

F. No. 3(2)/2026-27-G (Tender 2026-2027)
GOVERNMENT OF PAKISTAN
MINISTRY OF LAW AND JUSTICE

TENDER NOTICE

Sealed tenders are invited from well-reputed manufacturers, authorized dealers, suppliers and contractors for the **supply/purchase of Stationery Items, Computer Stationery Items and Miscellaneous/Others Store Items** during the Financial Year **2026-2027**, in accordance with the following terms and conditions.

TERMS & CONDITIONS

- a. The bidders/firms shall be well-established, registered with the relevant authorities, based in Islamabad and possess at least **three (03) years' relevant experience** in the supply of stationery, computer stationery and miscellaneous store items.
- b. The bidder must be an **Active Taxpayer** appearing on the Active Taxpayer List (ATL) of FBR, registered with Sales Tax and Income Tax Departments, and possess a valid **AGPR Vendor Number**.
- c. The bidder must maintain its office and warehouse in Islamabad. In case of any misstatement or false declaration, the bid shall be rejected.
- d. The bidders shall remain bound to supply all items at the quoted rates throughout the Financial Year 2026-2027 without any increase in prices.
- e. Bidding shall be conducted under the **Single Stage – Two Envelope Procedure** as prescribed under the Public Procurement Rules, 2004.
- f. Bid Security/Earnest Money equal to **Rs.825,000/- for supply/purchase of Stationery Items, Computer Stationery Items and Rs.550,000/- for Miscellaneous/Others Store Items** shall be submitted in the shape of Call Deposit, Pay Order or Bank Draft in favour of **Section Officer (General), Ministry of Law and Justice, Islamabad**. The bid security of unsuccessful bidders shall be refunded, whereas the successful bidder's security shall be retained as Performance Security until completion of the Financial Year 2026-2027.
- g. The bidder shall quote prices in **Pak Rupees (PKR)** inclusive of all applicable taxes, duties, GST and transportation charges.
- h. The bidder shall submit an affidavit on **Rs.200/- Stamp Paper**, duly attested by a Notary Public, stating that the firm has never been blacklisted by any Government Department, Ministry or Organization and that no litigation is pending against the firm in any Court of Law.
- i. In case any supplied item is found substandard, counterfeit, refilled (particularly printer, photocopier or fax machine toners), defective, short in quantity, delayed beyond the stipulated period, or not conforming to the required specifications, the Ministry reserves the right to cancel the contract wholly or partially, forfeit the Performance Security and blacklist the firm in accordance with PPRA Rules.
- j. Documentary evidence required for qualification and technical evaluation shall be submitted with the Technical Proposal as prescribed in the tender documents.
- k. The bid shall remain valid for **120 days** from the date of opening of bids. Bids with shorter validity shall be treated as non-responsive.

- l. All bidding documents shall be duly signed, stamped and attested by the authorized representative of the bidder.
 - m. Separate sealed envelopes clearly marked "**Technical Proposal**" and "**Financial Proposal**" shall be submitted.
 - n. Bids received after the prescribed deadline shall not be entertained and shall be returned unopened.
 - o. Initially only the Technical Proposals shall be opened in the presence of bidders or their authorized representatives. The Financial Proposals of technically qualified bidders shall be opened on the date and time to be communicated through EPADS and other official means.
 - p. The successful bidder shall bear all transportation, loading, unloading and delivery charges.
 - q. Prices/rates shall be quoted only on the original tender documents issued by the Ministry. Quotations submitted on company letterheads shall not be considered.
 - r. Evaluation shall be carried out on **item-wise lowest evaluated responsive bids**, subject to compliance with the prescribed specifications and quality standards. Samples of stationery items, computer stationery, printer toners, photocopier toners and other specified items shall be provided on the date of technical evaluation. Failure to provide the required samples shall render the bid non-responsive.
 - s. The manufacturer/company name, brand name or approved equivalent shall be clearly mentioned against each quoted item.
 - t. The Ministry reserves the right to conduct physical inspection of the bidder's office and warehouse before or after award of contract.
 - u. Income Tax, Sales Tax and all other applicable taxes shall be deducted at source in accordance with Government rules.
 - v. The Procuring Agency reserves the right to accept or reject any or all bids in accordance with Rule 33 of the Public Procurement Rules, 2004.
 - w. The successful bidder shall complete the supply within **ten (10) days** of issuance of the Supply Order unless otherwise specified. Delay shall attract a penalty of **0.1% per day** of the value of the delayed supplies.
 - x. In case of failure to execute the supply order within the stipulated period, the Ministry may cancel the contract and award the work to the next lowest evaluated responsive bidder.
 - y. Bids shall be submitted through **PPRA e-Procurement System (EPADS)**. Original bid security and original tender documents shall also be submitted to the Ministry before the closing date and time.
2. Electronic bids shall be submitted through EPADS on or before the date and time specified in the advertisement. Manual bids shall not be accepted.

