

WORKERS WELFARE BOARD GOVERNMENT OF PAKISTAN TENDER DOCUMENT

PROCUREMENT OF STATIONERY ITEMS

1. INVITATION FOR BIDS (IFB)

Rule 12 – PPRA Rules, 2004

The Khyber Pakhtunkhwa Workers Welfare Board, Peshawar invites sealed bids / tender for procurement of stationery items, under rule 36(b) Single Stage, Two Envelope Procedure as per PPRA Rules from companies, firms, manufacturers, suppliers and authorized dealers registered with income tax and sales tax department reflected on active tax payer list of FBR and can also apply through “E-PADS”.

- Tender No: WWB/Proc/Stationery/**2025-2026**
- Bid Security: **2%** of estimated cost
- Bid Submission Deadline: **07-05-2026 at 02:00 PM**
- Bid Opening: **dated 07-05-2026 & time 02:30 PM** in presence of bidders
- Address: Workers Welfare Board, Hayatabad, phase5 Peshawar.
- Advertisement: PPRA Website, E-PADS and WWB Website

2. INSTRUCTIONS TO BIDDERS (ITB)

2.1 Procurement Method

Open Competitive Bidding

Single Stage – Two Envelope procedure

2.2 Eligibility (Rules 18 & 19)

Bidders must:

- Be registered with FBR (NTN & ATL)
- Not be blacklisted by any Government organization
- Have experience in supply of stationery items

2.3 Bid Validity

- 90 days from bid opening date

2.4 Bid Security (Rule 25)

- 2% of Estimated Cost
- In shape of CDR / Pay Order / Bank Guarantee
- Valid for 28 days beyond bid validity

2.5 Submission of Bids (Rule 30)

- One sealed envelope clearly marked:
“Bid for Procurement of Stationery – WWB”
- Late bids shall be rejected

2.6 Bid Opening (Rule 28)

- Public opening at specified dated **07-05-2026 & Time 02:30 PM**
- Representatives may attend

2.7 Technical Evaluation Criteria (100 Marks)

Criteria	Marks
Financial Strength	20
Relevant Experience	20
Infrastructure / Capacity	15
Past Performance	20
Technical Compliance	15
Delivery Capability	10
Total	100

- ✓ **Minimum qualifying score: 65 Marks.**
- ✓ **Only qualified bidders' financial bids shall be opened.**

2.8 Financial Evaluation

- Prices in Pak Rupees;
- Inclusive of all taxes;
- Arithmetic errors corrected as per Rule 48;
- Unit price shall prevail in case of discrepancy;
- Contract awarded to lowest evaluated responsive bidder under Rule-42;

2.9 TECHNICAL SPECIFICATIONS

(Under Rule 10 – Specifications)

- Equivalent meeting minimum specifications shall be acceptable;

- ✓ **Stationery Items (Annex-I)**

3. EVALUATION & BASIS OF AWARD

Rule 36



Contract will be awarded to the Lowest Evaluated Responsive Bidder (L1).

Evaluation will consider:

- Compliance with specifications
- Price schedule correctness
- Valid bid security
- Mandatory documents



Conditional bids not accepted

4. TECHNICAL SPECIFICATIONS

Rule 10

S#	Particular	Total of Qty
1	A4 Size Paper Rims (80 Gram)	1100 Nos
2	Legal Size Paper Rims (80 Gram)	1000 Nos
3	Folder	3000 Nos
4	Steel Roller	20 Nos
5	Stapler Machine	70 Nos

