

FEDERAL GOVERNMENT ORGANIZATION, LAHORE

TENDER NOTICE

A Federal Government Organization (based at Lahore) invites sealed bids for the Financial Year **2026-2027** from GST registered firms in connection with purchase of Stationery, Other Store Items, Toners, and Miscellaneous Items (details enclosed) on the following terms and conditions:

- a. Earnest money (**CDR**) in shape of pay order in favor of Drawing and Disbursing Officer amounting to **3%** of the total tender should be enclosed with the tender as a security deposit. Without earnest money, the proposal would be returned immediately after completion of the tender process. Earnest money of successful bidder would be retained as security deposit.
- b. The quoted rates should include GST and all other taxes would be applicable till **30th June 2027**.
- c. Organization can purchase items on monthly, quarterly, annually basis or as per requirements during the Financial Year **2026-2027**.
- d. In case, the firm will provide substandard articles during the contract period, the said amount would be deducted from the security deposit.
- e. Legal action will be initiated if the firm will provide substandard articles.
- f. The firm must provide samples of the articles mentioned in List A, B, C & D at its own expense to the office on short notice.
- g. The firms are required to enclose their GST Number, Registration Certificate, Vendor Number, National Tax Number, and Professional Tax with the tender.
- h. An undertaking is necessary to be enclosed with the tender stating that all the rates of their articles relate to the best quality and the firm has never been blacklisted.
- i. Duly completed tenders/bids should reach Incharge Admn Branch, 94-Upper Mall, Lahore on **31.08.2026**, before **1200** hours which will be opened on the same day at **1230** hours in presence of respective bidders/ representatives of the bidders.
- j. All interested firms should also upload their **E-Bids**/ quotations and tender documents duly signed/stamped along with covering letter on firm's letter head on E-Pak Acquisition & Disposal System (**EPADS 2.0**) on or before **31.08.2026** by **1200** hours and will be downloaded/ opened at **1230** hours of the same day.
- k. The bidders should quote rates of at least **80%** items of all **04 lists** i.e. A, B, C and D.
- l. Quantities mentioned in List "A" may vary according to requirement of the office.

Note: ON TENDER ENVELOPE, LIST NAME "A", "B", "C" AND "D" BE MARKED SPECIFICALLY.



Deputy Director/Admn

Tel. No. 042-99202874

PROCUREMENT ADVERTISEMENTS

1. Methods of advertisement

- i. Procurements over one hundred thousand rupees and up to the limit of two million rupees shall be advertised on the Authority's website in the manner and format specified by regulation by the Authority from time to time. These procurement opportunities may also be advertised in print media, if deemed necessary by the procuring agency:
- ii. Provided that the lower financial limit for advertisement on Authority's website for open competitive bidding shall be the prescribed financial limit for request for quotations under clause (b) of rule 42.
- iii. All procurement opportunities over two million rupees should be advertised on the Authority's website as well as in other print media or newspapers having wide circulation. The advertisement in the newspapers shall principally appear in at least two national dailies, one in English and the other in Urdu.
- iv. In cases where the procuring agency has its own website it may also post all advertisements concerning procurement on that website as well.
- v. A procuring agency utilizing electronic media shall ensure that the information posted on the website is complete for the purposes for which it has been posted, and such information shall remain available on that website until the closing date for the submission of bids.

2. Response time:

- i. The procuring agency may decide the response time for receipt of bids or proposals (including proposals for pre-qualification) from the date of publication of an advertisement or notice, keeping in view the individual procurement's complexity, availability and urgency. However, under no circumstances the response time shall be less than fifteen days for national competitive bidding and thirty days for international competitive bidding from the date of publication of advertisement or notice. All advertisements or notices shall expressly mention the response time allowed for that particular procurement along with the information for collection of bid documents which shall be issued till a given date, allowing sufficient time to complete and submit the bid by the closing date.
- ii. The response time shall be calculated from the date of first publication of the advertisement in a newspaper or posting on the web site, as the case may be.
- iii. In situations where publication of such advertisements or notices has occurred in both electronic and print media, the response time shall be calculated from the day of its first publication in the newspapers.

