



## **FEDERAL SERVICE TRIBUNAL**

47, Ataturk Avenue, G-5/2, Islamabad.

Phone: 051-9217822 Fax: 051-9216218, NTN No. 9012502-9

### **TENDER FOR SUPPLY OF STATIONERY & MISCELLANEOUS ITEMS**

**Tender No. F.5(1)/2014-FST Dated: 10<sup>th</sup> June, 2026**

### **E-TENDERING THROUGH E-PAD SYSTEM**

Federal Service Tribunal invites sealed bids from **Islamabad/Rawalpindi based dealers only** for “**Supply of Stationery & Miscellaneous Items**” to the FST, Islamabad during the **financial year 2026-27**.

Interested bidders duly registered with registrar firms and FBR may submit their bids online on E-PAD system (Version 2.0) of PPRA as per **Single Stage-Single Envelope Procedure** of PPRA Rules, 2004 on **30<sup>th</sup> June, 2026 at 11:00 AM** which shall be opened on the same day at **11:30 A.M.**

The bidders shall also submit hard copy of their bids along-with **Rs.40,000/-** Bid Security in shape of Pay Order in favor of DDO, Federal Service Tribunal, Islamabad which shall reach to the office of the undersigned before deadline of submission of bids.

Blacklisted firms or bidders shall not apply. Incomplete, partial, and conditional bids shall not be accepted. Any bids received after due date and time shall not be accepted. The Tribunal may cancel procurement process in accordance with PPRA Rules, 2004.

**(Note: Bids from other than Islamabad/Rawalpindi based dealers shall not be accepted)**

**Administrative Officer  
Federal Service Tribunal  
Islamabad  
051-9217822**



Tender No.F.5(1)/2014-FST Dated: 10<sup>th</sup> June, 2026.  
**FEDERAL SERVICE TRIBUNAL**  
47, Ataturk Avenue, G-5/2, Islamabad.  
Phone: 051-9217821 Fax: 051-9216218, NTN No. 9012502-9

## **TENDER FOR SUPPLY OF STATIONERY & MISCELLANEOUS ITEMS**

**Deadline for Submission: 30<sup>th</sup> June, 2026 at 11:00 AM.**  
**Date of Bid Opening: 30<sup>th</sup> June, 2026 at 11:30 AM.**

### **INVITATION FOR BIDS (E-PROCUREMENT)**

Federal Service Tribunal, Islamabad invites sealed bids/proposals from Islamabad/Rawalpindi based firms, suppliers, authorized dealers, professional traders, and service providers for “**Supply of Stationery & Miscellaneous Items**” through Rate Contract basis respectively for the financial year **2026-27 (as and when required)** through supply orders.

Interested bidders/suppliers duly registered with relevant authorities and FBR may submit their bids/proposals through “**Single Stage-Single Envelope Procedure**” under **PPRA Rules, 2004**.

The interested bidders shall also submit hard copies of their bids/proposals along with Bid Security/Security Deposit of **Rs.40,000/-** in shape of Pay Order in favor of **DDO, Federal Service Tribunal, Islamabad**.

Incomplete, conditional, or late bids/proposals shall not be accepted. Blacklisted firms shall not be eligible to participate. The Tribunal reserves the right to reject any or all bids/proposals in accordance with PPRA Rules, 2004.

### **INSTRUCTIONS FOR BIDDERS**

#### **1. Scope of Work**

The successful bidders/suppliers shall supply “Stationery & Miscellaneous Items” to the Federal Service Tribunal, Islamabad during the contract period as and when required through supply orders. The supplier shall provide stationery and miscellaneous items as per specifications mentioned in the Schedule of Requirements (Annex-A) and the samples approved by the Purchase Committee of the Tribunal.

#### **2. Type of Contract**

The successful suppliers shall enter into a Rate Contract with the Tribunal for the contract period. The Tribunal shall issue supply orders directly to the contractors on the approved rates.

#### **3. Eligible Goods:**

The quoted items must be genuine, brand new, and as per standard quality required in the statement of requirements. The successful bidder shall provide the same products as promised by the supplier in the technical specifications. In case the products found ingenuine, refurbished, altered, of low quality, and not as per specified products/ brand quoted by the supplier, the products supplied shall be returned to the supplier and his performance guarantee shall be forfeited and the supplier shall also be blacklisted.

