

TENDER DOCUMENT
RRC CONTRACT 2026-2027
STATIONERY/PRINTING, PAPERS, CLEANING
MATERIALS AND TONERS



BAHRIA UNIVERSITY
H-11 CAMPUS ISLAMABAD

NOTE-1: Bids are to be furnished on the Bid Form and Schedule of prices given in Section v of this document. Any bid not following the format may be considered non responsive and may be rejected.

NOTE-2: Efforts have been made to avoid errors and omissions while preparing these tender documents. However, errors or omissions may creep in while editing or processing for computerization and printing. Any such error, discrepancy or omission may be brought to the notice of Bahria University, which shall rectify/correct the same. University shall not be responsible, directly or indirectly, for any consequences, damage or loss, of action consequential or incidental, to anyone, of any kind in any manner, resulting from typographical errors or omissions.

Section I

Standard Instructions to Bidders

The following data shall be applicable:-

S#	Attribute	Details
1.	Name of Purchaser	Bahria University Islamabad H-11 Campus
2.	Purchaser's Address	Near NASCOM Hospital, Islamabad
3.	Collection of Bidding Documents from	Procurement Office BUI H-11 Campus Basement of MP Block
4.	Communication / Correspondence	Cdre Noman Bashir Usmani SI (M), Director Islamabad H-11 Campus Sector H-11/4, Islamabad Ph.# 051-9259500/3523, 051- 9259480
5.	Bid Submission format	The bids and prices must be submitted on the formats set out in BOQs of this document. The bids submitted on different formats shall be considered non-responsive and may be rejected.
6.	Submission of Bids	1.e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (www.eprocure.gov.pk) 2. The electronic bids, must be submitted by using EPADS on or before (bid closing date and time). Manual bids, shall not be accepted. Electronic Bids will be opened on the same day at (bid opening time at least 30 minutes after bid closing time)
7.	Submission of Bids by post	In case a bidder prefers to submit bid through courier, he must ensure that it is dispatched timely enough to reach Director Islamabad Campus office before the date and time specified in section-II of bidding document. The bids so dispatched must be addressed as under: The President Purchase Committee Director Islamabad H-11 Campus Bahria University Sector H-11/4, Islamabad
8.	Non Eligible Bidders	This Invitation for Bids is open to all eligible bidders, except as provided hereinafter. Bidders, who have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consultancy for the preparation of the design, specifications, and other documents to be used under this Invitation for Bids. Bidders under a declaration of ineligibility for corrupt and fraudulent practices.
9.	The price quoted shall be	DDP in Pak Rupees i.e. inclusive of all applicable taxes & transportation and labor charges, if any. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.

10.	Amount of bid Security	Rs.200,000/- for successful bidder who won the contracts for one year in shape of CDR/Pay Order in favour of Bahria University Islamabad H-11 Campus
11.	Form of Bid Security	<p>a. The bid security shall be in the form of irrevocable, en-cashable call-deposit/bank draft/pay order in name of Bahria University.</p> <p>b. No personal cheques will be acceptable at any cost.</p> <p>c. The previous bid security (if any) will not be considered or carried forward.</p> <p>d. The tenders found deficient of the amount as bid security compared to total bid price will not be considered.</p> <p>e. Bid security is refundable however; its claiming back shall be responsibility of the bidder. The bidder or its authorized representative will collect it from Procurement office by hand acknowledging receipt by signing in the bid security R & I register.</p>
12.	Bid validity period.	Bid should remain valid for 01 year from the closing date. Bid validity period for commercial bids shall be communicated when the same would be called for (if called separately).
13.	Criteria for commercial bid evaluation.	Total cost (inclusive of all applicable taxes, transportation and labor charges).
14.	Criteria for Technical Bids Evaluation	A committee of experts will be constituted for this purpose, which shall evaluate bids keeping in view the proposed material, design. The committee may ask for fresh / revised technical proposals also.
15.	Percentage for quantity increase or decrease	The quantity can be increased or decreased upto maximum of 15% as per client requirements for first/subsequent order.
16.	Execution	The purchase order will be issued as and when required basis to the vendor who shall sign for its acceptance. The formal contract will be signed with mutual consent and if the terms and conditions of the deal are complex/ involve heavy cost/part payments/loan adjustments etc.
17.	Further Order	This will be Rate Running Contract for 01 year.
18.	Defect liability period	<p>a. One year defect liability period shall apply.</p> <p>b. The client shall promptly notify the Contractor in writing of any claims arising during the defect liability period.</p> <p>c. Upon receipt of such notice, the bidder shall, within the period specified with all reasonable speed, repair the defective parts thereof, without costs to the client.</p> <p>d. If the bidder, having been notified, fails to remedy the defect(s), within a reasonable period, the client may proceed to take such remedial action as may be necessary, at the contractor's risk and expense and without prejudice to any other rights which the client may have against the constructor under the Contract.</p> <p>f. Date of putting the facility into usage shall be reckoned for start of defect liability period. Earnest money can be withheld for one year.</p>
19.	Arbitration	The order / contract shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation

		to the order / contract shall be settled amicably by both the parties. If not settled, the matter shall be referred to Rector Bahria University Islamabad as arbitrator whose decision shall be final and binding upon both the parties. No dispute once decided by the arbitrator shall be agitated in any court of Law.
20.	Liquidated Damages	1% of the cost of entire order of such work as remained un completed for every day up to maximum of 10 days. If work is not done even after

