

**Federal Government Educational Institutions
(Cantt / Garrison) Directorate, Rawalpindi**



**REQUEST FOR PROPOSALS
FOR**

**Tender for Procurement of Stationery and Other
Items.**

For

FY 2025-26

**Tender for Procurement of Stationery and
Other Items.**

REQUEST FOR PROPOSALS

RFP No.: FGEI/Sty/Adm/04/2026

**Tender for Procurement Stationery and Other Items for Federal
Government Educational Institutions (Cantt / Garrison) Directorate,
Rawalpindi.**

**Procuring Agency: Federal Government Educational Institutions
(Cantt / Garrison) Directorate, Rawalpindi**

**President Purchase Committee
Federal Government Educational Institutions (Cantt / Garrison) Directorate,
Rawalpindi, 190 Sir Syed Road
Rawalpindi Cantt**

Issued on: ___ May, 2026

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ٹینڈر نوٹس

- 1- نظامت ہذا کو سر بمبر ٹینڈر بنام زیر دستخطی بابت فراہمی اسٹیشنری اور متفرق اشیاء مع مالی حالت، جنرل سیلز ٹیکس، اکم ٹیکس اور پریس ڈیکلریشن رجسٹرڈ فرموں سے ٹینڈرز مطلوب ہیں۔
 - 2- ٹینڈر مورخہ 25 مئی 2026 صبح 10:30 بجے تک وصول کئے جائیں گے اور اسی دن بوقت دوپہر 11:00 بجے ٹینڈر ہندگان کی موجودگی میں کھولے جائیں گے۔
 - 3- ٹینڈر ایک سال کے بجٹ 2025-26 میں استعمال ہوگا۔
- شرائط:-

- ☆ ٹینڈر کے ساتھ 2% Bid Money (بینک ڈرافٹ یا سیمنٹ آرڈر) قابل واپسی بنام ڈائریکٹر جنرل ایف جی ای آئی (سی ای) ڈائریکٹوریٹ، راولپنڈی کینٹ منسک ہونا ضروری ہے۔
- ☆ جنرل سیلز ٹیکس، اکم ٹیکس اور پریس ڈیکلریشن کی مصدقہ کاپی ٹینڈر کے ساتھ منسلک کرنا ہوگی۔ جبکہ جنرل سیلز ٹیکس جمع کرانے کو ثبوت اور پروفیشنل ٹریڈ ٹیکس سرٹیفکیٹ بل کے ساتھ فراہم کرنا ہوگا۔
- ☆ مندرجہ بالا اشیاء کی فراہمی ٹینڈر منظور ہونے کے بعد 15 دن کے اندر کرنا ہوگی۔
- ☆ مندرجہ بالا اشیاء کے بلز کی ادائیگی گورنمنٹ رول کے مطابق ہوگی۔
- ☆ محکمہ کمیٹی کو یہ اختیار ہوگا کہ وہ ایک یا تمام ٹینڈر مسٹر دکر دے۔ مجاز اتھارٹی کے خلاف کوئی تنازعہ یا دعویٰ کسی بھی حالت میں قابل قبول نہ ہوگا اور کسی بھی عدالت میں چیلنج نہ ہو سکے گا۔
- ☆ دیگر تفصیل و معلومات اور اشیاء کے نمونہ جات دفتر اوقات میں (1100 تا 1400) بجے تک حاصل کی جاسکتی ہیں۔

مخانب: ایف جی ای آئی (کینٹ ایگریژن) ڈائریکٹوریٹ، 190 سر سید روڈ راولپنڈی کینٹ

صدر پریز کمیٹی فون نمبر 051-9292913

Section 1 Invitation for Proposals

Procurement for Federal Government Educational Institutions (Cantt / Garrison) Directorate, Rawalpindi

Reference No. FGEI/Sty/Adm/04/2026

Dated: ____ May, 2026

Dear Mr. /Ms.: _____.

1. The **Federal Government Educational Institutions (Cantt / Garrison) Directorate, Rawalpindi** invites proposals for **Supply of Stationery and Other Items**. respective Bidders under Public Procurement Rules, 2004 (amended); fulfilling mandatory requirements enlisted in Data Sheet.
2. A firm will be selected under Quality & Cost Based Selection (QCBS) Method and procedures described in this RFP, in accordance with the Public Procurement Regulatory Authority Rules, 2004 (amended).
3. The RFP includes the following documents:
Section 1 - Invitation for Proposals
Section 2 - Instructions to Bidders and Data Sheet
4. Please inform us in writing at the following address, till **25th May, 2026**
President Purchase Committee,
Federal Government Educational Institutions (Cantt / Garrison) Directorate, Rawalpindi
190-A Sir Syed Road Rawalpindi Cantt, Telephone No: 051-9292723

