SECRETARIAT
PROVINCIAL OMBUDSMAN (MOHTASIB) SINDH
The Protection against Harassment of Women at the Workplace

# NOTIFICATION

**AD (ADMN) (PHWWP)/STATIONERY& REPAIR OF TRANSPORT/2026-27:** In pursuance of Rule-7 (1) read with sub-rule (2) (3) & (4) of the Sindh Public Procurement Rules, 2010, a Procurement Committee for procurement of Stationery & Repair of Transport services, is hereby notified comprising of Chairman & members along with TORs:

**Composition of Committee:**

1. Mr. Muneer Ahmed Channa, Deputy Director (Admn), PHWWP, Karachi, Chairman
2. Mr. Mathar Ali Jatoi, Consultant Karachi, (Former District & Sessions Judge), Member
3. Mrs. Kousar Parveen, Assistant Director (Admn), PHWWP, Karachi, Member / Secretary
4. Mrs. Shayan Amin, Assistant Director (Inquiry Committee), PHWWP, Karachi, Member
5. Representative of Appellate Tribunal, Sindh Revenue Board, Karachi. Member

**Terms of Reference:**

(a) Preparing and / or Reviewing bidding documents;
(b) Carrying out technical as well as financial evaluation of the bids;
(c) Preparing evaluation report as provided in Rule-45;
(d) Making recommendations for the award of contract to the Competent Authority; and
(e) Perform any other function ancillary and incidental to the above.

**-JUSTICE (R) SHAHNAWAZ TARIQ-**
**PROVINCIAL OMBUDSMAN SINDH**

**AD (ADMN) (PHWWP)/STATIONERY & REPAIR OF TRANSPORT/2026-27** **Karachi, dated: th September, 2026**

A copy forwarded for information to:

1. **The Chairman Appellate Tribunal, Sindh Revenue Board Karachi, with the request to furnish nomination along with email address and cell phone number please.**
2. Deputy Director (Admn), PHWWP Karachi.
3. The Consultant, PHWWP Karachi.
4. The Assistant Director (Admn) and (Inquiry Committee), PHWWP.
5. The PS to Provincial Ombudsman Sindh, PHWWP, Karachi.
6. Office file.

PROVINCIAL OMBUDSMAN SINDH PHWWP HQNS

24/9/26

**(MAHA AFTAB)**
**ASSISTANT DIRECTOR (I.T)**

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GOVERNMENT OF SINDH
PROVINCIAL OMBUDSMAN SINDH

# NOTICE INVITING TENDER

## PROCUREMENT OF STATIONARY

1. The Provincial Ombudsman Sindh (PHWWP) has received an allocation from Public Fund in Pak rupees towards the cost of "**Stationery.**"

2. The Provincial Ombudsman Sindh (PHWWP) invites the e-bids through **E-PADS System SPPRA** from reputable and financially sound Companies / Firms and Authorized Distributors / Dealers having experience of the supply of following Goods: -

| S # | Items | Description/ Specification | Bid Security | Tender Fee | Delivery |
|---|---|---|---|---|---|
| 1. | Stationery | Complete details are given in the tender bidding document | 2% of the total quoted bid amount | Rs.2000/- | Detail is given in the tender bidding document |

3. Bidding documents clearly contain method of procurement, eligibility criteria, terms & conditions. All other relevant details are crystal clear in the bidding documents.

4. E-bids prepared in accordance with instructions contained in bidding documents must be uploaded on SPPRA Authority's Website E-PADS on or before **06.11.2026 till 1130** and bidding documents can also be downloaded from the Procuring Agency's website **ombudsmanphwwp.sindh.gov.pk** as well. Bids shall be opened on 06.11.2026 **at 1200** as per electronic stages of E-PADS.

**Note: Manual bids shall not be accepted. Irrelevant documents / extra documents shall not be considered. Only required documents shall be accepted.**

Bidders must manually submit the Pay Order as Tender Fee amounting to Rs. 2,000/- (Non-refundable) from SBP scheduled Bank in favor of ***"The Provincial Ombudsman Sindh (PHWWP)."***

**Address: Banglow No.2-B Block-A Sindhi Muslim Co-operative Housing Society, near Fayyaz Centre, Shahra-e-faisal, Karachi, Sindh.**

**ASSISTANT DIRECTOR (ADMN)**
**PHWWP**

PROVINCIAL OMBUDSMAN SINDH
PHWWP

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**PROVINCIAL OMBUDSMAN SINDH**
**"THE PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE"**
**ANNUAL PROCUREMENT PLAN**
**STATIONARY**
**FINANCIAL YEAR 2026-27**

| S No. | DESCRIPTION OF PROCUREMENT | QUANTITY (WHERE APPLICABLE) | | | | | | | ESTIMATED UNIT COST (WHERE APPLICABLE) | ESTIMATED TOTAL | FUNDS ALLOCATED | SOURCE OF FUNDS (ADP/NON-ADP) | PROPOSED PROCUREMENT METHOD | TIMING PROCUREMENTS | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | 1ST QRT | 2nd QRT | 3rd QRT | 4th QRT |
| | Items | Head Office Karachi | District Complaint Centre Khairpur | District Office Badin | District Office Dadu | District Office Mithi | District Office Jacobabad | District Office Kashmore | | | 1,998,000 | Budget 26-27 | E-PADS (Rule 46(1)SPPRA) | | | | |
| 1 | A4 Size Paper Rim Box (80gram) | 24 | 2 | 3 | 3 | 3 | 3 | 3 | | | | | | | | | |
| 2 | Legal Paper Rim Box (80gram) size (216x330mm) | 12 | 1 | 4 | 4 | 4 | 4 | 4 | | | | | | | | | |
| 3 | Legal Paper Rim Box (80gram) size (216x343mm) | 12 | 2 | 4 | 4 | 4 | 4 | 4 | | | | | | | | | |
| 4 | Legal Paper green Sheet (100 sheet) 80gram | 50 | 2 | 7 | 7 | 7 | 7 | 7 | | | | | | | | | |
| 5 | Ball pen dollar blck/blue/red box | 40 | 4 | 10 | 10 | 10 | 10 | 10 | | | | | | | | | |
| 6 | Eraser box | 6 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | |
| 7 | Pencil box | 6 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 8 | Gum stick (Box) | 6 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 9 | Highlighter (Box) | 10 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 10 | Stamp paid black & blue | 24 | 10 | 12 | 12 | 12 | 12 | 12 | | | | | | | | | |
| 11 | Paper cutter | 24 | 2 | 4 | 4 | 4 | 4 | 4 | | | | | | | | | |
| 12 | Punch Machine single hole | 16 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 13 | Punch Machine double hole | 16 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 14 | Paper Clips (U Pin Box) | 6 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 15 | Ruler steel (Pieces) | 15 | 2 | 5 | 5 | 5 | 5 | 5 | | | | | | | | | |
| 16 | Stapler Machine Standard | 15 | 1 | 12 | 12 | 12 | 12 | 12 | | | | | | | | | |
| 17 | Stapler pin box | 15 | 4 | 7 | 7 | 7 | 7 | 7 | | | | | | | | | |
| 18 | Sticky Notes (Flags) Standard | 30 | 2 | 5 | 5 | 5 | 5 | 5 | | | | | | | | | |
| 19 | Permanent Marker black/blue Box | 4 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 20 | Sharpner box | 6 | 1 | 4 | 4 | 4 | 4 | 4 | | | | | | | | | |
| 21 | Desk organizer | 10 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 22 | office Calculator | 6 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 23 | Scissor | 10 | 2 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 24 | Register 600 page | 6 | 2 | 3 | 3 | 3 | 3 | 3 | | | | | | | | | |
| 25 | Doller pointer Box | 12 | 2 | 3 | 3 | 3 | 3 | 3 | | | | | | | | | |
| 26 | Box File | 50 | 10 | 10 | 10 | 10 | 10 | 10 | | | | | | | | | |
| 27 | File folder | 10 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 28 | File Board | 300 | 40 | 100 | 100 | 100 | 100 | 100 | | | | | | | | | |

