

DIRECTORATE GENERAL AUDIT
FEDERAL GOVERNMENT
17 Mauve Area, Federal Audit Complex,
G-8/1, Islamabad
Telephone: 051-9252208, Fax: 051-9262256



TENDER DOCUMENTS

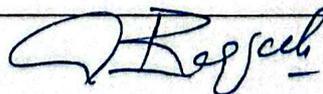
FOR PURCHASE OF OFFICE STATIONERY, OFFICE
COMPUTER STATIONERY & MISCELLANEOUS STORE
ITEMS FOR THE FINANCIAL YEAR 2025-26

Tender document Fee	NIL
Total Pages	08
Detail of Pages	Page 1 General Instructions for Bidders Page 2 Document Required Page 3 Eligibility Criteria Page 4 Technical Evaluation Criteria Page 5-7 Technical Proposal Page 8-10 Financial Proposal

ABDUL RAQEEB KHAN
Audit Officer (Admn)
Directorate General Audit
Federal Government, Islamabad

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN).
2	Bidder (s) must have sound financial position, sufficient experience, good reputation and capability for timely completion of supply.
3	Bidder shall attach Pay order of Rs. 60,000/- as earnest money (Refundable) in the shape of Pay Order, Call Deposit Receipt, Bank Draft. The same shall be attached with the Financial Bid.
4	Bid(s) found without earnest money in the shape of Pay Order, Call Deposit Receipt and Bank Draft will not be considered, and will stand rejected.
5	Bid(s) with earnest money in the form of Cheque shall not be accepted.
6	No bidder will be allowed to submit his/her second or third offer with the same bid.
7	Only those Bid(s) will be considered which will be submitted as per pattern of documents finalized by this office.
	Bid opening Procedure.
	Single stage- two envelope procedure will be adopted to evaluate the offers.
8	The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Technical Proposal and Financial Proposal in bold and legible letters to avoid confusion.
	Initially only the Technical Proposal will be opened to evaluate the offer(s) with the specification(s) and required criteria mentioned in the tender documents.
	Financial Proposal will be opened only of those firms whose offer(s)/items would be found as per specification/sample and laid down criteria.
9	The offered unit price of item(s) should be inclusive of General Sales Tax, Income Tax and all applicable Taxes. G.S.T and Income Tax will be deducted at source according to Government's order.
10	A separate agreement shall be executed with successful bidder.
11	The quantity of items(s) can vary subject to availability of funds. Moreover Office reserves all the rights to reject any or all the tenders, without assigning any reason or to accept full or part of the tender at its discretion.
12	Liquidated Damages:- If the supplier fails to deliver any or all the items of the specified standard within the specified time period, the supplier shall deposit, without prejudice to other remedies under the contract, liquidated damages i.e. sum equivalent to 0.5% per week and maximum up to 20% on the total value of contract.
13	Penalty for failure of Supply:- If firm fails to supply any or all the items as per specification and required standard, action for blacklisting of the firm will be initiated.
14	All items (s) shall be inspected before payment.
15	Item(s) which will not be found according to required specifications/standard, shall not be accepted.
16	In case, any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.
17	Technical bid will be opened at Office of the Directorate General Audit (Federal Government), 17 Mauve Area, Federal Audit Complex, G-8/1, Islamabad.
	The Financial Proposal of technically successful bidders will be open publically at Office of the Directorate General Audit (Federal Government), 17 Mauve Area, Federal Audit Complex, G-8/1, Islamabad.
18	The specifications, standard and quality of the items mentioned in the document are final and unchangeable, if any firm submits its rates with a change in the above mentioned specifications, the same will not be accepted.
19	Validity of Bid will be 30-06-2026



Required Documents

Annexure-A

S#	Organizational Information	
	Required Information	Response
1.	Legal Name of the Firm/Vendor	
2.	Year of Registration/Establishment	
3.	National Tax No.	
4.	Sales Tax Registration No.	
5.	Name and Designation of the Head of Organization	
	Mobile #	
	Telephone #	
	Address	
6.	Name and Designation of "Contact/Focal Person"	
	Mobile #	
	Telephone #	
	Address	
7.	E-mail	
7.	Bank Account # (IBAN)	
8.	Name of Bank	



