

Pre-Qualification Document

Stationery and Miscellaneous Items (Goods)

National

Single Stage-One Envelope



September 25, 2026

*Prime Minister's Office (Internal) (Prime Minister's Office (Internal)), Assistant
Sector G-5, Islamabad Capital Territory
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INVITATION FOR PRE-QUALIFICATION

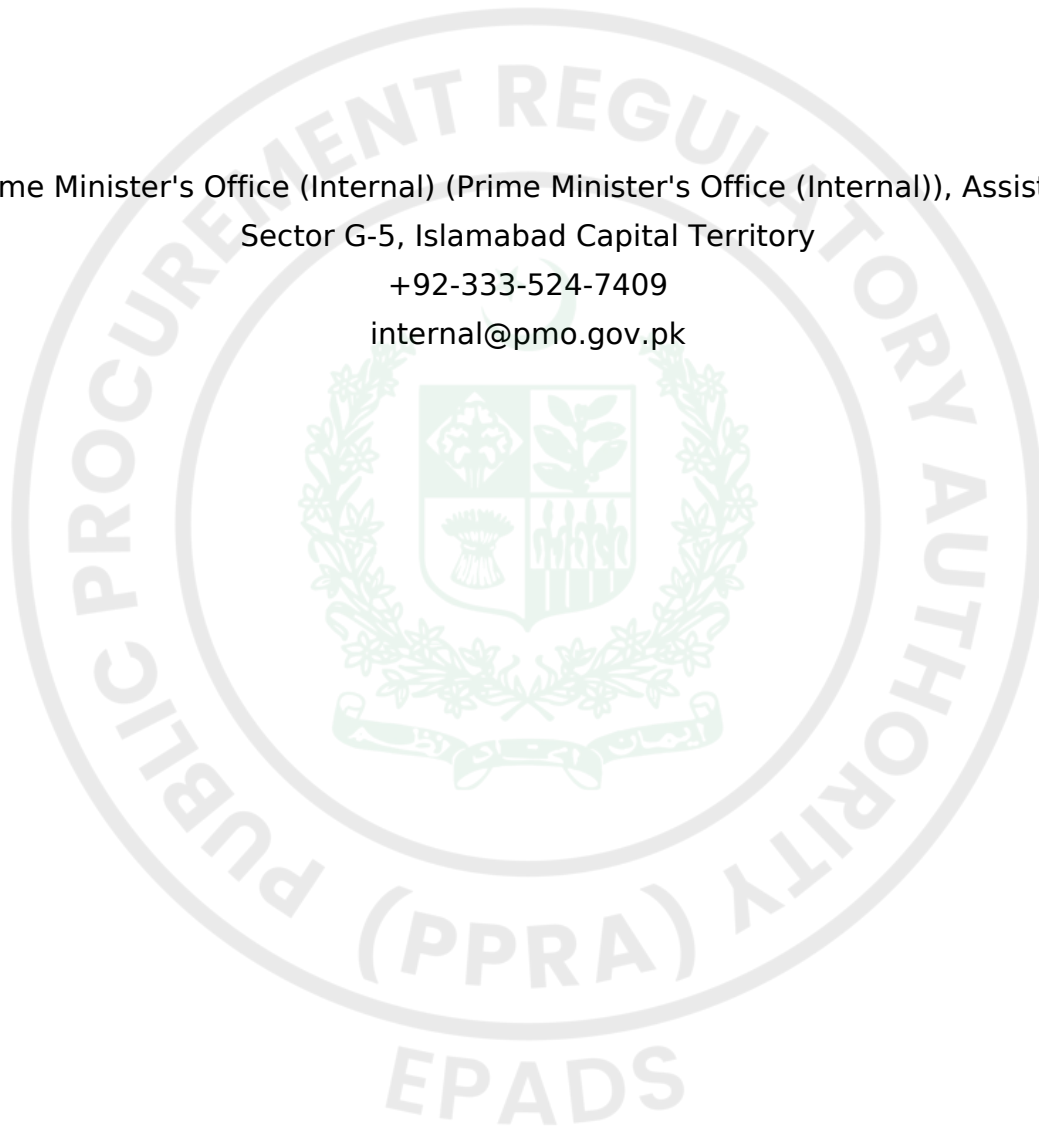
PROCUREMENT OF GOODS

1. The **Prime Minister's Office (Internal) (Prime Minister's Office (Internal))** has reserved Funds for the procurement planned for FY **2026-27**. The **Prime Minister's Office (Internal) (Prime Minister's Office (Internal))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**Stationery and Miscellaneous Items**" with the reference of "**P112795**"
2. The **Prime Minister's Office (Internal) (Prime Minister's Office (Internal))** intends to pre-qualify suppliers for Invitation to Bid(s), and sign the contract agreement(s) with the selected bidder(s) subsequent to bidding process.
3. The objective of the intended pre-qualification is the on-demand supply of "**Stationery and Miscellaneous Items**" through subsequent signing of contract with successful bidders, and the purpose of this Pre-qualification Notice is to provide the very basic information to enable the potential applicants to decide whether or not to respond to this Pre-qualification Notice.
4. Only the pre-qualified applicants shall be entitled to participate in the procurement proceedings, and it is expected that the Invitation to Bids will be made to the Pre-qualified Applicants.
5. Pre-qualification process is open for all **National** Applicants subject to fulfilling the eligibility requirements mentioned in the respective Pre-qualification Documents. Interested Applicants may obtain further information from the Prime Minister's Office (Internal) (Prime Minister's Office (Internal)) through **EPADS v2.0** during office hours. A complete set of Pre-qualification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/procurements/112795>**.
6. The application, prepared in accordance with the instructions in the Pre-qualification Documents, must be submitted through **EPADS v2.0** on or before **Tuesday, October 13, 2026 10:30 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Tuesday, October 13, 2026 11:00 AM**.

Manual submission of Bids shall not be entertained. Those vendors who have not yet registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

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Instructions to Applicants

A. General

B. Contents of the Prequalification Documents

Sections of Prequalification Documents

1. **Scope of Application**

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. **Source of Funds**

2.1. Source of funds is same as referred in Invitation for Pre-qualification.

3. **Fraud and Corruption**

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Secondary Procurement process, and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of

communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with rules and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Contract Agreement.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Contract Agreement (if signed b/w the Procuring Agency and the JV), in accordance with the Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of contract agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract.

All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Contract Agreement. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Agreement t, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures PART 2 Supply Requirements

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

6.8. Section VII – Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. Clarification of Pre-qualification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Pre-qualification Documents shall contact the Procuring Agency in writing through ePADS as. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective

Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / **EPADS v2.0** as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Pre-qualification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Pre-qualification Documents. Any modification to the Pre-qualification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through **EPADS v2.0**. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through **EPADS v2.0**.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and **EPADS v2.0**.

Provided that an Applicant who had already submitted their Applications

prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through **EPADS v2.0**.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Pre-qualification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Pre-qualification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

11.2. **Application Submission Letter**

11.2.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

11.3. **Documents Establishing the Eligibility of the Applicant**

11.3.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

11.4. **Documents Establishing the Qualifications of the Applicant**

11.4.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

11.4.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

11.4.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

11.4.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

11.4.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

11.4.4. The documentary evidence of the Applicant's qualifications to conclude a contract Agreement, shall establish to the Procuring Agency's satisfaction:

11.4.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

11.4.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. Submission of the Applications through EPADS v2.0

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally

authorized signatories.

16. **Deadline for Submission of Applications**

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through **EPADS v2.0**.

17. **Opening of Applications**

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through **EPADS v2.0**. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. **Confidentiality**

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance with ITA 26 through **EPADS v2.0**.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through **EPADS v2.0**

19. **Clarification of Applications**

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through **EPADS v2.0**

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Pre-qualification.

22. Sub-contractors

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on **EPADS v2.0**, duly approved by the Principal Accounting Officer or Head of Organization.