LIST - A
STATIONERY ITEMS

Sr. No.	Papers, Fax Rolls & File Cover	A/ Unit	Quantity Per Annum Approx.
1.	Colored Paper 80 GSM (100 Sheets) A-4 Size	Pkt	10
2.	Computer Paper (100 GSM) A-4 Size (Double A or Equivalent)	Ream	10
3.	Computer Paper (70 GSM) A-4 Size (BLC, IK or Equivalent)	Ream	3000
4.	Computer Paper (80 GSM) A-4 Size (Double A or Equivalent)	Ream	20
5.	Computer Paper Legal Size (70 GSM) (Copymate or Equivalent)	Ream	20
6.	Computer Paper Legal Size (80 GSM) (Double A or Equivalent)	Ream	10
7.	Fax Roll 30-M (Panasonic or Equivalent)	Roll	50
8.	File Cover White (Legal Size)	Nos	5000
9.	Typing Paper (55 GSM) A-4 Size	Ream	200

LIST - B

MISCELLANEOUS STATIONERY ITEMS

Sr. No.	Stationery items other than Paper Reams & Fax Rolls	A/ Unit
1.	Ball Point Pkt (Dollar or Equivalent)	Pkt
2.	Cash Envelope Regular Size (Fine Quality Paper)	Nos
3.	Cash Envelope Card Made 120-G (As per Sample given by Department)	Nos
4.	Dak Folder Leatherette	Nos
5.	Desk Calculator 12 Digits (Casio or Equivalent)	Nos
6.	Drafting Pad A-4 Size, 100 Pages with Ring Binding Fine Quality	Nos
7.	Drafting Pad B-5 Size (7x10 inch), 150 Pages with Ring Binding	Nos
8.	Envelope 9x4 Brown No. 05 (Fine Quality)	Nos
9.	Envelope 11x5 Brown No. 06 (Fine Quality)	Nos
10.	Envelope File Size Brown No. 08 (Fine Quality)	Nos
11.	Envelope File Size Brown No. 08 with Cloth (Fine Quality)	Nos
12.	Envelope 14x18 Brown with Cloth Full Size (Fine Quality)	Nos
13.	Envelope 9x4 White No. 05 (Fine Quality)	Nos
14.	Envelope 11x5 White No. 06 (Fine Quality)	Nos
15.	Envelope File Size White No. 08 (Fine Quality)	Nos
16.	Envelope A4 Size White (Fine Quality)	Nos
17.	Envelope 14x18 White with Cloth (Full Size)	Nos
18.	Envelope Green A4 Size (Fine Quality)	Nos
19.	Eraser (Dux or Equivalent)	Nos
20.	File Board Good Quality (Double Ply)	Nos
21.	Fluid with Thinner Bottle (Pelikan or Equivalent)	Nos
22.	Gel Pen M&G AGPV8672 X-200 (M&G or Equivalent)	Nos
23.	Gel Pen M&G AGPV8673 X-300 (M&G or Equivalent)	Nos
24.	Green Diary Medium Size (As per Sample given by Department)	Nos
25.	Gum Bottle 800 gms	Nos
26.	Gum Stick 36 gms (UHU or Equivalent)	Nos
27.	Highlighter 2 in 1 (Pelikan or Equivalent)	Nos
28.	Lead Pencil (Goldfish or Equivalent)	Pkt
29.	Noting Pad Small (100 Pages) As per Sample	Nos
30.	Office Box File (Imported or Equivalent)	Nos
31.	Paper Clips 30 MM	Pkt
32.	Paper Clips Large Size Rixing	Box
33.	Paper Cutter Blade	Nos

LIST - B

Sr. No.	Stationery items other than Paper Reams & Fax Rolls	A/ Unit
34.	Paper Cutter with Blade (Runxin or Equivalent)	Nos
35.	Paper Pins Pkt	Pkt
36.	Pen Fluid (M&G or Equivalent)	Nos
37.	Permanent Marker for Bold Writing (Dollar or Equivalent)	Nos
38.	Plastic Button Transparent File Legal Size (Clear Bag or Equivalent)	Nos
39.	Post it Pad Multi-Color (3x3 inch) (Xingli or Equivalent)	Nos
40.	Post it Pad Yellow Color (3x3 inch) (Xingli or Equivalent)	Nos
41.	Printable Self Adhesive Sticker Paper A-4 Size Pkt (100 Sheet)	Pkt
42.	Punch Machine Double Hole (Fuji or Equivalent)	Nos
43.	Punch Machine Single Hole (Fuji or Equivalent)	Nos
44.	Red Dak Seals (Stickers) As per Sample	Nos
45.	Register (300 Pages)	Nos
46.	Sharpener (Dux or Equivalent)	Nos
47.	Sheet Protectors Transparent A4 Size (100 Sheet) Pkt	Pkt
48.	Sheet Protectors Transparent Legal Size (100 Sheet) Pkt	Pkt
49.	Stamp Pad Ink Good Quality	Nos
50.	Stamp Pad Size (4.75x3.2 in) (Crystal or Equivalent)	Nos
51.	Stapler Machine (Opal or Equivalent)	Nos
52.	Stapler Machine Heavy Duty Max. 250 Pages (Opal or Equivalent)	Nos
53.	Stapler Pin Clipper	Nos
54.	Stapler Pin (Dollar or Equivalent)	Pkt
55.	Steel Ruler 12 Inch	Nos
56.	Stock Register, 532 Pages Fine Quality	Nos
57.	Thread Tags Large Size	Bundle
58.	Thread Tags Small Size	Bundle
59.	Uni-Ball Eye	Pkt
60.	Uni-Ball Signo	Pkt
61.	Waste Paper Basket	Nos
62.	Water Bucket 32 Liters	Nos
63.	White Board Marker Pkt (Dollar & Equivalent)	Pkt

