

Bidding Document for

**NATIONAL COMPETITIVE BIDDING FOR PROCUREMENT OF
STATIONERY, COMPUTER STATIONERY, OTHER, COST OF OTHER,
COMPUTER HARDWARE, AND MISCELLANEOUS ITEMS**

UNDER 36 (A) SINGLE STAGE-ONE ENVELOPE PROCEDURE

FOR

**DIGITAL COMMUNICATION
DEPARTMENT (DCD)**

PAK CHINA FRIENDSHIP CENTER, ISLAMABAD

MINISTRY OF INFORMATION & BROADCASTING

GOVERNMENT OF PAKISTAN

**Financial year
2026-2027**

*Prepared in the format of PPRA National Standard Bidding Document for General Goods (S.R.O. 370(I)/2022),
issued under Section 27 of the PPRA Ordinance, 2002 read with Rule 23 of the Public Procurement Rules, 2004*

*Published on the e-Pak Acquisition and Disposal System (EPADS) 2.0 and the PPRA Website in terms of Rule 12 of
the Public Procurement Rules, 2004 (as amended)*

INVITATION FOR BIDS

Digital Communication Department, Ministry of Information and Broadcasting, Government of Pakistan, Islamabad invites sealed bids from well reputed firms (original manufacturers/Authorized Distributors/General Order suppliers, etc.) through E-Pak Acquisition and Disposal System (**EPADS 2.0**) for financial year 2026-2027.

2. The firms must be registered on EPADs 2.0 with Income Tax and Sales Tax Departments, having a valid National Tax Number and on Active Taxpayers List (ATL) of FBR, and meet the criteria as given in Public Procurement Rules, 2004 for the supply of the following items on LOT wise basis.

LOT 1: Stationery

LOT 2: Computer Stationery, Toners

LOT 3: Other Store, Miscellaneous Items

LOT 4: Computer Hardware Items

3. The interested eligible bidders may purchase a complete set of Bidding Documents, containing detailed terms and conditions, from the office of the undersigned on any working days on submission of written application after publication of this notice at a cost of Rs. 5,000/- (non-refundable). Only those bids will be entertained or eligible which are submitted after submission of bid document fee of Rs.5,000 failing in this will disqualify the bid & firm in participating in the tender.
4. The bids prepared in accordance with the instructions in the bidding documents must reach the office of the undersigned on or before **25th August 2026 by 2:00 PM**. The bid will be opened on the same day at 2:30 pm. in the presence of the bidders or their representatives.
5. The Notice is also available on www.ppra.org.pk and www.moib.gov.pk.

Assistant Director (Admin)
(Digital Communication Department)
Ministry of Information & Broadcasting
1st Floor, Pak China Friendship Center, Islamabad.
Ph: **051-9252503 (Ext.107)**

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SECTION I – INVITATION TO BID (IB)

1. The Digital Communication Department (DCD), Ministry of Information & Broadcasting, Government of Pakistan, invites sealed bids through EPADS from eligible bidders for the supply of goods and provision of services described in the Schedule of Requirements (**Section VI**). Bidding shall be conducted lot-wise, and each lot shall be evaluated and awarded independently.
2. Bidding will be conducted through National Competitive Bidding procedures, Single-Stage One-Envelope method, in accordance with Rule 36(a) of the Public Procurement Rules, 2004, and is open to all eligible bidders as defined in the Instructions to Bidders (**Section II**).
3. Interested eligible bidders may obtain further information from, and inspect the bidding document at, the office of the Procuring Agency at the address given in the Bid Data Sheet (**Section III**).
4. A complete set of bidding documents in English may be downloaded by interested bidders free of cost from EPADS, PPRA website, and Ministry of Information and Broadcasting official website until the deadline for submission of bids.
5. Bids must be submitted electronically through EPADS on or before the deadline specified in the Bid Data Sheet. Bids will be opened as specified in the Bid Data Sheet, in the presence of bidders' representatives who choose to attend.
6. All bids must be accompanied by a Bid Security / Bid-Securing Declaration, as specified in the Bid Data Sheet.

SECTION II – INSTRUCTIONS TO BIDDERS (ITB)

A. General

ITB 1. Scope of Bid The Procuring Agency, as defined in the BDS, invites bids for the goods/services listed in the Schedule of Requirements (**Section VI**), provided Lot wise. Bidders may bid for one, several, or all Lots; each Lot shall be evaluated and awarded independently as a separate contract.

ITB 2. Source of Funds Procurement under this tender is funded from the Procuring Agency's sanctioned budget/non-development grant for the Current Financial Year 2026-27.

ITB 3. Fraud and Corruption The Procuring Agency requires that bidders observe the highest standard of ethics. Any bidder found to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices shall be liable to rejection of its bid, forfeiture of bid security, and/or blacklisting/debarment in accordance with the Authority's prescribed mechanism.

ITB 4. Eligible Bidders A bidder shall meet the eligibility criteria set out in **Section IV**. A bidder shall not be currently blacklisted or debarred by the Authority or any procuring agency in Pakistan. A conflict of interest with the Procuring Agency renders a bidder ineligible.

- **The bidder must submit National Tax No., Sales Tax No. Certificates and Professional Tax Certificate as well as Certificate of incorporation/registration of the firm.**
- **The bidder must be on Active Taxpayers List of FBR.**
- **Documentary evidence to this effect must be provided with the Bid, which includes copy of contract / purchase order etc.**

B. Contents of Bidding Document

ITB 6. Sections of Bidding Document: This bidding document comprises Sections I through IX. Bidders are expected to examine all instructions, forms, terms, and specifications. Failure to furnish all information/documents required may result in rejection of the bid.

