

Standard Bidding Document

PURCHASE OF CONSUMABLES ITEMS I.E. STATIONERY,
MISCELLANEOUS, IT EQUIPMENT AND TONERS FOR THE
FINANCIAL YEAR 2026.2027
(Goods)

National

Single Stage-One Envelope



August 19, 2026

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REQUEST FOR BIDS

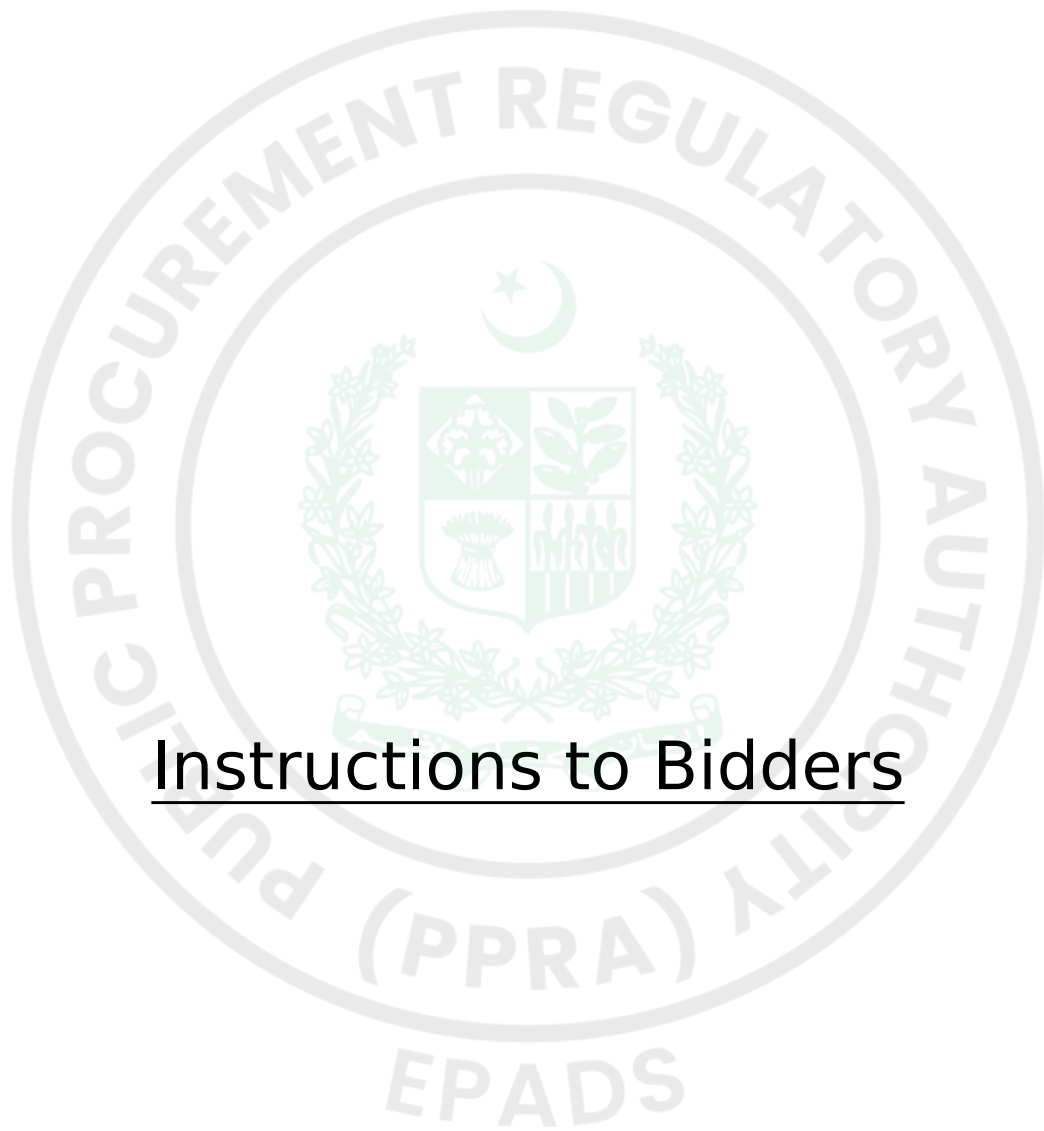
PROCUREMENT OF GOODS

1. The **Ministry of Overseas Pakistanis and Human Resource Development (Ministry of Overseas Pakistanis and Human Resource Development)** has reserved Funds for the procurement planned for FY **2026-27**. The **Ministry of Overseas Pakistanis and Human Resource Development (Ministry of Overseas Pakistanis and Human Resource Development)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**PURCHASE OF CONSUMABLES ITEMS I.E. STATIONERY, MISCELLANEOUS, IT EQUIPMENT AND TONERS FOR THE FINANCIAL YEAR 2026.2027**" with the reference of "**P92305**"
2. The **Ministry of Overseas Pakistanis and Human Resource Development (Ministry of Overseas Pakistanis and Human Resource Development)** invites sealed Bids from eligible Bidders for procurement of goods described in the bidding documents on **EPADS v2.0**.
3. **Single Stage-One Envelope** will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.
4. All Bids must be accompanied by a Bid Security amounting described in Bid Security Section in Bidding Document in the form of **Pay Order, Call at Deposit, Demand Draft** or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/92305>** for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through **EPADS v2.0** on or before **Monday, September 7, 2026 02:30 PM**. E-bids will be opened using **EPADS v2.0** on the same day at **Monday, September 7, 2026 03:00 PM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Bidders

A. Introduction

1.Scope of Bids

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

2. Source of Funds

2.1 Source of funds is referred in Clause-1 of Invitation for Bids.

3. Eligible Bidders

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

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

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

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

any instructions issued by the Authority.

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

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

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

1. are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the Goods to be purchased under this Invitation for Bids.
2. have controlling shareholders in common; or
3. receive or have received any direct or indirect subsidy from any of them; or
4. have the same legal representative for purposes of this Bid; or
5. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bids of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
6. Submit more than one Bid in this Bidding process.

3.7 A Bidder may be ineligible if –

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

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

4. the Bidder is blacklisted locally or by international organizations and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of Bid securing declaration.

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

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

4. Eligible Goods and Related Services

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

5. One Bid per Bidder

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

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

6. Cost of Bidding

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

B. Bidding Documents

7. Contents of Bidding Document

7.1 The Goods required, Bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding documents which should be read in conjunction with any addenda issued in accordance with **ITB 9.1** include:

Section I -Invitation to Bids

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Evaluation Criteria, Specifications, Schedule of Requirements

Section V Bid Forms

Section VI General Conditions of Contract (GCC)

Section VII Special Conditions of Contract (SCC)

Section VIII Contract Forms

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

8. Clarification of Bidding documents

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

8.2 The Procuring Agency will within three (3) working days after receiving the request for clarification, respond to any request for clarification through **EPADS v2.0** provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in **ITB 22**

8.3 Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through **EPADS v2.0**, including a description of the inquiry, but without identifying its source.

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

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

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

9. Amendment of Bidding documents

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

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

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

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

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

C. Preparation of Bids

10. Language of Bid

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

11. Documents and samples Constituting the Bid

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

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

1. Documentary evidence established in accordance with ITB that the Bidder is eligible and/or qualified for the subject bidding process;
2. Documentary evidence establish that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods;
3. Documentary evidence establish that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents;
4. Bid security or Bid Securing Declaration furnished in accordance with **ITB 18**.

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

12.1 To establish the conformity of the bidder to the Bidding document, the Bidder shall furnish as part of its Bids the documentary evidence that Goods provided conform to the technical specifications and standards.

13. Documents Establishing Eligibility and Qualification of the Bidder

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

14. Form of Bids

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

15. Bids Prices

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

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

15.3 Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive Bidder(s) shall be construed to be the price of those missing item(s).

15.4 The Bid price to be quoted in the Form of Bid in accordance with **ITB 14.1** shall be the total price of the Bid.

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

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

16. Bids Currencies

16.1 Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS in accordance with Rule 30 (2) of the Public Procurement Rules, 2004.

17. Bids Validity Period

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

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

17.3 Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids only once through **EPADS v2.0**, for the period not more than the period of initial bid validity. The Bid Security provided under **ITB 18** shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension.

18. Bid Security or Bid Securing Declaration

18.1 The Bidder shall furnish as part of its Bid, a Bid Security in accordance with Rule 25 of the Public Procurement Rules, 2004.

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

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

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

18.5 The Bid Security shall be denominated in the local currency, and it shall be a Bank Draft in the name of the Procuring Agency and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period

for Bids/Bid Validity is extended. In either case, the form must include the complete name of the Bidder.

18.6 The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in **ITB 18** are invoked.

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

- a. the expiry of the Bid Security;
- b. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the Bid documents;
- c. the rejection by the Procuring Agency of all Bids;
- d. the withdrawal of the Bids prior to the deadline for the submission of Bids, unless the Bids documents stipulate that no such withdrawal is permitted.

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

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

- a. if a Bidder:
- b. withdraws its Bid during the period of Bid Validity as specified by the Procuring Agency, and referred by the Bidder on the Form of Bids except as provided for in **ITB 17.2**; or
- c. does not accept the correction of errors; or
- d. in the case of a successful Bidder, if the Bidder fails:
- e. to sign the contract; or
- f. to furnish Performance Guarantee.

19. Withdrawal, Substitution, and Modification of Bid

19.1 Before Bid submission deadline, any Bidder may withdraw, substitute, or modify its Bid after it has been submitted through EPADS v2.0. Bids requested to be withdrawn, shall be returned unopened to the Bidders through **EPADS v2.0**.

20. Format and Signing of Bid

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

D. Submission of Bids

21. Submission of Bids through EPADS v2.0

21.1 The Technical and Financial Bids if required to submitted, shall be submitted on **EPADS v2.0**.

22. Deadline for Submission of Bids

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

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

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

E. Opening and Evaluation of Bids

23. Opening of Bids

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

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

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

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

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

24. Clarification of Bids

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

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

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

1. evaluation & qualification criteria;
2. required scope of work or specifications;
3. all securities requirements;
4. tax requirements;

5. terms and conditions of Bidding documents.

6. change in the ranking of the Bidder

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

25. Preliminary Examination of Bids

25.1 Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:

1. meets the eligibility criteria defined in **ITB 3**;
2. has been prepared as per the format and contents defined by the Procuring Agency in the Bidding documents;
3. is accompanied by the required securities; and
4. is substantially responsive to the requirements of the Bidding documents.

25.2 The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

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

1. affects in any substantial way the scope, quality, or performance of the Goods;
2. limits in any substantial way, inconsistent with the Bidding documents, the Procuring Agency's rights or the Bidders obligations under the Contract; or
3. if rectified, would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

25.3 If a Bids is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions; Technical Evaluation

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

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

26.3 If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not substantially responsive in accordance with **ITB 25.2**, it shall reject the Bid.

27. Correction of Errors

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

1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bids, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

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

28. Conversion to Single Currency

28.1 To facilitate evaluation and comparison, the Procuring Agency will convert all Bids prices expressed in the amounts in various currencies in which the Bids prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate prevailing on the date of opening of financial bids specified in the bidding documents, in accordance with weighted average customer exchange rates list issued by the State Bank of Pakistan on that day.

29. Evaluation of Bids

29.1 The Bids, quotations, or proposals shall be evaluated by the respective evaluation committees as per evaluation criteria described in the Bidding Documents in accordance with Rule 29 and 30 of the Public Procurement Rules, 2004.

1. Least Cost Based Selection (LCBS)

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

2. Quality and Cost Based Selection (QCBS)

In such combination, there shall be some specific weightage of both the technical features and financial aspects of the proposal. The financial marks shall be awarded on the basis of inverse proportion calculations. The successful bid shall be declared, on the basis of combined evaluation.

3. Quality Based Selection (QBS)

After meeting the requirements of eligibility, qualification and substantial responsiveness the bid in compliance with all the mandatory (technical) specifications/requirements and attaining highest marks in the Technical Evaluation considering all other qualitative and/or quantitative parameters (or point rated criteria) for technical proposal(s) such as working methodology, implementation plan, resource allocation, additional functionalities, risk management approach, knowledge transfer techniques, post implementation methodology etc. shall be treated as highest ranked bid. Later on, the financial proposal of highest ranked bidder shall be opened, however, in case of failure to proceed further with such a bidder, the procuring agency may resort to second

highest bidder and so on.

29.2 In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS v2.0. However, in no case the rates shall be higher than the original financial bids.

30. Domestic Preference

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

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

31. Determination of Successful Bid

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

31.2 In case where the Procuring Agency adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price from amongst those which are eligible, compliant and substantially responsive shall be the Successful Bid.

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

1. Where the Procuring Agency knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the goods to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or
2. Where the Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, requires parameters specified in Evaluation Criteria to be evaluated while determining the quality of the goods.

31.4 In such cases, the Procuring Agency may allocate certain weightage to these factors as a part of Evaluation Criteria, and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(h) of the Public Procurement Rules, 2004.

32. Abnormally Low Financial Bids

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

32.2 The Procuring Agency may reject an Abnormally low financial bids.

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

1. Comparing the Bids price with the cost estimate;
2. Comparing the Bids price with the Bids offered by other Bidders submitting substantially responsive Bids; and
3. Comparing the Bids price with prices paid in similar contracts in the recent past either government- or development partner-funded.

32.4 The Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily.

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

32.6 Procuring Agency may seek "Certificate for Independent Price Determination" from the Bidder and the results of reference checks may be used in determining an award of contract.

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

32.7 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bids, in which event the Procuring Agency will proceed to the next ranked Bidder to make a similar determination of that Bidder's capabilities to

perform satisfactorily.

F. Award of Contract

33. Criteria of Award

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

34. Negotiations

34.1 The procuring agency shall not engage in negotiations with respect to scope and price with the bidder except when the procuring agency conducts a procurement using direct **or negotiated** contracting or a request for proposals with evaluation based on quality alone.

34.2 The procuring agency may negotiate with the most advantageous bid with a view to streamline the work or task execution, at the time of contract finalization on methodology, work plan, staffing, finalizing payment arrangements, delivery arrangements, minor amendments to the special conditions of the contract.

35. Procuring Agency Right to reject all bids

35.1 The Procuring Agency reserves the right to reject all bids or proposals at any time prior to the issuance of the Letter of Award, without incurring any liability, in accordance with Rule 33 of the Public Procurement Rules, 2004.

36. Procuring Agency's Right to Vary Quantities at the Time of Award

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

37. Notification of Award

37.1 Prior to the award of contract, the procuring agency shall announce and publish the result of bid evaluation on **EPADS v2.0** in accordance with Rule 35

of the Public Procurement Rules, 2004.

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

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

38. Signing of Contract

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

38.2 Immediately after the Redressal of grievance by the GRC (if any), mandatory standstill period in accordance with Rule 35 of the Public Procurement Rules, 2004 and **after fulfillment of all condition's precedent** of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract.

