



BIDDING DOCUMENT

FOR

**PRE-QUALIFICATION OF RATES AGAINST THE
ESTIMATED QUANTITIES MENTIONED IN THE
BIDDING DOCUMENT FOR PROCUREMENT OF
STATIONERY/MISCELLANEOUS ITEMS, TONERS/INKS
ETC., DURING THE FINANCIAL YEAR 2026-2027**



INVITATION TO E-BIDS THROUGH E-PADS
“PRE-QUALIFICATION OF RATES AGAINST THE ESTIMATED QUANTITIES IN THE BIDDING DOCUMENT FOR PROCUREMENT OF STATIONERY/MISCELLANEOUS ITEMS, TONERS/INKS ETC., DURING THE FINANCIAL YEAR 2026-2027”

In accordance with PPRA Rules 2004 as amended read with PPRA S.R.O. 296(I)/2023, dated 27th February, 2023, titled “E-Pak-Procurement Regulation 2023,” the Federal Public Service Commission intends to invite e-bids through the E-Pak Acquisition and Disposal System (E-PADS) under Single Stage One Envelope (SSOE) bidding procedure the firms/vendors who fulfill the eligibility criteria outlined in the bidding document.

2. E-bidding document containing detailed terms and conditions, specifications, and other requirements shall be uploaded on E-PADS at <https://eprocure.gov.pk>, PPRA’s and FPSC’s official websites.

3. E-bids, prepared in accordance with the instructions outlined in the bidding document, along with the bid security instrument and required documents, must be submitted via E-PADS on or before **9th July, 2026 (Thursday) by 09:30 am**, bids shall be opened on the same day at **10:00 am**.

4. Scanned copies of all required documents mentioned in the eligibility criteria of bidding document must be uploaded through **E-PADS** and hard copy of the uploaded documents except financial bid with following original documents must also be submitted to the **office of the Assistant Director (Logistics-I), FPSC HQs, F-5/1, Aga Khan Road, Islamabad** before the e-bid closing time:

- i. **Bid Security Instrument:** Rs.500,000/- (Rupees five hundred thousand only) in the form of CDR/Demand Draft/Pay Order/Banker's Cheque drawn on the name of Federal Public Service Commission FTN No.9010202-9 (Please disregard the amount reflected on E-PADS when uploading scanned copy of bid security instrument).
 - ii. **Affidavit:** A stamp paper of Rs.100/- drawn on the name of firm stating that the firm has not been blacklisted at the time of submitting the e-bid through E-PADS for this activity.
5. FPSC reserves the right to reject all bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004 as amended from time to time.

DIRECTOR (LOGISTICS)

No.F.1-2026-2027/FPSC-AT
FEDERAL PUBLIC SERVICE COMMISSION
Aga Khan Road, F-5/1, Islamabad

Subject: **BIDDING DOCUMENTS / INSTRUCTIONS TO THE BIDDERS IN RESPECT OF FPSC ANNUAL TENDER NOTICE FOR “PRE-QUALIFICATION OF RATES AGAINST THE ESTIMATED QUANTITIES MENTIONED IN THE BIDDING DOCUMENT FOR PROCUREMENT OF STATIONERY / MISCELLANEOUS ITEMS, TONERS / INKS ETC., DURING THE FINANCIAL YEAR 2026-2027”**

1. Introduction:

Federal Public Service Commission intends to pre-qualify rates from the vendors/firms for supply of stationery/miscellaneous items, toners/inks etc. during the FY 2026-2027, on need basis. Such bid may be offered or submitted through open competitive e-bidding in pursuance of Rule 36(a) of Public Procurement Rules 2004 i.e. single stage – one envelope procedure and in accordance with S.R.O. 296(I)/2023, 27th February, 2023 title “E-Pak-Procurement Regulation 2023”:

i. Source of Funding:

Regular budget of FPSC for the Financial Year 2026-2027.

ii. Scope of Work:

Supply of stationery/miscellaneous items, toners/inks etc. as per detail of estimated quantities provided at Section-24 (**Lot-I, Lot-II, Lot-III, Lot-IV and Lot-V**) during whole FY 2026-2027, as per requirement of FPSC, on need basis.

