

BIDDING DOCUMENTS



REQUEST FOR PROPOSAL

**PROCUREMENT OF STATIONARY, OTHER/ MISCELLANEOUS,
OTHER STORE/ COMPUTER STATIONARY (TONERS) ITEMS,
DURING THE FINANCIAL YEAR 2026-27.**

Closing Date & Time: September 14, 2026 by 10:00 AM.

Opening Date & Time: September 14, 2026 at 10:30 AM.

Section-I: Invitations to Bidders/Tender Notice



F. No.1-1/2026-27 (Admin)
Government of Pakistan

Directorate General of Basic Education Community Schools
Ministry of Federal Education & Professional Training

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REQUEST FOR PROPOSALS

Directorate General of Basic Education Community Schools (BECS), invites proposals ("Single Stage – One Envelope Procedure" under Framework Agreement) from well-reputed Suppliers/ Firms/ Vendors, who are registered with Public Procurement Regulatory Authority (PPRA), having experience in the relevant field, registered with Income Tax & Sales Tax Department and are on Active Taxpayer List (ATL) of FBR, stationed at Islamabad/ Rawalpindi for provision of stationary, other/ miscellaneous, computer stationary (toners) Items, during the financial year 2026-27.

2. Bid security amounting to Rs. 200,000/- shall be submitted in the form of Bank Draft, Pay Order or Call Deposit Receipt (CDR) in favour of the DDO, Directorate General of BECS.
3. Bidding documents, containing detailed terms & conditions, specifications and requirements etc, are available on PPRA website (www.ppra.gov.pk), BECS website (www.becs.gov.pk) and Ministry website (www.mofept.gov.pk).
4. Interested firms/suppliers/vendors shall submit hard copies of their bids/proposals at the address mentioned below on or before September 14, 2026 by 10.00 a.m. The bids will be opened on the same day at 10:30 a.m. Interested firms may apply for one or more lots.
5. Due to the current status of the Framework Agreement module in EPADS v2.0, the procurement under the subject notice shall be carried out in accordance with the applicable provisions of Public Procurement Rules, 2004 (as amended from time to time).
6. Directorate General of BECS, reserves the right to accept or reject any or all offers under PPRA rules 2004 amended time to time.

(Adnan Asif)
Deputy Director (Admin)
G-8/4, Taleemi Chowk Islamabad,
Islamabad. Ph: 051-9263255

Section-II: Introduction

Directorate General of Basic Education Community Schools (BECS), invites proposals ("Single Stage – One Envelope Procedure") from well-reputed Suppliers/ Firms/ Vendors, who are registered with Public Procurement Regulatory Authority (PPRA), having experience in the relevant field, registered with Income Tax & Sales Tax Department and are on Active Taxpayer List (ATL) of FBR, stationed at Islamabad/ Rawalpindi for provision of stationary, other/ miscellaneous, computer stationary (toners) Items, during the financial year 2026-27, under framework agreement Rule 2 (g b), which is as under: -

"Framework agreement" means a contractual arrangement which allows a procuring agency to procure goods, services or works that are needed continuously or repeatedly at agreed terms and conditions over an agreed period of time, through placement of a number of orders;].

TERMS & CONDITIONS:

The bidder intends to participate in the bidding process shall provide/submit the following documents along with their Bids: -

1. The bidder should be registered with Income Tax and Sales Tax Departments (Copies of NTN and Sales Tax Registration Numbers be attached). The bidder should also have vendor number issued from AGPR, Islamabad.
2. The bidder should have experience in the relevant field.
3. An affidavit on **stamp paper** submitting that neither the Company / firm has been blacklisted on any grounds whatsoever nor is being proceeded against or not involved in litigation. This certificate shall remain operative till the finalization of the procurement.
4. Bid/ offer should accompany a **fresh Pay Order of Rs.200,000/-** in the name of **DDO, Directorate General of BECS** as earnest money from a scheduled bank, failing which, the bid will be rejected. Old/Released Pay Orders will not be accepted. Cheques are not acceptable being earnest money.
5. The proposals of bids found technically non-responsive; the bid found to be the most advantageous bid shall be accepted.
6. During the period of the contract, the supplier will be bound to deliver the items of the approved quality to Directorate General of BECS, G-8/4, Taleemi chowk Islamabad or any other place specified by the procuring agency in metropolitan limits of ICT and Rawalpindi.
7. Bank Certificate/Statement/Balance Sheet, Financial Soundness.
8. Company Profile.
9. General Sales Tax Number.
10. Proof of NTN and Income Tax Payee.
11. Firm Registration.
12. Two years audit report must be attached along with technical bid document
13. The bid validity period shall be effective till 30.06.2027.
14. This procurement will be governed by the Public Procurement Regularity Authority, Rules, 2004 (amended time to time) up to date.
15. Bid Document containing details of above requirements will be available at the website of Directorate General of BECS, M/o FE&PT, and PPRA immediately after the publication of Tender Notice.

16. Procuring Agency may reject all the bids any time prior to acceptance of any bid as laid down in Rule 33(1) of the Public PPRA Rules, 2004 (amended time to time) update.
17. The bids will be opened on **September 14, 2026 at 10:30 am**, in presence of the authorized representatives of the firms.
18. If the day of submission/opening of bids is declared as holiday the bids will be opened on the next working day.
19. All payments are made through crossed cheque to be issued by the AGPR.
20. Payment of the bills will be subject to the deduction of all government taxes/ levies.
21. Directorate General of BECS reserves the right to extend the opening date of the bids, cancel/ reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rules.

Section-III: Instructions to Bidders (ITB)

i.	Scope of Bid	The Procuring Agency(PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section IX. Schedule of Requirements. The successful Bidders will be expected to deliver, install/ commissioning) the goods within the specified period and timeline(s) as stated in the BDS.
ii.	Source of Funds	The Procuring Agency will have available budget in Financial Year 2026-27. The Procuring Agency intends to apply the provided funds/ a portion of this budget to make eligible payments under the contract for which the Invitation to bids has been issued.
iii.	Eligible Bidders	a) The Invitation to Bids is open to all suppliers i.e., association of firms/companies/sole proprietor/ general order suppliers, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax etc.), except as provided hereinafter. b) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority. c) Bidders shall not be under a declaration of blacklisting by the Procuring Agency. During the Procurement Process / execution of the Contract, if the firm/ bidder is blacklisted by any Government department/other Procuring Agency or by Public Procurement Regulatory Authority (PPRA), if such blacklisted bidder wants to execute the contract awarded after its blacklisting, the bidder/ firm shall provide 100% Bank Guarantee against the awarded Contract value and in case the bidder regret to do so then the Procuring Agency may proceed with second lowest evaluated bidder. d) In the case of a Joint Venture, Consortium, or Association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The Joint Venture, Consortium, or Association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract. e) Any agreement that forms a Joint Venture, Consortium or Association shall be required to be submitted as part of the Bid and shall be attested. f) Any bid submitted by the Joint Venture, Consortium or Association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Agency and in line with any instructions issued by the Authority. g) The invitation for Bids is open to all prospective Supplier, Manufacturers or Authorized Agents/Dealers/Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in bid data sheet. h) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they: i. Have controlling shareholders in common; or ii. Receive or have received any direct or indirect subsidy from any of them; or iii. Have the same legal representative for purposes of this Bid; or iv. Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or i) A Bidder may be ineligible if – i. The Bidder is declared bankrupt or, in the case of company or firm, insolvent; ii. Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property; iii. Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; iv. The Bidder is convicted, by a final judgment, of any offence involving professional conduct; v. The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices or consistent performance failure in accordance with the provision of section 2 *(b*) of PPRA rules 2004, read with rule 19. vi. The firm, supplier and contractor is blacklisted/ debarred by any international organization