Yours sincerely,

President Purchase Committee

Section 2 Instructions to Bidders and Data Sheet

1. General Provisions

1.	Date of availability of tender documents	8 th May, 2026
2.	Last date and time for sending queries/question or clarifications by suppliers	25 th May, 2026 by 2:00 p.m. (PST)
3.	Last date and time for reply of queries/question or clarifications by NUP	20 th May, 2026 by 02:00 p.m. (PST)
4.	Last date, time and address for receipt of Tender Documents/Proposals (In Hard Form only)	25 th May, 2026 by 10:00 a.m. (PST) Federal Government Educational Institutions (Cantt / Garrison) Directorate, 190, Sir Syed Road Sadder, Rawalpindi Ph. 051-9292723
5.	Date and Time of Opening of Technical & Financial Proposals	25 th May, 2026 by 11:00 a.m. (PST)
6.	Parties Eligible to Tender	<ul style="list-style-type: none"> i. All Local (Pakistani) firms, Company(s), Vendors, and Suppliers of good repute who have received information to tender through PPRA website are eligible to participate in the Tender. ii. Bidders / Tenderer shall provide such evidence of their eligibility, satisfactory to the client as the client shall reasonably request. iii. All Local (Pakistani) firms / Company(s) / Vendors and Suppliers who have attached following mandatory documents along with their tender: <ul style="list-style-type: none"> a) Copy of valid GST registration Certificate. b) Copy of valid NTN certificate. c) Active status on Active Taxpayer List (ATL) (I. Tax, s tax). d) 03 Year experience in relevant filed. e) List of Major Clients. f) Affidavit on legal paper that firm / company / vendor/supplier have never been blacklisted by Government / Public entity. g) For BOQ items Sr. No. 1, 2 & 3 the bidders having Press declaration certificate issued relevant government authority, will be considered only.
7.	Procurement method	Single Stage single envelope bidding procedure
8.	One Tender Per Tenderer	Each Tenderer shall submit only one tender either by himself or as a member of a joint venture. All Tenders received from any tenderer who has submitted or participated in more than one bid / tender for the same bid / tender shall be rejected

		by the client.
9.	Validity of Tender	<p>i. The tender / bid shall remain valid for acceptance by the client for a period of 30 days from the latest date stipulated in the invitation to tender for submission of Tenders.</p> <p>ii. Prior to the expiry of period of validity, the client may request to any or all of the tenderers to extend said period for a further specified period, provided that such request shall only be made in writing and that tenderer or tenderers shall be entitled to refuse such request without forfeiture of the tender security held by the client. Any tenderer who shall agree to extend the validity period shall not be permitted to alter or amend his tender any way, but shall be required to extend the validity of the tender security for the further period as specified by the client.</p>
10.	Tender Security	<p>i. Tenders must be accompanied by Tender Security of 2% of the total quoted bid price as guarantee of good faith without any restrictions or provisions. Any tender not accompanied by a tender security shall be rejected by the client as non-responsive.</p> <p>ii. The tender security shall, at the option of the tenderer, be in the form of demand draft / pay order in favour of client from any scheduled bank. The Tender security must remain valid for a period of 30 days after the expiration of the validity period of the tender.</p> <p>iii. The tender security shall be subject to forfeiture if:</p> <ol style="list-style-type: none"> a) The tenderer withdraws his tender during the validity period of the tender. b) The tenderer does not accept the client's correction of his tender price raised due to mathematical error / computational errors. c) In the case of the successful tenderer, he shall fail to supply goods in stipulated time as specified in the purchase order. <p>iv. The tender security provided by the successful tenderer shall be returned after successful supply and acceptance of goods. Tenderer shall be responsible for the validity of the security instrument during the period.</p> <p>v. The tender securities provided by the unsuccessful tenderer(s) shall be returned upon expiry of the validity period or upon completion of supply of goods and acceptance thereof by the client from the successful tenderer(s).</p>
11.	Cost of Tendering	All costs and expenses arising from preparation