25. Pre-qualification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring

Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through **EPADS v2.0** indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through **EPADS v2.0**.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through **EPADS v2.0**

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through **EPADS v2.0**.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

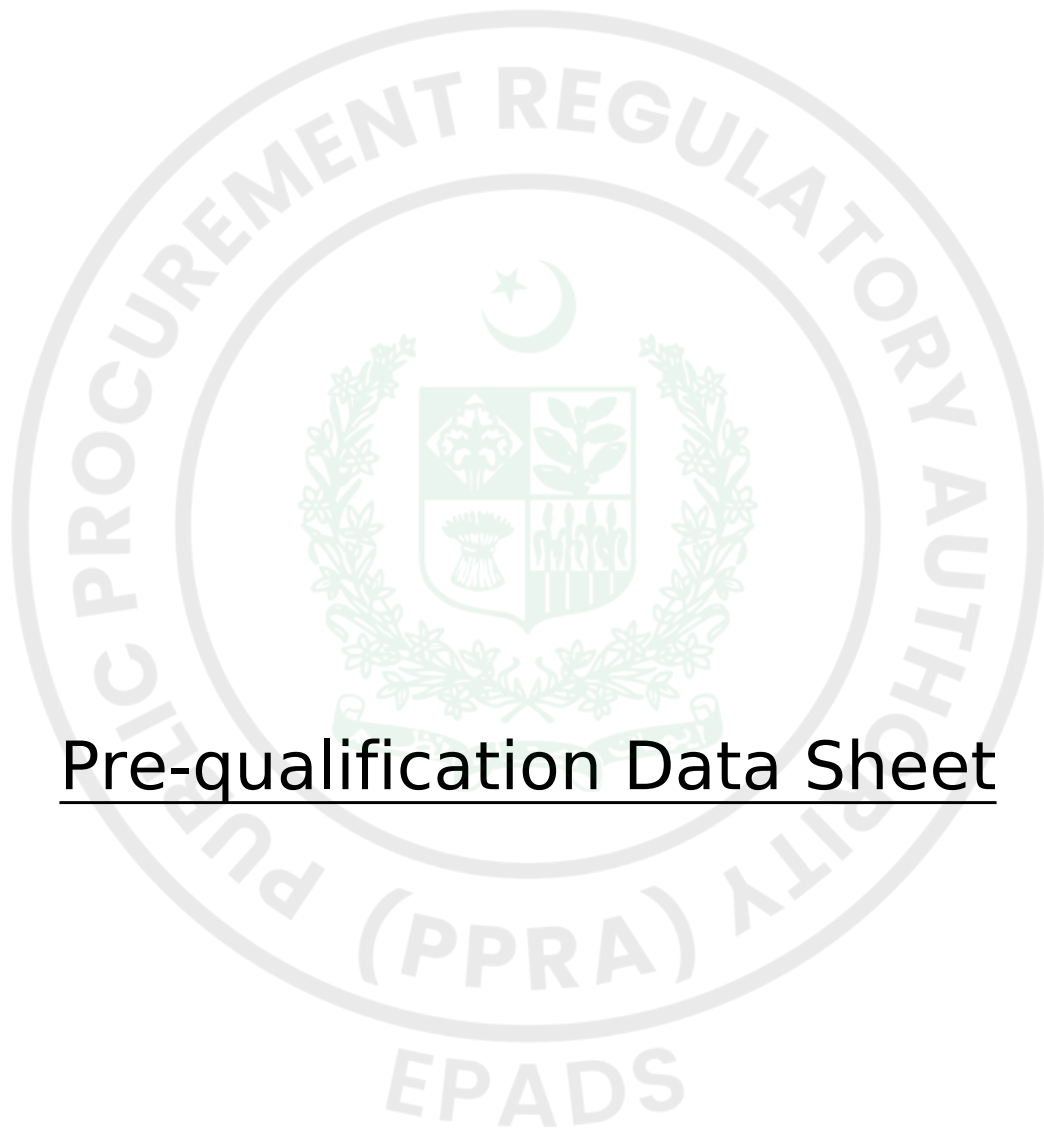
29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-48 of Public Procurement Rules, 2004.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-19 of Public Procurement Rules, 2004 read with "Mechanism for Blacklisting Regulations, 2024".



Pre-qualification Data Sheet

Prequalification Data Sheet (PDS)

The following specific data for the Prequalification of Applicants shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS Clause No

ITA No

Amendments of, and Supplements to, Clauses in the Instructions to Applicants

A. General

PDS Clause No 1

ITA No 1.1

Identification Number of the Invitation for Prequalification: **P112795**

The Procuring Agency is: **Prime Minister's Office (Internal) (Prime Minister's Office (Internal))**

List of Contracts:

See section items and Lots

PDS Clause No 2

ITA No 2.1

The name of Procuring Agency is: **Prime Minister's Office (Internal) (Prime Minister's Office (Internal))**

The name of Project / Procurement is: **Stationery and Miscellaneous Items**

PDS Clause No 3

ITA No 4.2

Maximum number of members in a Joint Venture (JV): **Nil**

PDS Clause No 4

ITA No 4.5

A list of debarred firms and individuals is available on PPRA website: **<https://ppra.gov.pk>**

B. Contents of the Prequalification Document

PDS Clause No 5

ITA No 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

PDS Clause No 6

ITA No 7.1 & 8.2

Information related to Prequalification shall be published on: **EPADS v2.0**

PDS Clause No 7

ITA No 7.2

Pre-Application Meeting: **Clarification Date: Wednesday, September 30, 2026**

C. Preparation of Applications

PDS Clause No 8

ITA No 10.1

This Prequalification Document has been issued in the language: **English**

PDS Clause No 9

ITA No 11.1(d)

Additional documents to be submitted through EPADS v2.0:

No

PDS Clause No 10

ITA No 14.2

Source for determining exchange rates: **Not Applicable**

D. Submission of Applications

PDS Clause No 11

ITA No 16.1

Deadline for Application Submission:

Day: **Tuesday**

Date: **Tuesday, October 13, 2026**

Time: **10:30 AM**

PDS Clause No 12

ITA No 17.1

Opening of Applications shall be conducted through: **EPADS v2.0**

Day: **Tuesday**

Date: **Tuesday, October 13, 2026**

Time: **11:00 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

E. Procedures for Evaluation of Applications

PDS Clause No 13

ITA No 21.1

Margin of Domestic Preference: **Not Applicable**

(Applicable only if authorized in Procurement Plan)

PDS Clause No 14

ITA No 29.1

Prequalification-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Prequalification Documents
- The Procuring Agency's decision not to prequalify an Applicant

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	

Eligibility Criteria	Document
The firm/ supplier will be responsible for all the security measures and ensure confidentiality during/ after contract period and will be considered liable in case of breach, if any.	No
The contract will be awarded for complete financial year. If required, contract can be extended as provided in PPRA Rules 2004 & EPADS Rules.	No
The firm/ supplier must be registered with General Sales Tax, National Tax Number. Only registered firms/ suppliers with Active Taxpayers List (ATL) of FBR are eligible to apply. All the bidders must provide attested photocopies of valid GST registration, National Tax Number & Active Taxpayers List of FBR.	Yes
Only the firms having complete setup/ based in Rawalpindi & Islamabad are eligible to apply.	No
Affidavit that the firm has never been black listed by any Government Department/ Organization or involved in litigation with any party.	Yes
Copy of authorization letter from the respective Principal Supplier/ Manufacturer (if claimed/ required).	Yes

The purchase procedure is subject to observance of PPRA Rules, 2004 and EPADS Rules and as amended from time to time.	No
All bidders must provide their company/ factory/ firm profile clearly mentioning proper business address, landline/ mobile numbers as well as the names of the owner(s)/ representative(s) in case the purchase committee wish to visit the site at any time.	Yes
This Office reserves the right to revise/ delete/ modify/ add any aspect of the technical requirements or specifications/ evaluation criteria before finalization of Tenders	No
This Office reserves the right to reject all bids/ proposals at any time prior to the acceptance. This Office shall communicate the same to bidder(s) upon request only. It is however, not required to justify those grounds.	No
Free delivery of all the items/ equipment must be ensured.	No
Inspection of all the items/ equipment will be carried out at the time of delivery before acceptance.	No
The contract survives only in case of acceptance of all the clauses duly signed and stamped. Both parties will have one (01) copy each.	No
The Parties agree that their respective performance under this Agreement shall always remain subject to and in compliance with the applicable rules, regulations, directives, SOPs, Acts, and Ordinances etc., of the PPRA Rules and EPADS Rules for Procurements and the Laws of Pakistan and nothing agreed herein has been intended to be performed in breach thereof.	No
If any provision of this Agreement is declared by any judicial or other legitimate competent authority to be void or unenforceable, the remaining provisions of this Agreement shall remain in full force.	No
Party (2) may terminate this Agreement by serving 30 days prior written notice upon Party (1).	No

