

Ignite National Technology Fund

Tender Document

“Supply of Stationery and Miscellaneous Items”

Ref No: Ignite/Stationary & Misc./26-27/003/Proc.

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1. INTRODUCTION

Ignite National Technology Fund is incorporated with the Securities Exchange Commission of Pakistan, under Section 42 of Companies Act 2017 (previously Companies Ordinance 1984) by the Ministry of IT & Telecom, Government of Pakistan. Ignite funds incubation centers and innovative projects which utilize fourth wave technologies to solve local problems and to target opportunities in health, energy, agriculture, telecom, finance and other verticals.

Ignite invites sealed bids from well reputed companies providing Stationery & Misc. items, registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) as per scope of work detailed under terms of reference (ToR).

2. BIDDING PROCESS

- a. An open, competitive, and transparent bidding process in accordance with Public Procurement Regulatory Authority (PPRA) Ordinance, 2002, Rules, Regulations and Guidelines made thereunder shall be adopted.
- b. A Single Stage, one Envelope procedures shall be adopted as per Rule 36 (a) of the Public Procurement Rules, 2004. (Hereinafter referred to as "Rules")
- c. The bid/proposal to be attached on e-Pak Acquisition & Disposal System (**e-PADS**), **The bidder shall ensure that the attachment of bid/proposal on e-PADS is mandatory, failing which the bid shall be rejected.**
- d. A scanned copy of bid security in the form of a CDR/Pay Order/Demand Draft, in the name of 'Ignite National Fund', of value PKR 50,000/- (Pak Rupees Fifty Thousand Only) must be uploaded on **e-PADS and original bid security (Valid for 180 days) shall be submitted to the procuring agency any time before the closing time of bid submission, failing which the bid shall be rejected.**
- e. No financial instrument for bid security or mode of payment for shall be acceptable other than specified in clause (d)
- f. **For any clarifications, it is mandated that bidders communicate exclusively through e-PADS. Any attempt to utilize alternative modes of contact will result in consequential actions, including potentially disqualification of the bidder(s).**

3. SUBMISSION, OPENING AND RECEIPT OF PROPOSALS

- a. The proposal shall be attached/uploaded on e-PADS by **Dated: July 16th 2026 Time: 12:00 pm (PST).**
- b. Proposals attached on e-PADS shall be opened the same day i.e. **Dated: July 16th 2026 Time: 12:30 pm (PST)** in the presence of all the applicants who chose to be present.

4. MANDATORY ELIGIBILITY CRITERIA

Bidders must comply with the following mandatory requirements. Failure to provide the required documentary evidence may render the bid non-responsive and liable for rejection.

Sr. #	Mandatory Eligibility Criteria	Compliance (✓ / X)
1	Registered Office in Islamabad/Rawalpindi	
2	Valid Certificate of Incorporation from relevant authority/ Registration issued by the Securities and Exchange Commission of Pakistan (SECP), where applicable	
3	Valid NTN Certificate	
4	Valid GST Registration Certificate	
5	The Bidder shall provide an undertaking on letterhead that the Bidder has not been declared blacklisted by any Government/Semi-Government institutions.	
6	The Bidder shall provide an undertaking on letterhead that the Bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned.	
7	Bid Security of PKR 50,000/ (Fifty Thousand Only)- in the prescribed form	
8	Minimum five (05) years' experience in courier services	
9	It is mandatory for bidders to submit their proposal on EPADs https://eprocure.gov.pk . In case a bid is not submitted on EPADs, it will not be accepted by the Company in hard form.	

Important Notes

- Ignite reserves the right to verify any information or document submitted by the bidder.
- Incomplete proposals or failure to provide mandatory documents may result in rejection of the bid.
- Submission of forged, misleading, or false information shall result in disqualification and may lead to forfeiture of Bid Security and any other action permissible under applicable laws and PPRA Rules.

5. TERMS AND CONDITIONS:

1. The firm/service provider will have to deliver requisite items to office premises at its own cost on need basis.
2. All Government applicable taxes will be deducted from the supplier's payment.
3. IGNITE National Technology Fund will not compromise on the quality of any item.
4. Bid security in the form of a CDR/Pay Order/Demand Draft, in the name of 'Ignite National Fund', of value PKR 50,000/- (Fifty Thousand Only) must be valid for 180 days.
5. This office reserves the right to accept/reject/ any/ all bids or a portion in accordance with PPRA rules.
6. The rates quoted by firms shall remain **valid till June 30th 2027**.

7. The said services are initially required for ONE year and may be extended further for next year based on the satisfactory performance of the service provider and the mutual consent of both parties under PPRA rules.
8. Selected bidder(s) will have to provide a sample of each selected item further, based on the quality and standard of the sample provided, a contract/work order will be awarded.
9. The provided sample of each item will be retained with the procuring agency by the end of the contract.
10. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
11. Performance Guarantee amounting to PKR:100,000/- in shape of Bank Guarantee will be mandatorily submitted by the Most Advantageous Bidder. In case of non-submission by the Most Advantageous Bidder within the stipulated time as mentioned in Letter of Intent (LoI), Ignite shall proceed accordingly.
12. Selected bidder(s) will have to enter into a contract agreement with the procuring agency.
13. Other items will be procured through a single quotation from the selected bidder(s) as and when required.