		and submission of a tender shall be borne by the tenderer.
12.	Compliance with request	All tenders / bids should be clearly typed on letterhead, no over writing be there. Errors can be corrected by deleting previous entry with proper signatures. Validity period, specifications, manufacturers, Warranty period etc., be specified and bid security be attached. Each page of the tender should be signed.
13.	Tender Sum and Unit Rates	<ul style="list-style-type: none"> i. Unit Rates, GST and Total Price to be clearly indicated and calculated. ii. In case of direct import by the bidder Goods declaration form (GDI) along with necessary import documents will be required along with bill. <p>Clients have the right to correct mathematical and computational errors.</p>
14.	Format for completion and Signing of Tender	<ul style="list-style-type: none"> i. All entries made by the tenderer shall be type written or written in indelible ink. There shall be no interlineations or erasures except where these are necessary to correct errors made by the tenderers and the signatory to the Form of Tender shall initial any such interlineations or erasures. ii. Tenderers shall indicate in the space provided in the form of Tender their full and proper address at which communication be addressed.
15.	Sealing and Marking of Tenders	<p>The Tender/bid duly completed, signed and the tender security shall be enclosed in an envelope, properly sealed which shall:</p> <ul style="list-style-type: none"> a) Be directed to the Purchase Officer Federal Government Educational Institutions (Cantt / Garrison) Directorate at the address notified in the invitation to Tender. b) Along the top left-hand corner above the address as aforesaid bear the wording "Procurement of Exam Stationery, Answer Sheets, Paper ream etc." The envelope will also bear the name and address of the tendered. <ul style="list-style-type: none"> i. The sealed envelope shall contain the complete bid on the letterhead of the company. Each page of the bid to be signed. ii. The tenderers are advised to retain a copy of their complete bid. iii. Complete product information in form of manuals, brochures, printed matter etc shall be enclosed. <p>iv. Form of Tender should be completed,</p>

		signed and stamped.
16.	Receiving of Tenders	Tenders will be received by the client at the address stipulated in the Tender Documents and in the notice of invitation of Tenders up to the time and date notified in the invitation to Tender or up to such late time and date as may be subsequently notified by the client.
17.	Modification or withdrawal of Tenders.	<ul style="list-style-type: none"> i. Any tender received by the client prior to the latest date for the submission of tenders may be modified or withdrawn provided written notification from the tenderer is received prior to the date as aforesaid. ii. The modification or withdrawal notice shall be sealed and marked as described above, except that the envelope shall bear the wording "Modification" or "withdrawal" as the case may be. iii. Any tender withdrawn prior to the date & time of opening of tenders, shall be returned unopened to the respective tenderer.
18.	Opening of Tenders	<ul style="list-style-type: none"> i. Tenders shall be opened in presence of those representatives of the tenders who choose to attend at the address, date & time stipulated in the invitation to tender. The name of the Tenderer, Tender amount, the presence or absence of the tender security, amount or any other information concerning to tenders, which the client or his representative(s) may choose to disclose shall be announced and recorded for each of the tenders opened. ii. Any tender for which the details as aforesaid are not announced at the time of opening the tender and not recorded shall not be considered by the client during subsequent evaluation
19.	Evaluation and adjudication to remain confidential.	<ul style="list-style-type: none"> i. Except insofar may otherwise necessary, no further information relating to the tender or the evaluation and adjudication thereof shall be communicated to tenderer concerned. ii. In the event of any action on the part of a tenderer to influence the adjudication of the tenders, the client shall have the right to reject tender of the tenderer concerned.
20.	Clarification of Tenders	<ul style="list-style-type: none"> i. For the purpose of the evaluation and adjudication of tenders, the client or his representative may request clarification including composition of prices quoted from any tenderer regarding the details of his tender. All such requests and tenderer's response shall be in writing. ii. Except insofar as may be otherwise necessary,

		no such clarification shall seek, offer or permit any change in the price or substance of the tender.
21.	Determination of responsiveness	<p>1) Prior to the final adjudication of tenders, the client shall determine whether each tender is substantially responsive to the requirement of the Tender Documents. As substantially responsive tender shall mean a tender:</p> <ol style="list-style-type: none"> a) In which Form of Tender and all bid documents are completed & signed. b) Which is accompanied by a tender Security in compliance to the Instructions to Tenderers. c) For which any clarification requested by the client, may be provided by the Tenderer. d) All corrections etc., have been signed. e) Which otherwise conforms to all requirements of the tender documents without material deviation or reservation. <p>2) A material deviation or reservation as aforementioned means any statement or provision by the tenderer which.</p> <ol style="list-style-type: none"> a) Affects in any substantial way the scope, quality or performance of the goods/bid. b) Limits in any way the client's rights or tender's obligations c) Whether accepted or withdrawn, favourably influences the competitive position of the tender in comparison to those other tenders which are substantially responsive. d) Tender is conditional. <p>3) Tender determined to be not substantially responsive in accordance with the provisions of this clause shall be rejected.</p>
22.	Correction of Arithmetical Errors	<p>Tenders determined to be substantially responsive shall be checked by the evaluation /purchase committee for arithmetical errors and any such errors will be rectified as follows:</p> <ol style="list-style-type: none"> a) Where there are discrepancies between amounts written in figures and in words, the amount in words shall be taken as correct. b) Where there is a discrepancy between the extended amounts entered in the bid against an items and sum obtained by multiplying the unit rate and the quantity, the later sum shall prevail and the extended amount shall be amended accordingly. c) Where there is discrepancy between the sum entered in the Form of Tender and total sum obtained from the addition of all correctly extended amounts entered against

