GOVERNMENT OF SINDH

PRINTING & STATIONERY DEPARTMENT

BIDDING DOCUMENTS

TENDER FORM
FOR
SUPPLY OF STATIONERY & STORES ITEMS
FINANCIAL YEAR 2026-27

NAME OF PROCURING AGENCY

PRINTING & STATIONERY DEPARTMENT

Gate No.4, Governor House Compound, Abdullah Haroon Road, Saddar, Karachi-75530
Phone: 99206341 – Fax: 99206340

Pay Order No. :	
Pay Order Amount:	
Date:	
Bank Name:	

DOCUMENT ISSUED TO:

M/S _____

Tender Fee: Rs. 2,000/- (Non Refundable)

TABLE OF CONTENTS

Sr. #	Title	Page No.
01.	Notice Inviting Tender (NIT)	3 to 5
02.	Procurement Committee Notification	6
03.	Complaint Redressal Committee Notification	7
04.	Instructions to Bidders	8 to 9
05.	Demand / Specification of Material	10 to 22
06.	Bidding Data	23
07.	Evaluation and Qualification Criteria for Bidder(S)	24 to 25
08.	Terms & Conditions	26 to 30
09.	Sample Forms	31 to 36
10.	Procurement Plan	37 to 44

SAY NO TO CORRUPTION

Phone: 99206341
Fax: 99206340

URGENT & IMPORTANT

GOVERNMENT OF SINDH
OFFICE OF THE CONTROLLER
PRINTING & STATIONERY DEPARTMENT
Gate No.4, Governor House Compound
Abdullah Haroon Road, Karachi-75530

No. CP&S/SGP/AO/TENDER/2026-27/ 1850 **Dated: 24.11.2026**

The Director (Advertisement),
Information Department,
Government of Sindh,
KARACHI.

SUB: PROCUREMENT OF ADVERTISEMENT OF NOTICE FOR INVITING TENDER (NIT).

I am directed to enclose herewith seven (07) copies of Notice for Inviting Tender (NIT) for Procurement of various required items to the Printing & Stationery Department during the current Financial Year 2026-2027 for publication in leading daily English, Urdu, and Sindhi Newspapers.

You are requested that the Tender Notice may be appeared within three (03) days positively in order to confirm requirement of minimum 15 days from the date of publication of advertisement for opening of Tender under the provision of the Sindh Public Procurement Rules 2010 (Amended up to date).

Relevant cutting of Newspaper may also kindly be sent to this office, please.

D.A. / as above.

SUPERINTENDENT
Sindh Government Press, Karachi

Copy forwarded to:-

01. The P.S to the Worthy Secretary, Industries & Commerce Deptt; Govt. of Sindh, Karachi.
02. The Section Officer (Budget), Industries & Commerce Department, Government of Sindh, Karachi.
03. Copy of Procurement File.

SUPERINTENDENT
Sindh Government Press, Karachi

Phone: 99206341
Fax: 99206340

NOTICE INVITING TENDER

GOVERNMENT OF SINDH
OFFICE OF THE CONTROLLER
PRINTING & STATIONERY DEPARTMENT
Gate No.4, Governor House Compound
Abdullah Haroon Road, Karachi-75530

No. CP&S/SGP/AO/TENDER/2026-27/1850 **Dated: 24.11.2026**

According to the Procurement Plan the Printing & Stationery Department invites sealed bids under **Sindh Public Procurement (SPP) Rules, 2010 (Amended up to date)** from well reputed National firms fulfilling the eligibility criteria laid down below for supply of the following items to Printing & Stationery Department during the Current financial Year 2026-2027:-

- Supply of Stationery & Stores items.
- Supply of Paper, Printing, Binding & Sundry Materials.
- Repairs, Overhauling and Servicing of Offset / Letter Press / Allied Pre & Post Printing Machines.

QUALIFICATION REQUIREMENTS.

- As per eligibility criteria mentioned in the Bidding Documents.
- Prospective Firms must provide valid evidence as mentioned in the bidding documents.
- Bidding documents can be downloaded from EPADS website i.e. https://portalsindh.eprocure.gov.pk/ with effect from the date of issuance of NIT, **26th November, 2026 (Thursday).** The Tender fee pay Order **of Rs. 2,000/-(non-refundable) in favor of Superintendent, Sindh Government Press, Karachi** should be submitted at address **Office of the Superintendent, Sindh Government Press, Gate no. 4, Governor House Compound, Abdullah Haroon Road, Karachi** before opening of bids.
- All bids must be submitted under **Rule-46 (1) Single Stage–One Envelope Procedure** – specified under SPP Rules, 2010 (Amended up to date).
- Pay order / demand draft i.e. **2 % (Two percent)** bid security (refundable) of total estimated cost in favor of **Superintendent, Sindh Government Press, Karachi** should be submitted at address **Office of the Superintendent, Sindh Government Press, Gate no. 4, Governor House Compound, Abdullah Haroon Road, Karachi** before opening of bids. Any bid submitted without bid security or less than **2% (Two percent)** of total estimated cost shall be rejected during or after Evaluation.
- All bids along with requisite documents as mentioned in bids shall be submitted at EPADS website till **10:00 a.m. on 11th December, 2026 (Friday)**. Bids will be opened on the same date at **11:00 a.m.** online on EPADS by the Printing & Stationery Department notified committee as SPP Rules, 2010 (Amended up to date).
- The Printing & Stationery Department reserves the rights to cross-verify any document(s) and conduct manufacturing site visit, if deemed necessary, in order to ensure reliability of information and capability of service provider. Documents received without concrete evidence(s) will be marked as disqualified during preliminary evaluation of proposals.
- In case of holiday or due to any unavoidable circumstances, bidding documents will be opened next working day on scheduled time and venue.
- The procuring agency may reject any or all bids subject to relevant provisions of SPP Rules, 2010 (Amended up to date) and may cancel the bidding process at any time prior to the acceptance of a bid or proposal as mandated under Rule-25 of SPP Rules, 2010 (Amended up to date).
- The deadline for availability, Submission and opening of bids as under:-

Date of issuance of Bidding Documents	**26th November, 2026**
Deadline of submission of bids	**11th December, 2026** At 10:00 a.m.
Date of opening of bids in the presence of such bidders who may intend to attend the opening and Procurement Committee in the Committee Room of the **office of Controller, Printing & Stationery Department, Government of Sindh, Karachi.**	**11th December, 2026** At 11:00 a.m.

SUPERINTENDENT
Sindh Government Press, Karachi

بدھ 14 رجمادی الثانی 1448ھ 25 رنومبر 2026ء

www.jang.com.pk

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باقاعدہ تصدیق شدہ اشاعت ABC CERTIFIED پاکستان کے سب سے بڑے روزنامہ کا پیارہ

WEDNESDAY NOVEMBER 25, 2026

THE DAILY JANG KARACHI

روزنامہ جنگ کراچی

بانی میر خلیل الرحمٰن

جلد 90 | بدھ 14 رجمادی الثانی 1448ھ 25 رنومبر 2026ء | نمبر 323

حکومت سندھ، دفتر کنٹرولر، پرنٹنگ اینڈ اسٹیشنری ڈیپارٹمنٹ

گیٹ نمبر 4، گورنر ہاؤس کمپاؤنڈ، عبداللہ ہارون روڈ، کراچی-75530

فون: 99206341 | فیکس: 99206340

نمبر: CP&S/SGP/AO/TENDER/2026-27/1850 مورخہ: 24-11-2026

ٹینڈر طلبی نوٹس

پروکیورمنٹ پلان کے مطابق، پرنٹنگ اینڈ اسٹیشنری ڈیپارٹمنٹ، سندھ پبلک پروکیورمنٹ (SPP) رولز 2010 (تاحال ترمیم شدہ) کے تحت، درج ذیل اہلیت کے معیار پر پورا اترنے والی اچھی شہرت کی حامل قومی فرمز سے موجودہ مالی سال 2027-2026 کے دوران پرنٹنگ اینڈ اسٹیشنری ڈیپارٹمنٹ کو درج ذیل اشیا کی فراہمی کے لیے سربمہر بولیاں طلب کرتا ہے:

- اسٹیشنری اور اسٹورز کی اشیا کی فراہمی۔
- کاغذ، پرنٹنگ، بائنڈنگ اور متفرق مواد کی فراہمی۔
- آفسیٹ/لیٹر پریس/متعلقہ پری پرنٹنگ اور پوسٹ پرنٹنگ مشینوں کی مرمت، اوور ہالنگ اور سروسنگ۔

اہلیت کے تقاضے: (QUALIFICATION REQUIREMENTS)