KOUSAR PARVEEN
DRAWING & DISBURSING OFFICER
REGIONAL OFFICE HYDERABAD
PROVINCIAL OMBUDSMAN SINDH
THE PROTECTION AGAINST HARASSMENT
OF WOMEN AT THE WOREPLACE
GOVERNMENT OF SIDH

MUNEER AHMED CHANNA
DEPUTY DIRECTOR (ADMN)
PROVINCIAL OMBUDSMAN
The Protection Against Harassment of
Women at the Workplace, Sindh

SHAYAN AMIN
ASSISTANT DIRECTOR I C
DRAWING & DISBURSING OFFICER
District Office Badin (BPS-16)
Provincial Ombudsman Sindh PHWW

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GOVERNMENT OF SINDH
PROVINCIAL OMBUDSMAN SINDH

TENDER # AD (ADMN) (PHWWP)/STATIONERY/2026-27

Issued on: _____

Issued to: _____

# TENDER DOCUMENT

For

## "PROCUREMENT OF STATIONARY"

**BUDGET #2026-27**
**"SECRETARIAT OF PROVINCIAL OMBUDSMAN SINDH"**
**Protection against Harassment of Women at the Workplace**

| | | |
|---|---|---|
| **Last Date of Bid Submission** | : | 06.11. 2026 at 1130 Hours |
| **Date of Bid Opening** | : | 06.11. 2026 at 1200 Hours |

**PROVINCIAL OMBUDSMAN SINDH**
Banglow No.2B, Block-A Sindhi Muslim Co-operative Housing Society, Karachi, Sindh
Tel # 021-99333470-71. Website: ombudsmanphwwp.sindh.gov.pk

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# DISCLAIMER

This E-tender document ('E-Tender') does not constitute a binding agreement or an offer or invitation by the Provincial Ombudsman Sindh (PHWWP), to any party other than the qualified bidders to submit the Bids. The principle purpose of this Tender is to provide the bidders with information that shall form the basis of their proposals or bids. This Tender contains the minimum requirements and information desired by the Provincial Ombudsman Sindh (PHWWP). The contents hereof may be supplemented by the Provincial Ombudsman Sindh (PHWWP), as it deems appropriate. Each bidder may conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information given in the E-Tender to its satisfaction. The Provincial Ombudsman Sindh makes no representation or warranty and shall incur no liability under any law, rules or regulations as to the accuracy, reliability or completeness of the Tender. The Provincial Ombudsman Sindh (PHWWP) may, at its sole discretion but without being under any obligation to do so, update, improve or supplement the information in this E-Tender.



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GOVERNMENT OF SINDH
PROVINCIAL OMBUDSMAN SINDH

PART-I

# NOTICE INVITING TENDER

## PROCUREMENT OF STATIONARY

1. The Provincial Ombudsman Sindh (PHWWP) has received an allocation from Public Fund in Pak rupees towards the cost of **"Stationary".**

2. The Provincial Ombudsman Sindh (PHWWP) invites the e-bids through **E-PADS System SPPRA** from reputable and financially sound Companies / Firms and Authorized Distributors / Dealers having experience of the supply of following Goods: -

| S # | Items | Description/ Specification | Bid Security | Tender Fee | Delivery |
|---|---|---|---|---|---|
| 1. | Stationary | Complete details are given in the tender bidding document | 2% of the total quoted bid amount | Rs.2000/- | Detail is given in the tender bidding document |

3. **Supporting Documents:**
   (i) Legal entity proof document of bidder.
   (ii) Proof that the bidder is the original owner/power of attorney holder.
   (iii) Atleast 02 Purchase Orders for the same/relevant category obtained through tender;
   (iv) Annual turnover for last 03 years
   (v) Documentary proof that the bidder is an active Tax payer along with NTN / GST Registration Certificate of FBR, for Income Tax, Sales tax in case of procurement of Goods. Registration with the Sindh Revenue Board (SRB) in case of procurement work and services, and registration with Pakistan Engineering Council (Where applicable).
   (vi) Rs.200/- stamp paper affidavit declaring that the bidder is not black listed in any Government, Semi-Government or Private institute along with Technical Bid.
   (vii) Note: Only required/mentioned supporting documents shall be accepted.

4. **Terms & Conditions:**

   (i) The rates should be quoted in Pak Rupees inclusive all taxes and levies.
   (ii) No Tender shall be accepted by Fax or E-mail.
   (iii) Bid should be properly signed, named & stamped by the authorized person.
   (iv) Bid must be accompanied with Bank Guarantee/Pay order/Demand Draft equal to 2% of the total bid as bid security (refundable) in favor of The Provincial Ombudsman Sindh (PHWWP). The bids downloaded without Bid



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Security shall stand rejected. Bid Security (original) shall be furnished by the bidder to the office of Provincial Ombudsman Sindh, PHWWP.

(v) Bids uploaded after the specified date and time shall not be entertained.
(vi) All Government applicable taxes will be deducted from supplier's payment.
(vii) The validity of offer, terms of payments, warranty period and schedule of delivery should be clearly mentioned otherwise bid will be rejected.

