



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

TENDER NOTICE NO. PCP.1-4/2026-P&D/

Invitation to Bids

PROCUREMENT OF READYMADE (MACHINE MADE) ENVELOPES WITH PRINTING

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

2. The bids / offers complete in all respect be uploaded on PPRA EPADS on or before **31.03.2026 at 02.00 p.m.** **The hard copy of bids must reach to the undersigned at the given date and time.**

3. The bids / offers must be accompanied by Earnest Money / Security Money as per lot-wise offer. The bids / offers without earnest money / security money shall not be entertained and disqualified for participation.

4. At least 02 (Two) sample sheets of each offered paper/card (full size) must be submitted alongwith Lot-wise Bid Security mentioned hereunder on or before tender due date and time i.e. **31.03.2026 at 2.30 p.m.** in sealed covers in the office of Manager (P&D), Printing Corporation of Pakistan, Head Office, Khyaban-e-Suhrawardy, G-7/4, Islamabad :-

(i)	Lot No.1	Rs. 65,867/-
(ii)	Lot No.2	Rs. 34,425/-

5. The bidders/suppliers wishing to participate in the bids/tender can participate for supply/provision of entire tendered quantities single lot or more than one lot according to their choice and capacity. Rates must be quoted against all the items in the lot failing which bid will be rejected straight away.

6. The bids / offers shall be opened on the same day at **2.30 p.m.**

7. The Corporation reserve the right to cancel or reject any of or all the tenders in accordance with procedure provided in the Public Procurement Rules, 2004.

8. Bid validity period should be 90 days.

9. The purchase quantity may be increased or decreased by the purchase authority according to the requirements and availability of funds.

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



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

PROCUREMENT OF MACHINE MADE (READYMADE) ENVELOPES WITH PRINTING

Notice No. PCP.1-4/2026-P&D/

Date of closing	31.03.2026 at 2.00 p.m.
Date of opening	31.03.2026 at 2.30 p.m.

(ZAHID AHMAD)
Deputy Manager (P&D)

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

This Tender Document shall be used for submission of Competitive Bidding for the purchase of Readymade (Machine Made) Envelopes with printing for supply to Printing Corporation of Pakistan Press, Islamabad and Lahore. The bidders with the lowest evaluated bid will be awarded purchase contract.

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

TERMS & CONDITIONS FOR TENDER SUBMISSION **(ANNEX-A)**

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

(a)	Lot No.1	Rs. 65,867/-
(b)	Lot No.2	Rs. 34,425/-
- iv) In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on receipt of a written request.
- v) At least 02 (Two) sample sheets of each offered Brown Kraft Paper to be used for envelopes must be submitted alongwith Bid Security on or before tender due date and time in sealed covers in the office of Manager (P&D), Printing Corporation of Pakistan, Head Office, Khyaban-e-Suhrawardy, G-7/4, Islamabad
- vi) The quality & grammage of the samples of paper/card provided by the participating suppliers/vendors will be checked mechanically within PCP. However, the Corporation may get its quality and grammage checked and verified from any other Lab. or authority.
- vii) Quantity of any or all items can be increased, decreased or dropped before the placement of purchase order.
- viii) ***Re-cycled paper is not acceptable.***
- ix) The firm should clearly indicate that offered rates are inclusive of all taxes. National Tax Number, G.S.T. Registration Number (Active Tax payer list of F.B.R.) and Vender Number must be indicated in the bids/offers. Successful bidders will be required to provide Sales Tax Invoice.
- x) **The Bid must be valid for a period of 90 days.**