GRIEVANCES REDRESSAL/ SETTLEMENT OF DISPUTES: Contractor(s) feeling aggrieved may lodge complaint to GRC. Complaint shall not warrant suspension of Procurement/ tender process. Upon force of contract, disputes shall be settled by arbitration. Failing to complete demand after 03 reminders, bidder may appear before GRC for investigation/ decision within 15 working days allowing plaintiff to submit final statement. GRC decision not inconsistent to the Laws of Pakistan, shall be final/ irreversible.	No
DISQUALIFICATION/ BLACKLISTING: This Office reserves the right to disqualify/ confiscate security deposit/ earnest money or blacklist the firm if : Any false statement/ documents are presented. Concealing of any information. Failure to meet/ entertain the requirement/ demand of this Office. In case the bidder may default. Breach of all or any clause of the terms & conditions of this contract.	No
Interested bidders must offer their unconditional tenders/ quotations. Conditional offers will not be accepted.	No
All prices must be quoted inclusive of all government taxes (where and as applicable).	No
If required, the bidder(s) must supply fair/ best quality samples of the required items for approval as and when required without any extra cost.	No
It is mandatory for the firm to quote rates for all the items mentioned in the list.	No
The bids/ offers contrary to the specifications mentioned in the tender document (if not mentioned "or equivalent") will be turned down.	No
Security deposit/ earnest money of the successful bidder only will be held, which will be refunded at the end of contract period.	Yes
Warranty/ guarantee must be ensured for the whole contract period for all items/ equipment provided, without any annual service charges.	No

If required and the contract is extended for further period not exceeding than three (03) years. The bidder(s) may : During 1st year of warranty period If any item/ equipment is found defective it will be returned/exchanged without any extra cost. During the 2nd year, free service with non-consumable parts must be ensured without annual service charges and cost of parts. During the 3rd year of contract free service must be ensured without annual service charges.	No
BID VALIDITY: The proposed bids/ offers/ rates shall be valid for the complete contract period/ financial year.If considered necessary:All bidders shall be asked to extend their respective bid validity period.Contract can be extended as provided in PPRA Rules, 2004 and EPADS Rules.If extended the terms & condition and rates quoted will remain same (subject to change in Government Taxes).Earnest money already deposited will be valid for extended period otherwise the same will be returned.	No
BILLINGS/ PAYMENTS: Only the successful bidders will have to provide their bank details i.e. Account Title, Account number, Bank Name, Branch Name, Branch Code & Vendor Number. All purchases shall be made on credit memo/ bills etc. and payment will be arranged through AGPR, Islamabad. The admissible taxes will be deducted at source.	No
PURCHASE/ SUPPLY: All requirements will also be met on urgent basis by the Contractor.Purchase will be made as per requirement from time to time at the quoted rates which have been approved by this Office and are not subject to any change until the end of contract term/financial year (subject to any change imposed by the Government).The supplier will also be responsible for supply of the items not included in the list but required from time to time due to the unforeseen nature of requirement.	No
The firm will be bound to supply all the items mentioned as per list attached/supply order without change of rates/quality of any item during the whole financial year and submit the bill after completion of supply order in all respect. The supplier will be required to cut the paper without any additional charges as per required size. The purchase of all or any item(s) is subject to requirement & may not be purchased.	No

All items/material to be provided/supplied must be brand new, according to standard specifications or equivalent (subject to requirement – may vary from advertisement) of tender documents and of best quality. Brand/quality/quantity/packing must be according to orders placed by this Office. Bidders would supply items within time specified in supply order of this Office. Item (Nomenclature) wise penalty charges at the cost of Rs. 100/- per day will be charged in case of failure to in-time supply.	No
Defective items if any, will be returned or exchanged with new/original ones. In case of failure to supply or supply of substandard items, contract will be terminated immediately with confiscation of earnest money. Arrangements must be made for supply of required equipment/items/material alongwith related accessories etc. and any other demand by this Office as well as after sale services even at odd hours and during closed holidays, if required, at any time will also have to be made by supplier.	No
In case any item/equipment becomes out of order, replacement/back-up must be provided without any additional charges as soon as possible without causing inconvenience/delay in official work. The firm/supplier will be responsible of Repair/maintenance/installation of the back-up without any additional cost. This Office does not take any responsibility for any loss/damage occurred to the items/equipment provided for back-up service.	No
PRE-QUALIFICATION OF MANUFACTURERS, ARTISTS, WORKMEN, SUPPLIERS CRITERIA FOR EXPRESSION OF INTEREST The interested Manufacturers, Artists, Workmen, Suppliers must have atleast 10 years experience in relevant field as well as handsome working experience with the Government.	No
The Manufacturers, Artists, Workmen, Suppliers having their own complete setup i.e. Display Unit, Sampling Facility, Workshop/ Factories and representatives/ Subject Experts, readily available in Islamabad/ Rawalpindi will be preferred.	No
The Manufacturers, Artists, Workmen, Suppliers must be registered with Income/ Sales Tax Departments and Certified Proprietors, Manufacturers and Sole Distributors. Documentary proof of all and complete profile, Telephone, Fax, e-mail, detail of owner/ representatives must be presented alongwith bidding documents.	Yes

A committee may conduct physical visit of all firms/ display units including facilities mentioned/ declared in the bidding documents before finalization of qualification process.	No
The interested parties must have sound financial position. Proof may be provided. For evidence detailed Bank Statements may not be submitted instead other proofs (i.e. paid taxes, Balance statement of account for the month of June only) may be provided.	Yes
The Manufacturers, Artists, Workmen, Suppliers will be responsible for all the security measures and ensure the confidentiality during and after the contract period and will be considered liable in case of breach, if any.	No
The contract will be awarded for complete financial year. If required, the contract can be extended as provided in PPRA and EPADS Rules.	No
The contractors will be responsible for free logistics/ transportations of sample and delivery. Initially all samplings will be done free of cost.	No
All or any purchase will be subject to approval of the competent authority, after approval of samples which may or may not be made. The quality of the material and its packing must be according to the approved samples.	No
All/ any payment (s) will be made through AGPR. Other Ministries/ Divisions/ Departments of the Government may be involved for the purpose.	No
Most advantageous Manufacturers, Artists, Workmen, Suppliers will be purely considered on the basis of quality.	No
The Manufacturers, Artists, Workmen, Suppliers on panel will be bound to carry out the requisite work/ supply of required items on immediate basis within the limited time even at odd hours and closed holidays whenever and whatever job is referred to.	No
All purchases will be carried out on quotation basis and while submitting rates GST should be clearly mentioned.	No
Evaluation will be done on afore-mentioned prescribed criteria.	No

Evaluation Criteria

Quality Based Selection (QBS)

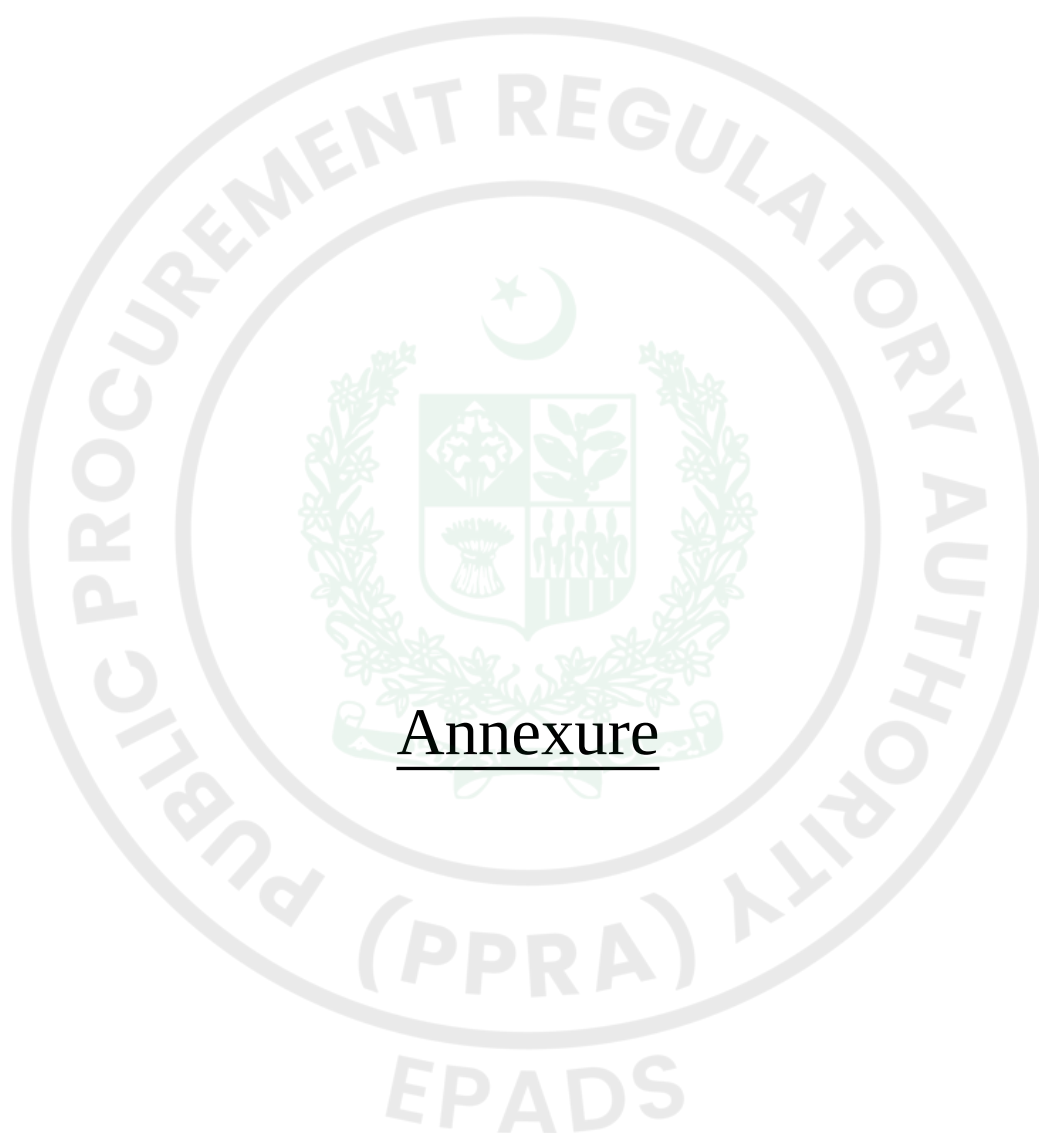
Weightage (With Financial Criteria)