#### **4. Eligible Bidders:**

The Eligible Bidders must fulfill the below listed criteria:-

- i. Must have office, workshop, service center, or delivery facility in Islamabad/Rawalpindi.
- ii. The business must be registered with governmental authority i.e., Registrar Firms in case of Sole Proprietorship and Partnership business and Stock Exchange Commission of Pakistan (SECP) in case of limited liability Company.
- iii. Must be registered with Federal Board of Revenue (FBR) and have valid NTN and STRN Numbers alongwith respective Registration Certificates.
- iv. Must have Vendor Number duly registered with AGPR, Islamabad.
- v. Must have experience of supplying similar kind of products and services to the Federal government Ministries/Divisions/Departments.
- vi. Must possess Performance Certificates/Letters of Acceptance/Contract Agreements duly held with the Federal government Ministries/Divisions/Departments.
- vii. Must have never been blacklisted by PPRA.
- viii. Manufacturer Authorization Certificate of AA™ for supply of paper reams, as the Tribunal shall prefer only authorized dealers.

## 5. Documents Required:

The bids/proposals shall comprise the following documents:-

- i. Bid/Application Form
- ii. Certificate of Registration/Incorporation
- iii. NTN & STRN Registration Certificates
- iv. Active Taxpayer Status / Tax Returns
- v. Profile of Firm/Company
- vi. Proof of Office/Workshop/Service Center/Delivery Facility
- vii. Proof of Financial Strength (Audit Reports/Bank Statements/Tax Returns)
- viii. Relevant Experience Documents
- ix. Purchase Orders / Work Orders / Contract Agreements
- x. Performance Certificates
- xi. References of Government Departments with Contact Details
- xii. Detail of Technical Staff/Experts
- xiii. Undertaking on Stamp Paper regarding non-blacklisting
- xiv. Financial Proposal / Schedule of Requirements
- xv. Bid Security / Security Deposit of Rs.40,000/-
- xvi. Manufacturer Authorization Certificate for supply of paper reams.

## 6. Bid Prices:

All prices shall be quoted in Pakistani Rupees (PKR) inclusive of all applicable taxes, duties, transportation, labor charges, and other incidental charges. The quoted rates shall remain valid for the entire contract period unless otherwise approved by the competent authority. No escalation in rates due to inflation, increase in taxes, or fluctuation in currency exchange rates shall be allowed.

## 7. Bid Validity:

Bids shall remain valid for the period of 90 days after the Date of Bid Opening.

## 8. Bid Security:

The bid must be accompanied with **Rs.40,000/-** Bid Security in the form of Payment Order from any scheduled bank in favor of **Drawing and Disbursing Officer, Federal Service Tribunal, Islamabad**. The bid security shall be valid for a period 90 days over the Bid Validity period. Any bid not accompanied by an acceptable bid security shall be rejected by the Tribunal as non-responsive. The bid securities of unsuccessful bidders will be returned after award of the contract to the successful bidder.

## 9. Submission of Bids:

Bids must reach to the office of **Administrative Officer, Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad** on the prescribed time and date as given above and the same

will be opened accordingly. Any Bid received by the Tribunal after the deadline for submission of bids will be returned unopened to such bidder

#### **10. Bidding Process:**

The Tribunal shall use **Single Stage-Single Envelope Bidding Procedure** in accordance with Public Procurement Rules, 2004, therefore, each bid shall comprise single envelope containing, separately, financial proposal and technical proposal along with all the required documents. The bids received shall be opened and evaluated in the manner prescribed in the PPRA Rules, 2004.

#### **11. Evaluation Criteria:**

The bids/proposals shall be evaluated on the basis of the following:-

- i. Technical Strength
- ii. Financial Strength
- iii. Relevant Experience
- iv. Performance Certificates and Past Completed Contracts
- v. Quality of Goods/Supplies as per provided samples
- vi. Availability of Technical Staff and Facilities
- vii. Availability of Stock / Inventory
- viii. Compliance with Tender Requirements
- ix. Competitive Rates

Non-responsive and incomplete bids/proposals shall be rejected.

