



NATIONAL POWER PARKS MANAGEMENT COMPANY (PRIVATE) LIMITED

Ministry of Energy (Power Division), Government of Pakistan
Malik Plaza, 2nd Floor, 7-C/1, M.M. Alam Road, Gulberg III, Lahore



Tender Document

Procurement of Office Supplies

(TENDER NO. NPPMCL-ADMIN-2025/26-05 (OFFICE SUPPLIES))

January-2026

NATIONAL POWER PARKS MANAGEMENT COMPANY (PVT.) LTD.

Second Floor, 7-C-1, Gulberg III, Lahore.

Ph# 042-35759276-9



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A. TERMS & CONDITIONS

TENDER NO. NPPMCL-ADMIN-2025/26-05 (OFFICE SUPPLIES)

1. Electronic Bids via e-Procurement System (i.e. E-Pak Acquisition & Disposal System hereinafter referred as E-PADS) are invited from Bidders. Only original manufacturer's authorized dealer(s)/distributor(s)/reseller(s) appointed/nominated/ authorized by Only original manufacturer's authorized dealer(s)/ distributor(s)/ reseller(s) having active income and sales tax registration are eligible to participate in the bidding process of Stationery.
2. Bidders must provide an affidavit on at least PKR 100 e-stamp paper that they are not blacklisted by any Government/Semi-Government organization as per format attached with this document.
3. The items must conform to the specifications given in the **"TECHNICAL PROPOSAL FORM"** attached with this document. The samples can be seen physically or at any time before the bid submission date, i.e. **17-02-2026 till 11:00 AM**. Bids having items of inferior specifications than the required specifications shall be technically disqualified.
4. **Single Stage Two Envelopes bidding procedure** as per public procurement rules of 2004 will be followed. Complete bid containing the Technical and Financial Proposal, with all required information and annexures must be submitted on the EPADS portal before closing date i.e., **17-02-2026**.
5. Technical Proposal must be given on the **"TECHNICAL PROPOSAL FORM"** attached with this Tender Document otherwise bid will be rejected. All pages of the Technical Proposal must be duly signed.
6. The E- procurement (EPADS) bids can be submitted on or before **17-02-2025 till 11:00 AM**. **"TECHNICAL PROPOSAL"** shall be opened on the same date at **11:30 AM** in front of bidders or bidders' representatives who wish to attend.
7. The E- procurement (EPADS) Financial Proposals of only technically qualified bidders will be opened in front of bidders or bidders' representatives who wish to attend; whereas Financial Proposals of bids found technically non-responsive shall be returned un-opened.



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8. The date, time and venue of the opening of “**Financial Proposals**” shall be communicated to the technically qualified bidders separately.
9. Pre-bid meeting will be held on dated **03-02-2026 at 11:00 AM**. NPPMCL will address and guide the bidders regarding the submission of bid on EPADS portal along with the other queries (if any).
10. Bid Security amounting to **Rs. 35,000** in the form of a pay-order or demand draft favoring “**National Power Parks Management Company (Private) Limited**” shall reach the “**Manager (Admin/HR) Third Floor,7-C-1, Gulberg-III, Lahore**” before the opening of the bid (Please mention the title of the procurement on envelope). If the original bid security is not delivered before the opening of the bid, the bidder shall be disqualified from further proceedings. The Bid Security should be valid for a period not less than Six 06 months and a scanned copy must be attached in the financial envelope of the EPADS portal. Bid Security of disqualified bidders will be returned after awarding the contract to the successful bidder. Bid Security of successful bidder shall be returned upon successful completion of the Purchase Order.
11. Rates must be given on “**FINANCIAL PROPOSAL FORM**” provided with this Tender Document; otherwise, bid will be rejected. All pages of the Financial Proposal Form must be duly signed.
12. Rates must be quoted in Pak Rupees, inclusive of all applicable taxes and must be valid for 60 days.
13. Incomplete and/or unsigned E- procurement (EPADS) bids will not be accepted and over-writing, if any, must be duly signed / certified / verified by the bidders.
14. NPPMCL reserves the right to reject all E- procurement (EPADS) bids without assigning any reason.
15. Bidders must bid for all items. The financial bids shall be evaluated based on **the Total Bid Amount**. The bidder whose bid is evaluated as **the Most Advantageous Bid** in terms of **Total Bid Amount** shall be declared as **successful bidder**.
16. The **Most Advantageous** bidder will be responsible for supplying the items in the Storeroom of NPPMCL at his own cost and complete in all respects.