39. Corrupt & Fraudulent Practices

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

F. Grievance Redressal & Complaint Review Mechanism

40. Constitution of Grievance Redressal

40.1 The Grievance Redressal Committee shall address the grievance, if any submitted by any party, including the bidder, in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

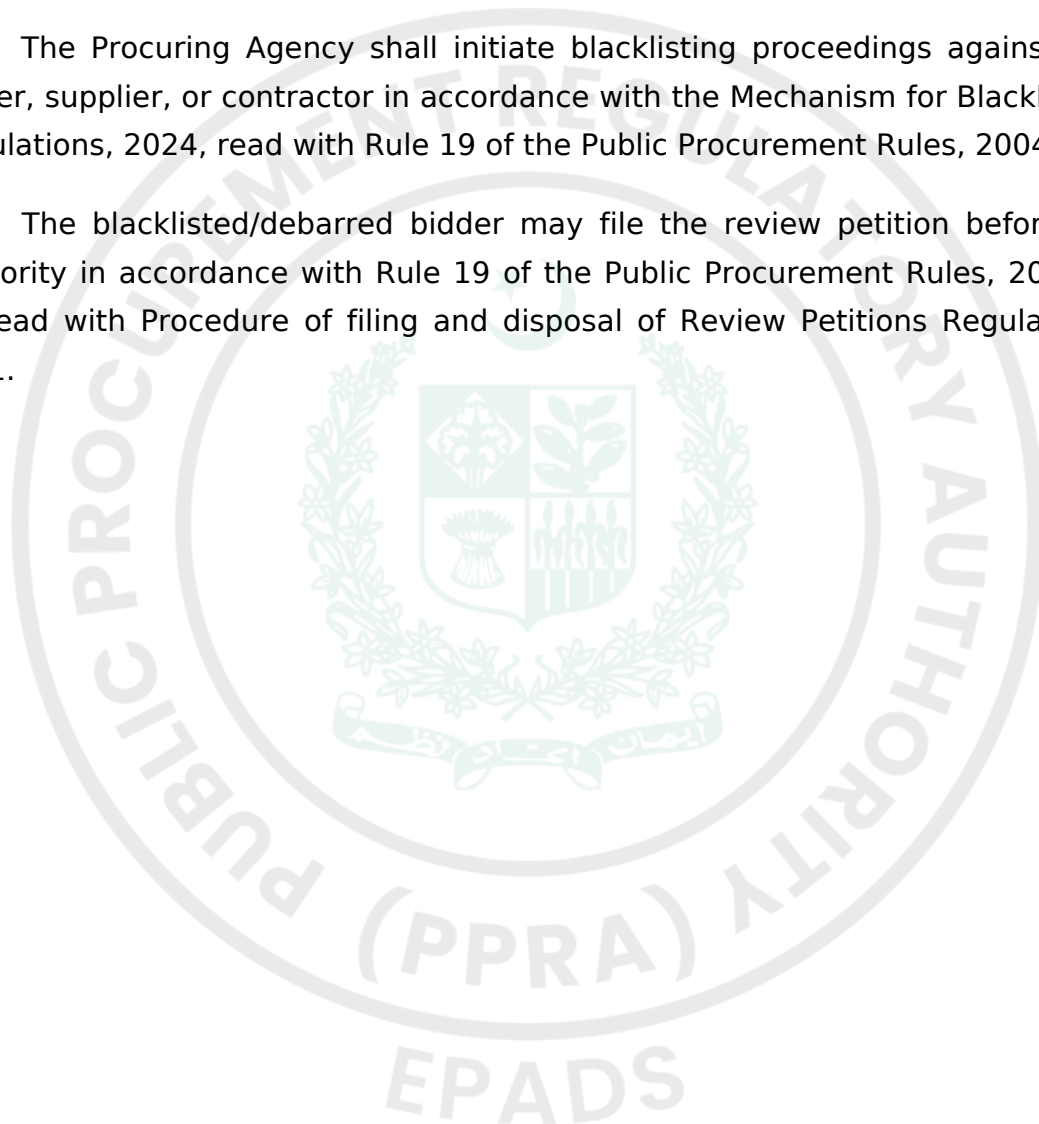
40.2 In case if any party or the bidder is not satisfied with the decision of the GRC or if it fails to decide within ten days, the bidder or the party may file an appeal before the Appellate Committee of the Authority in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

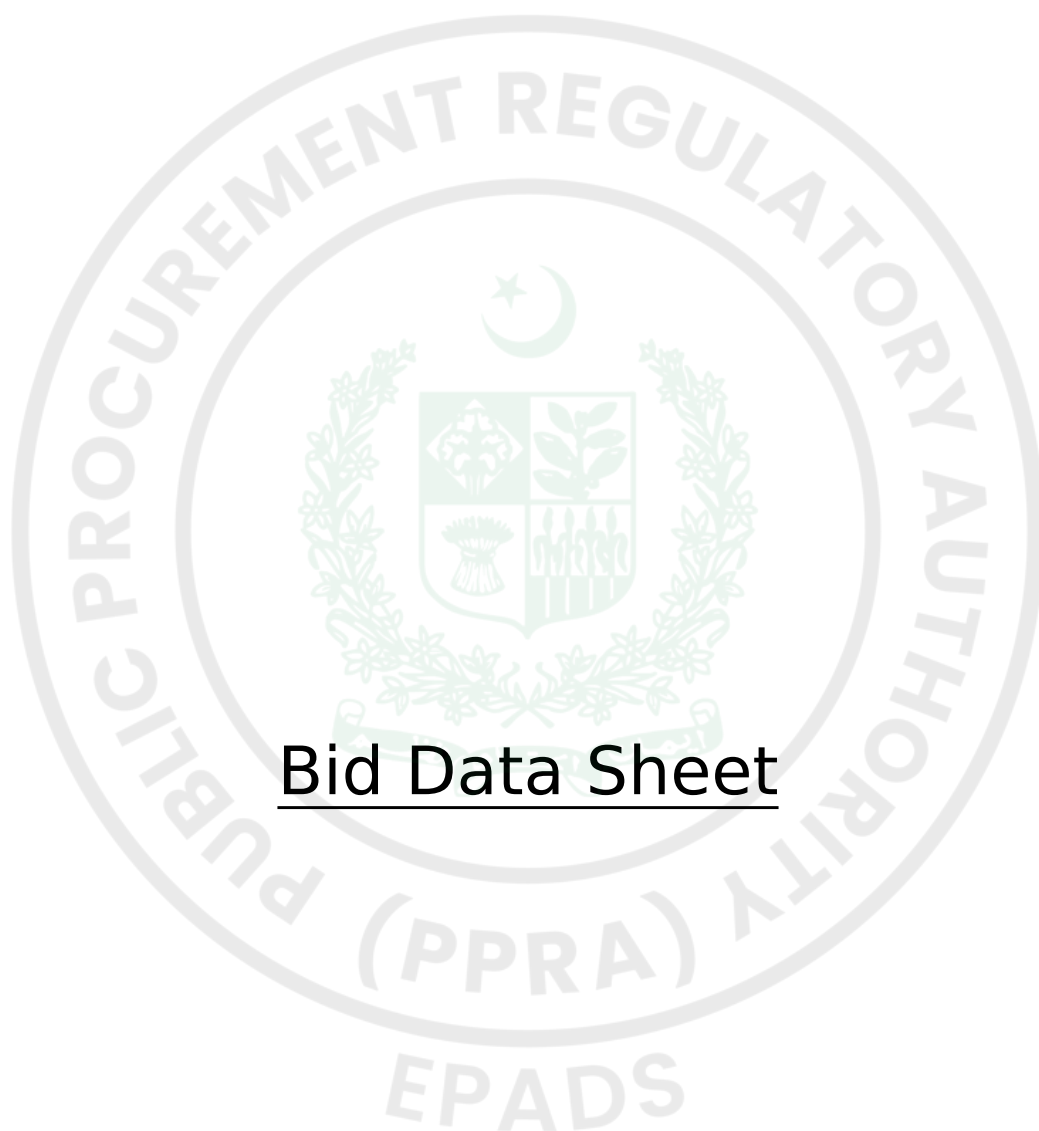
G. Mechanism of Blacklisting

41. Mechanism of Blacklisting

41.1 The Procuring Agency shall initiate blacklisting proceedings against any bidder, supplier, or contractor in accordance with the Mechanism for Blacklisting Regulations, 2024, read with Rule 19 of the Public Procurement Rules, 2004.

41.2 The blacklisted/debarred bidder may file the review petition before the Authority in accordance with Rule 19 of the Public Procurement Rules, 2004 to be read with Procedure of filing and disposal of Review Petitions Regulations, 2021.





Bid Data Sheet

Bids Data Sheet (BDS)

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

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

ITB Number 1.1

Name of Procuring Agency: **Ministry of Overseas Pakistanis and Human Resource Development (Ministry of Overseas Pakistanis and Human Resource Development)**

The subject of procurement is: **PURCHASE OF CONSUMABLES ITEMS I.E. STATIONERY, MISCELLANEOUS, IT EQUIPMENT AND TONERS FOR THE FINANCIAL YEAR 2026.2027**

Expected commencement date: **Wednesday, September 30, 2026**

BDS Clause Number 2

ITB Number 2.1

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

Name and identification number of the Contract: **P92305**

BDS Clause Number 3

ITB Clause Number 3.1

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

see section of eligibility criteria.

B. Bidding Documents

BDS Clause Number 4

ITB Number 8.1

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date: Friday, August 28, 2026

C. Preparation of Bids

BDS Clause Number 5

ITB Number 10.1

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

List of documents required along with the bid: No

BDS Clause Number 6

ITB Number 11.1

Items/Lots and threre related documents:

See section items and Lots

BDS Clause Number 7

ITB Number 12.1

Items / Lots Specifications:

see section of items specifications.

BDS Clause Number 8

ITB Number 15.6

The price shall be **Fixed**.

BDS Clause Number 9

ITB Number 16.1

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

BDS Clause Number 10

ITB Number 17.1

The Bids/Bid Validity period shall be: **317 Days**

BDS Clause Number 11

ITB Number 18.1

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

The Bid Security shall be in the form of: **Pay Order, Call at Deposit, Demand Draft**

D. Submission of Bids

BDS Clause Number 12

ITB Number 20.1

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

Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory before bid submission deadline.

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

The deadline for Bids submission is: **Monday, September 7, 2026 02:30 PM**

E. Opening and Evaluation of Bids

BDS Clause Number 13

ITB Number 23.1

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

Day : **Monday**

Date: **Monday, September 7, 2026**

Time : **03:00 PM**

BDS Clause Number 14

ITB Number 31.1

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see Evaluation Criteria

F. Review of Procurement Decisions

BDS Clause Number 15

ITB Number 41.1

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

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

Eligibility Criteria

Bidder's Type	Required Registration
Sole Proprietorship	FBR (NTN) FBR (GSTN) Registrar of Firms

Eligibility Criteria	Document
The Firms must have Sales Tax, Registration Certificate, National Tax Number and Vender No. as well as facilities of telephone/fax lines.	Yes
1. The firms should be located at Islamabad. 2. The firm should have at least TEN Years' experience in supply of stationery/non stationery, miscellaneous items and toners to the Government Ministries/Departments.	Yes
Bidder shall enclose earnest money (Rupees Four Hundred Thousand only) with the tender document in shape of Pay Order/Bank Draft/Call Deposit from any scheduled bank in favour of DDO of Ministry of Overseas Pakistanis & Human Resource Development.	Yes

Evaluation Criteria

Eligible bidder(s) with substantially responsive bid(s) offering **Least Cost Based Selection (LCBS)** shall be consider for the award of contract(s).

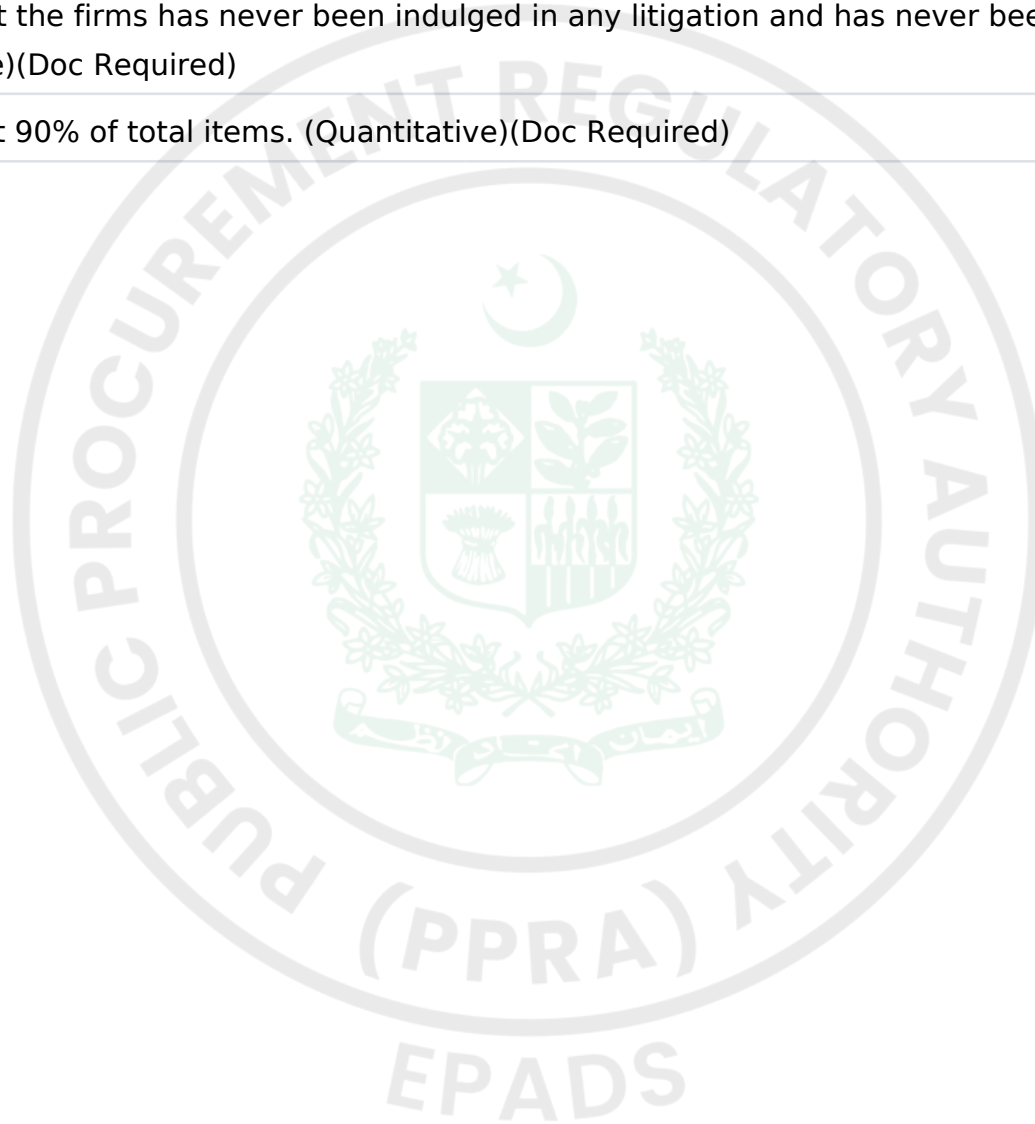
Least Cost Based Selection (LCBS)

Weightage

Technical Evaluation Weightage	
100	

Technical Marks	100
Passing Marks	65
Technical Evaluation Criteria	
Experience related to similar assignments minimum of ten years Evidence of company's registration / incorporation. (Copy required) (Quantitative)(Doc Required)	20
The firms should be located at Islamabad (Quantitative)(Doc Required)	3
Having valid NTN/ Sales Tax Registration and updated FBR Status/(ATL) of FBR. (Quantitative)(Doc Required)	2
Clientage (Quantitative)(Doc Required)	20
Assignments in Hand (Quantitative)(Doc Required)	20

Earnest money (Rupees four hundred thousand only) in favour of DDO of M/O. OP&HRD as mentioned in this Tender Document. (Quantitative)(Doc Required)	10
An affidavit to the effect that the firms has never been indulged in any litigation and has never been black-listed by any Government(s) (Quantitative)(Doc Required)	5
The Firm must quote at least 90% of total items. (Quantitative)(Doc Required)	20



Items/Lots

Items Without Lots :

