

# **Tender Notice**

Health Services Academy invites technical and financial bids through (EPADS) in accordance with PPRA Rules from well reputed firms /suppliers / company (s) being active tax payer registered with respective regulatory bodies preferably Security Exchange Commission of Pakistan (SECP) & ISO Certified having sale and service enter (s) at Rawalpindi/ Islamabad for provision of following services / work at Health Services Academy for the financial year 2026-27:

<b>Sr. #</b>	<b>Item &amp; Description</b>	<b>Closing Date</b>
01	Provision of Human Resource Support Services	18 <sup>th</sup> June 2026
02	Supply of Stationery and Miscellaneous Items	
03	Printing of Books, Banners, Certificates and other printing work for Conference/Seminar/ workshop/ meeting etc.	

2. Detailed terms & conditions are mentioned in the tender documents.
3. The Procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
4. All the firms/companies/vendors/ individuals are advised to submit the bids through E-Pak Acquisition & Disposal System (E-PADS) procurement system. The Single Stage – Two Envelopes procedure will be adopted for opening of competitive bids. The bids submitted through hard copy or any method other than EPADS shall not be entertained.
5. Vendor must accompany earnest money in the form of call deposit / bank draft (refundable) drawn in the favor of Health Services Academy, Islamabad as mentioned in the tender documents.
6. HSA can increase or decrease the quantity as per requirement.
7. Tender notice can also be seen on PPRA's Website: [www.ppra.gov.pk](http://www.ppra.gov.pk) and HSA's website: [www.hsa.edu.pk](http://www.hsa.edu.pk).

Deputy Registrar (Procurement),  
Health Services Academy,  
Prime Minister National Health Complex,  
Park Road, Chak Shahzad, Islamabad.  
051-9255590

**HEALTH SERVICES ACADEMY**  
**A Degree Awarding Institute under HSA (restructuring) Act 2018**  
**Government of Pakistan**

**TENDER FORM**

**PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS**

**FOR THE FINANCIAL YEAR 2026-2027**

**HEALTH SERVICES ACADEMY**  
**A Degree Awarding Institute under HSA (restructuring) Act 2018**  
**Government of Pakistan**

**TENDER FORM/TERMS AND CONDITIONS.**

Subject: -**TENDER FOR PURCHASE OF STATIONERY AND MISCELLANEOUS ITEMS FOR HEALTH SERVICES ACADEMY FOR THE FINANCIAL YEAR 2026-2027 (1<sup>st</sup> JULY 2026 – 30<sup>th</sup> JUNE 2027).**

1. Sealed bids/quotations are invited from well reputed GST, NTN, Securities & Exchange Commission of Pakistan (SECP) registered suppliers / firms / company(s) being active tax payer having sale and service center(s) at Rawalpindi/Islamabad with 3-5 years of experience with public sector department for supply of stationery and miscellaneous items for the financial year 2026-2027 initially for the period of one year (**extendable for two further similar terms on yearly basis subject to satisfactory performance and up to a maximum of 5 to 10% annual increase in costs with the approval of Vice Chancellor of Health Services Academy**).
2. All the firms / company/ vendors are advised to submit the bids through E-Pak Acquisition & Disposal System (E-PADS) procurement system as per regulation notified by PPRA. The Single Stage – Two Envelope procedure will be adopted for opening of competitive bids. The bids submitted through hard copy or any method other than EPADS shall not be entertained.
3. Tenders are required to be supported with a Bank Draft / call deposit **5 % of the total value of bid as security (refundable)** to be attached with technical proposal which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of services (completion of contract) to successful bidder (s) respectively. The copy of the bank draft shall be attached with the proposal and uploaded on EPADS. (Original bank draft must be submitted at the time of bid opening).
4. The bidder is required to offer/ quote rate (s) in the format prescribed at **Annex-I**. The specifications and packing different from the demand of enquiry will straightaway be rejected.
5. Tender form is to be filled in very carefully preferably typed. The price quoted by the bidder should be both in figures and words. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red/yellow marker.
6. The prices offered by the bidder will be valid and binding on the bidder throughout the period of contract i.e. one financial year, provided that the purchaser shall be entitled to the decrease in the prices of materials to be supplied. However, the bid validity period should be not less than six months from the date of opening of bids.