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Eligibility Criteria

S.#	Eligibility Criteria Details	Response/Elaboration/ Proof Required	Attached Supporting Documents/Proof	
			Yes	No
1.	The bidder must have local presence/office in Islamabad/Rawalpindi			
2.	The bidder must not be blacklisted by any government/semi government/autonomous body			
3.	Provide copy of Tax return of last year 2024-25			
4.	Provide NTN, GST details			



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Technical Evaluation Criteria

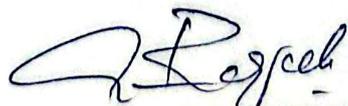
S. No.	Description	Total Points	Categorized Points	Remarks
1	Client Portfolio	30		
	Worked with 10 year or more with government/semi government/autonomous bodies for Providing Office Stationery, Computer Stationery or General Items		30	Documentary Proof (copies of contract or purchase orders) should be furnished
	Worked upto 9 years but not less than 5 years with government/semi government/autonomous bodies for Providing Office Stationery, Computer Stationery or General Items		20	
	Worked upto 5 years but less than 3 years with government/semi government/autonomous bodies for Providing Office Stationery, Computer Stationery or General Items		10	
2	Financial Capability	30		
	Annual turnover of company should be greater than Rs. 10 million		30	Copy of 24-25 financial audit report by registered auditing firm or tax returns of last year
	Annual turnover of company should be greater than Rs. 7 million		20	
	Annual turnover of company should be greater than Rs. 5 million		10	
3	Inspection of Samples as per specifications	40		Provision of samples
	Total Points Awarded	100		
	Qualifying Points for eligibility	70		



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Technical Proposal
Lot 1. Stationery Items

S. No	Description/ Name of items	Specification	Requirement for FY 2025-26
1	Ball Point (Push)	Piano or Equivalent	500
2	Document Tray	3 Tier Steel Black	5
3	Engagement Stand	A-4 fine quality	10
4	Eraser	Pelikan or Equivalent	50
5	File Board	Legal Size (Fine quality)	250
6	Flags Posting	Z type	100
7	Sticky Notes	3x3 inch	100
8	Flage Posting	Multi Colour 3 pad	50
9	Gum Stick	UHU 21 gram or Equivalent	50
10	Fluid	Kita 7ml or Equivalent	100
11	Highlighter	1-4.5 mm broad point Piano	100
12	Lead pencil	Piano, ORO or Equivalent	120
13	Marker	(Permanent) 70/90	60
14	Meeting Folder	Single Green Color	30
15	Offset Paper A4	80 gm-Double A or Equivalent	500
16	Paper Cutter	Fine quality	50
17	Pencil Jar	Steel Black	10
18	Pencil Sharpener	Rocky or Equivalent	100
19	Pointer	Uniball eye Signo or Equivalent	100
20	Register Diary (Outward)	Fine quality	10
21	Register Diary (Received)	Fine quality	10
22	Movemenet Register	Fine quality # 3	15
23	Register Ruled	(Size-10,12,14,16,18 & 20)	20
24	Scissor	Steel 9" (Superior)	30
25	Single Hole Punch	Large Size Heavy Duty Local	25
26	Spiral	(6, 8,12 and16 mm)	150
27	Stamp Pad	Blue	20
28	Stapler	High Quality Deli or Equivalent	40
29	Stapler Pin	24/6 Dollar or Equivalent	50
30	Stapler Pin Remover	KWH/D 50 LCN	50
31	Stock Register/Physical Asset Register	Fine Quality	5
32	Clip Binder	51mm, 41mm, 32mm, 25mm, 19mm	30
33	Note sheet	A4 Size	100
34	Water Sponge Damper	Fine Quality	10
35	Colour Paper	80 gm, Double A or equivalent	20


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Technical Proposal
Lot 2. Computer Stationery Items