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
BALL PEN 8MM (PIANO CLICK OR EQUIVALENT)	Ball point pens	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 1350/Qty	1350/Qty	629 PKR	1
POINTER M&G LEADER 0.7 9OR EQUIVALENT)	Ball point pens	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 950/Qty	950/Qty	738 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
MARKER SCHNEIDER EXTRA-895 OR EQUIVALENT)	Ball point pens	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 450/Qty	450/Qty	9324 PKR	1
UNIBALL EYE (FINE/MICRO) OR EQUIVALENT	Ball point pens	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 600/Qty	600/Qty	3419 PKR	1
UNI COMPO PEN (FINE)	Ball point pens	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 700/Qty	700/Qty	3263 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
BALL POINT GEL INK RG-100	Ball point pens	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 700/Qty	700/Qty	1722 PKR	1
WHITE BOARD MARKER	Markers	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 50/Qty	50/Qty	91 PKR	1
PERMANENT MARKER (DOLLAR OR EQUIVALENT)	Markers	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	176 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PAINT MARKER WHITE	Markers	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 50/Qty	50/Qty	97 PKR	1
CORRECTION PEN, (PIANO OR EQUIVALENT)	Correction fluid	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 480/Qty	480/Qty	870 PKR	1
ENVELOPS, SE-5, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)	Standard envelopes	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 8000/Qty	8000/Qty	394 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
ENVELOPS, SE-6, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)	Standard envelopes	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 8000/Qty	8000/Qty	829 PKR	1
ENVELOPS, SE-7, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)	Standard envelopes	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 5000/Qty	5000/Qty	764 PKR	1
ENVELOPS, SE-8, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)	Standard envelopes	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 6000/Qty	6000/Qty	917 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
ENVELOPES WHITE WINDOW A/4	Window envelopes	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 2000/Qty	2000/Qty	673 PKR	1
FILE COVER MADE OF DOUBLE SHEET WITH CLOTHING OF ONE SIDE, 9"X13" SIZE WITH MINISTRY NAME/LOGO (AS PER SAMPLE)	Folders	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 10000/Qty	10000/Qty	8806 PKR	1
PLASTIC FILE COVER, A-4 (NOKIA OR EQUIVALENT)	Folders	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 450/Qty	450/Qty	641 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
FILE BOARD WITH REXENE FLAPPER, LEGAL SIZE (SHAHEEN OR EQUIVALENT)	Stationery	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 1500/Qty	1500/Qty	2331 PKR	1
FILE FLAPPER REXENE MADE (SHAHEEN OR EQUIVALENT)	Stationery	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 1500/Qty	1500/Qty	699 PKR	1
DO LETTER HEAD ON 100 GMS A/4 FANCY PAPER (100 sheets)	Publication printing	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	2720 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
T.T. FILE (PLASTIC GRIP FILE)	Folders	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 600/Qty	600/Qty	1166 PKR	1
REGISTER OFFSET AL-IMRAN NO-20	Calculator or cash register paper	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 50/Qty	50/Qty	1541 PKR	1
DAIRY REGISTER, LEGAL SIZE, NO.12 (TAYYABA OR EQUIVALENT)	Shift registers	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 70/Qty	70/Qty	1994 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
GUM STICK 40 GM (UHU STICK OR EQUIVALENT)	Acid free glue sticks	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 600/Qty	600/Qty	295 PKR	1
HIGHLIGHTER (DOLLAR OR EQUIVALENT)	Highlighters	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 200/Qty	200/Qty	311 PKR	1
SUMMARY FILE COVER A/4 as per sample	Folders	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 500/Qty	500/Qty	712 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
LEAD PENCIL WITH RUBBER PICASSO -6000 OR EQUIVALENT)	Wooden pencils	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 900/Qty	900/Qty	466 PKR	1
PENCIL SHARPENER PLASTIC (MERCURY OR EQUIVALENT)	Blade sharpener	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 500/Qty	500/Qty	421 PKR	1
POSTED PAD, YELLOW COLOR, 3"X3" SIZE (3 M OR EQUIVALENT)	Stationery	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 400/Qty	400/Qty	991 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PAPER CUTTER DELI MEDIUM SIZE NO-2001	Paper cutters or refills	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 180/Qty	180/Qty	466 PKR	1
SLIP BOOK 100 PAGES OFFSET PAPER WITH LOGO	Copywriting	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 500/Qty	500/Qty	3885 PKR	--
SLIP BOOK COVER GREEN COLOR PAD WITH LOGO AS PER SAMPLE	Folders	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 90/Qty	90/Qty	1632 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
FOOT SCALE 12" STEEL	Scales	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 80/Qty	80/Qty	207 PKR	1
ERASER FINE QUALITY (PIANO WR-900 OR EQUIVALENT)	Erasers	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 500/Qty	500/Qty	175 PKR	1
SCISSOR, PLASTIC HANDLE, LARGE SIZE	Scissors	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 150/Qty	150/Qty	1010 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
SCOTCH TAPE, 2" WIDE (DEER OR EQUIVALENT)	Binding tape	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 350/Qty	350/Qty	771 PKR	1
STAPLER MACHINE, HEAVY DUTY (KW50LBN OR EQUIVALENT)	Staplers	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 10/Qty	10/Qty	919 PKR	--
STAPLER MACHINE Regular Size FINE QUALITY (WIZZ W11 OR EQUIVALENT)	Staplers	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 200/Qty	200/Qty	2176 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
STAPLER PIN 24/6 PKT (PIANO OR EQUIVALENT)	Stapler units	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 300/Qty	300/Qty	777 PKR	1
STAPLER PIN 23/10 (PIANO OR EQUIVALENT)	Stapler units	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 300/Qty	300/Qty	1204 PKR	1
PUNCH SINGLE HOLE HEAVY DUTY	Hole punching units	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 150/Qty	150/Qty	991 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PAPER REAM, A-4 SIZE,80 GRAM, 500 SHEETS IMPORTED (DOUBLE A OR EQUIVALENT)	Printer or copier paper	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 1300/Qty	1300/Qty	57239 PKR	1
PAPER REAM, LEGAL SIZE, 80 GRAM, 500 SHEETS IMPORTED (DOUBLE A OR EQUIVALENT)	Printer or copier paper	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 200/Qty	200/Qty	9065 PKR	1
COLOR PAPER REAM, A-4 SIZE,80 GRAM, 100 SHEETS IMPORTED (DOUBLE A OR EQUIVALENT)	Printer or copier paper	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	1554 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
BINDING TAPE 3" SENSE	Binding tape	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 400/Qty	400/Qty	1813 PKR	1
TAG, BUNDLE OF 100 NOS (SUPREME OR EQUIVALENT)	Tag holders or accessories	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 800/bundle	800/bundle	1616 PKR	1
TABLE SET LEATHER, (KALIGON OR EQUIVALENT)	Stationery	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 8/set	8/set	518 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
TABLE SET WOODEN, (AFRAB OR EQUIVALENT)	Stationery	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 5/set	5/set	453 PKR	--
DOCUMENT BAG PLASTIC	Paper bags	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 250/Qty	250/Qty	421 PKR	1
BOX FILE EXECUTIVE F/S	Box file	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 250/Qty	250/Qty	2558 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
MULTI PLUG/ADAPTOR 3-PIN 15AMP (SHB / OR EQUIVALENT)	Electrical plugs	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 200/Qty	200/Qty	1502 PKR	1
LIGHT PLUG WITH BOX 15AMP (CLIPSAL/ OR EQUIVALENT)	Electrical plugs	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 250/Qty	250/Qty	1943 PKR	1
POWER PLUG 15 AMP (CLIPSAL/ OR EQUIVALENT)	Electrical plugs	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 250/Qty	250/Qty	2558 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
THREE PIN SHOE 30-AMP 250 VOLT (CLIPSAL/ OR EQUIVALENT)	Electrical plug/receptacle adapter	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 200/Qty	200/Qty	1217 PKR	1
TWO PIN SHOO 10 AMP 250 VOLT (CLIPSAL/ OR EQUIVALENT)	Electrical plug/receptacle adapter	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 200/Qty	200/Qty	363 PKR	1
PANEL LIGHT 2 X 2 FEET (PHILIPS/ OR EQUIVALENT)	Air purification and LED lighting fixture	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	18260 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PANEL LIGHT 9 X 9 INCH (PHILIPS/ OR EQUIVALENT)	Air purification and LED lighting fixture	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 200/Qty	200/Qty	6993 PKR	--
POWER EXTENSION LEAD (TEN POINTS) ELECTRIC (SUPERIOR QUALITY)	Electrical extension cable	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 3 Quantity: 150/Qty	150/Qty	3691 PKR	1
TUBE ROD 4 FEET SIZE (PHILIPS OR EQUIVALENT)	Air purification and LED lighting fixture	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	2979 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
ELECTRIC WIRE 3/29 (BRANDED SUPERIOR QUALITY)	Electric wireline manpower services	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 15/roll	15/roll	2525 PKR	--
ELECTRIC WIRE 7/29 (BRANDED SUPERIOR QUALITY)	Electric wireline manpower services	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 10/roll	10/roll	2020 PKR	--
TELEPHONE WIRE 4 PAIR	Copper wire	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 5/roll	5/roll	842 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
ELECTRIC KETTLE STAINLESS STEEL BODY MIN 2.0 LTR (PHILIPS OR EQUIVALENT)	Domestic kettles	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 30/Qty	30/Qty	2720 PKR	--
ELECTRIC KETTLE STAINLESS STEEL BIG CAPACITY MIN 5.0 LTR (PHILIPS OR EQUIVALENT)	Domestic kettles	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 15/Qty	15/Qty	4079 PKR	--
WATER SET (IMPORTED)	Domestic drinking glasses	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 15/set	15/set	517 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
WATER GLASS (SUPERIOR QUALITY)	Domestic drinking glasses	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 300/Qty	300/Qty	1243 PKR	1
TEA SET (SUPERIOR QUALITY)	Domestic coffee or tea cups	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 4/set	4/set	1606 PKR	--
CUP WITH SAUCER (FINE QUALITY)	Domestic coffee or tea cups	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 300/Qty	300/Qty	5828 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
TEA SPOON STAINLESS STEEL	Domestic spoons	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 300/Qty	300/Qty	660 PKR	1
RICE SPOON STAINLESS STEEL	Domestic spoons	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 96/Qty	96/Qty	447.55 PKR	1
FORK STAINLESS STEEL	Domestic forks	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 96/Qty	96/Qty	448 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
RICE PLATE IMPORTED/PROVIDED SAMPLE	Domestic plates	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 150/Qty	150/Qty	2253 PKR	--
QUARTER PLATE IMPORTED/PROVIDED SAMPLE	Domestic plates	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 150/Qty	150/Qty	2137 PKR	--
DUSTER COTTON WHITE 24 X18	Dusters	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 750/Qty	750/Qty	1068 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
DUSTER FALALAIN 24 X 18	Dusters	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 500/Qty	500/Qty	712 PKR	1
TOWEL, 27"X54" SIZE	Face towel	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 50/Qty	50/Qty	971 PKR	1
WASTE BASKET, PLASTIC, MEDIUM SIZE	Waste-paper basket	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 150/Qty	150/Qty	932 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
WIRELESS REMOTE DOORBELL LONG RANGE (IMPORTED)	Door bells	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	3833 PKR	1
AIR FRESHENER , 300 ML (COBRA OR EQUIVALENT)	Air freshener	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 400/Qty	400/Qty	3023 PKR	1
AIR FRESHENER, 300ML (ASEEL OR EQUIVALENT)	Air freshener	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 400/Qty	400/Qty	3937 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
AIR FRESHNER, AIR WICK	Air freshener	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 300/Qty	300/Qty	8651 PKR	1
BEGAN SPRAY 400ML OR EQUIVALENT	Anti spatter spray	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 120/Qty	120/Qty	2113 PKR	1
BATTERY CELL 1.5 V AA (POWER PLUS OR EQUIVALENT)	Alkaline batteries	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 700/Qty	700/Qty	997 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
BATTERY CELL 1.2 V AA (POWER PLUS OR EQUIVALENT)	Alkaline batteries	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 800/Qty	800/Qty	1036 PKR	1
7 CF SPRAY (LUSTER)	Lusters	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 50/Qty	50/Qty	971 PKR	1
CAR BODY POLISH COSMIC OR EQUIVALENT	Polishing services	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 50/Qty	50/Qty	2176 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
SOAP 120 GRAM (LUX OR EQUIVALENT)	Soaps	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 950/Qty	950/Qty	3937 PKR	1
WASHING POWDER 100 GRAM (SURF OR EQUIVALENT)	Dishwashing products	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 600/Qty	600/Qty	2253 PKR	1
TISSUE PAPER, LUXURY SIZE, 100X2 PLY (ROSE PETAL OR EQUIVALENT)	Facial tissues	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 1200/Qty	1200/Qty	12432 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
TOILET ROLL TISSUE PAPER FINE QUALITY (ROSE PETAL OR EQUIVALENT)	Toilet tissue	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 700/Qty	700/Qty	2176 PKR	1
HI-JEEN TISSUES (ROSE PETAL OR EQUIVALENT)	Toilet tissue	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 1000/Qty	1000/Qty	5957 PKR	1
VIM POWDER 500 GRAM	Dishwashing products	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 500/Qty	500/Qty	1943 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
MAX LIQUID 475ML	Dishwashing products	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 200/Qty	200/Qty	1450 PKR	1
SURFACE CLEANER 1LTR BOTTLE (DETTOL OR EQUIVALENT)	Toilet cleaners	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 230/Qty	230/Qty	5480 PKR	1
FLOOR CLEANING PACHARA WITH STEEL HANDLE	Floor cleaning services	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 50/Qty	50/Qty	395 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
TOILET CLEARN (HARPIC OR EQUIVALENT)	Toilet cleaners	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 200/Qty	200/Qty	1425 PKR	1
PHENYL 2.9 LITER BOTTLE (RIGHT OR EQUIVALENT)	General purpose cleaners	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 200/Qty	200/Qty	1399 PKR	1
SWEEP FOR TOILET	Toilet cleaners	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 350/Qty	350/Qty	771 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
BROOM (400 GRAM BUNDLE)	Brooms	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 80/Qty	80/Qty	414 PKR	1
BROOM (PHOOL)	Brooms	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 80/Qty	80/Qty	435 PKR	1
LIQUID HAND WASH BOTTLE 220ML (LIFEBUOY OR EQUIVALENT)	Liquid soap dispenser	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 150/Qty	150/Qty	1204 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
ROOMI AIR FRESHNER FOR TOILETS	Air freshener	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 300/Qty	300/Qty	583 PKR	1
DOOR CLOSER HYDRAULIC	Door closers	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 70/Qty	70/Qty	6889 PKR	--
NAME PLATE WOODEN RRAM BROSS WORD (URDU/ ENGLISH) SIZE 6X15 INCH	Name plates or tags	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	9583 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PRINTY STAMP WITH LARGE SIZE BOX NO 824	Stamps	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 150/Qty	150/Qty	5439 PKR	--
Garbage Bag Large Size	Domestic garbage disposals	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 1000/Qty	1000/Qty	1036 PKR	1
Wall Clock (champion or equivalent)	Wall clocks	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 15/Qty	15/Qty	583 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
DATA STORAGE USB FLASH DRIVE, 16 GB STEEL BODY (SANDISK OR EQUIVALENT)	Data storage service	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 50/Qty	50/Qty	971 PKR	1
DATA STORAGE USB FLASH DRIVE, 32 GB STEEL BODY (SANDISK OR EQUIVALENT)	Data storage service	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 80/Qty	80/Qty	1865 PKR	1
DATA STORAGE USB FLASH DRIVE, 64 GB STEEL BODY (SANDISK OR EQUIVALENT)	Data storage service	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 50/Qty	50/Qty	1360 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
POWER CABLE	Computer cable	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	725 PKR	1
VJ CABLE	Computer cable	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	725 PKR	1
NETWORKING CABLE CAT-VI BEST QUALITY	Installation cables	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 5/roll	5/roll	1619 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
DATA CABLE USB PORT	Computer cable	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	725 PKR	1
LASER MOUSE WITH USB CONNECTER (A-4 TECH OR EQUIVALENT)	Computer mouse	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	1943 PKR	1
KEYBOARD WITH USB CONNECTER (A-4 TECH OR EQUIVALENT)	Keyboards	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 100/Qty	100/Qty	4662 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PRINTER TONER SAMSUNG PRINTER (ML 1520) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak- Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 15/Qty	15/Qty	2486 PKR	--
PRINTER TONER HP LASER JET (53A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak- Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 20/Qty	20/Qty	1658 PKR	--
PRINTER TONER HP LASER JET (05A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak- Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 25/Qty	25/Qty	2137 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PRINTER TONER HP LASER JET (36A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 15/Qty	15/Qty	1399 PKR	--
PRINTER TONER HP LASER JET (35A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 10/Qty	10/Qty	829 PKR	--
PRINTER TONER SAMSUNG PRINTER (ML 2050) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 15/Qty	15/Qty	2564 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PRINRER TONER HP LASER JET (85A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 50/Qty	50/Qty	3885 PKR	1
PRINTER TONER HP LASER JET (12A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 25/Qty	25/Qty	2072 PKR	--
PRINTER TONER HP LASER JET (92A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 15/Qty	15/Qty	1865 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PRINTER TONER HP LASER JET (15A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak- Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 10/Qty	10/Qty	829 PKR	--
PRINTER TONER HP LASER JET (13A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak- Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 20/Qty	20/Qty	1606 PKR	--
PRINTER TONER HP LASER JET (49A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak- Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 25/Qty	25/Qty	1943 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PRINTER TONER HP LASER JET (80A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 30/Qty	30/Qty	2253 PKR	--
PRINTER TONER HP LASER JET (78A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 10/Qty	10/Qty	829 PKR	--
PRINTER TONER HP LASER JET (26A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 130/Qty	130/Qty	10101 PKR	1

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PRINTER TONER HP LASER JET (59A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 15/Qty	15/Qty	1166 PKR	--
PRINTER TONER HP LASER JET (151-A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 75/Qty	75/Qty	11655 PKR	1
PRINTER TONER HP LASER JET (58A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 10/Qty	10/Qty	2020 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PRINTER TONER HP LASER JET (79A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 25/Qty	25/Qty	2007 PKR	--
PRINTER TONER HP LASERJET PRO M15A (48-A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 10/Qty	10/Qty	829 PKR	--
PRINTER TONER HP LASER JET (76-A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 18/Qty	18/Qty	2704 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
TONER CANON PHOTOCOPIER MACHINE (IR-1600) GENUINE	Photocopier toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 5/Qty	5/Qty	596 PKR	--
TONER CANON PHOTOCOPIER MACHINE (J-2016) GENUINE	Photocopier toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 5/Qty	5/Qty	583 PKR	--
TONER PANASONIC FAX MACHINE (KX-422/402-FL) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 5/Qty	5/Qty	414 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
TONER HP LASER (MFP 137) FMW FAX MACHINE GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 20/Qty	20/Qty	1917 PKR	--
PRINTER TONER SET HP (CP 1025 GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 5/set	5/set	2202 PKR	--
PRINTER TONER COLOR SET OF 04 COLOR (222A)	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 10/set	10/set	9972 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
PRINTER TONER SET HP (C-9705A) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 06/set	6/set	1476 PKR	--
PRINTER TONER COLOR SET OF 04 COLOR (M252) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 6/set	6/set	3077 PKR	--
PRINTER TONER COLOR SET OF 04 COLOR (HP-150) GENUINE	Printer or facsimile toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 6/set	6/set	2875 PKR	--