Technical Evaluation %	Financial Evaluation %
80	20

Technical Marks	80
Passing Marks	60
TECHNICAL EVALUATION CRITERIA	
Experienced/ Qualified Manufacturers, Artists, Workmen capable of working in all types of the Products (as specified in Nomenclatures), related Techniques and Nature of Services. If submitted, brief detail on letter head, mentioning names and expertise only. (Quantitative)(Doc Required) Availability of Products WITH facilities like - Material, Design, Proofing, Manufacturing, Finishing, Services, Techniques, Work Force and Equipped Work Site - OWNED SETUP (40) Availability of All Products WITHOUT facilities - like Material, Design, Proofing, Manufacturing, Finishing, Services, Techniques, Work Force and Equipped Work Site - OUT SOURCED SETUP (20)	40

Relevant Experience - Years in business and past performance contracts with Government Departments. Detail of Potential Clients may be submitted on letter head. (Quantitative)(Doc Required) With PMO (INTERNAL) - 10 Years experience (20) With other Government Departments - 10 Years experience minimum (including 06 Years with PMOI). (10) Market Experience only - 10 Years Minimum (5)	20
Office/ Workshop/ Display Setup - Physical presence, location, and workshop capacity in Islamabad/ Rawalpindi. (Quantitative)(Doc Required) Within 30 km with pick and drop (20) Beyond 30 km with pick and drop (10)	20
Financial Marks	20
FINANCIAL EVALUATION CRITERIA	
Annual turnover - For evidence detailed Bank Statements may not be submitted instead other proofs (i.e. paid taxes, Balance statement of account for the month of June only) may be provided. (Quantitative)(Doc Required) 20 Million and above (20) 10 to 20 Million (10) Below 0.5 Million (5)	20





Annexure

Purchase of Stationery and Miscellaneous Items

Financial Submission (Vendor)

Document Required

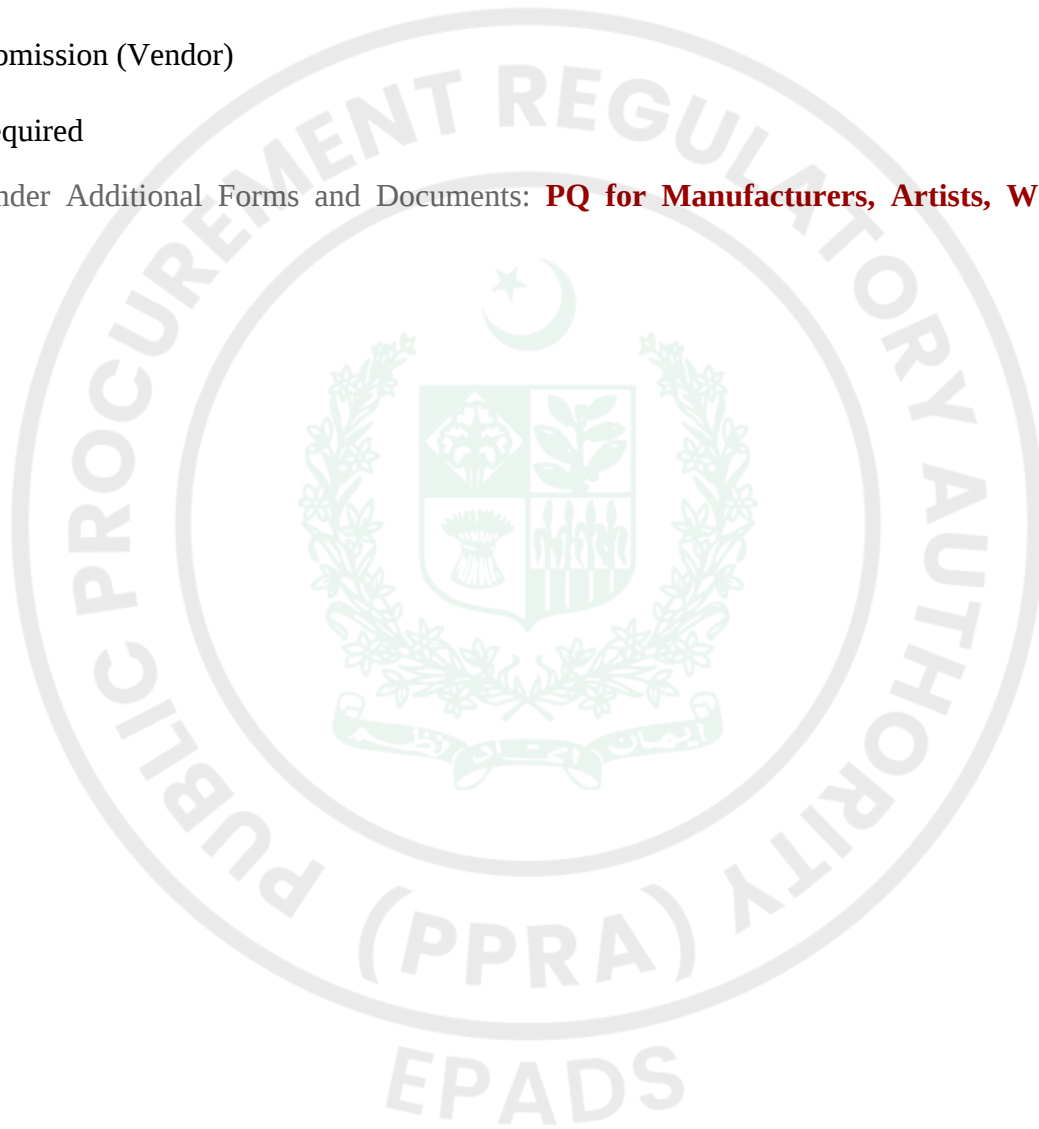
See Form Under Additional Forms and Documents: **Purchase of Stationery and Miscellaneous Items** (page number: 36)

PQ for Manufacturers, Artists, Workmen

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **PQ for Manufacturers, Artists, Workmen** (page number: 45)





Procurement Forms







Additional Forms and Documents

LIST – PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS DURING FINANCIAL YEAR 2026–27