(To be Filled-in by the Applicant)

1. Name of the Firm:

2. **Proprietor/Partnership:** _____

3. Address for Communication (postal, email, telephone number):

4. **Focal Person's details** _____

5. Permanent Address:

6. Address of Branch Offices:

7. List of services provided (client list) to national & international organizations/institutions:

Attach a complete profile of the Company

[Signature and date with official Seal of bidder]

6. FINANCIAL PROPOSAL

Ignite invites sealed bids from well reputed companies providing Stationery & Misc. Items, registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax (Relevant Authority) as per scope of work detailed under terms of reference (ToR).

(Bidder should write the cost of items as per the below table)

Sr. #	Description	Unit	Unit Rate
1.	Ball Pen – (Branded) Black & Blue	Each	
2.	Pointer (Black & Blue)	Each	
3.	White Board Duster	Each	
4.	Highlighter	Each	
5.	Erasers	Each	
6.	Eraser Stick	Each	
7.	12 Digits Calculator (Branded)	Each	
8.	White Board Marker	Each	
9.	Flip chart Sheet (Mention no. of sheets in a set)	1 Set	
10.	Post it pad-Small/medium/large	1 Pad each	
11.	Diary Stand	Each	
12.	Document Tray (twin shelves) iron net	1 unit	
13.	Document Tray (twin shelves) plastic	Each	
14.	Draft Pads (L-Size) Ruled. A-4 & A-5	1 dozen	
15.	Envelope Small Size (brown & white)	1 dozen	
16.	File Fasten (for card file)	1 box	
17.	A4 Size Envelopes (brown & white)	1 dozen	
18.	Legal Size Envelope (brown & white)	1 dozen	
19.	Extra Large Size Envelope (brown & white) standard quality of 100gm	1 dozen	
20.	Envelope with a coating of cotton or any other coating) (A4, large, extra-large)	1 dozen for all sizes	
21.	File Board (A-4 size)	1 dozen	
22.	File Covers (A-4 size) As per the sample	1 dozen	
23.	File Tray (Plastic)	Each	
24.	Card File Legal Size (office file)	1 dozen	
25.	Flappers	1 dozen	
26.	Gum stick (Large & Medium)	Each	
27.	Glint bottle (Medium/Large)	Each	
28.	Paper clip. (Mention no. of clips in a box)	1 box	
29.	Paper cutter (steel)	Each	
30.	Paper pin.	1 box	
31.	Pen holder for officers (per pair price)	1 unit	
32.	Pencil Jar (plastic, Wooden, Metal)	1 unit each	
33.	Pencil Lead	1dozen	
34.	Peon Book	Each	
35.	Pin cushion	Each	

36.	Packing Tape/ Binding Tape/Pasting Tape	Each	
37.	Plastic Files A4 Size	1 dozen	
38.	Plastic Files with pocket inside	1 dozen	
39.	Punch Double Holes	Each	
40.	Punch Single Hole	1 unit	
41.	Punch Double holes Extra Large Size (heavy duty)	Each	
42.	Pen Holder (Metal & Wooden)	1 unit each	
43.	Ring Files (imported) / Box File Imported (Euro)	1 dozen	
44.	Scissors Steel made (small, medium, large)	Each	
45.	Scotch Tape 1" & 2"	1 dozen Each	
46.	Scotch Tape large	1 dozen	
47.	Separator Sheet (Plastic & Paper)	Each	
48.	Sticker Sheet (packet) (Mention no. of sticker sheet in a packet)	Each	
49.	Sharpener (steel)	Each	
50.	Signature Pen for Executive Office(s) of (Branded)	1 unit/each	
51.	Register for Diary (mail entry) (small, medium, Large)	Each	
52.	Stock Register (small, medium, large)	Each	
53.	Stamp pad (Medium)	Each	
54.	Staple Remover	Each	
55.	Stapler Pin dollar size. (Mention no. of pins in a box)	1 Box	
56.	Stapler Pin ELM 23/23 (Mention no. of pins in a box/Pack)	1 packet	
57.	Stapler pin KW 23/1 7 (Mention no. of pins in a box/Pack)	1 packet	
58.	Staple machine (Fine quality)	Each	
59.	Cell Various Sizes (Small, Medium, Large) (Mention no. of cells in a box/Pack)	1 Packet in Each Size	
60.	Binding Clips of Various Sizes	1 Dozen Each	
61.	Clamps of Various Sizes (Small, Medium, Large) (Mention no. of clamps in a box/Pack)	1 Packet Each Size	
62.	Folder (L-Shaped)	1 Dozen	
63.	Fluid (White) with Thinner (set)	1 Unit	
64.	Foot Ruler (Steel)	1 Dozen	
65.	Marker (Permanent)	1 Dozen	
66.	Cut Box	1 Dozen	
67.	Correction Pen	Each	
Note: Bidders are required to quote price against each item. In case of failing so the average price of the same item as quoted by participating bidders will be considered for each missing item.			
ELECTRONICS & TOILETRIES		Unit	Unit Rate
1.	Air freshener 300gm high quality	Each	
2.	Heavy duty power extension (eight ports) with 4Meter Cable (High Quality)	Each	
3.	Insect /Mosquito Killer (Branded) 200gm/250gm/300gm	Each	