#### **12. Signing of Contract:**

After nominating the successful bidder by the Purchase Committee, a Letter of Acceptance shall be issued to the supplier along with a copy of Performance Guarantee wherein he will be directed to sign agreement within 14 days from the date of furnishing the LOA. If the successful bidder fails to sign agreement with the Tribunal within 14 days, his earnest money will be forfeited by the Tribunal and the contract will be awarded to the next successful bidder. The successful bidder shall not transfer the obligations of the contract to any other contractor or supplier through sub-contracting. The contractor shall be bound to supply and deliver the required items to the Tribunal as and when required during the financial year from the date of agreement till 30<sup>th</sup> June, 2026 as per terms and conditions of the contract.

#### **13. Rejection of Bids:**

Tribunal reserves the right to accept or reject any Bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation except that the grounds for rejection of all bids shall upon request be communicated to any Bidder who submitted a bid, without justification of grounds. Rejection of all bids shall be notified to all Bidders promptly.

#### **14. Redressal of Grievances by the Tribunal:**

In case of grievances of the bidders, the Tribunal shall constitute a committee to address the complaints of bidders that may occur prior to the entry into force of the procurement contract. Any bidder feeling aggrieved by any act of the Tribunal after the submission of his bid may lodge a written complaint concerning his grievances not later than **07 days** after receiving rejection letters from the Tribunal. The committee shall investigate and decide upon the complaint within **14 days** of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process. Any bidder not satisfied with the decision of the committee of the Tribunal may lodge an appeal in the relevant court of jurisdiction.

## **TERMS & CONDITIONS OF CONTRACT**

These terms and conditions shall form an integral part of the contract and both the contractor and the Purchaser shall be bound by all the provisions contained hereunder.

- i. The Goods supplied under this Contract shall conform to the authoritative latest industry standards and as promised by the supplier in the technical specifications. In case the products found ingenuine, refurbished, altered, of low quality, and inefficient, the products supplied shall be returned to the supplier and his performance guarantee shall be forfeited and the supplier shall also be blacklisted.
- ii. The contractor shall be bound to supply and deliver the required goods to the Tribunal within three days of receiving the supply order from the authorized officer of this Tribunal.
- iii. The contractor will bear all costs associated with the supply and delivery of the items required and the Tribunal will in no case be responsible or liable for those costs.
- iv. The Contractor shall not charge prices for the items supplied and for other obligations discharged, under the contract, varying from the prices quoted by the Contractor in the price schedule.
- v. The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax/ sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.
- vi. The supplier shall be bound to supply and deliver the items as per approved rates of the purchase committee of the Tribunal. No escalation in prices shall be acceptable in case of increase in inflation and dollar exchange rates or any other taxes or duties. All such increase in prices shall be borne by the supplier at his own cost. The supplier shall not be allowed to leave the contract due to escalation of prices unless his security deposit shall be forfeited, and the firm shall also be blacklisted.
- vii. The supplier will make such arrangements to ensure safe delivery of items. Any damage sustained during transportation/ delivery will be rectified by the supplier at his own cost.
- viii. The Purchase Committee shall check the quality and quantity of the items supplied to the Tribunal. If the goods supplied were not as per technical specifications and quantity required by the Tribunal, the same shall not be accepted and will be returned to the supplier.
- ix. Items to be supplied to the Tribunal under the Contract shall become the property of the Tribunal. Defective components supplied under the Contract shall become the property of the supplier as and where it lies.
- x. The supplier shall provide at least one year warranty for the goods and services supplied under the contract. The supplier shall also warrant that the good supplied conform to the specifications and are fit for the purposes for which such goods are ordinarily used. The Supplier shall confirm that the goods supplied under this contract are new, unused, and of current manufacture. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the purchaser's office.
- xi. In case the products supplied under the contract fails to function and get damaged during the warranty period, the Tribunal shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within ten days at his own cost.
- xii. After supplying the products, the contractor shall furnish the bill along with delivery Challan and Sales Tax invoice for payment of the items supplied. The bill shall be put up for approval of the Competent Authority and thereafter sent to AGPR, Islamabad for processing the bill and issuance of cheque. After deducting 5% income tax of gross amount of the bill and 20% of the GST, the AGPR will issue the cheque. After receiving the cheque from AGPR by the Tribunal, the supplier will be contacted to receive the same from Accounts Branch of the Tribunal. The Tribunal shall in no case make payment in cash to the supplier or make advance payment to the supplier.
- xiii. If the Contractor fails/ delays in performance of any of the obligations, under the Contract/ violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract

the Tribunal may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector.