		<p>the item(s) in the bid, the later sum shall prevail and the amount entered in the form of tender shall be amended accordingly.</p> <p>All revisions to the sum entered in the form of tender, made by the client shall be binding upon the tenderer and if the tenderer shall elect not to accept the tender price corrected aforesaid, the tender shall be rejected:</p> <p>i. Following the corrections of any arithmetical errors the client shall consider and compare the tenderer's unit rates and process and which other factors as they may deem to be applicable. The client shall award the contract to the tenderer(s) who has offered the lowest rates/tender price for various items, provided that the said tenderer is eligible and substantially responsive.</p> <p>ii. The provisions of sub clause (i) of this clause notwithstanding, the client shall have the right to accept or reject any tender or to reject all tenders at any time prior to the award of the contract without thereby incurring any liability to the tenderer or tenderers concerned and he shall not have any obligations to inform the said tenderer or tenderers as to the grounds for any such action's</p>
23.	Item Description	Tenderer should specify that the brand-new item is quoted.
24.	Taxes	Tenderer should mention taxes separately. All prevailing taxes will be deducted at source as per government rules. In case of any exemption the firm / supplier will inform in his tender.
25.	Delivery of Goods	Delivery of goods will be required within 10 days after purchase order release & for rest of Stationery items delivery will be required within 15 Days after purchase order released. Place of delivery and inspection will be Store Office FGEI (C/G) Dte, 190A, Sir Syed Road Rawalpindi, Cantt
26.	Items Replacement	The successful tenderer at his own risk and cost will replace Items not accepted or rejected by the client.
27.	Quantity to increase or decrease	Management reserves the right to increase or decrease the advertised quantities.
28.	Evaluation Criteria	<p>i. All the bidders must need to be responsive under the Section (s) and must comply with Section 8. (iii).</p> <p>ii. All bids of responsive bidders will be evaluated on the lowest unit prices basis; however, bidders can be asked to provide samples (if needed).</p>

		<ul style="list-style-type: none"> ii. Bidder should mention delivery time as per our requirement. v. The order will be issued to the lowest evaluated bidders who meets the above requirements <p>Completeness of record:</p> <ul style="list-style-type: none"> a) Copy of valid GST registration Certificate b) Copy of valid NTN certificate c) Active status on Active Taxpayer List (ATL) (I. Tax, s tax) d) 03 Year experience in relevant filed e) List of Major Client. f) Affidavit on legal paper that firm / company / vendor/supplier have never been blacklisted by Government / Public entity. g) For BOQ items Sr. No. 1, 2 & 3 the bidders having Press declaration certificate issued relevant government authority, will be considered only.
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2. Introduction

- i. The Procuring Agency named “Federal Government Educational Institutions (Cantt / Garrison) Directorate, 190, Sir Syed Road Sadder, Rawalpindi” intends to select a Bidder from those specified in the Invitation for Proposals, in accordance with the method of selection specified in the **Data Sheet**.
- ii. The Bidder is invited to submit a Technical Proposal and a Financial Proposal, as specified in the **Data Sheet**, for **Supply of Stationery and Other Items**. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Bidder.
- iii. The Bidder should familiarize themselves with the local conditions and take them into account in preparing their Proposals; including attending a pre-bid meeting as specified in the **Data Sheet**. Attending any such pre-bid meeting is optional and is at the Bidder’s expense.
- iv. The Procuring Agency will timely provide, at no cost to the Bidder, the inputs, relevant project data, and reports required for the preparation of the Proposal as specified in the **Data Sheet**.

3. Procurement Details

Below is the complete list of **Items** to be purchased under this tender;

