



**GOVERNMENT OF PAKISTAN
OFFICE OF THE DIRECTORATE OF DNFBPs,
ISLAMABAD,
6TH FLOOR, RTO Building, Plot No. 30 Mauve Area, G-9/1,
Islamabad**

TENDER DOCUMENT

F.No.01(01)DD(DNFBPs)/2025

FINANCIAL YEAR: 2025-2026

**FOR PROCUREMENT OF OFFICE STATIONERY, COMPUTER
STATIONERY AND UNIFORM**

NAME OF FIRM M/S _____

FURTHER TO OUR ADVERTISEMENT IN THE PPRA FOR PROCUREMENT OF OFFICE STATIONERY, COMPUTER STATIONERY AND UNIFORM YOU ARE INVITED TO SUBMIT YOUR BIDS IN THE LIGHT OF DETAILS GIVEN BELOW

1. **CONTRACT**

The Contract shall mean the agreement entered between the parties i.e. "Purchaser" (Directorate of DNFBPs, Islamabad) and "Seller" (Bidder).

2. **DETAILS OF ITEMS**

As per Annexure-A, Annexure-B and Annexure-C.

3. **RECEIPT AND OPENING OF TENDER**

Tenders should be uploaded on EPADS 2.0 on or before 08-05-2026 by 1:00 p.m. The bids will be opened on same day in the presence of the bidders or their representatives electronically at 2:30 p.m. In case of Government holiday next working day will be considered.

For any clarification or further information, the bidders may contact Member Purchase Committee Office of the Directorate of DNFBPs, Islamabad on Phone No. 051-9106677.

4. **RATE**

Bidders should quote their rates in Pak Rupees inclusive of Sales Tax and other Government Taxes (Where applicable). Rates will be valid for one year up to 30.06.2026.

5. **BID SECURITY**

Bid may be accompanied with call deposit at the rate of 5% of the bid price as earnest money in favor of Drawing & Disbursing Officer, Directorate of DNFBPs, Islamabad.

6. **BID VALIDITY**

Bids shall be valid for a period of 60 days after its receipt.

7. RIGHT RESERVED

The Purchase Committee reserves the right to accept/reject any or all tenders without assigning any reason. The competent authority reserves right to increase/decrease the quantity of staff /items mentioned in the tender.

8. DISQUALIFICATION

Offers are liable to be rejected if there is any deviation from any instruction as laid down in the bid documents i.e.

- ❖ Tender submitted without EPADS 2.0.
- ❖ Tender submitted without earnest money.
- ❖ Affidavit of firm for Non-Blacklist
- ❖ Offers received after specified date and time.
- ❖ Offers received without any of documents required in tender.
- ❖ Concealment, misstatement etc.

9. EVALUATION

All the bids submitted would be evaluated by a committee constituted by the Competent Authority. Criteria of evaluation will be bidders experience, reputation, and compliance to specification and rate. Sample may also be submitted where required.

10. SUPPLY

Supply will have to be made within one week of issuance of supply order.

11. TERMS OF PAYMENT

- ❖ The payment will be made in full after satisfactory delivery of the goods against invoices.
- ❖ Income tax and sales tax at source will be deducted as per rules/order in vogue.

12. GENERAL INFORMATION

- ❖ Company Name & Address.
- ❖ Year of establishment in Pakistan
- ❖ List of the other products marketed by the company.
- ❖ Offices in Pakistan

(SHAHRAZE QAISER)
MEMBER PURCHASE COMMITTEE

ANNEXURE "A"

COMPUTER STATIONERY	
S.No.	Item Name
1	Ethernet Cable with connectors 5 meter copper
2	Ethernet Cable with connectors 3 meter copper
3	Printer Data Cable
4	HP Color Toner 120-A
5	Toner (107-A) HP Original
6	Toner (136-A) HP Original
7	Toner (151-A) HP Original
8	Toner for photocopier Machine (Konica Minolta Bizhub-450i)
9	USB Printer Data Cable
10	Wireless Keyboard/ Mouse Set

ANNEXURE "B"

OFFICE STATIONERY ITEMS	
S.No.	Item Name
1	Ball Point (0.8 mm)
2	Calculator-12 Digit (Large)
3	Demand & Collection Register 100 pages (as per sample)
4	Diary Register No 08
5	Dispatch Register No 08
6	Draft Pad A4 Size 100 pages Rough
7	Envelop 9x4 (white)
8	Envelop legal size (Cloth) (White)
9	Envelop Legal Size (White)
10	Envelops A4 (White)
11	Envelops Legal size (Khaki)
12	Eraser
13	File Board Legal Good Quality
14	File covers (As per sample)
15	File Flapper
16	File Tag
17	Fluid Pen
18	Foot Scale Steel Fine Quality
19	Gel pen Dollar
20	Gum Stick Medium Size
21	Highlighter (Different Color)
22	Lead Pencil
23	Marker Permanent (Blue/ Black)
24	Note Sheet Pad 100 Pages A4 Size (80 gm Imported)
25	Officer Pen Schneider One Business 0.6mm imported
26	Officer Table Set Fine Quality Rexine
27	Paper (A4 Size) 80gm Imported
28	Paper (Legal Size) 80gm Imported
29	Paper Clip (26 mm)
30	Posted Flag (colored)
31	Punch Single Hole heavy duty Superior Quality
32	Register (16 No) Fine Quality white pages
33	Stamp Pad
34	Stamp Pad Ink
35	Stapler (Medium Size) Superior Quality 24/6
36	Stapler Pin (24/6) (Pkt)
37	Stapler Pin Remover
38	Stock Register No. 06

ANNEXURE "C"

UNIFORMS AS PER SPECIMEN (WITH STITCHED SAMPLES)

Inspector (Male)	Trouser, Shirt	04
	Shoes(black)	04
	P. Cap	04
	Belt	04
	Name Plate	04
	Complete Set of Badges	04
	Socks	04
Naib Qasid	Shalwar, Qameez	04
	Beret Cap with badge	04
	Shoes Black	04
	Socks	04
	Name Plate	04