3. The original Bid Security Instrument must reach the office of the **Section Officer (General), Ministry of Law and Justice** before the bid submission deadline; otherwise, the electronic bid shall not be opened.

4. In case of any complaint, the **Grievance Redressal Committee (GRC)** constituted under Rule 48 of the PPRA Rules, 2004 shall address the grievance in accordance with the prescribed procedure.

Submission of Bids

Interested manufacturers, authorized dealers and suppliers may submit their bids through the **PPRA e-Procurement Portal (EPADS)**. Original tender documents along with the original Bid Security (sealed) shall also be submitted to the Ministry before the prescribed closing date and time.

The Technical Proposals shall be opened in the Committee Room, Ministry of Law and Justice, 3rd Floor, S-Block, Pak Secretariat, Islamabad, in the presence of bidders or their authorized representatives.

EVALUATION

The bids shall be evaluated in accordance with the eligibility criteria, technical specifications, terms and conditions of the tender documents and the provisions of the Public Procurement Rules, 2004. The Evaluation Report shall be uploaded and announced in compliance with Rule 35 of the PPRA Rules, 2004.

UNDERTAKING BY THE BIDDER

I/We have carefully read, understood and agreed to abide by all the terms and conditions contained in this Tender Document.

Name of Bidder/Firm: _____

Authorized Representative: _____

Signature & Stamp: _____

Date: _____

Note: This Tender Notice (Terms & Conditions) shall form an integral part of the Tender Documents and must be duly signed, stamped and submitted along with the bid.

-sd/-

(Arshad Ali Siddiqui)
Section Officer (General)
Ministry of Law and Justice
Pak Secretariat, Islamabad
Phone: 051-9208522

LIST OF TENDER ITEMS FOR THE FINANCIAL YEAR 2026-2027

Sr#	Tender Items (All items mentioned Rate Per Unit including all taxes)			
STATIONERY ITEMS		R.P.U	GST	Total
1.	Attendance Register # 02			
2.	Ball point clipper (Dollar) or Equivalent (sample)			
3.	Ball Point Picasso Oria or Equivalent (sample)			
4.	Ball Pen Uni-ball Signo UM-120 or Equivalent (sample)			
5.	Ball Pen Uni-eye Deluxe or Equivalent (sample)			
6.	Ball Pen Uni-ball Eye Fine UB-157 or Equivalent (sample)			
7.	Ball Pen Uni-ball Vision Elite or Equivalent (sample)			
8.	Marker (Blue & Black)			
9.	Ball Pen Schneider One Business or Equivalent (sample)			
10.	Computer Paper A4 80gm 500 Sheet AA or Equivalent (sample)			
11.	Offset paper 80GMS A/3 AA			
12.	Computer Paper Legal size 80gm 500 Sheet AA or Equivalent (sample)			
13.	Computer color paper legal size 80gm 100 Sheet or Equivalent (sample)			
14.	Computer color paper A4 80gm 100 Sheet or Equivalent (sample)			
15.	Photostat Paper A4 70gm 500 Sheet AA or Equivalent (sample)			
16.	Calculator Citizen 12 Digit or Equivalent			
17.	Diary Register No. 12 (Tayaba) or Equivalent			
18.	Dak book (A-4 size).			
19.	Documents plastic file cover (A4 size)			
20.	Eraser Pelican AL30 or Equivalent			
21.	Engagement Stand Plastic A4 Size			
22.	Envelope S.E. 5 Golden Kraft (120 gm, superior quality) (sample)			
23.	Envelope S.E. 6 Golden Kraft (120 gm, superior quality) (sample)			
24.	Envelope S.E. 8 Golden Kraft (120 gm, superior quality) (sample)			
25.	Envelope S.E. A4 Size Golden Kraft (120 gm, superior quality) (sample)			
26.	Envelope S.E. Legal Size Golden Kraft (120 gm, superior quality) (sample)			
27.	File Cover best quality (Make of Bleach Card,310 gm, double paste, Inner lamination) (sample)			
28.	File flapper Rexine			
29.	File Board A4 Size			
30.	Gum Stick 40 Gm UHU or Equivalent			
31.	Highlighter (Pelican 490) (all colors) or Equivalent (sample)			
32.	Log Book			