5. **Bid Validity:**
Bid validity period should be 90 days as per Rule-38 of SPPRA Act, 2010 (Amended)

6. **Procedures of Open Competitive Bidding:**

The procedure for opening competitive bidding shall be performed through online portal stages of **EPADS System SPPRA, Procedure Rule-46(1).**

7. **Bidding / Tender Documents Availability Schedule:**

(i) **Issuance/Uploading:** Bidding document may be downloaded from the date of publication / hoisting on SPPRA website / EPADS from **16.10. 2026** during office hours.
(ii) **Last Date of Uploading:** Last date will be **06.11. 2026** at 1130 Hours.
(iii) **E-Bids Opening Date: 06.11. 2026** 1200 Hours
Place of E-PADS bid opening is:

***Address:***
**Conference Hall of the Secretariat of Provincial Ombudsman Sindh, Banglow No.2-B Block-A Sindhi Muslim Co-operative Housing Society, Karachi, Sindh**
Tel: 021-99333470-71. **Website: ombudsmanphwwp.sindh.gov.pk**

8. The complete details of bidder's eligibility, evaluation criteria & delivery period is given in tender bidding document.
9. Interested bidders can apply and download the bidding document from the SPPRA website **(E-PADS)** or Provincial Ombudsman Sindh's website **Website: ombudsmanphwwp.sindh.gov.pk** and submit the Pay Order amounting to Rs. 2,000/- (Non-refundable) from SBP scheduled Bank in favour of ***"The Provincial Ombudsman Sindh (PHWWP)."***

10. The Provincial Ombudsman Sindh (PHWWP) reserves the right to cancel the bidding process at any time before the award of contract as per Rule 25, Sindh Public Procurement Rules, 2010 (Amended up-to now) without thereby incurring any liability to the bidder.

PROVINCIAL OMBUDSMAN SINDH PHWWP

ASSISTANT DIRECTOR (ADMN)



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PART-II

# Part-A: Instructions for Bidders

## 1. Introduction

(i) Name of Procuring Agency: *Provincial Ombudsman Sindh (PHWWP)*

(ii) Name of Project: *Stationary (2026-27)*

(iii) Name of Contract: *Framework Contract*

*(iv)* Address of Procuring Agency: *Provincial Ombudsman Sindh (PHWWP), Banglow No2-B Block-A Sindhi Muslim Co-operative Housing Society, Karachi, Sindh.*

*Tel: 021-99333470-71*

**Website: ombudsmanphwwp.sindh.gov.pk**

(v) The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Provincial Ombudsman Sindh (PHWWP), shall be written in English. Supporting documents uploaded by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

## 2. Bid Price & Currency

(i) Bids are invited in Pak Currency.

(ii) Price shall be written in figures as well as in words.

(iii) The price shall be fixed and final and shall include all applicable Government taxes, duties and other levies as of the date of Bid opening. In case of any change in rates due to imposition of new taxes by the Federal or Provincial Government, change in existing tax rates on the Contract services, the rate differential shall be payable by the Bidder.

(iv) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

## 3. Validity Period for Bid

Bids shall remain valid for the period of **90 days** after the date of opening of bids. Any bid valid for a shorter period may be rejected by the Purchaser as non-responsive.



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4. **Bid Security**

(i) Bid Security at the rate of 2% of the quoted value, should be in the shape of Pay Order from a SBP scheduled bank drawn in favor of ***"The Provincial Ombudsman Sindh (PHWWP)"***. **The Tenders without Bid Security or not in required format shall be rejected**.

(ii) Bid Security shall remain valid for a period of 28 days beyond the validity period for bids.

(iii) Bid Security (Original) must be submitted in the office of ***"Assistant Director (Admn), Provincial Ombudsman Sindh (PHWWP), 2-B Block-A Sindhi Muslim Co-operative Housing Society, Karachi*** latest by **06.11. 2026 at 1130 Hours.**

5. **Last Date of uploading Bid**

The bids should be uploaded on SPPRA Website E-PADS latest by **06.11. 2026 at 1130 Hours.** The tender bids uploaded after that time & date will not be entertained/ downloaded.

6. **Date & Place of Bid Opening**

Bids shall be opened on **06.11. 2026 at 1200 Hours** in the presence of bidders / representatives of bidders (having proper authorization letter) in Conference Hall of the Secretariat of ***"Provincial Ombudsman Sindh (PHWWP).***

7. **Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and Provincial Ombudsman Sindh (PHWWP) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8. **Clarification of Bidding Documents**

Interested Bidder requiring any clarification of the bidding documents may notify Provincial Ombudsman Sindh (PHWWP) in writing no later than five working days prior to the deadline mentioned in the bidding documents.

9. **Amendment of Bidding Documents**

(i) At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by interested Bidder, may modify the bidding documents by amendment.

(ii) All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.



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(iii) In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the uploading of bids.

**10. E-Bid Uploading & Opening Guidelines**

(i) The Tender shall be typed or written indelible black ink and shall be numbered, signed and stamped by the person or persons duly authorized to sign on behalf of the Bidder.

(ii) The procedure for opening competitive bidding shall be performed through electronic/portal stages of **EPADS system SPPRA. All requirements mentioned in Rule No.46(1) SPPRA Rules, 2010 (Amended up-to now)** shall be adopted in ranking of bids and following shall be observed:

(a) Notice Inviting Tenders and bidding documents of this method shall contain the following eligibility criteria:

i. Relevant experience;
ii. turn-over of at least last three years;
iii. Registration with Federal Board of Revenue (FBR), for Income Tax, Sales Tax in case of procurement of goods. Registration with Sindh Revenue Board (SRB) in case of procurement of work and services, and registration with Pakistan Engineering Council (Where applicable).
[Provided that the bidder shall be on Active Taxpayer List (ATL) of federal Board of Revenue (FBR) or Sindh Board of Revenue (SRB), as the case may be, failing to which the bidder shall not be eligible to take part in bid; and]
iv. Any other factor deemed to be relevant by the procuring agency subject to provision of Rule-44.

(b) Each E-bid shall comprise of the financial proposal and required information mentioned at clause (a) above.

(c) All E-bids uploaded shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document.

(iii) Bid should have inscribed with:

Tender/NIT # & Date: _____

Last date & time: **06.11. 2026 @ 1130 Hours**
Address: **Banglow No.2-B Block-A Sindhi Muslim Co-operative Housing Society Karachi, Tel: 021-99333470-71**

(iv) E-Bid shall be marked by name of the assignment. If the bid is not submitted duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.



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(iv) E-Bid shall be marked by name of the assignment. If the bid is not submitted duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.

(v) During the evaluation of bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

(vi) The Procurement Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

(vii) Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

(viii) The Procurement Committee may waive any minor informality, non-conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

## 11. E-Bid Evaluation / Eligibility Criteria

### (i) Pre-screening of bids for Substantial Responsiveness:

The eligible bids, which closely conform to the Technical Specification / BOQ given in bidding documents and are substantially responsible to the other terms & conditions of bidding documents, will be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

### (ii) Bidder's Eligibility Criteria

(a) The Procurement Committee shall perform pre-screening on the Yes/No basis to determine the substantial responsiveness of each bid to the bidding documents and under following conditions bid will be rejected and declared as Non-Responsive: -

i. If a bid is not properly signed, named & stamped by the authorized person or written with lead pencil.
ii. If bid is uploaded after the specified due date and time.
iii. If Rs.200/- stamp paper affidavit declaring that the bidder has never been black listed in any Government, Semi-Government



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or Private institute is not attached.

iv. If a bidder is not an Active Tax Payer.
v. If the NTN/SST/SRB registration certificate is not attached.
vi. If the validity of bid offer is either not clearly mentioned or is less than the required period.
vii. If the bid offer is conditional.