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security	Sample Quantity
KONICA MINOLTA PHOTOCOPIER MACHINE (BIZHUB-367) GENUINE	Photocopier toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 8/Qty	8/Qty	1077 PKR	--
TOSHIBA DIGITAL PHOTOCOPIER MACHINE (3508A) GENUINE	Photocopier toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 15/Qty	15/Qty	4066 PKR	--
TOSHIBA DIGITAL PHOTOCOPIER MACHINE (5008A) GENUINE	Photocopier toner	Address: Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory Schedule: 317 (on demand) Quantity: 5/Qty	5/Qty	1425 PKR	--

Related Services of Goods:

Yes

Item	UNSPSC	Related Services
BALL PEN 8MM (PIANO CLICK OR EQUIVALENT)	Ball point pens	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
POINTER M&G LEADER 0.7 9OR EQUIVALENT)	Ball point pens	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
MARKER SCHNEIDER EXTRA-895 OR EQUIVALENT)	Ball point pens	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
UNIBALL EYE (FINE/MICRO) OR EQUIVALENT	Ball point pens	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
UNI COMPO PEN (FINE)	Ball point pens	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
BALL POINT GEL INK RG-100	Ball point pens	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
WHITE BOARD MARKER	Markers	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
PERMANENT MARKER (DOLLAR OR EQUIVALENT)	Markers	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
PAINT MARKER WHITE	Markers	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
CORRECTION PEN, (PIANO OR EQUIVALENT)	Correction fluid	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
ENVELOPS, SE-5, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)	Standard envelopes	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
ENVELOPS, SE-6, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)	Standard envelopes	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
ENVELOPS, SE-7, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)	Standard envelopes	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
ENVELOPS, SE-8, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)	Standard envelopes	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
ENVELOPES WHITE WINDOW A/4	Window envelopes	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
FILE COVER MADE OF DOUBLE SHEET WITH CLOTHING OF ONE SIDE, 9"X13" SIZE WITH MINISTRY NAME/LOGO (AS PER SAMPLE)	Folders	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
PLASTIC FILE COVER, A-4 (NOKIA OR EQUIVALENT)	Folders	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
FILE BOARD WITH REXENE FLAPPER, LEGAL SIZE (SHAHEEN OR EQUIVALENT)	Stationery	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
FILE FLAPPER REXENE MADE (SHAHEEN OR EQUIVALENT)	Stationery	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
T.T. FILE (PLASTIC GRIP FILE)	Folders	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
REGISTER OFFSET AL-IMRAN NO-20	Calculator or cash register paper	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
DAIRY REGISTER, LEGAL SIZE, NO.12 (TAYYABA OR EQUIVALENT)	Shift registers	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
GUM STICK 40 GM (UHU STICK OR EQUIVALENT)	Acid free glue sticks	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
HIGHLIGHTER (DOLLAR OR EQUIVALENT)	Highlighters	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
LEAD PENCIL WITH RUBBER PICASSO -6000 OR EQUIVALENT)	Wooden pencils	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
PENCIL SHARPENER PLASTIC (MERCURY OR EQUIVALENT)	Blade sharpener	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
POSTED PAD, YELLOW COLOR, 3"X3" SIZE (3 M OR EQUIVALENT)	Stationery	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
PAPER CUTTER DELI MEDIUM SIZE NO-2001	Paper cutters or refills	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
FOOT SCALE 12" STEEL	Scales	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
ERASER FINE QUALITY (PIANO WR-900 OR EQUIVALENT)	Erasers	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
SCISSOR, PLASTIC HANDLE, LARGE SIZE	Scissors	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
SCOTCH TAPE, 2" WIDE (DEER OR EQUIVALENT)	Binding tape	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
STAPLER MACHINE Regular Size FINE QUALITY (WIZZ W11 OR EQUIVALENT)	Staplers	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
STAPLER PIN 24/6 PKT (PIANO OR EQUIVALENT)	Stapler units	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
STAPLER PIN 23/10 (PIANO OR EQUIVALENT)	Stapler units	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
PAPER REAM, A-4 SIZE,80 GRAM, 500 SHEETS IMPORTED (DOUBLE A OR EQUIVALENT)	Printer or copier paper	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
PAPER REAM, LEGAL SIZE, 80 GRAM, 500 SHEETS IMPORTED (DOUBLE A OR EQUIVALENT)	Printer or copier paper	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
COLOR PAPER REAM, A-4 SIZE,80 GRAM, 100 SHEETS IMPORTED (DOUBLE A OR EQUIVALENT)	Printer or copier paper	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
BINDING TAPE 3" SENA	Binding tape	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
TAG, BUNDLE OF 100 NOS (SUPREME OR EQUIVALENT)	Tag holders or accessories	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
DOCUMENT BAG PLASTIC	Paper bags	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
BOX FILE EXECUTIVE F/S	Box file	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
MULTI PLUG/ADAPTOR 3-PIN 15AMP (SHB / OR EQUIVALENT)	Electrical plugs	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
LIGHT PLUG WITH BOX 15AMP (CLIPSAL/ OR EQUIVALENT)	Electrical plugs	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
POWER PLUG 15 AMP (CLIPSAL/ OR EQUIVALENT)	Electrical plugs	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
THREE PIN SHOE 30-AMP 250 VOLT (CLIPSAL/ OR EQUIVALENT)	Electrical plug/receptacle adapter	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
TWO PIN SHOO 10 AMP 250 VOLT (CLIPSAL/ OR EQUIVALENT)	Electrical plug/receptacle adapter	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
POWER EXTENSION LEAD (TEN POINTS) ELECTRIC (SUPERIOR QUALITY)	Electrical extension cable	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
WATER GLASS (SUPERIOR QUALITY)	Domestic drinking glasses	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
CUP WITH SAUCER (FINE QUALITY)	Domestic coffee or tea cups	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
TEA SPOON STAINLESS STEEL	Domestic spoons	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
RICE SPOON STAINLESS STEEL	Domestic spoons	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
FORK STAINLESS STEEL	Domestic forks	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
DUSTER COTTON WHITE 24 X18	Dusters	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
DUSTER FALALAIN 24 X 18	Dusters	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
TOWEL, 27"X54" SIZE	Face towel	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
WASTE BASKET, PLASTIC, MEDIUM SIZE	Waste-paper basket	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
WIRELESS REMOTE DOORBELL LONG RANGE (IMPORTED)	Door bells	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
AIR FRESHENER , 300 ML (COBRA OR EQUIVALENT)	Air freshener	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
AIR FRESHENER, 300ML (ASEEL OR EQUIVALENT)	Air freshener	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
AIR FRESHNER, AIR WICK	Air freshener	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
BEGAN SPRAY 400ML OR EQUIVALENT	Anti spatter spray	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
BATTERY CELL 1.5 V AA (POWER PLUS OR EQUIVALENT)	Alkaline batteries	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
BATTERY CELL 1.2 V AA (POWER PLUS OR EQUIVALENT)	Alkaline batteries	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
7 CF SPRAY (LUSTER)	Lusters	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
SOAP 120 GRAM (LUX OR EQUIVALENT)	Soaps	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
WASHING POWDER 100 GRAM (SURF OR EQUIVALENT)	Dishwashing products	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
TISSUE PAPER, LUXURY SIZE, 100X2 PLY (ROSE PETAL OR EQUIVALENT)	Facial tissues	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
TOILET ROLL TISSUE PAPER FINE QUALITY (ROSE PETAL OR EQUIVALENT)	Toilet tissue	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
HI-JEEN TISSUES (ROSE PETAL OR EQUIVALENT)	Toilet tissue	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
VIM POWDER 500 GRAM	Dishwashing products	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
MAX LIQUID 475ML	Dishwashing products	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
SURFACE CLEANER 1LTR BOTTLE (DETTOL OR EQUIVALENT)	Toilet cleaners	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
FLOOR CLEANING PACHARA WITH STEEL HANDLE	Floor cleaning services	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
TOILET CLEARN (HARPIC OR EQUIVALENT)	Toilet cleaners	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
PHENYL 2.9 LITER BOTTLE (RIGHT OR EQUIVALENT)	General purpose cleaners	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
SWEEP FOR TOILET	Toilet cleaners	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
BROOM (400 GRAM BUNDLE)	Brooms	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
BROOM (PHOOL)	Brooms	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
LIQUID HAND WASH BOTTLE 220ML (LIFEBUOY OR EQUIVALENT)	Liquid soap dispenser	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
ROOMI AIR FRESHNER FOR TOILETS	Air freshener	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
Garbage Bag Large Size	Domestic garbage disposals	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
DATA STORAGE USB FLASH DRIVE, 16 GB STEEL BODY (SANDISK OR EQUIVALENT)	Data storage service	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
DATA STORAGE USB FLASH DRIVE, 32 GB STEEL BODY (SANDISK OR EQUIVALENT)	Data storage service	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
DATA STORAGE USB FLASH DRIVE, 64 GB STEEL BODY (SANDISK OR EQUIVALENT)	Data storage service	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
POWER CABLE	Computer cable	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
VJ CABLE	Computer cable	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
DATA CABLE USB PORT	Computer cable	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
LASER MOUSE WITH USB CONNECTER (A-4 TECH OR EQUIVALENT)	Computer mouse	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
KEYBOARD WITH USB CONNECTER (A-4 TECH OR EQUIVALENT)	Keyboards	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Item	UNSPSC	Related Services
PRINRER TONER HP LASER JET (85A) GENUINE	Printer or facsimile toner	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
PRINTER TONER HP LASER JET (26A) GENUINE	Printer or facsimile toner	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.
PRINTER TONER HP LASER JET (151-A) GENUINE	Printer or facsimile toner	Delivery to Islamabad office i.e Ministry of overseas Pakistanis and HRD.

Items/Lot Specification

Items Without Lots :

Item: BALL PEN 8MM (PIANO CLICK OR EQUIVALENT)

UNSPSC: Ball point pens

Specifications / Requirementss:

Ball pen with 0.8 mm fine-tip ball point, smooth and consistent ink flow. Piano Click or equivalent, durable plastic body with comfortable grip and reliable click mechanism.

Item: POINTER M&G LEADER 0.7 90R EQUIVALENT)

UNSPSC: Ball point pens

Specifications / Requirementss:

M&G Leader 0.7 mm stick gel pen (AGP10772) or equivalent, with smooth and consistent gel ink flow. Comfortable rubber grip, durable body, and fine/medium 0.7 mm tip suitable for office and everyday writing.

Item: MARKER SCHNEIDER EXTRA-895 OR EQUIVALENT)

UNSPSC: Ball point pens

Specifications / Requirementss:

Schneider Extra 895 ball point pen, original or equivalent, with smooth and consistent ink flow. Durable body with comfortable grip, suitable for office and everyday writing; available in standard ink colours.

Item: UNIBALL EYE (FINE/MICRO) OR EQUIVALENT

UNSPSC: Ball point pens

Specifications / Requirementss:

Uni-ball Eye Fine/Micro rollerball pen (0.7 mm / 0.5 mm) or equivalent, with smooth and consistent liquid ink flow. Stainless-steel/tungsten-carbide ball tip, long-lasting water-resistant ink, and transparent barrel with visible ink supply.

Item: UNI COMPO PEN (FINE)

UNSPSC: Ball point pens

Specifications / Requirementss:

UNI Compo Fine Liner Pen, 0.3 mm or equivalent, with ultra-fine plastic tip and smooth, skip-free ink flow. Water-based pigment ink with durable capped body, suitable for precise writing, office work, notes and technical marking

Item: BALL POINT GEL INK RG-100

UNSPSC: Ball point pens

Specifications / Requirementss:

Rabbit RG-100 gel ink pen, 0.7 mm fine/needle tip, or equivalent, providing smooth and consistent writing. Rubberized comfortable grip with quick-drying, water-resistant gel ink, suitable for office and everyday use.

Item: WHITE BOARD MARKER

UNSPSC: Markers

Specifications / Requirementss:

Whiteboard marker with 2.0 mm bullet tip, bright low-odour dry-erase ink and smooth writing performance. Ink should dry quickly and erase cleanly without residue, suitable for whiteboards and other non-porous surfaces.

Item: PERMANENT MARKER (DOLLAR OR EQUIVALENT)

UNSPSC: Markers

Specifications / Requirementss:

Dollar Permanent Marker No. 70/90 or equivalent, with durable fiber tip and quick-drying permanent ink. Waterproof and suitable for marking on paper, plastic, glass, metal, fibre and other surfaces; available in standard colours.

Item: PAINT MARKER WHITE

UNSPSC: Markers

Specifications / Requirementss:

White oil-based paint marker with opaque, quick-drying ink and fine/medium tip for clear, durable marking. Water-, fade- and abrasion-resistant; suitable for metal, glass, plastic, wood, stone and other surfaces.

Item: CORRECTION PEN, (PIANO OR EQUIVALENT)

UNSPSC: Correction fluid

Specifications / Requirementss:

Piano Correction Pen or equivalent, with fine metal tip for precise application and smooth coverage of writing errors. Quick-drying white correction fluid, suitable for office, school and general document correction.

Item: ENVELOPS, SE-5, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)

UNSPSC: Standard envelopes

Specifications / Requirementss:

Envelope SE-5, 80 GSM (Brown/Golden), Golden or equivalent, made from good-quality paper with neat and durable construction. Approx. 9 × 4 inches, with strong gummed flap and clean edges, suitable for official correspondence and document dispatch.

Item: ENVELOPS, SE-6, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)

UNSPSC: Standard envelopes

Specifications / Requirementss:

Envelope SE-6, 80 GSM (Golden/Khaki), Golden or equivalent, made from high-quality paper with neat folding and durable construction. Approx. 11 × 5 inches, with strong gummed flap and clean finish, suitable for official correspondence and document dispatch.

Item: ENVELOPS, SE-7, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)

UNSPSC: Standard envelopes

Specifications / Requirementss:

Envelope SE-7, 80 GSM (Khaki/Golden), Golden or equivalent, made from good-quality craft paper with neat folding and durable construction. Strong gummed flap with clean finish, suitable for official correspondence and document dispatch.

Item: ENVELOPS, SE-8, 80 GRAM PAPER (GOLDEN OR EQUIVALENT)

UNSPSC: Standard envelopes

Specifications / Requirementss:

Envelope SE-8, 80 GSM Golden/Kraft paper, or equivalent, made from good-quality durable craft paper. Approx. 15 × 12 inches, with neat construction and strong gummed flap, suitable for official correspondence and document dispatch.

Item: ENVELOPES WHITE WINDOW A/4

UNSPSC: Window envelopes

Specifications / Requirementss:

White window envelope suitable for A4 documents folded to fit, made from good-quality 80 GSM white paper with a clear address window. Neat, durable construction with gummed/self-seal flap, suitable for official correspondence and routine office dispatch.

Item: FILE COVER MADE OF DOUBLE SHEET WITH CLOTHING OF ONE SIDE, 9"X13" SIZE WITH MINISTRY NAME/LOGO (AS PER SAMPLE)

UNSPSC: Folders

Specifications / Requirementss:

File cover made of double sheet/boxboard with cloth lining on one side, size 9" × 13", of good-quality durable material. Printed with Ministry Name/Logo and required markings as per approved sample, with neat finishing and suitable eyelets/fastening for official files. As per sample

Item: PLASTIC FILE COVER, A-4 (NOKIA OR EQUIVALENT)

UNSPSC: Folders

Specifications / Requirementss:

A-4 size plastic file cover (Nokia or equivalent), made of durable, transparent/coloured plastic sheet with neat and strong construction. Suitable for protecting and organizing A-4 documents, with smooth edges and easy document insertion/removal.

Item: FILE BOARD WITH REXENE FLAPPER, LEGAL SIZE (SHAHEEN OR EQUIVALENT)

UNSPSC: Stationery

Specifications / Requirementss:

File Board with Rexene flapper, Legal Size, made of durable hard board with fine-quality Rexene covering. Complete with strong flap and cotton/nylon tapes, suitable for official filing and document storage. Brand: Shaheen or Equivalent, of superior quality.

Item: FILE FLAPPER REXENE MADE (SHAHEEN OR EQUIVALENT)

UNSPSC: Stationery

Specifications / Requirementss:

File Flapper made of durable, high-quality Rexene with neat finishing and strong construction. Suitable for official file/document protection, with strong cotton tightening belt/thread. Brand: Shaheen or Equivalent, superior quality.

Item: DO LETTER HEAD ON 100 GMS A/4 FANCY PAPER (100 sheets)

UNSPSC: Publication printing

Specifications / Requirementss:

D.O. Letter Head, A/4 Size (210 × 297 mm), printed on 100 GSM high-quality fancy paper. Printing shall be as per approved sample/design, with clear and sharp text/logo and neat finishing. Supply: In properly packed/gum-bound pads or reams, as specified. As per sample (100 Pads, 100 Sheets)

Item: T.T. FILE (PLASTIC GRIP FILE)

UNSPSC: Folders

Specifications / Requirementss:

T.T. File / Plastic Grip File made of durable, high-quality plastic/PVC with strong grip mechanism. Suitable for A/4-size documents, with smooth finishing and firm document holding capacity. Colour: As per approved sample; Brand: Shaheen or Equivalent, superior quality.