Section II **Special Instructions to Bidders**

S#	Attribute	Details
1.	Name of Project	Supply of Stationery/Printing, Papers, Cleaning Material, Toner HP, Toner China and Toner re-fill through Rate Running Contract of the year 2026-2027.
2.	Tender Published on	EPMS,EPAD and in 2 Newspapers
3.	Newspapers	Daily Express & Pakistan Observer on 25 May 2026.
4.	Source of Funds	Bahria University's Revenue
5.	Deadline for bid submission	17 June 2026 at 1030 hrs.
6.	Time, date, and place for bid opening.	08 July 2025 on 1100 hrs. Office of Director Campus Bahria University H-11 Islamabad
7.	Bidding Procedure	Single stage one envelope procedure shall apply
8.	Qualification of Bidders and documents to be attached with the bids.	<p>a. The bidder must have at least Three years of experience in similar field (proof be attached).</p> <p>b. The bidder must have handled similar or high value projects. Documentary evidence to this effect must be provided with the Bid, which includes copies of service order, certificate from client for successful completion of contract, etc.</p> <p>c. To undertake such heavy loads the bidder must have capability with technical infrastructure/setup comprising of Technical staff machines and other associated facilities.</p> <p>d. The bidder will facilitate visit of the assessment team from the university to ascertain the capability and infrastructure of the firm, if required by the university.</p> <p>e. The bidder must submit National Tax, Sales Tax Registration Certificates and Income Tax clearance certificate on the last income Tax return.</p> <p>f. The bidder must submit the following documents with the proposal to ascertain the financial capability:-</p> <p style="padding-left: 40px;">i. Audited Balance Sheet of last year including profit & loss account & auditors</p>

		<p>notes.</p> <p>ii. Tax Return of last one year.</p> <p>g. The bidder must submit an affidavit on stamp paper of Rs 100/- to the fact that bidder has not been blacklisted by any organization of the Federal/Provincial Government.</p> <p>h. The bidder must submit constructor Authorization certificate, where applicable.</p>
9	Subject and file No.	<p>Subject: RRC CONTRACT 2026-2027 Stationery/Printing Papers, Cleaning Material, Toners File No. BUI/H-11/ RRC/2026-2027</p>
10	Acceptance of Items	<p>A Committee of experts from Director H-11 Campus shall be constituted to inspect the items purchased. The committee may use any sources, tool or technique to test the quality of supply made by the contractor. Payment would be made on production of acceptance certificate issued by the committee/end user. The date of acceptance shall be reckoned as the date of completion.</p>
11.	Samples of printing items	<p>Samples of printing items are held in Procurement Office and can be consulted prior submission of quotation.</p>
12.	Authorized Rep	<p>The rep visiting in connection with tender must be in possession of Authority letter of the respective firm.</p>

Section III **Schedule of Requirements**

The schedule stipulates hereafter is the period during which the supply is required to be completed, tested and accepted.

<u>Detail of Items</u>		<u>Supply date</u>
a.	Stationery / Printing Items (Listed in Section-IV)	It will be RRC (Rate Running Contract) required basis for the year 2026-2027.
b.	Cleaning Material (Listed in Section-IV)	
c.	Toner Original HP (Listed in Section-IV)	
d.	Toner China (Listed in Section-IV)	