		j) Bidder shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively. k) Bidder shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request. l) Bidder must have their patient local established office in the vicinity of Islamabad or Rawalpindi equipped with standard office setup.
iv.	Eligible Goods and Services	a) All goods and related services to be supplied under the Contract shall have their origin in eligible source countries, defined in the Bid Data Sheet (BDS/Technical Specification), and all expenditures made under the contract will be limited to such goods and related services. b) For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product is obtained that is substantially different in basic characteristics or in purpose or utility from its components.
v.	Cost of Bidding	The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring Agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
vi.	One person one bid	a) A Bidder shall submit only one Bid in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement. b) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process. c) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.
vii.	Content of Bidding Document	a) The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include: - Invitation to Bids - Instructions to Bidders (ITB) - Bid Data Sheet - General Conditions of Contract (GCC) - Schedule of Requirements - Bid Form - Bidder Profile Form - General Information Form - Affidavit - Contract Form - Financial Bid Form / Price Schedule - Check List b) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid. c) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/contents have been properly and clearly received is the prime responsibility of the Bidder.
viii.	Clarification of Bidding Documents	a) A Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by e-mail. The Procuring Agency will respond via same medium to the prospective bidder but no later than seven (7) days prior to the deadline for the submission of Bids prescribed in the Bid Data Sheet. b) The Procuring Agency will within three (3) working days after receiving there quest for clarification, respond the prospective bidder. c) the Procuring Agency deem it necessary to amend the Bidding Documents as a result of a clarification.
ix.	Amendment of Bidding Documents	a) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding documents by amendment. Any such change/amendment in the Bidding documents shall be provided in a timely manner. b) Procuring Agency, at its discretion, may extend the deadline for the submission of Bids, in the manner similar to the original advertisements, so as to avoid any inconvenience and to doubly ensure level playing field for all prospective bidders.
x.	Language of Bid	The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Procuring Agency shall be in English.
xi.	Bid Form	The Bidder shall complete the Bid Form and the appropriate Price Schedule (Financial Bid) furnished in the Bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.
xii.	Bid Price	a) The Bidder shall indicate the unit prices (where applicable) and total Bid price of the goods it proposes to supply under the contract.

		b) Documents Establishing Bidder's Eligibility and Qualification Prices indicated on the Price Schedule. c) The Bidder's separation of price components in accordance with ITB Clause xii (a) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered. d) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A Bid submitted with an adjustable price quotation will be treated as non-responsive and may be rejected.
xiii.	Bid Currencies	Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
xiv.	Documents Establishing Bidder's Eligibility and Qualification	a) Pursuant to ITB Clause Section II (iii), the Bidder shall furnish, as part of its Bid, documents establishing the Bidder's eligibility to Bid and its qualifications to perform the contract if its Bid is accepted. b) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Section II (iii). c) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction: - that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the same in Pakistan;(where applicable) - that the Bidder has the financial, technical, and production capability necessary to perform the contract; - that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and - that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
xv.	Documents Establishing Goods' Eligibility and Conformity to Bidding Document	a) Pursuant to ITB Clause Section-II (iv) the Bidder shall furnish documents establishing the eligibility and conformity to the Bidding documents of all goods and related services which the Bidder proposes to supply under the contract. b) The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a Certificate of Origin issued at the time of shipment. (where applicable) c) The documentary evidence of conformity of the goods and services to the Bidding documents shall consist of: - a detailed description of the essential technical and performance characteristics of the goods; - a list giving full particulars, including available sources and current prices of goods, services etc. necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet d) Where a sample(s) is required by a procuring agency, the sample shall be: - submitted physically in the quantities, dimensions and other details requested in the BDS; - received on, or before, the closing time and date for the submission of bids; and - Evaluated to determine compliance with all characteristics listed in the BDS. {The bidder shall provide samples of required items to Procuring Agency before 02 days of opening of Bids as specified in the list of required items. In case non-provision of required samples bid shall not be accepted for those items for which provision of samples is mandatory} - The Procuring Agency may retain the sample(s) of the successful Bidder till the successful delivery of the goods. A Procuring Agency may reject the Bid if the sample(s). - do(es) not conform to all characteristics prescribed in the bidding documents; and - is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet. - Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them. - The Bidder shall furnish all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.
xvi.	Bid Security	a) The Bidder shall furnish, Bid security amounting to Rs.200,000/- in the name of DDO, Directorate General of BECS. The hard copy of bid security must be submitted to the procuring agency any time before the closing time of bid submission. b) The Bid security may be forfeited: - If a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or - In the case of a successful Bidder, if the Bidder:

		a. Fails to sign the contract in accordance with ITB or b. Fails to furnish Performance Guarantee in accordance with ITB c. If the blacklisting proceedings under Section-19 of PPRA Rules 2004 initiated and the bidder is declared blacklisted after due process of law.
xvii.	Period of Bid Validity	a) Bids shall remain valid for the period specified in the Bid Data Sheet after the date of Bid opening prescribed by the Procuring Agency. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive. b) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity.
xviii.	Procedure for bids submission	a) The bidder shall submit hard copies of Bids. b) Single Stage one Envelope Procedure will be followed.
xix.	Deadline for Submission of Bids	a) Bidder also submit hard copy of bid three hours prior to the opening of bid as per date and time specified in BDS. b) The Procuring Agency may, at its discretion to extend the deadline for the submission of Bids by amending the Bidding documents in accordance with ITB in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
xx.	Modification and Withdrawal of Bids	a) The Bidder may modify or withdraw its bid after the bid's submission and prior to the deadline prescribed for submission of bids. b) No bid may be modified after the deadline for submission of Bids. c) No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder's forfeiture of its Bid security.
xxi.	Opening of bids by the Procuring Agency	a) The Procuring Agency will open all bids, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the BDS. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance. b) Bidders are advised to send in a representative with the knowledge of the content of the bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's bid. c) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a late bid, the Bid price if applicable. d) Minutes of the Bid Opening shall be recorded.
xxii.	Confidentiality	a) Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of relevant PPRA rule 2004. b) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid. c) Notwithstanding, the interval between Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing.
xxiii.	Clarification of bids	a) In the process of examination, evaluation and comparison of bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered. b) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted. Whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the Procuring Agency in the evaluation of Bids should be sought in accordance with ITB. c) The alteration or modification in the bid which in any way compromise the following parameters will be considered as a change in the substance of a bid: i. Evaluation & qualification criteria; ii. Required scope of work or specifications; iii. All securities requirements; iv. Tax requirements; v. Terms and conditions of bidding documents. vi. Change in the ranking of the Bidder d) From the time of bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or by e-mail.
xxiv.	Preliminary Examination	a) The Procuring Agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order. b) Arithmetical errors will be rectified on the following basis: -

		i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Bid may be rejected, and its Bid security may be forfeited. ii. If there is a discrepancy between words and figures, the amount in words will prevail. c) Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of each bid to the Bidding documents. For purposes of these Clauses, a responsive bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security, Applicable Law, Taxes and Duties & mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. d) If a bid is not responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity. e) Prior to the detailed evaluation of bids, the Procuring Agency will determine whether each bid: i. Meets the eligibility criteria defined in ITB ii. Has been prepared as per the format and contents defined by the Procuring Agency in the Bidding Documents; iii. Has been properly signed; iv. Is accompanied by the required scanned securities; and f) Is responsive to the requirements of the Bidding Documents.
xxv.	Examination of Terms and Conditions; Technical Evaluation	a) The Procuring Agency shall examine the bid to confirm that all terms and conditions specified in the GCC have been accepted by the Bidder without any material deviation or reservation. b) The Procuring Agency shall evaluate the technical aspects of the bid submitted to confirm that all requirements specified in Technical Specifications, Schedule of Requirements & Evaluation Criteria as provided in BDS, have been met without material deviation or reservation. e) If after the examination of the terms and conditions and evaluation the Procuring Agency determines that the bid is not responsive in accordance, it shall reject the Bid.
xxvi.	Grievance Redressal	a) Procuring Agency shall constitute a Grievance Redressed Committee (GRC) comprising of odd number of persons with proper powers and authorization to address the complaints. The GRC shall not have any of the members of the Procurement Evaluation Committee. b) Any Bidder feeling aggrieved can file its complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of PPRA 2004 Rule 48, and the same shall be addressed by the Procuring Agency well before the proposal submission deadline. c) Any party can file its complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 48 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline. d) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his bid may lodge a complaint, concerning his grievances not later than ten (10) days after the announcement of the Final evaluation reports. e) In case, the complaint/grievance is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelope bidding procedure is adopted. f) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.
xxvii.	Notification of Award	a) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter that its bid has been accepted. b) The notification of award will constitute the formation of the Contract.
xxviii.	Signing of Contract / Issuance of Purchase order	a) the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents, incorporating all agreements between the parties or will issue the purchase order [as the case may be]. b) Procuring Agency requires formal signing of contract, within one week of issuance of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency. c) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase orders.
xxix.	Award Criteria	The Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the "most advantageous" evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily.
xxx.	Right to Vary Quantities at Time of Award	The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods as per its requirement.
xxxi.	Right to Accept or Reject All	a) the Procuring Agency reserves the right to accept or reject all Bids or