Item: REGISTER OFFSET AL-IMRAN NO-20

UNSPSC: Calculator or cash register paper

Specifications / Requirementss:

Register Offset Al-Imran No. 20, made of good-quality offset paper with strong hardboard cover and durable binding. Pages shall be neatly ruled/printed, suitable for official record keeping and daily office use. Brand: Al-Imran No. 20 or Equivalent, superior quality.

Item: DAIRY REGISTER, LEGAL SIZE, NO.12 (TAYYABA OR EQUIVALENT)

UNSPSC: Shift registers

Specifications / Requirementss:

Diary Register, Legal Size No. 12, made of good-quality writing paper with durable hard cover and strong binding. Pages should be neatly ruled/printed, with sufficient pages for official diary and record-keeping purposes. Brand: Tayyaba or Equivalent, superior quality.

Item: GUM STICK 40 GM (UHU STICK OR EQUIVALENT)

UNSPSC: Acid free glue sticks

Specifications / Requirementss:

Glue Stick, 40 GM, high-quality non-toxic adhesive with smooth and easy application. Should provide strong, quick and clean bonding for paper, cardboard and other office stationery materials. Brand: UHU Stick or Equivalent, superior quality.

Item: HIGHLIGHTER (DOLLAR OR EQUIVALENT)

UNSPSC: Highlighters

Specifications / Requirementss:

Highlighter marker with bright fluorescent ink and durable plastic body, suitable for marking text on paper. Chisel-tip design for both broad and fine highlighting, with quick-drying, smear-resistant ink. Brand: Dollar or Equivalent, superior quality.

Item: SUMMARY FILE COVER A/4 as per sample

UNSPSC: Folders

Specifications / Requirementss:

Summary File Cover, A/4 Size, made of good-quality, durable material with neat and professional finishing. Suitable for holding and protecting A/4-size documents, with design, colour and size strictly as per approved sample. Quality: Superior quality, suitable for official use.

Item: LEAD PENCIL WITH RUBBER PICASSO -6000 OR EQUIVALENT)

UNSPSC: Wooden pencils

Specifications / Requirementsss:

Lead Pencil with attached rubber/eraser, Picasso 6000 or Equivalent, made of good-quality wood with smooth HB graphite lead. Pencil should provide dark, smooth and break-resistant writing, with a firmly fitted eraser at the end. Brand: Picasso 6000 or Equivalent, superior quality.

Item: PENCIL SHARPENER PLASTIC (MERCURY OR EQUIVALENT)

UNSPSC: Blade sharpener

Specifications / Requirementsss:

Plastic Pencil Sharpener, Mercury or Equivalent, made of durable, high-quality plastic with a sharp and properly fitted metal blade. Suitable for standard lead pencils, providing smooth and precise sharpening without damaging the pencil lead. Brand: Mercury or Equivalent, superior quality.

Item: POSTED PAD, YELLOW COLOR, 3"X3" SIZE (3 M OR EQUIVALENT)

UNSPSC: Stationery

Specifications / Requirementsss:

Posted Pad / Self-Adhesive Notes, Yellow Colour, 3" x 3" Size, made of good-quality smooth writing paper with strong removable adhesive. Sheets should stick firmly and remove cleanly without leaving residue, suitable for office notes and reminders. Brand: 3M or Equivalent, superior quality.

Item: PAPER CUTTER DELI MEDIUM SIZE NO-2001

UNSPSC: Paper cutters or refills

Specifications / Requirementsss:

Paper Cutter, Deli No. 2001, Medium Size, made of durable plastic/metal body with a sharp, high-quality cutting blade. Suitable for smooth and precise cutting of paper, documents and light stationery materials. Brand: Deli No. 2001 or Equivalent, superior quality.

Item: SLIP BOOK 100 PAGES OFFSET PAPER WITH LOGO

UNSPSC: Copywriting

Specifications / Requirementss:

Slip Book, 100 Pages, made of good-quality offset paper with durable cover and neat binding. Each slip/page shall be printed with the approved logo/design in clear and sharp printing. Size and layout: As per approved sample/specification; suitable for official use. As per sample

Item: SLIP BOOK COVER GREEN COLOR PAD WITH LOGO AS PER SAMPLE

UNSPSC: Folders

Specifications / Requirementss:

Slip Book Cover / Pad, Green Colour, made of good-quality durable cover material with neat finishing. Cover shall bear the approved logo/design, printed clearly and accurately. Size, colour, layout and printing: Strictly as per approved sample.

Item: FOOT SCALE 12" STEEL

UNSPSC: Scales

Specifications / Requirementss:

Foot Scale / Steel Ruler, 12 Inches (30 cm), made of high-quality stainless steel with durable and rust-resistant finish. Clearly marked inch and centimeter graduations with precise measurement markings and smooth edges. Quality: Heavy-duty, suitable for office, drafting and general measurement use.

Item: ERASER FINE QUALITY (PIANO WR-900 OR EQUIVALENT)

UNSPSC: Erasers

Specifications / Requirementss:

Eraser, Fine Quality, Piano WR-900 or Equivalent, made of soft, high-quality material for clean and smooth erasing. Should remove pencil marks effectively without damaging or tearing the paper, leaving minimum residue. Brand: Piano WR-900 or Equivalent, superior quality.

Item: SCISSOR, PLASTIC HANDLE, LARGE SIZE

UNSPSC: Scissors

Specifications / Requirementss:

Scissor, Large Size, with durable plastic handle and high-quality stainless-steel blades. Blades should be sharp, smooth and corrosion-resistant, suitable for cutting paper, cardboard and general office materials. Quality: Heavy-duty, comfortable grip and suitable for regular office use.

Item: SCOTCH TAPE, 2" WIDE (DEER OR EQUIVALENT)

UNSPSC: Binding tape

Specifications / Requirementss:

Scotch Tape, 2 Inches (50 mm) wide, made of good-quality transparent adhesive tape with strong and long-lasting adhesion. Suitable for packing, sealing, joining and general office use, with smooth and easy unwinding. Brand: Deer or Equivalent, superior quality.

Item: STAPLER MACHINE, HEAVY DUTY (KW50LBN OR EQUIVALENT)

UNSPSC: Staplers

Specifications / Requirementss:

Stapler Machine, Heavy Duty, KW50LBN or Equivalent, made of durable metal body with strong and reliable stapling mechanism. Suitable for heavy-duty stapling of multiple sheets, with smooth operation and firm staple penetration. Brand: KW50LBN or Equivalent, superior quality.

Item: STAPLER MACHINE Regular Size FINE QUALITY (WIZZ W11 OR EQUIVALENT)

UNSPSC: Staplers

Specifications / Requirementss:

Stapler Machine, Regular Size, Fine Quality, made of durable metal/plastic body with smooth and reliable stapling mechanism. Suitable for regular office use and stapling multiple sheets neatly and securely. Brand: Wizz W11 or Equivalent, superior quality.

Item: STAPLER PIN 24/6 PKT (PIANO OR EQUIVALENT)

UNSPSC: Stapler units

Specifications / Requirementss:

Stapler Pins, 24/6 size, standard quality galvanized steel with sharp, accurately aligned legs for smooth stapling. Suitable for regular office staplers and capable of securely fastening multiple sheets. Packing: 1 packet, as per approved sample. Brand: Piano or Equivalent, fine quality.

Item: STAPLER PIN 23/10 (PIANO OR EQUIVALENT)

UNSPSC: Stapler units

Specifications / Requirementss:

Stapler Pins, 23/10 size, made of high-quality galvanized steel with sharp and properly aligned legs for smooth stapling. Suitable for heavy-duty stapling machines and secure fastening of multiple sheets. Brand: Piano or Equivalent, superior quality.

Item: PUNCH SINGLE HOLE HEAVY DUTY

UNSPSC: Hole punching units

Specifications / Requirementss:

Single Hole Punch, Heavy Duty, made of durable metal body with strong punching mechanism and comfortable grip. Capable of making clean, precise holes in paper/cardboard with minimum effort. Quality: Heavy-duty, suitable for regular office use.

Item: PAPER REAM, A-4 SIZE,80 GRAM, 500 SHEETS IMPORTED (DOUBLE A OR EQUIVALENT)

UNSPSC: Printer or copier paper

Specifications / Requirementss:

A4 Copier/Printer Paper, 80 GSM, 500 Sheets per Ream, imported, made of high-quality bright white paper suitable for laser and inkjet printing/copying. Paper should be smooth, jam-free, with good opacity and excellent print quality, suitable for double-sided printing. Brand: Double A or Equivalent, superior quality.

Item: PAPER REAM, LEGAL SIZE, 80 GRAM, 500 SHEETS IMPORTED (DOUBLE A OR EQUIVALENT)

UNSPSC: Printer or copier paper

Specifications / Requirementss:

Legal Size Copier/Printer Paper, 80 GSM, 500 Sheets per Ream, imported, high-quality bright white paper suitable for laser and inkjet printing/copying. Paper should have a smooth surface, good opacity, accurate cutting and jam-free performance, suitable for single and double-sided printing. Brand: Double A or Equivalent, superior quality.

Item: COLOR PAPER REAM, A-4 SIZE,80 GRAM, 100 SHEETS IMPORTED (DOUBLE A OR EQUIVALENT)

UNSPSC: Printer or copier paper

Specifications / Requirementss:

A4 Color Paper, 80 GSM, 100 Sheets per Ream/Pack, imported, made of high-quality smooth and uniform colored paper. Suitable for printing, photocopying, notices and office documentation, compatible with laser and inkjet printers. Brand: Double A or Equivalent, superior quality; colour as per approved sample.

Item: BINDING TAPE 3" SENSEA

UNSPSC: Binding tape

Specifications / Requirementss:

Binding Tape, 3 Inches (approx. 75 mm) width, made of strong and durable material with neat, smooth finishing. Suitable for binding and securing files, registers and documents, providing firm and long-lasting support. Brand: SENSEA or Equivalent, superior quality.

Item: TAG, BUNDLE OF 100 NOS (SUPREME OR EQUIVALENT)

UNSPSC: Tag holders or accessories

Specifications / Requirementss:

File Tags, Bundle of 100 Nos., made of good-quality, strong and durable cotton/thread material with securely finished ends. Suitable for tying and securing office files, documents and records, with adequate length for regular file use. Brand: Supreme or Equivalent, superior quality.

Item: TABLE SET LEATHER, (KALIGON OR EQUIVALENT)

UNSPSC: Stationery

Specifications / Requirementss:

Table Set Leather, Kaligon No. 05 or Equivalent, made of fine-quality leather with durable construction and neat, professional finishing. Set shall be suitable for office executive desk use, with all components/accessories securely fitted and arranged as per approved sample. Quality: Superior quality; design, colour and components as per approved sample.

Item: TABLE SET WOODEN, (AFRAB OR EQUIVALENT)

UNSPSC: Stationery

Specifications / Requirementss:

Table Set Wooden, Afrab or Equivalent, made of good-quality durable wood with smooth surface and neat professional finishing. Suitable for office executive desk use, comprising necessary desk accessories securely arranged as per approved sample. Quality: Superior quality; design, colour, size and components as per approved sample.

Item: DOCUMENT BAG PLASTIC

UNSPSC: Paper bags

Specifications / Requirementss:

Document Bag, made of durable, high-quality transparent plastic/PVC, suitable for safe storage and carrying of official documents. Provided with secure button/zip closure, neat finishing and adequate capacity for A4-size documents. Quality: Strong, waterproof and reusable, suitable for regular office use.

Item: BOX FILE EXECUTIVE F/S

UNSPSC: Box file

Specifications / Requirementss:

Box File, Executive Quality, F/S (Full Scape), made of durable hard board with high-quality Rexene/PVC covering and neat finishing. Provided with strong metal locking/filing mechanism, suitable for secure storage and organized filing of official documents. Quality: Superior quality, suitable for regular office use.

Item: MULTI PLUG/ADAPTOR 3-PIN 15AMP (SHB / OR EQUIVALENT)

UNSPSC: Electrical plugs

Specifications / Requirementss:

Multi Plug/Adaptor, 3-Pin, 15 Amp, 250 Volt, made of high-quality, heat-resistant and durable material with strong electrical contacts. Suitable for safe connection of electrical appliances, with firm-fitting 3-pin design and reliable insulation. Brand: SHB or Equivalent, superior quality, as per approved sample.

Item: LIGHT PLUG WITH BOX 15AMP (CLIPSAL/ OR EQUIVALENT)

UNSPSC: Electrical plugs

Specifications / Requirementss:

Light Plug with Box, 15 Amp, made of high-quality, heat-resistant and durable material with strong electrical contacts and secure terminal connections. Complete with protective mounting box, suitable for safe and reliable connection of lighting/electrical appliances. Brand: Clipsal or Equivalent, superior quality, as per approved sample.

Item: POWER PLUG 15 AMP (CLIPSAL/ OR EQUIVALENT)

UNSPSC: Electrical plugs

Specifications / Requirementss:

Power Plug, 15 Amp, 250 Volt, heavy-duty construction with high-quality insulated body and strong electrical contacts. Suitable for safe and reliable connection of electrical appliances, with secure 3-pin configuration and durable terminals. Brand: Clipsal or Equivalent, superior quality, as per approved sample.

Item: THREE PIN SHOE 30-AMP 250 VOLT (CLIPSAL/ OR EQUIVALENT)

UNSPSC: Electrical plug/receptacle adapter

Specifications / Requirementss:

Three Pin Shoe, 30 Amp, 250 Volt, heavy-duty type with durable heat-resistant insulated body and strong electrical contacts. Suitable for safe and reliable connection of high-load electrical appliances, with secure three-pin/earthing configuration. Brand: Clipsal or Equivalent, superior quality, as per approved sample.

Item: TWO PIN SHOO 10 AMP 250 VOLT (CLIPSAL/ OR EQUIVALENT)

UNSPSC: Electrical plug/receptacle adapter

Specifications / Requirementss:

Two Pin Shoe, 10 Amp, 250 Volt, made of high-quality, heat-resistant insulated material with durable construction. Suitable for safe and reliable connection of electrical appliances, with strong electrical contacts and secure terminals. Brand: Clipsal or Equivalent, superior quality, as per approved sample.

Item: PANEL LIGHT 2 X 2 FEET (PHILIPS/ OR EQUIVALENT)

UNSPSC: Air purification and LED lighting fixture

Specifications / Requirementss:

LED Panel Light, 2 × 2 Feet (600 × 600 mm), Philips or Equivalent, with high-quality LED module, durable steel body and uniform light-diffusing cover. Suitable for 220-240V AC, 50/60Hz, with efficient driver, low power consumption and good-quality illumination; approx. 24-30W with neutral white light around 4000K. Brand: Philips or Equivalent, superior quality, suitable for recessed/surface ceiling installation.

Item: PANEL LIGHT 9 X 9 INCH (PHILIPS/ OR EQUIVALENT)

UNSPSC: Air purification and LED lighting fixture

Specifications / Requirementss:

LED Panel Light, 9 × 9 Inches, Philips or Equivalent, with high-quality LED module, durable housing and uniform light-diffusing cover. Suitable for 220-240V AC, 50Hz, energy-efficient operation with good illumination and long service life. Colour: Neutral/Cool White, approximately 4000-6500K; suitable for recessed/surface ceiling installation.

Item: POWER EXTENSION LEAD (TEN POINTS) ELECTRIC (SUPERIOR QUALITY)

UNSPSC: Electrical extension cable

Specifications / Requirementss:

Power Extension Lead, 10 Points/Outlets, heavy-duty electric extension board made of durable, heat-resistant material with high-quality insulated wiring. Provided with individual switches/indicator, overload protection and proper earthing, suitable for safe connection of multiple electrical appliances. Quality: Superior quality, with strong plugs, sockets and durable cable, suitable for office use.

Item: TUBE ROD 4 FEET SIZE (PHILIPS OR EQUIVALENT)

UNSPSC: Air purification and LED lighting fixture

Specifications / Requirementss:

Tube Rod, 4 Feet, Philips or Equivalent, high-quality tubular fluorescent/LED type suitable for standard 4-ft tube-light fittings. Provides bright, uniform illumination, energy-efficient operation and long service life, suitable for office/general indoor use. Brand: Philips or Equivalent, superior quality, as per approved sample.

Item: ELECTRIC WIRE 3/29 (BRANDED SUPERIOR QUALITY)

UNSPSC: Electric wireline manpower services

Specifications / Requirementssss:

Electric Wire, 3/29, Copper Conductor, branded and superior quality, suitable for general electrical/office wiring. Wire shall be PVC insulated, flame-retardant, single-core, with good conductivity and durable insulation. Voltage: 250/440V; Packing: Standard 90-meter coil; Brand: Reputable branded manufacturer or equivalent.