- بڈنگ دستاویزات میں درج کردہ اہلیت کے معیار کے مطابق۔
- متوقع حصہ لینے والی فرمز کو بڈنگ دستاویزات میں بیان کردہ تفصیلات کے مطابق درست اور مؤثر ثبوت فراہم کرنا ہوں گے۔
- بڈنگ دستاویزات EPADS کی ویب سائٹ یعنی https://portalsindh.eprocure.gov.pk/ سے نوٹس انوائٹنگ ٹینڈر (NIT) کے اجراء کی تاریخ، 26 نومبر 2026 (جمعرات) سے ڈاؤن لوڈ کی جاسکتی ہیں۔ 2,000 روپے کا پے آرڈر/بلٹور ٹینڈر فیس (ناقابل واپسی)، سپرنٹنڈنٹ، سندھ گورنمنٹ پریس، کراچی کے حق میں بنوا کر، بولیاں کھولنے سے قبل درج ذیل پتے پر جمع کروانا ہوگا: دفتر سپرنٹنڈنٹ، سندھ گورنمنٹ پریس، گیٹ نمبر 4، گورنر ہاؤس کمپاؤنڈ، عبداللہ ہارون روڈ، کراچی۔
- تمام بولیاں SPP رولز 2010 (تاحال ترمیم شدہ) کے رول 46(1) کے تحت مقرر کردہ سنگل اسٹیج-ون انویلپ پروسیجر کے مطابق جمع کروائی جائیں گی۔
- کل تخمینہ شدہ لاگت کے 2% (دو فیصد) کے مساوی پے آرڈر/ڈیمانڈ ڈرافٹ بطور بڈ سیکیورٹی (قابل واپسی)، سپرنٹنڈنٹ، سندھ گورنمنٹ پریس، کراچی کے حق میں بنوا کر، بولیاں کھولنے سے قبل درج ذیل پتے پر جمع کروانا ہوگا: دفتر سپرنٹنڈنٹ، سندھ گورنمنٹ پریس، گیٹ نمبر 4، گورنر ہاؤس کمپاؤنڈ، عبداللہ ہارون روڈ، کراچی۔ بڈ سیکیورٹی کے بغیر یا کل تخمینہ شدہ لاگت کے 2% (دو فیصد) سے کم بڈ سیکیورٹی کے ساتھ جمع کروائی گئی کوئی بھی بولی جانچ پڑتال کے دوران یا اس کے بعد مسترد کردی جائے گی۔
- تمام بولیاں، بڈنگ دستاویزات میں بیان کردہ مطلوبہ دستاویزات کے ہمراہ، 11 دسمبر 2026 (جمعہ) کو صبح 10:00 بجے تک EPADS کی ویب سائٹ پر جمع کروانا لازمی ہوں گی۔ بولیاں اسی تاریخ کو صبح 11:00 بجے پرنٹنگ اینڈ اسٹیشنری ڈیپارٹمنٹ کی جانب سے نوٹیفائی کردہ کمیٹی کے ذریعے SPP رولز 2010 (تاحال ترمیم شدہ) کے مطابق EPADS پر آن لائن کھولی جائیں گی۔
- پرنٹنگ اینڈ اسٹیشنری ڈیپارٹمنٹ کو کسی بھی دستاویز (دستاویزات) کی تصدیق ثانوی اور ضرورت محسوس ہونے پر مینوفیکچرنگ سائٹ کا دورہ کرنے کا حق حاصل ہوگا، تاکہ فراہم کردہ معلومات کی قابل اعتماد حیثیت اور سروس فراہم کرنے والے کی صلاحیت کو یقینی بنایا جاسکے۔ ٹھوس ثبوتوں کے بغیر موصول ہونے والی دستاویزات کو تجاویز کی ابتدائی جانچ پڑتال کے دوران نااہل قرار دیدیا جائے گا۔
- سرکاری تعطیل یا کسی ناگزیر صورتحال کی صورت میں بڈنگ دستاویزات مقررہ وقت اور مقام پر اگلے ورکنگ ڈے کھولی جائیں گی۔
- پروکیورنگ ایجنسی کو SPP رولز 2010 (تاحال ترمیم شدہ) کی متعلقہ دفعات کے تابع کسی بھی یا تمام بولیاں مسترد کرنے کا حق حاصل ہے، نیز SPP رولز 2010 (تاحال ترمیم شدہ) کے رول 25 کے تحت کسی بھی بولی یا پروپوزل کی منظوری سے قبل کسی بھی وقت بڈنگ کا عمل منسوخ کیا جاسکتا ہے۔
- بڈنگ دستاویزات کی دستیابی، بولیاں جمع کروانے اور کھولنے کی آخری تاریخیں درج ذیل ہیں:

بڈنگ دستاویزات کے اجراء کی تاریخ	26 نومبر 2026
بولیاں جمع کروانے کی آخری تاریخ	11 دسمبر 2026، صبح 10:00 بجے
بولیاں کھولنے کی تاریخ (ایسے بولی دہندگان کی موجودگی میں جو بولیاں کھولنے کے عمل میں شرکت کرنا چاہیں، اور پروکیورمنٹ کمیٹی کی موجودگی میں) بولیاں کنٹرولر، پرنٹنگ اینڈ اسٹیشنری ڈیپارٹمنٹ، حکومتِ سندھ، کراچی کے دفتر کے کمیٹی روم میں کھولی جائیں گی۔	11 دسمبر 2026، صبح 11:00 بجے

سپرنٹنڈنٹ

سندھ گورنمنٹ پریس، کراچی

INF/KRY/5315/26

No:SO(B)2-2/2026-27/877
GOVERNMENT OF SINDH
INDUSTRIES & COMMERCE DEPARTMENT
Karachi dated the 2nd October, 2026

NOTIFICATION

NO.SO(B)2-2/2026-27: In pursuance of Rule-7 of SPPRA Rules, 2010 (Amended 2019) "**Procurement Committee**" is hereby constituted for the procurement of Stationery Items, Paper Printing & Binding Materials, durable goods, requirement of different kinds of Printing Materials and Repairs of Overhauling & Servicing of Pre and Post Printing Machines for the financial year 2026-27.

1.	Controller, Printing & Stationery Department, Govt. of Sindh.	Chairman
2.	Section Officer (Dev), Industries & Commerce Department, GoS.	Member
3.	Representative of Works & Services Department, (Building Department) Govt. of Sindh.	Member

Function and responsibilities of procurement Committee.

i) Preparing bidding documents.
ii) Carrying out technical as well as financial evaluation of the bids.
iii) Preparing evaluation report as provided in Rule-45.
iv) Making recommendation for the award of contract to the competent authority and
v) Performa any other function ancillary and incidental to the above.

(SHADIA JAFFER)
SECRETARY TO GOVT. OF SINDH

NO.SO(B)2-2/2026-27 **Karachi, 2nd October, 2026**

A copy is forwarded for information:-

1. The Accountant General Sindh, Karachi.
2. The Secretary, Works & Services Department, Karachi
3. The Controller, Printing & Stationery Department, Govt. of Sindh
4. The Manager (Enforcement-II), SPPRA, Karachi.
5. The Superintendent, Sindh Govt. Press, Karachi for publication in the next issue of Sindh Govt. Gazette.
6. The P.S. to Secretary, Industries & Commerce Department, Govt. of Sindh, Karachi.

(Qazi Abid Ali)
Section Officer (Budget)
For Secretary to Govt. of Sindh

NO 123 7/10/26

GOVERNMENT OF SINDH
INDUSTRIES & COMMERCE DEPARTMENT
Karachi dated the 2nd October, 2026

NOTIFICATION

NO.SO(B)2-2/2026-27: In pursuance of Rule-31(1) of Sindh Public Procurement Regulatory Authority Rules-2010 (Amended-up-to-date) a **"Complaint Redressal Committee"** is hereby constituted for redressal of complaints, if any, in the procurement process of Stationery Items, Paper Printing & Binding Materials, durable goods, requirement of different kinds of Printing Materials and Repairs of Overhauling & Servicing of Pre and Post Printing Machines for the financial year 2026-27 with the following composition:-

1	The Secretary, Industries & Commerce department, Govt. of Sindh	**Chairman**
2.	Representative of Accountant General Sindh.	Member
3	Mr. Abdullah Mastoi, Civil Engineer	Member

TERMS OF REFERENCE:

a) Prohibit the Procurement Committee from acting or deciding in a manner, in consistent with these rules & regulations;

b) Annul in whole or in part, any unauthorized act or decision of the Procurement Committee; and

Provided while re-issuing tenders the procuring agency may change the specification & other content of bidding documents, as deemed appropriate.

(bb) Recommend to the head of department that the case be declared a mis-procurement if material violation of Act, Rules Regulations, orders, instructions or any other law relating to public procurement, has been established; and;

c) Reverse any decision of the Procurement Committee or substitute its own decision for such a decision;

(SHADIA JAFFER)
SECRETARY TO GOVT. OF SINDH

NO.SO(B)2-2/2026-27/876 Karachi dated the 2nd October, 2026

A copy is forwarded to:-

1. The Accountant General Sindh, Karachi.
2. The Controller, Printing & Stationery Department, GoS, Karachi.
3. The Manager (Enforcement-II), Sindh Public Procurement Regulatory Authority, Govt. of Sindh, Karachi.
4. P.S. to Secretary, Industries & Commerce Department, Govt. of Sindh, Karachi.
5. The member(s) concerned.
6. Office Order File.

(QAZI ABID ALI)
SECTION OFFICER (Budget)
FOR SECRETARY TO GOVT OF SINDH

1. INSTRUCTIONS TO BIDDERS

The following instructions shall be read carefully and complied with by all bidders. Failure to comply with any mandatory requirement of this Bidding Document may render the bid non-responsive in accordance with the Sindh Public Procurement Rules, 2010 (Amended up to date).

1.1 General Instructions

a. Bidders shall carefully examine the complete Bidding Document, including all sections, schedules, specifications, forms, annexures and any corrigendum/addendum issued by the Procuring Agency before submitting their bids.

b. The bid shall be prepared in the English language, duly completed, signed and stamped by the authorized representative of the bidder. Every page of the bid requiring authentication shall bear the signature and official stamp of the bidder.

c. All information provided in the bid shall be complete, accurate and supported by documentary evidence wherever required. Any false statement, forged document, concealment of material information or misrepresentation may result in rejection of the bid and any other action permissible under the applicable laws and the Sindh Public Procurement Rules, 2010 (Amended up to date).

d. No column, schedule or mandatory form shall be left blank. Where any provision is not applicable, the bidder shall clearly mention **"Not Applicable (N/A)"**.

e. Bidders shall upload all mandatory documents, including registration certificates, tax registrations, bid security, technical documents, financial documents, affidavits and other required information through the SPPRA Sindh e-PADS Portal within the prescribed submission deadline.

1.2 Submission of Bids

a. Bids shall be submitted electronically through the **SPPRA Sindh e-PADS Portal** in accordance with the Notice Inviting Tender (NIT) and this Bidding Document.

b. No manual or hard-copy bid shall be accepted unless specifically required by the Procuring Agency under the applicable provisions of the Sindh Public Procurement Rules, 2010 (Amended up to date).

c. Late bids shall not be accepted after the prescribed closing date and time.

d. Bids shall be opened electronically on the date and time specified in the Notice Inviting Tender (NIT). Bidders or their duly authorized representatives may attend the bid opening, where applicable.

1.3 Bid Security

a. Each bid shall be accompanied by a **Bid Security equivalent to 2% of the total estimated cost**, in the form specified in the Bidding Document and the Notice Inviting Tender.

b. The Bid Security shall be issued by a scheduled bank operating in Pakistan in the form of a Pay Order, Call Deposit Receipt (CDR), Demand Draft or Bank Guarantee, where permitted, in favour of **Superintendent, Sindh Government Press, Karachi.**

c. Bids submitted without the prescribed Bid Security or with an invalid or insufficient Bid Security shall be treated as non-responsive.

1.4 Performance Security

a. The successful bidder shall furnish a **Performance Security equal to 5% of the Contract Price** in the form prescribed in the Contract Agreement before signing the contract or within the period specified in the Letter of Acceptance/Purchase Order.

b. The Performance Security shall remain valid throughout the contract period and for such additional period as specified in the contract to cover warranty obligations or final acceptance, where applicable.

c. Failure of the successful bidder to furnish the required Performance Security within the prescribed period may result in cancellation of the award and forfeiture of the Bid Security, without prejudice to any other remedy available to the Procuring Agency under the applicable rules.

1.5 Integrity Pact

The Bidder shall sign and stamp the Form of Integrity Pact provided in the Bidding Document for all Sindh Government procurement contracts exceeding Rupees ten (10) million. Failure to provide such Integrity Pact shall make the bid non- responsive (SPP Rule 89).