Section-IV
Specification

LIST OF STATIONARY/PRINTING ITEMS FOR THE FY – 2026-2027

S. NO	DESCRIPTION	DENO	RATE	GST	TOTAL
1.	Attendance Register P/No's	No			
2.	Arco Pup Gum Stick Glue	No			
3.	Ball Pen Piano 0.8 with Grip (blue, Black, Red)	Pkt			
4.	Ball Point Piano Click (blue, Black, Red)	Pkt			
5.	Ball Pen Picaso 0.8 with Grip (blue, Black, Red)	Pkt			
6.	Ball Points Picasso, Blue, Black, Red	Pkt			
7.	Ball Points Piano point 0.8mm	Pkt			
8.	Ball pen Piano Jelflo Jell 1M ball pen	Pkt			
9.	Ball Pen Max Ballpoint pen	Pkt			
10.	Ball Pen with table holder 0.7mm	Pkt			
11.	Ball Pen Piano click N.P crystal gel blue/black	Pkt			
12.	Ball Pen crystal gel with table holder	No			
13.	Ball Points X-treme 0.7 blue/black & red	Pkt			
14.	Ball Point E-Take (M&G)	No			
15.	Binder clip China different size	No			
16.	Binding tape superior 1"	No			
17.	Binding tape superior 1 ½"	No			
18.	Binding tape superior 2"	No			
19.	aper cutter, SDI Medium size	No			
20.	Box file Fine quality Narrow back 2" (Al-flah 1219)	No			
21.	Box File Exclusive 1" Back Nokya	No			
22.	Box File Exclusive 3" Back Nokya	No			
23.	Box file Ordinary Shaker 703	No			
24.	Correction Tape	No			
25.	Calculator Citizen 14-digit Model CT-9300	No			
26.	Calculator Citizen 14-digit Model CT-860L	No			
27.	Calculator Deli 12-digit Model CT-1654C Two power	No			
28.	Calculator Casio 860L	No			
29.	Cell for Remote Control A/C Duracell AAA	No			
30.	Cell Sony/Toshiba/Power plus AA	No			
31.	Cell Sony/Toshiba/Power plus AAA	No			
32.	Cell Camelion AA	No			
33.	Cell Camelion AAA	No			
34.	Cell Energizer AA	No			
35.	Cell Energizer AAA	No			
36.	Cell D Size (Duracell)	No			
37.	Cell Computer Maxell 2030,2032	No			
38.	Cell for Loud Hailer (Toshiba or Equal)	No			
39.	Cell 9-volt Battery	No			
40.	Chart Paper Different color	No			
41.	Check of list pouch A-4 size	No			

42.	Cleaner for computers (Insta clean)	Bottle			
43.	Color Pencil Set Dollar	Set			
44.	Duster for white board (Carpet material)	No			
45.	Desk pen LETO GP-702	No			
46.	Draft Pad Exclusive	Pad			
47.	Degree folder (as per sample)	No			
48.	Envelop white A – 4 Size (80 gm)	No			
49.	Envelop white window printed 9 x 4 (115 gm)	No			
50.	Envelop white 9 x 4 window (115 gm)	No			
51.	Envelop white cloth F/S Inner cloth	No			
52.	Examiner Envelopes as per sample Khaki Printed, size 11 – 1 / 2 x 15” for exam Using 130 Grm Craft paper	No			
53.	Envelope Khaki for key packing	No			
54.	Envelopes Khaki Cloth Printed Size 14 – 1/2” x 18” for exam as per sample,130 Grm craft paper	No			
55.	Envelopes Khaki F/S Using 80 Grm Craft paper	No			
56.	Invigilator Envelopes as per sample Khaki Printed, size 11 – 1 / 2 x 15” for exam Using 130 Grm Craft paper	No			
57.	Envelopes white 9 x 4 Top open 80grm paper	No			
58.	Envelope white printed 10 x 12 as per sample	No			
59.	Envelopes Khaki A-4 craft paper	No			
60.	Envelope White F/S 80 gram	No			
61.	Envelopes Khaki 9x4 craft paper	No			
62.	Eraser Pelican Soft A – L 30	No			
63.	Engagement Stand A4 Size	No			
64.	File board Full Size with flapper (Awais)	No			
65.	File Cover BU Blue /Art Card 300 gm	No			
66.	File cover for student record green/yellow as per sample (Ivery card) 350 gm	No			
67.	File flags different colors	Pkt			
68.	File cover Nokyo A-074 with printing (as per sample)	No			
69.	File cover Transparent A – 4 Size (as per sample)	No			
70.	File cover Transparent F/S Size (as per sample)	No			
71.	File bag plastic with pouches	No			
72.	File Cover White 300 Grm Art Card A-4 size	No			
73.	File Cover white with pocket Art card A-4 size	No			
74.	File Cover white with pocket Art card legal size	No			
75.	File Tags small size 6” Iron end	Bundle			
76.	File Tags Medium Size 12” Iron end	Bundle			
77.	File Tags small size 6” Plastic end	Bundle			
78.	File Tags Medium Size 12” Plastic end	Bundle			
79.	Finger Wet tool	No			
80.	Correction Pen Doller	No			
81.	Correction Pen Pelican	No			
82.	Graph Sheet A-4 size	Pad			
83.	Gum Stick UHU 21 Grm	No			
84.	Gum Stick Arco Pup 21gm	No			

