish the performance security/Guarantees, in accordance with Section – V.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon thirty days after the expiration of the Bidder's bid validity period.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

[signature(s)]

(Printed name and title) (Printed name and title)

FORM – F (BIDDER ELIGIBILITY /QUALIFICATION CRITERIA)

(Based on scoring method)

Technical Evaluation/Pre Selection Criteria

After qualifying mandatory qualification requirements as per Section-I (I) and keeping in view the complexity of the Project works, criteria for qualification has been evolved as mentioned below:

Sr	Documents	Required Attachments	Marks
1	Relevant Experience		15
A	Overall Company Profile and its Relevance to the project / work	Company Profile	3
B	Relevant experience in providing, installation and configuration of goods & equipment of similar nature & size for clients in Govt. Semi Govt. & autonomous sector organizations Two (2) marks to each Project (Maximum 6 Projects) of preceding financial year 2025-26	Work Order & satisfactory work Completion Certificates or any verifiable proof	12
2	Registration / Certificate (Valid)		10
A	Valid Company / Business Registration Certificate	Documentary evidence	4
B	Active Tax Payer Certificate from FBR	Documentary evidence	3
C	GST/NTN number	Documentary evidence	3
3	Technical Resources		05
A	Bidders own manufacturing / servicing setup	Physical Inspection along-with manufacturing / servicing license	2
B	Sole distributor at Islamabad/ Rawalpindi / other city	Dealer owner ship certificate	1.5
C	Main Distributer	Dealership Certificate	1.5
4	Financial Strength		10
A	Average Annual Turnover of 10 Million or above for the last 02 years ○ 10 Million and above = 10 marks ○ 05 Million and above = 05 marks	Verifiable financial / bank statement of business for last 2 years	10
5	○ Proposal	Overall Presentation	10
	TOTAL MARKS		50

Bidders where required must provide documentary proof to substantiate their eligibility for the Marks at least 70 % score.

Financial Evaluation Procedure

- i. Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the Purchaser subsequently. The Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives shall be allowed to attend the Financial Proposal(s) opening.
- ii. The financial bid so opened will be signed by all the members of Purchase/ Procurement Committee and no addition, deletion, detachment thereof in the bid documents furnished would be entertained from bidder(s) after the opening of bids except required or dealt under the clauses of bidding documents.
- iii. The Price evaluation will include all duties, taxes, and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the bidder shall be bound to adjust the same in the Financial Proposal.
- iv. The opened financial proposals will be evaluated, and amount totals will be checked/ verified for correctness. In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- v. In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.
- vi. In evaluation of the price of articles/goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
- vii. The Purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.
- viii.** The Financial Proposal found technically nonresponsive or unqualified shall be returned un-opened to the respective bidders.

FORM – G (TECHNICAL COMPLIANCE)

S: No	Description	Bidder Response (Yes/No)
1	Compliance of all the requirements as mentioned, detailed, and specified in RFP , Annexure - A: (Specifications)	Yes/No
2	Bidder has quoted all the items given in the Section II - B	Yes/No

Seal and Signature of Bidder: _____

FORM – H (PROPOSED METHODOLOGY & WORK PLAN)

Details of proposed methodology and Work Plan should be narrated in segments as follows:

- Company Experience and Capability
- Implementation Strategy/ Approach
- Work Plan
- Supporting Documents/ Artifacts

- additional sheets may be used if required-

Seal and Signature of Bidder: _____

SECTION – V TECHNICAL & FINACIAL EVALUATION CRITERIA

A. BIDDER SELECTION CRITERIA

In addition to initial assessment/ scrutiny done on the basis of parameters mentioned in different sections of RFP bidders are required to submit verifiable documentary proof for the criteria given in FORM -F Section IV.