xiv. In case of disputes between the contractor and the Tribunal, both the parties will make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract. If both parties became unable to resolve amicably a contract dispute, either party may require the dispute be referred by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with the said law. The place of arbitration shall be Islamabad, Pakistan. The award shall be final and binding on the parties.

xv. The Contract shall be governed by and interpreted in accordance with the laws of Islamic Republic of Pakistan. The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Purchaser indemnified against all penalties and liability of any kind for breach of any of the same. The Courts at Islamabad shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

**APPLICATION FORM**  
(On Letter Head of firm)

Name of the Supplier			
CNIC No.			
Address of the office/ workshop			
Status	Professional Trader <input type="checkbox"/>	General Trader <input type="checkbox"/>	
Date of Establishment			
Registration Authority			
Experience	More than 5 years <input type="checkbox"/>	More than 3 years <input type="checkbox"/>	More than 1 year <input type="checkbox"/>
NTN No. & Registration Date			
AGPR Vendor No.			
Bank Name and Branch Code			
Bank Account Title			
IBAN Number	PK		
Total Staff			
Covered Area of Office & Workshop			
Available Facilities			

(Name, Signature, Stamp, and Date)

**FINANCIAL STRENGTH**  
(On Letter Head of firm)

Fixed Assets	Rs.
Current Assets	Rs.
➤ Cash	Rs.
➤ Inventory	Rs.
Long term Liabilities	Rs.
Current Liabilities	Rs.
Average Annual Sales of last 5 years	Rs.
Average Annual Profit of last 5 years	Rs.
Average Tax Paid in last 5 years	Rs.
Total worth of Work Orders attached with the bid	Rs.

(Name, Signature, Stamp, and Date)

**RELEVANT EXPERIENCE**  
(To be submitted on Applicant's letter head)

Note: - Attach documentary evidence.

Sr.#	Name of the Govt. Department/ Ministry	Title and Ref. No. of Contract along with date	Period of the Contract	Total Worth	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

**KEY STAFF OF FIRM**

(To be submitted on Applicant's letter head)

Sr#	Name of Staff	Designation	Area of Expertise	Experience

SCHEDULE OF REQUIREMENTSSTATIONERY ITEMS

S.No.	Name of Item	Specification
1.	Ball Point	Piano <i>Jeflo</i> or equiv.
2.	Binding Tape	3 inch high quality Binding Tape
3.	Calculator	Citizen CT-9300 or equiv.
4.	Dak Book	High Quality
5.	Diary Register No.6	Tayyaba or equiv.
6.	Envelope SE-5 Khaki 80 gm	High Quality
7.	Envelope SE-5 White 80 gm	High Quality
8.	Envelope SE-6 Khaki 80 gm	High Quality
9.	Envelope SE-7 Khaki 80 gm	High Quality
10.	Envelope SE-8 Khaki 80 gm	High Quality
11.	Eraser	ORO Offyso 2012 or equiv.
12.	File Board (Legal Size)	Fine Quality Plastic Clip board
13.	File Flapper	Best quality Rexene 3-inch high quality cotton Thread
14.	File Tag	High Quality long Cotton Thread
15.	Fluid Pen	Piano or equiv.
16.	Gum Bottle	Nafees 142 gm or equiv.
17.	Gum Stick	UHU 21 gm or equiv.
18.	Highlighter	Piano HI-Lit or equiv.
19.	Ink Bottle	Dollar 30 ml or equiv.
20.	Log Book No.6	Tayyaba or equiv.
21.	Marker Pen	Dollar or equiv.
22.	Note Book	Lucky or equiv.
23.	Note Sheet Pad	Best Quality Paper
24.	Packing Tape 2 Inch	Nichiban/ equiv.
25.	Paper Clips Steel	Stainless Steel HQ
26.	Paper Cutter	SDI 426 or equiv.
27.	Paper Pin	Stainless Steel HQ
28.	Paper Punch Heavy Duty	KW-Trio 592 or equiv.
29.	Paper Punch Single Hole	High Quality Stainless Steel
30.	Paper Weight	High Quality Stainless Steel
31.	Pen Holder Set	High Quality
32.	Pen Jar	High Quality (wooden base)
33.	Pencil	Dux 888 Eraser Tip Pencil or equivalent
34.	Pencil Sharpener	Dux (Metal) or equiv.
35.	Permanent Marker	Dollar or equiv.
36.	Post-it Pad	3M or equiv.
37.	Roller-Ball Pen	Uni-Ball eye or equiv.
38.	Scale	High Quality Stainless Steel
39.	Scotch Tape 1 inch	Olympia or equiv.
40.	Scotch Tape 1/2 inch	Olympia or equiv.