LIST - C

TONERS AND DRUMS OF FAX, PHOTOSTAT MACHINES AND PRINTERS

Sr. No.	Drums & Toners	A/ Unit
1.	Drum Brother Fax Machine-2820 (Genuine or Equivalent)	Nos
2.	Drum Brother Fax Machine-2840 (Genuine or Equivalent)	Nos
3.	Drum Panasonic Fax Machine UF-4600 (Genuine or Equivalent)	Nos
4.	Drum Panasonic Fax Machine-422 (Genuine or Equivalent)	Nos
5.	Toner Brother Fax Machine-2820 (Genuine or Equivalent)	Nos
6.	Toner Brother Fax Machine-2840 (Genuine or Equivalent)	Nos
7.	Toner Color Printer HP Pro-400 (305 A) (Genuine or Equivalent)	Nos
8.	Toner Color Printer HP-1025 (Genuine or Equivalent)	Nos
9.	Toner Fax Machine HP-M 127 (Genuine or Equivalent)	Nos
10.	Toner Konica Minolta Bizhub-306 Photocopier (Genuine or Equivalent)	Nos
11.	Toner Konica Minolta Bizhub-458 Photocopier (Genuine or Equivalent)	Nos
12.	Toner Panasonic Fax Machine UF-4600 (Genuine or Equivalent)	Nos
13.	Toner Panasonic Fax Machine-422 (Genuine or Equivalent)	Nos
14.	Toner Pantum Fax Machine M 6600 NW (Genuine or Equivalent)	Nos
15.	Toner Photostat Machine (Cannon-2535) (Genuine or Equivalent)	Nos
16.	Toner Photostat Machine (Cannon-2530) (Genuine or Equivalent)	Nos
17.	Toner Photostat Machine (Cannon-4251) (Genuine or Equivalent)	Nos
18.	Toner Photostat Machine (Panasonic-8020) (Genuine or Equivalent)	Nos
19.	Toner Photostat Machine (Panasonic-8032) (Genuine or Equivalent)	Nos
20.	Toner Photostat Machine (Panasonic-8045) (Genuine or Equivalent)	Nos
21.	Toner Photostat Machine (Ricoh-2550) (Genuine or Equivalent)	Nos
22.	Toner Printer Colour Laser Jet Pro M 451-dn (Genuine or Equivalent)	Nos
23.	Toner Printer Colour Laser Jet Pro M 452-dn (Genuine or Equivalent)	Nos
24.	Toner Printer Colour Laser Jet Pro M 453 (Genuine or Equivalent)	Nos
25.	Toner Printer HP-1010/1020 (Genuine or Equivalent)	Nos
26.	Toner Printer HP-1102 (85-A) (Genuine or Equivalent)	Nos

LIST - C

Sr. No.	Drums & Toners	A/ Unit
27.	Toner Printer HP-1606 (Genuine or Equivalent)	Nos
28.	Toner Printer HP-2015 (53-A) (Genuine or Equivalent)	Nos
29.	Toner Printer HP-2055 (05-A) (Genuine or Equivalent)	Nos
30.	Toner Printer HP-210 (83 A) (Genuine or Equivalent)	Nos
31.	Toner Printer HP-400 (80 A) (Genuine or Equivalent)	Nos
32.	Toner Printer HP-4003 (151-A) (Genuine or Equivalent)	Nos
33.	Toner Printer HP-402 (26 A) (Genuine or Equivalent)	Nos
34.	Toner Printer HP-404 (76-A) (Genuine or Equivalent)	Nos
35.	Toner Printer HP-4350 (42-X) (Genuine or Equivalent)	Nos
36.	Toner Printer HP-3015 (55-A) (Genuine or Equivalent)	Nos