33.	Note Sheet Pad A4 Size (50 pages) 80 gm (sample)			
34.	Post it pad small 3"x3" 3M			
35.	Post it pad large 3"x5" 3M			
36.	Paper Cutter Deli 2061 or Equivalent			
37.	Paper Pin (Elephant) 28 Gram or Equivalent			
38.	Pencil Goldfish-6000 with Rubber or Equivalent			
39.	Packing Tape			
40.	Rexene Binding Tape Size 3"			
41.	Ruled register/ lining Register 12 decent or Equivalent			
42.	Staple Extractor (Pin Opener)			
43.	Scissor (Medium size)			
44.	Short Hand Note Book 120 Pages			
45.	Scotch Tape 1" Deer or Equivalent			
46.	Sharpener Plastic Germany or Equivalent			
47.	Single Hole Punch Large Size (sample)			
48.	Single Hole Punch Medium Size (sample)			
49.	Stamp Pad (Lancer) 7x11 cm or Equivalent			
50.	Stamp Pad INK			
51.	Staple Machine (Small) PMP No. 10 or Equivalent (sample)			
52.	Staple Machine Heavy Duty K.W. 50 LB or Equivalent (sample)			
53.	Staple Pin Dollar 24/6 or Equivalent			
54.	Tag Cotton 5" (100 Tags) Superior Quality			
55.	Two Ring Binder file			
56.	White fluid pen/correcting pen			
57.	Steel Scale			

COMPUTER STATIONERY ITEMS

Note:- All Toner supplied in Original Conditions. As well China Toners are Acceptable along with GST

COMPUTER STATIONERY ITEMS		Original Rate	China Rate
58.	Flash Drives (USB) 8 GB (Kingston / HP) or Equivalent		
59.	Flash Drives (USB) 16 GB (Kingston / HP) or Equivalent		
60.	Flash Drives (USB) 32 GB (Kingston / HP) or Equivalent		
61.	Flash Drives (USB) 64 GB (Kingston / HP) or Equivalent (sample)		
62.	Power Cable		
	Power Cable Laptop		
63.	Printer/Scanner Cable		
64.	Connector LAN Network.		
65.	Network Cable Roll.		
66.	Network Cable Connector.		
67.	Ty/Clip		
68.	Patch Cable		
69.	TP Link Device (5port, 8port) or equivalent		
70.	TP Link Router.		

71.	Mouse Pad.		
72.	VGA Cable.		
73.	Key Board Dell/ Lenovo /HP or Equivalent		
74.	Mouse Dell/ Lenovo /HP or Equivalent		
75.	Wireless key board & mouse set Dell/ Lenovo /HP or Equivalent		
76.	Toner for Laser Printer HP-1505 (36A)or Equivalent		
77.	Toner for Laser Printer HP-1010/1020 or Equivalent		
78.	Toner for Laser Printer HP-1320 or Equivalent		
79.	Toner for Laser Printer HP-2015 or Equivalent		
80.	Toner for Laser Printer cartage HP 400 or Equivalent		
81.	Toner for LaserJet 2035 or Equivalent		
82.	Toner for LaserJet Pro M12Aor Equivalent		
83.	Toner LaserJet 1102 (85A) or Equivalent		
84.	Toner for LaserJet Printer HP M-402dn or Equivalent		
85.	Toner for Cannon 8347 (303)or Equivalent		
86.	Toner for HP404 (76A/59A)or Equivalent		
87.	Toner for LaserJet Pro MFPM227(30A)or Equivalent		
88.	Toner for pantum M6800FDW (Multi Printer)or Equivalent		
89.	Color Toner for Laserjet Pro M452NWor Equivalent		
90.	Toner for Photocopier Machine Sharp MX-M464NE (Original)or Equivalent		
91.	Toner for Photocopier Machine Konica Minolta Bizhub 454-E, 458E, 450i, 558E (Original)or Equivalent		

MISCELLANEOUS/OTHERS STORE ITEMS
Tender Items (All items mentioned Rate Per Unit including all taxes)

OTHERS / MISCELLANEOUS ITEMS		R.P.U	GST	Total
92.	Air Freshener (Lotion Admire Green/Red/Black 400 ML) or Equivalent (sample)			
93.	Air Wick			
94.	Automatic Air Freshener Dispenser (Fresco) or Equivalent (sample)			
95.	Airwick Refill Freshener (Fresco) or Equivalent (sample)			
96.	Air Freshener Roomi or Equivalent (sample)			
97.	Bygone double nozzle multi Insect Killer or Equivalent			
98.	Plastic broom			
99.	Bamboo broom sticks large size			
100.	Broom Soft (Phool)			
101.	Duster White Cotton 24x24 (Superior Quality)			
102.	Duster Yellow Cotton 24x24 (Superior Quality)			
103.	Latherite Dak Bag (Box) Large Size			
104.	Latherite DAK Pad standard size			
105.	Tissue Paper multi-color soft twin pack (sample)			
106.	Latherite Box for tissue			
107.	Tissue Hi-geen			