41.	Shorthand Copy	Lucky 80 pages/ equiv.
42.	Stamp Pad	Dollar 2M or equiv.
43.	Stamp Pad Ink	Crystal or equiv.
44.	Staple Pin Remover	SDI 1163 or equiv.
45.	Staple Pins 24/6	Dollar or equiv.
46.	Stapler Heavy Duty	Fuji HD-23S17 or equiv.
47.	Stapler Machine with Pin Remover	deli or equiv.
48.	Staples Pins 23/13-H 13mm	Whashin or equiv.
49.	Water Damper	Crystal or equiv.
50.	Paper Ream	AA Legal Size 80 gm (Imported) or equiv. from Authorized Dealer Only
51.	Paper Ream	AA A4 Size 80 gm (Imported) or equiv. from Authorized Dealer Only
52.	Paper Ream	Copy Laser Legal Size 80 gm (Imported) or equiv. from Authorized Dealer Only
53.	Printer Toner Cartridge <b>HP-107a</b>	<b>asta</b> or equiv. (China Best Quality) from Authorized Dealer only
54.	Printer Toner Cartridge <b>HP-135a</b>	<b>asta</b> or equiv. (China Best Quality) from Authorized Dealer only
55.	Printer Toner Cartridge <b>HP-M402 dn</b>	<b>asta</b> or equiv. (China Best Quality) from Authorized Dealer only
56.	Printer Toner Cartridge <b>HP-P1102</b>	<b>asta</b> or equiv. (China Best Quality) from Authorized Dealer only
57.	Photostat Machine Toner <b>Konica Minolta 654e Bizhub-</b>	China Best Quality (Authorized Dealer only)
58.	Photostat Machine Toner <b>Konica Minolta 658e Bizhub-</b>	China Best Quality (Authorized Dealer only)
59.	Developer for Photostat Machine <b>Konica Minolta 654e Bizhub-</b>	China Best Quality (Authorized Dealer only)
60.	Developer for Photostat Machine <b>Konica Minolta 658e Bizhub-</b>	China Best Quality (Authorized Dealer only)
61.	Fax Film Roll <b>Panasonic KX FAT88 Black Toner-</b>	China Best Quality (Authorized Dealer only)
62.	Fax Film Roll <b>Panasonic KX MB 2170 Black Toner</b>	China Best Quality (Authorized Dealer only)