(b) During Bid Evaluation, the Procurement Committee shall reject the bid and declare it as Non-responsive if: -

i. If Bid is not accompanied by Bid Security of required amount and Form.
ii. Terms of Payment are either not clearly mentioned or payment schedule deviate.

(c) If the Bid is Non-responsive, it will be rejected by the Procurement Committee and cannot subsequently be made responsive by the Bidder by correction of the non-conformity.

(d) Only Bids that qualified in pre-screening evaluation shall be considered for further Technical Evaluation.

(iii) **Financial E-Bid Evaluation:**

During, Bid Evaluation, the bids, which closely conform to the Technical Specifications given in bidding document and are substantially responsive to the bidding documents, shall be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

**12. Acceptance of Offers**

The Provincial Ombudsman Sindh (PHWWP) reserves the right to cancel the bidding process at any time prior to the award of contract as per Rule 25 of SPP Rules, 2010 (Amended up-to now), without thereby incurring any liability to the affected Bidder or bidders.

**13. Inspection & Acceptance**

(i) The supplied goods shall be acceptable only after inspection report carried out by the Inspection Team nominated by the Provincial Ombudsman Sindh (PHWWP).

(ii) The Provincial Ombudsman Sindh (PHWWP) reserves the right to reject Goods if it does not conform to the provided BOQ/Specifications given in bidding documents.

(iii)



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14. **Corrupt or Fraudulent Practices**

(i) ***corrupt practice"*** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) ***"fraudulent practice"*** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Provincial Ombudsman Sindh (PHWWP), Government of Sindh, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the Provincial Ombudsman Sindh (PHWWP), Government of Sindh of the benefits of free and open competition;

(iii) ***"collusive practices"*** means a scheme or arrangement between two or more bidders, with or without the knowledge of the Provincial Ombudsman Sindh (PHWWP), Government of Sindh, designed to influence the action of any party in a procurement process or the execution of a contract.

(iv) ***"Coercive practices"*** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.

**Note:** *Provincial Ombudsman Sindh (PHWWP), will reject a bid for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusive or coercive practices in competing for the contract in question and will declare that firm ineligible, either indefinitely or for a stated period of time, to be awarded a government-financed contract.*

**ASSISTANT DIRECTOR (ADMN)**

PROVINCIAL OMBUDSMAN SINDH
PHWWP



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## PART-III
## [Bid Data Sheet]

The following specific data for the subject procurement to be procured shall complement, supplement, or amend the provisions in the Instruction to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

| | |
|---|---|
| | **INTRODUCTION** |
| 1 | **Name of Procuring Agency:** Provincial Ombudsman Sindh (PHWWP), 2-B Block-A Sindhi Muslim Co-operative Housing Society, Karachi. Tel# 021-99333470-71 Ombudsman's **Website: ombudsmanphwwp.sindh.gov.pk** |
| 1.2 | **Name of Project:** ***Stationary.*** |
| 1.3 | **Name of Contract:** Framework Contract-Rule-15(B) SPPRA |
| | **Bid Price and Currency** |
| 2 | Prices quoted by the Bidder shall be **"fixed" as in "Pak Rupees"** |
| | Preparation and Submission of Bids |
| 3 | **Mandatory Selection / Eligibility / Responsiveness criteria** |
| | • Bid should be signed, named & stamped and quoted price is in PKR |
| | • Required bid security should be attached |
| | • Bid should comply with specifications mentioned in bidding documents; no optional/ alternative item will be accepted |
| | • 06 Millions turn over for last 03 years |
| | • Provide National Tax Number Certificate (NTN), GST/SRB & valid tax certificate in the name of organization |
| | • Proof that organization is registered with Federal Board of Revenue/Respective Revenue Boards for Income & Sales Tax Departments for supply of Goods. |
| | • Proof that organization is on Active Tax Payer List (Income and Sales Tax) of FBR/relevant authority. |
| | • Original Affidavit confirming that the firm has not never been black listed by any Government, Semi Government or Autonomous Bodies (Provincial/Federal / Local) on Rs. 200/- non-judicial stamp paper |
| 4 | **Relevant Experience** At least 02 Purchase Orders (copies of purchase orders obtained through tender) |
| 5 | **Amount of Bid Security: 2%** amount of Bid Value in the shape of Bank Guarantee/Pay order/Demand Draft having validity period not less than 6 months drawn in favour of The Provincial Ombudsman Sindh (PHWWP). |
| 6 | **Bid validity period**: 90 days<br>**Note:** In exceptional circumstances prior to expiry of the original bid validity period, the bidder may be requested in writing for an extension of the period of validity. A bidder agreeing to such request will not be permitted to modify his bid. A bidder not agreeing to such request may be withdrawn at the discretion of Ombudsman. |
| 7 | **Submission of E-Bids and Opening Guidelines:**<br>**The Procedure defined in Rule No.46(1) SPPRA Rules, 2010 (Amended up-to now)** shall be adopted in ranking of bids and following shall be observed:<br>a) Notice Inviting Tenders and bidding documents of this method shall contain the following eligibility criteria:<br>i. relevant experience<br>ii. turn-over of at least last three years;<br>iii. Registration with Income Tax, Sales Tax/SRB;<br>iv. Any other factor deemed to be relevant by the procuring agency subject to provision of Rule44.<br>b) Each E-Bid shall comprise of the financial proposal and required information mentioned at clause (a) above. |



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| | |
|---|---|
| | c) All E-bids downloaded shall be opened and evaluated in the manner prescribed in the Notice Inviting Tenders or bidding document. |
| | i. Bid shall be marked by name of the assignment. If the bid is not submitted duly marked as indicated above, this will constitute grounds for declaring the bid as non-responsive.<br><br>ii. During the evaluation of bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.<br><br>iii. The Procurement Committee will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.<br><br>iv. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.<br><br>v. The Procurement Committee may waive any minor informality, non-conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder. |
| 8 | **Place & Date for E-Bid submission & opening:**<br>E-Bids must be uploaded on the E-PADS SPPRA latest by **06.11.2026, 1130 Hours** and will be opened on same day at **06.11.2026 1200 Hours in the Conference Hall of the Secretariat of Provincial Ombudsman Sindh (PHWWP).** |



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# Part-IV: Eligibility Criteria

| S. No. | Requisite | *Evidence required to be attached | Compliance / Proof | |
|---|---|---|---|---|
| 1 | Minimum 03 Years in business in the relevant field | Letter of Incorporation / Company Registration Letter / Letter or Declaration of Commencement of Business / NTN. **(Attach as Annexure "A")** | **Yes** | **No** |
| 2 | 06 Millions Turn Over at least 03 Years | Tax Return **(Attach as Annexure "B")** | **Yes** | **No** |
| 3 | Registration with Income Tax and Sales Tax | NTN & GST Certificates **(Attach as Annexure "C")** | **Yes** | **No** |
| 4 | Atleast 02 Purchase Orders for the same category | Purchase Order **(Attach as Annexure "D")** | **Yes** | **No** |
| 5 | Attachment of Affidavit | If Rs.200/- stamp paper affidavit declaring that the bidder has never been black listed in any Government, Semi-Government or Private institute is not attached. **(Attach as Annexure "F")** | **Yes** | **No** |
| **Qualified / Disqualified** | | | | |

## ELIGIBILTY CRITERIA NOTE

1. There can be subsequent clarification to this specific tender for which it is advised to keep yourself abreast with the notification being hoisted on Ombudsman & SPPRA websites regularly.
2. Attachment of relevant evidence in eligibility criteria is mandatory. In case of non-provision of evidence in any of the requisite, bidder will be disqualified.

