



F.No. 7-12/2026(G)-
GOVERNMENT OF PAKISTAN
MINISTRY OF POVERTY ALLEVIATION AND SOCIAL SAFETY

TENDER NOTICE

1. Bids are invited from the original manufactures /authorized dealers /reputed stationers /general order suppliers registered with Income & Sale Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices/stocks in Rawalpindi/Islamabad for supply of stationery items to Ministry of Poverty Alleviation and Social Safety (PASS) during the Financial Year 2026-27: -

Name of Procuring Agency	M/O PA&SS, Government of Pakistan
Annual Procurement	i. Purchase of Stationery Items

2. Tender bids would be collected and opened as per following schedule: -

Date of Collection of Tender Bids	From _____ to _____, bidding documents shall be collected through E-Pak Acquisition & Disposal System (EPADS) and shall apply for tender 2026-27 through EPADS. No manual bids/ hard copies shall be accepted.
Date, Time & Place of publicly opening of Tender Bids.	On _____ at _____ Committee Room Ministry of Poverty Alleviation and Social Safety, 4th Floor, Evacuee Complex, F-5/1. Islamabad in the presence of bidders or their representatives by the purchase committee according to PPRA Rule 13(1).

3. Interested eligible bidders are requested to register themselves on the EPADS (<https://eprocure.gov.pk>) and submit their documents on EPADS. The interested eligible bidders may obtain bidding documents containing list of items, specifications of required items and detailed terms and conditions from the websites of M/o (PASS), PPRA and EPADS.

4. Bids Security is Rs.35,000/- of the tender (excluding of all Government applicable Taxes at the time of submission) in shape of Bank Draft/ Pay Order (refundable) in favor of Section Officer (General), M/o PASS must be attached with each bid separately, Rule-25 of PPRA Rules-2004. All Government Rates & Taxes shall be applicable at the time of supply/work order in the quoted rates.

5. The Purchase Committee may reject the all proposal at any time prior to acceptance of a bid or proposal in accordance with Rule-33 of PPRA Rules-2004.

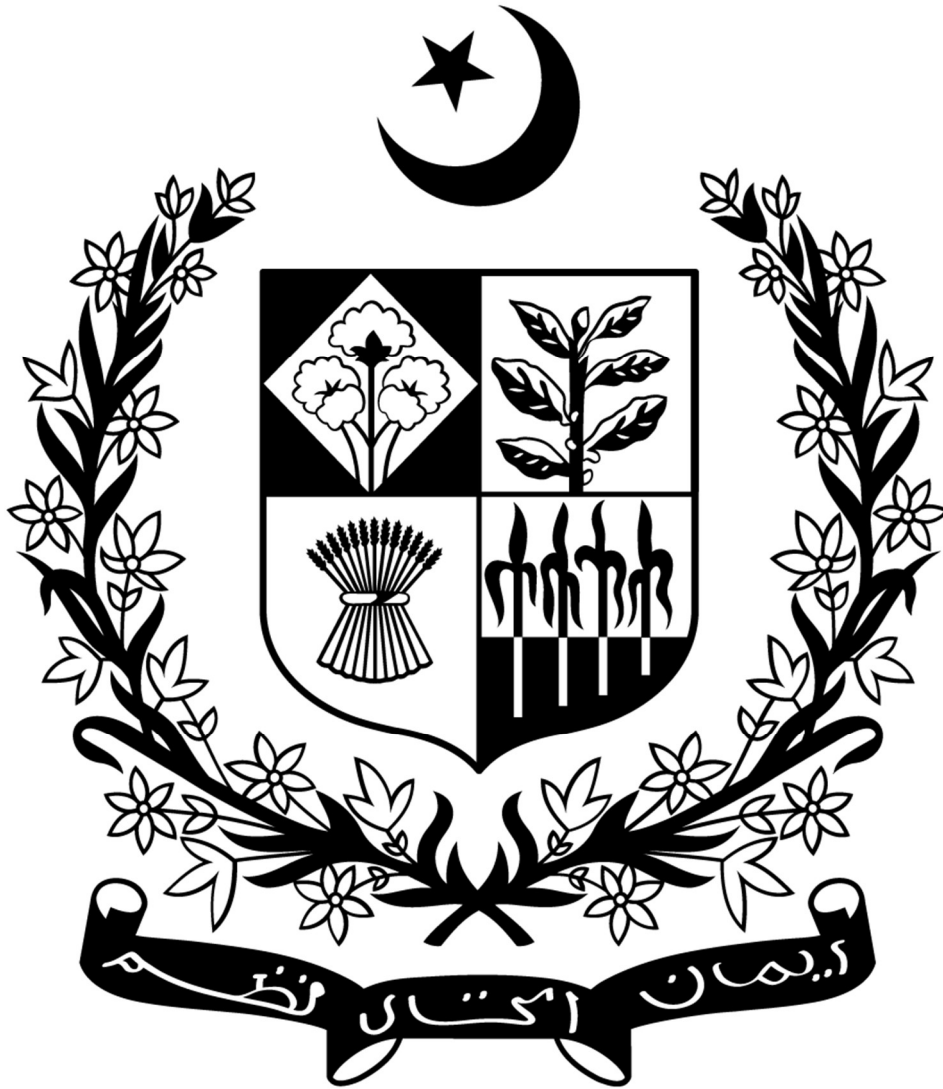
(MUHAMMAD KHABAB JAFFAR)