- xi) The interested bidders can seek any clarification with regard to tender notice or specifications of items, advertised store items etc. within 07 days of the publication of the Tender Notice in Print Media/epads.
- xii) Brand name and country of origin for local/imported items must be indicated clearly.
- xiii). The successful bidder shall submit a certificate of quality to Printing Corporation of Pakistan along-with its bill invoice that the supplies made against purchase order conform exactly to the specifications stipulated in the order and sample approved by PCP and in the event of a report by the consignee to the contrary, bidder shall undertake either to replace the stores or compensate the PCP in the form of rebate as may be required by Printing Corporation of Pakistan.
- xiv) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection. The language to be used for submission of the bids shall be English.
- xv) The contract will be awarded to the lowest evaluated bidder. The bid shall be evaluated by the Purchase/Tender Committee whose decision will be final.
- xvi) The result of the bid evaluation, in the form of a report will be uploaded on PPRA/EPADS seven days prior to the award of contract. In case of any complaint of bidder, a Redressal Committee of PCP constituted on this behalf will address grievances.
- xvii) The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- xviii) The interested bidders must give full address of Head Office & Branch Offices if any with Telephone/Fax Numbers and contact persons.
- xix) **Payment will be made within 30 days on submission of bill along-with relevant documents after complete delivery of the ordered goods. However, 100% advance payment can be made against Bank Guarantee of a scheduled Bank of Pakistan valid for a period of at-least 90 days.**
- xx) The Taxes will be deducted at source on the prescribed rates for onward payment to the Government treasury.
- xxi) **The successful bidder shall have to complete the supply of ordered envelopes within 07 days from the date of placement of Purchase Order. In case supply is not carried out within stipulated period a penalty @ 2% per week or part thereof; on pro-rata basis on the cost of delayed supply shall be imposed.**
- xxii) Earnest money will be forfeited if a bidder does not supply the ordered material/items as per supply order or fails to supply according to terms and conditions of tender.
- xxiii) The firm is required to enter into Integrity Pact in respect of the bids having value of Rs.10.00 million or more as provided in Public Procurement Rules, 2004 on standard format.
- xxiv) The bidders may quote rates for one lot or all lots as per their choice. Rates must be quoted against all the items in the lot failing which bid will be rejected straight away.
- xxv) The overall lowest bidder against any or all lots, as the case may be, will be considered for placement of Purchase Order.
- xxvi) In case of any dispute in interpretation of terms and conditions of this tender the Managing Director, PCP shall be the Sole Arbitrator and his/her decision shall be final and binding upon all concerned.

Name of Bidder/Firms/Supplier _____
 Signature: _____
 Date _____

EVALUATION CRITERIA

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

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

Name of Bidder/Firms/Supplier _____

Signature: _____

Date _____

Annex-C

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

Name of Mill/ Firm / Bidder / Supplier:

Location of Office:

Contact No:

S. No.	Name of Item	Description, Size & Specification Brand/Country of origin	Unit Price of item including Taxes	Packing	Quantity quoted	Total price of the quantity quoted	Bid money (Rs.)	Remarks
1.	Lot No.1	Readymade Envelopes					65,867	
2.	Lot No.2	Readymade Envelopes					34,425	