i. **Stationary Items**

S. No.	Items Specifications	Unit
1.	Imported Papers A/4 (Imported 70gm) PPC/IK	Ream
2.	Imported Papers F/S (Imported 70gm) PPC/IK	Ream
3.	AA Paper 80gm A-4	Ream
4.	AA Paper 80gm Legal	Ream
5.	AA Paper 100 gm A-4 (200 Sheets)	Ream
6.	Env 9 x 4 Khaki (70gm) (Fine quality)	Nos
7.	Env 11 x 5 Khaki (70gm) (Fine quality)	Nos
8.	Env A/4 Khaki (70gm) (Fine quality)	Nos
9.	Env 11 x 15 Khaki (80gm) with cloth packing (Fine quality)	Nos
10.	Env White 6 x 4 (70gm) (Fine quality)	Nos
11.	Env White 9 x 4 (70gm) (Fine quality)	Nos
12.	Env White 11 x 5 (70gm) (Fine quality)	Nos
13.	Env White 11x 15 with cloth packing (80gm) (Fine quality)	Nos
14.	Tags (5" BDL) Medium	Pkt
15.	Tags (5" BDL) Large	Pkt
16.	Paper Clip (36mm) (Supper Three Flower / Deli)	Pkt
17.	Paper Clip color (36mm) (Fine quality)	Nos
18.	Paper Fastener 8cm (Fine Quality)	Pkt
19.	Lead Pencil (ORO)	Nos
20.	Rotatory Pencil Sharpener (Deli)	Nos
21.	Sharpener (ORO/DUX) Plastic	Nos
22.	Sharpener (ORO/DUX) steel	Nos
23.	Correction Tape 5 M x 5mm	Nos
24.	White Fluid (Pen) KORRECT	Nos
25.	Paper Pin (50gm) Chrysanthemum (Deli)	Pkt
26.	Thumb Pin (Deli)	Pkt
27.	Stapler Pin (Doller) 24/6	Pkt
28.	Stapler Pin 23/10	Pkt
29.	Stapler Pin 23/13	Pkt
30.	Stapler Pin 23/15	Pkt
31.	Stapler Pin 23/17	Pkt
32.	Stapler Pin 23/20	Pkt
33.	Stapler Pin 23/24	Pkt
34.	Gum Stick 20 gm (Dollar)	Nos
35.	Gum Bottles (NAFEES 1000ml)	Nos
36.	High Lighter Flat (mercury)	Nos
37.	Marker Non Permeant (mercury)	Nos
38.	Marker permeant (mercury)	Nos
39.	Register (Size 20 No 3 Star 240 Sheets)	Nos
40.	Register (Size 30 No 3 Star 360 Sheets)	Nos
41.	Register (Size 10 No 3 Star 120 Sheets)	Nos

42.	Register (Size 12 No 3 Star 240 Sheets) Fine Quality	Nos
43.	Heavy Duty Punch Machine 2 Hole (Deli) Large 150 SHEETS	Nos
44.	Punch Machine 2 Hole (Deli) Medium 35 SHEETS	Nos
45.	Punch Machine 1 Hole (Deli) 8 SHEETS	Nos
46.	Poker (Sova)	Nos
47.	Paper Cutter (Deli) Fine Quality	Nos
48.	Stapler Machine (Max HD 50-R) with Pin Remover (30 SHEETS)	Nos
49.	Heavy Duty Stapler Machine (Deli) (210 SHEETS)	Nos
50.	Phoenix Koka (No 2, 3 and 4)	Pkt
51.	Scotch Tape (1") Deer BEAR 45 yard	Nos
52.	Scotch Tape (2") Deer BEAR 45 yard	Nos
53.	Binding Tape (2x8)	Nos
54.	Packing tape (2x30)	Nos
55.	Binding Sheets / X-Ray Sheets	Pkt
56.	1" Scotch Tape Dispenser	Nos
57.	2" Scotch Tape Dispenser	Nos
58.	Paper Weight	Nos
59.	Plastic Telic Sheet 50 Meter	Roll
60.	Khaki Sheets	Nos
61.	Stamp Pad Small Cristal	Nos
62.	Ink (Black blue read)	Btl
63.	Stamp Pad Ink	Nos
64.	File Cover Blue (As Per Sample)	Nos
65.	File Cover White A-4 with monogram (As per Sample)	Nos
66.	File Cover White Large with monogram (As per Sample)	Nos
67.	File Cover White A-4 Simple (As Per Sample)	Nos
68.	File Cover White Large Simple (As Per Sample)	Nos
69.	Dead Stock Register 6 No	Nos
70.	Attendance Register 4 No	Nos
71.	D.O Pad A4 100 Sheets	Pkt
72.	D.O Pad 7x4 100 Sheets	Pkt
73.	Diary Pad (large)	Pkt
74.	Diary Pad (As Per Sample)	Pkt
75.	Diary Cover (FG Monogram Sample)	Nos
76.	Diary Cover (FG Monogram Sample) Army officer	Nos
77.	Writing Pad (100 Sheets) A-4 Size	Pkt
78.	Writing Pad (100 Sheets) Legal Size	Pkt
79.	Shisha Folder A4	Nos
80.	Shisha Folder Large	Nos
81.	Dak Folder Artificial Leather	Nos
82.	Pasting Chit 3 x 2 (Yellow) Size	Pkt
83.	Pasting Chit 3 x 3 (Yellow)	Pkt
84.	Pasting Chit 5 x 3 (Yellow)	Pkt
85.	Pasting Chit 4 x 3 (Yellow)	Pkt
86.	Uni Ball Pen (Eye fine)(read black green blue)	Nos
87.	Uni Ball Pen signo No.0.7mm Gell Ink Blue	Nos
88.	Uni Ball Pen Signo No.0.7mm Gell Ink Black	Nos
89.	Uni Ball Pen Singo No. 0.7 mm Gell Ink Read	Nos