ITB 7. Clarification of Bidding Document: A prospective bidder may seek clarification of the bidding document in writing/through EPADS clarification portal not later than the number of days before the deadline stated in the BDS. The Procuring Agency's response shall be uploaded on EPADS/ website for all bidders.

ITB 8. Amendment of Bidding Document: The Procuring Agency may, at any time before the deadline for submission, amend the bidding document by issuing an addendum/Corrigendum on EPADS and Newspaper as well as on PPRA website. The Procuring Agency may extend the deadline for submission to give bidders reasonable time to account for the amendment.

C. Preparation of Bids

ITB 9. Cost of Bidding The bidder shall bear all costs associated with preparation and submission of its bid; prices shall be quoted **Delivered Duty Paid (Inclusive of all Applicable taxes & Transportation charges) in Pak Rupees.**

ITB 10. Language of Bid The bid, and all correspondence and documents relating to the bid, shall be in English.

ITB 11. Documents Comprising the Bid The bid shall comprise: (a) Bid Submission Form; (b) Price Schedule per Lot bid upon; (c) Bid Security/Bid-Securing Declaration; (d) documentary evidence of eligibility per Section IV; (e) documentary evidence establishing conformity of goods/services to specifications; (f) Integrity Pact and affidavit of non-blacklisting, per Section V; and (g) any other document specified in the BDS.

ITB 12. Bid Prices quoted shall be inclusive of **all income & General sales taxes (GST) and other taxes and duties, where applicable as per law. If there is no mention of taxes, the offered/ Quoted price(s) will be considered as inclusive of all the taxes / duties prevailing/ levied hereafter.**

ITB 13. Currencies of Bid Prices shall be quoted in Pakistani rupees.

ITB 14. Period of Validity of Bids shall remain valid for 90 days from the date of bid opening. A bid valid for a shorter period shall be rejected as non-responsive.

ITB 15. Bid Security / Bid-Securing Declaration The bidder shall furnish, as part of its bid, a Bid Security **Rs. 200,000/- per LOT fix in the form of Bank Draft/pay Order on the name of DDO DCD.**

ITB 16. Format and Signing of Bid: The bid shall be uploaded through EPADS in the prescribed forms, digitally signed/authenticated as required by the portal, by a person duly authorized to bind the bidder.

D. Submission and Opening of Bids

ITB 17. Submission of Bids shall be submitted electronically through EPADS only, within the response time specified in the BDS, calculated in accordance with Rule 13. Original bid security instruments shall be physically deposited before **02:00 hours on 25th August 2026, at Digital Communication Department, Pak China Friendship Centre.**

ITB 18. Deadline and Late Bids: Any bid received by the Procuring Agency after the deadline for submission specified in the BDS shall not be accepted.

ITB 19. Bid Opening: The Procuring Agency shall open bids, Lot-wise at **02:00 hours on 25th August 2026, at Digital Communication Department, Pak China Friendship Centre**, in the presence of bidders/bidders' representatives and members of **Procurement Committee.**

E. Evaluation and Comparison of Bids

ITB 20. Confidentiality Information relating to examination, evaluation, and comparison of bids shall not be disclosed to bidders or any person not officially concerned, until the notification of award, save as required for grievance redressal under Rule 48.

ITB 21. Determination of Responsiveness A substantially responsive bid is one that conforms to all material terms, conditions, and specifications of the bidding document without material deviation. The Procuring Agency shall not permit a non-responsive bid to be made responsive by correction.

ITB 22. Correction of Arithmetical Errors Arithmetical errors shall be corrected as follows: where there is a discrepancy between the unit price and the total price, the unit price shall prevail, unless in the Procuring Agency's opinion there is an obvious error, in which case the total price as quoted shall govern.

ITB 23. Evaluation of Bids: The Procuring Agency shall evaluate only bids determined to be substantially responsive, on a Lot-wise basis, in accordance with the criteria at Section IV.

ITB 24. Qualification of the Bidder: The Procuring Agency shall determine to its satisfaction whether the bidder that has offered the lowest evaluated, substantially responsive bid for a Lot meets the qualification criteria specified in Section IV for that Lot.

ITB 25. Procuring Agency's Right to Accept/Reject Bids: The Procuring Agency reserves the right to accept or reject any or all bids, and to annul the bidding process, at any time prior to contract award, without incurring liability to bidders, in accordance with Rule 33.

F. Award of Contract

ITB 26. Award Criteria: The Procuring Agency shall award the contract for each Lot to the bidder whose bid has been determined the lowest evaluated, substantially responsive bid for that Lot, in accordance with Rule 38, subject to the bidder's qualification.

ITB 27. Notification of Award and Standstill Period Prior to expiration of bid validity, the Procuring Agency shall notify the successful bidder(s), Lot-wise, and shall observe such standstill period as prescribed by the Authority before signing the contract.