**MISCELLANEOUS ITEMS**

<b>S.No.</b>	<b>Name of Item</b>	<b>Specification</b>
1.	Air Freshener	Cobra 300 ml or equiv.
2.	Aroma Mothballs	Roomi or equiv.
3.	Battery Cell AA	Power Plus or equiv.
4.	Battery Cell AAA	Power Plus or equiv.
5.	Battery Cell AAAA	Power Plus or equiv.
6.	Car Wax Polish	Cosmic or equiv.
7.	Dish Washing Powder	Vim 450 gm or equiv.
8.	Disinfectant	Dettol 500 ml or equiv.
9.	Door Closer	High Quality Metal
10.	Dry Mop	Microfiber Flat Steel Base
11.	Duster	White Cotton Cloth (large size)
12.	Extension Lead	Multi Power Plug Extension Board with 3 Simple Port + 3 Universal Sockets + ON/OFF Button Heavy Duty Lead with 40/76 Long Copper Wire
13.	Face Mask	Double Ply Surgical Masks
14.	Flash Drive USB	Samsung 60 GB or equiv.
15.	Floor Swab	High Quality Cotton Wet- Steel Base
16.	Floor Wiper	Heavy Duty High Quality Squeegee
17.	Garbage Bags	20×30 inches-Pack of 1 Kg-30 pcs
18.	Glass Cleaner	Glint Spray 500 ml or equiv.
19.	Hand Sanitizer	500 ml High Quality
20.	Hand Wash (Liquid)	250ml High Quality
21.	Hard Broom ( <i>Narial Jharo</i> )	High Quality Coconut Fibre
22.	Insecticide Spray	Cobra 375 ml or equiv.
23.	Keyboard	HP/Dell/Lenovo (China Best Quality)
24.	Kitchen Duster	White Cotton Cloth (large size)
25.	LED Bulb	Philips 14 Watt or equiv.
26.	LED Bulb	Philips 18 Watt or equiv.
27.	LED Bulb	Philips 40 Watt or equiv.
28.	LED Tube Light	Philips 40 Watt or equiv.
29.	Optical Mouse	Dell or Lenovo (OEM) or equivalent.
30.	Pakistan National Flag (Table Flag with Steel Base)	Standard Quality
31.	Pakistan National Flag (Hoisting Flag)	Standard Quality and Size (Pure Silk Cloth)
32.	Phenyl	Finis 3 L or equiv.
33.	Plastic Bucket	30 litre Pure Quality Transparent Plastic
34.	Plastic Dustbin	Pure Quality Full Plastic
35.	Plastic Lota (Vessel)	Pure Quality Plastic
36.	Plastic Mug	Pure Quality Transparent Plastic
37.	Polishing Towel for Cars	Microfibre body shine Towel 30×30 Laminated Double 600 GSM

38.	Rat Poison	Mortein or equiv.
39.	Scissors	Medium Size High Quality Stainless Steel
40.	Scraper	Pure Quality Plastic
41.	Seat Backcare	Molty Foam or equiv.
42.	Soap	Lux (Large Size Family Pack) or equiv.
43.	Soft Broom ( <i>Phool Jharo</i> )	High Quality Straw Grass
44.	Surf	Ariel 35 gm (original) or equiv.
45.	Tissue Paper Box	Rose Petal Multi ultrasoft 300s or equiv.
46.	Tissue Paper Box	Rose Petal Pop Up or equiv.
47.	Tissue Roll	Rose Petal Maxob or equiv.
48.	Toilet Brush	High Quality Plastic
49.	Toilet Cleaning Acid	Zik 550 ml or equiv.
50.	Tumbler (Drinking Glass)	Toyo 250 ml or equiv.
51.	Washroom Cleaning Sweep	1000 ml Say's Sweep or equivalent
52.	Water Cooler	15 Litre High Quality Plastic and Insulator
53.	Water Cooler	10 Litre High Quality Plastic and Insulator
54.	Door Lock Handle	Best Quality
55.	Floor Brush	Best Quality
56.	Floor Duster	Best Quality
57.	Harpic or equiv.	500 ml
58.	Dashboard Polish	7CF or equivalent
59.	Thread Ball	High Quality Yarn

**FINANCIAL PROPOSAL-I**

(On Letter Head of firm)

**STATIONERY ITEMS**

S.No.	Name of Item	Specify Brand Name & Specifications	Unit	Rate	G.S.T	Total
1.	Ball Point		01 No.			
2.	Binding Tape (3 inch)		01 No.			
3.	Calculator		01 No.			
4.	Dak Book		01 No.			
5.	Diary Register No.6		01 No.			
6.	Envelope SE-5 Khaki 80 gm		01 No.			
7.	Envelope SE-5 White 80 gm		01 No.			
8.	Envelope SE-6 Khaki 80 gm		01 No.			
9.	Envelope SE-7 Khaki 80 gm		01 No.			
10.	Envelope SE-8 Khaki 80 gm		01 No.			
11.	Eraser		01 No.			
12.	File Board (Legal Size)		01 No.			
13.	File Flapper		01 No.			
14.	File Tag		01 No.			
15.	Fluid Pen		01 No.			
16.	Gum Bottle		01 No.			
17.	Gum Stick		01 No.			
18.	Highlighter		01 No.			
19.	Ink Bottle		01 No.			
20.	Log Book No.6		01 No.			