Section Officer (General)

Ph. 051-9210029

F.No. 7-12/2026(G)-
GOVERNMENT OF PAKISTAN
MINISTRY OF POVERTY ALLEVIATION AND SOCIAL SAFETY

BIDDING DOCUMENTS



PROCUREMENT OF STATIONERY ITEMS FY 2026-27

F.No. 7-12/2026(G)-
GOVERNMENT OF PAKISTAN
MINISTRY OF POVERTY ALLEVIATION AND SOCIAL SAFETY

TENDER DOCUMENTS / FORM

Note: - **PLEASE READ CAREFULLY ALL THE CONDITIONS SPECIFIED IN THE INSTANT TENDER DOCUMENTS/ FORM BEFORE SUBMISSION OF THE BID/ QUOTATIONS.**

Part-I (Section-I)	➤ Instructions to Bidders / Firm (ITB) • Introduction • Terms and Conditions • Bid Currencies • Bid Prices • Bid Security • Forfeiture of Earnest Money and Blacklisting of Firm/ Vendor • Submission and Opening of Bids • Evaluation and Comparison bids • Award of Procurement Contract • Delivery of Items • Payments • Corrupt of Fraudulent Practices
Part-I (Section-II)	➤ Check List ➤ Standard Bid Form ➤ Price Schedule in Pak Rupees for Stationery Items ➤ Contract Form

Part-I (Section-I)

INSTRUCTION TO BIDDERS / FIRMS

Introduction:

1. Bids are invited from the original manufactures / authorized dealers / reputed stationers / general order suppliers registered with Income & Sale Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stocks in Rawalpindi / Islamabad for supply of stationery items to Ministry of Poverty Alleviation and Social Safety (PASS) during the Financial Year 2026-27:

Name of Procuring Agency	M/O PA&SS, Government of Pakistan
Annual Procurement	ii. Purchase of Stationery Items

Terms and Conditions:

2. Tendering process shall be carried out through EPADS.
3. Interesting eligible bidders must be registered on the EPADS (<https://eprocure.gov.pk>) and submit their documents on EPADS.
4. National Tax Number (NTN), General Sales Tax (GST) number and Vender Number with documentary proof will have to be provided by each bidder in the tender otherwise the bid shall have rejected.
5. The firm / bidder must show demonstrated capability and completed at least 02 contracts of supply of similar nature items as requisitioned in this bid. Documentary evidence to this effect must be provided with the bid.
6. The firm / bidder shall furnish details of its premises i.e. full address, Telephone/Fax/WhatsApp No. and E-Mail. The firms/ bidders should have their proper office in Rawalpindi / Islamabad.
7. The bidder/Manufacturer/supplier/ will submit an undertaking in the form of affidavit on stamps paper of Rs. 100/- that their firm has not been blacklisted in the past on any grounds by any government (Federal, Provincial) a local body or a public sector organization. On account of submission of false statement of concealment of facts, the bidder/ manufacturer will be debarred from bid.
8. Single stage-one envelop procedure as contained in Rule 36(a) of PPRA, 2004 as well Procurement Regulations issued vide SRO No. 296(I)/223 dated 27.02.2023 shall apply.
9. The purchaser reserves the right to accept or reject any or all the tender bids as per PPRA rules, 2004 amended from time to time.
10. In case of any dispute decision of the chairman Purchase committee shall be final.
11. No hard copies of the bids documents shall be accepted, bids shall only be submitted through EPADS (<https://eprocure.gov.pk>).