Item: ELECTRIC WIRE 7/29 (BRANDED SUPERIOR QUALITY)

UNSPSC: Electric wireline manpower services

Specifications / Requirementssss:

Electric Wire 7/29, made of high-quality copper conductor (7 strands of 29 SWG) with flexible construction. PVC insulated, flame-retardant and suitable for internal electrical wiring, providing good conductivity and durable insulation. Quality: Branded, superior quality; supplied in standard coil/roll.

Item: TELEPHONE WIRE 4 PAIR

UNSPSC: Copper wire

Specifications / Requirementssss:

Telephone Wire, 4 Pair (8 Core), made of high-quality copper conductors with durable PVC insulation and outer sheath. Suitable for telephone/voice communication and internal PBX wiring, with good conductivity and low signal loss. Quality: Branded, superior quality, supplied in standard roll/coil.

Item: ELECTRIC KETTLE STAINLESS STEEL BODY MIN 2.0 LTR (PHILIPS OR EQUIVALENT)

UNSPSC: Domestic kettles

Specifications / Requirementssss:

Electric Kettle, minimum 2.0 Liters capacity, with durable stainless-steel body and concealed stainless-steel heating element for fast and efficient boiling. Suitable for 220-240V AC,

50/60Hz, with automatic shut-off, boil-dry protection, 360° cordless base and water-level indicator. Philips or Equivalent, superior quality.

Item: ELECTRIC KETTLE STAINLESS STEEL BIG CAPACITY MIN 5.0 LTR (PHILIPS OR EQUIVALENT)

UNSPSC: Domestic kettles

Specifications / Requirementss:

Electric Kettle, minimum 5.0 Liters capacity, with durable food-grade stainless-steel body and concealed stainless-steel heating element for fast and efficient boiling. Suitable for 220-240V AC, 50/60Hz, with automatic shut-off, boil-dry protection, power indicator and durable heat-resistant handle. Brand: Philips or Equivalent, superior quality, suitable for heavy-duty office use.

Item: WATER SET (IMPORTED)

UNSPSC: Domestic drinking glasses

Specifications / Requirementss:

Water Set, Imported, Complete Set, made of fine-quality durable glass/crystal material with smooth and elegant finishing. Set shall include one water jug/carafe with matching drinking glasses, suitable for office/table use. Quality: Imported, superior quality, with design, size and components as per approved sample. EPADS documents list "Water Set (Complete)" as a complete set and specify fine quality

Item: WATER GLASS (SUPERIOR QUALITY)

UNSPSC: Domestic drinking glasses

Specifications / Requirementss:

Water Glass, Superior Quality, made of clear, durable and food-grade glass with smooth, polished edges and neat finishing. Suitable for drinking water and office/table use, with standard size and adequate capacity. Quality: Crystal-clear, chip-resistant and free from cracks, stains or manufacturing defects; as per approved sample. EPADS specifications

commonly list water glasses as domestic drinking glasses.

Item: TEA SET (SUPERIOR QUALITY)

UNSPSC: Domestic coffee or tea cups

Specifications / Requirementss:

Tea Set, Superior Quality, made of fine-quality Bone China/ceramic material with smooth, elegant and durable finishing. Complete set suitable for office/table use, comprising tea cups with saucers, teapot with lid, sugar pot and milk pot, as applicable. Quality: Chip-resistant, heat-resistant and easy to clean; design, colour and number of pieces as per approved sample.

Item: CUP WITH SAUCER (FINE QUALITY)

UNSPSC: Domestic coffee or tea cups

Specifications / Requirementss:

Cup with Saucer, Fine Quality, made of high-quality Fine Bone China/Ceramic, with smooth, glossy surface and neat finishing. Cup and saucer should be durable, chip-resistant and suitable for hot tea/coffee, with elegant design. Quality: Fine quality; size, colour and design as per approved sample. EPADS specifications commonly classify tea cups with saucers as Domestic Coffee or Tea Cups.

Item: TEA SPOON STAINLESS STEEL

UNSPSC: Domestic spoons

Specifications / Requirementss:

Tea Spoon, Stainless Steel, Superior/Fine Quality, made of food-grade stainless steel with smooth, polished and corrosion-resistant finish. Suitable for tea/coffee serving, with comfortable handle and properly finished edges. Packing: Pack of 12 or as per approved sample; durable and suitable for regular office use.

Item: RICE SPOON STAINLESS STEEL

UNSPSC: Domestic spoons

Specifications / Requirementss:

Rice Spoon, Stainless Steel, Superior Quality, made of food-grade stainless steel with smooth, polished and corrosion-resistant finish. Suitable for serving rice and other food items, with a strong, comfortable handle and durable construction. Quality: Heavy-duty, easy to clean and suitable for regular office/canteen use.

Item: FORK STAINLESS STEEL

UNSPSC: Domestic forks

Specifications / Requirementss:

Fork, Stainless Steel, Superior Quality, made of food-grade stainless steel with smooth, polished and corrosion-resistant finish. Suitable for regular dining/office use, with strong handle, properly finished edges and durable construction. Quality: Fine quality, easy to clean and dishwasher-safe

Item: RICE PLATE IMPORTED/PROVIDED SAMPLE

UNSPSC: Domestic plates

Specifications / Requirementss:

Rice Plate, Imported China/Porcelain, Superior Quality, with smooth, glossy and durable finish, suitable for regular dining/office use. Plate should be chip-resistant, easy to clean and suitable for serving rice, with size and design as per provided/approved sample. Quality: Imported, fine/superior quality.

Item: QUARTER PLATE IMPORTED/PROVIDED SAMPLE

UNSPSC: Domestic plates

Specifications / Requirementss:

Quarter Plate, Imported China/Porcelain, Superior Quality, with smooth, glossy and durable finish, suitable for regular dining/office use. Plate should be chip-resistant, easy to clean and suitable for serving food, with size and design as per provided/approved sample. Quality: Imported, fine/superior quality; packing as per approved sample. EPADS records list imported ceramic quarter plates under domestic plates

Item: DUSTER COTTON WHITE 24 X18

UNSPSC: Dusters

Specifications / Requirementss:

Duster, Cotton White, 24 × 18 Inches, made of soft, absorbent and good-quality cotton cloth suitable for cleaning and dusting office furniture and surfaces. Should be durable, washable, lint-free and neatly stitched, with adequate thickness for repeated use. Quality: Superior quality, white colour

Item: DUSTER FALALAIN 24 X 18

UNSPSC: Dusters

Specifications / Requirementss:

Duster, Falalain, 24 × 18 Inches, made of good-quality soft and absorbent fabric suitable for cleaning and dusting office furniture and surfaces. Should be durable, washable and neatly finished, providing effective dust collection without excessive lint. Quality: Superior quality

Item: TOWEL, 27"X54" SIZE

UNSPSC: Face towel

Specifications / Requirementss:

Towel, 27 × 54 Inches, made of high-quality, soft and highly absorbent cotton fabric with durable stitching. Should be colorfast, washable, quick-absorbing and suitable for regular office/guest use. Quality: Superior quality, with neat finishing

Item: WASTE BASKET, PLASTIC, MEDIUM SIZE

UNSPSC: Waste-paper basket

Specifications / Requirementss:

Waste Basket, Medium Size, made of durable, high-quality plastic with smooth surface and strong construction. Suitable for office/general indoor use, lightweight, easy to clean and resistant to cracking or denting.

Item: WIRELESS REMOTE DOORBELL LONG RANGE (IMPORTED)

UNSPSC: Door bells

Specifications / Requirementss:

Wireless Remote Doorbell, Imported, Long Range, complete with wireless transmitter/push button and receiver unit, with reliable wireless operation. Minimum 100-200 meters range in open area, adjustable volume, multiple selectable chimes and LED visual indicator. Transmitter should be weather/water-resistant, easy to install, with durable ABS body and suitable battery/power supply. Imported, superior quality

Item: AIR FRESHENER , 300 ML (COBRA OR EQUIVALENT)

UNSPSC: Air freshener

Specifications / Requirementss:

Air Freshener, 300 ML, Cobra or Equivalent, imported/superior quality aerosol spray with pleasant and long-lasting fragrance. Suitable for offices, rooms, washrooms and other indoor areas, effectively controlling unpleasant odors. Quality: Superior quality, with secure spray nozzle and original sealed packing

Item: AIR FRESHENER, 300ML (ASEEL OR EQUIVALENT)

UNSPSC: Air freshener

Specifications / Requirementss:

Air Freshener, 300 ML, Aseel or Equivalent, superior-quality aerosol spray with pleasant and long-lasting fragrance. Suitable for offices, rooms, washrooms and other indoor areas, effectively controlling unpleasant odors. Quality: Original sealed packing, non-staining formulation and easy-to-use spray nozzle

Item: AIR FRESHNER, AIR WICK

UNSPSC: Air freshener

Specifications / Requirementss:

Air Freshener, Air Wick, 300 ML, aerosol spray with pleasant and long-lasting fragrance, suitable for refreshing indoor areas and eliminating unpleasant odors. Suitable for offices, rooms, washrooms and other indoor areas, with easy-to-use spray nozzle and fine mist application.

Item: BEGAN SPRAY 400ML OR EQUIVALENT

UNSPSC: Anti spatter spray

Specifications / Requirementss:

Began Spray, 400 ML, or Equivalent, superior-quality aerosol spray with effective formulation and easy-to-use spray nozzle. Suitable for general office/indoor use, providing effective and uniform spray application with good coverage.

Item: BATTERY CELL 1.5 V AA (POWER PLUS OR EQUIVALENT)

UNSPSC: Alkaline batteries

Specifications / Requirementss:

Battery Cell, AA Size, 1.5V, Power Plus or Equivalent, high-quality alkaline dry cell suitable for reliable and long-lasting power. Suitable for clocks, remote controls, wireless doorbells, toys and other electronic devices, with leak-resistant construction. Brand: Power Plus or Equivalent, superior quality; original sealed packing.

Item: BATTERY CELL 1.2 V AA (POWER PLUS OR EQUIVALENT)

UNSPSC: Alkaline batteries

Specifications / Requirementss:

Battery Cell, AA Size, 1.2V, Power Plus or Equivalent, rechargeable Ni-MH (Nickel-Metal Hydride) type with reliable and stable power output. High-capacity, long-life and leak-resistant, suitable for clocks, remote controls, wireless devices and other compatible electronic equipment. Brand: Power Plus or Equivalent, superior quality; original sealed packing. 1.2V AA cells are commonly specified as rechargeable Ni-MH batteries.

Item: 7 CF SPRAY (LUSTER)

UNSPSC: Lusters

Specifications / Requirementss:

7 CF Spray Paint, Luster Brand or Equivalent, high-quality aerosol spray paint suitable for metal, car dashborad compatible surfaces. Should provide smooth, bright and durable finish, with good coverage, strong adhesion and quick drying.

Item: CAR BODY POLISH COSMIC OR EQUIVALENT

UNSPSC: Polishing services

Specifications / Requirementss:

Car Body Polish, Cosmic or Equivalent, minimum 200-230 grams, suitable for all types and colours of automotive paint surfaces. Provides deep gloss, smooth finish and protection against dust, moisture and UV exposure, while helping remove light scratches and dullness.

Item: SOAP 120 GRAM (LUX OR EQUIVALENT)

UNSPSC: Soaps

Specifications / Requirementss:

Toilet/Bathing Soap, 120 Grams, Lux or Equivalent, made of high-quality cleansing formulation with pleasant fragrance and rich lather. Suitable for regular personal hygiene use, with smooth texture and good moisturizing/cleansing properties. Brand: Lux or Equivalent, superior quality; original sealed packing. EPADS commonly classifies Lux soap under Soaps.

Item: WASHING POWDER 100 GRAM (SURF OR EQUIVALENT)

UNSPSC: Dishwashing products

Specifications / Requirementss:

Washing Powder, 100 Grams, Surf or Equivalent, high-quality detergent powder suitable for effective cleaning of clothes and fabrics. Should provide good stain removal, effective cleaning and pleasant fragrance, with easy dissolution in water. Brand: Surf or Equivalent, superior quality; original sealed 100-gram packing. Government procurement documents also specify Surf/Surf Excel washing powder in small packs

Item: TISSUE PAPER, LUXURY SIZE, 100X2 PLY (ROSE PETAL OR EQUIVALENT)

UNSPSC: Facial tissues

Specifications / Requirementssss:

Tissue Paper, Luxury Size, 100 × 2 Ply (200 Sheets), Rose Petal or Equivalent, made from soft, premium-quality and highly absorbent tissue paper. Should be ultra-soft, strong, hygienic and suitable for facial and general office use, with neat pop-up dispensing.

Item: TOILET ROLL TISSUE PAPER FINE QUALITY (ROSE PETAL OR EQUIVALENT)

UNSPSC: Toilet tissue

Specifications / Requirementssss:

Toilet Roll Tissue Paper, Fine Quality, Rose Petal or Equivalent, made of soft, highly absorbent and hygienic tissue paper. 2-Ply, smooth, strong and perforated sheets with good absorption and easy tearing, suitable for toilet/office use. Quality: Fine quality,

Item: HI-JEEN TISSUES (ROSE PETAL OR EQUIVALENT)

UNSPSC: Toilet tissue

Specifications / Requirementssss:

Hi-Jeen Tissue, Rose Petal or Equivalent, high-quality 2-ply hand towel tissue, soft, strong and highly absorbent. Suitable for hand drying, office, washroom and general hygiene use, with hygienic and convenient packaging.

Item: VIM POWDER 500 GRAM

UNSPSC: Dishwashing products

Specifications / Requirementssss:

Vim Powder, 500 Grams, superior-quality scouring/cleaning powder for effective removal of grease, dirt and stubborn stains from hard surfaces. Suitable for kitchen utensils, sinks,

tiles, wash basins and other washable surfaces, providing effective cleaning with good scouring action. Brand: Vim or Equivalent, original sealed 500-gram packing

Item: MAX LIQUID 475ML

UNSPSC: Dishwashing products

Specifications / Requirementss:

Max Dishwashing Liquid, 475 ML, concentrated cleaning formula suitable for washing dishes, crockery, cutlery, pots and pans. Provides effective grease and food-stain removal, good lather and pleasant fragrance without damaging surfaces. Brand: Max or Equivalent, superior quality; original sealed 475-ml packing,

Item: SURFACE CLEANER 1LTR BOTTLE (DETTOL OR EQUIVALENT)

UNSPSC: Toilet cleaners

Specifications / Requirementss:

Surface Cleaner, 1 Liter Bottle, Dettol or Equivalent, high-quality antibacterial multi-surface cleaning liquid suitable for floors and other washable hard surfaces. Should effectively remove dirt, stains and grease, provide hygienic cleaning and leave a fresh fragrance. Dettol's 1L surface cleaner is specified for hard-surface cleaning and can be used diluted or undiluted as directed. Brand: Dettol or Equivalent, superior quality; original sealed 1-liter bottle

Item: FLOOR CLEANING PACHARA WITH STEEL HANDLE

UNSPSC: Floor cleaning services

Specifications / Requirementss:

Floor Cleaning Pachara with Steel Handle, 4 Feet, made of durable and corrosion-resistant steel with strong, non-breakable construction. Mop head shall be highly absorbent, washable and firmly attached, suitable for effective cleaning of tiled, marble and other floor surfaces. Quality: Superior quality, suitable for regular office use

Item: TOILET CLEARN (HARPIC OR EQUIVALENT)

UNSPSC: Toilet cleaners

Specifications / Requirementss:

Toilet Cleaner, Harpic or Equivalent, 500 ML, high-quality thick liquid formulation for effective cleaning and disinfection of toilet bowls. Should effectively remove tough stains, limescale and unpleasant odors and provide hygienic cleaning. Quality: Superior quality, original sealed bottle with angled nozzle for application under the toilet rim

Item: PHENYL 2.9 LITER BOTTLE (RIGHT OR EQUIVALENT)

UNSPSC: General purpose cleaners

Specifications / Requirementss:

Phenyl, 2.9 Liter Bottle, Right or Equivalent, high-quality disinfectant/floor-cleaning liquid with effective germ-killing and cleaning properties. Suitable for floors, washrooms and other washable surfaces, with pleasant fragrance and effective odor control. Quality: Superior quality, original sealed bottle, with size and fragrance as per approved sample. EPADS specifications commonly list phenyl in the 2.75-3.0 liter range as a general-purpose/floor cleaner

Item: SWEEP FOR TOILET

UNSPSC: Toilet cleaners

Specifications / Requirementss:

Toilet Sweep/Cleaner, good-quality toilet cleaning brush, made of durable plastic with strong, firm bristles for effective cleaning of toilet bowls and washroom surfaces. Handle should be comfortable, corrosion-resistant and securely fitted to the brush head. Quality: Superior quality, suitable for regular washroom use

Item: BROOM (400 GRAM BUNDLE)

UNSPSC: Brooms

Specifications / Requirementss:

Broom, 400 Gram Bundle, made of good-quality natural broom grass/tinka with strong and durable binding. Should provide effective sweeping and dust collection, with tightly secured bristles and neat finishing. Quality: Superior quality, suitable for regular office/floor cleaning

Item: BROOM (PHOOL)

UNSPSC: Brooms

Specifications / Requirementss:

Broom (Phool/Jharoo), Large/Standard Size, made of high-quality natural straw/grass with tightly secured and durable binding. Suitable for effective sweeping of floors, offices and other indoor areas, with strong, flexible bristles and neat finishing. Quality: Superior quality, durable and as per approved sample. EPADS specifications describe Phool Jharo as a soft broom made from high-quality straw grass

Item: LIQUID HAND WASH BOTTLE 220ML (LIFEBUOY OR EQUIVALENT)

UNSPSC: Liquid soap dispenser

Specifications / Requirementss:

Liquid Hand Wash, 220 ML Bottle, Lifebuoy or Equivalent, high-quality cleansing formula suitable for regular hand washing and hygiene. Should provide effective cleansing, rich lather and pleasant fragrance, with a convenient pump/flip-top dispensing bottle. Brand: Lifebuoy or Equivalent, superior quality; original sealed 220 ML packing

Item: ROOMI AIR FRESHNER FOR TOILETS

UNSPSC: Air freshener

Specifications / Requirementss:

Roomi Toilet Air Freshener, Fresh Touch/Toilet Fresh type, designed for continuous fragrance and odor control in washrooms. Suitable for toilet/washroom use, with long-lasting pleasant fragrance and easy placement/hanging. Brand: Roomi or Equivalent, superior quality; size/form as per approved sample. EPADS documents specifically list "Fresh Touch Toilet Air Freshner – Roomi or equivalent" and "Tablet Roomi or equivalent"

Item: DOOR CLOSER HYDRAULIC

UNSPSC: Door closers

Specifications / Requirementss:

Hydraulic Door Closer, heavy-duty type, with durable aluminium alloy/metal body and strong rack-and-pinion mechanism for smooth and controlled door closing. Provided with adjustable closing and latching speed, hydraulic back-check and suitable mounting arm/brackets. Quality: Superior quality, suitable for regular office/commercial doors, complete with fixing screws and accessories.