2. Eligibility of Bidders:

- i. Firm Profile:** Complete profile of firm with documentary evidence of office address in a commercial building with active landline phone number installed in the office, email address, bank account details, income tax & GST certificates and with proof of active tax payer status and AGPR Vendor number.
- ii. Proof of Lease Agreement:** Lease agreement / ownership proof of office of the firm in a commercial building.
- iii. Experience:** Minimum one years’ experience in the business of supply of stationery/miscellaneous items, toners/ink etc., the bidder shall provide copies of supply orders of the last 2025-2026 having minimum value of one million.
- iv. Satisfactory Performance Certificate** for supply of goods/items from at least two Government/Semi Govt./Autonomous Bodies.
- v. No Blacklisting Affidavit:** An affidavit on Rs.100 stamp paper issued in the name of firm submitting the affidavit declaring that the firm is not blacklisted by any government department or any other organization at the time of submission of bid for this activity. The same shall be uploaded on E-PADS at the time of submission of bid and original shall be submitted in the office of Assistant Director (logistics-I) before closing deadline for submission of bid.
- vi. Bid Security:** Bid security in the shape of CDR/Demand Draft/Banker’s Cheque amounting to Rs.500,000/- in favour of Federal Public Service Commission (FTN No.9010202-9). Scan copy shall be uploaded on E-PADS at the submission of bid and original shall be submitted in the office of Assistant Director (logistics-I) before closing deadline for submission of e-bid.
- vii. Stamp and Signature of Firm/Bidder:** The bidding document downloaded from E-PADS must be completed carefully, in accordance with the instructions provided. It should also be duly signed and stamped, when uploaded to E-PADS along with all the required documents. Additionally, a hard copy of the same

must be submitted to the office of the Assistant Director (Logistics-I) before the closing deadline, accompanied by all documents specified in the bidding document. However, please be advised to submit your hard copy of quoted rates directly to the Procurement (Evaluation) Committee at the time of bid opening on E-PADS in order to prevent premature disclosure of your bid.

3. Cost of Bids:

All costs associated with the preparation and submission of the bid shall be borne by the bidder.

4. Submission of E-Bid (s)

- i. **Submission of E-Bid:** Proposals must be submitted through E-PADS at <https://eprocare.gov.pk>
- ii. As per Rule 36(a) of Public Procurement Rules 2004 i.e. single stage – one envelope procedure, proposal for providing services for provision of stationery/miscellaneous items, toners/ink shall be submitted
- iii. **Language of Documents:** All documents must be in English.

5. Opening and Evaluation of Bids:

- i. Bids shall be opened through E-PADS by Procurement (Evaluation) Committee of FPSC in accordance with E-Pak Procurement Regulation, 2023 at 11:00 am on closing date provided on the E-PADS as well in the notice for invitation of bids.
- ii. A final evaluation report of e-bids prepared in the light of criteria laid down in the bidding document shall be announced by uploading the activity on E-PADS as per Rule 35 of PPRA Rules, 2004.

6. Clarification on Bidding Document:

To get the clarifications regarding the bidding document may submit a query through E-PADS, in accordance with the E-Pak Procurement Regulations, 2023, within the specified timelines on E-PADS. In this regard a pre-bid meeting will also be held at FPSC HQs on 25th August, 2025 at 11:00 am. Furthermore, may contact at 051-9212159 for assistance during the office hours.

7. Deadline for Submission of Bids:

- i. E-bids must be uploaded on E-PADS as per schedule provided in the advertisement
- ii. No bid shall be acceptable by hand / postal mail/fax/telegraph/email.
- iii. After the deadline for submission of e-bids given above, no request for extension of time shall be entertained.

8. Validity of Bids: Bid of the lowest / most advantageous bidders / firms shall remain valid till 30th June, 2027.

9. Bid Price:

- i. Bid price for provision of stationery / miscellaneous items, toners/ink shall be quoted on the basis of units of quantity provided with each item provided on the format at Section-24 of this bidding document.
- ii. Bid Price shall be quoted in Pakistani Rupees, inclusive of all applicable taxes during the Financial Year 2026-2027.
- iii. The bidder shall be deemed to have obtained all related information as to requirement there to which may affect the bid price.
- iv. The bidder shall quote the prices of items according to specifications as provided in the list of items.
- v. While tendering the e-bid for items, the present trend / inflation in the rate of goods in the market shall be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained at any stage of period of contract agreement.