	Bids	proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders. b) The Bidders shall be promptly informed about the rejection of the Bids in respective forms. c) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.
xxxii.	Quantity and volume of the goods	a) While quoting the rate in a framework contract, the Bidder must consider the following facts: i. Certain volume and quantity of the goods as prescribed in Bid Data Sheet. ii. The Bidder have to maintain the rates of the goods for the whole financial year i.e. July 1st2026 to June 30th 2027. b) The Bidder should quote the rate as per Price Schedule/ Financial Bid form. In case of non-observance of prescribed format, Financial Bid may be rejected.

Section-IV: Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Section II. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. Introduction	
BDS Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
1.	Name of Procuring Agency: Directorate General of Basic Education Community Schools(BECS). The subject of procurement is: Procurement of STATIONERY, COMPUTER STATIONERY, PRINTING & PUBLICATION, COST OF OTHER STORES AND OTHERS. Period for delivery of goods: As mentioned in schedule of requirement. Commencement date for delivery of Goods: As specified in PO
2.	Financial year for the operations of the Procuring Agency: [2026-27]
B. Bidding Documents	
3.	The address for clarification of Bidding Documents: Deputy Director (Admin) Directorate General of Basic Education Community Schools (BECS), G-8/4 Taleemi Chowk Islamabad.
4.	Pre-bid Meeting: NOT APPLICABLE
C. Bid Price, Currency, Language and Country of Origin	
5.	Language of the Bid: <u>English</u>
6.	The price quoted shall be fixed in PAK RUPEES inclusive of all applicable taxes and duties, on DDP destination basis.
7.	Country of origin: All eligible countries to do business in Pakistan by the law of Government of Pakistan.
D. Preparation and Submission of Bids	
8.	Bid shall be submitted hard copies. Qualification Criteria/Knock down criteria. a. Having experience in relevant field. b. Registration of the Bidder with relevant forums/organizations(if applicable) c. Registration with relevant tax authority i.e. FBR etc. as active tax payer. d. Minimum financial soundness based on average turn over for last two years e. Affidavit to the effect that:- • Bidder is not currently blacklisted by the Procuring Agency. • The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/Rules. • The provided information is correct.
9.	The deadline for Bid submission is: September 14, 2026 at 10:00 am
10.	Time, date/ Month/ Year, and place for Bid opening. September ,2026 at 10:30 am
11.	Bid validity period after opening of the Bid is: 180 DAYS.
E. Opening and Evaluation of Bids	
12.	The bid opening shall take place at: Directorate General of Basic Education Community Schools(BECS), G-8/4 Taleemi Chowk Islamabad.
13.	The currency that shall be used for Bid evaluation is: PAK RUPEES

Section-V: Evaluation Criteria

Category	Description	Points
Legal (Mandatory)	Valid Income Tax Registration*Registered for at least last two(02) year;	Required
	Valid General Sales Tax Registration(Status = Active) with FBR/Relevant Authorities)	Required
	Affidavit on non-judicial Stamp Paper of Rs.100/- 1. Bidder is not currently blacklisted by the Procuring Agency. 2. The documents/photocopies provided/submitted on e-pads with Bid are authentic. In case of any fake/bogus document found at any stage, the Bidder shall be blacklisted as per Law/ Rules. 3. The provided information is correct. 4. Compliance to Section Technical Specifications and Schedule of Requirements.	Required

Sr. No.	Description	Allocated Marks
1.	Company Profile Cliental • Worked with above 10 local/ clients/ government/semi government / autonomous bodies for Providing Office Stationery or General Supplies. (30 Marks) • Worked with above 5 to 10 local/ clients/ government/semi government / autonomous bodies for Providing Office Stationery or General Supplies. (20 Marks) • Worked with above 3 to 5 local/ clients/ government/semi government / autonomous bodies for Providing Office Stationery or General Supplies. (10 Marks).	30
2.	Relevant Experience 1. Providing Office Stationery or General Supplies for more than 05 years (20, Marks) 2. Providing Office Stationery or General Supplies for more than 03 years but less than 5 years. (15, Marks) 3. Providing Office Stationery or General Supplies for more than 02 years but less than 03 years. (10, Marks) Purchase orders / supply orders must be attached, otherwise, no marks shall be awarded.	20
3.	Financial Position (Bank Statements of Last three years i.e 2023, 2024, 2025) 1. Above 20 million (30, Marks) 2. 11 million to 20 million (20, Marks) 3. 05 million to 10 million (10, Marks)	30
4.	Tax Return Active Tax Payer for Financial Year 2024-25	20
Total Marks:		100

Section-VI: General Conditions of Contract

1. Definitions	a) In this Contract ,the following terms shall be interpreted as indicated: i. "The Contract" means the agreement entered into between the Procuring Agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. ii. "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations. iii. "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring Agency under the Contract. iv. "The Services" means those services ancillary and related to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, maintenance & repair and other such obligations of the Supplier covered under the Contract. v. "GCC" means the General Conditions of Contract contained in this section. vi. "The Procuring Agency" means the organization purchasing the Goods & Services. vii. "The Supplier" means the Bidder or firm supplying the Goods and Services under this Contract. viii. "Day" means calendar day.
2. Application	These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
3. Country of Origin <i>[where applicable]</i>	a) All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules. b) For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from where the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product is obtained that is substantially different in basic characteristics or in purpose or utility from its components. c) The origin of Goods and Services is distinct from the nationality of the Supplier. In any case, the requirements of rules 10 & 26, PPR-14, shall be followed.
4. Standards	The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.
5. Use of Contract Documents and Information; Inspection and Audit by the procuring agency.	a) The Supplier shall not, without the Procuring Agency's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. b) The Supplier shall not, without the Procuring Agency's prior written consent, make use of any document or information enumerated in GCC Clause 5 (i) except for purposes of executing the Contract. c) Any document, other than the Contract itself, enumerated in GCC Clause 5.(i) shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Supplier's performance under the Contract if so required by the Procuring Agency.
6. Patent Rights	The Supplier shall indemnify the Procuring Agency against third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring Agency's country.
7. Inspections and Tests	a) The Procuring Agency or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. The Technical Specifications shall specify what inspections and tests the Procuring Agency requires and where they are to be conducted. The Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any representatives nominated for these purposes. b) The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s) (if so, allowed by the Procuring Agency), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency. c) Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring Agency. d) The Procuring Agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring Agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring Agency or its representative prior to the Goods' shipment from the country of origin. e) Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.
8. Packing	a) The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit. b) The packing, marking, and documentation within and outside the packages shall comply

