



TENDER DOCUMENT
FOR
PROCUREMENT OF STATIONERY AND OTHER GENERAL ITEMS

TRADE DEVELOPMENT AUTHORITY OF PAKISTAN
MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN
Finance & Trade Centre Building, Sharae Faisal, Karachi

PROCUREMENT OF STATIONERY AND OTHER GENERAL ITEMS

The Trade Development Authority of Pakistan (“TDAP” or the “Procuring Agency”), a statutory autonomous organization established under the TDAP Act, 2013, invites bids through e-PADS only for Procurement of Stationery and Other General Items for TDAP HQs, Karachi, through a framework agreement, for a **period of One (01) year, extendable for another two (02) years, on same prices and mutual agreement**. The procurements shall be made from time to time through placement of purchase orders to the firm with the lowest / best evaluated bid, during the validity period of the Framework Agreement. Vendors / agency / shop must be registered with the FBR / Sales Tax Department with active taxpayer list (ATL) status.

2. The bidding documents, containing detailed terms and conditions, are available for interested bidders on e-PADS portal (www.eprocure.gov.pk) as well as the TDAP website (www.tdap.gov.pk). Interested bidders are required to submit a non-refundable tender processing fee of **Rs.5,000/-** in the form of a Pay Order or Bank Draft drawn in favour of TDAP, must reach in original to Executive Officer (Admin) at the address given below, prior to the opening of bids; otherwise, the bid shall not be considered for evaluation.

3. The procurement shall be conducted through the Single Stage – Two Envelope Procedure in accordance with **the Public Procurement Rules, 2004**. Interested bidders shall submit their bids electronically through the e-PADS. Bids must be submitted on or before **11:00 a.m. on 2nd October, 2026**. The bids will be opened on the same day at **11:30 a.m.**

4. Each bid must be accompanied by a **Bid Security worth Rs.100,000/- (against each lot)**, in the form of a Pay Order or Bank Draft in favour of the Trade Development Authority of Pakistan (TDAP).

5. All applicable taxes, duties, and levies shall be deducted at the source by TDAP in line with prevailing Government laws, rules, notifications, and orders issued from time to time.

6. Trade Development Authority of Pakistan reserves the right to reject any or all bids any time in accordance with Public Procurement Rules 2004.

(Asim Bashir)

EXECUTIVE OFFICER (ADMIN)

Trade Development Authority of Pakistan (TDAP), 5th Floor, Block-A, Finance & Trade Centre (FTC) Building Shara-e-Faisal, Karachi. Tel: 021-99201511 - Email: asim.bashir@tdap.gov.pk

APPENDIX-A**A. Bill of Quantities (Stationery) (LOT # 1)**

S#	Items Description	Unit	Qty	Product No / Company name	Unit Rate (Rs.) including Taxes	Total Amount Rs. including taxes
1	Paper Ream A-4 (70 gms) – White, high-quality, photocopy paper, 500 sheets per ream (BLC or Equivalent)	Ream	1200			
2	Paper Ream A-4 (80 gms) – White, high-quality photocopy paper, 500 sheets per ream (BLC or Equivalent)	Ream	400			
3	Paper Ream F4A (80 gms) – White, high-quality photocopy paper, 500 sheets per ream (IK or Equivalent)	Ream	10			
4	Paper Ream A-4 (80 gms) – Green, Pink, Yellow high-quality 100 sheets per ream (as per sample)	Ream	80			
5	Paper Ream F4A (80 gms) – Green, high-quality 100 sheets per ream (as per sample)	Ream	10			
6	L-Shape Folder – A-4 size, 12C transparent plastic folder (as per sample)	Nos.	1000			
7	File Covers – A-4 size, strong card with tag, standard office quality (As per Sample)	Nos.	4000			
8	File Flappers – Standard durable flappers, cardboard reinforced (sample available)	Nos.	2000			
9	Tissue Paper Box – 3-ply facial tissues, 150–200 sheets, soft quality. (Rose Petal or Equivalent)	Box	1600			
10	Air Freshener – 300 ml aerosol spray, long-lasting fragrance. (Perfect or Equivalent)	Bottle	1200			
11	Gem Clips – 36 mm, rust-resistant, nickel-plated (Three Flowers or Equivalent)	Pkt	100			
12	Insect Killer- 600 ml, all in one (Mortein or Equivalent)	Nos.	300			