10. Bid Security:

- i. Each bidder shall upload scanned copy of the bid security amounting to Rs.500,000/- (Rupees five hundred thousand only) on E-PADS in favour of Federal Public Service Commission in the form of Demand Draft/Pay Order/CDR/Banker's Cheque drawn from any schedule bank and shall also submit (in original) in the office of Director (logistics) at Room No.14, Ground Floor, FPSC HQs, F-5/1, Aga Khan Road, Islamabad before closing time for submission of e-bid.
- ii. Cheque / Cash shall not be accepted.
- iii. Bid security shall be returned to the unsuccessful bidders on the announcement of final evaluation report on E-PADS.
- iv. Bid security of the successful bidder shall be discharged upon the bidder sign the contract agreement with FPSC and submission of performance security/guarantee from a Schedule Bank/Insurance Company having AA rating.
- v. The bid security shall be forfeited, if bidder withdraws the bid during the period of bid validity or the bidder fails to enter into contract with FPSC till the date intimated by the procuring agency i.e. FPSC.

11. Amendment in The Bidding Document:

- i. **Modification or Amendment:** Procuring Agency may, at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing a corrigendum for any reason, as provided under **Rule 23(3) of the Public Procurement Rules, 2004.**
- ii. **Extension in Submission Deadline:** Procuring Agency may, at its discretion, extend the deadline for the submission of bidding documents, as provided under **Rule 27 of the Public Procurement Rules, 2004.**

12. Rejection of Bid: As provided under Rule 33(1) of Public Procurement Rules 2004, FPSC shall reserve the right to reject all bids or proposals at any time prior to acceptance of contract, without thereby incurring any liability to the affected Bidder(s). The procuring agency may upon request, communicate to any bidder the grounds for rejection of Bids, but is not required to justify those grounds.

13. Right to Blacklisting: The Procuring Agency, at any stage can blacklist a firm/bidder who consistently fails to provide satisfactory service or is found to be indulging in corrupt or fraudulent practices as per Rule-19 of PPR-2004 (as amended). However, the procuring agency shall be provided with an opportunity of hearing and record reasons before such orders.

14. Non- Responsiveness of the Bids: A bid shall be considered as non-responsive for not being generally in order if;

- i. The e-bid is not found accompanied with required bid security.
- ii. The e-bid price is not inclusive of all taxes, duties etc.
- iii. Unable to provide the two years' experience of supply stationery/miscellaneous items, toners/ink etc. to Govt. Departments with proof of attested copies of work/supply orders.
- iv. Unable to provide the attested copy of bank statement to prove the financial soundness.
- v. Unable to provide the attested copies of valid NTN and GST certificate.
- vi. Unable to provide attested copies of active income tax / GST status.
- vii. Unable to provide the attested copy of lease agreement of office or shop / proof of ownership document of vendor's office or shop at Islamabad.
- viii. Unable to provide the landline number installed in the vendor's office or shop at Islamabad.
- ix. The bid is found to be in contravention of any clause of bidding documents.
- x. Unable to provide the attested copies of performance certificates.
- xi. Unable to provide an attested copy of the authorized dealer/distributor certificate where genuine/original supplies of toners and inks are required.
- xii. The bidding document downloaded from E-PADS must be completed carefully, in accordance with the instructions provided. It should be duly signed and stamped, and then uploaded to E-PADS along with all the required documents. Additionally, a hard copy of the same must be submitted to the office of the Director (Logistics) before the deadline, accompanied by all documents specified in the bidding document. However, please be advised to submit your hard copy of quoted rates directly to the Procurement (Evaluation) Committee at the time of bid opening on E-PADS in order to prevent premature disclosure of your bid. In case of non-compliance bid shall be considered as non-responsive and accordingly disqualified from the bidding process.
- xiii. Firms/Bidders are required to quote their rates against each item listed under Lot-I to Lot-V. For items they do not wish to bid on, a horizontal line (e.g., "---") must be drawn in the corresponding space. If a bidder does not intend to participate in an entire Lot, a diagonal line must be drawn across that Lot.
- xiv. Strict scrutiny of all conditions specified in the bidding documents shall be conducted. Therefore, in your own interest, ensure that all required formalities are carefully completed prior to uploading the documents on E-PADS. The same documents must be submitted at the time of bid opening without any alteration or modification to avoid disqualification from the bidding process.