ITB 28. Signing of Contract and Performance Security: The successful bidder(s) shall sign the Contract Agreement and furnish a Performance Security, per Lot, **Rs. 100,000/- per LOT fix in the form of Bank Draft/pay Order on the name of DDO DCD, valid till completion of the warranty/contract period**

SECTION III – BID DATA SHEET (BDS)

ITB Clause	Reference	Particulars
ITB 1	Procuring Agency	Digital Communication Department (DCD), Ministry of Information & Broadcasting, 1 st Floor Pak China Friendship Centre (PCFC)
ITB 11	Language of Bids	The bid, and all correspondence and documents relating to the bid, shall be in English.
ITB 1	Lots	Four Lots as per Section VI; bidders may bid for one, several, or all Lots
ITB 2	Source of Funds	Non-Development Budget / Regular Budget
ITB 4	Qualification Requirements.	A bidder shall not be currently blacklisted or debarred by the Authority or any procuring agency in Pakistan. • The bidder must submit National Tax No., Sales Tax No. Certificates and Professional Tax Certificate as well as Certificate of incorporation/ registration of the firm. • The bidder must be on Active Taxpayers List of FBR. • Documentary evidence to this effect must be provided with the Bid, which includes copy of contract / purchase order etc.
ITB 9	Cost of Bidding	Prices shall be quoted Delivered Duty Paid (Inclusive of all Applicable taxes & Transportation charges) in Pak Rupees.
ITB 12	Bid prices	Bid Prices quoted shall be inclusive of all income & General sales taxes (GST) and other taxes and duties, where applicable as per law
ITB 13	Currency	Prices shall be quoted in Pakistani Rupees unless otherwise permitted in the BDS.
ITB 14	Bid Validity	90 days from the date of bid opening
ITB 15	Bid Security	Rs. 200,000/- per LOT fix in the form of Bank Draft/pay Order on the name of DDO DCD.
ITB 7	Clarification Redressal	EPADS only on Specified portal with in the specified time after Publish of Tender Document.
ITB 17	Submission of Bids	25th August 2026, 2:00 PM at Digital Communication Department, 1st Floor Pak China Friendship Centre
ITB 19	Bid Opening — Date, Time, Venue	25th August 2026, 2:30 PM, Digital Communication Department, 1st Floor Pak China Friendship Centre
ITB 28	Performance Security	Rs. 100,000/- per LOT fix in the form of Bank Draft/pay Order on the name of DDO DCD, valid till completion of the warranty/contract period
General	Mode of Advertisement	PPRA website & EPADS mandatorily; additionally in at least two national dailies (one English, one Urdu)

SECTION IV – EVALUATION AND QUALIFICATION CRITERIA

1. General Eligibility

- a. The rate shall be quoted on DCD (MOIB) bidding document, issued after payment of Rs. 5,000/- of the bidding documents fee, otherwise the financial bid shall not be considered. The quantity and **standard** must be kept in view while quoting the rates, inferior quality/sub-standard items or work would not be accepted.
- b. The DCD reserves the right to accept/reject any proposal, **or cancel the tender at any stage under PPRA rules.** The decision of the DCD on all matter relating to this tender shall be final.
- c. *The DCD does not pledge to accept the lowest bid and reserves the right to accept full or part quantity and bidders should supply the same at rates quoted by them.*
In the event of a tie, preference shall be accorded to the bidder securing the higher technical evaluation score.
- d. **Submission of documented proof along with duly signed documents is mandatory.**
- e. The interested bidders have to visit the place of work; in case of ambiguity the bidder shall clarify query(ies) to that effect. The deficiencies in technical proposals can cause disqualification for the bidders.
- f. The Technical Evaluation Committee will be constituted by the competent authority, which will visit the offices/shops to assess the technical capabilities of the bidder(s) by inspecting the stock along with the technical staff. The Technical Committee will submit its visit report to the Procurement Committee.
- g. The Technical report of the Committee will be evaluated and examined by the Procurement Committee and only bidders fulfilling the **Technical Evaluation Criteria** as per Tender documents and having sound technical manpower and capacity based on the Technical Committee report, will be declared as technically qualified.
- h. Professional tax Certificate, must be provided by the firms.
- i. Bid Security **Rs. 200,000/-**.

Eligibility Criteria

To qualify for further evaluation, each bidder must meet all of the following mandatory requirements. *Only responsive bidders fulfilling all eligibility criteria will proceed to technical evaluation.*

Sr. No.	Document	Description
1	Bid Security	Bank Draft/Pay Order of PKR 200,000/- per LOT in favor of DDO, Digital Communication Department, valid for the bid period.
2	Tax Registration	Valid NTN and GST registration with active status on FBR's ATL. Professional Tax certificate is mandatory.
3	Business Registration	Valid registration/incorporation certificate with SECP or relevant authority.
4	Experience	At least five (01) years of experience in supply of similar goods to government or semi-government organizations. Preferably in government organization. Documented and Attested proof is mandatory.
5	Financial Soundness	Copies of Bank Statements (last 3 years) and Income Tax Returns (3 years) showing adequate financial capacity.
6	Affidavit of Quality Compliance	An affidavit on Rs. 50/- stamp paper certifying genuine supplies, adherence to specifications, and post-supply support commitment.
7	Affidavit of non-blacklisting	The firm should not be blacklisted by any of the Government Organization. Bidders should have affidavit of non-blacklist for past 3 years.
8	Affidavit of Authenticity of Information	An Affidavit duly attested, declaring that all information, documents, and particulars provided in the submitted bid are true, correct, and complete to the best of the bidder's knowledge and belief, and that no material information has been concealed.
9	Office Location	Functional office in Islamabad or Rawalpindi with verifiable address proof.
10	Bid Document Fee	Rs. 5,000/- non-refundable bid document fee receipt attached.
11	AGPR's Registration	Must register with AGPR (appearing active vendor number, IBAN & Other details.)
12	Bid Submission Format	Bids must be typed, signed, stamped, paginated, and properly bound. Overwriting or incomplete documents lead to rejection.
13	Submission Deadline	Bids received after closing time/date are rejected unopened. The bid must be uploaded on the EPAD portal and a hard copy of the same must also be submitted.