7. The estimated quantities of Stationery/Miscellaneous Items have been mentioned at **Annex-I**. However, the quantity of any item may be increased or decreased, depending on the merits and circumstances of each case. The purchaser also reserves the right to cancel or postpone the invitation of bids.
8. The price offered by the firms against each item will be in the form of rate running contract and will be effective and operative throughout the financial year. Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer will also be considered as non-responsive bidder.
9. Tenders are required to be supported with a Bank Draft / call deposit **5 % of the total value of bid as security (refundable)** to be attached with technical proposal which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of services (completion of contract) to successful bidder (s) respectively. The copy of the bank draft shall be attached with the proposal and uploaded on EPADS. (Original bank draft must be submitted at the time of bid opening).The previous security deposit will not be considered or carried forward.
10. All Stationery/Miscellaneous Items will be acceptable subject to physical examination to be carried out by the Committee of Health Services Academy after receipt of supplies.
11. If any item (s) is found to be against the required specification the purchaser may reject the Stationery/Miscellaneous Items and the supplier shall either replace the rejected items (s) or arrange alterations necessary to meet the required specifications free of cost. Replacement of the rejectedsupplies must be completed within 15 days from the date of communication of decision to the manufacturer/supplier by the Health Services Academy. However, the initial delivery date of the concerned supply will be considered that of actual delivery date. This opportunity will be provided only once. In case, after replacement of supplies, the inspection reports declare the item as of against the required specifications, the stock will be returned to the supplier and the firm will be blacklisted for future participation, including forfeit of their earnest money to the Government Account.
12. The Supplier in accordance with the terms specified in the Schedule of Requirements shall makedelivery of items.
13. The warranty and warranty period shall be in accordance with clause-11 of tender document. The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specify and with all reasonable speed, repair or replace the defective item(s) or parts thereof, without costs to the Purchaser. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the

Contract. The payment will be made to the supplier on receipt of original delivery challan (s) and invoice(s) including those of GST in triplicate duly completed in all respect. The bills should be received through the store office of Health Services Academy Islamabad. Each delivery challan and bill must contain detail of item supplied accompanied by necessary warrantee/guarantee. Income tax will be deducted from each invoice as per government instructions on the subject.

14. Sealed quotations to be upload on EPADS Procurement System on **18-06-2026** as per time given through EPADS which will be open on the same date in presence of the bidders or their representatives who choose to be present.
15. Single stage – two envelope procedure.- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
16. HSA does not intend to procure all items in a single instance. The required quantities of items shall be purchased for various activities to be conducted during the financial year. Accordingly, HSA shall issue separate work orders as and when needed, in accordance with the specific requirements of each activity.
17. The Departmental Procurement Committee of Health Services Academy reserves the right not to accept/ reject any or all tenders without assigning any reasons.
18. The supplier will be delivered supply at the office of Health Services Academy, Park Road, Chak Shahzad, Islamabad. No extra payment shall be made on account of freight charges.
19. In case of any dispute the decision of Health Services Academy shall be final.

We hereby accept the above terms and conditions and will abide by the same faithfully.

**Name of Bidder/Firm**

**Signature:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

**Annexure - I**

**LIST OF STATIONERY & MISC. ITEMS**  
**FOR THE FINANCIAL YEAR 2026-27**

Sr. #	Name of Item	Specifications	Estimated Quantity	Unit Rate with all taxes	Total Amount with all taxes
1.	Paper Ream	A-4 (500 sheets 80gm)	1000		
2.	Folder's & Files	Box Folder/ executive Imported	100		
		Box File / executive Imported	300		
		Nokyo 244 HB	100		
		Ring Binder No. 712	100		
3.	Flash Drive	16 GB HP	20		
		32 GB HP	20		
		128 GB HP	02		
		1 TB HP	02		
		2 TB HP	01		
		3 TB HP	01		
4.	Fluid (Pen)	Fine Quality	50		
5.	Board Marker	Dollar (04 color)	200		
6.	Marker (Normal Dollar)	Fine Quality	100		
7.	Marker Permanent	Fine Quality	200		
8.	Highlighter	Dollar Fine Quality	20 Pkt.		
9.	Paper Cutter	Medium size	10		
10.	Paper Pin	China	30		
11.	Tissue Box	Rose petal/Pop Up	300		
12.	Philip chart	Fine Quality	300		
13.	Ball point	Piano	100 Pkt		
		Picasso	100 Pkt		
		dollar clipper	100 Pkt		
		gel grip M&G AGP 0.7 Leader	200 Pkt.		
14.	Ink Pen	Dollar/Parker	20		
15.	Pen stand	with diary stand marble 6x12	05		
16.	Offset paper Color A/4	100 paper each pkt	20 Pkt		
17.	File separator set of 10 comet	Fine Quality	100 Set		
		Fine Quality Plastic	100 Set		
18.	Punch machine	kw double hole – 988	10		
		kw double hole – 978	10		
		single hole ordinary	50		
		kw single hole h/d-97do	50		
19.	Note sheet pad	A/4 size imported (80 gram) 100 sheets	100		
20.	Offset paper color	A/4 80 gms	10 Ream		
21.	Staple remover	kw#508b	20		
22.	Paper tray plastic	Fine Quality 2 trays	10		
23.	Paper tray plastic	Fine Quality 3 trays	10		
24.	Lead pencil	Imported	200		
25.	Pencil with Eraser	Gold Fish HB	200		
26.	Eraser	Fine Quality	200		
27.	Sharpener	steel superior	200		
28.	Foot scale steel	12" china	50		
29.	Scissor	medium plastic handle	50		