	strictly with such special requirements as shall be expressly provided for in the Contract.
9. Delivery and Documents <i>[in case of Framework Modality the Procuring Agency]</i>	a) Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. b) Upon delivery, the Procuring Agency shall give receiving certificate to the supplier with the statement that, "completion certificate along with satisfactory report shall be issued after due inspection as per clause-7 of GCC, which will enable the supplier to put up the bill".
10. Transportation	The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Procuring Agency's country.
11. Warranty	a) The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models selected by the Procuring Agency, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination. b) This warranty shall remain valid for [one year] after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for [to be decided by the Procuring Agency] year/months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier. c) The Procuring Agency shall promptly notify the Supplier in writing of any claims arising under this warranty. d) Upon receipt of such notice, the Supplier shall, within the period specified by the procuring agency shall repair or replace the defective Goods or parts thereof, without costs to the Procuring Agency. e) If the Supplier, having been notified, fails to rectify the defect(s) within the period specified, within a reasonable period, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract/relevant provision of PPRA-2004 including Blacklisting.
16. Payment	a) The Supplier's request(s) for payment shall be made to the Procuring Agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause-9, and upon fulfillment of other obligations stipulated in the Contract. b) Payments shall be made promptly by the Procuring Agency, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier, through AGPR provided the work is satisfactory. c) The currency of payment is PAK RUPEES.
17. Prices	Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments authorized.
18. Contract Amendments	No variation in or modification of the terms of the Contract shall be made except by the mutual consent through written amendment signed by the parties. No variation in finalized brands/ makes/models shall be allowed except where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.
19. Assignment	The Supplier shall not assign the whole of contract to anybody else. However, some parts of contract or its obligations may be assigned to sub-contractors with the prior written approval of the procuring agency.
20. Sub-contracts	The Supplier shall notify the Procuring Agency in the Bid of all subcontracts to be assigned under this Contract. Such notification, in the original Bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.
21. Delays in the Supplier's Performance	a) Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements. b) If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract. c) A delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.b without the imposition of liquidated damages.
22. Liquidated Damages	Subject to GCC Clause 24, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price.
23. Termination for Default	a) The Procuring Agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part: i. if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to GCC Clause 21; ii. if the Supplier fails to perform any other obligation(s) under the Contract; or iii. if the Supplier, in the judgment of the Procuring Agency has engaged in corrupt practices in competing for or in executing the Contract. For the purpose of this clause, corrupt practices will be defined as per relevant section of PPRA rules 2004.

	b) In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to GCC Clause 23.A, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
24. Force Majeure	a) Notwithstanding the provisions of GCC Clauses 21, 22, and 23, the Supplier shall not be liable for forfeiture of its Performance Guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. b) For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Both, the Procuring Agency and the Supplier, may agree to exclude certain widespread conditions e.g: epidemics, pandemics, quarantine restrictions etc. from the purview of "Force Majeure". c) If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
25. Termination for Insolvency	The Procuring Agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
26. Termination for Convenience	a) The Procuring Agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective. b) The Goods that are complete and ready for shipment (if applicable) within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Agency on the Contract terms and prices. For the remaining Goods, the Procuring Agency may choose: - to have any portion completed and delivered at the Contract terms and prices; and/or - to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.
27. Resolution of Disputes	a) After signing the contract or issuance of purchase order, The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. b) If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration as per rule 49 of PPRA rules 2004 and in accordance with Arbitration Act-1940.
28. Governing Language	The Contract shall be written in the language specified in the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in English language.
29. Applicable Law	The Contract shall be interpreted in accordance with the laws of Pakistan.
30. Taxes and Duties	Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods & Services to the Procuring Agency. In case of imposition of new taxes/duties or concession thereof after the deadlines for the submission of bids the effect thereof shall be borne or availed by the procuring agency as the case may be.
31. Contract Period	The duration of the contract shall be for a period of one year, starting from the date of issuance of notification of award, delivery, installation & commissioning of all Goods, till end of warranty period.

Section-VII: Sample Forms

General Information Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical **bid**]*

PROFORMA FOR FIRMS/ VENDORS

S. No.	Description/ Detail	
1.	Full Profile of Firm/ Vendor:	
2.	Business Address:	
3.	Landline No.	
4.	Mobile No. (with WhatsApp)	
5.	NTN No. (attach copy of NTN Certificate)	
6.	GST Registration No. (attach copy of GST Registration)	
7.	Bank Account No. & Address:	
8.	Vendor number of AGPR:	
9.	Bank Statement: (for Last 05 years)	
10.	Pay Order (Fresh): (Pay Order/ Bankers Cheque)	
11.	Experience in the relevant field: (05 years)	
12.	List of at least 03 clients from Ministries/ Departments along with work orders: (attach list)	
13.	Affidavit/ Undertaking for non-blacklisting:	
14.	Affidavit/ Undertaking for Provision of Original Toners:	
15.	Affidavit/ Undertaking for acceptance of terms and conditions/ instructions of the procuring Ministry:	
16.	Samples:	

Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head To be attached with Technical Bid]

Sr. No.	PARTICULAR
1. Name of the Company	
2. Registered Office Address:	
National Tax Number:	(attached copy)
Sales Tax Registration Number:	(attached copy)
Professional Tax Number:	(attached copy)
Office Telephone Number:	Mobile No.:
Fax Number:	Email Address:
Website Address:	
3. Contact Person	
Name:	Designation:
Personal Telephone No.	
Email Address:	
Local Office if any:	
Address:	
Office Telephone No.	Fax No. Mobile No.

Affidavit

*[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical **bid** Name: ____ (Applicant)]*

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and maybe verified by employer if the Employer, at any time, deems It necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]*. The undersigned further affirms on behalf of the firm that:

- (i) The firm is not currently blacklisted by the Procuring Agency.
- (ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.
- (iii) Affidavit for correctness of information.
- (iv) *****omitted*****

[Name of the Contractor/Bidder/Supplier] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

Contract Form

THIS AGREEMENT made on the ___ day of _20___ between *[name of Procuring Agency]* of *[country of Procuring Agency]* (herein after called "the Procuring Agency") on the one part and *[name of Supplier]* of *[city and country of Supplier]* (herein after called "the Supplier") on the other part:

WHEREAS the Procuring Agency invited Bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (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 Specifications;
 - (d) The General Conditions of Contract;
 - (e) The Special Conditions of Contract; and
 - (f) The Procuring Agency's Notification of Award.
 - (g) Contract agreement
 - (h) Complete Bidding document
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 services and to rectify defects therein in conformity with all respects in accordance with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the rectification 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 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 mentioned above.

Signed, sealed, delivered by ___ the _____ (for the Procuring Agency)

Signed, sealed, delivered by ___ the _____ (for the Supplier)

Bid Security Form

*[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial **bid** and hard copy of bid security must be submitted to the procuring agency any time before the closing time of bid submission. The relevant branch of bank (from where the bid security is being issued for bidder) should also send scanned copy at the following email address: [md.ppra@gmail.com]*

Whereas *[name of the Bidder]* (hereinafter called "the Bidder") has submitted its Bid dated *[date of submission of Bid]* for the supply of *[name and/or description of the goods]* (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank"), are bound unto *[name of Procuring Agency]* (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _20.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:
 - (a) Fails or refuses to execute the Contract Form, if required; or
 - (b) Fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[Signature of the bank]

Section-VIII: Check list

[To be signed and stamped and presented on Bidder's letter head pad]

The provision of this check list is essential pre requisite along with submission of tenders (with technical proposal).

Sr.#	Detail	Responsive	Non-responsive
1.	Bid Security in the name of DDO Directorate General of BECS		
2.	All required samples (if demanded) have been submitted in <i>[name of the Procuring Agency]</i> sample store.		
3.	Active Registration with Income Tax Authorities(National Tax Number NTN) at least two years old		
4.	Copy of active Registration(Professional Tax Certificate)		
5.	At least 03 of similar nature having similar cost or above have been performed / executed in public organization during last 02 years (certificate duly signed by gazette officer attached).		
6.	Bid Form on letter head of the firm duly signed and stamped.		
7.	General Information Form(as per form 8.5 of Bidding documents) on letterhead of the firm duly signed and stamped.		
8.	Affidavit on non-judicial Stamp Paper of Rs. 100/- The firm is not currently blacklisted by the Procuring Agency. The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be blacklisted as per Rules/ Laws. Affidavit for correctness of information.		
9.	Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		
10.	i. Work order/supply order/purchase order of previous relevant experience (last three years). ii. Company profile. Staff list along with complete office address iii. Income Tax/Sales Tax Returns of last two years. iv. Bidders profile Form(as per form of Bidding documents) on letter head of the firm, duly signed and stamped.		