Technical Evaluation Sheet

Bidder Name: _____

Inspection Date: _____ Location: _____

Sr.	Criteria	Max Marks	Marks Obtained	Status (Pass/Fail)	Remarks
1	Stock Availability, Inspection Findings and Office Infrastructure	20			
2	Experience in Similar Supplies (max. 20 marks)				
	>=5YEARS	20			
	>=3YEARS	15			
	>=2YEARS	10			
	>=1YEARS	05			
3	Compliance with Tender Specifications & Brand Authenticity	20			
4	Overall Financial Turnover (Bank Statement) (max. 10 marks)				
	>= 03 MILLION	10			
	>=02 MILLION	08			
	>=01 MILLION	05			
	>=0.5 MILLION	02			
5	Experience Of Working with Public Sector Organizations (max. 20 marks)				
	>=3 YEARS	20			
	>=2 YEARS	15			
	>=1 YEARS	10			
6	HR Strength (Technical and non-technical) (max. 10 marks)				
	>=8	10			
	>=6	08			
	>=4	05			
	>=2	03			
Total		100			

Overall Result: ☐ Qualified ☐ Not Qualified

** Bidders scoring less than 60 marks will be declared technically non-qualified and their financial bids will not be opened.*

SECTION V – BIDDING FORMS

Form 1 – Bid Submission Letter

To: Digital Communication Department, Ministry of Information & Broadcasting

Having examined the bidding document, including all Sections and Addenda, for Tender No.

DCD/**PROC**/____/2026–27, we, the undersigned, offer to supply/provide the goods/services under Lot(s) [—] in conformity with the said bidding document, for the sum(s) quoted in the attached Price Schedule(s).

We undertake, if our bid is accepted, to sign the Contract Agreement and furnish Performance Security within the period specified in the BDS. We confirm our bid shall remain valid for the period specified in the BDS. We confirm we are not blacklisted or debarred by PPRA or any procuring agency in Pakistan.

Signature: _____ Name & Designation: _____ Name of Firm: _____
Date: _____

Form 2 – Price Schedule (One per Lot bid upon)

Lot No.: _____ Lot Description: _____

Sr.	Item Description / Specification	Unit	Unit Rate (Rs.)	Total Amount (Rs.)

Total Bid Price (figures): Rs. _____ (words): _____

Form 3 – Bid Security Form (Bank Guarantee)

Standard bank guarantee format per Authority's prescribed specimen — to be attached/annexed from PPRA's Standard Bidding Forms, referencing this tender number, Lot number, guarantor bank, amount, and **validity period i.e 31st August 2027.**

Form 4 – Affidavit of non-blacklisting

We hereby affirm that our firm is not currently blacklisted or debarred by any Federal or Provincial procuring agency, PPRA, or any regulatory authority in Pakistan, and that no proceedings for blacklisting are pending against us.

Signature & Seal: _____ CNIC/NTN: _____ Date: _____

Form 5 – Integrity Pact

Where the estimated value of a Lot attracts the Integrity Pact requirement under the applicable Federal threshold in force at the time of this tender, this Pact, in the Authority's prescribed format, shall be signed by both parties prior to contract award.

Form 6 – Manufacturer's Authorization Form (Lot 1 – where applicable)

To be furnished where the bidder is not the OEM: a letter of authorization from the manufacturer/publisher confirming the bidder is authorized to sell/license the quoted item to the Procuring Agency.

SECTION VI – SCHEDULE OF REQUIREMENTS (LOTS)

LOT-I STATIONERY

Sr. No.	Items	Specification	Unit	Per unit price
1.	ACR FORMS A4 SIZE	FINE QUALITY	1 Ream	
2.	BALL POINT Blue, Black, Red & Green Crystal (Packet)	FINE QUALITY	1 Packet	
3.	GEL Pen Blue, Black, Red & Green Crystal (Packet)	FINE QUALITY	1 Packet	
4.	Uni Ball eye fine (Packet)	FINE QUALITY	1 Packet	
5.	Schneider 0.6mm (One Business) (Packet)	FINE QUALITY	1 Packet	
6.	BILLING REGISTER (LARGE SIZE)	FINE QUALITY	1 No.	
7.	BINDER CLIP 19 MM PACKET	FINE QUALITY	1 Packet	
8.	BINDER CLIP 25 MM PACKET	FINE QUALITY	1 Packet	
9.	BINDER CLIP 41 MM PACKET	FINE QUALITY	1 Packet	
10.	BINDING SHEETS FULL PACKET	FINE QUALITY	1 Packet	
11.	BINDING TAPE	FINE QUALITY	1 No.	
12.	BOX FILE	EXECUTIVE QUALITY WITH 2 STEEL RING	1 No.	
13.	CALCULATOR	LARGE/12 DIGITS, CITIZEN, NON SCIENTIFIC (FINE QUALITY)	1 No.	
14.	CARBON PAPER	FINE QUALITY	1 No.	
15.	Sticky Notes (Small Size)	FINE QUALITY	1 No.	
16.	COLOR FLAG (PACKET)	FINE QUALITY	1 Packet	
17.	CONFIDENTIAL SEAL	FINE QUALITY	1 No.	
18.	DIARY REGISTER	FINE QUALITY	1 No.	
19.	CORRECTION PEN (WHITENER)	FINE QUALITY	1 No.	
20.	DAIRY REGISTER 24 NO	FINE QUALITY	1 No.	
21.	GREEN DAK FOLDER (LEGAL SIZE)	FINE QUALITY LARGE SIZE	1 No.	