## MANDATORY CONDITIONS.

1. Attachment of Affidavit (specimen attached as "Form VII") on stamp paper from the owner of the company.
2. Writing of tender reference as given in the NIT on the tender document is must or the Ombudsman will not be responsible if the documents are not uploaded on time.
3. Company's profile must be submitted with all the supporting documents.
4. Provincial Ombudsman Sindh reserves the right to cancel the bid, accept or reject any bid as per SPPRA Rules or accept the whole or part of bids.



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## DISQUALIFICATION

**The bidder will be considered disqualified during the technical/financial evaluation process or after award contract if:**

1. On black list of SPPRA.
2. Alternate bid is offered.
3. The qualified bidder sublets the contract in any form/stage to any other agency.
4. The tender is deposited without Tender Fee.
5. If during verification process of the cliental list, the response by any of the agency is un satisfactory on account of previous performance.

**ASSISTANT DIRECTOR (ADMN)**

PROVINCIAL OMBUDSMAN SINDH



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# Part-V: Schedule of Requirement

The delivery schedule is hereafter expressed the date of delivery required along with location is as under

| S # | Items Description/Qty | Location of Supply | Time of Delivery from date of Award |
|---|---|---|---|
| 1. | Procurement of Stationary (As specified in the biding document) | **Registrar,** Secretariat of Provincial Ombudsman Sindh (PHWWP), 2-B Block-A Sindhi Muslim Co-operative Housing Society, Karachi. | As per demand / need and release of quarterly budget after contract signing |

(i) Successful bidder will have to supply, deliver, and inspect the stationary items at the site on his own expenses including necessary sample approvals or specifications compliance material.

(ii) Delivery and inspection of stationary goods should be made as per demand and release of quarterly budget from the date of issuance of contract.

(iii) The firm will supply stationary items as per in standard packing. Moreover, the Supplier / Seller shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination.

(iv) Quantity of goods/ stationary items may be reduced or increased as per provisions of Rule 16(e) of SPPRA Rules, 2010 (Amended up-to now).

**ASSISTANT DIRECTOR (ADMN)**

PROVINCIAL OMBUDSMAN SINDH
PHWWP



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GOVERNMENT OF SINDH
PROVINCIAL OMBUDSMAN SINDH

## Part-VI:

### BILL OF QUANTITIES (BOQS) AND TECHNICAL SPECIFICATION

**PROCUREMENT OF STATIONARY**

***Note: Bidder should quote for all items mentioned in BOQ. In case of incomplete quoting bid will not be considered for further evaluation***

| S No. | DESCRIPTION OF PROCUREMENT | QUANTITY (WHERE APPLICABLE) | | | | | | |
|---|---|---|---|---|---|---|---|---|
| - | **Items** | **Head Office Karachi** | **District Complaint Centre Khairpur** | **District Office Badin** | **District Office Dadu** | **District Office Mithi** | **District Office Jacobabad** | **District Office Kashmore** |
| 1 | A4 Size Paper Rim Box (80gram) | 24 | 2 | 3 | 3 | 3 | 3 | 3 |
| 2 | Legal Paper Rim Box (80gram) size (216x330mm) | 12 | 1 | 4 | 4 | 4 | 4 | 4 |
| 3 | Legal Paper Rim Box (80gram) size (216x343mm) | 12 | 2 | 4 | 4 | 4 | 4 | 4 |
| 4 | Legal Paper green Sheet (100 sheet) 80gram | 50 | 2 | 7 | 7 | 7 | 7 | 7 |
| 5 | Ball pen dollar blck/blue/red box | 40 | 4 | 10 | 10 | 10 | 10 | 10 |
| 6 | Eraser box | 6 | 1 | 1 | 1 | 1 | 1 | 1 |
| 7 | Pencil box | 6 | 1 | 2 | 2 | 2 | 2 | 2 |
| 8 | Gum stick (Box) | 6 | 1 | 2 | 2 | 2 | 2 | 2 |
| 9 | Highlighter (Box) | 10 | 1 | 2 | 2 | 2 | 2 | 2 |
| 10 | Stamp paid black & blue | 24 | 10 | 12 | 12 | 12 | 12 | 12 |
| 11 | Paper cutter | 24 | 2 | 4 | 4 | 4 | 4 | 4 |
| 12 | Punch Machine single hole | 16 | 1 | 2 | 2 | 2 | 2 | 2 |
| 13 | Punch Machine double hole | 16 | 1 | 2 | 2 | 2 | 2 | 2 |
| 14 | Paper Clips (U Pin Box) | 6 | 1 | 2 | 2 | 2 | 2 | 2 |
| 15 | Ruler steel (Pieces) | 15 | 2 | 5 | 5 | 5 | 5 | 5 |
| 16 | Stapler Machine Standard | 15 | 1 | 12 | 12 | 12 | 12 | 12 |
| 17 | Stapler pin box | 15 | 4 | 7 | 7 | 7 | 7 | 7 |
| 18 | Sticky Notes (Flags) Standard | 30 | 2 | 5 | 5 | 5 | 5 | 5 |
| 19 | Permanent Marker black/blue Box | 4 | 1 | 2 | 2 | 2 | 2 | 2 |
| 20 | Sharpner box | 6 | 1 | 4 | 4 | 4 | 4 | 4 |
| 21 | Desk organizer | 10 | 1 | 2 | 2 | 2 | 2 | 2 |
| 22 | office Calculator | 6 | 1 | 2 | 2 | 2 | 2 | 2 |
| 23 | Scissor | 10 | 2 | 2 | 2 | 2 | 2 | 2 |
| 24 | Register 600 page | 6 | 2 | 3 | 3 | 3 | 3 | 3 |
| 25 | Doller pointer Box | 12 | 2 | 3 | 3 | 3 | 3 | 3 |
| 26 | Box File | 50 | 10 | 10 | 10 | 10 | 10 | 10 |
| 27 | File folder | 10 | 1 | 2 | 2 | 2 | 2 | 2 |
| 28 | File Board | 300 | 40 | 100 | 100 | 100 | 100 | 100 |



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# Part-VII: Bid Form Form-I

**Tender / NIT #** _____ **Dated** _____

**To,**

Registrar,
Provincial Ombudsman Sindh (PHWWP),
Banglow No.2-B Block-A Sindhi Muslim Co-operative Housing Society,
Karachi.
Tel: 021-99333470-71

Gentleman:

Having examined the bidding documents *[including Addenda Nos. (insert numbers), the receipt of which is hereby duly acknowledged]* we, the undersigned, offer to supply and deliver *(*Procurement of Stationery*)* in complete conformity with the said bidding documents for the sum of Rs. ____ (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 will furnish a Pay Order (refundable) from SBP scheduled bank in favor of Assistant Director (Admn), Provincial Ombudsman Sindh in a sum equivalent to 05% of the Contract Price for the due performance of the Contract.***

We agree to abide by this Bid for period of 90 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 _____2026

[signature] [in the capacity of]
Duly authorized to sign Bid for and on behalf of
Address:_____
GST No. _____



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# Tender Form

## Form-II

| | | | |
|---|---|---|---|
| Name of Bidder | | | |
| Status of the Bidder | | Sole Proprietorship | |
| | | Partnership | |
| | | Limited Company | |
| Postal Address | | | |
| Telephone No(s). | | | |
| Fax No. | | | |
| Email | | | |
| Authorized Person | Owner/Representative | | |
| | Name | | |
| | Designation | | |
| | Signature | | |
| | Contact No. | | |
| GST No. of the Bidder | | | |
| SRB No. of the Bidder | | | |
| PSEB Registration No. & Date (if any) | | | |
| Total quoted bid amount (in Pak Rupees) | | | |
| 1% bid security amount of total bid amount (in Pak Rupees) | | | |
| Validity of Quotation (Date) | | | |
| Amount of Earnest Money* Pay Order / Demand Draft (Attached) | | No. | |
| | | Date | |
| | | Amount in Rs. | |
| | | Bank Branch | |

**Signature of Contractor(s)**

**(Stamp)**



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# Form-III: Financial Proposal/Price Schedule in Pak Rupees

**Company Name of Bidder:** _____

**NIT #** _____

| | | | | | |
|---|---|---|---|---|---|
| 1. | Procurement of Stationary | | | | |

**A. Total Bid amount in Pak Rs. (without all taxes and duties):**
**B. Total Costs of all taxes and duties**
**A+B Total Bid amount in Pak Rs. (with all taxes and duties):**
**Figure in words:-**

[Signature] [in the capacity of]
Duly authorized to sign Bid for and on behalf of



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**Form-IV**

## CONTRACT FORM

THIS AGREEMENT made the _____day of _____ between), ***Provincial Ombudsman Sindh (PHWWP), Karachi*** (hereinafter called "the Procuring agency") of the one part and _____ of *Karachi, Pakistan* (hereinafter called "the Supplier") of the other part:

WHEREAS, the Procuring agency invited E-Bids for certain goods and ancillary services, viz., and has accepted a bid by the Supplier for the supply of those goods and services in the sum of _____ (Rupees ) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

(a) the Bid Form and the Price Schedule submitted by the Bidder;
(b) the Schedule of Requirements;
(c) the Technical Specifications.
(d) the General Conditions of Contract;
(e) the Special Conditions of Contract;
(f) the Procuring agency's Notification of Award and;

3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, uploaded / delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, uploaded/delivered by _____ the _____ (for the Supplier)



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**Form-V**

## General Conditions of Contract

**1. Definitions**

In this Contract, the following terms shall be interpreted as indicated:

(a) **"The Contract"** means the agreement entered into between the Procuring agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) **"The Contract Price"** means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

(c) **"The Goods"** means all of the equipment, machinery, and/or other materials, which the Supplier is required to supply to the Procuring agency under the Contract.

(d) **"The Services"** means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.

(e) **"GCC"** mean the General Conditions of Contract contained in this section.

(f) **"SCC"** means the Special Conditions of Contract.

(g) **"The Procuring agency"** means the Secretariat of Provincial Ombudsman Sindh, PHWWP.

(h) **"The Supplier"** means the individual or firm supplying the Goods and Services under this Contract.

(i) **"SPP Rules 2010"** means the Sindh Public Procurement Rules 2010 (Amended up-to now).

(j) **"Day"** means calendar day.

**2. Standards**

The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution



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**3. Patent Rights**

The Supplier shall indemnify the Procuring agency against all third- party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Islamic Republic of Pakistan.

**4. Performance Security**

Within twenty (20) days, or any other duration as specified in SCC, of receipt of the notification of Contract award, the successful Bidder shall furnish to the Procuring agency the performance security in the amount specified in SCC.

The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

The performance security shall be denominated in the Pak rupees and shall be an unconditional bank guarantee, pay order, call deposit as, provided in the bidding documents or another form acceptable to the Procuring agency;

The performance security will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

**5 Inspections and Tests**

The Procuring agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring agency. The Procuring agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.

The Procuring agency's right to inspect test and, where necessary, reject the Goods after the Goods' arrival shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Manufacturer.

Nothing in GCC Clause 5 shall in any way release the Supplier from any warranty or other obligations under this Contract.

**6. Packing**

The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage.

**7. Delivery and Documents**

Delivery of the Goods/Services shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping/ transportation and/or other documents to be furnished by the Supplier are specified in SCC.

**8. Insurance**

No need of Insurance for Local Supplies, However Supplier is responsible to deliver the goods/services in perfect condition to the end user.

**9. Transportation**

The Supplier is required under the Contact to transport the Goods/Services to a specified place of destination and shall be arranged by the Supplier, and related costs shall be deemed to have been included in the Contract Price.



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**10. Incidental Services**

10.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

(d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

(e) training of Procuring agency's personnel, at the Supplier's plant and/or onsite, in assembly, start up, operation, maintenance, and/or repair of the supplied Goods.

**11. Spare Parts**

11.1 The Supplier should provide any or all of the notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

(a) such spare parts as the Procuring agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and

(b) in the event of termination of production of the spare parts:

(i) advance notification to the Procuring agency of the pending termination, in sufficient time to permit the Procuring agency to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the Procuring agency, the blueprints, drawings, and specifications of the spare parts, if requested.

**12. Warranty**

12.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of desired models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

12.2 This warranty / maintenance period shall remain valid for twelve (12) months after the Goods/Services, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.

12.3 The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.

12.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.

12.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.



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**13. Payment**

13.1 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 07, and upon fulfillment of other obligations stipulated in the Contract
13.2 The firm should submit 0.35% stamp duty as per Government Rule before execution of work.
13.3 Within 30 days after the issuance of inspection certificate and consignee's receipt certificate as mentioned in SSC clause 6.
13.4 If the supply is not according to the specifications or unsatisfactory, the Contract will rejected and cancelled at the risk and cost of Firm
13.5 If the firm fails to execute the contract/supply order as per condition, action will be taken against them which may be their black listing and Earnest Money. / Security Deposit will be forfeited.
13.6 In case of late delivery @ 0.1% per day will be charged on bid amount deducted from the bill, but not more than 05% of contract value.