Bid Currencies

12. Prices shall be quoted in Pak Rupees.

Bid Prices

13. The bid prices should be submitted / uploaded on EPADS.

14. All prices must inclusive of all direct / indirect taxes / General Sales Tax (GST) and other taxes and duties where applicable. If there is no mention of taxes, the offered / quoted price will be considered as inclusive of all prevailing taxes / duties.
15. The prices / rates offered by the bidder shall be valid and binding on the bidder throughout the period of contract up to 30.06.2027. However, the procuring agency i.e. M/o PASS shall be entitled to extend the contract period after 30.06.2027 till the award of next tender but not more than 02 months. If required.
16. The firms are required to quote for minimum 80% of the listed / documents items otherwise the bid shall not be considered.

Bid Security

17. Earnest money in shape of a Bank Draft/ Pay Order/ Call shall be deposited as per Tender Notice para no. 4 which is not exceeding 5% of the bid, in favor of SO (General), Ministry of Poverty Alleviation and Social Safety. The scanned copy of same shall be uploaded on EPADS and all bidders shall be required to submit the original hard copy of the Bid Security before the time of bid opening to Section Officer (General). The tender founds deficient of the earnest money will not be considered and rejected straightaway. The previous earnest money of any firm / vendor will not be considered for carried forward.
18. Unsuccessful bidders' (if none of the item quoted is approved) bid security will be discharged / returned as promptly as possible after announcement and publication of evaluation results / result.

Forfeiture of Earnest Money and Blacklisting of Firm / Vendor

19. All kinds of required items shall be provided as per approved specifications especially all kinds of toners originally manufactured by the company concerned, not compatible or refilled or refurbished etc. otherwise the Securities Deposit / Earnest Money will be forfeited and the firm would also be disqualified / blacklisted.

Submission and opening of bids

Date of Collection of Tender Bids	From _____ to _____, bidding documents shall be collected through E-Pak Acquisition & Disposal System (EPADS) and shall apply for tender 2026-27 through EPADS. No manual bids/ hard copies shall be accepted.
Date, Time & Place of publicly opening of Tender Bids.	On _____ at _____. Committee Room Ministry of Poverty Alleviation and Social Safety, 4th Floor, Evacuee Complex, F-5/1. Islamabad in the presence of bidders or their representatives by the purchase committee according to PPRA Rule 13(1).

Evaluation and comparison of bids

20. The Purchase Committee will evaluate and compare the bids which have been determined to be substantially responsive and lowest as well as most advantageous. Result of bid evaluation in the form of a report giving justification for acceptance or rejection of bids (Minutes of the meeting of Purchase Committee) at least 10 days prior to the award of procurement contract will also be announced in terms of Rule 35 of PPR Rules, 2004.

21. Purchase Committee has authority to call any proportion of sample items to be supplied. If found non-conformity to the standard it could select the next lowest as well as most advantageous.

Award of Procurement Contract

22. The procuring agency / purchaser i.e. M/o PASS will award the contract to the successful bidders/ firms whose bids have been determined to be substantially responsive and have been determined to be the lowest most advantage evaluated bid (item wise).

23. The notification of award of contract of successful items will be issued in favor of lowest as well as most advantageous bidders/ firms.

24. Within 07 days of receipt of notification of award, the successful bidders and the procuring agency/ purchaser shall sign the contract agreement on stamps paper worth Rs. 100/-. Specimen annexed herewith.

Delivery Items

25. The supplies shall be delivered at the address given in the supply order, even on a short notice in the risk and cost of the supplier. The entire supplies will be delivered within time frame as given in the supply order. In case no supply is made within the time frame specified in the supply order, the contract to the extent of non-delivered portion of supply will stand cancelled without formal notice to this effect. No. supplies will be accepted and earnest money to extent of non-delivered portion will be forfeited to the M/o PASS account and the firm will be blacklisted for future participation.