22.	DRAFT PAD LARGE	FINE QUALITY WITH MINISTRY/DC D MONOGRAM, GREEN COLOR (Customized)	1 No.	
23.	DRAFT PAD SMALL	FINE QUALITY WITH MINISTRY/DC D MONOGRAM, GREEN COLOR (Customized)	1 No.	
24.	Envelope khaki (SE-5 SIZE)	FINE QUALITY	1 No.	
25.	Envelope khaki (SE-6 SIZE)	FINE QUALITY	1 No.	
26.	Envelope khaki (SE-8 SIZE)	FINE QUALITY	1 No.	
27.	Envelope khaki (A4 SIZE)	FINE QUALITY	1 No.	
28.	ERASER	STANDARD	1 No.	
29.	FILE BOARD	FINE QUALITY	1 No.	
30.	FILE COVER (BLUE MINISTRY LOGO TAG TYPE A-3)	FINE QUALITY (Customized)	1 No.	
31.	FILE COVER (A-3 WHITE ORDINARY)	FINE QUALITY (Customized)	1 No.	
32.	FILE COVER (SUMMERY FOR PM)	A-4 SIZE WHITE (SUPERIOR QUALITY) WITH LOGO	1 No.	
33.	FILE COVER WHITE WITH MINISTRY LOGO	A-4 SIZE WHITE (SUPERIOR QUALITY) (Customized)	1 No.	
34.	FILE FLAPPERS	FINE QUALITY	1 No.	
35.	FOOT SCALE	STAINLESS STEEL	1 No.	
36.	GUM STICK	LARGE 36GM (FINE QUALITY)	1 No.	
37.	HIGH LIGHTER Multi Color (Packet)	FINE QUALITY	1 Packet	
38.	Sticky Notes (Medium)	FINE QUALITY	1 No.	
39.	LEAD PENCIL (Packet)	FINE QUALITY	1 Packet	
40.	LOGBOOK	8 QUAIR (FINE QUALITY)	1 No.	
41.	MARKER (Packet)	FINE QUALITY (70/90 PER PACKET).	1 Packet	
42.	NOTE SHEET PAD	80 GSM A 4- SIZE 100 SHEET	1 No.	
43.	PACKING TAPE	FINE QUALITY	1 No.	
44.	PAPER CLIP (36MM) (Packet)	FINE QUALITY	1 Packet	
45.	PAPER Cutter	FINE QUALITY	1 No.	
46.	PENCIL SHARPENER	FINE QUALITY	1 No.	

47.	PEON BOOK	8-QUAIR EACH (FINE QUALITY)	1 No.	
48.	POINTER BOX	FINE QUALITY	1 Packet	
49.	POST IN PAD SIZE (3X3)	(FINE QUALITY)	1 Packet	
50.	POST IN PAD SIZE (3X5)	(FINE QUALITY)	1 Packet	
51.	POST IN PAD SIZE (3X3) Multi Color	(FINE QUALITY)	1 Packet	
52.	POST IN PAD SIZE (3X5) Multi Color	(FINE QUALITY)	1 Packet	
53.	PUNCH SINGLE	FINE QUALITY	1 No.	
54.	BROADLINES REGISTER	PLAIN 16 QUIRES (FINE QUALITY)	1 No.	
55.	Ring Folder	FINE QUALITY	1 No.	
56.	RUBBER BAND BOX	FINE QUALITY	One Box	
57.	SCISSORS SMALL	MEDIUM (FINE QUALITY)	1 No.	
68.	STAPLE PINS Packet (15/24)	FINE QUALITY	1 Packet	
69.	STAPLE PINS Packet (13/14)	FINE QUALITY	1 Packet	
70.	STAPLE REMOVER	FINE QUALITY	1 Packet	
71.	SUMMARY PAPER (Legal Size)	AA OR PAPER ONE 80 GSM (500 SHEETS) EACH REAM.	1 No.	
72.	SUMMARY PAPER A-3	AA OR PAPER ONE 80 GSM (500 SHEETS) EACH REAM.	1 No.	
73.	SUMMARY PAPER A-4	AA OR PAPER ONE 80 GSM (500 SHEETS) EACH REAM	1 No.	
74.	SUMMARY PAPER A-4	AA OR PAPER ONE 75 GSM (500 SHEETS) EACH REAM	1 No.	
75.	SUMMARY PAPER COLOUR	AA OR PAPER ONE 80 GSM (500 SHEETS) EACH REAM	1 No.	
76.	Photo Paper A-4 280 GSM	Premium Photo paper 280 GSM (50 SHEETS) EACH REAM	1 No.	
77.	TABLE DAIRY	(FINE QUALITY) WITH MINISTRY/DC D MONOGRAM, GREEN COLOR	1 No.	