15. Redressal of Grievances:

As provided under Rule 48 of Public Procurement Rules, 2004.

16. Provision of samples:

- i. The lowest bidder / most advantageous bidders shall provide the sample of items free of cost where required by the Procurement (Evaluation) Committee.
- ii. FPSC shall reject the bid if sample (s) where required, do not conform to specification prescribed in the bidding document.

17. Award of Contract:

Prior to the award of contract, FPSC shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids by uploading the activity on E-PADS. After completion of 14 days uploading time of Final Evaluation Report on E-PADS, a Letter of Intent (LoI) shall be issued to the successful most advantageous bidder (s) through E-PADS electronically. After the acceptance of LoI, contract agreement shall be signed by Director (Logistics) on behalf of FPSC with the successful most advantageous bidders.

18. Signing of contract:

- i. Promptly after acceptance of LoI, lowest / most advantageous bidder (s) shall provide the stamp paper worth Rs.100/- issued on the name of firm for preparation of contract agreement.
- ii. Within 14 days of acceptance of LoI both the Procuring Agency and the successful most advantageous bidder (s) shall sign a contract agreement.
- iii. If the successful Bidder, after completion of all codal formalities shows inability to sign the contract/refuse/accept the contract, then their Bid Security instrument shall be forfeited and the firm shall be blacklisted for a minimum period of six months, in such situation the procuring Agency may award the contract to next lowest evaluated Bidder.

19. Performance Security/Guarantee:

After signing of contract agreement the successful bidder (s) within 30 days shall deliver the procuring agency a Performance Guarantee equivalent to 5% of the estimated amount of contract in the shape of bank draft, banker's cheque, CDR or Pay Order. After submission of performance guarantee submitted by the firm(s), the firm(s) bid security instrument shall be released.

20. Completion Schedule:

- i. The bidder shall bear all costs associated with preparation and submission of bids / signing of contract agreement etc.
- ii. Successful bidder shall be bound to provide the stationery/miscellaneous items, toners/inks etc. after signing of contract agreement with FPSC.
- iii. Contract agreement shall remain valid till 30th June, 2027 from the date of its commencement.
- iv. FPSC shall provide the 15 to 30 days' time to the successful lowest and most advantageous bidder's for delivery of items from the date of issuance supply/purchase order(s).
- v. FPSC will issue the purchase/supply order(s) against the estimated quantities on need basis and estimated quantities provided in the bidding document may vary (increase/decrease).

21. Liquidated Damages for Delay:

If the Contractor/firm fails to complete the Work within the specified completion period provided in the Supply / Work order, Liquidated Damages (LD) shall be deducted at the rate of [0.5%–1.0%] of the total item price per week on account of delay, subject to a maximum of [5%–10%] of the total Price of the delayed item supplied.

22. Procuring Agency's Right to Vary Quantities at the Time of Award:

FPSC reserves the right at the time of issuance of purchase/supply order to increase or decrease the estimated quantity of goods/items originally specified in the bidding documents without any change in the unit price. Supply order to the pre-qualified firms shall be issued on the need basis only.