13	Plastic Files – A-4 size, one side transparent, durable PVC (as per sample)	Nos.	800			
14	Plastic File Large – Large size transparent PVC file, durable (sample available)	Nos.	200			
15	Ball Pen (Blue) – Smooth writing, standard quality (Mercury Silver or Equivalent)	Nos.	1200			
16	Ball Pen (Black) – Smooth writing, standard quality (Mercury Silver or Equivalent)	Nos.	200			
17	Sharpener – High-quality plastic/metal sharpener (Dux or Equivalent)	Nos.	200			
18	Eraser- Standard (Pelikan Or Equivalent)	Nos.	100			
19	Pencil (HB/2HB) – Graphite pencil, break-resistant (Goldfish or Equivalent)	Nos.	600			
20	Highlighter – Fluorescent ink, assorted colors (Dollar or Equivalent)	Nos.	200			
21	Pointer Pen (Blue) – Rollerball, 0.5 mm tip, smooth ink (Uniball Pen or Equivalent)	Nos.	400			
22	Pointer Pen (Black) – Rollerball, 0.5 mm tip, smooth ink (Uniball Pen or Equivalent)	Nos.	200			
23	Sliding File – A-4 size, transparent plastic (As per sample)	Nos.	240			
24	Stapler Machine (Heavy Duty) – Large capacity stapler, up to 200 sheets (as per sample)	Nos.	6			
25	Note Slip Book – Standard 21” by 13” 70 gsm (Paragon or Equivalent)	Nos.	600			
26	Envelopes (A4 size) – White paper, 90–100 gms, (as per sample)	Nos.	2000			
27	Envelopes (SE-6 size) – White paper, 90–100 gms, (as per sample)	Nos.	10000			
28	Single Hole Punch – Durable metal, capacity up to 10 Sheets (as per sample)	Nos.	240			
29	Double Hole Punch (Standard) – Metal/Plastic, capacity up to 25 sheets	Nos.	240			

	(Fuji or Equivalent)					
30	Double Hole Punch (Heavy Duty) – Metal/Plastic, capacity up to 100 sheets (Fuji or Equivalent)	Nos.	2			
31	Packing Tape – Transparent/brown, 2-inch width, 72 yards, best quality	Nos.	400			
32	Masking Tape – Paper tape, 1-inch width, 20 yards, best quality	Nos.	120			
33	Wooden Scale – 12-inch, polished wood, clear markings	Nos.	240			
34	Sticker Sheets – A4 size, adhesive-backed, best quality	Pkt.	24			
35	Roller Ball pen with hybrid needle tip, .5 mm, Black, Green, Blue and Red (Schneider or equivalent)	Nos.	120			
36	Meeting Scheduler – Acrylic stand/desk type scheduler (As per Sample)	Nos.	24			
37	Arrow Stickers – Fluorescent colors, adhesive-backed, assorted sizes	Pkt.	48			
38	Yellow Slip (Post-it 654) – 3”x3”, 100 sheets, adhesive- backed, assorted colors	Pkt.	120			
39	Yellow Slip (Post-it 655) – 2”x3”, 100 sheets, adhesive- backed, assorted colors	Pkt.	120			
40	Yellow Slip (Multi-color) – 3”x3”, 100 sheets, adhesive- backed, assorted colors	Pkt.	120			
41	Ruled Register – Hardbound, ruled pages, 400 pages, best quality (Paragon or Equivalent)	Nos.	100			
Total amount including taxes for LOT # 1 in figure:					Rs.	Rs.
Total amount including taxes for LOT # 1 in words:						

B. Bill of Quantities (Other General Items) (LOT # 2)

S#	Items Description	Unit	Qty	Product No / Company name	Unit Rate (Rs.) including Taxes	Total Amount including taxes
1.	Steno Set – Panasonic or equivalent, best quality	Nos.	10			
2.	Telephone Set (CLI) – Display CLI function, branded	Nos.	50			
3.	Insect Killer Injection – 10 g pack Kingston or Equivalent	Nos.	50			
4.	Dust Bin (Plastic) – 10–20-liter capacity, best quality Apollo or Equivalent	Nos.	50			
5.	Wall Clock – Branded, quartz movement, best quality	Nos.	12			
6.	Table Lock (707) – Branded, standard size, best quality	Nos.	10 0			
7.	Table Flags – Customized with stand (sample available)	Nos.	10 0			
8.	Calculator – 14-digit, branded Citizen or Equivalent	Nos.	12			
9.	Cut Screws (Assorted Sizes) – Fine quality, per packet	Pkt.	25			
10.	Towel – 100% cotton, absorbent, 30”x60”	Nos.	50			
11.	Table scheduler- Acrylic, fine quality	Nos.	20			
12.	Polypropylene bags- capacity 100 kg, denier 1000	Nos.	10 0			
13.	Table Set – Leather desk organizer set, premium quality	Nos.	12			
14.	Back care- spine aligner, soft fabric Multi or Equivalent	Nos.	25			
15.	Tea Coasters- four Pcs	Nos.	50			
16.	Wireless Door Bell – Battery operated, branded, best quality	Nos.	50			
17.	AA Cells – Branded Everyday or Equivalent	Nos.	60 0			
18.	AAA Cells – Branded Everyday or Equivalent	Nos.	60 0			
19.	PVC Electrical Tape – Branded Osaka or Branded Osaka or	Nos.	12			

