



GOVERNMENT OF PAKISTAN
OFFICE OF THE ACCOUNTANT GENERAL
SINDH, KARACHI

BIDDING DOCUMENTS

FOR THE PURCHASE OF OFFICE STATIONARY ITEMS
2025-2026

Main University Road, Near NIPA Chowrangi, Karachi. Ph: 021-99244755
Tender fees Rs.2,000/- (Rupees Two Thousand Hundred Only)

BIDDING DOCUMENTS
FOR THE PURCHASE OF OFFICE STATIONARY

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1. **INTRODUCTION**

The Government of Pakistan has allocated funds for purchase of office stationary under head of account A03901 for office of the Accountant General Sindh, Karachi during the current financial year 2025-26. The office invites bids to purchase the office stationary items through open competitive bidding procedure.

This Invitation for Bids is open to all original Manufacturers/ their authorized Supplier and in case of imported goods their authorized agents/ importer/ Suppliers in Pakistan for supply of stationary items.

2. **CONTRACT**

Contract means agreement between the parties i.e. the purchaser (AG Sindh, Karachi on behalf of the President) and the seller / supplier (accepted for the purpose).

3. **DETAILS OF OFFICE STATIONARY ITEMS**

As per Form-A.

4. **RECEIPTS AND OPENING OF TENDER**

Sealed tenders should reach to this office on **18.02.2026 (Tuesday)** by **11:00 A.M.** and will be opened on the same day at **11:30 A.M.** in the presence of the bidders or their authorized representatives.

For any clarification or further information if deemed, the bidders may contact with Accounts Officer (Admn-Cash), office of the AG Sindh, Karachi on Phone No. 021-99244755.

5. **BIDDING PROCEDURE**

- a) Single stage one envelope procedure will be adopted to evaluate the offers.
- b) Financial proposal/bid should be placed in a separate sealed cover/envelop marked as "**PURCHASE OF OFFICE STATIONARY ITEMS**" as per From-A.
- c) All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.

6. **EVALUATION**

All the bids submitted would be evaluated by a committee constituted for the purpose. Criteria of evaluation will be assessed from bidder's experience, reputation and compliance to the specifications commitment and comprehensive statement of expenditure for current year 2025-26 based on approximated quantities.

7. RATES

Bidders should quote their rates in Pak. Rupee inclusive of Government Taxes (where applicable). Sales Tax may be shown separately as per Form-A. Rates would be valid for one year from opening date of the tender. No cutting/amendment in the rates will be accepted.

8. EARNEST MONEY

Bids may also be accompanied 5% of the complete bid/offer (cost with GST (if applicable) as Earnest Money (refundable) in the shape of Pay Order, Call Deposit or Bank Draft in favour of D.D.O., AG Sindh, Karachi .

9. RIGHT RESERVED

The Competent Authority i.e. Accountant General SINDH, Karachi reserves the right to accept / reject any or all tenders, without assigning any reason.

The competent authority reserves the rights to increase/decrease the quantity of items mentioned in the Tender. Moreover, job order can be issued in bulk for the whole year or split up throughout the year.

Besides cancellation of contract and blacklisting of the firm/contractor, earnest money will be forfeited if the quality/quantity is not maintained according to the tender.

The Competent Authority reserves the right to reject the supply, if items of stationery are not according to approved specifications and sample.

10. DISQUALIFICATION

Offers are liable to be rejected if there is any deviation found from any of the instruction as depicted in the bid documents.

11. SUPPLY

- a) Supply will have to be made within five days of supply order at AG Sindh, Karachi. However emergent demands if any will be fulfilled with in a day or next day positively.
- b) All defective / substandard items will be replaced immediately at supplier's risk and cost.
- c) In case of delay in delivery penalty will be imposed @ 0.10% per day, maximum 10% of the total bid value and deducted from the bill.

12. TERMS OF PAYMENT

- a) The payment will be made through cross Cheque / (MPG) Micro Payment Gateway after satisfactory delivery and inspection of items against invoices/ demands.
- b) Income Tax will be deducted as per existing rules / orders issued from time to time by the Government of Pakistan.