23. General Terms & Conditions:

- i. The bid shall be submitted through E-PADS in accordance with PPRA Rule besides submission of hard copies in sealed envelope along with original Bid Security and affidavit before closing deadline provided on E-PADS, which will be opened by the Procurement (Evaluation) Committee in the presence of bidders or their representative on the same day as per time lines provided in the advertisement.
- ii. The bidding documents are available on EPADS which can be downloaded from <https://eprocure.gov.pk>. All Bidders are bound to quote/ submit bid rate clearly on the prescribed format of E-PADS according to specification mentioned in bidding documents, failing which bid will not to be taken into account.
- iii. The rate of each item shall remain fixed for the whole financial year i.e. up to 30th June, 2027.
- iv. Successful bidder/firm shall be liable to execute a contract agreement in accordance with the PPRA Rules to provide the material at the office premises at their own cost within fifteen to thirty days from the date of issuance of supply/purchase order. In case of non-compliance, performance guarantee of the firm shall be forfeited.
- v. The bids to be given for each item must be inclusive of all applicable taxes for the FY 2026-2027 and be filled carefully. For any mistake, procuring agency will not be responsible, and not allow to the bidder to amend the same at any stage during the currency of contract agreement.
- vi. The successful bidder(s) are required to furnish samples of the items, where requested by the Procurement (Evaluation) Committee, for the purpose of quality evaluation and acceptance. The lowest or most advantageous bidder (s) shall be bound to supply items that strictly conform to the approved samples.
- vii. Warranty shall be claimed on items where applicable. If at any stage, packed toner / ink and other items included in the tender found malfunctioned, the firm will be bound to replace it immediately. If it appears that supplier has made knowingly an attempt to supply substandard items/counterfeited/refilled tonners, the supply

order shall instantly be cancelled besides forfeiture of security deposit as well as initiation of process to get the firm blacklisted.

- viii. In case of disagreement dispute arises between the procuring agency and successful Bidder (s), the case will be referred to Grievances Redressal Committee which have already been constituted by FPSC whose names and designations shall be made available to the parties as and when cause of action arises.
- ix. In case the quoted brand by the vendor(s)/bidder(s) is unavailable in the market due to unforeseen reasons, the vendor(s)/bidder(s) must propose an equivalent alternative of such item. The proposed alternative shall be subject to approval by the Procurement (Evaluation) Committee, based on sample evaluation, before the supply is made.

24. List of Items and Bid Submission Form at [Lot-I to Lot-V]:

Note: Firms/Bidders are required to quote their rates against each item listed under Lot-I to Lot-V. For items they do not wish to bid on, a horizontal line (e.g., "----") must be drawn in the corresponding space. If a bidder does not intend to participate in an entire Lot, a diagonal line must be drawn across that Lot. Strict scrutiny of all conditions specified in the bidding documents will be conducted. Therefore, in your own interest, ensure that all required formalities are carefully completed prior to uploading the documents on E-PADS. The same documents must be submitted at the time of bid opening without any alteration or modification to avoid disqualification from the bidding process.

A. Papers	[LOT-I]
B. Copy Printer Inks / Staple Pins (Genuine)	[LOT-II]
C. Toners for Laser Printers / Photo Copiers / Fax Machine	[LOT-III]
D. Stationery Items	[LOT-IV]
E. Miscellaneous Items	[LOT-V]

**FEDERAL PUBLIC SERVICE COMMISSION
ANNUAL PROCUREMENT PLAN FOR FY 2026-2027**

A. PAPERS

S.No.	Name of Item	Unit of Quantity	Estimated Quantity Required	Quoted Brand (if any)	Unit Rate inclusive of all taxes (Rs.)	Total (G) = (D) x (F) (Rs.)
(A)	(B)	(C)	(D)	(E)	(F)	(G)
1.	Offset imported white paper 70 gsm (size A4) (Double A or equivalent)	Ream	4,000			
2.	Offset imported white paper 70 gsm (size F4) (Double A or equivalent)	Ream	600			
3.	Brown craft paper 90 gsm, size 24 x 36 inches (approx) (Pack of 100 sheets) in proper packaging.	Pack	50			
4.	Imported white paper 90 gsm, size 24 x 36 inches (approx) (Pack of 100 sheets) in proper packaging.	Pack	100			

Signature and Stamp of the Firm/Bidder

**FEDERAL PUBLIC SERVICE COMMISSION
ANNUAL PROCUREMENT PLAN FOR FY 2026-2027**

B. COPY PRINTER INKS / STAPLE PINS (GENUINE / ORIGINAL)

NOTE:

Firms having authorized dealership/distribution rights are allowed to submit their bids for following items with proof of dealership/distribution rights of RISO Printing Press/Machines.

