



**PRINTING CORPORATION OF PAKISTAN (PVT) LIMITED**  
**(CABINET DIVISION, GOVERNMENT OF PAKISTAN)**  
**KHYABAN-E-SUHWARWADY, ISLAMABAD**

**TENDER NOTICE NO. PCP.1-3/2026-P&D/**

**Invitation to Bids**

**PROCUREMENT OF WHITE OFFSET PAPER (LOCAL/IMPORTED), MATT PAPER,  
SELF CARBONIZED PAPER AND WHITE ART CARD, BACK BROWN CARD BOARD, P.S. PLATES  
AND READYMADE (MACHINE MADE) ENVELOPES ALONGWITH PRINTING**

1. Printing Corporation of Pakistan a Government owned Corporation functioning under the administrative control of the Cabinet Division, Government of Pakistan invites seal bids/offers from manufacturers and General Order Suppliers registered with Income Tax and Sales Tax Department of the FBR who are on the active tax payer list of the FBR. The detail regarding size, specifications, quantities of the stores and stations/places of delivery on FOR basis, of the required material are contained in the tender/bidding documents.

2. The bids / offers complete in all respect be uploaded on PPRA EPADS on or before **16.02.2026 at 2.00 p.m.** The **hard copy of bids must reach to the undersigned at the given date and time.**
3. The bids / offers must be accompanied by Earnest Money / Security Money as per lot-wise offer. The bids / offers without earnest money / security money shall not be entertained and disqualified for participation.
4. At least 02 (Two) sample sheets of each offered paper/card (full size) must be submitted alongwith Lot-wise Bid Security mentioned hereunder on or before tender due date and time i.e. **16.02.2026 at 2.00 p.m.** in sealed covers in the office of Manager (P&D), Printing Corporation of Pakistan, Head Office, Khyaban-e-Suhrawardy, G-7/4, Islamabad :-

(i)	Lot No.1	Rs. 47,313/-
(ii)	Lot No.2	Rs. 73,556/-
(iii)	Lot No.3	Rs. 33,629/-
(iv)	Lot No.4	Rs.46,688/-
(v)	Lot No.5	Rs.94,860/-
(vi)	Lot No.6	Rs.84,699/-

5. The bidders/suppliers wishing to participate in the bids/tender can participate for supply/provision of entire tendered quantities single lot or more than one lot according to their choice and capacity. Rates must be quoted against all the items in the lot failing which bid will be rejected straight away.
6. The bids / offers shall be opened on the same day at **2.30 p.m.**
7. The Corporation reserve the right to cancel or reject any of or all the tenders in accordance with procedure provided in the Public Procurement Rules, 2004.
8. Bid validity period should be 90 days.
9. The purchase quantity may be increased or decreased by the purchase authority according to the requirements and availability of funds.

**(ZAHID AHMAD)**  
**Deputy Manager (P&D)**  
**Phone No. 051 9252142**



**PRINTING CORPORATION OF PAKISTAN (PVT) LIMITED**  
**(Cabinet Division, Government of Pakistan, Islamabad)**

**PROCUREMENT OF WHITE OFFSET PAPER (LOCAL/IMPORTED), MATT PAPER,  
SELF CARBONIZED PAPER AND WHITE ART CARD, BACK BROWN CARD, P.S. PLATES  
AND MACHINE MADE (READYMADE) ENVELOPES ALONGWITH PRINTING**

Notice No. PCP.1-3/2026-P&D/

Date of closing	<b>16.02.2026 at 2.00 p.m.</b>
Date of opening	<b>16.02.2026 at 2.30 p.m.</b>

**(ZAHID AHMAD)**  
**Deputy Manager (P&D)**

**PRINTING CORPORATION OF PAKISTAN (PRIVATE) LIMITED, ISLAMABAD**  
**INSTRUCTIONS TO BIDDERS**

This Tender Document shall be used for submission of Competitive Bidding for the purchase of White Offset Paper (Local/Imported), Matt Paper, Self Carbonized Paper and White Art Card, Back Brown Card, P.S. Plates and Readymade (Machine Made) Envelopes alongwith printing for supply to Printing Corporation of Pakistan Press, Islamabad and Karachi. The bidders with the lowest evaluated bid will be awarded purchase contract.