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

Signature _____

Name _____

Stamp _____

Full Address _____

Contact person name _____

Cell No. _____

NTN _____

GST No. _____

SPECIFICATIONS OF THE ITEMS/STORES TO BE PROCURED

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

PROCUREMENT OF READYMADE (MACHINE MADE) ENVELOPES WITH PRINTING**CONSIGNEE : PCP PRESS, ISLAMABAD****LOT NO.1**

S. No.	Description	Size	Quantity	Paper to be used
1.	Packet-1 Valid Ballot Papers	13"x11" with 2" Flapper	100,000	Brown Kraft Paper 70 Gsm (Local) – Water Proof
2.	Packet-2 Ballot Papers excluded from the Count	12"x9" with 2" Flapper	10,000	-do-
3.	Packet-3 All Packet-1 and Packet-2	19"x14" with 2" Flapper	10,000	Brown Kraft Paper 120 Gsm (Imported)
4.	Packet-4 Tendered Ballot Paper	10"x5" with 1.5" Flapper	10,000	Brown Kraft Paper 70 Gsm (Local) – Water Proof
5.	Packet-5 Valid Tendered Votes	10"x5" with 1.5" Flapper	10,000	-do-
6.	Packet-6 Tendered Ballot Papers excluded from the Count	10"x5" with 1.5" Flapper	10,000	-do-
7.	Packet-7 Challenged Ballot Papers	10"x5" with 1.5" Flapper	10,000	-do-
8.	Packet-8 Valid challenged Votes	10"x5" with 1.5" Flapper	10,000	-do-
9.	Packet-9 Challenged Votes excluded from the count	10"x5" with 1.5" Flapper	10,000	-do-
10.	Packet-10 All Spoilt Ballot Papers	10"x5" with 1.5" Flapper	10,000	-do-
11.	Packet-11 Unused Ballot Papers	16"x12" with 2" Flapper	10,000	-do-
12.	Packet-12 Counterfoils of used Ballot Papers	16"x12" with 2" Flapper	10,000	-do-
13.	Packet-13 Marked Copies of Elector Rolls	16"x12" with 2" Flapper	10,000	-do-
14.	Packet-14 Tendered Votes List (Form-43)	10"x5" with 1.5" Flapper	10,000	-do-
15.	Packet-15 Challenged Votes List (Form-44)	10"x5" with 1.5" Flapper	10,000	-do-
16.	Packet-16 Result of the Count (Form-45)	10"x5" with 1.5" Flapper	15,000	-do-
17.	Packet-17 Ballot Papers Account (Form-46)	10"x5" with 1.5" Flapper	15,000	-do-
18.	Packet-18 Miscellaneous Papers	16"x12" with 2" Flapper	10,000	-do-
19.	Packet-19 Brass Seal	10"x5" with 1.5" Flapper	10,000	-do-
		Total:	290,000	

CONSIGNEE : PCP PRESS, LAHORE**LOT NO.2**

S. No.	Description	Size	Quantity	Paper to be used
1.	Packet-1 ECP Valid Ballot Papers	13"x11" with 1.75" Flapper	60,000	Brown Kraft Paper 70 Gsm (Local) – Water Proof
2.	Packet-2 ECP Ballot Papers excluded from the Count	12"x9" with 1.75" Flapper	5,000	-do-
3.	Packet-3 ECP Principle Packet	13"x19" with 1.75" Flapper	5,000	Brown Kraft Paper 120 Gsm (Imported) (Jaconet Cloth inside the envelope)
4.	Packet-4 ECP Tendered Ballot Paper	11"x5" with 1" Flapper	5,000	Brown Kraft Paper 70 Gsm (Local) – Water Proof
5.	Packet-7 ECP Challenged Ballot Paper	11"x5" with 1" Flapper	5,000	-do-
6.	Packet-8 ECP Challenged Ballot Paper included in the count	11"x5" with 1" Flapper	5,000	-do-
7.	Packet-9 ECP Challenged Ballot Paper excluded in the count	11"x5" with 1" Flapper	5,000	-do-
8.	Packet-10 ECP Spoilt Ballot Paper	11"x5" with 1" Flapper	5,000	-do-
9.	Packet-11 ECP Un-issued Ballot Paper	12"x16" with 1.75" Flapper	5,000	-do-
10.	Packet-12 ECP Counterfoils of used Ballot Papers	12"x16" with 1.75" Flapper	5,000	-do-
11.	Packet-13 ECP Marked copies of Electoral Rolls	16"x12" with 1.75" Flapper	5,000	-do-
12.	Packet-14 ECP Tenders Vote List	11"x15" with 1" Flapper	5,000	-do-
13.	Packet-15 ECP Challenged Vote List	11"x15" with 1" Flapper	5,000	-do-
14.	Packet-16 ECP Result of the Count	11"x5" with 1" Flapper	5,000	-do-
15.	Packet-17 ECP Ballot Paper Account	11"x5" with 1" Flapper	5,000	-do-
16.	Packet-18 ECP Miscellaneous Papers	16"x12" with 1" Flapper	5,000	-do-
17.	Packet-19 ECP Packet Containing Brass Seals	11"x5" with 1" Flapper	5,000	-do-
		Total :	140,000	