Technical Evaluation – Qualification Criteria

- i. PASS MARKS: A technically eligible bidder, based on conditions listed in this document, not meeting the 70% pass marks limit will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back. All bidders scoring greater than or equal to 70% of the marks will be accepted for opening of financial bids.
- ii. The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria as per (i) will be eligible for further processing.
- iii. The Bids which do not conform to the Bid conditions or the Bids from the Bidders without adequate capabilities will be rejected.
- iv. Only the Eligible/Technically Qualified Bidders alone will be considered for further evaluation.

Note: *Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.*

Financial Evaluation/Opening – Selection Criteria

Financial Bids proposal of pre-selected / Technical qualified firms/bidders will be opened before the representative who wish to attend the Tender meeting. As sample Provision is mandatory for final evaluation. Therefore, item wise samples will be called form 1st, 2nd & 3rd lowest quoted price/cost bidder/firm. The lowest best items will be selected / recommended by the tender committee as the most advantageous with respect to quality offered by the lowest price bidders as per sample will be provided by the respective firm. The firm will be black listed and it earnest money will be fortified, if pre-selected firm (Technical qualified firms as per (i) Technical evaluation) fail to furnish the requisite sample within three days, as per RFP.

The Procurement / Tender Committee would make the items wise decision for recommendation of the successful bidders according to the technical score, financial price wise comparison and quality of goods / items under the PPRA Rules. The firms will be informed decision / recommendations of Tender Committee, accordingly.

B. ONE BID PER BIDDER

Each Bidder shall submit only one Bid. A Bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.

C. COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Client will in no case be responsible or liable for those costs.

D. SITE VISIT

1. If the conditions so permit, the client may allow Bidder to visit and examine the site or sites and obtain for itself, at its own responsibility and risk, all information that may be necessary for preparing the bid and entering into the Contract. The costs of visiting the site or sites shall be at the Bidder's own expense.
2. No site visits shall be arranged or scheduled after the deadline for the submission of the Bids and prior to the award of Contract.

E. AMENDMENT OF BIDDING DOCUMENT

1. At any time prior to the deadline for submission of bids, the client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Later amendments on the same subject modify or replace earlier ones.
2. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be sent in writing to all prospective Bidders that received the Bidding Documents from the client. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the amendments contained in such Addenda will have been considered by the Bidder in its bid.
3. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the client may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rules.

F. PREPARATION OF BIDS

1. LANGUAGE OF BID

- a. The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in English.
- b. 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 passages in English in which case, for purposes of interpretation of the Bid, the translation shall govern.

2. DOCUMENTS COMPRISING THE BID

The Bid submitted by the Bidder shall comprise the following:

- a. The Forms of Bid (in the format indicated in Section IV);
- b. Bid Security;
- c. Priced Schedule;
- d. Qualification Information Form and Documents;

3. BID PRICES

- a. The prices shall be for the Components / Items / Systems / Services, as described in different sections of RFP. **Bidder must bid for all items.**
- b. **The Bidder shall fill in rates and prices for all items etc. as described in the Specifications (or Terms of Reference), and as listed in the BOQ for Price Schedule.** Items for which no rate or price is entered by the Bidder will not be paid for by the client when executed and shall be deemed covered by other rates and prices in the BOQ for Price Schedule.
- c. All duties, taxes, and other levies payable by the provider under the Contract, or for any other cause shall be included in the total Bid price submitted by the Bidder. Any new tax or duty levied by the Government during the bidding process shall be adjusted/ included in the bid price.
- d. Rates should be quoted inclusive of all applicable taxes if any item or part thereof are exempted from levy of any tax, the bidder shall provide exemption certificate along with complete documents to this effect, otherwise tax will deducted

4. CURRENCIES OF BID AND PAYMENT

Price shall be quoted by the Bidder and the payments to be made by the client would in Pak Rupees unless otherwise specified.

5. BID VALIDITY

- a. Bids shall remain valid for the period of 90 days.
- b. In exceptional circumstances, the client may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing or by letter and/or email. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid but will be required to extend the validity of Bid Security for the period of the extension, and in compliance with the concerned clause in all respects.