2. This document contains following:-
- a. Terms and conditions of tender (Annex-A)
  - b. Evaluation Criteria (Annex-B)
  - c. Specimen/format of submission of bids/offers by the bidders (Annex-C).
  - d. Detail of the items quantity and specifications (Annex-D).

**TERMS & CONDITIONS FOR TENDER SUBMISSION**

**(ANNEX-A)**

- i) Public Procurement Rules, 2004 shall be followed by the PCP while conducting the procurement of stores/stocks in the tender under reference.
- ii) Tender to be filled in carefully, preferably typed on firm's letter head. Any correction/alteration is not allowed. Offers which are, conditional, ambiguous, without earnest/security money and against the terms and conditions of the tender enquiry shall not be accepted.
- iii) Single stage-one envelope bidding procedure as specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. The bids/offers must be accompanied with following lot-wise Earnest/Security money (Refundable) offered in shape of bank draft/pay order in favour of Printing Corporation of Pakistan (Pvt.) Limited, Islamabad.

(a)	Lot No.1	Rs. 47,313/-
(b)	Lot No.2	Rs. 73,556/-
(c)	Lot No.3	Rs. 33,629/-
(d)	Lot No.4	Rs.46,688/-
(e)	Lot No.5	Rs.94,860/-
(f)	Lot No.6	Rs.84,699/-
- iv) In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on receipt of a written request.
- v) At least 02 (Two) sample sheets of each offered paper/card (full size) must be submitted alongwith Bid Security on or before tender due date and time in sealed covers in the office of Manager (P&D), Printing Corporation of Pakistan, Head Office, Khyaban-e-Suhrawardy, G-7/4, Islamabad
- vi) The quality & grammage of the samples of paper/card provided by the participating suppliers/vendors will be checked mechanically within PCP. However, the Corporation may get its quality and grammage checked and verified from any other Lab. or authority.
- vii) Quantity of any or all items can be increased, decreased or dropped before the placement of purchase order.
- viii) ***Re-cycled paper is not acceptable.***

- ix) The firm should clearly indicate that offered rates are inclusive of all taxes. National Tax Number, G.S.T. Registration Number (Active Tax payer list of F.B.R.) and Vender Number must be indicated in the bids/offers. Successful bidders will be required to provide Sales Tax Invoice.
- x) **The Bid must be valid for a period of 90 days.**
- xi) The interested bidders can seek any clarification with regard to tender notice or specifications of items, advertised store items etc. within 07 days of the publication of the Tender Notice in Print Media/epads.
- xii) **Brand name and country of origin for local/imported items must be indicated clearly. Paper/material will be received only in original packing.**
- xiii). The successful bidder shall submit a certificate of quality to Printing Corporation of Pakistan along-with its bill invoice that the supplies made against purchase order conform exactly to the specifications stipulated in the order and sample approved by PCP and in the event of a report by the consignee to the contrary, bidder shall undertake either to replace the stores or compensate the PCP in the form of rebate as may be required by Printing Corporation of Pakistan.
- xiv) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection. The language to be used for submission of the bids shall be English.
- xv) The contract will be awarded to the lowest evaluated bidder. The bid shall be evaluated by the Purchase/Tender Committee whose decision will be final.
- xvi) The result of the bid evaluation, in the form of a report will be uploaded on PPRA/EPADS seven days prior to the award of contract. In case of any complaint of bidder, a Redressal Committee of PCP constituted on this behalf will address grievances.
- xvii) The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- xviii) The interested bidders must give full address of Head Office & Branch Offices if any with Telephone/Fax Numbers and contact persons.
- xix) Payment will be made within 30 days on submission of bill along-with relevant documents after complete delivery of the ordered goods.
- xx) The Taxes will be deducted at source on the prescribed rates for onward payment to the Government treasury.
- xxi) **The successful bidder shall have to complete the supply of ordered material/items within 15 days against Lot No. 1 to 5 and within 30 days against Lot No.6 for after receipt of purchase order. In case supply is not carried out within stipulated period a penalty @ 2% per week or part thereof; on pro-rata basis on the cost of delayed supply shall be imposed.**
- xxii) Earnest money will be forfeited if a bidder does not supply the ordered material/items as per supply order or fails to supply according to terms and conditions of tender.
- xxiii) The firm is required to enter into Integrity Pact in respect of the bids having value of Rs.10.00 million or more as provided in Public Procurement Rules, 2004 on standard format.
- xxiv) The bidders may quote rates for one lot or all lots as per their choice. Rates must be quoted against all the items in the lot failing which bid will be rejected straight away.
- xxv) The overall lowest bidder against any or all lots, as the case may be, will be considered for placement of Purchase Order.
- xxvi) In case of any dispute in interpretation of terms and conditions of this tender the Managing Director, PCP shall be the Sole Arbitrator and his/her decision shall be final and binding upon all concerned.