13.7 The currency of payment is Pak. Rupees.

**14. Prices**

Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall be revised quarterly quoted by the Supplier in its bid,

**15. Contract Amendments**

No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**16. Delays in the Supplier's Performance**

16.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.
16.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions obstructing timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
16.3 Except as provided under GCC Clause 19 a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 17 unless an extension of time is agreed upon pursuant to GCC Clause 16.2 without the application of liquidated damages.

**17. Liquidated Damages**

Subject to GCC Clause 19, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 18.

**18. Termination for Default**

18.1 The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:



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(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 16; or

(b) If the Supplier fails to perform any other obligation(s) under the Contract.

(c) If the Supplier, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

18.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 18.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

**19. Force Majeure**

19.1 Notwithstanding the provisions of GCC Clauses 16, 17 and 18, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

19.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

19.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**20. Termination for Insolvency**

20.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accursed or will accrue thereafter to the procuring agency.

**21. Termination for Convenience**

21.1 The Procuring agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective

21.2 The Goods that are compete and ready for shipment within thirty(30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring agency at the Contract terms and prices. For the remaining Goods, the Procuring agency may elect:

(a) to have any portion completed and delivered at the Contract terms and prices; and / or

(b) To cancel the remainder and pay to the Supplier and agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier



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| | |
|---|---|
| **22. Resolution of Disputes** | Resolution of dispute shall be through Mechanism for Redressal of Grievances as provided in the rules or through Arbitration Act 1942. |
| **23. Governing Language** | The Contract shall be written in English language all correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language. |
| **24. Applicable Law** | The Contract shall be interpreted in accordance with the SPPRA Rules 2010 (Amended up-to now) |
| **25. Tax and Duties** | Supplier shall be entirely responsible for all taxes, duties (including stamp duty), license fees, etc. incurred until delivery of the contracted Goods to the Procuring agency. |
| **26. Overriding effect of Sindh Public Procurement Rules 2010 (Amended up-to now)** | In case of conflict or primacy of interpretation the provisions of SPPRA Rules 2010 (Amended up-to now) shall have an overriding effect not-standing with anything to the contrary contained in these bidding documents. |



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Form-VI

# SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

**Definitions (GCC Clause 1)**

GCC 1 (g)—The Provincial Ombudsman Sindh (PHWWP), Karachi, Sindh.
GCC 1 (h)— "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.

**Performance Security (GCC Clause 4)**

GCC 4—Successful bidder will submit a performance guarantee of 05 % of contract value in the shape of Bank Guarantee/Pay order/Demand Draft / Bankers Cheque from a SBP scheduled bank in Pakistan drawn in favor of The Provincial Ombudsman Sindh (PHWWP), Karachi on signing of contract, which will be returned after completion of contract. No Insurance Guarantee will be accepted.

**Inspections and Tests (GCC Clause 5)**

Technical Inspection team nominated by the Provincial Ombudsman Sindh (PHWWP) shall inspect the procured goods and ensure that delivered items meets the agreement specifications and sign/issue acceptance certificates against the Payment Invoice.

**Delivery and Documents (GCC Clause 7)**

GCC 10—Supplier shall supply and install the good within Days after signing the contract and shall submit the following.

Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
Packing List identifying the contents of Supply;
Delivery note.
Warranty and guarantee certificate;

**Warranty (GCC Clause 12)**

The equipment shall bear Standard warranty (with free parts & labor) from the date of installation / acceptance.

**Payment (GCC Clause 13)**

-The Supplier's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 7, and upon fulfillment of other obligations stipulated in the Contract.

-Invoices should be in Pak Rupees and should be in the name of _____.

-Payment shall be made against the invoice after complete delivery and its confirmation through Inspection Certificate issued by the Provincial Ombudsman Sindh's authorized technical Inspection team.

-Tax shall be deducted/withheld as per applicable sales tax and income tax law.

**Liquidated Damages (GCC Clause 17)**

If the Supplier fails to deliver the required services within the time period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract deduct from the Contract Price, as



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liquidated damages, a sum equivalent to 0.1 percent of the Contract Price for each day of delay until actual delivery or performance, up to a maximum deduction of 05% of the Contract Price. Once the maximum is reached, the purchaser may consider termination of the contract.

**Termination For Convenience (GCC Clause 21)**

The Provincial Ombudsman Sindh, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience through one (1) month notice period.

**Resolution of Disputes (GCC Clause 22)**

In case of any dispute regarding goods & services, the decision of the Provincial Ombudsman Sindh shall be final & binding.



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Form-VII

**AFFIDAVIT/UNDERTAKING**

To be typed on Rs.100/- Stamp Paper

## AFFIDAVIT / DECLARATION

**(AS REQUIRED BY THE STATE BANK OF PAKISTAN THROUGH BPRD CIRCULAR NO.13, DATED DECEMBER, 11, 2014)**

I, _____ S/o _____, Proprietor/Authorized Representative/Partner/Director of M/s_____, having NTN # _____, holding CNIC # _____, do hereby state on solemn affirmation as under: -

1. That the above-named firm/company has not been adjudged an insolvent from any Court of law.
2. That no execution of decree or order of any Court remains unsatisfied against the firm/company.
3. That the above-named firm/company has not been compounded with its creditors.
4. That my/our firm/company has not been convicted of a financial crime.

That whatever stated above is true and correct as to the best of my knowledge and belief.

City: _____
Dated. _____

**DEPONENT**
(PROPRIETOR / REPRESENTATIVE)/DIRECTOR

Solemnly affirmed and stated by the above-named deponent, personally, before me, on this _____ day of _____ 2022, who has been identified as per his CNIC.



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**Form-VIII**

## INTEGRITY PACT

## DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTOR/CONSULTANTS.

Dated:
Contract Number
Contract Value:
Contract Title:

**1.** hereby declares that it has no obtained or induced the Procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any Administrative subdivision or Agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

**2.** Without limiting the generality of the foregoing, represents and warrants that it has fully declared the brokerage, commission, fees etc paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its Affiliate, Agent, Associate, Broker, Consultant, Director, Promoter, Shareholder, Sponsor, or Subsidiary, any Commission, Gratification, Bribe, Finder's Fee or Kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from except that which has been expressly declared pursuant hereto.

**3.** Certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**4.** Accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to under any law, contract or other instrument, be voidable at the option of

**5.** Notwithstanding any rights and remedies exercised by agrees to indemnify for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to in an amount equivalent to Ten Time the sum of any commission, Gratification, Bribe, Finder's Fee or Kickback given by as aforesaid for the purpose of obtaining or inducing the Procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from

**ON BEHALF OF**

,
Provincial Ombudsman Sindh,
Karachi.



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GOVERNMENT OF SINDH
PROVINCIAL OMBUDSMAN SINDH

# NOTICE INVITING TENDER

## PROCUREMENT OF STATIONARY

1. The Provincial Ombudsman Sindh (PHWWP) has received an allocation from Public Fund in Pak rupees towards the cost of "**Stationery.**"

2. The Provincial Ombudsman Sindh (PHWWP) invites the e-bids through **E-PADS System SPPRA** from reputable and financially sound Companies / Firms and Authorized Distributors / Dealers having experience of the supply of following Goods: -

| S # | Items | Description/ Specification | Bid Security | Tender Fee | Delivery |
|---|---|---|---|---|---|
| 1. | Stationery | Complete details are given in the tender bidding document | 2% of the total quoted bid amount | Rs.2000/- | Detail is given in the tender bidding document |

3. Bidding documents clearly contain method of procurement, eligibility criteria, terms & conditions. All other relevant details are crystal clear in the bidding documents.