Stamp & Signature of Bidder

Section-IX: Schedule of Requirement

A. Lot No. 1 – Office Stationery Items	121 Items
B. Lot No. 2 – Computer Stationery Items	21 Items
C. Lot No. 3 – Other Store / Store Items	152 Items
D. Lot No. 4 – Office Furniture Fixture Items	08 Items

A. Lot No. 1 – Office Stationery Items					
Sr #	Tender Items	Qty	Brand Required	Brand Offered by Vendor/ Firm	Rate (With GST)
1.	Agreement Folder	01	As per Sample		
2.	Agreement Paper (Pack of 100 sheet)	Per Pack/ Per Ream	--		
3.	Attendance Register No.1	01	As per Sample		
4.	Ball Pen Uniball	01	Schneider One Sign Ball Pen OR Equivalent		
5.	Ball Pen Uniball	01	Vision Elite OR Equivalent		
6.	Ball Pen Uniball	01	Eye Fine OR Equivalent		
7.	Ball Point	01	Dollar Clipper Ball Point, Piano Ball Point 0.8 mm OR Equivalent		
8.	Ball Point	01	Schneider Tops 505 MOR equivalent		
9.	Ball Point	01	Staedtler Ball Point 0.35 OR Equivalent		
10.	Binding Sheet Plastic (A4 Size, 100 sheets pack)	Per Pack	180 Micron OR Equivalent		
11.	Binding Tape	01	Sensa, 3 inches, 10 meters OR Equivalent		
12.	Book End	01	Three Flower Book End Metal OR Equivalent		
13.	Box File	01	A4 Size, Width: 3-inch, Material: PVC, Document Handling Size: A4 (8.27x11.69 inch/ 210 x 297mm)		
14.	Box File	01	F4, Imported		

15.	Box File	01	Box file with lever, imported blue (RS)		
16.	Calculator	01	Casio Original Desktop Calculator Dj-220D Plus OR Equivalent		
17.	Calculator		Deli Calculator 12-Digit Metal EM19810 OR Equivalent		
18.	Clear Button Bag File Folder	01	Premium Quality		
19.	Colour Paper (A4 Size, 80 Gram, Imported, 100 Sheets Pack)	Per Pack/ Per Ream	Premium Quality		
20.	Computer Paper (A4 Size, 80gm, Ream of 500 sheets)	Per Ream	Paper One OR Equivalent		
21.	Computer Paper (A4 Size, 80gm, Ream of 500 sheets)	Per Ream	Double A OR Equivalent		
22.	Computer Paper (Legal Size, 80gm, Ream of 500 sheets)	Per Ream	Paper One OR Equivalent		
23.	Computer Paper (Legal Size, 80gm, Ream of 500 sheets)	Per Ream	Double A OR Equivalent		
24.	Dak Book, A4 Size, 200 Pages.	01	As per Sample		
25.	Dak Pad	01	Superior quality Green Ragzine with screen printing/ embossing of designation of officer, logo of Govt. of Pakistan and name of Ministry in Golden Colour) As per Sample		
26.	Desk Organizer/ Table Set	Per Set	Senator Wooden Table Set 9 pcs Set # 23 OR Equivalent		
27.	Desk Organizer/ Table Set	Per Set	Senator Rexine Leather Office Desk Organizer, 8 pcs set with watch # 20 (Green)		
28.	Desk Pen/ Counter Pen	01	Deli Desk Pen Stand (Tabletop Desk Ball Point E6797), Sensa Counter Pen OR Equivalent		
29.	Diary Register No.12	01	As per Sample		
30.	Draft Pad (A4 half Size)	01	Maxim OR Equivalent		
31.	Draft Pad (A4 size)	01	Maxim, IDP-50 OR Equivalent		
32.	Engagement Stand Acrylic	01	Kaligon, A4 Size OR Equivalent		

33.	Envelope Brown A4 Size	Per 100	80-gram Craft		
34.	Envelope Brown S.E. 5	Per 100	80-gram Craft		
35.	Envelope Brown S.E. 6	Per 100	80-gram Craft		
36.	Envelope Brown S.E. 8 (File Size)	Per 100	80-gram Craft		
37.	Envelope White A4	Per 100	Superior Quality White, 100-gm paper, printing of logo of Govt. of Pakistan and name of Ministry in green colour		
38.	Envelope White SE-6	Per 100	Superior Quality White, 100-gm paper, printing of logo of Govt. of Pakistan and name of Ministry in green colour		
39.	Envelope White SE-8	Per 100	Superior Quality White, 100-gm paper, printing of logo of Govt. of Pakistan and name of Ministry in green colour		
40.	Eraser	01	Pelican OR Equivalent		
41.	File Bag Leather (Laptop/ Conference Bag)	01	As per sample		
42.	File Bag Leather (Large)	01	As per sample		
43.	File Board (A4 Size)	01	Shaheen Brand OR Equivalent		
44.	File Board (Legal Size)	01	Shaheen Brand OR Equivalent		
45.	File Opening Register No.3	01	As per sample		
46.	Glue Stick (20-25 Gram)	01	Branded/ Premium Quality		
47.	Glue Stick (35-40 Gram)	01	Branded/ Premium Quality		
48.	Green Board (Size 6x4, Imported)	01	--		
49.	Highlighter	01	Schneider OR Equivalent		
50.	Log Book No. 6 for DR's	01	As per Sample		
51.	Marker (Permanent, 70/90)	01	Dollar OR Equivalent		

52.	Marker (Washable) for White Board	01	Dollar OR Equivalent		
53.	Masking Tape (1"x35 Yards)	01	Nichiban OR Equivalent		
54.	Metal Pen Holder	01	Branded/ Premium Quality		
55.	Movement Register (Petrol) for Vehicle	01	As per Sample		
56.	Note Book Spiral (Large)	01	A4 Size, As per Sample		
57.	Note Book Spiral (Small)	01	A4 Half Size, As per Sample		
58.	Note Sheet Pad	01	A4 Size, 50 Sheets, 80-100 gm		
59.	Packing Tape (3" x 72 yards P.V.C)	01	Nichiban OR Equivalent		
60.	Paper Clip (36 MM)	01	Three Flowers OR Equivalent		
61.	Paper Cutter	01	Deli 2061 OR Equivalent		
62.	Paper Pin (28 Gram)	01	Three Flowers OR Equivalent		
63.	Paper Tray (Plastic, 3 step)	01	Premium Quality		
64.	Pencil with Eraser	01	Picasso 6000 OR Equivalent		
65.	Plastic File Folder	01	Swin Grip C324A OR Equivalent		
66.	Plastic File Folder	01	With 02 pockets inside bottom		
67.	Plastic File Folder	01	With clip on top and 01 pocket inside bottom		
68.	Plastic File Ring Folder	01	Nokya, 1445 OR Equivalent		
69.	Plastic File Ring Folder	01	Deli 2 Hole Ring Binder OR Equivalent		
70.	Plastic File Ring Folder	01	L Shape Folder A4 Pack		
71.	Post it Note Pad 3"x2"	01	PRONOTI OR Equivalent		