		(Customized)		
78.	TAGS	COTTON (FINE QUALITY)	1 No.	
79.	Transparent L shape plastic folder	(FINE QUALITY)	1 No.	

LOT-II TONERS

S.No.	Items	Specification	Unit	Per Unit Price
1.	TONER HP LASER JET Pro 102A(12A)	HP Original Company's Sealed Product-Code to be verified from the website	1 No.	
2.	TONER CANON IMAGE CLASS LBP226dw (057)	Original Company's Sealed Product-Code to be verified from the website	1 No.	
3.	TONER HP LASER JET P2035 (057)	HP Original Company's Sealed Product-Code to be verified from the website	1 No.	
4.	TONER CANON Image Runner Advance DX GPR-37 (8986)	Original Company's Sealed Product-Code to be verified from the website	1 No.	
5.	TONER HP Laser Jet 1020 Q2612A (12A)	HP Original Company's Sealed Product-Code to be verified from the website	1 No.	
6.	TONER HP Printer W107A (107A)	HP Original Company's Sealed Product-Code to be verified from the website	1 No.	
7.	TONER HP Laser Jet Pro (MFP M12Fn) (HP 83A)	HP Original Company's Sealed Product-Code to be verified from the website	1 No.	
8.	TONER cartridge (Type MP 6054) Ricoh MP 5054/5055 Black	Original Company's Sealed Product-Code to be verified from the website	1 No.	
9.	TONER Canon imageCLASS LBP811Cx (Colored printer)	Original Company's Sealed Product-Code to be verified from the website	1 No.	

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LOT-III OTHER STORE & CONSUMABLES

S.No.	Items	Specification	Per unit price	
1.	ACID FOR DRAINAGE/TOILETS	HIGH PERFORMANCE CLEANER/MAINTAINER	1 No.	
2.	AIR FRESHENER	LARGE SIZE (FINE QUALITY)	1 No.	
3.	AIR WICK	FINE QUALITY	1 No.	
4.	AIR WICK AUTOMATIC MACHINE	FINE QUALITY	1 No.	
5.	HARPIC Toilet CLEANER	FINE QUALITY	1 No.	
6.	BROOM (JHAROO)	STIFF BRISTLES AND ELONGATED HANDLE REFERRED TO AS A BROOMSTICK.	1 No.	
7.	CAR POLISH	FINE QUALITY FORMULA ONE	1 No.	
8.	CAR Shampoo	FINE QUALITY	1 No.	
9.	CAR PERFUME	FINE QUALITY	1 No.	
10.	CAR PERFUME GEL	FINE QUALITY	1 No.	
11.	LUSTER POLISH INTERIOR	FINE QUALITY	1 No.	
12.	CHARGE CABLE FOR C-TYPE PHONE (01 meter)	FINE QUALITY	1 No.	
13.	CELL ALKINE - AAA PER	EQUIVALENT best Quality	1 No.	
14.	CELL PENCIL DURA-AA PER	EQUIVALENT best Quality	1 No.	
15.	CELL PENCIL DURA-A PER	EQUIVALENT best Quality	1 No.	
16.	CELL ALKINE - 12v-A23	EQUIVALENT best Quality	1 No.	
20.	DASH BOARD POLISH	FINE QUALITY	1 No.	
21.	DASH BOARD and tyre wax	FINE QUALITY	1 No.	
22.	USB to USB CABLE	EQUIVALENT best Quality	1 No.	

23.	DRAWER LOCK	DURABLE	1 No.	
24.	DUST BIN (PLASTIC)	FINE QUALITY	1 No.	

25.	DUSTERS CLOTH	(WHITE/YELLOW)	1 No.	
26.	EXTENSION BOARD (with 3 USB Ports)	MULTI SOCKET, 15 AMP OR MORE	1 No.	
27.	FILE BAG (CARRIER)	FINE QUALITY, LEATHER	1 No.	
28.	GLASS CLEANER GLINT	GLINT PLUS OR EQUIVALENT	1 No.	
29.	INSECT KILLER	FINE QUALITY	1 No.	
30.	LED TUBE COMPLETE SET 2 FT.	FINE QUALITY	1 No.	
31.	LED TUBE COMPLETE SET 4 FT.	FINE QUALITY	1 No.	
33.	MIRROR with Frame (2.5" X 1.5")	FINE QUALITY	1 No.	
34.	MOUSE PAD	FINE QUALITY	1 No.	
35.	WINDOW CLEANER WIPER	FINE QUALITY 2 IN 1 FINE QUALITY	1 No.	
36.	PACHARA (Large Size)	FINE QUALITY	1 No.	
37.	PHENYL (1Ltr Bottle)	FINE QUALITY	1 No.	
38.	PHENYL TABLET	FINE QUALITY	1 No.	
39.	PLASTIC DINNER PLATE (SIX PIECE)	PLAIN WHITE FINE QUALITY	1 No.	
40.	Quarter Plates (SIX PIECE)	PLAIN WHITE FINE QUALITY	1 No.	
41.	Dinner Bowls (SIX PIECE)	FINE QUALITY	1 No.	
42.	Serving Tray Large (PLASTIC)	FINE QUALITY Large	1 No.	
43.	Serving Tray (Small) (PLASTIC)	FINE QUALITY	1 No.	
44.	POWER PLUG	15 AMP	1 No.	
45.	POWER PLUG MULTY	15 AMP	1 No.	
46.	POWER PLUG SHOE	15 AMP	1 No.	
47.	PRINTY STAMP	MULTICOLOR IMPRESSION	1 No.	
48.	RICE SPOON (HALF DOZEN)	STAINLESS, STEEL (FINE QUALITY)	1 No.	
49.	Dessert Knife (HALF DOZEN)	FINE QUALITY	1 No.	
50.	Fork (HALF DOZEN)	FINE QUALITY	1 No.	
51.	Serving Spoon Set	FINE QUALITY	1 No.	
52.	Serving Tongs	FINE QUALITY	1 No.	