Item: NAME PLATE WOODEN RRAM BROSS WORD (URDU/ ENGLISH) SIZE 6X15 INCH

UNSPSC: Name plates or tags

Specifications / Requirementss:

Name Plate, Wooden Frame with Brass Letters/Words, size 6 × 15 Inches, made of fine-quality wood with smooth polishing and neat professional finishing. Name/text shall be engraved or embossed in Urdu and/or English using durable brass letters, clearly visible and firmly fixed. Design, colour, wording and finishing: As per approved sample

Item: PRINTY STAMP WITH LARGE SIZE BOX NO 824

UNSPSC: Stamps

Specifications / Requirementss:

Printy Stamp, Large Size, Box No. 824, self-inking type with durable plastic body and clear, high-quality rubber stamp plate. Should provide sharp, clean and uniform impressions, with easy-to-use mechanism and replaceable ink pad. Brand: Printy or Equivalent, superior quality

Item: Garbage Bag Large Size

UNSPSC: Domestic garbage disposals

Specifications / Requirementss:

Garbage Bag, Large Size, made of strong, high-quality polyethylene/plastic material suitable for heavy-duty waste collection. Bag should be leak-resistant, tear-resistant and durable, with adequate thickness and capacity for office/general waste. Colour: Black or as per approved sample; superior quality, suitable for regular use

Item: Wall Clock (champion or equivalent)

UNSPSC: Wall clocks

Specifications / Requirementss:

Wall Clock, Champion or Equivalent, made of durable high-quality material with clear, easy-to-read dial and bold numerals. Quartz movement with accurate timekeeping, silent/smooth operation and long-lasting battery performance. Size: Approx. 12-14 inches diameter; suitable for wall mounting

Item: DATA STORAGE USB FLASH DRIVE, 16 GB STEEL BODY (SANDISK OR EQUIVALENT)

UNSPSC: Data storage service

Specifications / Requirementss:

USB Flash Drive, 16 GB Capacity, SanDisk or Equivalent, with durable steel/metal body and standard USB interface. Suitable for secure storage and transfer of documents, with

reliable data retention and fast read/write performance. Quality: Superior quality, plug-and-play, compatible with Windows and other standard operating systems; original sealed packing.

Item: DATA STORAGE USB FLASH DRIVE, 32 GB STEEL BODY (SANDISK OR EQUIVALENT)

UNSPSC: Data storage service

Specifications / Requirementss:

USB Flash Drive, 32 GB Capacity, SanDisk or Equivalent, with durable steel/metal body and standard USB interface. Suitable for secure storage and transfer of documents, with reliable data retention and good read/write performance. Quality: Superior quality, plug-and-play, compatible with standard computers/laptops and supplied in original sealed packing

Item: DATA STORAGE USB FLASH DRIVE, 64 GB STEEL BODY (SANDISK OR EQUIVALENT)

UNSPSC: Data storage service

Specifications / Requirementss:

USB Flash Drive, 64 GB Capacity, SanDisk or Equivalent, with durable steel/metal body and standard USB interface. Suitable for secure storage and transfer of official documents and data, with reliable performance and good read/write speed. Quality: Superior quality, plug-and-play, compatible with standard computers/laptops; original sealed packing.

Item: POWER CABLE

UNSPSC: Computer cable

Specifications / Requirementss:

Power Cable, high-quality copper conductor with durable PVC insulation, suitable for electrical power supply. Heat/flame-resistant, flexible and reliable, suitable for 220–240V applications; branded/superior quality

Item: VJ CABLE

UNSPSC: Computer cable

Specifications / Requirementss:

VJ Cable, superior-quality electrical cable with high-conductivity copper conductor and durable PVC insulation. Suitable for general electrical wiring/power supply, with good flexibility, heat resistance and reliable insulation.

Item: NETWORKING CABLE CAT-VI BEST QUALITY

UNSPSC: Installation cables

Specifications / Requirementss:

Networking Cable CAT-6, best quality, 4-pair UTP copper conductor, 23/24 AWG, suitable for high-speed Ethernet networking. Supports 10/100/1000 Mbps data transmission, with durable PVC outer sheath and low signal loss. Quality: Branded/superior quality, 305-meter box, suitable for LAN/network installation.

Item: DATA CABLE USB PORT

UNSPSC: Computer cable

Specifications / Requirementss:

USB Data Cable, standard USB port, high-quality copper conductors with durable PVC insulation and flexible outer sheath. Suitable for data transfer and charging, with secure connectors and reliable transmission performance. Quality: Branded, superior quality, compatible with standard USB-enabled devices

Item: LASER MOUSE WITH USB CONNECTER (A-4 TECH OR EQUIVALENT)

UNSPSC: Computer mouse

Specifications / Requirementsss:

Laser Mouse with USB Connector, A4Tech or Equivalent, high-quality optical/laser sensor with smooth and accurate cursor control. Minimum 3 buttons with scroll wheel, plug-and-play USB interface and comfortable ergonomic design. Quality: Durable, suitable for desktop/laptop use and compatible with standard Windows operating systems

Item: KEYBOARD WITH USB CONNECTER (A-4 TECH OR EQUIVALENT)

UNSPSC: Keyboards

Specifications / Requirementsss:

Keyboard with USB Connector, A4Tech or Equivalent, standard full-size keyboard with durable keys and comfortable layout for regular office use. Plug-and-play USB interface, responsive keys, spill-resistant/durable construction and compatible with standard Windows computers.

Item: PRINTER TONER SAMSUNG PRINTER (ML 1520) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Printer Toner Cartridge for Samsung ML-1520, Genuine/Original Samsung, compatible specifically with the ML-1520 printer. High-quality toner providing sharp, clear and consistent print output, with reliable page yield and proper cartridge fit. Quality: Genuine sealed cartridge, new and unused; refilled/reconditioned cartridge not acceptable

Item: PRINTER TONER HP LASER JET (53A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Printer Toner Cartridge, HP LaserJet 53A (CE285A), Genuine/Original HP, brand new and compatible with specified LaserJet printers. Provides sharp, clear and consistent black printing, reliable performance and standard page yield. Quality: Genuine sealed cartridge, new and unused; refilled/reconditioned toner not acceptable.

Item: PRINTER TONER HP LASER JET (05A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Printer Toner Cartridge, HP LaserJet 05A (CE505A), Genuine/Original HP, brand new and compatible with specified LaserJet printers. Provides sharp, clear and consistent black printing, with reliable performance and standard page yield. Quality: Genuine sealed cartridge, new and unused; refilled/reconditioned cartridge not acceptable.

Item: PRINTER TONER HP LASER JET (36A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Printer Toner Cartridge, HP LaserJet 36A (CB436A), Genuine/Original HP, brand new and compatible with specified LaserJet printers. Provides sharp, clear and consistent black printing, with reliable performance and standard page yield. Quality: Genuine sealed cartridge, new and unused; refilled/reconditioned cartridge not acceptable.

Item: PRINTER TONER HP LASER JET (35A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Printer Toner Cartridge, HP LaserJet 35A (CB435A), Genuine/Original HP, brand new and compatible with specified LaserJet printers. Provides sharp, clear and consistent black printing, with reliable performance and standard page yield. Quality: Genuine sealed cartridge, new and unused; refilled/reconditioned cartridge not acceptable.

Item: PRINTER TONER SAMSUNG PRINTER (ML 2050) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine Samsung ML-2050 Toner Cartridge - Original/OEM black toner, fully compatible with Samsung ML-2050 printer and designed for sharp, reliable monochrome printing. Specification: Genuine Samsung product, black toner, factory-sealed, with consistent print quality and reliable cartridge performance.

Item: PRINRER TONER HP LASER JET (85A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine HP 85A (CE285A) Toner Cartridge - Original HP black LaserJet toner, designed for reliable performance and sharp, clear monochrome printing. Specification: Black, laser technology, standard capacity,

Item: PRINTER TONER HP LASER JET (12A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine HP 12A (Q2612A) LaserJet Toner Cartridge - Original HP black toner, designed for sharp, consistent monochrome printing and reliable performance. Specification: Black, laser technology, standard capacity.

Item: PRINTER TONER HP LASER JET (92A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine HP 92A (Q1339A) LaserJet Toner Cartridge – Original HP black toner, designed for high-quality, reliable monochrome printing.

Item: PRINTER TONER HP LASER JET (15A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine HP 15A (C7115A) LaserJet Toner Cartridge – Original HP black toner, laser technology, standard capacity.

Item: PRINTER TONER HP LASER JET (13A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine HP 13A (Q2613A) LaserJet Toner Cartridge – Original HP black toner, laser technology, designed for sharp and reliable monochrome printing. Specification: Standard-capacity cartridge, compatible with HP LaserJet 1300

Item: PRINTER TONER HP LASER JET (49A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine HP 49A (Q5949A) LaserJet Toner Cartridge – Original HP black toner, laser technology, standard capacity. Specification: Approx. 2,500-page yield, designed for HP LaserJet 1160, 1320

Item: PRINTER TONER HP LASER JET (80A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Genuine HP 80A (CF280A) LaserJet Toner Cartridge – Original HP black toner, laser technology, standard capacity.

Item: PRINTER TONER HP LASER JET (78A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Genuine HP 78A (CE278A) LaserJet Toner Cartridge – Original HP black toner, standard capacity, laser technology.

Item: PRINTER TONER HP LASER JET (26A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Genuine HP 26A (CF226A) LaserJet Toner Cartridge – Original HP black toner with JetIntelligence technology, standard capacity. Specification: Approx. 3,100-page yield, compatible with HP LaserJet Pro M402 and

Item: PRINTER TONER HP LASER JET (59A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine HP 59A (CF259A) LaserJet Toner Cartridge – Original HP black toner with JetIntelligence technology, standard capacity. Specification: Approx. 3,000-page yield, compatible with HP LaserJet Pro M304, M404,

Item: PRINTER TONER HP LASER JET (151-A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine HP 151A (W1510A) LaserJet Toner Cartridge – Original HP black toner with JetIntelligence technology, standard capacity. Specification: Approx. 3,050-page yield, compatible with HP LaserJet Pro 4003

Item: PRINTER TONER HP LASER JET (58A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine HP 58A (CF258A) LaserJet Toner Cartridge – Original HP black toner with JetIntelligence technology, standard capacity.

Item: PRINTER TONER HP LASER JET (79A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine HP 79A (CF279A) LaserJet Toner Cartridge – Original HP black toner, standard capacity, laser technology.

Item: PRINTER TONER HP LASERJET PRO M15A (48-A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Genuine HP 48A (CF248A) LaserJet Toner Cartridge – Original HP black toner, standard capacity, laser technology.

Item: PRINTER TONER HP LASER JET (76-A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Genuine HP 76A (CF276A) LaserJet Toner Cartridge – Original HP black toner with JetIntelligence technology, standard capacity.

Item: TONER CANON PHOTOCOPIER MACHINE (IR-1600) GENUINE

UNSPSC: Photocopier toner

Specifications / Requirementsss:

Genuine Canon iR-1600 Toner Cartridge (GPR-8 / NPG-20) – Original Canon black toner, designed for reliable and high-quality monochrome copying/printing.

Item: TONER CANON PHOTOCOPIER MACHINE (J-2016) GENUINE

UNSPSC: Photocopier toner

Specifications / Requirementsss:

Genuine Canon J-2016 Photocopier Toner – Original Canon black toner, specifically designed for compatible Canon photocopier equipment, ensuring sharp and consistent copies.

Specification: Genuine/OEM Canon toner, Black, factory-sealed cartridge, with reliable machine performance and print quality.

Item: TONER PANASONIC FAX MACHINE (KX-422/402-FL) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine Panasonic KX-FAT88 Toner Cartridge – Original Panasonic black laser toner, designed for KX-FL402 and KX-FL422 fax machines. Specification: OEM/Genuine, Black, laser technology, standard capacity

Item: TONER HP LASER (MFP 137) FMW FAX MACHINE GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

enuine HP 107A (W1107A) Laser Toner Cartridge – Original HP black toner for HP Laser MFP 137fnw, laser technology. Specification: Genuine/OEM, Black,

Item: PRINTER TONER SET HP (CP 1025 GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementss:

Genuine HP 126A (CE310A-CE313A) 4-Color Toner Set – Original HP toner set for HP LaserJet Pro CP1025/CP1025nw, including Black, Cyan, Magenta and Yellow. Specification: Black 1,200 pages; Cyan/Magenta/Yellow

Item: PRINTER TONER COLOR SET OF 04 COLOR (222A)

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Genuine HP 222A 4-Color LaserJet Toner Set – Original HP toner set including Black (W2220A), Cyan (W2221A), Magenta (W2223A) and Yellow (W2222A). Specification: Standard-capacity laser toner; Black yield approx. 1,300 pages and each color approx. 1,200 pages, suitable for compatible HP Color LaserJet Pro printers

Item: PRINTER TONER SET HP (C-9705A) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Genuine HP C9705A Color LaserJet Toner Set – Original HP toner set for HP Color LaserJet 2500 series, providing reliable and consistent color printing. Specification: Genuine/OEM HP toner, 4-color set (Black, Cyan, Magenta & Yellow), laser technology; color cartridges offer approximately 4,000–5,000 pages per cartridge

Item: PRINTER TONER COLOR SET OF 04 COLOR (M252) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Genuine HP 201A 4-Color Toner Set for M252 – Original HP toner set including Black (CF400A), Cyan (CF401A), Yellow (CF402A) and Magenta (CF403A). Specification: Standard-capacity genuine HP cartridges; Black approx. 1,500 pages and each color approx. 1,400 pages, compatible with HP Color

Item: PRINTER TONER COLOR SET OF 04 COLOR (HP-150) GENUINE

UNSPSC: Printer or facsimile toner

Specifications / Requirementsss:

Genuine HP 117A 4-Color Toner Set for Color Laser 150 – Original HP cartridges including Black (W2070A), Cyan (W2071A), Magenta (W2073A) and Yellow (W2072A). Specification: Genuine/OEM, laser toner; Black yield approx. 1,000 pages and each color approx

Item: KONICA MINOLTA PHOTOCOPIER MACHINE (BIZHUB-367) GENUINE

UNSPSC: Photocopier toner

Specifications / Requirementss:

Genuine Konica Minolta bizhub 367 Toner (TN-323 / A87M030) – Original black toner for the bizhub 367 A3 monochrome photocopier. Specification: Genuine/OEM, Black,

Item: TOSHIBA DIGITAL PHOTOCOPIER MACHINE (3508A) GENUINE

UNSPSC: Photocopier toner

Specifications / Requirementss:

Genuine Toshiba e-STUDIO 3508A Toner – Original Toshiba black toner, part number T-3008E / T-3008U, designed for reliable high-quality monochrome copying and printing. Specification: Genuine/OEM, Blac

Item: TOSHIBA DIGITAL PHOTOCOPIER MACHINE (5008A) GENUINE

UNSPSC: Photocopier toner

Specifications / Requirementss:

Genuine Toshiba e-STUDIO 5008A Toner – Original Toshiba black toner, compatible with the e-STUDIO 5008A digital photocopier. Specification: Genuine/OEM, Black, laser toner

Price Schedule

For Individual Items

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

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

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

- a. "Applicable Law" means the laws and any other instruments having the force of law in the Government's Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;
- b. "Procuring Agency" means:-
 - a. any Ministry, Division, Department or any Office of the Government;
 - b. any authority, corporation, body or organization established by or under a Law or which is owned or controlled by the Government;
- c. "The Contract" means an agreement enforceable by law;
- d. "The Contract Price" means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations;
- e. "Ancillary Services" means those services ancillary to the provision of Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Bidder covered under the Contract;
- f. "GCC" means the General Conditions of Contract contained in this section;
- g. "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- h. "Day" means calendar day unless indicated otherwise.
- i. "Effective Date" means the date on which this Contract comes into force and effect.
- j. "The Bidder" means the individual or corporate body whose Bids to provide the Goods has been accepted by the Procuring Agency;
- k. "The Project Site," where applicable, means the place or places named in Bids Data Sheet and technical Specifications;
- l. "Government" means the Government of Pakistan;
- m. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Goods.
- n. "Service" means any object of procurement other than goods or works;
- o. "Party" means the Procuring Agency or the Bidder, as the case may be, and "Parties" means both of them;
- p. "Foreign Currency" means any currency other than the currency of the country of the Procuring Agency;

q. "Completion Date" means the date of completion of the contract by the Bidder as certified by the Procuring Agency;

r. "In Writing" means communicated in written form with proof of receipt;

s. "Local Currency" means the currency of Pakistan;

2. Application and Interpretation

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

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

3. Applicable Law

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

4. Governing Language

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

5. Notices

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

6. Delivery/Location

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

7. Authorized Representatives / Authority of Member in charge

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

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

8. Effectiveness of Contract

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

9. Commencement of Services

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

10. Program

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

11. Starting Date/Expiration Date

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

11.2 Unless terminated earlier pursuant to Clause **GCC 15** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

12. Entire Agreement

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

13. Modification

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

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

14. Force Majeure

14.1 Definition

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

14.2 No Breach of Contract

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

14.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result

of Force Majeure.