90.	Piano Super Gel Blue	Nos
91.	Schneider Tops 505 Blue	Nos
92.	Dollar Jet Flow Ballpoint	Nos
93.	Piano Jelflo Ballpoint Pen Blue	Nos
94.	Piano Jelflo Ballpoint Pen Black	Nos
95.	Piano Jelflo Ballpoint Pen Red	Nos
96.	M&G Gel Pen S5 Blue	Nos
97.	M&G Gel Pen S5 Black	Nos
98.	M&G Gel Pen S5 Red	Nos
99.	Piano ball pen Blue	Nos
100.	Piano ball pen Black	Nos
101.	Piano ball pen Read	Nos
102.	Pointer Black	Nos
103.	Pointer Blue	Nos
104.	Schneider one business	Nos
105.	Parker Jotter Ball Pen	Nos
106.	Stationary Tray Plastic	Nos
107.	Stationary File Tray Plastic	Nos
108.	Marker Permanent Mercury	Nos
109.	Market Non – Permanent	Nos
110.	Scale Plastic (12 Inch)	Nos
111.	Scale Steel (12 Inch)	Nos
112.	Paper Holder China	Nos
113.	Pen Box Pencil Jar Steel China	Nos
114.	Chit Holder Marble / Plastic	Nos
115.	Pen Holder China	Nos
116.	Colored (Flag) 50	Pkt
117.	Glazed Paper (Mix Color)	Pkt
118.	Binding Clip (25mm) 1 Dozen	Pkt
119.	Binding Clip (19mm) 1 Dozen	Pkt
120.	Binding Clip (15mm) 1 Dozen	Pkt
121.	Binding Clip (10mm) 1 Dozen	Pkt
122.	Binding Clip (08mm) 1 Dozen	Pkt
123.	Stapler Pin Remover	Nos
124.	Binder	Nos
125.	Calculator	Nos
126.	Printer Toner HP(1132)	Nos
127.	Toner HP(26A)	Nos
128.	Toner HP(1020)	Nos
129.	Gift Bag Khaki Sheet (6x10)	Nos
130.	Gift Bag Khaki Sheet (12x15)	Nos
131.	Gift Bag Khaki Sheet (12x17)	Nos
132.	Gift Bag White Sheet (Fine quality)(6x10)	Nos
133.	Gift Bag White Sheet (Fine quality)(12x15)	Nos
134.	Gift Bag White Sheet (Fine quality)(12x17)	Nos
135.	Packing Sheet large Size	Nos
136.	Packing Sheet Small Size	Nos
137.	Presentation Card 4.1/2x7.1/2	Nos
138.	Presentation Card 4.1/2x7.1/2 Packing card Cover White Yellow	Nos

139.	Invitation Card	Nos
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ii. **Other Items**

Ser No	Name of Items	Quantity
1.	Hankies Hygiene Hand Towel	Nos
2.	Dettol (Liquid) 3x Power 1 Litter Cleaner	Nos
3.	Cell for Ball (Small) (A23) Camelion	Nos
4.	Cell for Clock (Toshiba/ Power Plus) AA	Nos
5.	Cell for Remote (Toshiba/ Power Plus) AAA	Nos
6.	Bath Rooms Brush	Nos
7.	Wiper Large (Three Star) fine quality	Nos
8.	Wiper Small fine quality	Nos
9.	Pechora (Steel cloth cover) Small	Nos
10.	Pechora (Steel cloth cover) Large	Nos
11.	Lock Medium China 28mm	Nos
12.	Lock Large China 28mm	Nos
13.	Glint (Glass Cleaner)	Nos
14.	Air Freshener For Auto Dispenser Fresco Lavender Large Size	Nos
15.	Air Freshener 300ml (Aseel)	Nos
16.	Paper Waster Bucket (Medium Size)	Nos
17.	Paper Waster Bucket (Large Size)	Nos
18.	Scissor (Large)	Nos
19.	Scissor (Small)	Nos
20.	Towel (Small) High Quality White Color	Nos
21.	Towel (Large) High Quality White Color	Nos
22.	Ever (Lota) For Bathroom	Nos
23.	Soap Dish (Fine Quality)	Nos
24.	Hand wash fine quality bottle (Van' May Whisky & Water Dufftown Distilleries Hand Wash, 500ml)	Nos
25.	Hand wash fine quality bottle (Dettol)	Nos
26.	Phenyl Bottle (Master/ Other)	Nos
27.	Water Glass	Nos
28.	Insect Killer (Cobra)	Nos
29.	Pechora (Rope with Steel Stand)	Nos
30.	Mob (Small) fine quality	Nos
31.	Mob (Large) fine quality	Nos
32.	Broom (Fine Quality) 400gms	Nos
33.	Phenyl Tablets Pkt of 400Gms	Pkt
34.	Toilet Air Fresheners (Fine Quality) (Solid / Gel)	Nos
35.	Acid for Bathroom (Tiger)	Nos
36.	Harpic Power Plus Toilet Cleaner, Lavender, 900ml	Nos
37.	Harpic Power Plus Toilet Cleaner, Lavender, 450ml	Nos
38.	Vim Powder 400 Gm	Nos
39.	Vim Powder 150 Gm	Nos
40.	Vim Powder 75 Gm	Nos
41.	Surf (Excel) 150 Gm	Nos
42.	Surf (Excel) 105 Gm	Nos