53.	ROTRING DRAWING INK	FINE QUALITY	1 No.	
54.	ROTRING DRAWING PEN	03MM:04MM	1 No.	

55.	SOAP	FINE QUALITY	1 No.	
57.	STEEL CASING FOR PLANTS POTS	STAINLESS STEEL	1 No.	
58.	STEEL NAIL 1"	ONE INCH	1 No.	
59.	STEEL TRAY	FINE QUALITY	1 No.	
62.	DETERGENT	FINE QUALITY 400 GM PER PKT.	1 No.	
63.	TEA CUP (SIX CUP WITH Saucer)	FINE QUALITY	1 No.	
64.	TEA CUP (SIX Cup)	FINE QUALITY	1 No.	
65.	TEA SET (Complete)	FINE QUALITY	1 No.	
66.	TEA SPOON	STAINLESS, STEEL (FINE QUALITY)	1 No.	
67.	THREE PIN CIRCUIT BREAKER	10/16/20 AMP	1 No.	
68.	TISSUE PAPER	FINE QUALITY	1 No.	
69.	TISSUE PAPER ROLL	FINE QUALITY	1 No.	
70.	TOILET BRUSH	FINE QUALITY	1 No.	
71.	TOWEL (LARGE)	FINE QUALITY	1 No.	
72.	TOWEL (SMALL)	FINE QUALITY	1 No.	
73.	TUBE LIGHT 4 FT	FINE QUALITY	1 No.	
74.	TV REMOTE	UNIVERSAL REMOTE	1 No.	
75.	TWO PIN MULTI	10 AMP	1 No.	
76.	TWO PIN SHOE	6 AMP	1 No.	
77.	DISHWASHER DETERGENT	FINE QUALITY	1 No.	
78.	WALL CLOCK	12-INCH WALL CLOCK (FINE QUALITY)	1 No.	
79.	WATER GLASS (SIX-PIECE SET)	FINE QUALITY	1 No.	
80.	WATER SET (Complete)	FINE QUALITY	1 No.	
81.	WIPER LARGE SIZE	FINE QUALITY	1 No.	
82.	HAND GLOVES packet	FINE QUALITY	1 No.	
83.	FACE MASKS packet	3ply FINE QUALITY	1 No.	
	Bike Gloves	3ply FINE QUALITY	1 No.	
84.	HAND SANITIZER (500ml Bottle)	FINE QUALITY (DRAP CERTIFIED)	1 No.	

85.	HAND SANITIZER (5 litr Galan)	FINE QUALITY (DRAP CERTIFIED)	1 No.	
86.	HAND WASH LIQUID (5 LTR)	FINE QUALITY (DRAP CERTIFIED)	1 No.	
	HAND WASH LIQUID (500ML)	FINE QUALITY (DRAP CERTIFIED)	1 No.	
87.	LAPTOPS BAG	FINE QUALITY	1 No.	
88.	UMBRELLA LARGE	FINE QUALITY	1 No.	
89.	RAINSUIT	FINE QUALITY	1 No.	
90.	X STAND BANNER FLEX 2 X 5	FINE QUALITY	1 No.	
91.	MICROFIBER TOWELS	FINE QUALITY	1 No.	
92.	ELFY (Small Size)	FINE QUALITY	1 No.	
94.	Shield presentation with cover	FINE QUALITY	1 No	
95.	Panel Light 2x2 40 wat	FINE QUALITY	1 No.	
96.	Ceiling light 32 wat	FINE QUALITY	1 No	
97.	Ceiling light 25 wat	FINE QUALITY	1 No.	
98.	Adapter Panel Light 2x2	FINE QUALITY	1 No	
99.	Adapter Ceiling light 32 wat	FINE QUALITY	1 No.	
100.	Adapter Ceiling light 25 wat	FINE QUALITY	1 No	
101.	Lan cable cat 6	FINE QUALITY	1 No	
102.	Patch cords 03 M	FINE QUALITY	1 No	
103.	Patch cords 05 M	FINE QUALITY	1 No	
104.	RJ-45 Connectors Box	FINE QUALITY	1 No	
105.	RJ-45 I/O s Connectors Box	FINE QUALITY	1 No	
106.	Back Banes/ Face Plates	FINE QUALITY	1 No	
107.	Crimping Tool	FINE QUALITY	1 No	
108.	Punching Tool	FINE QUALITY	1 No	
109.	Multi plug Shoes Power	FINE QUALITY	1 No	