26. All the supplies / products will be acceptable subject to physical examination to be carried after receipt of supplies at the Office of M/o PASS in accordance with the required specification. If any item is found to be against the required specification, the purchaser may reject the goods and the supplier shall replace the rejected goods to meet the required specification free of cost. This opportunity will be provided only once. In case of failure, the company or firm will be blacklisted for future participation, including forfeiture of their earnest money to the M/o PASS account.

Payments

27. Payments will be made on receipt of original delivery challans / bills and invoices in duplicate duly completed in all respect. Payment for supplied items shall be made after satisfactory inspection report by the concerned in charge. Income Tax and sales tax at Government rate/ rules will be deducted from each invoice.

Corrupt or Fraudulent Practices

28. The purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser: -

- i. defines for the purpose of this provision, the terms set forth below as follows:

“Corrupt and fraudulent practices: includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the

procuring agencies: or misrepresentation of facts in order to influence a procurement process or the execution of contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competitive levels and to deprive the procuring agencies of the benefits of free and open competitive and any request for, or solicitations of anything of value by any public official in the course of the exercise of his duty.

- ii. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- iii. Will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Ministry being procuring agency.

I / We have read and agree with the above mentioned terms and conditions.

Name of Bidder / Firm

Signature

Date

Seal

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Part-I (Section-II) CHECK LIST

Name of Firm _____

Sr. #	Pre-Requisite Documents to be provided by the Firms/ Bidders	Yes / No
1.	Registered on EPADS.	
2.	Bid Security	
3.	NTN No. with copy of certificate	
4.	GST No. with copy of certificate	
5.	Copy of Active Taxpayer List	
6.	Bank Account no.	
7.	Documentary Proof of having 02-years' experience along with copies of two successful contracts	
8.	Stamp paper / declaration about black listing	
9.	Whether rates quoted on prescribed form	
10.	Signature and stamp on Tender Documents	
11.	Address of firm along with landline Telephone / Fax Numbers and other contact details.	
12.	Experience Certificate	

Name of Bidder / Firm

Signature

Date

Seal

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BID FORM
(To be printed on letter head)

Section Officer (General)

Ministry of Poverty Alleviation and Social Safety
Islamabad.

Tender No. 7-12/2025(G)

Date: _____

Sir,

Having examined the terms and conditions contained in tender notice as well as in bidding documents and specifications of tender, the receipt of which is here by duly acknowledged, we, the undersigned, offer to install, supply and deliver (description of goods and services) in conformity with said bidding documents and specifications mentioned therein on the unit rates quoted in our price schedule, attached hereto, if stand lowest, till 30th June, 2026, validity which may be further extended till finalization of next tender, if desired so, by the procuring agency.

If our bid is accepted, we shall deliver the equipment mentioned in the tender documents within time frame given in the purchase / supply order.

We agree to abide by the terms and conditions of the tender for the period till 30.06.2027, further extendable up to 02 months and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

Until a formal purchase order(s) is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand, that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons thereof

Date _____ day of _____ 20 _____

Signature _____ in the capacity of _____ duly authorized
to sign tender for and on behalf of

(NAME OF FIRM IN BLOCK CAPITALS)

Complete

Address: _____

Fax No. _____ Telephone No. _____

Witness:

1. _____
2. _____

Price schedule in Pak
Rupees List of Stationery Items

Sr. #	Description	Estimated Annual Quantity	Unit Price (Incl. GST)	Grand Total
1	Ball Point Piano Silk / Equivalent	100 Packets		
2	Paper Clips 30 mm	100 Boxes		
3	Color Flag (Transparent Neon Indexer)	60 Packets		
4	Dak Pad (Superior Quality)	20 Nos		
5	Diary Registers No. 08	30 Nos		
6	Double Hole Punch Heavy Duty	10 Nos		
7	Brown Envelopes (Small) (100/Package)	200 Packets		
8	Brown Envelopes A4 (100/Package)	100 Packets		
9	Brown Envelopes File Size (100/Package)	100 Packets		
10	Eraser AI-30	10 Boxes		
11	File Board with Flapper	100 Nos		
12	TTP File Covers	500 Nos		
13	Gel Pen M&G Expert Gel	100 Boxes		
14	Schneider Pen	30 Boxes		
15	Gum Stick Medium	100 Boxes		
16	Highlighter	50 Boxes		
17	Drafting Pads (Small & Large)	50 Nos		
18	Scissors (Medium Size)	30 Nos		
19	Legal Size Paper 80 GSM (Imported)	200 Reams		
20	A4 Paper 80 GSM (Double A/Equivalent)	1000 Reams		
21	Heavy Duty Paper Cutter	10 Nos		
22	Peon Book (215 Sheets)	100 Nos		
23	Pin Remover	50 Nos		
24	Rubber Tip Pencil (Goldfish 6000)	100 Packets		
25	Steel Scale	50 Nos		
26	Scotch Tape 1" (12 Meter)	100 Nos		
27	Binding Tape 2 Inch	50 Nos		
28	Binding Tape 3 Inch	50 Nos		
29	Sharpener	10 Boxes		
30	Short Hand Note Book	100 Nos		
31	Single Hole Punch	50 Nos		

32	Stamp Pad	100 Nos		
33	Stapler Machine	50 Nos		
34	Stapler Pin 23/24	100 Boxes		
35	Stapler Pin 24/06	100 Boxes		
36	Table Diary	50 Nos		
37	Table Set (Rexine)	20 Nos		
38	Tag (Small)	100 Bundles		
39	Tape Dispenser No. 30	20 Nos		
40	Uni-ball Eye Fine UB-157	100 Boxes		
41	Uni-ball Signo 0.7 (UM-120)	100 Boxes		
42	Uni-ball Vision Elite 0.8	100 Boxes		
43	White Board Marker	30 Boxes		
44	White Fluid Pen	50 Boxes		
45	Engagement Stand	50 Nos		
46	Sticky Notes (3×3)	100 Pads		
47	Sticky Flags	60 Packs		
48	Flappers	500 Nos		
49	Color Paper 80 GSM	30 Packets		
50	Wall Calendar	30 Nos		
51	Table Calendar	30 Nos		
52	Calculator (Casio)	20 Nos		
53	Magnifying Glass	10 Nos		
54	Pen Holder Mesh Box	50 Nos		
55	Heavy Duty Stapler Machine	10 Nos		
56	Log Book No. 4	10 Nos		
57	Stamp Pad Ink	30 Nos		
58	Double Tape (imported Taiwan)	20 Nos		

Name of Bidder / Firm

Signature

Date

Seal

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Part-I (Section-II)

Contract Form

THIS AGREEMENT made at day of (date) 2026 between Ministry of Poverty Alleviation and Social Safety, Government of Pakistan, having its principal place of business at 4th Floor, Evacuee Trust Complex, F-5/1, Islamabad (hereinafter referred to as the “M/o PASS, which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the one part) and (name of the firm), a firm duly registered, having its head office at (complete address) (hereinafter referred to as “Supplier”, which expression shall, where the context so permits, include its successors, legal, representative and permitted assignees of the other part):

WHEREAS the Purchaser invited rates for Purchase of Stationery items, of firms / vendors and has accepted the following unit rates that shall remain valid till 30th June, 2026 by the supplier for the supply of items which shall be asked for through “Supply Orders” having therein the requisite items, quantities, delivery schedule & rate of liquidated damages against late deliveries, and shall issue from time to time, nonetheless, the validity of selected rates may be further extended till finalization of next tender, if desired so, by mutual consent: -

Sr. No.	Item with brand name	Unit Rate (Pak. Rs.) with GST
1.		
2.		

NOW THIS AGREEMENT WITNESSETH AS FOLLWOS:

1. In this Agreement 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 Agreement, viz.:
 - a) The Bid Form and the Price Schedule submitted by the Bidder;
 - b) The Purchaser’s Notification of Award; and
 - c) Purchase Orders which shall be issued by M/o PASS time to time.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services 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 Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Purchaser)

Signed, sealed, delivered by _____ the _____ (for the Supplier)