13. GENERAL INFORMATION TO BE PROVIDED

The firms are required to submit following documents along with their proposal:

- a) Company & proprietor name and address and copy of CNIC.
- b) Year of Establishment (experience).
- c) Contact numbers i.e telephone of office/ mobile of proprietor etc.
- d) List of support team
- e) List of branches/outlets
- f) Certificate of Income Tax and, Sales Tax Registration
- e) Minimum three supply orders of the similar item(s)/product preferable in government organization.

14. GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

- 1). Only those firms are allowed to participate in the tender who are registered General Sales Tax (GST), having National Tax Number (NTN) and are exists on Active Tax Payer List of the Federal Board of Revenues (FBR).
- 2). Bidders must have sound financial position, sufficient experience, well reputation and capacity for timely completion of supply.
- 3). The specifications, standard and quality of the items mentioned in the documents are final and unchangeable; if any firm submits its offer with itself changing in the above mentioned specifications will not be entertained and will be deemed to have violation of specifications, standards and quality mentioned in tender documents.
- 4). Bid(s) without Earnest Money will not be considered and turned down.
- 5). Bid (s) Earnest Money in the form of Pay Order in favor of DDO A G Sindh, Karachi is acceptable and copy of the same must be upload on EPADs portal of PPRA.
- 6). Firm(s) must certify/undertake that it has not been blacklist from any government organization etc.
- 7). No bidder will be allowed to submit its second or third offer with the same bid.
- 8). Only those bid(s) will be considered which would be submitted on the AG Sindh, Karachi bidding documents forms/annexes.
- 9). The offered price of item(s) should be inclusive of General Sales Tax if applicable. Income Tax will be deducted at the time of payment.
- 10). Validity of Bid shall be upto **30th April, 2026**.
- 11). The successful bidder will ensure timely warranty claims if /when required by Procuring Agency.
- 12). A separate agreement shall be executed with the successful bidder with applicable stamp duty bone by the successful bidder.
- 13). The quantity of items can vary subject to availability of funds or requirements.
- 14). Item(s) not found according to required specification/standard shall be returned at supplier's risk and cost.
- 15). Refurbished, obsolete, damaged etc. item(s) will not be accepted.
- 16). In case any of the term and condition of the agreement is violated, the responsibility for loss or damage will be borne by the firm/supplier.

15. FORMAT OF CONTRACT / AGREEMENT (ON STAMP PAPER)

THIS CONTRACT is made at _____ on ____ day of _____ 2026, between the President of the Islamic Republic of Pakistan through the O/o the Accountant General Sindh, Karachi , Government of Pakistan (hereinafter referred to as the “Purchaser”) of the First Part; and M/s (*firm name*) a firm registered under the laws of Pakistan and having its registered office at (*address of the firm*) (hereinafter called the “Supplier”) of the Second Part (hereinafter referred to individually as “Party” and collectively as the “Parties”).

WHEREAS the Purchaser invited bids for procurement of goods, in pursuance whereof M/s (*firm name*) being the Manufacturer/ authorized Supplier/ authorized Agent of (*item name*) in Pakistan and ancillary services offered to supply the required item (s); and Whereas the Purchaser has accepted the bid by the Supplier for the supply of (*item name*) and services in the sum of Rs (*amount in figures and words*) cost per unit, the total amount of (*quantity of goods*) shall be Rs (*amount in figures and words*).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

- 1) In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the A G Sindh, Karachi of this Contract hereinafter referred to as “Contract”:
- 2) The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:-
 - a. 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 Purchaser’s Notification of Award; and
 - g. the Purchase Order
- 3) In consideration of the payments to be made by the Purchaser to the Supplier/ Manufacturer as hereinafter mentioned, the Supplier/ Manufacturer hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
- 4) The Purchaser 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 this Contract at the time and in the manner prescribed by this Contract.
- 5) [*The Seller/ Supplier*] 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 Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.
- 6) Without limiting the generality of the foregoing, [*the Seller/ Supplier*] 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 GoP, except that which has been expressly declared pursuant hereto.
- 7) [*The Seller/ Supplier*] certifies that has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the

transaction with GoP and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.

- 8) *[The Seller/ Supplier]* 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 GoP under any law, Contract or other instrument, be voidable at the option of GoP.
- 9) Notwithstanding any rights and remedies exercised by GoP in this regard, *[The Seller/ Supplier]* agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by *[The Seller/ Supplier]* 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 GoP.
- 10) In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Secretary, Law, Justice and Human Rights or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
- 11) This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.
- 12) If the firms provide substandard item and fail to provide the item, the payment of risk purchase (which will be purchased by the GoP) the price difference shall be paid by the Firm.
- 13) In case of supply of substandard product the destruction cost will be borne by the firm i.e burning, dumping, and incineration.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at _____ (the place) and shall enter into force on the day, month and year first above mentioned.