	Equivalent					
20.	Double-Sided Tape – Adhesive-backed, best quality	Nos.	12			
21.	Electric Cable (3x29, Single Core) – Branded Millions or Equivalent	Coil.	10			
22.	Electric Cable (7x29, 2 Core) – Branded Millions or Equivalent	Coil.	10			
23.	Electric Cable (23x76, 2 Core) – Branded Millions or Equivalent	Coil.	10			
24.	Electric Cable (40x76, 2 Core) – Branded Millions or Equivalent	Coil.	10			
25.	Electric Cable (110x76, 2 Core) – Branded Millions or Equivalent	Coil. ♦	10			
26.	Electric Cable (7x36, 2 Core) – Branded Millions or Equivalent	Coil.	10			
27.	Electric Cable (7x44, 2 Core) – Branded Millions or Equivalent	Coil.	10			
28.	3-Pin Plug (13A) – Fused, round pin, branded Jeko or Equivalent	Nos.	10 0			
29.	3-Pin Plug (30A) – Fused, round pin, branded Jeko or Equivalent	Nos.	10 0			
30.	2-Pin Plug – Standard, branded Jeko or Equivalent	Nos.	10 0			
31.	2-Pin Multi Plug – Branded Jeko or Equivalent	Nos.	10 0			
32.	Bell Push Jeko or Equivalent	Nos.	10 0			
33.	Light Plug – Branded (Faizco Code 274 or equivalent)	Nos. ♦	10 0			
34.	Piono Socket Faizco or Equivalent	Nos.	10 0			
35.	Fresher Screw 1 inch	PKT	02			
36.	China Sheet, 10 Gang	Nos.	06			
37.	Tester	Box	01			
38.	Electric Tool Bag	Nos.	04			
39.	Screw Driver 2 in 1	Nos.	02			
40.	Cutter Plas Large	Nos.	02			
41.	Plas Large	Nos.	02			

42.	China Lock, Small Size	Nos.	06			
43.	China Lock, Medium Size	Nos.	06			
44.	LED Square Light, 8 Inch 18 Wat	Nos.	50			
45.	LED Light, 2X2	Nos.	100			
46.	Electric Kettle, Hight quality	Nos.	25			
47.	Channel Patti, ¾ Inch	Bund le	01			
48.	Power Plug, with Box	Nos.	20			
49.	China sheet Socket	PKT	01			
50.	Extension Board – 4-port, branded, best quality	Nos.	50			
51.	AC Breaker 15 AMP – Branded	Nos.	24			
52.	AC Breaker 20 AMP – Branded	Nos.	24			
53.	Connector Box (10 Amp) – Standard, branded, best quality	Nos.	6			
54.	Single Pole Braker, MCB 16 Ampere	Nos.	12			
55.	Alkane Battery Cell, 23A 12V	Nos.	60			
56.	SMD Light, 3 inch 3000k	Nos.	30			
57.	Spot Light, 3 inch 3000k	Nos.	30			
58.	Clamp Meter AC/DC – Branded (UNI/T203 or equivalent)	Nos.	1			
59.	Telephone set (Console)- Digital, 12 programmable buttons	Nos.	5			
60.	Telephone cable coil- 2 pairs, 90 meter/coil, 2 core Millions or Equivalent	Nos.	10			
61.	Telephone cable coil- 5 pairs, 90 meter/coil, 2 core Millions or Equivalent	Nos.	6			
Total amount including taxes for LOT # 2 in figure:						
Total Amount including taxes LOT # 2 in Words:						