6	Colour Flag	500 Nos
7	Highlighter	230 Nos
8	Fluid Pen	250 Nos
9	Gum Stick	450 Nos
10	Pencil	140 Packets
11	Rubber / Eraser	230 Packets
12	Sharpener for Pencil	60 Packets
13	Sharpener Heavy Duty Size	10 Nos
14	Kacha Cover	3000 Nos
15	Pakka Cover	1900 Nos
16	Tag Small (6 Inches)	770 Gucha
17	Big File Lace (Tag) 34 Inches	550 Gucha
18	Sawa / Sumba	30 Nos
19	Paper Cutter (Large)	30 Nos
20	Scotch Tape (1 Inch)	60 Nos
21	Binding Tape (02 Inch)	60 Nos
22	Stamp Pad	40 Nos
23	Internal Register (Big Size)	30 Nos
24	Dispatch Register (Big Size)	20 Nos
25	Stock Register (Big Size)	05 Nos
26	Register Fine Page (Big Size)	50 Nos
27	HP Printer Toner 85-A	60 Nos
28	HP Printer Toner 36-A	05 Nos
29	HP Printer Toner 05-A	20 Nos
30	HP Printer Toner 49-A	05 Nos
31	HP Printer Toner (Mdn Sdn) 30-A	30 Nos
32	HP Printer Toner 107-A	50 Nos
33	HP Printer Toner 83-A	10 Nos
34	HP Printer Toner 26-A	10 Nos
35	HP Printer Toner 79-A	20 Nos
36	HP Printer Toner 106-A	10 Nos
37	HP Printer Toner 17-A	20 Nos
38	HP Printer Toner 55-A	10 Nos
39	HP Printer Toner 12-A	10 Nos
40	Ricoh MP 400 E Photo State Machine Toner	04 Nos
41	Marker (Blue)	60 Nos
42	Marker (Black)	50 Nos
43	Punch Machine	20 Nos
44	Ink Stamp Pad	20 Nos
45	Envelope (Large Size)	100 Packets
46	Envelope (Medium Size)	50 Packets
47	Envelope (Small Size)	30 Packets
48	Lock	35 Nos
49	Paper Clip (100 Pcs)	100 Nos
50	Sticky Note (Mix Colour)	60 Packets
51	File Box	100 Nos
52	Binding Plastic	05 Packets
53	Binding Card	05 Nos
54	Binding Sheet Legal Size	05 Nos
55	Stapler Pins (23/15) Size	25 Packets

56	Stapler Pins (24/6) Size	525 Packets
57	Stapler Pins (23/10) Size	25 Box
58	Stapler Pins (23/20) Size	25 Box
59	Stapler Pins (23/17) Size	02 Box
60	Stapler Pins (23/8) Size	02 Box
61	USB (32-GB)	45 Nos
62	USB (128-GB)	10 Nos
63	Ball Point (Blue)	270 Packets
64	Ball Point (Black)	100 Packets
65	Ball Point (Red)	20 Packets
66	Uni- Ball Pen (Blue)	100 Packets
67	Uni-Ball Pen (Red)	05 Packets
68	Pointer	20 Packets
69	Single Punch Metal (Plier)	10 Nos
70	Calculator	20 Nos
71	Electric Extension	20 Nos
72	Table Set	05 Nos
73	Pen for Table Set	10 Nos
74	Claw Stapler Pin Remover	05 Nos
75	Sessor	05 Nos
76	Peetal Karamken (500 Feets)	01 No
77	Measurement Tape (500 Feets)	01 NO
78	Note Sheet (Printed) 80 Gram	900 Nos
79	Letter Pad (Printed) 80 Gram	740 Nos
80	Officer Pad (Printed) 80 Gram	300 Nos



Equivalent international / local brands allowed

5. SCHEDULE OF REQUIREMENTS (BOQ)

Rule 11

Item Description Quantity Unit Price (PKR) Total



Prices inclusive of all taxes



Quoted in PKR only

6. GENERAL CONDITIONS OF CONTRACT (GCC)

Rule 39

- Delivery Period: 15–30 days
- Delivery Location: WWB Hayatabad, Phase 5, Peshawar
- Inspection: At consignee location
- Payment: Within 30 days after acceptance
- Liquidated Damages:
 - 0.1% per day
 - Maximum 10% of contract value

- Defective items to be replaced within 7 days

7. SPECIAL CONDITIONS OF CONTRACT (SCC)

- Delivery within 30 Days
- Partial delivery: Allowed with approval with the approval Competent Authority
- Transportation & packing: Supplier responsibility
- No advance payment

8. PERFORMANCE SECURITY

Rule 39(d)

- 5% of Contract Value
- Submitted before issuance of Purchase