**Signed/ Sealed by the Manufacturer/
Authorized Supplier/ authorized Agent**

Signed/ Sealed by Purchaser

Signe: _____

Sign: _____

Name:

Name:

CNIC:

CNIC:

Designation:

Designation:

Witness 1:

Witness 2:

FINANCIAL PROPOSAL FOR OFFICE STATIONARY ITEMS

Name of Firm: _____

Vender No. _____

Complete address with telephone & Fax No. _____

| S. No. | Item Description | Specification of item being Offered by Firm | Qty (Appx) | Unit Price without GST | GST | Total Unit Price with GST | Total Bid Value |
|--------|--|---|--------------------------------|------------------------|-----|---------------------------|-----------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 1. | Paper Part-I (11x15) Century Paper (70 grams + - 5%) | (70 gram + - 5%) | 60 Boxes (2000 sheets per box) | | | | |
| 2. | Paper A-4 size (70 grams) 500 pages of each ream | A-4 size 210X297mm (70 grams) | 650 Reams or 130 Boxes | | | | |
| 3. | Paper A-4 size (70 grams) 500 pages of each reams | F-4 size 216X330 (70 grams) | 100 Reams or 20 Boxes | | | | |
| 4. | Note Sheet (Green) (100 Pages of each pad) | F-4 or Legal size (70 grams) | 24 Pieces/Packets | | | | |
| 5. | Note Sheet (Green) (100 Pages of each pad) | A-4 size (70 grams) | 36 Pieces/Packets | | | | |
| 6. | Gel Pen Blue (each packet of 10 pieces) | UNIBAL SIGNO or Equivalent | 50 Packets | | | | |
| 7. | Gel Pen Black (each packet of 10 pieces) | UNIBAL SIGNO or Equivalent | 50 Packets | | | | |
| 8. | Gel Pen Green (each packet of 10 pieces) | UNIBAL SIGNO or Equivalent | 10 Packets | | | | |
| 9. | Gel Pen Red (each packet of 10 pieces) | UNIBAL SIGNO or Equivalent | 10 Packets | | | | |
| 10. | Ball Pen Blue (each packet of 10 pieces) | PIANO or Equivalent | 75 Packets | | | | |
| 11. | Ball Pen Black (each packet of 10 pieces) | PIANO or Equivalent | 25 Packets | | | | |
| 12. | Ball Pen Red (each packet of 10 pieces) | PIANO or Equivalent | 15 Packets | | | | |

| | | | | | | | |
|-----|----------------------------------|--|---------------|--|--|--|--|
| 13. | Colorful Sticky Flags | Four Colors 100 Pcs 3"X3" (76X76mm) | 48 Packets | | | | |
| 14. | Colorful Sticky Notes | Five Colors 100 Pcs 3"X3" (76X76mm) | 48 Packets | | | | |
| 15. | Highlighter Pen Color Yellow | Chisel Tip (2-5mm) 10 Pcs per Packet | 10 Packets | | | | |
| 16. | Permanent Marker Color Black | Refillable Chisel Tip (1.5-3mm) 12 Pcs per Packet | 20 Packets | | | | |
| 17. | Scotch Tape | 2" (36 Yards) | 20 Pieces | | | | |
| 18. | Scotch Tape | 3" (36 Yards) | 20 Pieces | | | | |
| 19. | Paper Tape | 24mm | 10 Pieces | | | | |
| 20. | Paper Tape | 72mm | 10 Pieces | | | | |
| 21. | Hole Punch Deli or Equivalent | Single | 36 Pieces | | | | |
| 22. | Stainless Steel Scale | 12" (30cm) | 48 Pieces | | | | |
| 23. | Stapler | 24/6 or 26/6 25 Sheets | 36 Pieces | | | | |
| 24. | Register | 300 Pages Best Quality | 80 Pieces | | | | |
| 25. | Register | 400 Pages Best Quality | 80 Pieces | | | | |
| | Grant Total:- | | | | | | |

(Signature & Seal of Bidder)