4. E-bids prepared in accordance with instructions contained in bidding documents must be uploaded on SPPRA Authority's Website E-PADS on or before **06.11.2026 till 1130** and bidding documents can also be downloaded from the Procuring Agency's website **ombudsmanphwwp.sindh.gov.pk** as well. Bids shall be opened on 06.11.2026 **at 1200** as per electronic stages of E-PADS.

**Note: Manual bids shall not be accepted. Irrelevant documents / extra documents shall not be considered. Only required documents shall be accepted.**

Bidders must manually submit the Pay Order as Tender Fee amounting to Rs. 2,000/- (Non-refundable) from SBP scheduled Bank in favor of ***"The Provincial Ombudsman Sindh (PHWWP)."***

**Address: Banglow No.2-B Block-A Sindhi Muslim Co-operative Housing Society, near Fayyaz Centre, Shahra-e-faisal, Karachi, Sindh.**

**ASSISTANT DIRECTOR (ADMN)**
**PHWWP**

PROVINCIAL OMBUDSMAN SINDH
PHWWP

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PROVINCIAL OMBUDSMAN SINDH
"THE PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE"
ANNUAL PROCUREMENT PLAN
STATIONARY
FINANCIAL YEAR 2026-27

| S No. | DESCRIPTION OF PROCUREMENT | QUANTITY (WHERE APPLICABLE) | | | | | | | ESTIMATED UNIT COST (WHERE APPLICABLE) | ESTIMATED TOTAL | FUNDS ALLOCATED | SOURCE OF FUNDS (ADP/NON-ADP) | PROPOSED PROCUREMENT METHOD | TIMING PROCUREMENTS | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | 1ST QRT | 2nd QRT | 3rd QRT | 4th QRT |
| | Items | Head Office Karachi | District Complaint Centre Khairpur | District Office Badin | District Office Dadu | District Office Mithi | District Office Jacobabad | District Office Kashmore | | | 1,998,000 | Budget 26-27 | E-PADS (Rule-46(1)SPPRA) | | | | |
| 1 | A4 Size Paper Rim Box (80gram) | 24 | 2 | 3 | 3 | 3 | 3 | 3 | | | | | | | | | |
| 2 | Legal Paper Rim Box (80gram) size (216x330mm) | 12 | 1 | 4 | 4 | 4 | 4 | 4 | | | | | | | | | |
| 3 | Legal Paper Rim Box (80gram) size (216x343mm) | 12 | 2 | 4 | 4 | 4 | 4 | 4 | | | | | | | | | |
| 4 | Legal Paper green Sheet (100 sheet) 80gram | 50 | 2 | 7 | 7 | 7 | 7 | 7 | | | | | | | | | |
| 5 | Ball pen dollar blck/blue/red box | 40 | 4 | 10 | 10 | 10 | 10 | 10 | | | | | | | | | |
| 6 | Eraser box | 6 | 1 | 1 | 1 | 1 | 1 | 1 | | | | | | | | | |
| 7 | Pencil box | 6 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 8 | Gum stick (Box) | 6 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 9 | Highlighter (Box) | 10 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 10 | Stamp paid black & blue | 24 | 10 | 12 | 12 | 12 | 12 | 12 | | | | | | | | | |
| 11 | Paper cutter | 24 | 2 | 4 | 4 | 4 | 4 | 4 | | | | | | | | | |
| 12 | Punch Machine single hole | 16 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 13 | Punch Machine double hole | 16 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 14 | Paper Clips (U Pin Box) | 6 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 15 | Ruler steel (Pieces) | 15 | 2 | 5 | 5 | 5 | 5 | 5 | | | | | | | | | |
| 16 | Stapler Machine Standard | 15 | 1 | 12 | 12 | 12 | 12 | 12 | | | | | | | | | |
| 17 | Stapler pin box | 15 | 4 | 7 | 7 | 7 | 7 | 7 | | | | | | | | | |
| 18 | Sticky Notes (Flags) Standard | 30 | 2 | 5 | 5 | 5 | 5 | 5 | | | | | | | | | |
| 19 | Permanent Marker black/blue Box | 4 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 20 | Sharpner box | 6 | 1 | 4 | 4 | 4 | 4 | 4 | | | | | | | | | |
| 21 | Desk organizer | 10 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 22 | office Calculator | 6 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 23 | Scissor | 10 | 2 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 24 | Register 600 page | 6 | 2 | 3 | 3 | 3 | 3 | 3 | | | | | | | | | |
| 25 | Doller pointer Box | 12 | 2 | 3 | 3 | 3 | 3 | 3 | | | | | | | | | |
| 26 | Box File | 50 | 10 | 10 | 10 | 10 | 10 | 10 | | | | | | | | | |
| 27 | File folder | 10 | 1 | 2 | 2 | 2 | 2 | 2 | | | | | | | | | |
| 28 | File Board | 300 | 40 | 100 | 100 | 100 | 100 | 100 | | | | | | | | | |

KOUSAR PARVEEN
DRAWING & DISBURSING OFFICER
REGIONAL OFFICE HYDERABAD
PROVINCIAL OMBUDSMAN SINDH
THE PROTECTION AGAINST HARASSMENT
OF WOMEN AT THE WOREPLACE,
GOVERNMENT OF SIDH

MUNEER AHMED CHANNA
DEPUTY DIRECTOR (ADMN)
PROVINCIAL OMBUDSMAN
The Protection Against Harassment of
Women at the Workplace, Sindh

SHAYAN AMIN
ASSISTANT DIRECTOR I.C
DRAWING & DISBURSING OFFICER
District Office Badin (BPS-01)
Provincial Ombudsman Sindh PHWP

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GOVERNMENT OF SINDH
PROVINCIAL OMBUDSMAN SINDH

# CORRIGENDUM

This is with reference to the Notice Inviting Tender No.**EPADS-S-26100835993** under title **"Procurement of Stationery Items"** published on **16.10.2026** on SPPRA Website and the official website of the Office of the Provincial Ombudsman Sindh, Protection against Harassment of Women at the Workplace, Karachi ombudsmanphwwp.sindh.gov.pk. It is clarified that this office published NIT and bidding documents on both aforementioned websites but the intended bidders submitted observation that the bidding document was missing. In order to ensure the principles of transparency and fairness, this office issues this corrigendum to rectify the technical error and extends the date of opening tender alongwith re-uploading the same bidding document as per applicable rules. Time of opening tender and other conditions shall be the same.

The new date of opening tender:

**23.11.2026**

3/11

ASSISTANT DIRECTOR (I.T)

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