85.	High Lighter Dollar	No			
86.	High Lighter Schneider	No			
87.	High Lighter Pelican	No			
88.	Ink Blue Black Red Pelican	Btl			
89.	Ink Blue Black Red Dollar	Btl			
90.	Ink for Stamp Pad Dollar	Btl			
91.	Hand Dairy Large	No			
92.	Hand Dairy Medium	No			
93.	Hand Dairy Small	No			
94.	Labels for library Books (A-4 size) as per sample	No			
95.	Letter Head 04 color half A-4 100 gm white as per sample (each 100 sheet)	Pad			
96.	Letter Head 04 color A-4 fancy paper	Pad			
97.	Letter Head 4 color half fancy paper	Pad			
98.	Letter Tray In – out Executive (03 Step) (Plastic)	Set			
99.	Letter Tray In – out Executive (02 Step) (Plastic)	Set			
100.	Letter Tray In – out Executive (02 Step) (Steel)	Set			
101.	Letter Tray In – out Executive (03 Step) (Steel)	Set			
102.	Letter Tray In – out Executive (02 Step) (iron)	Set			
103.	Letter Tray In – out Executive (02 Step) (iron)	Set			
104.	Mail Folder (Alpha) (As per sample)	No			
105.	Mail Folder Velvet (As per sample)	No			
106.	Mail Register In word -Out word	No			
107.	Marker OHP, Snowman	Set			
108.	Marker Painting, Golden, Silver (Snowman)	No			
109.	Marker Mercury Permanent Blue, Black & Red	No			
110.	Marker Picasso Permanent Blue, Black & Red	No			
111.	Marker Dollar Permanent Blue, Black & Red	No			
112.	Marker Fine tip Dollar Blue, Black & Red	No			
113.	Marker White board Blue, Black, Red, Dollar	Pkt			
114.	Marker White board Blue, Black, Red Mercury	Pkt			
115.	Marker White board Blue, Black, Red Picasso	Pkt			
116.	Marker white Board Blue, Black, Red (snowman) SB-12	Pkt			
117.	Minute Sheet Green / A-4 80 Grm	Sheet			
118.	Minute Sheet Green Legal size 80 Grm	Sheet			
119.	Medicine advise pad as per sample (100 Sheet)	Pad			
120.	Note Pad Small 4"x 6"	No			
121.	Paper Imported A-4 size 80 Grm Double AA"	Ream			
122.	Paper Imported A-4 size 80 Grm Double AA" IK	Ream			
123.	Paper A-4 Imported 80 grm Paper one	Ream			
124.	Paper Imported Legal Size 80grm Double AA	Ream			
125.	Paper Imported Legal size 80 grm Paper one	Ream			
126.	Paper Imported Legal Size 80g Size 14"x8.5"	Ream			
127.	Paper imported A-5 size	Ream			
128.	Paper tape 1" Sensa	Roll			
129.	Paper tape 2" Sensa	Roll			
130.	Packing tape 2" Seven Star	Roll			
131.	Packing tape 3" Seven Star	Roll			
132.	Paper Clip 36 mm, Three Flowers) Special Steel	Pkt			

133.	Paper Clip 36 mm, Three Flowers) Multi Color	Pkt			
134.	Paper Colored different colors 100 Sheet	Pkt			
135.	Paper Colored different colors 500 sheets	Pkt			
136.	Paper Cutter Large with Blade	No			
137.	Paper Pin	Pkt			
138.	Paper Weight Marble	No			
139.	Paper Weight Iron	No			
140.	Pen Uni – ball eye Fine UB – 157 Blue, Black, Red	No			
141.	Pen Uni – ball Signo 0.7 mm Blue, Black, Red	No			
142.	Pen Uni – Ball (Vision Elite – 80, 95) Blue, black, red & green	No			
143.	Pen UNI Ball Vision Elite Roller ball pen Blue, black, red & green	Pkt			
144.	Pen UNI Ball Air best Roller Ball point	Pkt			
145.	Pencil Jar Nike	No			
146.	Pen stand with pen Acrylic	Set			
147.	Pencil Soft Gold Fish H. B	Pkt			
148.	Pencil Soft Dollar	Pkt			
149.	Pencil Gold Fish 7000 (Electrographic)	Pkt			
150.	Post it Pad 3 x 3" (best quality)	Pad			
151.	Post it Pad 3 x 4" (best quality)	Pad			
152.	Post it Pad (Different colour)	Pad			
153.	Protecting Sheet Plastic 100 Sheet Packing	Pkt			
154.	Punch machine D/H medium Size Kw trio	No			
155.	Punching Machine D/H Heavy Duty KW trio	No			
156.	Punch Machine Single(Steel)	No			
157.	Punch Machine Single(Iron)	No			
158.	Plastic Sheet pocket file 20 pocket	No			
159.	Plastic Sheet pocket file 40 pocket	No			
160.	Quiz Sheet (24 Pages)	Desta			
161.	Red Paper Seal	Pkt			
162.	Register large Imran on imported paper	No			
163.	Register number 8-16 P/No Sunny	No			
164.	Rubber Band	Pkt			
165.	Schneider gel pen for documents	No			
166.	Scale Steel 12"	No			
167.	Spiral Note Book 6"x 8" (Alpha)	No			
168.	Scissor Large Size Sensa	No			
169.	Scissor Medium size Sensa	No			
170.	Scissor Small Size Sensa	No			
171.	Separator Sheet (Card)	Pkt			
172.	Separator Sheet (Plastic)	Pkt			
173.	Spiral note pad small	Pad			
174.	Spiral note pad Medium 6x8	Pad			
175.	Spiral note pad A-4 size	Pad			
176.	Sharpening Machine Heavy Duty KW-trio	No			
177.	Sharpener for pencil Ordinary (Steel Type)	No			
178.	Stamp Pad Blue, Black, Red Lancer	No			
179.	Stamp Pad Blue, Black, Red Dollar	No			
180.	Staple Pin size 23/6 MG	Pkt			