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17. The successful bidder is required to provide items ex-stock or as specified in the **Purchase Order** but not later than fifteen (15) days from issuance of Purchase Order.
18. NPPMCL will inspect the items after supply. Defective and faulty items, if any, as identified by NPPMCL, shall be returned or replaced within 03 working days by the successful bidder.
19. Payment will be made after receiving items as per Purchase Order and after clearing of objections raised by NPPMCL and issuance of the Inspection Report.
20. Taxes will be deducted as per Government Rules/Policy.
21. NPPMCL shall require arithmetical errors in the Financial Proposal to be rectified. In case of any discrepancy, the per unit rate shall prevail and the bidder must accept the corrected amount of the Bid otherwise its Bid shall be rejected, and its Bid Security shall be forfeited.

Manager Admin

National Power Parks Management Company (Pvt.) Ltd



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B. TECHNICAL PROPOSAL FORM TENDER NO. NPPMCL-ADMIN-2025/26-05 (OFFICE SUPPLIES)

Name of Firm: - _____

Address: - _____

Phone No: - _____ N. T. N. (attach copy of certificate) _____

G.S.T. Registration No: - (attach copy of certificate) _____

Sr.#	Description	Unit of Measurement	Specification	Yes	No
1	Sugar White	Per Kg Pack			
2	Twin Towel	Pack of 2			
3	Hi-Jeen (brown)	Per Pack			
4	Tissue Box Pop Up	Per Pack			
5	Toilet Roll	Pack of 10			
6	Tissue Box Perfumed	Per Pack			
7	Dishwashing Sponge	Pack of 2			
8	Phenyl	2.75 L Bottle			
9	Toilet Cleaner	500ml Bottle			
10	Mosquito Spray	550ml Bottle			
11	Surface Cleaner	1000ml Bottle			
12	Wiper Large Size	Per Piece			
13	Floor Cleaning Towel	Per Kg			
14	Garbage Bags 110L	Per KG			
15	Air Freshener	300ml Bottle			
16	Cell AAA Size	Pack of 2			
17	Cell AA Size	Pack of 2			
18	Dusters- Large Size- Imported	Per Piece			
19	Handwash Liquid	750 ml			
20	Dishwashing Soap	Long bar			
21	Multipurpose Cleaner	500ml			
22	Car Body Polish	Per Piece			
23	Duster Local (large)	Per Piece			
24	Car Shiener	650 ml bottle			
25	Door Bell	Per Piece			
26	Handwash dispenser	Per Piece			
27	Rechargeable cell AAA	Pack of 2			
28	Surf Detergent	Per Pack			
29	Dust Bin Mesh Steel Black	Per Piece			



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Certified that:

- We have read, understood and agree to all the terms & conditions of this Tender Document. We solemnly declare that we have not been blacklisted by any Government/ semi-Government organization and we are not in conflict with any other law, rules, regulations, or policy of the Federal Government and that we have attached a declaration/ affidavit in this regard on PKR 100 stamp paper.

Signature of Authorized Person

Bidder's Company Stamp



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C. SAMPLE LIST

TENDER NO. NPPMCL-ADMIN-2025/26-05 (OFFICE SUPPLIES)

Sr#	Item(s)	UOM	Proposed Sample/ or equivalent	Reference Picture
1	Sugar White	Per Kg Pack	Sealed n Packed Shakarganj/Country Sugar/Equivalent	
2	Twin Towel (2Ply)	Pack of 2	Rose Petal	
3	Hi-Jeen (Brown)	Per Pack	Rose Petal	
4	Tissue Box Pop Up (150x2 Ply)	Per Pack	Rose Petal	
5	Toilet Roll	Pack of 10	Rose Petal	



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Sr#	Item(s)	UOM	Proposed Sample/ or equivalent	Reference Picture
6	Tissue perfume (100x2)	Per pack	Rose Petal	
7	Dishwashing Sponge	Pack of 2	Scotch Brite	
8	Phenyl	2.75L Bottle	Finis/King	
9	Toilet Cleaner	500ml Bottle	Harpic	
10	Mosquito Spray	550ml	Mortein/Kingtox Equivalent	



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Sr#	Item(s)	UOM	Proposed Sample/ or equivalent	Reference Picture
11	Surface Cleaner	1000ml Bottle	Dettol	
12	Wiper Large Size	Per Piece	Rambo/Dulux/ Equivalent	
13	Floor Cleaning Towel	Per KG XXXL	Thick and Good Quality	
14	Garbage Bags (Roadside Basket Size)	Per KG	Thick Best Quality	
15	Air Freshener	300 ml Bottle	Fresco	



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Sr#	Item(s)	UOM	Proposed Sample/ or equivalent	Reference Picture
16	Cell AAA Size	Pack of 2	Camelion/Energizer equivalent	
17	Cell AA Size	Pack of 2 Cells	Camelion/Energizer equivalent	
18	Dusters- Large Size-Imported	Per Piece (40X40 Cm)	Microfiber Super Soft Cloth dual size	
19	Handwash Liquid	750 ml	Dettol	
20	Dishwashing Soap	Long bar	Vim/Lemon Max	