S.No.	Name of Item	Unit of Quantity	Estimated Quantity Required	Quoted Brand (if any)	Unit Rate inclusive of all taxes (Rs.)	Total (G) = (D) x (F) (Rs.)
(A)	(B)	(C)	(D)	(E)	(F)	(G)
1.	Copy Printer Ink – Risograph RZ 220 Ink Cartridge (Genuine / original)	No.	10			
2.	Com Color FT Ink S-8929E Cartridge (1000 ml) [for RISO Printer Comcolour FT-1430] (Genuine / original)	No.	20			
3.	Com Color Staple Pin S-6685 Cartridge (5000 staple pins in each cartridge) [for RISO Printer Comcolour FT-1430] (Genuine / original)	Cartridge	75			

NOTE: If at any stage, packed toner / ink and other items included in the tender found malfunctioned, the firm will be bound to replace it immediately. If it appears that supplier has made knowingly an attempt to supply substandard items/counterfeited/refilled tonners, the supply order shall instantly be cancelled besides forfeiture of security deposit as well as initiation of process to get the firm blacklisted.

Signature and Stamp of the Firm/Bidder

**FEDERAL PUBLIC SERVICE COMMISSION
ANNUAL PROCUREMENT PLAN FOR FY 2026-2027**

C. TONERS FOR LASER PRINTERS / PHOTO COPIERS / FAX MACHINE

S.No.	Name of Item	Unit of Quantity	Estimated Quantity Required	Quoted Brand (if any)	Unit Rate inclusive of all taxes (Rs.)	Total (G) = (D) x (F) (Rs.)
(A)	(B)	(C)	(D)	(E)	(F)	(G)
1.	Compatible Toner for Laser Printer HP-1200 (15A) (Brand Asta or equivalent)	No.	05			
2.	Compatible Toner for Laser Printer HP-1300 (13A) (Brand Asta or equivalent)	No.	05			
3.	Compatible Toner for Laser Printer HP-2612 (12A) (Brand Asta or equivalent)	No.	10			
4.	Compatible Toner for Laser Printer HP-2015 (53A) (Brand Asta or equivalent)	No.	10			
5.	Compatible Toner for Laser Printer HP-1102 (85A) (Brand Asta or equivalent)	No.	01			
6.	Compatible Toner for Laser Printer HP-2055d (5A) (Brand Asta or equivalent)	No.	50			
7.	Compatible Toner for Laser Printer HP-400 (80A) (Brand Asta or equivalent)	No.	50			
8.	Compatible Toner for Laser Printer HP-17A (Brand Asta or equivalent)	No.	10			
9.	Compatible Toner for Laser Printer HP-30A (Brand Asta or equivalent)	No.	25			
10.	Compatible Toner for Laser Printer HP-35A (Brand Asta or equivalent)	No.	10			

11.	Compatible Toner for Laser Printer HP-36A (Brand Asta or equivalent)	No.	10			
12.	Compatible Toner for Laser Printer HP-49A (Brand Asta or equivalent)	No.	10			
13.	Compatible Toner for Laser Printer HP-64A (Brand Asta or equivalent)	No.	05			
14.	Compatible Toner for Laser Printer HP-83A (Brand Asta or equivalent)	No.	50			
15.	Toner for Laser Printer HP-90A (Genuine / Original)	No.	05			
16.	Compatible Toner for Laser Printer HP-90A (Brand Asta or equivalent)	No.	05			
17.	Compatible Toner for Laser Printer HP-107A (Brand Asta or equivalent)	No.	10			
18.	Toner for Laser Printer HP-147A (Genuine / Original)	No.	05			
19.	Compatible Toner for Laser Printer HP-147A (Brand Asta or equivalent)	No.	05			
20.	Compatible Toner for Laser Printer HP-CF244 (44-A) (Brand Asta or equivalent)	No.	10			
21.	Compatible Toner for Laser Printer HP-131-A colour set (Brand Asta or equivalent)	No.	05			
22.	Compatible Toner for Laser Printer HP-CF279 (79-A) (Brand Asta or equivalent)	No.	10			
23.	Compatible Drum cartridge for Laser Printer (19-A) (Brand Asta or equivalent)	No.	10			
24.	Compatible Drum cartridge for Laser Printer (32-A) (Brand Asta or equivalent)	No.	10			