72.	Post it Note Pad 3"x3"	01	PRONOTI OR Equivalent		
73.	Post it Note Pad 3"x4"	01	PRONOTI OR Equivalent		
74.	Provision of D.O letter head A4 half size with monogram of GOP on manager paper in off white Colour 100 grams (100 Sheets Pad)	Pad of 100 sheets	As per sample		
75.	Provision of D.O letter head A4 size with monogram of GOP on manager paper in off white Colour 80 grams (100 Sheets Pad).	Pad of 100 sheets	As per sample		
76.	Provision of D.O letter head A4 size with monogram of GOP on white 80-gram paper (100 Sheets Pad).	Pad of 100 sheets	As per sample		
77.	Provision of File Cover (Form S-204-New) A4 Size, White Art Card 300-gram, Folding Eye-lighting and Cloth Pasting shall bear the name of Ministry printed in prominent and bold letters in blue ink along with border strip on all four sides.	01	As per sample		
78.	Provision of File Cover (Form S-204-New) Legal Size, White Art Card 300-gram, Folding Eye-lighting and Cloth Pasting shall bear the name of Ministry printed in prominent and bold letters in blue ink along with border strip on all four sides.	01	As per sample		
79.	Provision of Note Book (Size 4"x 7"), 80 gm Paper, 100 pages per note book) with name of Ministry and Govt. logo.	01	As per Sample		
80.	Provision of Ragzine Note Book Cover (Green Colour, Size 5x8) with writing of designation of officer, Government monogram and name of Ministry in golden screen printing.	01	As per Sample		
81.	Provision of Rexine File Flapperin green colour, printing (by embossing) of logo of Govt. of Pakistan and name of Ministry in golden colour.	01	As per Sample		
82.	Provision of visiting cards shall bear the name/ address/ contact of the officer/ Ministry and logo of GOP by etching in Golden/ Green colour on texture paper in off white colour.	Per 100	As per sample		
83.	Punch Machine (Heavy Duty)	01	Fuji Punch Machine # 2150 Black OR Equivalent		
84.	Punch Single Hole	01	Iron		
85.	Punch Single Hole	01	KW-Trio No.09190 OR Equivalent		
86.	Register Ruled No. 12 (Imported Pages, Legal Size, 260-290 Pages)	01	Lucky Exclusive OR Equivalent		
87.	Scale 12"	01	Steel		

88.	Scale 6"	01	Steel		
89.	Scissor	01	Deli Stainless Steel Scissor 0603		
90.	Scotch Tape 1"	01	Olympia OR Equivalent		
91.	Scotch Tape 3"	01	Olympia OR Equivalent		
92.	Sharpener	01	Dux OR Equivalent		
93.	Sharpener Machine (Large)	01	Deli OR Equivalent		
94.	Shorthand Copy	01	Lucky OR Equivalent		
95.	Special document folder (to hold A4 size papers) of white Colour, made of strong pulp shall bear the name of Ministry printed in prominent and etching in bold letters in Golden/ Green ink along with border strip on four sides with pocket to hold paper	01	As per sample		
96.	Special File Cover made of strong pulp board of white Colour (Form S-204-E) shall bear the name of Ministry printed in prominent and bold letters in blue ink along with border strip on four sides. A striker in orange shade about 1" wide and 4" across with word 'Secret' printed thereon in black ink will be pasted across the top right and corner of the file cover. The cover will have pocket in the middle with a blank removable slip in orange shade inserted thereon for writing or typing the subject matter of the case. Below the pocket, the word 'Summary for the Prime Minister' will be printed in bold letter in blue ink.	01	As per sample		
97.	Stamp Pad	01	Lancer, 7x11 cm OR Equivalent		
98.	Staple Machine	01	K.W. 5620 OR Equivalent (As per Sample)		
99.	Staple Machine	01	K.W. 5871 OR Equivalent		
100.	Staple Machine	01	Sensa Stapler Long Arm # 114 OR Equivalent		
101.	Staple Machine	01	Max Stapler HD-50R OR Equivalent		
102.	Staple Machine	01	SDI Stapler Machine 1138 OR Equivalent		

103.	Staple Machine	01	Deli Stapler E0326 OR Equivalent		
104.	Staple Machine (Heavy Duty)	01	K.W. 50 LB OR Equivalent		
105.	Staple Pin 08 MM	Per Pack	KW-trio OR Equivalent		
106.	Staple Pin 10 MM	Per Pack	KW-trio OR Equivalent		
107.	Staple Pin 13 MM	Per Pack	KW-trio OR Equivalent		
108.	Staple Pin 15 MM	Per Pack	KW-trio OR Equivalent		
109.	Staple Pin 17 MM	Per Pack	KW-trio OR Equivalent		
110.	Staple Pin 20 MM	Per Pack	KW-trio OR Equivalent		
111.	Staple Pin 22 MM	Per Pack	KW-trio OR Equivalent		
112.	Staple Pin 24 MM	Per Pack	KW-trio OR Equivalent		
113.	Staple Pin 26/6	Per Pack	KW-trio OR Equivalent		
114.	Staple Pin Remover	01	K.W.5080 OR Equivalent		
115.	Staple Pin Remover	01	KW Trio 05093, OR Equivalent		
116.	Stock Register No.12	01	As per Sample		
117.	Tag Cotton (Per knot, 5 inches)	01	--		
118.	Telephone Index No. 104, 300 Pages	Each	Orion OR Equivalent		
119.	White Board (Size 2x3, Imported)	01	--		
120.	White Board (Size 6x4, Imported)	01	--		
121.	White Fluid/ Corrector Pen	01	Uni. OR Equivalent		

B. Lot No. 2 – Computer Stationery Items

Sr #	Tender Items	Qty	Brand Required	Brand Offered by Vendor/ Firm	Rate (With GST)
1.	Toner LaserJet No.05-A	01	HP Original		
2.	Toner LaserJet No.12-A	01	HP Original		
3.	Toner LaserJet No.13-A	01	HP Original		
4.	Toner LaserJet No.15-A	01	HP Original		
5.	Toner LaserJet No.17-A	01	HP Original		
6.	Toner LaserJet No.19-A	01	HP Original		
7.	Toner LaserJet No.26-A	01	HP Original		
8.	Toner LaserJet No.30-A	01	HP Original		
9.	Toner LaserJet No.32-A	01	HP Original		
10.	Toner LaserJet No.35-A	01	HP Original		
11.	Toner LaserJet No.36-A	01	HP Original		
12.	Toner LaserJet No.49-A	01	HP Original		
13.	Toner LaserJet No.51-X	01	HP Original		
14.	Toner LaserJet No.53-A	01	HP Original		
15.	Toner LaserJet No.76-A	01	HP Original		
16.	Toner LaserJet No.80-A	01	HP Original		
17.	Toner LaserJet No.83-A	01	HP Original		

18.	Toner LaserJet No.85-A	01	HP Original		
19.	Toner LaserJet No.107-A	01	HP Original		
20.	Toner LaserJet No.151-A	01	HP Original		
21.	Toner 407823 RICOH MP 601 for Photocopier	01	RICOH Original		

C. Lot No. 3 – Other Store / Store Items

Sr #	Tender Items	Qty	Brand Required	Brand Offered by Vendor/ Firm	Rate (With GST)
1.	Air Freshener (185 ML)	01	Febreze Original OR Equivalent		
2.	Air Freshener (300 ML)	01	Aseel Original OR Equivalent		
3.	Air Freshener Refill	01	Fresco (Original) OR Equivalent		
4.	Air Freshener Refill	01	Airwick (Original) OR Equivalent		
5.	Angle Valve with Cup (3 Pieces)	01 Set	Porta OR Equivalent		
6.	Back Care	01	Master, Molyortho Back Care Cushion OR Equivalent		
7.	Back Care	01	Master, Coccyx Cushion OR Equivalent		
8.	Back Care	01	Master, Molyortho Cool Back Care OR Equivalent		
9.	Blazered Cloth	Per Meter	Green		
10.	Bowl for Curry (Large, White)	01	Cameo/ Forte OR Equivalent As per sample		
11.	Bracket (Wall) Fan Plastic Body, 14" (Full Copper)	01	Pak/ GFC/ Royal OR Equivalent		
12.	Broom Phool	01	500 grams, Fine Quality		
13.	Cell (AA)	01	Camelion/ Energizer OR Equivalent		
14.	Cell (AAA)	01	Camelion/ Energizer OR Equivalent		
15.	Cell (Heavy Duty "D Size")	01	Camelion/ Energizer OR Equivalent		
16.	Coffee Mixer	01	Branded/ Imported		
17.	Commode Two Piece with fitting	01 Set	Porta OR Equivalent: Washdown Close-Coupled Toilet with Dual Fitting, White/ Ivory Color, Hydraulic Seat Cover,		