S. No	Description/ Name of items	Specification	Requirement for FY 2025-26
1	Toner Canon LBP226dw 057	China High Quality or equivalent	06
2	Toner Canon Color Image Class LBP 674Cx	China High Quality or equivalent	01
3	Toner Drum Kit HP Laser Jet Pro MFP M130fn 19A	China High Quality or equivalent	06
4	Toner HP Color Laser Jet Pro M254 nw 202A	China High Quality or equivalent	04
5	Toner HP Laser Jet 1320 49A	China High Quality or equivalent	12
6	Toner HP Laser Jet 2015 53A	China High Quality or equivalent	06
7	Toner HP Laser Jet 402 dn 26A	China High Quality or equivalent	12
8	Toner HP Laser Jet Pro MFP M130fn 17A	China High Quality or equivalent	06
9	Toner Panasonic DP-8045 (Photocopy machine)	Original	04
10	Toner Panasonic FX 422 (Fax)	China High Quality or equivalent	01
11	Toner Samsung ML-3710	China High Quality or equivalent	10
12	Toner Xerox 5865 (Photocopy machine)	Original	06
13	Toner HP Laserjet P3015 Printer 55A	China High Quality or equivalent	04
14	Toner HP Laserjet M28W 44A	China High Quality or equivalent	02



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Technical Proposal
Lot 3. Other Miscellaneous Store Items

S. No	Items Name	Specifications	Estimated Annual Requirement
1	Air Freshener	300ml	150
2	Bathroom Cleaning Acid	1.5 liter local	70
3	Binding Tape	2" inch	60
4	Broom	Fine Quality	50
5	Calculator (14 digit)	GT9300 or equivalent	5
6	Cell	AA	100
7	Cell	AAA	150
8	Cell	for Remote Bell	10
9	Cup Saucer	Fine Quality	36
10	Dish washing powder	(Vim) Small or equivalent	150
11	Duster (Flannel/Yellow)	20"X20	200
12	Envelope (Large+Small)	Fine Quality	100
13	Extension Board	(Camelion or equivalent 5/6 sockets)	30
14	Glass Cleaning Spray	Insta or equivalent	15
15	Harpic	Original	100
16	Insect Killer Spray	300 ml 400 ml	60
17	Jug	(Glass)	30
18	Kitchen Roll	Rose Petal or equivalent	50
19	Liquid Soap	5L, Hi-Clean or Equivalent	20
20	Mouse Pad	Fine Quality	50
21	Packing Tape	ONWER 2" inch	100
22	Phenyl	2.75 liters , Master or equivalent	60
23	Remote Bell	Electric (Export)	30
24	Revive All	250 ml Kiwi or equivalent	50
25	Scotch Tape	1inch, 2 inch	60
26	Soap	Small Size Lux or equivalent	400
27	Soap Dispenser	500 ml	30
28	Sun of Gun	7CF or equivalent	30
29	Table set	Wooden Quality	10
30	Tissue Paper	Rose petal Luxury or equivalent	400
31	Toilet Brush	(Plastic)	30
32	Toilet Roll	Rose Petal or equivalent	400
33	Towel	Large Size	50
34	Tumbler	(Ordinary) Glass	36
35	USB Flash Drive 16 GB	Kingston or equivalent	30
36	USB Flash Drive 8 GB	Kingston or equivalent	10
37	Vehicle Body Polish	Cosmic or equivalent	60
38	Wall Clock	Fine quality	20
39	Washing Powder	30g	120
40	Washing Steel Sponge	Fine Quality	20
41	Washing wire	Scotch Bright or equivalent	60
42	Waste paper Basket	Steel Back Color 12 inch	50
43	Wiper	(Steel Rod)	50
44	Wireless Mouse	Hp or equivalent	20
45	Washroom Mat	Fine Quality	20


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Financial Proposal
Lot 1. Stationery Items

S. No	Description/ Name of items	Specification	Rate Inclusive of all the taxes
1	Ball Point (Push)	Piano or Equivalent	
2	Document Tray	3 Tier Steel Black	
3	Engagement Stand	A-4 fine quality	
4	Eraser	Pelikan or Equivalent	
5	File Board	Legal Size (Fine quality)	
6	Flags Posting	Z type	
7	Sticky Notes	3x3 inch	
8	Flage Posting	Multi Colour 3 pad	
9	Gum Stick	UHU 21 gram or Equivalent	
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4	Toner HP Color Laser Jet Pro M254 nw 202A	China High Quality or equivalent	4
5	Toner HP Laser Jet 1320 49A	China High Quality or equivalent	12
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12	Toner Xerox 5865 (Photocopy machine)	Original	6
13	Toner HP Laserjet P3015 Printer 55A	China High Quality or equivalent	4
14	Toner HP Laserjet M28W 44A	China High Quality or equivalent	2



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