



OFFICE OF THE POSTMASTER GENERAL SOUTHERN PUNJAB CIRCLE MULTAN
TENDER FORM

PART-I
TECHNICAL SPECIFICATION COMPLIANCE FORM

To be filled by the firm

1. Name of Company / Firm M/S _____
2. Address _____
3. Name Authorized Person: _____
4. Phone No. _____ NTN No _____
5. E Mail _____
6. Sale Tax Registration No.
7. Earnest Money Deposited Rs. 450,000/- deposited in Bank on
vide CDR No. dated

S. #	Name of items	Type of Item	Remarks
1	Ball Points	Piano Point 0.8 mm or Equivalent	
2	Ball Points	Signo 0.7 mm Gel Flow	
3	Note Sheet	70 Grams Imported Papers (50 Pages).	
4	Marker (Simple)	Tempo or equivalent	
5	Stapler Pin	KW Trio 24/6 or equivalent	
6	Paper Pin	50 Gram China	
7	File Covers	Printed (Pak Post) as per sample	
8	File Board	Standard Size (Fine Quality)	
9	Tag Bundle (50)	Best Quality Six Inches	
10	Correction Pen / Fluid	Uni (Japan) or equivalent)	
11	Computer papers A.4 Size	HP Imported 70 Gram or (equivalent) 500 Sheets	
12	Computer paper (Legal) Size	HP Imported 70 Gram or (equivalent) 500 Sheets	
13	Carbon Paper	KCR Single Side (Blue or Black)	
14	Carbon Paper	Double Side (Camel) (Blue or Black)	
15	Stapler Machine (M)	Opal or Equivalent 24/6	

16	Calculator	CT-660 or Equivalent 12 Digit China	
17	Gum Bottle (S) Size	Nafecs 142 Gram or Equivalent	
18	Gum Bottle (L) Size	Nafecs 800 Gram or Equivalent	
19	High Lighter	Doller or Equivalent	
20	Register	68 Gram (Containing 300 Papers)	
21	Stamp Pad	Collop Micro-2 or Equivalent	
22	Pin Remover	KW Trio or Equivalent	
23	Short Hand Note Book	100 Paper Fine Quality	
24	Foot / Scale Steel	Original China	
25	Rubber Ring (Pkt)	350 Gram (Bata) or Equivalent	
26	Pad Ink	Crystal or equivalent	
27	Packing Tape Transparent	2" 200 Yard Johnson or Equivalent	
28	Paper Cutter Large	Large Size	
29	Defacing (BB) Stamps Pads	Wooden (as per sample)	
30	Defacing Pad Ink (BB)	Tin 500 ML	
31	Jute	Per KG (3Ply)	
32	Sealing Wax Black	Per KG (As per sample)	
33	Printer / Cartridge	26-A	
34	Printer / Cartridge	80-A	
35	Duster Cloth	Medium Size(30x18)	
36	Thread (Gola) Cotton	Per KG (4 Ply)	
36	USB / Flash	32 GB 3.1 Speed 130 MB / S	
38	Tissue Box	150x2 Ply Pop-Up Rose Petal Type	
39	Tissuc Roll	Rose Petal or equivalent	

Dated _____

**Signature of Contractor
With Seal & Stamp**

TERMS & CONDITIONS

- Tender will be as per PPRA Rules.
- The rates offered by the bidders will be presumed to have (included all government taxes)
- The vendor has to supply the stationary items at his own expenses at the offices of Postmaster General Southern Punjab Circle 4-Mall Road Multan Cantt.
- Rates may be offered in tender form issued by this office. The offer will be acceptable till **30-06-2027**. The tender period can be extended to one year at the given rates with the mutual understanding of the vendor / department.
- CDR amounting to **Rs.450,000/- (@ 3%)** in respect of Postmaster General, Southern Punjab Circle, Multan should be attached with the tender form as security. Tender form without security deposit (CDRs) will not be accepted. Bank Draft / Cheque are not acceptable. The successful bidder / vendor will be able to draw back their security deposit (CDR) after satisfactory completion of project for which the security deposited.
- Bidder must provide undertaking on Rs. 100/- original stamps paper that firm is not blacklisted of any Government department
- Bidder must provide financial soundness/ bank statement of past financial year.
- Bidder must provide valid Vendor No. Bank/Branch Name, Account No./IBAN No. from AGPR Multan
- The successful vendor is bound to supply the stationary within 15 days after issuance of work order as per specification. The order will be cancelled if the supplied stationary is substandard and the firm will be black listed, the security will also be forfeited as per PPRA rules.
- Each firm will attach the active Sales Tax / Income Tax Registration Certificate along with attested copy of CNIC otherwise tender will not be accepted. The owner / Authorized representative of the firm will participate in the tender meeting.
- At the time of opening the tender, the samples will be presented before the tender committee by the firm.
- Bids / tender (single stage / single envelope) should be uploaded through EPADS V 2.0 on or before **21-08-2026 11:00 hours** and bids will be opened on the same day in the presence of firm Owners / Authorized Representatives at **11:30 hours**.
- The competent authority reserves right to reject one or more bids due to any financial or administrative reason.

It is certified that I have read and completely understood the tender notice and terms and conditions of this tender and hereby accepted the same. In case of any dispute, the decision of Pakistan Post will be final. Quoted rates will remain valid up to **30-06-2027**. Supply will be delivered within the period mentioned in supply orders otherwise penalty if any imposed by the Department will be paid by the vendor.

Dated _____

Signature of Contractor
With Seal & Stamp



OFFICE OF THE POSTMASTER GENERAL SOUTHERN PUNJAB CIRCLE MULTAN

TENDER FORM

PART-II

FINANCIAL PROPOSAL

1. Name of Company / Firm M/S _____
2. Address _____

S. #	Name of items	Type of Item	Price per item inclusive of all taxes / freight/etc. Rs.
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2	Ball Points	Signo 0.7 mm Gel Flow	
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38	Tissue Box	150x2 Ply Pop-Up Rose Petal Type	
39	Tissue Roll	Rose Petal or equivalent	

Note

Estimated cost for tender evaluation is Rs. 1,50,00,000/- Actual procurement will be made as per requirement subject to availability of budget during the financial year-2026-27

Dated _____

**Signature of Contractor
With Seal & Stamp**



**Office of the Postmaster General Southern Punjab Circle
4- Mall Road Multan Cantt.**

Tender Notice

**For Selection of Venders and Approval of Rates
For the Procurement of Stationary Items.**

Postmaster General Southern Punjab Circle Multan, invites electronic bids from the authorized **distributers / suppliers / contractors** etc., registered with income tax department having NTN number and their own offices for selection of vendors and approval of rates for procurement to be made during the financial year-2026-27 for stationery items on the terms and conditions mentioned as under: -

- 2- E-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on **EPADS**.
- 3- The electronic bids, must be submitted by using EPADS on or before **20-08-2026**. Manual bids, shall not be accepted. Electronic Bids will be opened on **21-08-2026** at 11.30 hours in Chamber of Postmaster General, Southern Punjab Circle, Multan.

Note: - Notification of the Grievance Redressal Committee (GRC) constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPDS at www.eprocure.gov.pk.

(Abid Mehmood)
Deputy Postmaster General (Admin)
Southern Punjab Circle Multan
Phone # 061-9200373