			Size: 730 x 398 x 775mm, 4/6 Liters flush water-saving model, S-trap, Center of drain 95mm from, Wall of drain 90mm.		
18.	Cup with Saucer (Luxury White, Single Cup with Single Saucer)	Per Pair	Cameo/ Forte Brand OR Equivalent As per sample		
19.	Cup with Saucer (Single Cup with Single Saucer)	Set of 06	Regal Essence: White Cup with Golden Strip As per sample		
20.	Dinner Set (08 serving, Imported)	01 Set	Premium Quality		
21.	Dinner Set (72 pieces)	01 Set	Eco-Friendly, white beaded ceramic, bone china dinnerware		
22.	Disinfectant Spray (450 ML)	01	Delute OR Equivalent		
23.	Dispenser for Soap/ Hand Sanitizer	01	AR 800 OR Equivalent		
24.	Dispenser Machine for Air Freshener	01	Fresco (Automatic Air Freshener Dispenser) OR Equivalent		
25.	Dispenser Machine for Air Freshener	01	Airwick (Automatic Air Freshener Dispenser) OR Equivalent		
26.	Double Coat Hook	01	Porta OR Equivalent		
27.	Double Knob Basin Mixer	01	Porta OR Equivalent		
28.	Double Towel Rack 600 MM	01	Porta OR Equivalent		
29.	Dust Bin (12 inch with Cover & Pedal)	01	--		
30.	Dust Bin (14 inch, Solid/ Hard Plastic)	01	--		
31.	Dust Bin (21 inch, Solid/ Hard Plastic) for Garbage (Large Size)	01	--		
32.	Duster Microfiber Cleaning Cloth	01	Double side cloth/ towel, Size 30x60 cm		
33.	Duster White/ Yellow Cotton (Size 24x24)	01	--		
34.	DVD (RW) 4.7 GB	01	Sony OR Equivalent		
35.	Electric Extension Lead (Camelion, CMS-168-01, 4-Meter Cable. Multiple Sockets)	01	Camelion OR Equivalent		

36.	Electric Extension Lead (Camelion, CMS-A541, 3-meter cable)	01	Camelion OR Equivalent		
37.	Electric Extension Lead (Heavy duty, 15 feet)	01	--		
38.	Electric Extension Lead (Heavy duty, 21 feet)	01	--		
39.	Electric Instant Geyser (15 liter)	01	Boss/ Canon OR Equivalent		
40.	Electric Kettle, 1-Liter, Automatic.	01	Annex, Kenwood, Black & Decker OR Equivalent		
41.	Electric Kettle, 4.2 liter, Automatic.	01	Annex, Kenwood, Black & Decker OR Equivalent		
42.	Electric Water Boiler for Tea/ Coffee	01	Aqua Hot/ Canon OR Equivalent		
43.	Electric Wire, 110/76, 2-Core	Per Meter	--		
44.	Electric Wire, 3/29	Per Meter	--		
45.	Electric Wire, 40/76, 2-Core	Per Meter	--		
46.	Electric Wire, 7/29	Per Meter	--		
47.	Exhaust Fan 06" (Full Copper)	01	Pak/ GFC/ Royal OR Equivalent		
48.	Exhaust Fan 08" (Full Copper)	01	Pak/ GFC/ Royal OR Equivalent		
49.	Exhaust Fan 12" (Full Copper)	01	Pak/ GFC/ Royal OR Equivalent		
50.	Face Mask 3 Ply (White/ Blue)	01	--		
51.	Flash Drive 08-GB, 3.2, Gen 1, 100 MB/s	01	Kingston, Samsung OR Equivalent		
52.	Flash Drive 16-GB, 3.2, Gen 1, 100 MB/s	01	Kingston, Samsung OR Equivalent		
53.	Flash Drive 32-GB, 3.2, Gen 1, 100 MB/s	01	Kingston, Samsung OR Equivalent		
54.	Flash Drive 64-GB, 3.2, Gen 1, 100 MB/s	01	Kingston, Samsung OR Equivalent		
55.	Fork (Stainless Steel, 14 Gage)	01	--		

56.	Glass Cleaner (500 ML)	01	Glint OR Equivalent		
57.	Glass Set	01 Set	Vine Glass, Premium Crystal Set of 06 OR Equivalent		
58.	Hand Sanitizer Bottle (1 liter)	01	Branded		
59.	Hand Sanitizer Bottle (100 ML)	01	Branded		
60.	Hand Sanitizer Bottle (250 ML)	01	Amoray OR Equivalent		
61.	Heater	01	Signature - Orbi, 1200 W, Halogen Rod Heater, 3 heat setting.		
62.	Heater	01	Model: JPN-94, Halogen Rod Heater, 2 heat setting 400W/800W, Input Voltage: AC 220-240V/50Hz-60Hz		
63.	Heater	01	Brand: Sogo, Model: JPN-79, Fan Heater, 2 heat setting, 750W/1500W, Cool/Warm/Hot option, 180° automatic oscillating, Input Voltage: AC 220-240V/50Hz-60Hz OR Equivalent		
64.	HP Printer	01	HP Laser Printer 108dw OR Equivalent		
65.	HP Printer	01	HP Laser Printer Pro 4003 dw OR Equivalent		
66.	Humidifier	01	WestPoint, Deluxe Ultrasonic Room Humidifier WF-1201 OR Equivalent		
67.	Insect Killer Spray (300 ML)	01	Black Cobra OR Equivalent		
68.	Jug (Glass) with cover	01	Toyo Nasic OR Equivalent		
69.	Key Board (USB Port)	01	A4 Tech OR Equivalent		
70.	Key Board (Wireless)	01	A4 Tech OR Equivalent		
71.	Key Board + Mouse Set (Wireless)	01 Set	A4 Tech OR Equivalent		
72.	Knife (Superior)	01	--		

73.	Liquid Dishwasher (275 ML Bottle)	01	Max/ Vim OR Equivalent		
74.	Lock (70 MM)	01	US Security Lock OR Equivalent		
75.	Lock (70 MM)	01	China OR Equivalent		
76.	Mouse (USB Port)	01	A4 Tech OR Equivalent		
77.	Mouse (Wireless)	01	A4 Tech OR Equivalent		
78.	Mouse Pad	01	Superior Quality		
79.	Multipurpose Storage Holder	01	Leather Tissue Box with Remote & Desk Organizer – Multipurpose Storage Holders OR Equivalent		
80.	Muslim Shower	01	Porta OR Equivalent		
81.	Muslim Shower with pipe	01	Master OR Equivalent		
82.	Name Plate Stand (02 Side) Acrylic Sheet for Table	01	--		
83.	Open SMD Ceiling Light, 4-Inch	01	--		
84.	Open SMD Ceiling Light, 6-Inch	01	--		
85.	Open SMD Ceiling Light, 8-Inch	01	--		
86.	Over Counter Vanity Washbasin with fitting	01	Porta OR Equivalent Color White/ Ivory, Size: 465 x 560 x 200mm, 3 tap hole or single tap hole, Fixing in Counter		
87.	Pachara with Rope (Large Size)	01	Superior Quality		
88.	Pachara with Steel Handle (Large)	01	Superior quality		
89.	Paper Shredder	01	Deli Paper Shredder 10 Sheets Shred, Size 4*25 mm, 23 L Bin E9952 OR Equivalent		
90.	Paper Shredder	01	Deli Paper Shredder 16 Sheet Shred Size 4*40 mm, 31 L Bin with LCD E9917 OR Equivalent		