181.	Staple Pin size 23/8 MG	Pkt			
182.	Staple Pin size 23/10 MG	Pkt			
183.	Staple Pin size 24/6 MG	Pkt			
184.	Staple Pin size 26/6 MG	Pkt			
185.	Staple Pin size 10 No MG	Pkt			
186.	Staple Pin size 23/6 Dollar	Pkt			
187.	Staple Pin size 23/8 Dollar	Pkt			
188.	Staple Pin size 23/10 Dollar	Pkt			
189.	Staple Pin size 24/6 Dollar	Pkt			
190.	Staple Pin size 26/6 Dollar	Pkt			
191.	Staple Pin size 10 No Dollar	Pkt			
192.	Staple remover	No			
193.	Stapler Machine Heavy Duty KW-trio	No			
194.	Stapler Machine DUX-12 Medium	No			
195.	Stapler Machine Max small	No			
196.	Stapler Machine three Flower	No			
197.	Sticker Sheet A -4 Size (Computer Label)	Pkt			
198.	Section Diary/Dak Register P/No	No			
199.	Stock Register P/No	No			
200.	Scotch Tape 1" (Deer)	Roll			
201.	Scotch Tape 2" (Deer)	Roll			
202.	Scotch Tape 3" (Deer)	Roll			
203.	Teacher folder as per sample with ring & Printing	No			
204.	Table set complete 09 pieces Marble	Set			
205.	Table set complete 09 pieces wooden	Set			
206.	Table Diary /Yearly Diary	No			
207.	Table Diary Stand	No			
208.	Table Year Planner well	No			
209.	Hand Diary Navy Blue colour	No			
210.	Tape Dispenser for 1" tape roll size excel	No			
211.	Transparent sheet for Degree folder	Pkt			
212.	Thumb Pin / Drawing Pin (Steel Head)	Pkt			
213.	Thumb Pin / Drawing Pin (Plastic Head)	Pkt			
214.	White Board size 3'x4'	No			
215.	White Board size 2'x3'	No			
216.	Notice Board Green 2x3	No			
217.	Notice Board Green 3x4	No			
218.	Notice Board Green 4x5	No			
219.	Register cover with BU Monogram	No			

LIST OF CLEANING MATERIAL FOR THE
YEAR-2026-2027

S. NO	DESCRIPTION	DENO	UNIT PRICE	GST	TOTAL
1.	Air Freshener Jasmine 300ml	No's			
2.	Air Freshener Aseel Crown 300 ml	No's			
3.	Air Freshener Cobra 300ml	No's			
4.	Air Freshener Flower Garden	No's			
5.	Air Freshener Ocean Breeze	No's			
6.	Air Freshener Roomi	No's			
7.	Air Freshener Carrefour	No's			
8.	Air Freshener Dark	No's			
9.	Air wick refill Fresh Matic 175gm	No's			
10.	Air wick machine with refill	No's			
11.	Acid 400 ml (Tiger)	Bottle			
12.	Sweep Red 600 ml (Tiger)	Bottle			
13.	Brush Hard for Cleaning with Handle PPR Pipe Gauge 32mm (Best quality) (as per sample)	No's			
14.	Country Broom Large size 500gm	Kgs			
15.	Country Broom Flower 500gm	No's			
16.	Cotton Thread Best quality for Pocha	Kgs			
17.	Cotton Thread Best quality with wooden Handle PPR Pipe	No's			
18.	Duster Yellow 20x24	No's			
19.	Duster white cotton 20x24	No's			
20.	Micro Fiber Cloth 12x12	No's			
21.	Micro Fiber Cloth 12x18	No's			
22.	Dry Mop with Handle (as per sample) PPR Pipe Gauge 32mm	No's			
23.	Dust bin large size flip cover (Steel)	No's			
24.	Dust bin medium office use (Plastic)	No's			
25.	Dust bin Steel small size (Plastic)	No's			
26.	Dust Pain Large (Plastic)	No's			
27.	Dust Bin Small Size	No's			
28.	Dettol 500ml Bottle	Bottle			
29.	Dettol 1.8 Multi surface floor cleaner	Bottle			
30.	Dettol 01 Ltr Multi-Purpose Cleaner	Bottle			
31.	Phenyl Finis (2.9 Ltr)	Bottle			
32.	Phenyl Doctor (900ml)	Bottle			
33.	Glint 500ml	Bottle			
34.	Hand wash 500ml Dairy	Bottle			
35.	Kiwi Leather Polish 250ml revive all	Bottle			
36.	7CF Lacquer spray 550ml	Bottle			
37.	Wood Shiner Lacquer spray 550ml 7cf	Bottle			
38.	Hand wash 05 Ltrs Dairy	Gallon			
39.	Hand wash 05 Ltrs Fresco	Gallon			