1.6 Mandatory Sample Submission

All bidders are hereby informed that this tender is for quoting rates for Stationery Items. Submission of sample for each quoted item is mandatory.

- The bidder shall submit one (01) sample of each quoted item along with the Bid Security.
- Each sample must bear a tag / sticker clearly mentioning the Item Name, Brand, and Sr. No.
- A complete Sample List duly signed and stamped shall be attached along with the Bid Security / Pay Order.
- All samples along with the Sample List must be submitted at the address **Office of the Superintendent, Sindh Government Press, Gate No. 04, Governor House Compound, Abdullah Haroon Road, Karachi** positively before the tender opening date and time.
- Any bidder who fails to submit samples before the stipulated time, or quotes rates without samples, or fails to attach the Sample List, his bid shall be considered as incomplete and Non-Responsive.

Note: Samples submitted by unsuccessful bidders will not be returned, whereas samples of the successful bidder will be retained in the office as standard for quality comparison.

1.7 Right of Rejection

The Procuring Agency reserves the right to accept or reject any bid, annul the bidding process and reject all bids at any time prior to the acceptance of a bid, strictly in accordance with the relevant provisions of the **Sindh Public Procurement Rules, 2010 (Amended up to date)**. Such action shall not create any liability on the Procuring Agency towards the bidders except as provided under the applicable law.

2. DEMAND / SPECIFICATION OF MATERIAL

The tenderer / bidder shall quote rates including delivery to the consignee's end. All taxes and delivery charges shall be the responsibility of the bidder and included in the quoted price. Offer shall remain valid till 30.06.2027 from the date of opening of Tender.

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "A" TONERS			
1	TONER CANON IR-1520/1510	Each	Rs._____(Rupees…… ……..…….... only)
2	TONER CANON NP=7161	Each	Rs._____(Rupees…… ……..…….... only)
3	TONER DESK JET 65 /5160	Each	Rs._____(Rupees…… ……..…….... only)
4	HP CARTRIDGE 35 A	Each	Rs._____(Rupees…… ……..…….... only)
5	TONER FOR FAX PANASONIC LB-802	Each	Rs._____(Rupees…… ……..…….... only)
6	TONER HP DESKJET 80A	Each	Rs._____(Rupees…… ……..…….... only)
7	TONER HP DESKJET 83-A	Each	Rs._____(Rupees…… ……..…….... only)
8	TONER HP LASER JET 92-A	Each	Rs._____(Rupees…… ……..…….... only)
9	TONER HP LASER JET 1000	Each	Rs._____(Rupees…… ……..…….... only)
10	TONER HP LASER JET 1015	Each	Rs._____(Rupees…… ……..…….... only)
11	TONER HP LASER JET 1020	Each	Rs._____(Rupees…… ……..…….... only)
12	TONER HP LASER JET 1100	Each	Rs._____(Rupees…… ……..…….... only)
13	TONER HP LASER JET 1102 (85 A)	Each	Rs._____(Rupees…… ……..…….... only)

Authorized Signature & Official Stamp of Bidder

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "A" TONERS CONT'D…			
14	TONER HP LASER JET 1200	Each	Rs._____(Rupees…… ……..…….... only)
15	TONER HP LASER JET 1300	Each	Rs._____(Rupees…… ……..…….... only)
16	TONER HP LASER JET 1320	Each	Rs._____(Rupees…… ……..…….... only)
17	TONER HP LASER JET 2055 (05 A)	Each	Rs._____(Rupees…… ……..…….... only)
18	TONER HP LASER JET 2100	Each	Rs._____(Rupees…… ……..…….... only)
19	TONER HP LASER JET 3015 (55 A)	Each	Rs._____(Rupees…… ……..…….... only)
20	TONER HP LASER JET 4200	Each	Rs._____(Rupees…… ……..…….... only)
21	TONER HP LASER JET 6000	Each	Rs._____(Rupees…… ……..…….... only)
22	TONER HP LASER JET 59-A	Each	Rs._____(Rupees…… ……..…….... only)
23	TONER HP LASER JET 79-A	Each	Rs._____(Rupees…… ……..…….... only)
24	TONER HP LASER JET PRO M12W	Each	Rs._____(Rupees…… ……..…….... only)
25	TONER SHARP AR-202 FT	Each	Rs._____(Rupees…… ……..…….... only)
26	TONER SHARP AR-5127	Each	Rs._____(Rupees…… ……..…….... only)
27	TONER SHARP AR-5320	Each	Rs._____(Rupees…… ……..…….... only)
28	TONER TOSHIBA 166	Each	Rs._____(Rupees…… ……..…….... only)

Authorized Signature & Official Stamp of Bidder

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "A" TONERS CONT'D…			
29	TONER TOSHIBA 2060	Each	Rs._____(Rupees…… ……..…….... only)
30	TONER TOSHIBA 3560	Each	Rs._____(Rupees…… ……..…….... only)
31	TONER TOSHIBA 5010	Each	Rs._____(Rupees…… ……..…….... only)
32	TONER TOSHIBA DIGITAL 2500	Each	Rs._____(Rupees…… ……..…….... only)
33	TONER TOSHIBA T-4530-D	Each	Rs._____(Rupees…… ……..…….... only)
SECTION "B" COMPUTER PAPER			
34	COMPUTER CONTINUED SHEET 15 X 11 (PI) (2000 SHT BOX PRINTED)	Per Box	Rs._____(Rupees…… ……..…….... only)
35	COMPUTER CONTINUED SHEET 9.5 X 11 (PI) (1000 SHT BOX PRINTED)	Per Box	Rs._____(Rupees…… ……..…….... only)
36	COMPUTER CONTINUED SHEET 9.5 X 11 (PI) (2000 SHT PRINTED)	Per Box	Rs._____(Rupees…… ……..…….... only)
37	COMPUTER CONTINUED SHEET 9.5 X 11 (PII) (2000 SHT PRINTED)	Per Box	Rs._____(Rupees…… ……..…….... only)
38	COMPUTER CONTINUED SHEET 9.5 X 11 (PIII) (2000 SHT PRINTED)	Per Box	Rs._____(Rupees…… ……..…….... only)
39	COMPUTER PAPER (2000 SHEET)	Per Box	Rs._____(Rupees…… ……..…….... only)
SECTION "C" PAPER & CARBON PAPER			
40	COLOUR PAPER OFFSET A-4 SIZE= 80 GSM (100 SHEET) IMP	Per Packet	Rs._____(Rupees…… ……..…….... only)
41	COLOUR PAPER OFFSET LEGAL SIZE= 80 GSM (100 SHEET) IMP	Per Packet	Rs._____(Rupees…… ……..…….... only)
42	DUPLICATING PAPER A-4 SIZE = 70 GSM	Per Ream	Rs._____(Rupees…… ……..…….... only)

Authorized Signature & Official Stamp of Bidder

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "C" PAPER & CARBON PAPER CONT'D…			
43	DUPLICATING PAPER LEGAL SIZE = 70 GSM	Per Ream	Rs._____(Rupees…… ……..…….... only)
44	OFFSET PAPER A-3 SIZE= 80 GSM (PAPER ONE)	Per Ream	Rs._____(Rupees…… ……..…….... only)
45	OFFSET PAPER A-4 SIZE= 80 GSM (IMP) (AA OR EQUIVALENT)	Per Ream	Rs._____(Rupees…… ……..…….... only)
46	OFFSET PAPER LEGAL SIZE = 80 GSM (IMP) (AA OR EQUIVALENT)	Per Ream	Rs._____(Rupees…… ……..…….... only)
47	OFFSET PAPER A-4 SIZE= 80 GSM (AA OR EQUIVALENT)	Per Ream	Rs._____(Rupees…… ……..…….... only)
48	OFFSET PAPER LEGAL SIZE= 80 GSM (AA OR EQUIVALENT)	Per Ream	Rs._____(Rupees…… ……..…….... only)
49	OFFSET PAPER MULTI A-4 SIZE= 80 GSM	Per Ream	Rs._____(Rupees…… ……..…….... only)
50	OFFSET PAPER MULTI LEGAL SIZE= 80 GSM	Per Ream	Rs._____(Rupees…… ……..…….... only)
51	OFFSET PAPER A-4 SIZE= 75 GSM (PAPER ONE OR EQUIVALENT)	Per Ream	Rs._____(Rupees…… ……..…….... only)
52	OFFSET PAPER LEGAL SIZE= 75 GSM (PAPER ONE OR EQUIVALENT)	Per Ream	Rs._____(Rupees…… ……..…….... only)
53	WRITING PAPER A-4 SIZE 70 GSM	Per Ream	Rs._____(Rupees…… ……..…….... only)
54	WRITING PAPER LEGAL SIZE 70 GSM	Per Ream	Rs._____(Rupees…… ……..…….... only)
55	BROWN PAPER SIZE 23 X 36 (100 SHEET PKT)	Per Ream	Rs._____(Rupees…… ……..…….... only)
56	TYPE WRITER CARBON PAPER A-4 SIZE	Per Packet	Rs._____(Rupees…… ……..…….... only)
SECTION "D" MISC			
57	FAX ROLL 20 METER	Per Roll	Rs._____(Rupees…… ……..…….... only)

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "D" MISC CONT'D…			
58	FAX ROLL 30 METER	Per Roll	Rs._____(Rupees…… ……..…….... only)
59	BODKINS (POCKER)	Each	Rs._____(Rupees…… ……..…….... only)
60	BOX FILE (SMALL) (PRISON OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
61	BOX FILE (LARGE) (PRISON OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
62	CALCULATOR 12 DIGTR (CASIO OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
63	CEILING WAX	Per Box	Rs._____(Rupees…… ……..…….... only)
64	CARD SHEET (100 SHEET PACKET)	Per Packet	Rs._____(Rupees…… ……..…….... only)
65	CLEAR BAD A 3 SIZE	Each	Rs._____(Rupees…… ……..…….... only)
66	CLEAR BAG A 4 SIZE	Each	Rs._____(Rupees…… ……..…….... only)
67	DOCK CLIP LARGE PACKET (IMP)	Per Packet	Rs._____(Rupees…… ……..…….... only)
68	DOCK CLIP MEDIUM PACKET (IMP)	Per Packet	Rs._____(Rupees…… ……..…….... only)
69	DOCK CLIP SMALL PACKET (IMP)	Per Packet	Rs._____(Rupees…… ……..…….... only)
70	DAK FOLDER LEATHER (KARAR OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
71	DOCKET PUNCH	Each	Rs._____(Rupees…… ……..…….... only)
72	DUSTER SUPERIOR QUALITY	Each	Rs._____(Rupees…… ……..…….... only)