Sr.	Name of Stationery Item(s)	SPECIFICATIONS (BRAND / SIZE) IN CASE OF CHANGE	Units	Rate Incl. GST (as applicable)
1.	Ball Point Piano (Click)		Each	
2.	Ball Point Piano (Crystal)		Each	
3.	Ball Point Piano Point 0.8 mm		Each	
4.	Ball Point Piano Jelflo Gel 0.7 mm		Each	
5.	Ball Point M.G E-Take 0.7 ABP64873		Each	
6.	Ball Point Staedtler Stick 430 M		Each	
7.	Binder Clips ³ / ₅ " 15 mm (Diamond)		Per Dozen	
8.	Binder Clips ³ / ₅ " 15 mm (Feiyide)		Per Dozen	
9.	Binder Clips ³ / ₅ " 15 mm (Lion)		Per Dozen	
10.	Binder Clips ³ / ₄ " 19 mm (Diamond)		Per Dozen	
11.	Binder Clips ³ / ₄ " 19 mm (Feiyide)		Per Dozen	
12.	Binder Clips ³ / ₄ " 19 mm (Lion)		Per Dozen	
13.	Binder Clips 1" 25 mm (Diamond)		Per Dozen	
14.	Binder Clips 1" 25 mm (Feiyide)		Per Dozen	
15.	Binder Clips 1" 25 mm (Lion)		Per Dozen	
16.	Binder Clips 1 ¹ / ₄ " 32 mm (Diamond)		Per Dozen	
17.	Binder Clips 1 ¹ / ₄ " 32 mm (Feiyide)		Per Dozen	
18.	Binder Clips 1 ¹ / ₄ " 32 mm (Lion)		Per Dozen	
19.	Binder Clips 1 ⁵ / ₈ " 41 mm (Diamond)		Per Dozen	
20.	Binder Clips 1 ⁵ / ₈ " 41 mm (Feiyide)		Per Dozen	
21.	Binder Clips 1 ⁵ / ₈ " 41 mm (Lion)		Per Dozen	
22.	Box File (full size) REX (R)		Each	
23.	Box File (full size) Jinnah No. 556		Each	
24.	Box File (full size) Alfalah No. 1218		Each	
25.	Box File (full size) Euro		Each	
26.	Clear File A4 size Color Base Alpha		Each	
27.	Clear File Legal size Color Base Alpha		Each	
28.	Cotton Tape Roll 50 Meter ¹ / ₂ " Size		Each	
29.	Cotton Thread Ball 4/10		Each	
30.	Color Paper Set (A-4 Size) 80 GSM (100 Sheets) Spectra		Per Packet	
31.	Color Paper Set (Legal Size) 80 GSM (100 Sheets) Spectra		Per Packet	

LIST – PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS DURING FINANCIAL YEAR 2026–27

Sr.	Name of Stationery Item(s)	SPECIFICATIONS (BRAND / SIZE) IN CASE OF CHANGE	Units	Rate Incl. GST (as applicable)
32.	Color Paper Set (A-4 Size) 80 GSM (100 Sheets multi color) Imported		Per Packet	
33.	Color Paper Set (Legal Size) 80 GSM (100 Sheets multi color) Imported		Per Packet	
34.	Correcting Tape Twingo TG-B783 5mm x 8mm		Each	
35.	Correcting Tape Pelikan Blanco Xycle 4, 2 mm x 8 m		Each	
36.	Correcting Tape Deli No. 8144 - 5 x 20 mm		Each	
37.	Correcting Tape Deli No. 81245 x 30 mm		Each	
38.	Correcting Tape Pelikan Blanco Maxi Roller		Each	
39.	Correcting Pen Pelikan Blanco (B 933 7 ml)		Each	
40.	Correction Pen Uni Rolling Ball-Metal Tip CLP-300-8 ml Japan		Each	
41.	Docket Punch (Medium) Local Made		Each	
42.	Docket Punch (Large) Local Made		Each	
43.	Double Tape (Thin Base)		Each Roll	
44.	Double Tape (Thick Base)		Each Roll	
45.	Drawing Pin pkt (100 Pieces each)		Per Packet	
46.	Duster White / Yellow (fine quality) 20x30 Size		Each	
47.	Desk Diary Stand (Plastic)		Each	
48.	Desk Diary Stand (Marble)		Each	
49.	Desk Tray Plastic Ordinary		Each	
50.	Desk Tray Plastic Fancy		Each	
51.	Dori with Clip		Each	
52.	Envelope Size 9.25 x 4.25 (White)		Per-50	
53.	Envelope SE-5 Size (Brown) 100 GSM Bulky		Per-100	
54.	Envelope SE-5 Size (Yellow) 80 GSM Century		Per-100	
55.	Envelope SE-6 Size (Brown) 100 GSM Bulky		Per-100	
56.	Envelope SE-6 Size (Yellow) 80 GSM Century		Per-100	
57.	Envelope SE-7 Size (Brown) 100 GSM Bulky		Per-100	
58.	Envelope SE-7 Size (Yellow) 80 GSM Century		Per-100	
59.	Envelope SE-7 Size (Brown) with Cloth 100 GSM Bulky		Per-100	
60.	Envelope SE-7 Size (Yellow) with Cloth 80 GSM Century		Per-100	
61.	Envelope SE-8 Size (Brown) 100 GSM Bulky		Per-100	
62.	Envelope SE-8 Size (Yellow) 80 GSM Century		Per-100	

LIST – PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS DURING FINANCIAL YEAR 2026–27

Sr.	Name of Stationery Item(s)	SPECIFICATIONS (BRAND / SIZE) IN CASE OF CHANGE	Units	Rate Incl. GST (as applicable)
63.	Envelope SE-8-A Size (Brown) 100 GSM Bulky		Per-100	
64.	Envelope SE-8-A Size (Yellow) 80 GSM Century		Per-100	
65.	Eraser Pelikan AL-30		Each	
66.	Eraser Pencil (Ordinary) Milan		Each	
67.	Fax Paper Roll 30 Meter Panasonic		Each	
68.	File Board (A-4 Size)		Each	
69.	File Board (Legal Size)		Each	
70.	File Flappers Leather with Cloth		Each	
71.	Fluid Pelikan Blanco		Each	
72.	Fluid Pelikan Blanco with Thinner		Per Set	
73.	Foot Scale 12" Wooden		Each	
74.	Foot Scale 12" Steel		Each	
75.	File Folder Plastic (Transparent File Cover)		Each	
76.	Gum Bottle Dollar Large 1000 grams		Each	
77.	Gum Bottle Nafees Large 1000 grams		Each	
78.	Gum Bottle Crystal Large 1000 grams		Each	
79.	Gum Bottle Dollar Large 142 grams		Each	
80.	Gum Bottle Nafees Large 142 grams		Each	
81.	Gum Bottle Crystal Large 142 grams		Each	
82.	Gum Stick UHU (Medium) 21 grams (Germany)		Each	
83.	Gum Stick Amos 21 Gram		Each	
84.	Glue Stick ARCO PVP 21 gram		Each	
85.	Glue Stick Stickoo 21 gram		Each	
86.	Highlighter Dollar		Each	
87.	Highlighter Pelikan		Each	
88.	Highlighter Piano (German-Ink 1-5mm)		Each	
89.	Highlighter Stabilo Boss Original		Each	
90.	Ink Refill Pelikan 4001 (Giant Cartridge 5 sticks)		Per Packet	
91.	Ink Refill Pelikan 4001 (Cartridge 5 sticks)		Per Packet	
92.	Ink Bottle Dollar 60 ml (Black, Blue, Red, Green)		Each	
93.	Ink Stamp Pad Dollar		Each	

LIST – PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS DURING FINANCIAL YEAR 2026–27

Sr.	Name of Stationery Item(s)	SPECIFICATIONS (BRAND / SIZE) IN CASE OF CHANGE	Units	Rate Incl. GST (as applicable)
94.	Ink Stamp Pak Crystal 28.5 ml		Each	
95.	Loose Leaf Binder A-4 Size Tranbo Ideal Assistant Holders PP material 12 Pcs Pkt.		Per Packet	
96.	Loose Leaf Binder A-4 Size (L Shape) ordinary		Per Packet	
97.	Loose Leaf 11 Holes A4 Paper File Folders 8c Transparent Pp Waterproof Document		Per Packet (100 piece)	
98.	Laminating Pouches 100 Pouches International A-4 size Premium 80+ Microns Ibico		Per Packet	
99.	Laminating Pouches 100 Pouches International A-4 size Premium Ibico		Per Packet	
100.	Laminating Pouches 100 Pouches International A-4 size Premium 80+ Microns Hot Lam		Per Packet	
101.	Laminating Pouches 100 Pouches International A-4 size Premium 80+ Microns Ou Lin Ya		Per Packet	
102.	Laminating Pouches 100 Pouches Clear 250 Micron O-ID Size Ibico		Per Packet	
103.	Laminating Pouches 100 Pouches Clear 250 Micron O-ID Size Hot Lam		Per Packet	
104.	Marker Dollar 70/90		Each	
105.	Marker Mercury 70/90		Each	
106.	Marker Snowman Fine Tip (Silver & Golden Color) (Japan)		Each	
107.	Marker Snowman Medium Tip (Silver & Golden Color) (Japan)		Each	
108.	Needles (Hand Sewing) (Size 3 ½") Rose		Per Packet	
109.	Office Table Set (Marble)		Each	
110.	Office Table Set (Plastic)		Each	
111.	Office Table Set (Metal)		Each	
112.	Paper 80 GSM A-5 Imported Double 'A' (500 Sheet Ream)		Ream	
113.	Paper 80 GSM A-4 Imported Double 'A' (500 Sheet Ream)		Ream	
114.	Paper 80 GSM A-4 Imported Navigator (500 Sheet Ream)		Ream	
115.	Paper 80 GSM F-4/13½ x 8½ Imported (500 Sheet Ream) Double 'A'		Ream	
116.	Paper 80 GSM F-4/13½ x 8½ Imported (500 Sheet Ream) Navigator		Ream	
117.	Paper 80 GSM A-3 Imported Double 'A'		Ream	
118.	Paper 80 GSM A-3 Imported Navigator		Ream	
119.	Paper Duplicating 65 GSM F-4 Size (Superior) Local		Ream	
120.	Paper Duplicating 65 GSM F-4 (Superior) Imported		Ream	
121.	Paper Typing Reams F-4 Size 65 GSM Local		Ream	
122.	Paper Typing Ream F-4 65 GSM Imported		Ream	
123.	Every Card Sheet (150 GSM) A-4 NINGBO (100 Sheets)		Per Packet	
124.	Every Card Sheet (150 GSM) 23x36 NINGBO		Per Packet	