4.	Dust Bin (Small, Medium & Large, Extra Large Size)	1 unit each	
5.	Hand wash (Imported) 200ml, 250ml, 500ml	Each	
6.	Hand Sanitizer (Imported) 200ml, 250ml, 500ml & 1 liter	Each	
7.	Hand Sanitizer (Local) 200ml, 250ml 500ml & 1liter	Each	
8.	Glint (Normal Size)	Each	
9.	Garbage Bags (Size 5KG, 20KG, 40KG)	Each	
10	Automatic Air Freshener Dispenser High Quality Branded – Smart Matic Dispenser with feature:- • Power Led • Light Sensor • Red Light • Adjustable Spray Interval • Selector Switch • Key Lock Available • With Two Instant Control • 45 Days of Fragrance at 10 minutes interval • More than 3000 sprays) Other than these feature the product with price will be rejected.		
11	Fragrance Refill/Bottle 300ml for Automatic Air Freshener – (High Quality – Branded)		
12	Muslim Shower – Branded High Quality Stainless Steel		
13	Double Bucket Mop Trolley – High Quality Plastic Body	No.	

Note: Bidders are required to quote price against each item. In case of failing so the average price of the same item as quoted by participating bidders will be considered for each missing item.

Kitchen Items		Unit	Unit Rate
1	Tea Whitener (Dry Milk) 230gm, 800gm, 1800gm	Each Pack separately	
2	Black Tea Packet 50 bags & 100 Bags	1 unit each	
3	Green Tea Packet 25 Bags & 50 Bags	1 unit each	
4	Coffee Bottle (Classic) 100gms, 200gm, 500gm	Each Unit	
5	Cardamom Tea for vending machine packet of 1kg & 2kg	1 unit each	
6	Tea Whitener (dry milk) for vending machine (packet of 2 kg)	1 Unit	
7	Disposable Tea Cup (polythene) a pack of 50 No.	1 unit	
8	Sugar Packet	1kg	
9	Brown Sugar Sachet 50 No. & 100 No	1 Packet each	
10	White Sugar Sachet 50 No. & 100 No	1 Packet each	
11	Tea Biscuit Pack of Half roll		
12	Tea Kettle Fine quality (Branded)	1Unit	
13	Max Liquid (Small, Medium, Large)	1Unit Each	
14	Scotch Bright	1 Unit	
15	Liquid Soap Bottle (Small, Medium, Large) Fine Quality	1 Unit Each	

16	Liquid Soap (Extra Large Cannister)	Each Unit	
17	Vim Small Size/Medium Size/ Large Size	Each Unit	
18	Tissue Box (Branded) (Mention no. of tissue box per carton)	1 carton	
Note: Bidders are required to quote price against each item. In case of failing so, average price of the same item as quoted by participating bidders will be considered for each missing item.			
Printer Papers		Unit	Unit Rate
1	Computer paper A-4 Size. 80gm (Branded) 500 Sheets 1 Ream	Each	
2	Computer paper A-4 Size. 90gm (Branded) 500 Sheets 1 Ream	No.	
3	Computer paper Legal Size. 80gm (Branded) 500 Sheets 1 Ream	No.	
4	Computer paper Legal Size. 90gm (Branded) 500 Sheets 1 Ream	No.	
Printer & Copier Toners		Unit	Unit Rate
1	Toner HP 1200 original	No.	
2	Toner HP 1020 original	No.	
3	Toner HP 1500 original	No.	
4	Toner HP 64 A original	No.	
5	Toner HP 78A original	No.	
6	Toner HP 12A original	No.	
7	Toner HP 83A original	No.	
8	Toner HP 85A original	No.	
9	Toner HP 15A original	No.	
10	Toner HP 55A original	No.	
11	Toner HP 35A original	No.	
12	Toner HP 107A original	No.	
13	Toner HP 79A original	No.	
14	Tonner HP Coloured 126A	No.	
15	Toner HP LaserJet Pro MFP 4303 fdw Complete Set)	No.	
16	Toner Buzhib 451i Photocopier Machine Konica Minolta	No.	
17	Toner Buzhib 367 Photocopier Machine Konica Minolta	No.	
Note: For HP & Konica products authorized dealership certificate is mandatory otherwise the bid shall stand canceled.			

[Signature and date with official Seal]