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "D" MISC CONT'D…			
73	ERASER PENCIL SOFT	Each	Rs._____(Rupees…… ……..…….... only)
74	FINGER WATER BALL	Each	Rs._____(Rupees…… ……..…….... only)
75	FILE COVER THICK PLASTIC	Each	Rs._____(Rupees…… ……..…….... only)
76	FILE COVER TRANSPARENT	Each	Rs._____(Rupees…… ……..…….... only)
77	FILE COVER A 4 SIZE WHITE	Each	Rs._____(Rupees…… ……..…….... only)
78	FILE LACE (GROSS)	Each	Rs._____(Rupees…… ……..…….... only)
79	FOUNTAIN PEN HOLDER FOR OFFICER (PRISOM OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
80	FLAP CHART	Each	Rs._____(Rupees…… ……..…….... only)
81	FORMIC SHEET A 4 SIZE (25 SHT)	Per Packet	Rs._____(Rupees…… ……..…….... only)
82	GUM PAST 02 OZ PLASTIC TUBE	Each	Rs._____(Rupees…… ……..…….... only)
83	GUM LIQUID 05 OZ (NAFEEZ OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
84	GUM UHU STICK 40 GSM (UHU BRAND OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
85	GUM UHU STICK 20 GSM (UHU BRAND OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
86	GUM UHU STICK 09 GSM (UHU BRAND OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
87	HIGHLIGHTER DIFFERENT COLOUR PELICAN BRAND	Each	Rs._____(Rupees…… ……..…….... only)

Authorized Signature & Official Stamp of Bidder

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "D" MISC CONT'D…			
88	HARD CHART SHEET	Each	Rs._____(Rupees…… ……..…….... only)
89	HARD SHEET	Each	Rs._____(Rupees…… ……..…….... only)
90	MARKER PIONO PLUS 90/70	Each	Rs._____(Rupees…… ……..…….... only)
91	NOTE PAD SMALL	Each	Rs._____(Rupees…… ……..…….... only)
92	NOTE PAD LARGE	Each	Rs._____(Rupees…… ……..…….... only)
93	NOTE PAD MEDIUM	Each	Rs._____(Rupees…… ……..…….... only)
94	OFFICE PIN CHINA MADE	Per Packet	Rs._____(Rupees…… ……..…….... only)
95	PAPER CLIP GEM CLIP SUPERIOR QUALITY	Per Packet	Rs._____(Rupees…… ……..…….... only)
96	PAPER CUTTER WITH STEEL BLADE	Each	Rs._____(Rupees…… ……..…….... only)
97	PEN BALL POINT 0.8MM (PIANO OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
98	PEN BALL POINT 0.7 MM LOCAL (PIANO OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
99	PEN CORRECTION UNI (PIANO OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
100	PEN POINTER FINE LINER	Each	Rs._____(Rupees…… ……..…….... only)
101	PEN UNI BALL SIGNO UB-120	Each	Rs._____(Rupees…… ……..…….... only)
102	PEN UNI BALL EYE MICRO UB-150	Each	Rs._____(Rupees…… ……..…….... only)

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Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "D" MISC CONT'D…			
103	PAPER WEIGHT DIAMOND SHAPE MARBLE	Each	Rs._____(Rupees…… ……..…….... only)
104	PAPER WEIGHT DIAMOND SQUARE MARBLE	Each	Rs._____(Rupees…… ……..…….... only)
105	PENCIL LEAD BLACK	Each	Rs._____(Rupees…… ……..…….... only)
106	PENCIL SHARPNER SUPERIOR QUALITY	Each	Rs._____(Rupees…… ……..…….... only)
107	POST IT PAD SLI 2 X 3	Per Pad	Rs._____(Rupees…… ……..…….... only)
108	POST IT PAD SLI 3 X 4	Per Pad	Rs._____(Rupees…… ……..…….... only)
109	POST IT PAD SLI 4 X 5	Per Pad	Rs._____(Rupees…… ……..…….... only)
110	COLOUR FLAG PLASTIC	Per Pad	Rs._____(Rupees…… ……..…….... only)
111	COLOUR FLAG PAPER	Per Pad	Rs._____(Rupees…… ……..…….... only)
112	PRINTY TRODAT NO4911, 4912, 4913	Per Pad	Rs._____(Rupees…… ……..…….... only)
113	PUNCHING MACHINE DOUBLE HOLE VIP SUP QAULITY	Each	Rs._____(Rupees…… ……..…….... only)
114	PUNCHING MACHINE DOUBLE HOLE VIP SUP HEAVU DUTY	Each	Rs._____(Rupees…… ……..…….... only)
115	PIN COUSIN	Each	Rs._____(Rupees…… ……..…….... only)
116	PEN UNI BALL VISUAL ELLITE	Each	Rs._____(Rupees…… ……..…….... only)
117	SCHNEIDER BUSINESS ONE PEN DIFFERENT COLOUR	Each	Rs._____(Rupees…… ……..…….... only)

Authorized Signature & Official Stamp of Bidder

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "D" MISC CONT'D…			
118	POINTER DOLLAR JELL ONE (BBRG)	Each	Rs._____(Rupees…… ……..…….... only)
119	PEN BALL POINT MAX (BBRG)	Each	Rs._____(Rupees…… ……..…….... only)
120	PIN STAPLER MACHINE HEAVY DUTY	Each	Rs._____(Rupees…… ……..…….... only)
121	REGISTER BLANK VIP 500 PAGES (OFFSET PAPER 75 GSM)	Each	Rs._____(Rupees…… ……..…….... only)
122	REGISTER BLANK VIP 300 PAGES (OFFSET PAPER 75 GSM)	Each	Rs._____(Rupees…… ……..…….... only)
123	REGISTER BLANK VIP 200 PAGES (OFFSET PAPER 75 GSM)	Each	Rs._____(Rupees…… ……..…….... only)
124	RUBBER STAMP PAD INK	Each	Rs._____(Rupees…… ……..…….... only)
125	RUBBER FOR STAMP	Each	Rs._____(Rupees…… ……..…….... only)
126	SCALE 12 INCH (STEEL)	Each	Rs._____(Rupees…… ……..…….... only)
127	SCISSOR 6 INCH LONG	Each	Rs._____(Rupees…… ……..…….... only)
128	SCISSOR 9 INCH LONG	Each	Rs._____(Rupees…… ……..…….... only)
129	SHORT HAND BOOK	Each	Rs._____(Rupees…… ……..…….... only)
130	STAPLER MACHINE IMP	Each	Rs._____(Rupees…… ……..…….... only)
131	STAPLER PIN 26/6	Each	Rs._____(Rupees…… ……..…….... only)
132	STAPLER PIN REMOVER	Each	Rs._____(Rupees…… ……..…….... only)

Authorized Signature & Official Stamp of Bidder

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "D" MISC CONT'D…			
133	STAMP PAD PLASTIC BODY (CRYSTAL BRAND OR EQUIVALENT)	Each	Rs._____(Rupees…… ……..…….... only)
134	STAPLER MACHINE HEAVY DUTY	Each	Rs._____(Rupees…… ……..…….... only)
135	STICKER SHEET A 4 SIZE	Per Packet	Rs._____(Rupees…… ……..…….... only)
136	SEPARATOR CARD (100 IN PKT)	Each	Rs._____(Rupees…… ……..…….... only)
137	SEPARATOR PLASTIC (100 IN PKT)	Each	Rs._____(Rupees…… ……..…….... only)
138	THUMB PIN	Per Packet	Rs._____(Rupees…… ……..…….... only)
139	THUMB PIN STEEL	Per Packet	Rs._____(Rupees…… ……..…….... only)
140	TABLE TRAY PLASTIC	Each	Rs._____(Rupees…… ……..…….... only)
141	TABLE SET VIP LEATHER COATED	Each	Rs._____(Rupees…… ……..…….... only)
142	TABLE SET PLASTIC	Each	Rs._____(Rupees…… ……..…….... only)
143	TABLE SET REGZINE	Each	Rs._____(Rupees…… ……..…….... only)
144	TABLE SET MARBLE BOTTOM IN CARPET COATED	Each	Rs._____(Rupees…… ……..…….... only)
145	TAPE COTTON SMALL	Each	Rs._____(Rupees…… ……..…….... only)
146	TAPE DUCK OPAL/SUPREME 2"	Each	Rs._____(Rupees…… ……..…….... only)
147	TAPE DUCK OPAL/SUPREME 3"	Each	Rs._____(Rupees…… ……..…….... only)

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "D" MISC CONT'D…			
148	TAPE DUCK OPAL/SUPREME 4"	Each	Rs._____(Rupees…… ……..…….... only)
149	TAPE DOUBLE SIDE (PER MTR)	Per Roll	Rs._____(Rupees…… ……..…….... only)
150	TAPE MAGIC (PER MTR)	Per Roll	Rs._____(Rupees…… ……..…….... only)
151	TAPE MASKING/PAPER/COTTON 1 INCH	Each	Rs._____(Rupees…… ……..…….... only)
152	TAPE MASKING/PAPER/COTTON 2 INCH	Each	Rs._____(Rupees…… ……..…….... only)
153	PAPER OFFSET A4 80 GSM	Each	Rs._____(Rupees…… ……..…….... only)
154	TAPE MASKING/PAPER/COTTON 4 INCH	Each	Rs._____(Rupees…… ……..…….... only)
155	TAPE SCOTCH 1 WIDE	Each	Rs._____(Rupees…… ……..…….... only)
156	TAPE SCOTCH 2 WIDE	Each	Rs._____(Rupees…… ……..…….... only)
157	TAPE SCOTCH 3 WIDE	Each	Rs._____(Rupees…… ……..…….... only)
158	TAPE SCOTCH 4 WIDE	Each	Rs._____(Rupees…… ……..…….... only)
159	TEMPO MARKERS	Each	Rs._____(Rupees…… ……..…….... only)
160	USB KIGSTON 16 GB	Each	Rs._____(Rupees…… ……..…….... only)
161	USB KIGSTON 32 GB	Each	Rs._____(Rupees…… ……..…….... only)
162	USB KIGSTON 64 GB	Each	Rs._____(Rupees…… ……..…….... only)