14.4 Payments

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

15. Termination

15.1 By the Procuring Agency

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

- a. If the Bidder fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;
- b. If the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- c. If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings;
- d. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- e. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

15.2 By the Bidder

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

- a. If the Procuring Agency fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Bidder that such payment is overdue.
- b. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- c. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration.
- d. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Bidder's notice specifying such breach.

C. Obligations of the Bidder

16. General

16.1 Standard of Performance

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

16.2 Law Applicable to Goods

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

17. Conflict of Interests

17.1 Bidder Not to Benefit from Commissions and Discounts.

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

17.2 Bidder and Affiliates Not to be Otherwise Interested in Project

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

17.3 Prohibition of Conflicting Activities

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

- a. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- b. during the term of this Contract, neither the Bidder nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

18. Confidentiality

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

19. Insurance to be Taken Out by the Bidder

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

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

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

- (a) appointing such members of the Personnel not provided by the Bidder;
- (b) changing the Program of activities; and
- (c) any other action that may be specified in the SCC.

21. Reporting Obligations

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

22. Liquidated Damages

22.1 If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in SCC. Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to **GCC Clause 15**.

22.2 Correction for Over-payment

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

22.3 Lack of performance penalty

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

23. Performance Guarantee

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

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

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

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

24. Fraud and Corruption

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

25. Sustainable Procurement

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

D. Bidder's Personnel

26. Description of Personnel

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

27. Removal and/or Replacement of Personnel

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

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

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

E. Obligations of the Procuring Agency

28. Assistance and Exemptions

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

29. Change in the Applicable Law

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

30. Services and Facilities

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

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

F. Payments to the Bidder

31. Contract Price

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

32. Terms and Conditions of Payment

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

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

33. Currency of Payment

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

G. Quality Control

34. Identifying Defects

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

35. Correction of Defects, and

Lack of Performance Penalty

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

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

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

36. Taxes and Duties

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

H. Settlement of Disputes

37. Alternate Dispute Resolution

37.1 The disputes between the parties to the contract may be settled in accordance with Public Procurement Rules, 2004.

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

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



Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

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

Number of GC Clause

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

Number of GC Clause 1

Definitions

The Procuring Agency is: Ministry of Overseas Pakistanis and Human Resource Development (Ministry of Overseas Pakistanis and Human Resource Development), Section Officer Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is: PURCHASE OF CONSUMABLES ITEMS I.E. STATIONERY, MISCELLANEOUS, IT EQUIPMENT AND TONERS FOR THE FINANCIAL YEAR 2026.2027

Number of GC Clause 3

Applicable/Governing Law:

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

Number of GC Clause 4

Language:

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

Number of GC Clause 5

Notices:

The addresses for the notices are:

Procuring Agency:

Ministry of Overseas Pakistanis and Human Resource Development (Ministry of Overseas Pakistanis and Human Resource Development), Section Officer
Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory
+92-304-604-2639
so.ga@ophrd.gov.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

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

Number of GC Clause 7.1

The Authorized Representatives are:

For the Procuring Agency:

Ministry of Overseas Pakistanis and Human Resource Development (Ministry of Overseas Pakistanis and Human Resource Development), Section Officer
Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory
+92-304-604-2639
so.ga@ophrd.gov.pk

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 8

Effectiveness of the contract

Number of GC Clause 9

Commencement of Contract:

Number of GC Clause 11.2

Expiration of Contract:

Number of GC Clause 15

Termination

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

Number of GC Clause 17

Conflict of Interest:

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

Number of GC Clause 22

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **1.00%** to **2.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 23

Performance Guarantee:

The amount of performance guarantee shall be **0%** of the contract price in acceptable form of **Nil**

Number of GC Clause 32

Payment terms:

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

Number of GC Clause 33

Currency of Payment:

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

Number of GC Clause 34

Identifying Defects:

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

Inspections & Tests Requirements

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

For Physical Fitness having No Damages (Certificate from supplier)

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

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

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

Delivery & Documents

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

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

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

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

Certificate of Origin.

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

Number of GC Clause 37

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.
- iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.
- v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

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

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the

laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

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





Bid Securing Declaration

Form 9: Bid Securing Declaration

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

Bid No.: **P92305**

To: **Ministry of Overseas Pakistanis and Human Resource Development (Ministry of Overseas Pakistanis and Human Resource Development), Section Officer Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory**

We, the undersigned, declare that:

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

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

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

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

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



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **Ministry of Overseas Pakistanis and Human Resource Development (Ministry of Overseas Pakistanis and Human Resource Development), Section Officer Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory**

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

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **PURCHASE OF CONSUMABLES ITEMS I.E. STATIONERY, MISCELLANEOUS, IT EQUIPMENT AND TONERS FOR THE FINANCIAL YEAR 2026.2027 (P92305)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

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

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

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

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

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

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

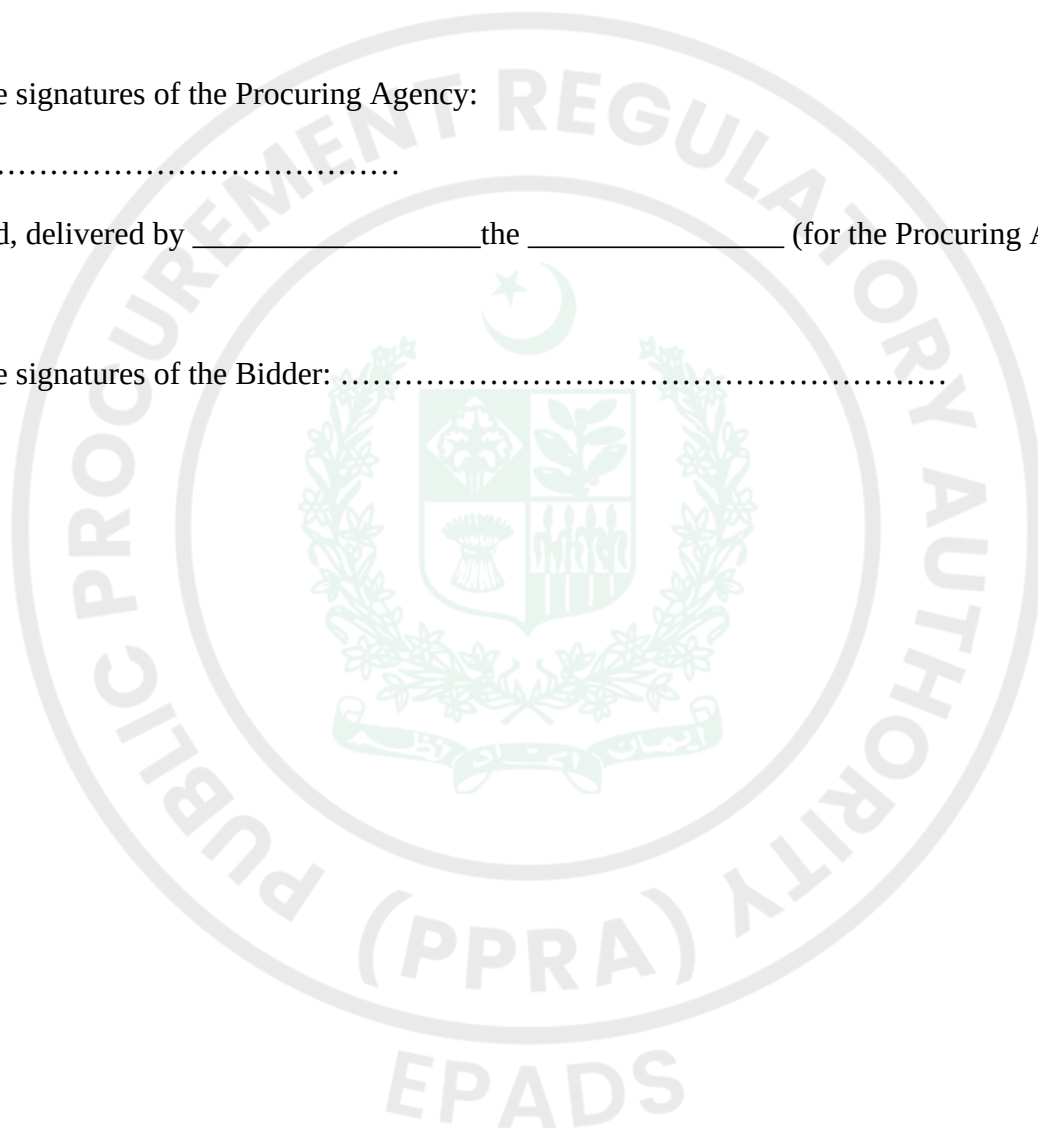
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

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

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

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

Contract

Number: Contract

Value: Contract Title:

Dated:

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

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

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

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

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



Performance Guarantee Form

Performance Guarantee Form

To: **Ministry of Overseas Pakistanis and Human Resource Development (Ministry of Overseas Pakistanis and Human Resource Development), Section Officer Room # 621, 6th Floor, B-Block, Pak-Secretariat, Sector F-5/1., Islamabad Capital Territory**

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

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

AND WHEREAS we have agreed to give the Bidders guarantee:

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

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

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

No Annexure Defined.





Procurement Forms

Financial Resources

See Form Under Additional Forms and Documents: **Financial Resources** (page number: 173)

Past Experience and Completed Contracts

The firms should be located at Islamabad.

The firm should have at least TEN Years' experience in supply of stationery/non stationery, miscellaneous items and toners to the Government Ministries/Departments.

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: 174)

Historical Contract Non-Performance, and Pending Litigation and Litigation History

See Form Under Additional Forms and Documents: **Historical Contract Non-Performance, and Pending Litigation and Litigation History** (page number: 175)

Current Contracts and Their Progress

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: 177)

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: 178)

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: 180)





Additional Forms and Documents

Financial Resources

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

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

Past Experience / Contracts

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



Historical Contract Non-Performance, and Pending Litigation and Litigation History

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

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

☐ Not debarred due to deviation from commitment of Bid Securing Declaration- ☐ Not debarred due to non-performance			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
☐ Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), US\$ PKR Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
☐ No consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4. ☐ Consistent history of court/arbitral award decisions in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Agency: <i>[insert full name]</i> Address of Procuring Agency: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Agency" or "Supplier"]</i> Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i>	<i>[insert amount]</i>

Current Contract Commitments / Works in Progress

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

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

Financial Situation and Performance

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

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Financial data

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

* Refer ITA 14 for the exchange rate

3. Financial documents

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

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements¹ for the *[number]* years required above; and complying with the requirements.

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

Average Annual Turnover (Annual Sales Value)

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

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

IFP No. and title: *[insert IFP number and title]*

Page *[insert page number]* of *[insert total number]* pages

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

* Refer ITA for date and source of exchange rate.

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

F.No.1(1)/2026-27-Store(General)
Government of Pakistan
Ministry of Overseas Pakistani &
Human Resource Development
(General Section)

INSTRUCTION OF BIDDERS

This Tender documents is for the submission of competitive bids for the purchase of various items and service for the Ministry of Overseas Pakistanis & Human Resource Development, Islamabad. Interested bidders may obtain the tender documents for 6th Floor, Room No.621, B, Block Pak Secretariat, Islamabad, or they can download them from the Ministry of Overseas Pakistanis & Human Resource Development website (www.ophrd.gov.pk) and the PPRA website (www.ppra.org.pk) . The most advantageous bid will be awarded a framework contract as per PPRA Rules, 2004, The detailed evaluation criteria are attached herewith.

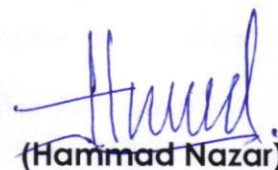
- a. Terms and conditions
- b. Evaluation Criteria
- c. Detail of the items quantity and specification

TERMS & CONDITIONS OF THE ANNUAL TENDER FOR PURCHASE CONSUMABLES ITEMS I.E. STATIONERY, MISCELLANEOUS, IT EQUIPMENT AND TONERS FOR THE FINANCIAL YEAR 2026-27.

The terms and conditions of the tender for purchase of office consumable items i.e. stationery, miscellaneous, it equipment and toners by the Ministry of Overseas Pakistanis & Human Resource Development are as under:-

1. The firms should be located at Islamabad.
2. The firm should have at least TEN Years' experience in supply of stationery/non stationery, miscellaneous items and toners to the Government Ministries/Departments.
3. The Firms must have Sales Tax, Registration Certificate, National Tax Number and Vender No. as well as facilities of telephone/fax lines.
4. Ministry of Overseas Pakistanis & Human Resource Development, Islamabad shall follow single stage one envelop bidding process.
5. Bidder shall enclose earnest money (**Rupees Four Hundred Thousand only**) with the tender document in shape of **Pay Order/Bank Draft/Call Deposit** from any scheduled bank in favour of **DDO of Ministry of Overseas Pakistanis & Human Resource Development**.
6. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till **30-06-2027**.
7. Rates to be quoted shall be inclusive of GST and all taxes and will be valid for the whole F.Y 2026-27.
8. Samples of the items where possible, should be provided failing which the offer will not be entertained.
9. The firms shall be liable to supply the requisite items at "B" Block, Pak Secretariat, Islamabad at their own expenses and even at short notice if needed failing which the earnest money/security deposit of the firm will be forfeited and the firms will be black listed.
10. 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 Government(s) must be attached with the bids.
11. Submission of any false statement/documents indulged concealing of information is likely to disqualify the bidder.
12. No bid document shall be considered if there is any overwriting, cutting and blank spaces between or left or right of the bid amount. If any firm does not want to submit bid for any item, then the space left for bidding should be strike out by the firm.
13. Bids will be evaluated on item to item basis and will not be based on total cost of the bid. The firm must quote 90% of total items.

14. The bids, prepared in accordance with the instructions in the bidding documents, must be submitted on EPADS by **07-09-2026 (Monday)** at **02.30 p.m.** Bids will be opened on the same day at **03.00 p.m.** through EPADS, in the presence of bidders or their authorized representatives.
15. Ministry of Overseas Pakistanis & Human Resource Development reserves the right to regret (any or all bids) and also decrease/increase the number of items as per PPRA Rules.
16. The framework contract may be awarded to the bidder(s) offering the most advantageous proposal(s). The M/O OP&HRD reserves the right to cancel the contract and forfeit the earnest money or security deposit in the event that the supplier provides substandard items, supplies items that do not conform to the prescribed specifications, or demonstrates unsatisfactory performance in fulfilling the contractual obligations.
17. Receipt of incomplete supplies or delay in services will render the supply order liable to be levied with liquidated damages and 0.25% of the amount will deducted from the number of days.



(Hammad Nazar)
Deputy Secretary (Admn)