25.	Compatible Drum cartridge for XEROX Laser Printer 3330 (Brand Asta or equivalent)	No.	05			
26.	Toner for photocopier Kyocera 3040 (Genuine / Original)	No.	02			
27.	Compatible Toner for fax machine RICOH SP 212 SFNW (Brand Asta or equivalent)	No.	02			
28.	Compatible Toner for fax machine RICOH MP 301 SP (Brand Asta or equivalent)	No.	02			
29.	Toner for photocopier machine Konica Minolta 654 (Genuine / Original)	No.	10			
30.	Toner for photocopier machine Canon 6265/6565i (Genuine / Original)	No.	04			

NOTE: If at any stage, packed toner / ink and other items included in the tender found malfunctioned, the firm will be bound to replace it immediately. If it appears that supplier has made knowingly an attempt to supply substandard items/counterfeited/refilled tonners, the supply order shall instantly be cancelled besides forfeiture of security deposit as well as initiation of process to get the firm blacklisted.

Signature and Stamp of the Firm/Bidder

**FEDERAL PUBLIC SERVICE COMMISSION
ANNUAL PROCUREMENT PLAN FOR FY 2026-2027**

D. STATIONERY ITEMS

S.No.	Name of Item	Unit of Quantity	Estimated Quantity Required	Quoted Brand (if any)	Unit Rate inclusive of all taxes (Rs.)	Total (G) = (D) x (F) (Rs.)
(A)	(B)	(C)	(D)	(E)	(F)	(G)
1.	Transparent Binding sheet (size A4) (Pack = 100 sheets) (Sensa or equivalent)	Pack	5			
2.	Adhesive cloth binding tape width = 2 inch length = 10 yards (approx) (Sensa or equivalent)	No	20			
3.	Transparent yellowish tape width = 2 inch length = 40 yards (Approx) (Sensa or equivalent)	No.	100			
4.	Masking tape milky white width = 2 inch length = 40 yards (Approx) (Sensa or equivalent)	No.	100			
5.	Stapler pins size 24/6 (Dollar or equivalent)	Pack	2000			
6.	Standard stapler machine 24/6 (Sensa or equivalent)	No.	200			
7.	Whiteboard marker (Dollar or equivalent)	No.	50			
8.	Permanent marker (Dollar or equivalent)	No.	50			
9.	Barrel transparent ball point to allow ink level visibility having spring with on/off option (Picasso Oria or equivalent)	No.	5000			
10.	Liquid transparent glue 100 ml (Approx) (ADX or equivalent)	Bottle	1500			
11.	Heavy paper punch machine double hole (Sensa or equivalent)	No.	10			
12.	Heavy duty single hole paper punch for 30 pages (Approximately)	No.	200			
13.	Stamp pad ink	No.	500			

14.	Stamp pad	No.	300			
15.	White chalk box (Pack = 50)	Pack	500			
16.	Correction pen (white) (Picasso or equivalent)	No.	100			
17.	White cloth lined envelop 80 gsm (approx.) size 11 inch x 15 inch	No.	1000			
18.	White cloth lined envelop 90 gsm (approx.) size 15 inch x 18 inch	No.	3000			
19.	Cloth lined craft paper khaki/brown envelop 90 gsm (approx.) size 5 ½ inch x 15 inch	No.	500			
20.	Craft paper envelop khaki/brown 70 gsm (approx.) size 11 inch x 15 inch	No.	1000			
21.	Craft paper envelop khaki/brown 70 gsm (approx.) size 4 inch x 9 inch	No.	10000			
22.	Craft paper envelop khaki/brown 70 gsm (approx.) size 5 inch x 11 inch	No.	5000			
23.	Craft Paper transparent window envelop khaki/brown 70 gsm (approx.) size 5 inch x 11 inch	No.	10000			
24.	Envelop white 80 gsm (approx.) size 4 inch x 9 inch	No.	500			
25.	File board with rexine flapper and cotton tighten belt for A4 size files	No.	2500			
26.	Paper cutter blades (Sensa or equivalent)	No.	50			
27.	Paper cutter with blades (Sensa or equivalent)	No.	20			
28.	Standard dak book (Approx. 100 pages)	No.	100			
29.	Standard size yellow duster cloth (Approx. 2 x 2 feet)	No.	1000			
30.	Standard Size white duster cloth (Approx. 2 x 2 feet)	No.	500			
31.	File flapper rexene with cotton tighten belt.	No.	5000			