Authorized Signature & Official Stamp of Bidder

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "D" MISC CONT'D…			
163	WHITE TAPE IN ROLL 25 YARD	Per Roll	Rs._____(Rupees…… ……..…….... only)
164	WHITE CHALK 50 STICK PER BOX	Per Box	Rs._____(Rupees…… ……..…….... only)
165	WHITE BOARD MARKET IN DIFFERENT COLOUR	Each	Rs._____(Rupees…… ……..…….... only)
166	WASTE PAPER BASKET PLASTIC	Each	Rs._____(Rupees…… ……..…….... only)
167	WOOD FOR STAMP	Each	Rs._____(Rupees…… ……..…….... only)
168	CASE BOARD SIZE 10 X 13 WITH FLAPPER	Each	Rs._____(Rupees…… ……..…….... only)
169	FILE BOARD PACCA	Each	Rs._____(Rupees…… ……..…….... only)
170	FLAPPER 3 INCH	Each	Rs._____(Rupees…… ……..…….... only)
SECTION "E" ENVELOPES			
171	ENVELOPE BROWN PAPER 65 GSM SIZE 9 X 4 SE (100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)
172	ENVELOPE BROWN PAPER SIZE 10X 4.5 (100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)
173	ENVELOPE BROWN PAPER SIZE 11 X 5 (100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)
174	ENVELOPE BROWN PAPER 65 GSM SIZE A4 SIZE (100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)
175	ENVELOPE BROWN PAPER FILE SIZE SE 8 (100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)
176	ENVELOPE BROWN FILE SIZE SE 8 WITH CLOTH 65GSM(100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)
177	ENVELOPE WHITE PAPER 80 GSM SIZE 9 X 4 SE 4 (100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)

Item #	*Name / Description of Item*	*Price per A/U Both in Figures & Words Free Delivery to Consignee's end (Inclusive All Taxes)*	
		Qty.	*In figures / In words*
SECTION "E" ENVELOPES CONT'D…			
178	ENVELOPE WHITE PAPER 80 GSM SIZE 11 X 5 (100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)
179	ENVELOPE WHITE PAPER 80 GSM A4 SIZE (100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)
180	ENVELOPE WHITE PAPER 80 GSM FILE SIZE 8E 8 (100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)
181	ENVELOPE WHITE PAPER 80 GSM FILE SIZE WITH CLOTH (100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)
182	ENVELOPE WHITE PAPER 80 GSM A 3 SIZE (100 IN PKT)	Per Packet	Rs._____(Rupees…… ……..…….... only)

Total Bid Security 2% (in words) _____

_____

Authorized Signature & Official Stamp of Bidder

3. BIDDING DATA

The following specific data shall supplement, amend or clarify the provisions of the Instructions to Bidders. In case of any conflict, the provisions contained in this Bidding Data shall prevail for this procurement.

Particular		Description
a.	**Procuring Agency**	Printing & Stationery Department, Government of Sindh, Karachi.
b.	**Procurement Title**	Supply of Stationery & Stores Items (Financial Year 2026-27)
c.	**Procuring Agency Address**	Gate No.4, Governor House Compound, Abdullah Haroon Road, Saddar, Karachi-75530 Phone: 99206341 – Fax: 99206340
d.	**Bid Security**	Bid Security equal to **2% of the total estimated cost** shall be furnished in favour of the **Superintendent, Sindh Government Press, Karachi**, in the form of Pay Order, Call Deposit Receipt (CDR) or Demand Draft issued by a scheduled bank operating in Pakistan, as specified in the Bidding Document.
e.	**Bid Validity**	Ninety (90) Days from the date of opening of bids
f.	**Performance Security**	The successful bidder shall furnish a **Performance Security equal to 5% of the Contract Price** in the form prescribed in the Contract before signing the Contract/Purchase Order or within the period specified in the Letter of Acceptance. The Performance Security shall remain valid throughout the contract period and any warranty period, where applicable.
g.	**Submission of Bids**	Bids shall be submitted **electronically through the SPPRA Sindh e-PADS Portal** on or before the date and time specified in the Notice Inviting Tender (NIT). Late bids shall not be accepted
h.	**Opening of Bids**	Bids shall be opened **electronically through the SPPRA Sindh e-PADS system** on the date and time specified in the Notice Inviting Tender (NIT). Bidders or their duly authorized representatives may attend the bid opening, where applicable.
i.	**Delivery Period**	The successful bidder shall complete the supply within Fifteen (15) calendar days from the date of issuance of the Purchase Order, unless otherwise specified by the Procuring Agency.
j.	**Liquidated Damages**	In case of delay in delivery attributable to the supplier, Liquidated Damages may be imposed at the rate of **2% of the value of the delayed goods for each completed month of delay**, subject to the maximum limit prescribed in the Contract and applicable provisions of the Sindh Public Procurement Rules, 2010 (Amended up to date).
k.	**Sample Submission**	One sample per quoted item with tag (Name, Brand, Sr. no.) along with signed & stamped Sample list and Bid Security must reach at address mentioned in NIT before opening of Bid. **Bid without sample / list will be Non-Responsive; samples of unsuccessful bidders will not be returned.**
l.	**Tender Fee / Bid Document Cost**	Non-refundable Tender Fee of **Rs. 2,000/-** shall be deposited through Pay Order, Demand Draft or Bank Challan, where applicable, in favour of the **Superintendent, Sindh Government Press, Karachi.** The bidder shall provide the following details: Pay Order / Demand Draft / Challan No.:_____ Date: _____ Amount (Rs.): _____ Bank Name: _____

BIDDER'S DECLARATION

I/We hereby declare that the information furnished above is true and correct. I/We have carefully read, understood and accepted all terms and conditions of the Bidding Document and agree to comply with the provisions of the Sindh Public Procurement Rules, 2010 (Amended up to date).

_____

Authorized Signature & Official Stamp of Bidder

4. EVALUATION AND QUALIFICATION CRITERIA FOR BIDDER(S)

SUPPLY OF STATIONERY & STORES ITEMS (2026-2027)

Sr. #	Sub-Criteria	Evidence Required	Marks			Annex
			Max	Allocated	Obtained	
FINANCIAL & LEGAL STRENGTH			**70**			
1.	**Income Tax Deducted (Last 5 years in millions as per income tax returns)**					
1.1	**≥ 5**	Attach copies of last 5 years Income Tax Returns & registered in Sales Tax (Attach valid and active NTN & Sales Tax registration Certificates)	**10**	10		**A**
1.2	**≥ 4 < 5**			7		
1.3	**≥ 3 < 4**			5		
1.4	**≥ 2 < 3**			3		
2.	**Cumulative Financial Turnover (PKR in Million) during last 5 years.**					
2.1	**≥ 50**	Attach Bank Statement with Bank Certificate showing Annual Turnover duly signed.	**10**	10		**B**
2.2	**≥ 40 < 50**			7		
2.3	**≥ 30 < 40**			5		
2.4	**≥ 20**			3		
3.	**Working Capital (PKR in Million) during last 5 years**					
3.1	**≥ 50**	Attach Audit Report or Income Tax Returns demonstrating the required working capital.	**10**	10		**C**
3.2	**≥ 40 < 50**			7		
3.3	**≥ 30 < 40**			5		
3.4	**≥ 20**			3		
4.	**Minimum available Cash Balance in Bank Account (Last 90 days prior to Bid opening) (PKR in Million).**					
4.1	**≥ 5**	Attach Bank Certificate, Bank Statement, TDR / CDR or other acceptable banking evidence confirming the required available cash balance duly signed and stamp by the concerned bank.	**05**	05		**D**
4.2	**≥ 4 < 5**			04		
4.3	**≥ 3 < 4**			03		
4.4	**≥ 2 < 3**			02		
RELEVANCE OF BUSINESS, EXPERIENCE, CERTIFICATES AND MINIMUM FIRM AGE.			**35**			
5.	**Experience in relevant field (Stationery & Stores Items) of different Government Departments / Offices or other Public Sector organizations during the last 5 years (with at least 01 per year mandatory)**					
5.1	**10 or more Assignments**	Attach copies of Work Orders, Purchased Orders, Contracts, Completion Certificates and / or other verifiable documentary evidence. **Note: Bidders failing to produce at least 01 assignment per year for the last 5 years will not be evaluated further.**	**10**	10		**E**
5.2	**8 to 9 Assignments**			7		
5.3	**6 to 7 Assignments**			5		
5.4	**5 Assignments**			3		

Authorized Signature & Official Stamp of Bidder

Sr. #	Sub-Criteria	Evidence Required	Marks			Annex
			Max	Allocated	Obtained	
6.	**Company Profile, Local Presence & Infrastructure / Office Facility in Karachi.**					
6.1	Fully functional Office and warehouse / Storage facility in Karachi + Complete Company profile + Stock / Inventory + Delivery Vehicles + Machinery / Equipment + Owner CNIC	Attach documentary evidence: • Copy of Valid CNIC of Owner. • Detailed company Profile. • Rent Agreement / Ownership document of office and warehouse / Storage facility located in Karachi and recent Utility Bill. • Evidence of Stock, Vehicles, Machinery / Equipment.	**10**	10		**F**
6.2	Functional Office facility in Karachi + Company Profile, CNIC + Partial evidence of assets (only Stock / Vehicles)			7		
6.3	Office in Karachi + Company Profile + CNIC (without Warehouse / Stock Proof)			5		
6.4	Only Company Profile + CNIC attached			3		
7.	**Established Business Tenure / Minimum Firm Age.**					
7.1	**≥ 10**	To be reckoned from date of commencement as per NTN Certificate / Letter of Incorporation Company Registration	**10**	10		**G**
7.2	**≥ 8 < 10**			7		
7.3	**≥ 6 < 8**			5		
7.4	**≥ 5**			3		
8.	**Undertaking on original E-Stamp paper of Rs.500/-**					
8.1	**Yes** - Complied	Attached scanned copy of undertaking / affidavit on E-Stamp Paper containing: a) Not involved in Departmental Rift / Abandoned / Unnecessary delay b) Not blacklisted by any agency c) Litigation detail (if any) d) All documents are true & correct	**05**	05		**H**
8.2	**Not** - Complied			00		
		Total Marks:	**70**			
QUALIFICATION MARKS should be min 70% in total (Financial & Legal Strength and relevance of Business, Experience, Certificates and Minimum Firm Age). **Min 50% marks in Financial and Legal Strength otherwise the firm shall not be qualified.**			**49/70**			

Note:

- Marks will be assigned on the basis of valid documentary evidence and physical examination, firms that will not provide documentary / physical evidence against technical evaluation criteria will be marked as zero.
- Scanned copy of Bid Security @ 2% estimated cost and Tender fee to be uploaded with Bid documents, while original physical must reach the address mentioned in N.I.T before bid opening time.

P.A's Technical committee may conduct visits of sites in order to cross verify information / documents furnished by firms at any stage of procurement. In case, a firm fails to provide any information / documents the Committee reserves right to disqualify firm on technical grounds as per SPP Rules, 2010 (Amended up to date) with immediate effect.

Authorized Signature & Official Stamp of Bidder

5. TERMS AND CONDITIONS

The following terms and conditions shall govern the procurement of **Supply of Stationery & Stores Items** under this bidding process. Submission of a bid shall constitute acceptance of these terms and conditions by the bidder.