LIST - D
OTHER STORE ITEMS

Sr. No.	Miscellaneous Items	A/ Unit
1.	Air Freshener (Firidi or Equivalent)	Nos
2.	Air Freshener Imported	Nos
3.	Air Perfume (Fresco or Equivalent)	Nos
4.	Automatic Air Freshener Dispenser (Fresco or Equivalent)	Nos
5.	Bath Soap 130 gms (Lux or Equivalent)	Nos
6.	Battery Cell AA (Toshiba or Equivalent)	Nos
7.	Battery Cell AAA (Toshiba or Equivalent)	Nos
8.	Battery Cell Standard Size (Toshiba or Equivalent)	Nos
9.	Binding Tape (02 Inch)	Nos
10.	Body Lotion 400 ml (Nivea or Equivalent)	Nos
11.	Body Spray 120 ml (Fogg or Equivalent)	Nos
12.	Broom Large Size & Fine Quality	Kgs
13.	Choke Original	Nos
14.	Clips for Display Cards	Nos
15.	Commode Brush	Nos
16.	Dish Washing Powder 500 gms (Max or Equivalent)	Nos
17.	Dish Washing Soap 165 gms (Max or Equivalent)	Nos
18.	Dust Brush	Nos
19.	Dust Mop	Nos
20.	Duster Large Size (Fine Quality)	Nos
21.	Duster Small Size (Fine Quality)	Nos
22.	Floor Cleaner 3 Ltr (Finis or Dettol)	Nos
23.	Furniture Polish 250 ml (Kiwi Revive-All or Equivalent)	Nos
24.	Glass Cleaner (Glint or Equivalent)	Nos
25.	Hand Sanitizer 500 ml (Zhiva Sept or Equivalent)	Nos
26.	Hand Wash 500 ml (Lux or Equivalent)	Nos
27.	Lamination Sheet for Display Card 75x100 mm (100 Pcs) Pkt	Pkt
28.	LED Light 13 Watt (Philips or Equivalent)	Nos
29.	LED Light 30 Watt (Philips or Equivalent)	Nos
30.	LED Light 50 Watt (Philips or Equivalent)	Nos

LIST - D

Sr. No.	Miscellaneous Items	A/ Unit
31.	Metal Polish 200 ml (Brasso or Equivalent)	Nos
32.	Mosquito Spray 375 ml (Mortein or Equivalent)	Nos
33.	Mouth Wash 500 ml (Colgate or Equivalent)	Nos
34.	Packing Tape Brown 2-Inch, Length 100m	Nos
35.	Ribbon for Display Cards	Nos
36.	Rough Towel Fine Quality (As per Sample)	Kgs
37.	Scotch Tape 1-Inch, Length 50m	Nos
38.	Scotch Tape 2-Inch, Length 50m	Nos
39.	SMD Ceiling Light 07 Watt (Philips or Equivalent)	Nos
40.	SMD Ceiling Light 12 Watt (Philips or Equivalent)	Nos
41.	SMD Ceiling Light 24 Watt (Philips or Equivalent)	Nos
42.	Souvenir/ Shield (7"x9") As per Sample given by Department	Nos
43.	Spider Net Brush	Nos
44.	Starter S ₂ & S ₁₀ (Philips or Equivalent)	Nos
45.	Surface Cleaner 500 ml (Dettol or Equivalent)	Nos
46.	Surgical Face Mask 3 Ply (Master Plus or Equivalent)	Box
47.	Sweep Bottle 600 ml (Star or Equivalent)	Nos
48.	Table Accessories Complete Set Leatherette Fine Quality	Nos
49.	Tea Set Fine Quality Bone Made	Nos
50.	Tissue Paper Box (Rose Petal or Equivalent)	Nos
51.	Tissue Paper Box Multi-Color (Rose Petal or Equivalent)	Nos
52.	Tissue Roll (Rose Petal or Equivalent)	Nos
53.	Tissue Smart Pack, 550 Pack (Rose Petal or Equivalent)	Nos
54.	Toilet Cleaner 500 ml (Harpic or Equivalent)	Nos
55.	Towel Bath Size 28 inch x 56 inch Fine Quality	Nos
56.	Tube Rod 02 Feet (Philips or Equivalent)	Nos
57.	Tube Rod 04 Feet (Philips or Equivalent)	Nos
58.	Washing Powder ½ Kg (Surf Excel or Equivalent)	Nos
59.	Water Set Crystal Fine Quality	Nos
60.	Wireless Office Bell Best Quality	Nos
61.	Wiper (Rambo or Equivalent)	Nos