32.	USB flash drive 64 GB (Scan disk or equivalent)	No.	25			
33.	Standard log book for staff car (Approximate Pages = 100)	No.	30			
34.	Marker (tip 0.3 mm approximate) (Tempo or equivalent)	No.	500			
35.	2" diameter certificate seals made of red foil self-adhesive paper (Pack = 100 No.)	Pack	100			
36.	File tags 5 inch (Approx) Pack = 50 No.	Pack	2000			
37.	A4 sticker sheets mat – 70 gsm (Approx) (Pack = 100 No.)	Pack	50			
38.	F4 Standard diary register on 70 gram imported paper (Approx.) having 200 pages.	No.	100			
39.	A4 transparent file folder with sliding bar	No.	100			
40.	Fountain Pen Ink small bottle (Dollar or equivalent)	Bottle	20			

Signature and Stamp of the Firm/Bidder

FEDERAL PUBLIC SERVICE COMMISSION

Logistics Directorate

ANNUAL PROCUREMENT PLAN FOR FY 2026-2027

E. MISCELLANEOUS ITEMS

S.No.	Name of Item	Unit of Quantity	Estimated Quantity Required	Quoted Brand (if any)	Unit Rate inclusive of all taxes (Rs.)	Total (G) = (D) x (F) (Rs.)
(A)	(B)	(C)	(D)	(E)	(F)	(G)
1.	Insect killer 300 ml Approx. (Cobra or equivalent)	No.	100			
2.	Battery cell size AAA (Toshiba or equivalent)	No.	300			
3.	Battery cell size AA (Toshiba or equivalent)	No.	1000			
4.	Battery cell size D (Toshiba or equivalent)	No.	20			
5.	Battery cell size A23 (Toshiba or equivalent)	No.	50			
6.	Washing powder pouch 35 gram approximately (Surf Excel or equivalent)	Packet	200			
7.	Dish wash soap 60 gram approximately (Vim or equivalent)	No.	100			
8.	White Ceramic 6 piece tea cup & saucer set superior quality	No.	10			
9.	Ultra soft facial tissues (3 ply) - 70 pulls approximately (Rose Patel or equivalent)	No.	1000			
10.	Copper Wire 3/29 (Pakistan Cables Ltd. or equivalent) length = 90 meter (approx.)	Coil Roll	3			
11.	Copper Wire 7/29 (Pakistan Cables Ltd. or equivalent) length = 90 meter (approx.)	Coil Roll	1			
12.	Copper Wire 7/36 (Pakistan Cables Ltd. or equivalent) length = 90 meter (approx.)	Coil Roll	1			
13.	Round shape wall clock (Champion/Seiko or equivalent)	No.	20			
14.	Superior quality extension lead having minimum three plug options.	No.	20			

15.	Lock (large size) (three circle or equivalent)	No.	50			
16.	Polypropylene woven bags (approximate size 22 inch x 36 inch)	No.	1000			
17.	Keyboard standard (Logi Tech or equivalent)	No.	20			
18.	Computer mouse with mouse pad (Logi Tech or equivalent)	No.	20			
19.	Large size scissors (size 10 inch approx.) (Singer or equivalent)	No.	150			
20.	Hand Sewing/stitching needles size 3 ½ inch Approx.	No.	500			
21.	White parcel cloth bleached (cotton/latha) width 54 inch (Approximately)	Meter	1500			
22.	White cotton thread reels, For hand knitting of parcels, Approximate length 200 yards	No.	1000			
23.	Medium size round metal mesh waste paper basket	No.	50			
24.	LED dust proof light 36 W Osaka or equivalent	No.	100			
25.	Muslim Shower Superior Quality without pipe	No.	25			
26.	Exhaust Fan Copper plastic body 8 inch for fixation in glass	No.	10			

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