91.	Patch/ Network Cable (5 meter)	01	Fine Quality		
92.	Pedestal Fan	01	TPC Louver Fan OR Equivalent		
93.	Phenyl (2.75 Ltr, Bottle)	01	Finis OR Equivalent		
94.	Plastic Garbage Bags for dust bin (Large Size)	Per Kg	--		
95.	Plate Deep, 10 inches, White (for Curry)	Per plate	Cameo/ Forte OR Equivalent As per sample		
96.	Plate Quarter, 7 inches, White	Per plate	Cameo/ Forte OR Equivalent As per sample		
97.	Plate Rice, 10 inches, White.	Per plate	Cameo/ Forte OR Equivalent As per sample		
98.	Power Cable	01	Fine Quality		
99.	Printer Cable	01	Fine Quality		
100.	Remote Bell with 02 buttons	01	Voye/ Expert OR Equivalent		
101.	Remote Bell with Single button	01	Voye/ Expert Brand,Model: V013A OR Equivalent		
102.	Scanner	01	HP Scanner ScanJet Pro 3000 S4 OR Equivalent		
103.	Single Lever Basin Mixer	01	Porta OR Equivalent		
104.	Soap Bath Size	01	Fine Quality		
105.	Soap Liquid Hand Wash (500 ML)	Per Bottle	Antibacterial Liquid Handwash (Lavender) OR Equivalent		
106.	Soap Liquid Hand Wash (Gallon)	Per Gallon	Antibacterial Liquid Handwash (Lavender) OR Equivalent		
107.	Souvenir German Silver Bowl reflecting name of Ministry/ Minister and Logo of GOP with packing in velvet box	01	As per sample		
108.	Souvenir Ink Pen reflecting name of Ministry and Logo of GOP with packing in box	01	As per sample		
109.	Souvenir Key chain reflecting name of Ministry and Logo of GOP with packing in box	01	As per sample		
110.	Souvenir Shield Acrylic reflecting name of Ministry/ Minister and Logo of GOP with packing in velvet box	01	As per sample		

111.	Souvenir Shield Brass with wood base and velvet box (Size10X12) reflecting name of Ministry/ Minister and Logo of GOP with packing in velvet box	01	As per sample		
112.	Souvenir Shield Glass reflecting name of Ministry/ Minister and Logo of GOP with packing in velvet box	01	As per sample		
113.	Souvenir Tea Mug white fine bone china/ ceramic, standard size with name and logo of Ministry in 04 color digital printing	01	As per sample		
114.	Steno Set	01 Set	Panasonic OR Equivalent		
115.	Surface Cleaner (1000 ML)	01	Dettol OR Equivalent		
116.	Surface Cleaner (500 ML)	01	Dettol OR Equivalent		
117.	Table Spoon (Stainless Steel, 14 Gage)	01	--		
118.	Tea Set (24 pieces)	01 Set	Royal Bistro Porsachi OR Equivalent.		
119.	Tea Spoon (Stainless Steel, 14 Gage)	01	--		
120.	Tea Tray Plastic (Fine Quality Medium Size)	01	--		
121.	Tea Tray Plastic (Fine Quality, Large Size for 6 Cups)	01	--		
122.	Telephone Set Digital with CLI	01 Set	Panasonic OR Equivalent		
123.	Thermos (1.5 ltr.)	01	Histro brand, Stainless Steel, vacuum flask jug, double wall vacuum OR Equivalent		
124.	Thermos (Push System, 3 ltr.)	01	Histro brand, Stainless Steel, vacuum flask jug, double wall vacuum OR Equivalent		
125.	Tissue Hygienic (2 Ply, White)	01	As per sample		
126.	Tissue Paper Box (Multicolor, Rose Petal, 2xPly)	01	As per sample		
127.	Tissue Paper Box (Supreme, Ultra Soft Range, 100 x 2 Ply)	01	As per sample		
128.	Tissue Paper Holder Stainless Steel	01	Porta OR Equivalent		
129.	Tissue Table Napkin (50 x 2 Ply)	01	As per Sample		

130.	Tissue Toilet Roll (2 Ply, Single Pack)	01	As per sample		
131.	Toilet Brush Plastic (Hockey Type)	01	--		
132.	Toilet Cleaner	01	Harpic, 900 ml		
133.	Toilet Cleaner (Acid/ Tezab)	01	Tiger OR Equivalent.		
134.	Towel (White, Bath Size 27"x52")	01	Premium Quality		
135.	Towel (White, Hand Size 22"x34")	01	Premium Quality		
136.	Tube Light LED (20 Watt, 2 feet)	01	Osaka/ Philips OR Equivalent		
137.	Tube Light LED (40 Watt, 4 feet)	01	Osaka/ Philips OR Equivalent		
138.	Tumbler Simple	01	Toyo Nasic OR Equivalent		
139.	Umbrella (Large Size)	01	Premium/ Superior Quality		
140.	VGA Cable	01	Fine Quality		
141.	Wall Clock (Original, Large Size)	01	Champion/ Seto (Original/ Genuine) OR Equivalent		
142.	Washing Powder (Small)	01	Bright/ Ariel OR Equivalent		
143.	Water Bottle (19 Ltr.) with empty	01	Nestle OR Equivalent		
144.	Water Bottle (330 ML)	01	Nestle Pure Life/ Aquafina		
145.	Water Bottle (330 ML)	01	Nestle Pure Life (Alkaline Water with Electrolytes) OR Equivalent		
146.	Water Bottle (500 ML)	01	Nestle Pure Life/ Aquafina OR Equivalent		
147.	Water Bottle (500 ML)	01	Nestle Pure Life (Alkaline Water with Electrolytes) OR Equivalent		
148.	Water Bottle (Hard Plastic, 350 ml)	01	Toddler Water Bottle with straw lid.		
149.	Water Bottle (Refilling of 19 Ltr)	01	Nestle (Pure Life)		

150.	Water Dispenser (3 in 1)	01	Orient, Nasgas OR Equivalent		
151.	Wiper with Steel Handle (Large Size)	01	Best Quality.		
152.	Teaching Learning Material:		01 Package		
	• Pencil	03			
	• Eraser	03			
	• Sharpener	03			
	• Pencil Box	01			
	• Coloured Pencils (Mix)	12			
	• Notebook with Plastic Cover (3 in 1, English, Math, Urdu)	01			
	• Sketch Book (A4 Size)	01			
	• Writing Improvement Workbooks (Urdu & English)	01			

D. Lot No. 4 – Office Furniture Fixture Items

Sr #	Tender Items	Qty	Brand Required	Brand Offered by Vendor/ Firm	Rate (With GST)
1.	Center Table (Set of 03)	01 Set	Wooden Table with side tables: 1xCenter Table D(36x36x20), 2xSides Tables (24x24x20)		
2.	Coat Hanger Stand wooden	01	Wooden Coat Hanger made using solid core ash wooden, Jacobean finish		
3.	Computer Chair	01	Revolving chair, Medium back, adjustable height, fixed arms, rotatable back support, chrome base, height 18"-20 inches, width 21 inches, depth 18 inches, Tilt lock, adjustable backrest, push back/ locking system, 5 legs/ 5 wheels, high density molded foam		
4.	Executive Revolving Chair	01	Revolving High Back, Lockable revolving mechanism, High Back, Extra stability regardless of the degree of inclination, Chromic armrest, Position angle control system, Chrome base, Adjustable seat height etc.		
5.	Executive Table with side rack	01	Wooden Table (LxW = 5 ft. x 3 ft.) with Wooden Side Table/ Rack (LxWxH = 36x18x30), with Drawers and 08 mm glass on table & side table top.		
6.	Nest Set	01 Set	Wooden Nest Table Set with brass work		
7.	Sofa (01 Seated)	01	Chesterfield; 1-Seated Size: 51- Wx38-Dx32H (inches), 2-Seated Size: 73-Wx38-Dx32-H (inches) and 3-Seated Size: 95-Wx38- Dx32-H (inches), Upholstery: Leatherette (Brown/ Black & Green), Legs: Mahogany, Embellishment: Antique Copper Sus & Button Tufting		
8.	Visitor Chairs	01	Made with Sheesham Wood, leatherette padded seat and back in Green Colour		

Samples of Furniture		
1.	Center Table Set (Set of 03)	
2.	Coat Hanger Stand Wooden	
3.	Computer Chair	
4.	Executive Revolving Chair	
5.	Executive Table with side rack and glass on table top	