LIST – PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS DURING FINANCIAL YEAR 2026–27

Sr.	Name of Stationery Item(s)	SPECIFICATIONS (BRAND / SIZE) IN CASE OF CHANGE	Units	Rate Incl. GST (as applicable)
125.	Paper Continuation Sheet P – I (80 Columns)		Box	
126.	Paper Continuation Sheet P – I (132 Columns)		Box	
127.	Paper Continuation Sheet P – II (80 Columns)		Box	
128.	Paper Continuation Sheet P – II (132 Columns)		Box	
129.	Paper Clip triangular 30 mm Three flowers		Per Packet	
130.	Paper Clip triangular 36 mm Three Flowers		Per Packet	
131.	Paper Clip Color 28 mm		Per Packet	
132.	Paper Clip Color 30 mm		Per Packet	
133.	Paper Clip Color 33 mm		Per Packet	
134.	Paper Clip Color 36 mm		Per Packet	
135.	Paper Fastener Plastic (Box 50 pieces)		Per Packet	
136.	Paper MG Ribbed Kraft 35 x 47 80 GSM Bulky		Each	
137.	Paper MG Ribbed Kraft 35 x 47 80 GSM Century		Each	
138.	Paper Cutter Steel (Ordinary)		Each	
139.	Paper Cutter SDL / OLFA Knife No.426 Large		Each	
140.	Paper Cutter Blade SDL / OLFA Large pkt of 10		Per Packet	
141.	Paper Pin pkt (Elephant) 28 grams		Per Packet	
142.	Pencil Dux 2 ½ # 999 super writer		Per Dozen	
143.	Pencil Rubber Tip Goldfish HP-6000		Per Dozen	
144.	Pencil Soft Goldfish 5002		Per Dozen	
145.	Pencil Oro HB Art No. 511 GRAniTE		Per Dozen	
146.	Pencil Tray (Plastic) Lotus		Each	
147.	Punch Machine KW-Trio Model 912 / 09120 Double Hole		Each	
148.	Punch Machine Dingli Model DL.8250 Double Hole		Each	
149.	Post-it Pad Pop-up Note (3x2) Dispenser		Each	
150.	Post-it Pad Pop-up Note (3x3) Dispenser		Each	
151.	Post-it Pad Pop-up Note (3x5) Dispenser		Each	
152.	Post-it Pad No. 656 (USA) (3 x 2) 3M		Each Pad	
153.	Post-it Pad No. 654 (USA) (3 x 3) 3M		Each Pad	
154.	Post-it Pad No. 655 (USA) (3 x 5) 3M		Each Pad	
155.	Yidoo Stick Notes 5 x 15mm x 50mm Removable Self-Adhesive (05 color x100 each stick)		Per Packet	

LIST – PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS DURING FINANCIAL YEAR 2026–27

Sr.	Name of Stationery Item(s)	SPECIFICATIONS (BRAND / SIZE) IN CASE OF CHANGE	Units	Rate Incl. GST (as applicable)
156.	Post-it Flags Transparent Neon Colors 20 Sheets/ Pad, 5 Pads Pronoti (05 color x100 each stick)		Per Packet	
157.	Pencil Jar (Marble)		Each	
158.	Pencil Jar (Plastic)		Each	
159.	Pencil Jar (Metal)		Each	
160.	Pen Stand (Marble)		Each	
161.	Pen Stand (Plastic)		Each	
162.	Pen Stand (Metal)		Each	
163.	Paper Weight (Marble)		Each	
164.	Pass Cover with Clips (Horizontal & Vertical)		Each	
165.	Red Seal Sticker (1000 per packet)		Per Packet	
166.	Register Ruled 8 No. (192 Pages) (Imported Paper F-4 Lucky/ Alfiah/ Al-Rehman)		Each	
167.	Register Ruled 12 No. (288 Pages) (Imported Paper F-4 Lucky/ Alfiah/ Al-Rehman)		Each	
168.	Register Ruled 16 No. (384 Pages) (Imported Paper F-4 Lucky/ Alfiah/ Al-Rehman)		Each	
169.	Ribbon Fancy for Packing 1" 10 Yards (White & Colored)		Each	
170.	Ribbon Fancy for Packing 1" 50 Yards (White & Colored)		Each	
171.	Ribbon Fancy for Packing ½" 10 Yards (White & Colored)		Each	
172.	Ribbon Fancy for Packing ½" 50 Yards (White & Colored)		Each	
173.	Ring Binder A4 No. 902 Plastic / Fiber Alpha		Each	
174.	Ring Binder A4 No. 5382 Plastic / Fiber Deli		Each	
175.	Ring Binder A4 No. 5383 Plastic / Fiber Deli		Each	
176.	Ring Binder Full size No. 902 Plastic / Fiber Alpha		Each	
177.	Rubber Band No. 152 size 1.6" Q Brand		Per Packet	
178.	Separator Set-10 Pieces Alphabetical/ Numbered Casmo		Per Set	
179.	Separator Set-10 Pieces Plastic Alphabetical/ Numbered Xing		Per Set	
180.	Scissors PMP PS 72		Each	
181.	Scissors (KW) X017		Each	
182.	Scotch Tape ½" LIOUS 10 Yards		Per Roll	
183.	Scotch Tape 1" LIOUS 10 Yards		Per Roll	
184.	Scotch Tape 1" LIOUS 66 Yards		Per Roll	
185.	Scotch Tape 1½" LIOUS 66 Yards		Per Roll	
186.	Scotch Tape 2" LIOUS 66 Yards		Per Roll	

LIST – PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS DURING FINANCIAL YEAR 2026–27

Sr.	Name of Stationery Item(s)	SPECIFICATIONS (BRAND / SIZE) IN CASE OF CHANGE	Units	Rate Incl. GST (as applicable)
187.	Scotch Tape 3" LIOUS 66 Yards		Per Roll	
188.	Sheets for Packing Fancy (Gift Packing Sheets) Karachi Made – (Subject to approval of Samples)		Each	
189.	Sheets for Packing Fancy (Gift Packing Sheets) Imported – (Subject to approval of Samples)		Each	
190.	Scotch Tape Dispenser Machine Okacia Art No. 100 (for Minimum 10 Yards)		Each	
191.	Scotch Tape Dispenser Machine Korrekt Art No. 100 (for Minimum 10 Yards)		Each	
192.	Scotch Tape Dispenser Machine KW-Trio 03309 (for Minimum 10 Yards)		Each	
193.	Scotch Tape Dispenser Machine Okacia (for 72 Meter 1")		Each	
194.	Scotch Tape Dispenser Machine Korrekt Art No. K-100 (for 72 Meter 1")		Each	
195.	Scotch Tape Dispenser Machine KW-Trio (for 72 Meter 1")		Each	
196.	Sharpener Plastic Germany (Original)		Each	
197.	Sharpener Steel Germany (Original)		Each	
198.	Sharpener Plastic RABIT		Each	
199.	Sharpener Machine KW-Trio No. 307-A		Each	
200.	Sharpener Machine KW-Trio No. 306-A		Each	
201.	Sign Pen Dollar Ensign/ Schneider Top Liner 0.4		Each	
202.	Sign Pen Uni Ball Eye UB 157 fine (Japan)		Each	
203.	Sign Pen Uni Ball 0.8 Elite Japan		Each	
204.	Sign Pen Schneider Extra 895		Each	
205.	Sign Pen Pilot Hi-tecpoint V10 Grip		Each	
206.	Sign Pen Schneider One Business 0.6 mm for Documents		Each	
207.	Sign Pen (Holder) Dux 240		Each	
208.	Sign Pen (Holder) Parker		Each	
209.	Slip Book Blank (Large)		Each	
210.	Slip Book Blank Size 7.6 x 4.2 (50 Sheets)		Each	
211.	Slip/Drafting Pad (Lines/ Blank) spiral binding (4½x3) Lucky		Each	
212.	Slip/Drafting Pad (Lines/ Blank) spiral binding (6½x4) Lucky		Each	
213.	Slip/Drafting Pad (Lines/ Blank) spiral binding (8½x5½) Lucky		Each	
214.	Slip/Drafting Pad (Lines/ Blank) spiral binding (8x6½) Lucky		Each	
215.	Slip / Drafting Pad (Lines/ Blank) spiral binding (A-4) Lucky		Each	
216.	Stamp Pad (Lancer 7 x 11 cm)		Each	
217.	Stamp Pad (Crystal)		Each	