5.1 Acceptance of Purchase Order

The successful bidder shall acknowledge receipt of the Purchase Order/Letter of Acceptance and shall comply with all terms and conditions contained therein.

5.2 Delivery Documentation

Each consignment shall be accompanied by a Delivery Challan clearly indicating:

- Purchase Order Number and Date;
- Description of Goods;
- Quantity Delivered;
- Unit of Measurement (where applicable);
- Brand/Manufacturer (where applicable); and
- Date of Delivery.

Failure to provide complete delivery documentation may result in delay in inspection, acceptance or processing of payment.

5.3 Place of Delivery

The goods shall be delivered at the location(s) specified in the Purchase Order or as directed by the Procuring Agency.

5.4 Delivery Period and Liquidated Damages

The supplier shall deliver the goods within the delivery period specified in the Purchase Order.

In case of delay attributable to the supplier, Liquidated Damages shall be imposed at the rate of **2% of the value of delayed goods for each completed month of delay**, subject to a maximum of **10% of the Contract Price**, unless otherwise determined under the contract.

5.5 Inspection and Acceptance

All goods supplied shall be subject to inspection by the authorized representatives of the Printing & Stationery Department, Government of Sindh, Karachi. Acceptance of goods shall be subject to verification of:

- Quantity;
- Quality;
- Specifications;
- Packaging; and
- Compliance with approved samples, where applicable.

5.6 Variation in Quantity

The Procuring Agency reserves the right to increase or decrease the quantities of goods, delete any item or modify delivery requirements in accordance with the applicable provisions of the Sindh Public Procurement Rules, 2010 (Amended up to date).

5.7 Quality of Goods

All goods supplied shall be new, unused, genuine and free from defects. Goods shall strictly conform to the specifications provided in the Bidding Document and approved samples, where applicable.

5.8 Delivery Procedure

The supplier shall deliver all goods through the Printing & Stationery Department or any other designated location specified by the Procuring Agency. Proper acknowledgement of receipt shall be obtained at the time of delivery.

5.9 Rejection and Replacement of Goods

The Procuring Agency reserves the right to reject any goods that:

- do not conform to the required specifications;
- are damaged, defective or substandard;
- differ from the approved sample; or
- are supplied after the prescribed delivery period without approval.

Rejected goods shall be replaced by the supplier at its own cost within the period specified by the Procuring Agency.

5.10 Subcontracting / Assignment

The supplier shall not assign, transfer or subcontract the whole or any part of the contract without the prior written approval of the Procuring Agency.

5.11 Termination of Contract

The Procuring Agency may terminate the contract, wholly or partially, in case of:

- breach of contract by the supplier;
- failure to deliver goods within the stipulated time;
- submission of false or misleading information; or
- any other reason permissible under the applicable laws and the Sindh Public Procurement Rules, 2010 (Amended up to date).

Upon termination, the supplier shall remove its equipment, materials or property, if any, from the premises of the Department without delay.

5.12 Submission of Invoices

Invoices/Bills shall be submitted to the concern office / section of this department, along with all supporting documents, including Delivery Challans and inspection/acceptance reports, where applicable.

5.13 Advance Payment

No advance payment shall ordinarily be made. However, where specifically approved by the Competent Authority, advance payment may be made against an acceptable Bank Guarantee or other security instrument as prescribed by the Procuring Agency.

5.14 Bid Validity

The bid shall remain valid for a period of **Ninety (90) Days** from the date of bid opening.

5.15 Company Profile

The bidder shall submit a complete company profile, including organizational information, experience, client list and contact details.

5.16 Applicable Laws and Rules

This procurement process and the resulting contract shall be governed by the Sindh Public Procurement Rules, 2010 (Amended up to date), and other applicable laws, rules, regulations and instructions issued by the Government of Sindh and SPPRA.

5.17 Prices and Rates

Rates shall be quoted in Pakistani Rupees (PKR) and shall be inclusive of all applicable taxes, duties, transportation, loading/unloading, packing and all incidental costs unless otherwise specified in the Bidding Document.

5.18 Taxes and Duties

Applicable taxes and duties shall be deducted, withheld or paid in accordance with the prevailing laws, rules and regulations of the Government of Pakistan and Government of Sindh.

5.19 Bid Security

Each bid shall be accompanied by a Bid Security equal to **2% of the total estimated cost** in the form prescribed in the Bidding Document, in favour of the **Superintendent Sindh Government Press, Karachi**.

ACCEPTANCE BY BIDDER

I/We hereby certify that I/We have carefully read and understood all terms and conditions of this Bidding Document and agree to comply with the same without reservation.

Authorized Signature: _____

Name: _____

Designation: _____

Official Stamp: _____

Date: _____

5.20 Dispute Resolution / Arbitration:

Any dispute, controversy or claim arising out of or in connection with this procurement, including the interpretation, execution or performance of the Contract, shall be examined by the concerned Committees and shall be resolved / dealt with in accordance with the prevailing SPPRA Laws and Rules.

5.21 Performance Security:

The successful bidder shall furnish a **Performance Security equal to Five Percent (5%) of the total Contract Price** in the form of a **Pay Order, Call Deposit Receipt (CDR) or Bank Guarantee** issued by a scheduled bank operating in Pakistan, in favour of **Superintendent, Sindh Government Press, Karachi**, before signing the Contract/Purchase Order or within the period specified in the Letter of Acceptance. The Performance Security shall remain valid throughout the Contract period and, where applicable, the warranty period.

5.22 Government Taxes, Duties and Levies:

All applicable Federal and Provincial taxes, duties, levies and statutory charges shall be governed by the prevailing laws, notifications and SROs issued by the competent authorities. Applicable deductions shall be made at source in accordance with the relevant tax laws.

5.23 Rights of the Procuring Agency:

The Printing & Stationery Department reserves the right to accept or reject any bid, annul the procurement process or reject all bids at any time prior to the acceptance of a bid, strictly in accordance with the relevant provisions of the **Sindh Public Procurement Rules, 2010 (Amended up to date)**. The Procuring Agency may award the Contract to a single Lowest Evaluated Responsive Bidder or may award individual item(s) to different Lowest Evaluated Responsive Bidders on an item-wise basis, as specified in the Notice Inviting Tender (NIT) and Evaluation Criteria.

5.24 Availability of Bidding Documents:

The Bidding Documents shall be available through the **SPPRA Sindh e-PADS Portal** and/or office of the Manager Book Depot, Near Gate No.4, Governor House Compound, Abdullah Haroon Road, Karachi.

5.25 Compliance with Labour Laws:

The successful bidder shall comply with all applicable labour laws of Pakistan. Employment of child labour is strictly prohibited. The Procuring Agency may require documentary evidence of compliance, including CNICs of deployed personnel, where applicable.

5.26 Environmental Compliance:

The Supplier shall adopt environmentally responsible manufacturing, packaging and disposal practices and shall avoid the use of hazardous or prohibited materials in accordance with the applicable environmental laws and regulations.

5.27 Submission of Bids:

Bids shall be submitted electronically through the **SPPRA Sindh e-PADS Portal** on or before the date and time specified in the **Notice Inviting Tender (NIT)**. Late bids shall not be accepted.

5.28 Opening of Bids:

Bids shall be opened electronically through the **SPPRA Sindh e-PADS Portal** on the date, time and location specified in the **Notice Inviting Tender (NIT)**. Bidders or their duly authorized representatives may attend the bid opening.

5.29 Taxes and Statutory Deductions:

Income Tax, Sales Tax, Stamp Duty and all other applicable taxes, duties and statutory deductions shall be deducted and/or paid strictly in accordance with the prevailing Government rules, notifications and applicable tax laws.

5.30 Stamp Duty:

The successful bidder shall pay Stamp Duty at the rate prescribed under the **Sindh Stamp Act** and other applicable laws in force at the time of execution of the Contract.

5.31 Currency of Bid:

All prices, rates and financial proposals shall be quoted exclusively in **Pakistan Rupees (PKR).**

5.32 Active Taxpayer Status:

The bidder shall remain an Active Taxpayer with the relevant taxation authorities throughout the procurement process and the execution of the Contract. Failure to maintain Active Taxpayer status may render the bidder liable to action in accordance with the applicable laws and the provisions of the Contract.

5.33 Delivery Period:

The successful bidder shall complete the supply of all goods within **Two (02) weeks** from the date of issuance of the Purchase Order, unless otherwise specified in the Purchase Order or approved in writing by the Procuring Agency.

Authorized Signature of Bidder: _____

Name of Authorized Signatory: _____

Designation: _____

Official Stamp: _____

Date: _____

6. SAMPLE FORMS

1. BID FORM AND PRICE SCHEDULES

Date: _____

IFB No: _____

To: [name and address of Procuring Agency] _____

Gentlemen and/or Ladies:

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 *[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 will obtain the guarantee of a bank in a sum equivalent to _____percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, 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.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")

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. BID SECURITY FORM

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its bid dated [date of submission of bid] for the supply of *[name and/or description of the goods]* (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *[name of Procuring agency]* (hereinafter called "the Procuring agency") in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this_____ day of_____ 20 ____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:

   (a) fails or refuses to execute the Contract Form, if required; or

   (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

   we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

   This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

_____

[signature of the bank]

3. CONTRACT FORM

THIS AGREEMENT made the _____ day of _____20_____ between *[name of Procuring Agency]* of *[country of Procuring agency]* (hereinafter called "the Procuring agency") of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (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; and
   (f) the Procuring agency's Notification of Award.

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, delivered by _____the_____ (for the Procuring agency)

   Signed, sealed, delivered by _____the_____ (for the Supplier)

4. PERFORMANCE SECURITY FORM

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 20_____ to supply *[description of goods and services]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the_____ day of 20_____.

Signature and seal of the Guarantors

_____
[name of bank or financial institution]

_____
[address]

_____
[date]

5. INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANT.

Contract No. _____ Dated: _____
Contract Value: _____
Contract Title: _____

[Name of Supplier/Contractor/Consultant] hereby declares that it has not 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.

Without limiting the generality of the foregoing, *[Name of Supplier/Contractor/Consultant]* 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 inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from, from Procuring Agency (PA) except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] 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 PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier/Contractor/Consultant] 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 rights and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, *[Name of Supplier/Contractor/Consultant]* agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder‘s fee or kickback given by *[Name of Supplier/Contractor/Consultant]* 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 PA.

_____ _____

[Procuring Agency] ***[Contractor]***

6. BIDDER'S DECLARATION AND UNDERTAKING

It is hereby certified that I/We have carefully read, understood and accepted all the terms and conditions, specifications, instructions, evaluation criteria and other provisions contained in this Bidding Document.