40.	Hand wash Dettol 200ml for office use	Bottle			
41.	Harpic Cleaner 450ml Red/Blue	Bottle			
42.	Lemon Max Bar Small	No's			
43.	Lemon Max Bar Large	No's			
44.	Lemon Max /Dish wash Liquid 475ml	Bottle			
45.	Lota Plastic Large	No's			
46.	Dry Mop Steel Handle with PPR Pipe Gauge 32mm (Best Quality) (As per sample)	No's			
47.	Mortein Spray 400ml	No's			
48.	Cobra Insect Killer (375ml)	No's			
49.	Mospel Oil Small	Bottle			
50.	Mospel Oil Small	Bottle			
51.	Tiger Mosquito Lotion Large	Bottle			
52.	Naphthalene Ball	Kg			
53.	Polythene Bag Large Size 36"x40" blue with Handle	Kgs			
54.	Polythene Bag Medium Size 18"x24" blue with Handle	Kgs			
55.	Polythene Bag Small Size blue with Handle	Kgs			
56.	Surf Excel 45 gm	Pkt			
57.	Surf Excel 100 gm	Pkt			
58.	Surf Excel 200 gm	Pkt			
59.	Surf Excel 500 gm	Pkt			
60.	Surf Excel 1000 gm	Pkt			
61.	Soap small 25 gm (as per sample)	No's			
62.	Soap Lux 45 (as per sample)	No's			
63.	Soap Lux 50 (as per sample)	No's			
64.	Soap Lux 70 (as per sample)	No's			
65.	Soap Lux 100 (as per sample)	No's			
66.	Scotch Brite foam	No's			
67.	Scotch Brite Steel	pkt			
68.	Steel wire wool	Pkt			
69.	Stikoo Glue stik	No			
70.	Toilet Roll Maxob Rose Petal Length 22 Mtr (10 roll pack)	Roll			
71.	Tissue Box luxury (Rose Petal) Pull size 200 x 200 (200 Pulls)	Box			
72.	Tissue Box Pop UP (Rose Petal) Pull size 200x155 (150 Pulls)	Box			
73.	Tissue Box Hi-Jeen Rose Petal Brown Pull size 230x220 (75 Pulls)	Pkt			
74.	Tissue Bejaan Hygiene N-fold Hand Towel, white tissue(200 sheets)	No's			
75.	Tissue Box Hi-Jeen Rose Petal white Pull size 230x220 (75 Pulls)	Pkt			

76.	Toilet Brush with holding stand	No's			
77.	Vim Powder 450 gm	Pkt			
78.	Wiper with Handle PPR Pipe Gauge 32mm large size (As per sample)	No's			
79.	Wiper with Handle PPR Pipe Gauge 32mm medium size (As per sample)	No's			
80.	Wiper with Plastic Handle large size (As per sample)	No's			
81.	Wiper with Plastic Handle medium size (As per sample)	No's			
82.	Power Extension Camelion (6 Port)	No's			
83.	Atlas Plus water filter(Ist stage cartage)	No's			
84.	Atlas Plus water filter(2 nd stage cartage)	No's			
85.	PPF + CTO Water Filter Aqua Safe (Ist stage cartage)	No's			
86.	PPF + CTO Water Filter Aqua Safe (2 nd stage cartage)	No's			
87.	Water Filter 20"x 4.5 Rose PPF 0.3 micron Ist Stage	No's			
88.	PPF + CTO Water Filter size 20"x4.5 Aqua osis 0.3 micron (Ist stage cartage)	No's			
89.	PPF + CTO Water Filter Aqua osis GAC (2 nd stage cartage)	No's			
90.	PPF + CTO Water Filter Kangaroo (Ist stage cartage)	No's			
91.	PPF + CTO Water Filter kangaroo (2 nd stage cartage)	No's			
92.	Muslim shower connection pipe with washer (Faisal)	No's			
93.	Muslim shower Complete Set (Faisal)	No's			
94.	Frame Base of Dry Mop	No's			
95.	Euro max Cartridge with thread 20"x45" water Filter	No's			

**LIST OF TONERS (HP ORIGINAL) FOR THE
YEAR-2026-2027**

S. NO	LIST OF ITEMS	QTY	UNIT PRICE	GST	TOTAL
01	Toner for laser printer HP – 1010 ,1020, 1022 (12 – A)	No			
02	Toner for laser printer HP - 1102 (85 – A)	No			
03	Toner for laser printer HP – 1005,1006 (35 – A)	No			
04	Toner for laser printer HP - 1320 (49 – A)	No			