6. BID SECURITY

The bid security shall be denominated in the currency of the bid:

- a. An amount of 2% of total bid value in PKR in the form of either demand draft/call deposit or an unconditional bank guarantee from a reputable Bank shall be furnished along with commercial proposal.
- b. Be issued by a reputable institution located in Pakistan;
- c. Be payable promptly upon written demand by the client;
- d. Be submitted in its original form; copies will not be accepted;
- e. Remain valid for a period of at least 30 days beyond the original validity period of bids, or at least 30 days beyond any extended period of bid validity subsequently requested pursuant to the concerned clause.
- f. Bids submitted with insufficient bid security will be rejected.

7. FORMAT AND SIGNING OF BID

- a. The Bidder shall prepare one original

G. SUBMISSION OF BIDS

1. SEALING AND MARKING OF BIDS

- a. The Bidder shall upload his bid on EPADS as well as seal bid in envelope, The envelope shall be addressed to the Purchaser at the address given in this RFP and carry statement **“DO NOT OPEN BEFORE the bid opening time”**.
- b. If the envelope is not sealed and marked as above, the client will assume no responsibility for the misplacement or premature opening of the Bid.

2. DEADLINE FOR SUBMISSION OF BIDS

- a. Bids must be uploaded to EPADS as well as hard form shall be received by the Purchaser at the address specified no later than the time and date specified in the below:

Deputy Director (GS)
Pakistan Bureau of Statistics,
Islamabad.

Last Date and Time of Submission: 11:00 an 13-08-2026.

- b. The client may extend the deadline for submission of bids by issuing an amendment in accordance with Section – V, Sub Section E in which case all rights and obligations of the client and the bidders previously subject to the original deadline will then be subject to the new deadline.

3. LATE BIDS

Any Bid received by the client after the deadline prescribed in RFP will be returned unopened to the Bidder.

4. MODIFICATION AND WITHDRAWAL OF BIDS

- a. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.
- b. No bid may be modified after the deadline for submission of bids.
- c. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

SECTION – VI CONTENTS OF TECHNICAL AND FINANCIAL PROPOSALS

Following should be the contents of the Technical and Financial Proposal Envelope:

A. TECHNICAL PROPOSAL ENVELOPE

1. Section – IV – Form – A (Bid Form): duly filled in and signed & stamped.
2. Section – IV – Form – B (Affidavit): on judicial stamp paper of Rs. 100/-, stamped & signed.
3. Section – IV – Form – F (Bidder Eligibility / Qualification Criteria): duly signed & stamped.
4. Section – IV – Form G – (Technical Compliance): duly signed & stamped.
5. Section – IV – Form H – (Proposed Methodology & Work Plan): duly signed & stamped.

B. FINANCIAL PROPOSAL ENVELOPE

1. Section – IV – Form – C (Covering Letter): duly filled in and signed.
2. Section – IV – Form – D (Price Schedule in Pak Rupees): duly filled in and signed.
3. Section – IV – Form – E (Bid Security Form (Bank Guarantee): duly filled in and signed, or Earnest Money in shape of Demand Draft/Payment Order.

C. ADDRESS

The Purchaser/ client address for the purpose of Bid submission is

Deputy Director (GS)
Pakistan Bureau of Statistics
21-Mauve Area, Statistics House,
G-9/1, Islamabad
Telephone: +92-051-9106529
Fax No: +92-051-9106548

D. OPENING OF FINANCIAL PROPOSALS

The opening of Financial Proposals will be communicated later to the eligible bidders by the Purchaser.

The deadline for online bid through EPADS shall be 13-08-2026 by or before 11:00 hrs.

Technical Bids will be opened on same days at 11:30 PM at the following address:

Pakistan Bureau of Statistics
21-Mauve Area, Statistics House,
G-9/1, Islamabad
Telephone: +92-051-9106529
Facsimile: +92-051-9106548