30.	Staple pin	rapid 26/6	200 Pkt.		
31.	Plastic folder 2 side open	l shape folder	200		
32.	Stapler machine	max 50	50		
		rapid heavy duty 170	50		
33.	Paper clips	Fine quality color box	20 Pkt		
		52 mm jambo size	20 Pkt		
34.	Binding sheet	A4 Size Good quality	50 Pkt		
		Legal Size Good quality	50 Pkt		
35.	Binding clips	32 mm	20 Pkt		
		19 mm	20 Pkt		
		21 mm	20 Pkt		
		12 mm	20 Pkt		
		16mm	20 Pkt		
36.	Extension wire	Wire 05 miter imported with multi plugs	30		
		Wire 10 miter imported with multi plugs	20		
37.	Cell AA	Fine quality	200		
38.	Cell AAA	Fine quality	200		
39.	Battery Cell (9 volt)	Fine Quality	50		
40.	Energizer max cell AA	Fine Quality	100		
41.	Energizer max cell AAA	Fine Quality	100		
42.	Lithium Battery Cell	Fine Quality	50		
43.	Scotch Tape	Large - 01"	200		
44.	Binding Tap	02 inch	200		
45.	Tape dispenser	kw-3311	10		
46.	Double Sided adhesive tape	Fine Quality	100		
47.	Packing tape	2"x 72 nichiban	100		
48.	Calculator	casio#dj120 12 digits	20		
		Citizen # CT-9914 D 14 digits	20		
49.	Section diary register	register # 12	10		
50.	Peon Book	Fine quality	10		
51.	Attendance register	register # 1	10		
52.	Vehicle Log Book	Fine Quality	10		
53.	Stock Register	Lucky/Kohinoor (10, 6 No.)	10		
54.	Register	Lucky / Rizvi (No 30)	10		
55.	Dak pad	superior rexine lock type	05		
56.	Gum stick	dollar 20 gms / Large 22g	100		
57.	Yellow Duster	Fine Quality	100		
58.	Post it flags	pronoti 5 colour (for Signature)	100		
		pronotti Film size (48mm x 25mm)	100		
59.	Stamp pad ink	Crystal Small	10		
		crystal large	10		
60.	Marker tempo coloured	set of 10	10 Pkt		
61.	Surf	250 gm, 115 gm	50 Pkt		
62.	Dust bin	Medium Size	20		
63.	Thumb pin Different color	Fine Quality	50		
64.	Red Paper Seal	Fine Quality	10 Pkt		
65.	Tele phone Set	Fine Quality	10		
66.	Sticker Sheet	A-4 size	10 Pkt		
67.	Glint Spray	Fine Quality	10		
68.	Insect killer spray	Fine Quality	50		

69.	Air freshener	Medium size 300	50		
70.	Heavy Paper (cutter) trimmer	Fine Quality	05		
71.	Paper cutter with blade	Fine Quality	10		
72.	Gum stick UHU small	Fine Quality	50		
73.	File flapper	Fine Quality	300		
74.	File Board	Fine Quality	300		
75.	Zoap card	4 color	10 Pkt		
76.	Sealing wax	6 piece in pkt	10 Pkt		
77.	Surgical Gloves	Fine Quality	50 Pkt		
78.	Dettol	Medium Size	50		
		Large Size	20		
79.	Cloth Envelop	File Size	500		
80.	File Tags	Fine Quality	50 Pkt		
<b>Grand Total with all taxes</b>					

The above quantity pertains to the entire Financial Year 2026 - 27 and covers requirements for various activities to be conducted at the Health Services Academy (HSA). The procuring agency shall issue work orders on an as-and-when-required basis, in accordance with the specific requirements of each activity.

**Name of Bidder/Firm**

**Signature: \_\_\_\_\_**

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Dated: \_\_\_\_\_

**FORM OF BID (Annexure-II)**  
**to be submitted with Technical Proposal**

Vice Chancellor,  
Health Services Academy,  
Prime Minister National Health Complex,  
Park Road, Chak, Shahzad, Islamabad.

Nature of Tender: **Provision of Stationery & Miscellaneous Items.**

Having examined the Bidding Documents, for Provision of Stationery & Miscellaneous Items, we the undersigned, being a company/ vendor / firm doing business under the Name of M/s \_\_\_\_\_ and address \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job.

1. We understand that all papers to or forms are part of this Bid.
2. We understand that the quantities mentioned in the bidding documents are estimated and may be increased or decreased as per requirement.
3. we submit herewith a Bid Security of Rs ----- drawn in favor "Health Services Academy".
4. We undertake that, if our Bid is accepted, we shall supply the goods to your entire satisfaction and in accordance with the requirements of each activity as specified in the tender documents
5. We agree to abide by this Bid in accordance with the applicable laws, rules, and regulations.
6. We acknowledge that the procuring agency is not bound to accept the lowest or any Bid received.
7. We hereby inform you that our firm has not been blacklisted by any Government Department or Private Organization..

Telephone No:

Cell No:

E-Mail ID:

NTN No:

Sales Tax No:

Signature: \_\_\_\_\_

In the capacity of-----duly authorized to sign bid for and or  
behalf of \_\_\_\_\_

*(Name of Bidder/Firm in Block Capitals) (Seal)*

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_