05	Toner for laser printer HP – 2015 (53 – A)	No			
06	Toner for laser printer HP-4515 (64-A)	No			
07	Toner for laser printer color HP 1600 ,2600 124-A (Each Color) (Original)	No			
08	Toner for HP Printer 2035, 2055 (05A)	No			
09	Toner for laser Printer HP 3015 (55-A)	No			
10	Toner HP-400 (80-A)	No			
11	Toner for laser printer HP - 1200 (15 – A)	No			
12	Toner for laser printer HP – 1300 (13 – A)	No			
13	Toner for HP Printer –M-125a (83-A)	No			
14	Toner for HP Printer –M-130NW, M-102 (17-A)	No			
15	Toner for HP Printer –402 (26-A)	No			
16	Toner for HP Printer –M-26NW (79-A)	No			
17	Toner for HP Printer –M-605 (81-A)	No			
18	Toner for HP Printer –M-135A/MFP-137 (107-A) / (106-A)	No			
19	Toner for HP Printer –M-203dw (30-A)	No			
20	Toner for HP Printer –M-130NW, M-102, M-104, M-132 (19-A)	No			
21	Toner for HP Printer –M-15, M-16 MFP M-28, M-29 (44-A)	No			
22	Toner for HP Printer –M-404, M-428 (76-A)	No			
23	Toner for HP Printer –M-607(37A)	No			
24	Toner Lexmark MS-312DN	No			
25	Toner for Ricoh –M-2701 MP 2014	No			

LIST OF TONERS (CHINA) FOR THE YEAR-2026-2027

S. NO	LIST OF ITEMS	QTY	UNIT PRICE	GST	TOTAL
01	Toner for laser printer HP – 1010 ,1020, 1022 (12 – A)	No			
02	Toner for laser printer HP - 1102 (85 – A)	No			
03	Toner for laser printer HP – 1005,1006 (35 – A)	No			
04	Toner for laser printer HP - 1320 (49 – A)	No			
05	Toner for laser printer HP – 2015 (53 – A)	No			

06	Toner for laser printer HP-4515 (64-A)	No			
07	Toner for laser printer color HP 1600 ,2600 124-A (Each Color) (Original)	No			
08	Toner for HP Printer 2035, 2055 (05A)	No			
09	Toner for laser Printer HP 3015 (55-A)	No			
10	Toner HP-400 (80-A)	No			
11	Toner for laser printer HP - 1200 (15 – A)	No			
12	Toner for laser printer HP – 1300 (13 – A)	No			
13	Toner for HP Printer –M-125a (83-A)	No			
14	Toner for HP Printer –M-130NW, M-102 (17-A)	No			
15	Toner for HP Printer –402 (26-A)	No			
16	Toner for HP Printer –M-26NW (79-A)	No			
17	Toner for HP Printer –M-605 (81-A)	No			
18	Toner for HP Printer –M-135A/MFP-137 (107-A) / (106-A)	No			
19	Toner for HP Printer –M-203dw (30-A)	No			
20	Toner for HP Printer –M-130NW, M-102, M-104, M-132 (19-A)	No			
21	Toner for HP Printer –M-15, M-16 MFP M-28, M-29 (44-A)	No			
22	Toner for HP Printer –M-404, M-428 (76-A)	No			
23	Toner for HP Printer –M-607(37A)	No			
24	Toner Lexmark MS-312DN	No			
25	Toner for Ricoh –M-2701 MP 2014	No			
26	Fax Toner KX-FA 57E Panasonic	No			

**LIST OF TONERS (CHINA KOREAN) FOR THE
YEAR-2026-2027**

S. NO	LIST OF ITEMS	QTY	UNIT PRICE	GST	TOTAL
01	Toner for laser printer HP – 1010 ,1020, 1022 (12 – A)	No			
02	Toner for laser printer HP - 1102 (85 – A)	No			
03	Toner for laser printer HP – 1005,1006 (35 – A)	No			
04	Toner for laser printer HP - 1320 (49 – A)	No			

05	Toner for laser printer HP – 2015 (53 – A)	No			
06	Toner for laser printer HP-4515 (64-A)	No			
07	Toner for laser printer color HP 1600 ,2600 124-A (Each Color) (Original)	No			
08	Toner for HP Printer 2035, 2055 (05A)	No			
09	Toner for laser Printer HP 3015 (55-A)	No			
10	Toner HP-400 (80-A)	No			
11	Toner for laser printer HP - 1200 (15 – A)	No			
12	Toner for laser printer HP – 1300 (13 – A)	No			
13	Toner for HP Printer –M-125a (83-A)	No			
14	Toner for HP Printer –M-130NW, M-102 (17-A)	No			
15	Toner for HP Printer –402 (26-A)	No			
16	Toner for HP Printer –M-26NW (79-A)	No			
17	Toner for HP Printer –M-605 (81-A)	No			
18	Toner for HP Printer –M-135A/MFP-137 (107-A) / (106-A)	No			
19	Toner for HP Printer –M-203dw (30-A)	No			
20	Toner for HP Printer –M-130NW, M-102, M-104, M-132 (19-A)	No			
21	Toner for HP Printer –M-15, M-16 MFP M-28, M-29 (44-A)	No			
22	Toner for HP Printer –M-404, M-428 (76-A)	No			
23	Toner for HP Printer –M-607(37A)	No			
24	Toner Lexmark MS-312DN	No			
25	Toner for Ricoh –M-2701 MP 2014	No			
26	Fax Toner KX-FA 57E Panasonic	No			