I/We further declare that all information, documents and certificates submitted with this bid are true, complete and correct. I/We understand that any false declaration, concealment of material information or submission of forged or misleading documents shall render the bid liable to rejection and may result in any other action permissible under the **Sindh Public Procurement Rules, 2010 (Amended up to date)** and other applicable laws.

I/We undertake to comply with all contractual obligations, technical specifications and delivery requirements in the event that the Contract/Purchase Order is awarded to us.

BIDDER'S INFORMATION

Name of Firm / Company: _____

Name of Authorized Representative: _____

Designation: _____

Office Address: _____

Telephone No.: _____

Fax No. (if applicable): _____

Mobile No.: _____

Email Address: _____

National Tax Number (NTN): _____

Sales Tax Registration No. (if applicable): _____

I/We certify that the information furnished above is correct and complete and that I/We are duly authorized to sign this bid on behalf of the bidder.

Authorized Signature: _____

Name: _____

Designation: _____

CNIC No.: _____

Official Stamp: _____

Date: _____

PRINTING & STATIONERY DEPARTMENT, GOVERNMENT OF SINDH, KARACHI

ANNUAL PROCUREMENT PLAN 2026-2027

IN RESPECT OF TENDER FOR STATIONERY & STORE OFFICE, KARACHI

S.NO	Description	Quantity Where applicable	Estimated Unit Cost where applicable	Estimated Total Cost	Funds Allocated	Source Of funds (ADP /Non ADP)	Proposed Procurement Methods	1st Qtr from July-26 to Sep-26	2nd Qtr from Oct-26 to Dec-26	3rd Qtr from Jan-27 to Mar-27	4th Qtr from Apr-27 to Jun-27	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
	SECTION "A" TONERS											
1	TONER CANON IR-1520/1510	02 NOS	11,330	22,660								
2	TONER CANON NP=7161	02 NOS	12,800	25,600								
3	TONER DESK JET 65 /5160	02 NOS	6,180	12,360								
4	HP CARTRIDGE 35 A	02 NOS	20,000	40,000								
5	TONER FOR FAX PANASONIC LB-802	02 NOS	8,000	16,000								
6	TONER HP DESKJET 80A	04 NOS	18,800	75,200								
7	TONER HP DESKJET 83-A	04 NOS	14,800	59,200								
8	TONER HP LASER JET 92-A	02 NOS	10,000	20,000								
9	TONER HP LASER JET 1000	04 NOS	14,500	58,000								
10	TONER HP LASER JET 1015	04 NOS	14,000	56,000								
11	TONER HP LASER JET 1020	04 NOS	14,000	56,000								
12	TONER HP LASER JET 1100	04 NOS	11,000	44,000								
13	TONER HP LASER JET 1102 (85 A)	04 NOS	14,000	56,000								
14	TONER HP LASER JET 1200	04 NOS	14,000	56,000								
15	TONER HP LASER JET 1300	04 NOS	15,000	60,000								
16	TONER HP LASER JET 1320	04 NOS	13,800	55,200								
17	TONER HP LASER JET 2055 (05 A)	04 NOS	18,000	72,000								
18	TONER HP LASER JET 2100	04 NOS	17,000	68,000								
19	TONER HP LASER JET 3015 (55 A)	04 NOS	22,000	88,000								
20	TONER HP LASER JET 4200	04 NOS	22,000	88,000								
21	TONER HP LASER JET 6000	02 NOS	20,000	40,000								
22	TONER HP LASER JET 59-A	02 NOS	15,800	31,600								
23	TONER HP LASER JET 79-A	02 NOS	14,800	29,600								
			TOTAL	1,129,420	Budget Estimated for the year 2026-27 subject to release by the fnance department Or Amount & quantity of item may be increase to meet the requirment of any other indenter as & when they approaches.	Non-ADP	Under Rule 46 (1) open comperitive bidding single stage one envelop procedure	As Per Released by the Finance Department OR Subject to availability of funds from other than regular indenting office to meet their requirement	As Per Released by the Finance Department OR Subject to availability of funds from other than regular indenting office to meet their requirement	As Per Released by the Finance Department OR Subject to availability of funds from other than regular indenting office to meet their requirement	As Per Released by the Finance Department OR Subject to availability of funds from other than regular indenting office to meet their requirement	Procurement may be increase/ decrease as per funds released by the finance department OR Payment received from other than regular indenting office & any project to meet their requirements

MUHAMMAD AKHTAR
DDO
Stationery & Forms Office
Govt. of Sindh, Karachi

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1	2	3	4	5	6	7	8	9	10	11	12	13
			B/F	1,129,420								
24	TONER HP LASER JET PRO M12W	02 NOS	15,000	30,000								
25	TONER SHARP AR-202 FT	02 NOS	18,500	37,000								
26	TONER SHARP AR-5127	02 NOS	19,800	39,600								
27	TONER SHARP AR-5320	02 NOS	20,085	40,170								
28	TONER TOSHIBA 166	02 NOS	8,500	17,000								
29	TONER TOSHIBA 2060	02 NOS	9,720	19,440								
30	TONER TOSHIBA 3560	02 NOS	14,500	29,000								
31	TONER TOSHIBA 5010	02 NOS	11,330	22,660								
32	TONER TOSHIBA DIGITAL 2500	02 NOS	11,300	22,600								
33	TONER TOSHIBA T-4530-D	02 NOS	11,845	23,690								
	SECTION "B" COMPUTER PAPER											
34	COMPUTER CONTINUED SHEET 15 X 11 (PI) (2000 SHT BOX PRINTED)	20 BOX	12,400	248,000								
35	COMPUTER CONTINUED SHEET 9.5 X 11 (PI) (1000 SHT BOX PRINTED)	10 BOX	4,950	49,500								
36	COMPUTER CONTINUED SHEET 9.5 X 11 (PI) (2000 SHT PRINTED)	300 BOX	9,800	2,940,000	__do__	__do__	__do__	__do__	__do__	__do__	__do__	__do__
37	COMPUTER CONTINUED SHEET 9.5 X 11 (PII) (2000 SHT PRINTED)	20 BOX	9,950	199,000								
38	COMPUTER CONTINUED SHEET 9.5 X 11 (PIII) (2000 SHT PRINTED)	10 BOX	12,000	120,000								
39	COMPUTER PAPER (2000 SHEET)	20 BOX	9,800	196,000								
	SECTION "C" PAPER & CARBON PAPER											
40	COLOUR PAPER OFFSET A-4 SIZE= 80 GSM (100 Sheet) imp	10 PKT	518	5,180								
41	COLOUR PAPER OFFSET legal SIZE= 80 GSM (100 Sheet) imp	05 PKT	748	3,740								
42	DUPLICATING PAPER A-4 SIZE = 70 GSM	50 REAM	1,627	81,350								
43	DUPLICATING PAPER LEGAL SIZE = 70 GSM	50 ream	1,633	81,650								
44	OFFSET PAPER A-3 SIZE= 80 GSM (PAPER ONE)	10 ream	5,600	56,000								
45	OFFSET PAPER A-4 SIZE= 80 GSM (IMP) (AA or Equivalent)	100 ream	2,550	25,000								
			TOTAL	5,416,000								

MUHAMMAD AKHYAR
DDO
Stationery & Forms Office
Govt. of Sindh, Karachi

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1	2	3	4	5	6	7	8	9	10	11	12	13
			B/F	5,416,000								
46	OFFSET PAPER LEGAL SIZE = 80 GSM (IMP) (AA OR Equivalent)	50 ream	2,700	135,000								
47	OFFSET PAPER A-4 SIZE= 80 GSM (IMP) (PAPER ONE or Equivalent)	9000 ream	2,445	22,005,000								
48	OFFSET PAPER LEGAL SIZE= 80 GSM (IMP PAPER ONE OR Equivalent)	800 ream	2,600	2,080,000								
49	OFFSET PAPER MULTI A-4 SIZE= 80 GSM	8634 ream	2,445	21,110,130								
50	OFFSET PAPER MULTI LEGAL SIZE= 80 GSM	810 ream	2,600	2,106,000								
51	OFFSET PAPER A-4 SIZE= 75 GSM (PAPER ONE or Equivalent)	100 ream	2,400	240,000								
52	OFFSET PAPER LEGAL SIZE= 75 GSM (PAPER ONE or Equivalent)	100 ream	2,500	250,000								
53	WRITING PAPER A-4 SIZE 70 GSM	50 ream	1,100	55,000								
54	WRITING PAPER LEGAL SIZE 70 GSM	50 ream	1,200	60,000								
55	BROWN PAPER SIZE 23 X 36 (100 SHEET PKT)	15 ream	6,500	97,500								
56	TYPE WRITER CARBON PAPER A-4 SIZE	100 PKT	1,100	110,000								
	SECTION "D" MISC				__do__	__do__	__do__	__do__	__do__	__do__	__do__	__do__
57	FAX ROLL 20 METER	50 METER	540	27,000								
58	FAX ROLL 30 METER	100 METER	750	75,000								
59	BODKINS (POCKER)	200 NOS	125	25,000								
60	BOX FILE (SMALL) (Prisom or Equivalent)	50 NOS	720	36,000								
61	BOX FILE (Large) (Prisom or Equivalent)	50 NOS	720	36,000								
62	calculator 12 digtr (Casio or Equivalent)	12 NOS	1,800	21,600								
63	ceiling wax	50 BOX	258	12,900								
64	card sheet (100 sheet packet)	10 PKT	1,906	19,060								
65	CLEAR BAD A 3 SIZE	100 NOS	170	17,000								
66	CLEAR BAG A 4 SIZE	100 NOS	98	9,800								
67	DOCK CLIP LARGE PACKET (IMP)	10 PKT	603	6,030								
68	DOCK CLIP MEDIUM PACKET (Imp)	10 PKT	345	3,450								
69	DOCK CLIP SMALL PACKET (IMP)	10 PKT	99	990								
70	DAK FOLDER LEATHER (Karar or Equivalent)	25 NOS	2,060	51,500								
			TOTAL	54,005,960								