43.	Surf (Excel) 50 Gm	Nos
44.	Toilet Soap (Lux) 115 Gm	Nos
45.	Tissue Papers (Supreme)100x2 Ply	Nos
46.	Tissue Rolls Water Silk Luxury paper	Nos
47.	All Rounder Tissue Roll	Nos
48.	Duster Yellow 2 ft x 1.50ft (Fine Quality)	Nos
49.	Duster White 2 ft x 1.50ft (Fine Quality)	Nos
50.	Morten Oil	Nos
51.	Morten Machine	Nos
52.	Water Cooler (8L)	Nos
53.	Samad Bond	Nos
54.	Battery Cell (Large)	Nos
55.	Air fresher Machine (Fine quality)	Nos
56.	Ruff Cleaner Brush (large Handel)	Nos
57.	Kiwi Revive All Spray Furniture Polish 250ml All Purpose Cleaner for Wood & Leather	Nos
58.	WD-40 Spray	Nos
59.	Wash Room Mat (large)	Nos
60.	Kingtox 300ml	Nos
61.	Kingtox 600ml	Nos
62.	TUFF LED Bulb (12W)	Nos
63.	TUFF LED Bulb (18W)	Nos
64.	TUFF LED Bulb (30W)	Nos
65.	Cling Wrap Packing Roll	Nos

Note: "Item wise rate to be quoted"

Fees & Payment Schedule

- No Advance payment will be allowed in any case.
- Payment will be made through cross cheque in favor of the bidder after the complete and satisfactory delivery/ acceptance/testing/ configuration of the Equipment/Items to the designated delivery site/destinations. The procuring agency authorized representative will sign & stamp the delivery challan and issue completion certificate.
- All taxes i.e. Income taxes, GST, Professional taxes etc. will be deducted from all the invoices as per prescribed law of Govt. of Pakistan. If supplier has any of the valid tax exemption, the details must be attached with the invoice.

Paying Authority

The payments as per the Payment Schedule covered herein above shall be paid by **Federal Government Educational Institutions (Cantt / Garrison) Directorate**. However, Payment of the Bills would be payable on receipt of advice/confirmation for satisfactory delivery / installation / configuration from Authorized rep. of FGEI (C/G) Dte.

Following Documents are to be submitted for Payment:

- Bill
- GST Invoice
- Duly acknowledged Delivery Challan/installation report.
- Valid Tax Exemption Certificate (if any)

Material Received Note (MRN) if issued by **Federal Government Educational Institutions (Cantt / Garrison) Directorate**

4 Penalty for Delay

In case of delay in the supply against the terms indicated in the purchase order/contract, the supplier will have to pay a fine of 0.5 % (Half) percent of the balance qty. for each day of delay. Maximum penalty will be 10% of the total order/contract.

Federal Government Educational Institutions (Cantt / Garrison) Directorate has the right to unilaterally cancel the PO/contract and supplier bid security/Performance security will be forfeited.

4.1 Currency

All prices shall be expressed in Pakistani Rupees only.

4.2 Cost of Process

The supplier shall bear all the costs associated with the preparation and submission of proposals & samples (if any) and **Federal Government Educational Institutions (Cantt / Garrison) Directorate** will in no case be responsible or liable for these costs.

4.3 Tender Document

The supplier is expected to examine all instructions, forms, Terms and Conditions and specifications in the Tender Document. Submission of a proposal not responsive to the Tender Document in every respect will be at the supplier's risk and may result in the rejection of its proposal without any further reference to the supplier.