Name of Bidder/Firms/Supplier \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date \_\_\_\_\_

**EVALUATION CRITERIA**

Sealed bids should reach the Manager (P&D), Printing Corporation of Pakistan, Khayaban-e-Suhrawardy, G-7/4, Islamabad as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representative, who choose to be present on the occasion. Bids will be evaluated on aforementioned prescribed criteria. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-44 of Public Procurement Rules-2004.

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

Name of Bidder/Firms/Supplier\_\_\_\_\_

Signature:\_\_\_\_\_

Date\_\_\_\_\_

**Annex-C**

Quotation / rates for supply / provision of stores to PCP in connection with  
Tender No. \_\_\_\_\_ dated \_\_\_\_\_

Name of Mill/ Firm / Bidder / Supplier:

Location of Office:

Contact No:

S. No.	Name of Item	Description, Size & Specification Brand/Country of origin	Unit Price of item including Taxes	Packing	Quantity quoted	Total price of the quantity quoted	Bid money (Rs.)	Remarks
1.	Lot No.1	Local Paper					47,313	
2.	Lot No.2	Imported Paper					73,556	
3.	Lot No.3	Art Card					33,629	
4.	Lot No.4	P.S. Plates					46,688	
5.	Lot No.5	Back Brown Kraft Card					94,860	
6.	Lot No.6	Envelopes					84,699	

We certify that the rates / prices quoted by us are inclusive of all Taxes and duties valid for 90 days and on the basis of free of cost delivery at destination as mentioned in the bidding documents.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Stamp \_\_\_\_\_

Full Address \_\_\_\_\_

Contact person name \_\_\_\_\_

Cell No. \_\_\_\_\_

NTN \_\_\_\_\_

GST No. \_\_\_\_\_

**SPECIFICATIONS OF THE ITEMS/STORES TO BE PROCURED**

The Item-wise specifications, required quality, quantities, stations of delivery are tabulated hereunder:-

**PROCUREMENT OF WHITE OFFSET PAPER (LOCAL/IMPORTED), MATT PAPER,  
SELF CARBONIZED PAPER AND WHITE ART CARD**

**CONSIGNEE : PCP PRESS, ISLAMABAD**

**LOT NO.1**

<b>S. No.</b>	<b>Description of Store</b>	<b>Quantity</b>
1.	White Offset Paper 17"x27"/68 Gsm (Local-High Finish)	210 Reams
2.	White Offset Paper 20"x30"/68 Gsm (Local-High Finish)	100 Reams
3.	White Offset Paper 23"x36"/68 Gsm (Local-High Finish)	20 Reams

**CONSIGNEE : PCP PRESS, ISLAMABAD**

**LOT NO.2**

<b>S. No.</b>	<b>Description of Store</b>	<b>Quantity</b>
1.	White Offset Paper 20"x30"/80 Gsm (Imported)	45 Reams
2.	White Offset Paper 23"x36"/80 Gsm (Imported)	50 Reams
3.	Matt Paper 25"x36"/128 Gsm (Imported)	05 Reams
4.	White Self Carbonized Paper 17"x24"/45-50 Gsm (Imported)	215 Reams