	(sample)			
108.	Tissue paper (rose petal luxury) or Equivalent			
109.	Tissue roll (rose petal) or Equivalent			
110.	Tissue box luxury 3 ply rose Petel or Equivalent			
111.	Tissue Role (sample)			
112.	Wall Clock (Champion) or Equivalent			
113.	Cell AAA (Power Plus) Large or Equivalent			
114.	Cell AAA (Power Plus) Medium or Equivalent			
115.	Cell AAA (Power Plus) Small or Equivalent			
116.	Bell remote Electric/Cell			
117.	Electric Heater Best Quality (Blower)			
118.	Electric Kettle Plastic Body (Automatic Imported)			
119.	Electric Kettle large 5 ltr (Steel) (Automatic Imported)			
120.	Panasonic Steno Telephone Set or Equivalent			
121.	Panasonic CLI Telephone Set or Equivalent			
122.	Non CLI Telephone Set			
123.	Elfy			
124.	Artificial Plants (Large Size)			
125.	Artificial Plants (Medium Size)			
126.	Artificial Plants (Small Size)			
127.	Surgical Gloves per box of 200			
128.	Plastic Gloves per packet of 100			
129.	Cloth Gloves per pair			
130.	Surgical Mask 3 ply each			
131.	Sanitizer Gallon of 5 ltr (DC-98) or Equivalent			
132.	Hand Wash Gallon 5 ltr			
133.	Sanitizer Bottle 1000 ml OROSEPT or Equivalent			
134.	Sanitizer Bottle 500 ml OROSEPT or Equivalent			
135.	Hand Wash / Sanitizer Dispenser Plastic Body			
136.	Dettol Hand Wash Bottle (500 ml) or Equivalent (sample)			
137.	Dettol Floor Wash Bottle (1000 ml) or Equivalent			
138.	Lux Soap large size or Equivalent			
139.	Sweep Acid			
140.	Phenyl Bottle Large size Finis			
141.	Pochra Steel Handle Large size			
142.	MOP (dust)			
143.	Harpic Large Size			
144.	Toilet Brush			
145.	Vim Packet or Equivalent			
146.	Vim liquid 250ml or Equivalent			
147.	Surf 100 GM			
148.	Padlock medium size /63MM			
149.	Towel Large Superior			

150.	Picture with Framing 2 x 3 feet			
151.	Nylon Stamp with Printy			
152.	Name Plate Wooden Brass			
153.	Cup with Saucer (China Bone) or Equivalent			
154.	Water Jug superior (glass)			
155.	Water Glass Set (6 piece)			
156.	Tea Spoon			
157.	Rice Spoon			
158.	Quarter Plate (China Bone)			
159.	Dinner Plate (China Bone)			
160.	Rice Plate (China Bone)			
161.	Ladle Spoon (Pawa)			
162.	Kitchen Knif Set			
163.	Laptop Bag (standard size)			
164.	Extension Lead large Size (sample)			
165.	Multi Plug 16AMP or equivalent			
166.	Power Plug			
167.	Two pin shoo			
168.	Three pin shoo			
169.	Light Plug 10x10 or equivalent			
170.	Wire 3/29 role (Pakistan/Muzafar Cable)			
171.	Wire 7/29 Double core (Pakistan/Muzafar Cable)			
172.	Dust Bin large Size			
173.	LED Tube Rod 4 feet			
174.	LED Tube Rod 2 feet			
175.	SMD Ceiling Lights 2 x 2 feet			
176.	Bracket Fan (GFC / PAK Fan, Royal Fan) or Equivalent			
177.	Table Flag with stand (Pakistan)			
178.	Table Flag with stand (GOP)			
179.	Table Set Latherite			
180.	Green Cloth per meter			
181.	Glass Cleaner (sample)			
182.	Umbrella			
183.	Large embroider Flag with 7 feet Rod & chromed base			
184.	Coffee Bitter Electric			
185.	Looking Mirror with framing 4 x 6 feet			
186.	Quaid-e-Azam Portrait Picture standard size			
187.	Gross door Matt water proof 2 x 4 feet			
188.	Master Molty Foam Back Care or Equivalent			
189.	Air Tight Jar			
190.	Plastic Container / box (medium size)			
191.	Dust Bin Shopper 1 KG			
192.	Imported Prayer Rug or Equivalent			
193.	7C Polish or Equivalent			
194.	Dusting Towel for Cars			

195.	Dinner Set China Bone 8 persons or Equivalent			
196.	Water Cooler Large size			
197.	Water Cooler Medium size			
198.	Try Set (3 in 1)			
199.	Acrylic Plastic Sheet 4x5 feet			
200.	Double Bib Cock			
201.	Basin Mixture			
202.	Muslim Shower			