C. Bill of Quantities (Crockery) (LOT # 3)

S#	Items Description	Unit	Qty	Product No / Company name	Unit Rate (Rs.) including Taxes	Total Amount including taxes
1.	Thermos / Water Flask – Stainless steel, insulated, 1 liter capacity, best quality	Nos.	12			
2.	Tea Set – Porcelain, 6-person set (sample available) (Cerae Noor or Equivalent)	Set.	2			
3.	Tea Cup & Saucer Set – Porcelain, 6 pcs/set (Cerae Noor or Equivalent)	Set.	25			
4.	Coffee Mug – Ceramic, premium quality (Cerae Noor or Equivalent)	Nos.	25			
5.	Rice Plates – Porcelain, per dozen (Cerae Noor or Equivalent)	Dozen.	10			
6.	Deep Plates – Porcelain, per dozen (Cerae Noor or Equivalent)	Dozen.	10			
7.	Quarter Plates – Porcelain, per dozen (sample available (Cerae Noor or Equivalent)	Dozen.	10			
8.	Dinner Set – Porcelain, 72 pcs, premium quality (Cerae Noor or Equivalent)	Set.	2			
9.	Rice Spoon – Stainless steel, per dozen (Majestic or Equivalent)	Dozen.	24			
10.	Serving Spoon – Stainless steel, per dozen (Majestic or Equivalent)	Dozen.	24			
11.	Tea Spoon – Stainless steel, per dozen (Majestic or Equivalent)	Dozen.	24			
12.	Thermos / Water Flask – Stainless steel, insulated, 1 liter capacity, best quality	Nos.	12			
13.	Jug with Lid – 1.5 liter, branded (Omroc-Flora or equivalent)	Nos.	24			
14.	Water Glass – Standard size, transparent glass (sample available)	Nos.	120			
15.	Serving Tray (Plastic) – Standard size, durable (sample available)	Nos.	12			
16.	Tea Strainer – Stainless steel, best quality (Majestic or Equivalent)	Nos.	06			
17.	Forks – Stainless steel, per dozen	Dozen.	24			

	(Majestic or Equivalent)					
18.	Paperweight Marble (As per sample)	Nos.	100			
19.	Jug with Lid – 1.5 liter, branded (Omroc-Flora or equivalent)	Nos.	24			
Total amount including taxes for LOT # 3 in figure:						
Total Amount including taxes LOT # 3 in Words:						

Important Note:

- i. The Bids will be evaluated and awarded to the bidders on basis of the total quoted amount of all the items in each lot/ separate lots. The Award of the contract shall be on **lot basis and not on overall basis**.
- ii. The items in each lot and the quantities in each lot are approximate and not final; items and quantities can vary before or after signing the agreement. Any item can be removed altogether, or its quantity can be decreased as per the requirement of the procuring agency. However, the bidder shall be responsible for quoting bids against each and every item in a lot. Any item in a lot left out or missed out shall render the bid as incomplete or non-responsive.
- iii. Any incomplete bid i.e. which has not offered rates against any item in a lot shall be rejected as incomplete and non-responsive.
- iv. In case of discrepancy / calculation error unit price shall prevail.
- v. The performance security is 05% of Agreement, against the relevant lot, shall be deposited within 07 days of the signing of the contract agreement.

Technical Evaluation Criteria / Score Sheet

S. No	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	<u>Company Profile</u>		<u>35</u>
1.1	<u>Years of Experience in general trade / business (relevant general orders / contracts):</u>		<u>20</u>
	≤ 2 year	0	
	≥ 2 ≤ 4 years	3	
	≥ 5 ≤ 7 years	05	
	≥ 8 ≤ 10 years	10	
	≥ 10 ≤ 15 years	15	
	≥ 10 years	20	
1.2	<u>Clientele:</u>		<u>10</u>
	≥ 3 ≤ 5 MNCs or local firms in general trade / business (relevant general orders / contracts)	3	
	≥ 5 ≤ 8 MNCs or local firms in general trade / business (relevant general orders / contracts)	7	
	≥ 10 MNCs or local companies in general trade / business (relevant general orders / contracts)	10	
1.3	<u>No. & Experience of employees</u>		<u>05</u>
1.3.1	Number of employees		
	Number of employees ≤10	2	
	Number of employees >11	5	
2	<u>Relevant Experience</u>		<u>35</u>
2.1	<u>Contracts handled so far</u>		
	≥ 3 ≤ 5	2	
	≥ 5 ≤ 8	05	
	>8<12	10	
	>12<15	15	
	>15<20	20	
	>20<25	25	
	>25<30	30	
	>30	35	
2.2	<u>Work Experience Government Agencies</u>		<u>20</u>
	<u>Contracts handled so far</u>		
	≥ 3 ≤ 5	2	
	≥ 5 ≤ 8	05	
	>8<12	10	
	>15<20	15	

	<u>>20<25</u>	20	
3.	<u>Financial Strength Of The Firm</u>		<u>05</u>
3.1	≥ 5 ≤ 10 Million of annual turnover / Bank Account Maintenance Cert. & Bank Account Statement Showing Annual Cash Flow as ≥ 5 ≤ 10 Million	02	
3.2	≥10 Million of annual turnover / Bank Account Maintenance Cert. & Bank Account Statement Showing Annual Cash Flow as ≥10 Million	05	
<u>Mandatory For Technical Qualification</u>			
4.	<u>Registration with Income Tax and Sales Tax</u>	10	<u>05</u>
	TOTAL		100

Minimum Passing Marks are 75.