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Sr#	Item(s)	UOM	Proposed Sample/ or equivalent	Reference Picture
21	Multipurpose cleaner	500ml Bottle	Glint/Mr. Muscle	
22	Car Body Polish	200 gram Per Piece	Cosmic	
23	Duster Local XX-Large Size	Per Piece	Best Quality	
24	Car Shiner (Dashboard Polish)	450 ml Bottle	Flamingo/Equivalent	
25	Doorbell	Per Pack	Best Quality	



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Sr#	Item(s)	UOM	Proposed Sample/ or equivalent	Reference Picture
26	Handwash Dispenser	Per Piece	Imported	
27	Rechargeable Cell AAA Size	Pack of 2	Camelion/Energizer equivalent 1100 mAh	
28	Surf	500 gram Per Pack	Surf Excel/ Ariel equivalent	
29	Dust Bin Steel Mesh	Per Piece	Imported	



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**D. UNDERTAKING OF NON-BLACKLISTING AND CONFLICT
TENDER NO. NPPMCL-ADMIN-2025/26-05 (OFFICE SUPPLIES)**

We, *[insert name of Bidder]*, do hereby solemnly declare that we have not been declared ineligible / blacklisted by any government / semi-government agency / department and that we are not involved in any litigation / arbitration with any government / semi-government organization / department / agency as of the date of submission of the Bid.

We, *[insert name of Bidder]*, do also hereby solemnly declare that we are not in conflict with any other law, rules, regulations, or policy of the Federal Government as of the date of submission of the Bid.

Very truly yours,

[Name of authorized signatory]

[Signature of authorized signatory]

WITNESSES²:

1. Signature: _____

Name: _____

S/O: _____

Address: _____

Passport/ NIC: _____

2. Signature: _____

Name: _____

S/O: _____

Address: _____

Passport/ NIC: _____

¹ To be dated, signed by the Authorized Representative, duly witnessed and duly stamped (PKR 100/-)

² Under the Laws of Pakistan (Qanun-e-Shahdat), 1984) the minimum witnessing requirement mandates the presence of either two males, or one male and two females to witness, for all instances of witnessing in financial matters.



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E. FINANCIAL PROPOSAL FORM (TENDER NO. NPPMCL-ADMIN-2025/25-05 (OFFICE SUPPLIES))

CDR/DD Dated: - _____ BID Opening date: _____

C.D.R/ DD (Amount): _____ Bank: _____

Name of Firm: - _____

Address: - _____

Phone No: - _____ N. T. N. _____

G.S.T. Registration No: - _____

Sr #	Description	Unit of Measurement	Qty	Rate Per Unit Incl. of All Taxes	Total Price Incl. of All Taxes
a	b	c	d	e	f = d x e
1	Sugar White	Per Kg Pack	280		
2	Twin Towel	Pack of 2	250		
3	Hi-Jeen (brown)	Per Pack	1350		
4	Tissue Box Pop Up	Per Pack	250		
5	Toilet Roll	Pack of 10	30		
6	Tissue Box Perfumed	Per Pack	56		
7	Dishwashing Sponge	Pack of 2	24		
8	Phenyl	2.75 L Bottle	120		
9	Toilet Cleaner	500ml Bottle	56		
10	Mosquito Spray	550ml Bottle	20		
11	Surface Cleaner	1000ml Bottle	35		
12	Wiper Large Size	Per Piece	12		
13	Floor Cleaning Towel	Per Kg	60		
14	Garbage Bags 110L	Per KG	80		
15	Air Freshener	300ml Bottle	168		
16	Cell AAA Size	Pack of 2	36		
17	Cell AA Size	Pack of 2	56		
18	Dusters- Large Size- Imported	Per Piece	130		
19	Handwash Liquid	750 ml	96		
20	Dishwashing Soap	Long bar	56		
21	Multipurpose Cleaner	500ml	24		
22	Car Body Polish	Per Piece	48		
23	Duster Local	Per Piece	120		
24	Car Shiner	650 ml bottle	48		
25	Doorbell	Per Piece	5		
26	Handwash dispenser	Per Piece	3		
27	Rechargeable cell AAA	Pack of 2	12		
28	Surf Detergent	Per Pack	6		
29	Dust Bin Mesh Steel Black	Per Piece	6		



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Certified that:

- Items quoted above are as per specifications mentioned in the Tender Document and as per samples shown to us while obtaining the Tender Document.
- The rates quoted above are inclusive of all applicable taxes.
- The Bid Security amounting Rs. 35,000/- attached with the financial proposal.
- We agree to all other terms & conditions of this Tender Document.

Signature of Authorized Person

Bidder's Company Stamp