LOT-IV COMPUTER HARDWARE

S. No.	Item	Specification	Unit	Unit Price
	External Hard drive 256 GB	FINE QUALITY	01	
	External Hard drive 128 GB	FINE QUALITY	01	
	USB 128 GB	FINE QUALITY	01	
	USB 64 GB	FINE QUALITY	01	
	USB 256 GB	FINE QUALITY	01	
	USB printer cable 1.5 m	FINE QUALITY	01	
	USB printer cable 3 m	FINE QUALITY	01	
	Wireless keyboard	FINE QUALITY	01	
	Wireless Mouse	FINE QUALITY	01	
	Dell Keyboard wired	FINE QUALITY	01	
	Dell Mouse wired	FINE QUALITY	01	
	POWER CABLE	FINE QUALITY	01	
	VGA Cable 1.5 m	FINE QUALITY	01	
	VGA USB Cable 1.5 m	FINE QUALITY	01	
	HDMI Cable 1.5 m	FINE QUALITY	01	
	HDMI Cable 3 m	FINE QUALITY	01	
	Ram 32 GB DDR 4	FINE QUALITY	01	
	SSD Drive 1TB	1 TB SSD M.2 NVMe	01	
	Graphics Card 4GB	NVIDIA Geforce GT 630 Graphics Card 4 GB	01	
	Computer Power cable 3 pin	Good Quality	01	
	HP Laptop Charger	65 W USB-AC Adapter	01	
	Dell Laptop Charger	65 W USB-AC Adapter output 19.5 V – 3.34 A	01	
	Screw driver Set	VCELINK 57-in-1 screwdriver set with 56 Magnetic S2 Bits Black	01	
	Laptop Battery	Lenovo Legion 515imh05	01	

SECTION VII – GENERAL CONDITIONS OF CONTRACT (GCC)

- Definitions: standard terms (Contract, Goods, Services, Procuring Agency, Supplier, GCC, SCC) as used throughout this Section shall bear the meanings assigned in the Bid Data Sheet and this Section.
- Delivery/Completion: goods/services shall be delivered/performed within the **15 days** stated in the SCC for the relevant Lot; time is of the essence.
- Inspection and Acceptance: goods/services shall be inspected by a duly constituted inspection/acceptance committee prior to payment certification.
- Warranty: standard OEM/manufacture warranty shall apply to goods; workmanship warranty shall apply to repair services, as detailed in the SCC.
- Payment: payment shall be released within the period stated in the SCC of an undisputed invoice and acceptance certificate, subject to availability of released funds.
- Liquidated Damages: for delay attributable to the Supplier, liquidated damages shall apply at the rate stated in the SCC, subject to the cap stated therein, without prejudice to the Procuring Agency's right to terminate for persistent default.
- Force Majeure: neither party shall be liable for failure to perform obligations caused by force majeure, subject to prompt written notice within the period stated in the SCC.
- Termination: the Procuring Agency may terminate the contract for default, for convenience, or due to insolvency of the Supplier, in accordance with the Authority's prescribed General Conditions of Contract.
- Dispute Resolution: disputes shall, in the first instance, be referred to the Head of the Procuring Agency; unresolved disputes shall be subject to arbitration/the jurisdiction of the courts at Islamabad, as stated in the SCC.
- Governing Law: this contract shall be governed by the laws of the Islamic Republic of Pakistan, including the Public Procurement Rules, 2004 (as amended, or the Public Procurement Rules, 2025 if applicable at the time of contract signing).

SECTION VIII – SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Condition of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Inspections and Tests
Inspection and tests prior to supply of Goods and at final acceptance are as follows: The Procuring Agency or its representative shall have the right to inspect and to test the supplies at the destination to confirm their conformity with the Contract Specifications at no extra cost to the Procuring Agency.
2. Packing
Packing & accessories: The bidder shall deliver the supplies at the destination in scratch-less conditions with all the manufacturers supplied accessories, in original packaging with serial number matching to the product inside.
3. Payment
The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment shall be made in Pak. Rupees on completely delivered goods within thirty **(90) days of submission** of claim supported by the acceptance certificate issued by the Procuring Agency.

4. Prices
Prices shall be: Fixed.
5. Liquidated Damages
GCC 15.1- Applicable rate: Applicable rates shall not exceed one (1.0) % per day and the "maximum" shall not exceed ten (10) % of the contract price.
6. Resolution of Disputes (GCC Clause 18)
GCC 18.2- The dispute resolution mechanism to be applied pursuant to GCC Clause 18.2 shall be as follows: In the case of a dispute between the Procuring Agency and the Supplier, the dispute shall be referred to arbitration in accordance with the laws of the Islamic Republic of Pakistan.
7. Governing Language (GCC Clause 19)
GCC 19.1- The Governing Language shall be: English.
8. Pre-qualification doesn't constitute award of contract.

SECTION IX – CONTRACT FORM

THIS AGREEMENT made the ____ day of _____ 2026 Between the **Digital Communication Department (DCD), Ministry of Information and Broadcasting, Government of Pakistan, Islamabad** (hereinafter called “the Procuring Agency”) on the one part and [name of Supplier] _____ [hereinafter called “the Supplier”] of the other part:

WHEREAS the Procuring Agency invited Bids for certain Goods and has accepted a bid of the Supplier for the supply of those goods in the sum of Rs. ____ () (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement Words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Bid Form and the price schedule submitted by the Bidder;
 - (b) The Schedule of Requirements;
 - (c) The Technical Specification;
 - (d) The General Conditions of Contract;
 - (e) The Special Conditions of Contract;
 - (f) The procuring agency’s Notification of Award.
3. In consideration of the Payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the Goods and to remedy defects therein in conformity in all respects with the provisions of the contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by ____ the for the Procuring Agency) Signed, sealed, delivered by _____ the for the Supplier)