4.4 Deadline for Submission of Proposals

Proposals must be received by **Federal Government Educational Institutions (Cantt / Garrison) Directorate** at the address specified in the Tender Document not later than the specified date and time as specified in the Tender Document. In the event of the specified date of submission of bids being declared a holiday for **Federal Government Educational Institutions (Cantt / Garrison) Directorate**, the proposals will be received up to the appointed time on next working day.

Federal Government Educational Institutions (Cantt / Garrison) Directorate may extend this deadline for submission of proposals by amending the Tender documents, as per PPRA rules.

4.5 Confidentially Statement

All data and information received from **Federal Government Educational Institutions (Cantt / Garrison) Directorate** for the purpose of this assignment is to be treated confidentially and is to be used only in connection with the execution of these documents. All intellectual property rights arising from the execution of these documents are assigned to **Federal Government Educational Institutions (Cantt / Garrison) Directorate**. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of **Federal Government Educational Institutions (Cantt / Garrison) Directorate**.

Federal Government Educational Institutions (Cantt / Garrison) Directorate may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

4.6 Other Terms & Conditions

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- a. Federal Government Educational Institutions (Cantt / Garrison) Directorate does not bind itself to accept the lowest or any proposal and reserves the right to reject any or all proposals at any point of time prior to the issuance of purchase order/contract as per PPRA rules.
 - b. Federal Government Educational Institutions (Cantt / Garrison) Directorate reserves the right to resort to re-tendering without providing any reason whatsoever. Federal Government Educational Institutions (Cantt / Garrison) Directorate shall not incur any liability on account of such rejection.
 - c. Federal Government Educational Institutions (Cantt / Garrison) Directorate reserves the right to modify any terms, conditions or specifications for submission of offer and to obtain revised proposals from the suppliers due to such changes, if any.
 - d. Canvassing of any kind will be a disqualification and Federal Government Educational Institutions (Cantt / Garrison) Directorate may decide to cancel the supplier from its empanelment.

4.7 Rejection of Proposal

The proposal is liable to be rejected if:

- a. The document doesn't bear signature and Stamp of authorized person on each page.
- b. It is received through Telegram/Fax/E-mail.
- c. If the proposal is submitted without or of less amount or not in required type of the bid security deposit.
- d. If the technical bid is submitted without / Incomplete the Technical Bid submission Forms and documents as specified in this RFP.
- e. If the proposal is received after expiry of the due date and time stipulated for proposal submission.
- f. Incomplete proposals, partial proposals including non-submission or non-furnishing of requisite documents / Conditional proposals / proposals not conforming to the terms and conditions stipulated in this tender document are liable for rejection by the **Federal Government Educational Institutions (Cantt / Garrison) Directorate**.
- g. Alternative Bids / partial bids are not allowed
- h. If financial proposal is not in accordance to the required bid.
- i. If financial rates quoted by the bidders are not workable. The bid security will be forfeited.

4.8 Governing Laws and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

Form of Tender

The President Purchase Committee
Federal Government Educational Institutions (Cantt / Garrison) Directorate.

Sir,

1. With reference to Notice uploaded at PPRA as well as Federal Government Educational Institutions (Cantt / Garrison) Directorate, having examined the Tender documents, items requested to be supplied, specifications, Instruction to Tenderer and being satisfied as to all conditions under which the above supply and goods and material to be performed. We the under signed, hereby offer to execute and supply the ordered material / items by the client in conformity with the purchase order, specifications and Tender Documents including any Addenda thereto for the sum of Rs. -----
----- Rupees ----- subject to issuance of supply / purchase order by the client for the selected / ordered items and price notwithstanding to the offered / quoted price listed in the bid or Form of Tender.
2. If our Tender is accepted and items, selected / approved by the client and purchase order issued, we further undertake to complete the supply of goods / items as per schedule / time specified in the purchase order.
3. We agree that our tender shall remain valid for a period of 90 (ninety) days from the date of stipulated for the return of tenders and it shall remain binding upon us and may be accepted at any time before the expiration of the above said period.
4. Until and unless purchase order is issued an acceptance of our tender (full or part), the tender shall constitute a binding contract between us.
5. We acknowledge that we accept all the instruction stipulated in the Tender documents.
6. We understand that you are not bound to accept the lowest or any tender you may receive.
7. We have enclosed Pay order / Demand draft
No _____ dated _____ for
Rs. _____ as 2% of our offered bid value. Dated
this _____ day _____ of 2026.

Name _____ Designation / Signatures _____

Address _____

Telephone _____ Fax _____

E-mail _____

Stamp _____

QUOTATION MUST BE FILLED ON FORMAT GIVEN BELOW:

(On Company Letterhead)

S#	Tender Serial No.	Offered Item Specification	Unit Rate	GST Rate %	GST Amount	Total Cost / Unit	Total Amount (Rs.)
Total Amount							