**LIST OF TONERS (ASTA CHAINA TONER) FOR THE
YEAR-2026-2027**

S. NO	LIST OF ITEMS	QTY	UNIT PRICE	GST	TOTAL
01	Toner for laser printer HP – 1010 ,1020, 1022 (12 – A)	No			
02	Toner for laser printer HP - 1102 (85 – A)	No			
03	Toner for laser printer HP – 1005,1006 (35 – A)	No			
04	Toner for laser printer HP - 1320 (49 – A)	No			

05	Toner for laser printer HP – 2015 (53 – A)	No			
06	Toner for laser printer HP-4515 (64-A)	No			
07	Toner for laser printer color HP 1600 ,2600 124-A (Each Color) (Original)	No			
08	Toner for HP Printer 2035, 2055 (05A)	No			
09	Toner for laser Printer HP 3015 (55-A)	No			
10	Toner HP-400 (80-A)	No			
11	Toner for laser printer HP - 1200 (15 – A)	No			
12	Toner for laser printer HP – 1300 (13 – A)	No			
13	Toner for HP Printer –M-125a (83-A)	No			
14	Toner for HP Printer –M-130NW, M-102 (17-A)	No			
15	Toner for HP Printer –402 (26-A)	No			
16	Toner for HP Printer –M-26NW (79-A)	No			
17	Toner for HP Printer –M-605 (81-A)	No			
18	Toner for HP Printer –M-135A/MFP-137 (107-A) / (106-A)	No			
19	Toner for HP Printer –M-203dw (30-A)	No			
20	Toner for HP Printer –M-130NW, M-102, M-104, M-132 (19-A)	No			
21	Toner for HP Printer –M-15, M-16 MFP M-28, M-29 (44-A)	No			
22	Toner for HP Printer –M-404, M-428 (76-A)	No			
23	Toner for HP Printer –M-607(37A)	No			
24	Toner Lexmark MS-312DN	No			
25	Toner for Ricoh –M-2701 MP 2014	No			
26	Fax Toner KX-FA 57E Panasonic	No			

Important Terms & Conditions for Supply of Toner Cartridges

1. Minimum Print Yield Guarantee

The successful bidder/vendor shall ensure that each toner cartridge supplied provides a minimum of 80% of the manufacturer-declared page yield capacity. In case the toner fails to achieve the minimum required output, the vendor shall replace the cartridge at no additional cost to the procuring agency.

Examples:

1,000 pages declared yield = minimum 800 pages output

1,500 pages declared yield = minimum 1,200 pages output

2. Minimum Toner Capacity Requirements

The toner cartridges supplied must meet the following minimum page yield requirements:

Lexmark MS312dn: Minimum 3,000 pages

Ricoh M-2701 / MP 2014: Minimum 9,000 pages
HP LaserJet Pro 4003dw: Minimum 3,050 pages

3. Manufacturing Date Requirement

All supplied toner cartridges shall be freshly manufactured, and the manufacturing date shall not be older than one (01) year from the date of supply.

5. Warranty and Replacement Clause

The vendor shall provide replacement of any defective, damaged, faulty, or underperforming toner cartridge without any additional cost to the procuring agency.

6. Quality Assurance Requirement

The vendor shall guarantee that all toner cartridges supplied are:

Brand new and non-refilled

Properly sealed and packed in original packaging

Free from leakage, physical damage, and printing defects

8. Performance and Liability Clause

The vendor shall be fully responsible for any damage caused to printers or related equipment due to defective or substandard toner cartridges and shall bear all repair and replacement costs without imposing any financial liability on the procuring agency.

To: [name and address of Purchaser]

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [description of goods and services] in conformity with the said bidding documents for the sum of [total bid amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form" will remain with the Purchaser.

We also agree to abide by this Bid for a period of [number] days from the date fixed for Bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____.

[Signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

2. Price Schedule in Pak. Rupees

Name of Bidder _____ IFB Number ____ Page ____ of ____.

S#	Detail of items	Amount of bid security
a.	Stationery / Printing Items (Price of each item as per section - IV)	• Rs.200,000/- CDR/Bank Draft & Pay order.
b.	Cleaning Material (Price of each item as per section - IV)	
c.	Toner Original HP (Price of each item as per section - IV)	
d.	Toner China (Price of each item as per section - IV)	

Name of Bidder / Firm:

Signature _____

Date: _____

Seal: _____