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1	2	3	4	5	6	7	8	9	10	11	12	13
			B/F	54,005,960								
71	DOCKET PUNCH	200 NOS	242	121,000								
72	DUSTER SUPERIOR QUALITY	500 NOS	170	85,000								
73	ERASER PENCIL SOFT	1000 NOS	27	27,000								
74	FINGER WATER BALL	100 NOS	273	27,300								
75	FILE COVER THICK PLASTIC	200 NOS	273	54,600								
76	FILE COVER TRANSPARENT	500 NOS	111	55,500								
77	FILE COVER A 4 SIZE WHITE	500 NOS	48	24,000								
78	FILE LACE (GROSS)	100 NOS	402	40,200								
79	FOUNTAIN PEN HOLDER FOR OFFICER (Prisom or Equivalent)	50 NOS	824	41,200								
80	FLAP CHART	100 NOS	93	9,300								
81	FORMIC SHEET A 4 SIZE (25 SHT)	05 PKT	514	2,570								
82	GUM PAST 02 OZ PLASTIC TUBE	100 NOS	260	26,000								
83	GUM LIQUID 05 OZ (Nafeez or Equivalent)	200 NOS	290	58,000								
84	GUM UHU STICK 40 GSM (UHU Brand or Equivalent)	200 NOS	795	159,000	__do__	__do__	__do__	__do__	__do__	__do__	__do__	__do__
85	GUM UHU STICK 20 GSM (UHU Brand or Equivalent)	200 NOS	649	129,800								
86	GUM UHU STICK 09 GSM (UHU Brand or Equivalent)	150 NOS	210	31,500								
87	HIGHLIGHTER DIFFERENT COLOUR PELICAN BRAND	500 NOS	98	49,000								
88	HARD CHART SHEET	100 NOS	93	9,300								
89	HARD SHEET	100 NOS	93	9,300								
90	MARKER PIONO PLUS 90/70	500 NOS	70	35,000								
91	NOTE PAD SMALL	50 NOS	98	4,900								
92	NOTE PAD LARGE	50 NOS	140	7,000								
93	NOTE PAD MEDIUM	50 NOS	180	9,000								
94	OFFICE PIN CHINA MADE	500 PKT	88	44,000								
95	PAPER CLIP GEM CLIP SUPERIOR QUALITY	500 PKT	140	70,000								
96	PAPER CUTTER WITH STEEL BLADE	200 NOS	225	45,000								
97	PEN BALL POINT 0.8MM (Piano or Equivalent)	3000 NOS	29	87,000								
98	PEN BALL POINT 0.7 MM LOCAL (Piano or Equivalent)	2000 NOS	26	52,000								
			TOTAL	55,319,430								

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1	2	3	4	5	6	7	8	9	10	11	12	13
			B/F	55,319,430								
99	PEN CORRECTION UNI (Piano or Equivalent)	500NOS	180	90,000								
100	PEN POINTER FINE LINER	500 NOS	40	20,000								
101	PEN UNI BALL SIGNO UB-120	250 NOS	199	49,750								
102	PEN UNI BALL EYE MICRO UB-150	250 NOS	398	99,500								
103	PAPER WEIGHT DIAMOND SHAPE MARBLE	100 NOS	250	25,000								
104	PAPER WEIGHT DIAMOND SQUARE MARBLE	100 NOS	220	22,000								
105	PENCIL LEAD BLACK	1000 NOS	38	38,000								
106	PENCIL SHARPNER SUPERIOR QUALITY	500 NOS	26	13,000								
107	POST IT PAD SLI 2 X 3	50 PAD	140	7,000								
108	POST IT PAD SLI 3 X 4	50 PAD	175	8,750								
109	POST IT PAD SLI 4 X 5	50 PAD	210	10,500								
110	COLOUR FLAG PLASTIC	50 PAD	139	6,950								
111	COLOUR FLAG PAPER	20 PAD	195	3,900								
112	PRINTY TRODAT NO4911, 4912, 4913	50 PAD	700	35,000								
113	PUNCHING MACHINE DOUBLE HOLE VIP SUP QAULITY	50 NOS	798	39,900	__do__	__do__	__do__	__do__	__do__	__do__	__do__	__do__
114	PUNCHING MACHINE DOUBLE HOLE VIP SUP HEAVU DUTY	05 NOS	5,600	28,000								
115	PIN COUSIN	200 NOS	180	36,000								
116	PEN UNI BALL VISUAL ELLITE	60 NOS	428	25,680								
117	SCHNEIDER BUSINESS ONE PEN DIFFERENT COLOUR	100 NOS	1,170	117,000								
118	POINTER DOLLAR JELL ONE (BBRG)	200 NOS	112	22,400								
119	PEN BALL POINT MAX (BBRG)	200 NOS	68	13,600								
120	PIN STAPLER MACHINE HEAVY DUTY	10 PKT	340	3,400								
121	REGISTER BLANK VIP 500 PAGES (offset Paper 75 Gsm)	500 NOS	890	445,000								
122	REGISTER BLANK VIP 300 PAGES (offset Paper 75 Gsm)	500 NOS	550	275,000								
123	REGISTER BLANK VIP 200 PAGES (offset Paper 75 Gsm)	500 NOS	410	205,000								
124	RUBBER STAMP PAD INK	100 NOS	140	14,000								
			TOTAL	56,973,760								

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1	2	3	4	5	6	7	8	9	10	11	12	13
			B/F	56,973,760								
125	RUBBER FOR STAMP	06 NOS	455	2,670								
126	SCALE 12 INCH (STEEL)	200 NOS	96	19,200								
127	SCISSOR 6 INCH LONG	200 NOS	295	59,000								
128	SCISSOR 9 INCH LONG	200 NOS	490	98,000								
129	SHORT HAND BOOK	500 NOS	190	95,000								
130	STAPLER MACHINE IMP	300 NOS	848	254,400								
131	STAPLER PIN 26/6	1000 NOS	88	88,000								
132	STAPLER PIN REMOVER	200 NOS	134	26,800								
133	STAMP PAD PLASTIC BODY (Crystal Brand or Equivalent)	200 NOS	165	33,000								
134	STAPLER MACHINE HEAVY DUTY	04 NOS	7,000	28,000								
135	STICKER SHEET A 4 SIZE	02 PKT	7,000	14,000								
136	SEPARATOR CARD (100 IN PKT)	04 nos	484	1,936								
137	SEPARATOR PLASTIC (100 IN PKT)	03 nos	453	1,812								
138	THUMB PIN	100 PKT	90	9,000								
139	THUMB PIN STEEL	100 PKT	130	13,000	__do__	__do__	__do__	__do__	__do__	__do__	__do__	__do__
140	TABLE TRAY PLASTIC	100 NOS	783	78,300								
141	TABLE SET VIP LEATHER COATED	03 nos	20,000	60,000								
142	TABLE SET PLASTIC	100 nos	2,800	280,000								
143	TABLE SET REGZINE	50 nos	3,400	170,000								
144	TABLE SET MARBLE BOTTOM IN CARPET COATED	50 NOS	3,400	170,000								
145	TAPE COTTON SMALL	300 BDL	380	114,000								
146	TAPE DUCK OPAL/SUPREME 2"	50 nos	340	17,000								
147	TAPE DUCK OPAL/SUPREME 3"	50 nos	450	22,500								
148	TAPE DUCK OPAL/SUPREME 4"	50 nos	550	27,500								
149	TAPE DOUBLE SIDE (PER MTR)	10 METER	198	1,980								
150	TAPE MAGIC (PER MTR)	10 METER	494	4,940								
151	Tape masking/paper/cotton 1 inch	50 NOS	190	9,500								
152	Tape masking/paper/cotton 2 inch	50 NOS	330	16,500								
153	PAPER OFFSET A4 80 GSM	200 nos	2,445	489,000								
			TOTAL	59,178,798								

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1	2	3	4	5	6	7	8	9	10	11	12	13
			B/F	59,178,798								
154	Tape masking/paper/cotton 4 inch	50 NOS	590	29,500								
155	tape scotch 1 wide	50 NOS	91	4,550								
156	tape scotch 2 wide	50 NOS	250	12,500								
157	tape scotch 3 wide	50 NOS	340	17,000								
158	tape scotch 4 wide	25 nos	425	10,625								
159	TEMPO MARKERS	175 NOS	25	4,375								
160	USB KIGSTON 16 GB	05 NOS	2,200	11,000								
161	USB KIGSTON 32 GB	10 NOS	2,400	24,000								
162	USB KIGSTON 64 GB	10 NOS	3,200	32,000								
163	WHITE TAPE IN ROLL 25 YARD	20 ROLL	350	7,000								
164	WHITE CHALK 50 STICK PER BOX	100 BOX	150	15,000								
165	WHITE BOARD MARKET IN DIFFERENT COLOUR	500 NOS	97	48,500								
166	WASTE PAPER BASKET PLASTIC	200 NOS	250	50,000								
167	WOOD FOR STAMP	12 NOS	412	4,944								
168	CASE BOARD SIZE 10 X 13 WITH FLAPPER	200 NOS	80	16,000	__do__	__do__	__do__	__do__	__do__	__do__	__do__	__do__
169	FILE BOARD PACCA	200 NOS	100	20,000								
170	FLAPPER 3 INCH	500 NOS	85	42,500								
	SECTION "E" ENVELOPES											
171	ENVELOPE BROWN PAPER 65 GSM SIZE 9 X 4 SE (100 IN PKT)	10 PKT	438	4,380								
172	ENVELOPE BROWN PAPER SIZE 10X 4.5 (100 IN PKT)	10 PKT	649	6,490								
173	ENVELOPE BROWN PAPER SIZE 11 X 5 (100 IN PKT)	10 PKT	628	6,280								
174	ENVELOPE BROWN PAPER 65 GSM SIZE A4 SIZE (100 IN PKT)	05 PKT	814	4,070								
175	ENVELOPE BROWN PAPER FILE SIZE SE 8 (100 IN PKT)	05 PKT	1,020	5,100								
176	ENVELOPE BROWN FILE SIZE SE 8 WITH CLOTH 65GSM(100 IN PKT)	02 PKT	6,386	12,772								
177	ENVELOPE WHITE PAPER 80 GSM SIZE 9X4 SE 4 (100 IN PKT)	10 PKT	1,226	12,260								
			TOTAL	59,579,644								

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1	2	3	4	5	6	7	8	9	10	11	12	13
			B/F	59,579,644								
178	ENVELOPE WHITE PAPER 80 GSM SIZE 11 X 5 (100 IN PKT)	09 PKT	1,226	11,034								
179	ENVELOPE WHITE PAPER 80 GSM A4 SIZE (100 IN PKT)	10 PKT	2,050	20,500								
180	ENVELOPE WHITE PAPER 80 GSM FILE SIZE 8E 8 (100 IN PKT)	10 PKT	2,884	28,840	__do__	__do__	__do__	__do__	__do__	__do__	__do__	__do__
181	ENVELOPE WHITE PAPER 80 GSM FILE SIZE WITH CLOTH(100 IN PKT)	02 PKT	5,974	11,948								
182	ENVELOPE WHITE PAPER 80 GSM A 3 SIZE (100 IN PKT)	02 PKT	4,017	8,034								
			TOTAL	59,660,000								

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