21.	Marker Pen		01 No.			
22.	Note Book		01 No.			
23.	Note Sheet Pad		01 No.			
24.	Packing Tape 2 Inch		01 No.			
25.	Paper Clips Steel		01 No.			
26.	Paper Cutter		01 No.			
27.	Paper Pin		01 pkt.			
28.	Paper Punch Heavy Duty		01 No.			
29.	Paper Punch Single Hole		01 No.			
30.	Paper Weight		01 No.			
31.	Pen Holder Set		01 No.			
32.	Pen Jar		01 No.			
33.	Pencil		01 No.			
34.	Pencil Sharpener		01 No.			
35.	Permanent Marker		01 No.			
36.	Post-it Pad		01 pkt.			
37.	Roller-Ball Pen		01 No.			
38.	Scale		01 No.			
39.	Scotch Tape 1 inch		01 No.			
40.	Scotch Tape 1/2 inch		01 No.			
41.	Shorthand Copy		01 No.			
42.	Stamp Pad		01 No.			
43.	Stamp Pad Ink		01 No.			
44.	Staple Pin Remover		01 No.			
45.	Staple Pins 24/6		01 pkt.			

46.	Stapler Heavy Duty		01 No.			
47.	Stapler Machine with Pin Remover		01 pkt.			
48.	Staples Pins 23/13-H 13mm		01 pkt.			
49.	Water Damper		01 No.			
50.	Paper Ream Legal Size 80 gm (Imported)		01 Ream.			
51.	Paper Ream A4 Size 80 gm (Imported)		01 Ream.			
52.	Paper Ream Legal Size 80 gm (Copy Laser or equiv.)		01 Ream.			
53.	Printer Toner Cartridge <b>HP-107a</b>		01 No.			
54.	Printer Toner Cartridge <b>HP-135a</b>		01 No.			
55.	Printer Toner Cartridge <b>HP-M402 dn</b>		01 No.			
56.	Printer Toner Cartridge <b>HP-P1102</b>		01 No.			
57.	Photostat Machine Toner <b>Konica Minolta 654e Bizhub</b>		01 No.			
58.	Photostat Machine Toner <b>Konica Minolta 658e Bizhub</b>		01 No.			
59.	Developer for Photostat Machine <b>Konica Minolta 654e Bizhub</b>		01 No.			
60.	Developer for Photostat Machine <b>Konica Minolta 658e Bizhub</b>		01 No.			
61.	Fax Film Roll <b>Panasonic KX FAT88 Black Toner</b>		01 No.			
62.	Fax Film Roll <b>Panasonic KX MB 2170 Black Toner</b>		01 No.			

We do hereby agree that our firm shall supply the same products/ supplies (quoted brand and specifications) as specified by our firm against each item. Our firm shall provide the same goods

as per approved samples, in case of non-compliance, the Tribunal has the right and power to cancel our contract agreement and forfeit our security deposit.

(Name, Signature, Stamp, and Date)

**FINANCIAL PROPOSAL-II**

(On Letter Head of firm)

**MISCELLANEOUS ITEMS**

<b>S.No.</b>	<b>Name of Item</b>	<b>Specify Brand Name &amp; Specifications</b>	<b>Unit</b>	<b>Rate</b>	<b>G.S.T</b>	<b>Total</b>
1.	Air Freshener 300ml		01 No.			
2.	Aroma Mothballs		01 No.			
3.	Battery Cell AA		01 No.			
4.	Battery Cell AAA		01 No.			
5.	Battery Cell AAAA		01 No.			
6.	Car Wax Polish		01 No.			
7.	Dish Washing Powder 450 gm		01 No.			
8.	Disinfectant 500 ml		01 No.			
9.	Door Closer (Metal)		01 No.			
10.	Dry Mop (Microfiber Flat Steel Base)		01 No.			
11.	Duster (White Cotton large size)		01 No.			
12.	Extension Lead (99.9% Copper Wire, Heavy Duty)		01 No.			
13.	Face Mask		01 No.			
14.	Flash Drive USB 60 GB		01 No.			
15.	Floor Swab		01 No.			
16.	Floor Wiper		01 No.			
17.	Garbage Bags		01 No.			
18.	Glass Cleaner 500ml		01 No.			
19.	Hand Sanitizer 500ml		01 No.			