LIST – PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS DURING FINANCIAL YEAR 2026–27

Sr.	Name of Stationery Item(s)	SPECIFICATIONS (BRAND / SIZE) IN CASE OF CHANGE	Units	Rate Incl. GST (as applicable)
218.	Staple Wire Remover K.W Trio 0508B		Each	
219.	Staple Wire pkt Dollar No. 10 N		Per Packet	
220.	Staple Wire pkt KW No. 10 N		Per Packet	
221.	Staple Wire pkt Dollar No. 24/6		Per Packet	
222.	Staple Wire pkt KW No. 24/6		Per Packet	
223.	Staples Wire Max Japan 8 mm		Per Packet	
224.	Staples Wire WhaShin 8 mm		Per Packet	
225.	Staples Wire Max Japan 10 mm		Per Packet	
226.	Staples Wire WhaShin 10 mm		Per Packet	
227.	Staples Wire Max Japan 13 mm		Per Packet	
228.	Staples Wire WhaShin 13 mm		Per Packet	
229.	Staples Wire Max Japan 15 mm		Per Packet	
230.	Staples Wire WhaShin 15 mm		Per Packet	
231.	Staples Wire Max Japan 17 mm		Per Packet	
232.	Staples Wire WhaShin 17 mm		Per Packet	
233.	Stapling Machine Heavy Duty Max Japan 12N 17 mm		Each	
234.	Stapling Machine Heavy Duty KW-Trio 50 LL		Each	
235.	Stapling Machine Heavy Duty KW-Trio 5003		Each	
236.	Stapling Machine OPAL HD-10		Each	
237.	Stapling Machine KW		Each	
238.	Stapling Machine Deli No. 0306		Each	
239.	Stapling Machine OPAL HD-45		Each	
240.	Spiral for Binding Plastic 6 mm Ibico		Per Packet	
241.	Spiral for Binding Plastic 8 mm Ibico		Per Packet	
242.	Spiral for Binding Plastic 10 mm Ibico		Per Packet	
243.	Spiral for Binding Plastic 12 mm Ibico		Per Packet	
244.	Spiral for Binding Plastic 14 mm Ibico		Per Packet	
245.	Spiral for Binding Plastic 16 mm Ibico		Per Packet	
246.	Spiral for Binding Plastic 18 mm Ibico		Per Packet	
247.	Spiral for Binding Plastic 25 mm Ibico		Per Packet	
248.	Sheet for Binding Transparent Supreme Quality		Per Packet	

LIST – PURCHASE OF STATIONERY & MISCELLANEOUS ITEMS DURING FINANCIAL YEAR 2026–27

Sr.	Name of Stationery Item(s)	SPECIFICATIONS (BRAND / SIZE) IN CASE OF CHANGE	Units	Rate Incl. GST (as applicable)
249.	Tape for Packing 72 Meter (2" Wide) P.V.C (Nichiban)		Each Roll	
250.	Tape for Packing 72 Meter (3" Wide) P.V.C (Nichiban)		Each Roll	
251.	Tape for Binding 1" 66 yards		Each Roll	
252.	Tape for Binding Tape 2" 66 yards		Each	
253.	Tape for Binding Tape 3" 66 yards		Each	
254.	Tape Surgical / Cloth 1"		Each	
255.	Tape Surgical / Cloth 2"		Each	
256.	Table Diary (Friends/Time)		Each	
257.	Tag 5" Bundle Twisted Punched		Each	
258.	Telephone Index Orion (OR-104 300 Pages)		Each	
259.	Waste Paper Basket Steel		Each	
260.	Waste Paper Basket Hard Plastic		Each	

**GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD**

PRE-QUALIFICATION/ EXPRESSION OF INTEREST

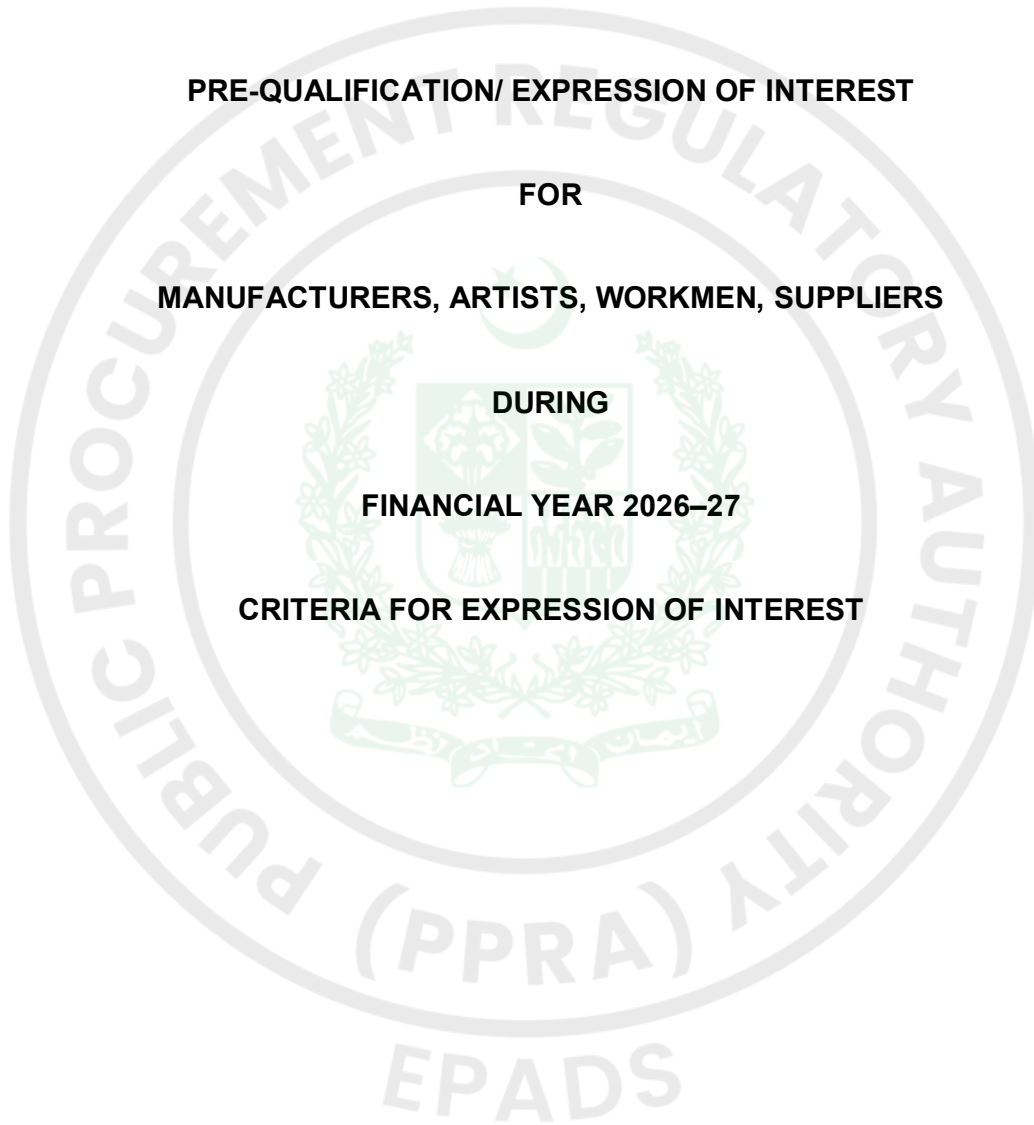
FOR

MANUFACTURERS, ARTISTS, WORKMEN, SUPPLIERS

DURING

FINANCIAL YEAR 2026-27

CRITERIA FOR EXPRESSION OF INTEREST



PRE-QUALIFICATION OF MANUFACTURERS, ARTISTS, WORKMEN, SUPPLIERS DURING FINANCIAL YEAR 2026–27

CRITERIA FOR EXPRESSION OF INTEREST

1. The interested Manufacturers, Artists, Workmen, Suppliers must have atleast 10 years experience in relevant field as well as handsome working experience with the Government.
2. The Manufacturers, Artists, Workmen, Suppliers having their own complete setup i.e. Display Unit, Sampling Facility, Workshop/ Factories and representatives/ Subject Experts, readily available in Islamabad/ Rawalpindi will be preferred.
3. The Manufacturers, Artists, Workmen, Suppliers must be registered with Income/ Sales Tax Departments and Certified Proprietors, Manufacturers and Sole Distributors. Documentary proof of all and complete profile, Telephone, Fax, e-mail, detail of owner/ representatives must be presented alongwith bidding documents.
4. A committee may conduct physical visit of all firms/ display units including facilities mentioned/ declared in the bidding documents before finalization of qualification process.
5. The interested parties must have sound financial position. Proof may be provided.
6. The Manufacturers, Artists, Workmen, Suppliers will be responsible for all the security measures and ensure the confidentiality during and after the contract period and will be considered liable in case of breach, if any.
7. The contract will be awarded for complete financial year. If required, the contract can be extended as provided in PPRA and EPADS Rules.
8. The contractors will be responsible for free logistics/ transportations of sample and delivery. Initially all samplings will be done free of cost.
9. All or any purchase will be subject to approval of the competent authority, after approval of samples which may or may not be made. The quality of the material and its packing must be according to the approved samples.
10. All/ any payment (s) will be made through AGPR. Other Ministries/ Divisions/ Departments of the Government may be involved for the purpose.
11. This Office reserves the right to revise/ delete/ modify/ add any aspect of the technical requirements or specifications/ evaluation criteria before finalization of Tenders.
12. This Office reserves the right to reject all bids/ proposals at any time prior to the acceptance. This Office shall communicate the same to bidder(s) upon request only. It is however, not required to justify those grounds.
13. Most advantageous Manufacturers, Artists, Workmen, Suppliers will be purely considered on the basis of quality.

GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD

PRE-QUALIFICATION OF MANUFACTURERS, ARTISTS, WORKMEN, SUPPLIERS - F/Y 26-27
CRITERIA FOR EXPRESSION OF INTEREST

Sr.	Name & Address of Manufacturers, Artists, Workmen, Suppliers (Letterhead may be used if required)	Person(s) of Contact & Nos. (Landline / Mobile / Fax / Email)
a.		

Sr.	Products	Types of Products	Availability / Non Availability
1.	Leather Artificial Leather Rexene	a. Top-grain leather	
		b. Full-grain leather	
		c. Corrected grain leather	
		d. Nubuck Sueded Grain	
		e. Split leather	
		f. Suede	
		g. Bicast leather	
		h. Patent leather	
		i. Bonded leather Reconstituted, Bonded or Fiber Leather	
2.	Metal	a. Silver	
		b. German Silver	
		c. Aluminum	
		d. Aluminum Bronze	
		e. Bronze	
		f. Stainless steel	
		g. Wrought Iron	
		h. Brass	
		i. Copper	
3.	Wood	a. Soft Woods	
		b. Pine	
		c. Cedar	
		d. Fir	
		e. Hardwoods	
		f. Oak	
		g. Ash	
		h. Beech	
		i. Elm	
		j. Mahogany	
		k. Teak	
		l. Walnut	
4.	Glass	All kinds & Techniques	

GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD

PRE-QUALIFICATION OF MANUFACTURERS, ARTISTS, WORKMEN, SUPPLIERS - F/Y 26-27
CRITERIA FOR EXPRESSION OF INTEREST

Sr.	Products	Types of Products	Availability / Non Availability
5.	Plastic	All kinds & Techniques	
6.	Crystal	All kinds & Techniques	
7.	Onex	All kinds & Techniques	
8.	Handicrafts	All kinds & Technologies	
9.	Assorted Fabrics	All kinds & Techniques	
10.	Packing Material	a. Wooden	
		b. Steel	
		c. Wrought Iron	
		d. Plastic	
		e. Fabric	
		f. Cardboard	
		g. Bubble Sheet	
		i. Corporative Roll	
		j. Fabrics (Assorted)	
11.	Printing	a. Screen	
		b. Digital	
		c. Letter	
		d. Engraving	
		e. Flexography	
		f. Pigment	
		g. 3 D	
		h. Offset	
		i. Embossing	
		j. Embroidered	
		k. UV	
		l. Mirror	
		m. Dye Sublimation	
		n. Block	
12.	Binding	All kinds of Binding	

- Overwriting and cutting will not be accepted.
- All rates must be quoted including GST where applicable.

- Quotations will only be accepted on given format. All pages must be stamped & signed.
- If required samples must be provided.

GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD

PRE-QUALIFICATION OF MANUFACTURERS, ARTISTS, WORKMEN, SUPPLIERS - F/Y 26-27
CRITERIA FOR EXPRESSION OF INTEREST

Sr.	Products	Nature of Services & Techniques	Work Force	Availability / Non-Availability
1.	Leather Artificial Leather Rexene	i. Dyeing		
		ii. Painting		
		iii. Carving		
		iv. Stamping		
		v. Braiding		
		vi. Molding/shaping		
		vii. Laser cutting/etching		
		viii. Perforation		
		ix. Pyrography (purogravure)		
		x. Polishing		
2.	Metal	i. Welding, soldering, brazing, Joining metal pieces without fasteners		
		ii. Machinist vise		
		iii. Measuring, Sawing, cutting, Filing, grinding		
		iv. Alloy		
		v. Annealing		
		vi. Appliqué		
		vii. Casting		
		viii. Chasing		
		ix. Enameling		
		x. Forging		
		xi. Granulation		
		xii. Malleability		
		xiii. Piercing		
		xiv. Raising		
		xv. Repoussé		
		xvi. Reticulation		
		Finish : Antiqued, Brushed, Hammered, Polished, Stain		
3.	Wood	i. Engraving		
		ii. Carving		
		iii. Lacquer works		
		iv. Polishing		
		v. Furniture		
		vi. Souvenirs		
		vii. Frames		

GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD

PRE-QUALIFICATION OF MANUFACTURERS, ARTISTS, WORKMEN, SUPPLIERS - F/Y 26-27
CRITERIA FOR EXPRESSION OF INTEREST

Sr.	Products	Nature of Services & Techniques	Work Force	Availability / Non-Availability
4.	Glass	- Engraving - Carving - Polishing - Furniture - Souvenirs - Frames - All Kinds and Techniques		
5.	Plastic			
6.	Crystal			
7.	Onex			
8.	Handicrafts			
9.	Assorted Fabric			
10.	Printing	i. Designing		
		ii. Sampling		
		iii. Folding		
		iv. Binding		
		v. Embossing		
		vi. Debossing		
		vii. Foiling		
		viii. Laminating		
		ix. Spot UV		
		x. Cutting		
		xi. Laser Cutting		
		xii. Finishing		
		xiii. All other requirements		
11.	Packing Material	i. Printed		
		ii. Carved		
		iii. Engraved		
		iv. Weaved		
		v. Knitted		
		vi. Wrapped Material		
12.	Binding	All Kinds and Techniques		

14. E-Bids should reach this Office as per schedule published in the Tender Notice. E-Bids received on EPADS within the stipulated time and date will be opened by the purchase committee on the same day in the presence of bidder/ authorized representatives, who wish to be present.
15. Evaluation will be done on afore-mentioned prescribed criteria.

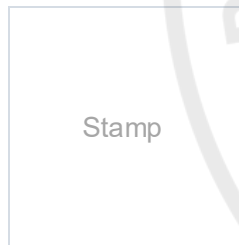
PRE-QUALIFICATION OF MANUFACTURERS, ARTISTS, WORKMEN, SUPPLIERS - F/Y 26-27
CRITERIA FOR EXPRESSION OF INTEREST

16. The Manufacturers, Artists, Workmen, Suppliers on panel will be bound to carry out the requisite work/ supply of required items on immediate basis within the limited time even at odd hours and closed holidays whenever and whatever job is referred to.
17. All purchases will be carried out on quotation basis and while submitting rates GST should be clearly mentioned.
18. I/ we have read and agree with the above mentioned Criteria and Terms & Conditions.

EVALUATION CRITERIA

E-Bids should reach this Office as per schedule published in Tender/ Expression of Interest Notice on EPADS. The Bids received within the stipulated time and date will be opened by the purchase committee on the same day in the presence of bidder/ authorized representatives, who wish to be present on the occasion. Evaluation will be done on afore-mentioned prescribed criteria. Results of bidding will be announced in the form of evaluation report giving justification for acceptance or rejection of bids in observance of Rule-35 of PP Rules 2004 and EPADS Rules.

2. I/ we have read and agree with the above mentioned terms & conditions.



Signature : _____

Name (Manufacturer, Artist, Workman, Supplier) : _____

Date : DD / MM / YYYY