**CONSIGNEE : PCP PRESS, ISLAMABAD**

**LOT NO.3**

<b>S. No.</b>	<b>Description of Store</b>	<b>Quantity</b>
1.	White Art Card 22"x28"/300 Gsm (Imported)	95 Packets
2.	White Art Card 22"x28"/260 Gsm (Imported)	70 Packets

**CONSIGNEE : PCP PRESS, ISLAMABAD**

**LOT NO.4**

<b>S. No.</b>	<b>Description of Store</b>	<b>Quantity</b>
1.	P.S. Plates 715x915/0.15 mm (Imported)	1,250 Nos.

**CONSIGNEE : PCP PRESS, KARACHI****LOT NO.5**

<b>S. No.</b>	<b>Description of Store</b>	<b>Quantity</b>
1.	Back Brown Kraft Card 22"x28"/380-400 Gsm (Imported)	310 Packets

**CONSIGNEE : PCP PRESS, ISLAMABAD****LOT NO.6**

<b>S. No.</b>	<b>Description</b>	<b>Size</b>	<b>Quantity</b>	<b>Paper to be used</b>
1.	Packet-1 Valid Ballot Papers	13"x11" with 2" Flapper	100,000	Brown Kraft Paper 70 Gsm (Local) – Water Proof
2.	Packet-2 Ballot Papers excluded from the Count	12"x9" with 2" Flapper	10,000	-do-
3.	Packet-3 All Packet-1 and Packet-2	19"x14" with 2" Flapper	10,000	Brown Kraft Paper 120 Gsm (Imported)
4.	Packet-4 Tendered Ballot Paper	10"x5" with 1.5" Flapper	10,000	Brown Kraft Paper 70 Gsm (Local) – Water Proof
5.	Packet-5 Valid Tendered Votes	10"x5" with 1.5" Flapper	10,000	-do-
6.	Packet-6 Tendered Ballot Papers excluded from the Count	10"x5" with 1.5" Flapper	10,000	-do-
7.	Packet-7 Challenged Ballot Papers	10"x5" with 1.5" Flapper	10,000	-do-
8.	Packet-8 Valid challenged Votes	10"x5" with 1.5" Flapper	10,000	-do-
9.	Packet-9 Challenged Votes excluded from the count	10"x5" with 1.5" Flapper	10,000	-do-
10.	Packet-10 All Spoilt Ballot Papers	10"x5" with 1.5" Flapper	10,000	-do-
11.	Packet-11 Unused Ballot Papers	16"x12" with 2" Flapper	10,000	-do-
12.	Packet-12 Counterfoils of used Ballot Papers	16"x12" with 2" Flapper	10,000	-do-
13.	Packet-13 Marked Copies of Elector Rolls	16"x12" with 2" Flapper	10,000	-do-
14.	Packet-14 Tendered Votes List (Form-43)	10"x5" with 1.5" Flapper	10,000	-do-
15.	Packet-15 Challenged Votes List (Form-44)	10"x5" with 1.5" Flapper	10,000	-do-
16.	Packet-16 Result of the Count (Form-45)	10"x5" with 1.5" Flapper	15,000	-do-
17.	Packet-17 Ballot Papers Account (Form-46)	10"x5" with 1.5" Flapper	15,000	-do-
18.	Packet-18 Miscellaneous Papers	16"x12" with 2" Flapper	10,000	-do-
19.	Packet-19 Brass Seal	10"x5" with 1.5" Flapper	10,000	-do-



<b>S. No.</b>	<b>Description</b>	<b>Size</b>	<b>Quantity</b>	<b>Paper to be used</b>
20.	Form-39 Cover “A” Not to be opened before counting	5.5”x4” with 1.5” Flapper	90,000	-do-
21.	Form-40 Cover “B” Not to be opened before counting	6.5”x5” ” with 1.5” Flapper	90,000	-do-
		<b>Total:</b>	<b>470,000</b>	