20.	Hand Wash (Liquid) 250ml		01 No.			
21.	Hard Broom ( <i>Narial Jharo</i> )		01 No.			
22.	Insecticide Spray 375ml		01 No.			
23.	Keyboard		01 No.			
24.	Kitchen Duster White Cotton Cloth (large size)		01 No.			
25.	LED Bulb 14 Watt		01 No.			
26.	LED Bulb 18 Watt		01 No.			
27.	LED Bulb 40 Watt		01 No.			
28.	LED Tube Light 40 Watt		01 No.			
29.	Optical Mouse (China)		01 No.			
30.	Pakistan National Flag (Table Flag with Steel Base)		01 No.			
31.	Pakistan National Flag		01 No.			
32.	Phenyl 3L		01 No.			
33.	Plastic Bucket 30 Litre		01 No.			
34.	Plastic Dustbin		01 No.			
35.	Plastic Lota (Vessel)		01 No.			
36.	Plastic Mug		01 No.			
37.	Polishing Towel for Cars (Microfibre body shine towel 30×30 Laminated Double)		01 No.			
38.	Rat Poison		01 No.			
39.	Scissors (Medium Size Stainless Steel)		01 No.			
40.	Scraper		01 No.			
41.	Seat Backcare		01 No.			

42.	Soap (Large Size Family Pack)		01 No.			
43.	Soft Broom ( <i>Phool Jharo</i> )		01 No.			
44.	Surf 35gm		01 No.			
45.	Tissue Paper Box (Multi ultrasoft 300s)		01 No.			
46.	Tissue Paper Box (Pop Up)		01 No.			
47.	Tissue Roll		01 No.			
48.	Toilet Brush		01 No.			
49.	Toilet Cleaning Acid 550ml		01 No.			
50.	Tumbler (Drinking Glass) 250ml		01 No.			
51.	Washroom Cleaning Sweep 1000ml		01 No.			
52.	Water Cooler 15 litre		01 No.			
53.	Water Cooler 10 litre					
54.	Door Lock Handle		01 No.			
55.	Floor Brush		01 No.			
56.	Floor Duster		01 No.			
57.	Harpic or equiv. 500ml		01 No.			
58.	Dashboard Polish		01 No.			
59.	Thread Ball		01 No.			

We do hereby agree that our firm shall supply the same products/ supplies (quoted brand and specifications) as specified by our firm against each item. Our firm shall provide the same goods as per approved samples, in case of non-compliance, the Tribunal has the right and power to cancel our contract agreement and forfeit our security deposit.

(Name, Signature, Stamp, and Date)

## **INDEX**

(On Letter Head of firm)

<b>S.No.</b>	<b>Description</b>	<b>Page No.</b>
1.	Bid Security (Pay Order Rs.40,000/-)	
2.	Short Profile: Detail of Proprietors/ Directors, Staff, Office Capacity, Inventory capacity, Service Center, Delivery facilities etc.	
3.	Application Form (Annex-I)	
4.	Financial Strength (Annex-II)	
5.	Relevant Experience (Annex-III)	
6.	Key Staff (Annex-IV)	
7.	Rate list/ Financial proposal-I	
8.	Rate list/ Financial proposal-II	
9.	Certificate of Company Registration/ Incorporation from SECP	
10.	NTN & STRN Registration Certificate	
11.	Income Tax & Sales Tax Returns	
12.	Audit Report	
13.	Letters of Acceptance and Purchase Orders	
14.	Performance Certificates from Government and Semi Government Departments.	
15.	Undertaking on stamp paper that the company has never been blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.	
16.	Manufacturer Authorization Certificate for supply of toners and paper reams	
17.	Samples of Quoted items	

Note: The Bidder must attach the index along with the Tender. All the above documents and any other supporting documents must be numbered and page number must be mentioned in the column specified for the purpose.

(Name, Signature, Stamp, and Date)