

Standard Bidding Document

SUPPLY OF STATIONERY / MISC ITEMS / PHOTOCOPIER TONERS / PRINTING ITEMS AND COMPUTER ACCESSORIES (Goods)

National

Single Stage-One Envelope



October 02, 2026

Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA)), Assistant Director

PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory

Phone: +92-336-825-7233, Email: zohaibraza@pemra.gov.pk

Table of Contents

Instructions to Applicants	3
Framework Data Sheet	17
Framework Data Sheet (FDS)	18
Framework Items / Lots	44
Brief Description	44
Eligibility & Qualification Criteria	44
Evaluation Criteria	45
Call-Off / Secondary Procurement Procedure	47
Annexure	49
SUPPLY OF STATIONERY / MISC ITEMS / PHOTOCOPIER TONERS / PRINTING / SCANNING / SECURITY SYSTEMS AND COMPUTERS	50
Procurement Forms	51
Additional Forms and Documents	54

INVITATION FOR PREQUALIFICATION FOR CLOSED FRAMEWORK AGREEMENT

PROCUREMENT OF GOODS

1. The **Pakistan Electronic Media Regulatory Authority (PEMRA)** (**Pakistan Electronic Media Regulatory Authority (PEMRA)**) has sufficient / has received / intends to apply for funds from **Non-ADP** and intends to apply part of such funds toward payments under the Framework Agreement for **SUPPLY OF STATIONERY / MISC ITEMS / PHOTOCOPIER TONERS / PRINTING ITEMS AND COMPUTER ACCESSORIES** having reference number **FFW9664**.

2. The **Pakistan Electronic Media Regulatory Authority (PEMRA)** (**Pakistan Electronic Media Regulatory Authority (PEMRA)**) intends to prequalify suppliers for subsequent Invitation to Bid(s) and to sign a Closed Framework Agreement with the successful bidder(s) following completion of the bidding process.

3. The objective of the intended Closed Framework Agreement is the on-demand supply of **SUPPLY OF STATIONERY / MISC ITEMS / PHOTOCOPIER TONERS / PRINTING ITEMS AND COMPUTER ACCESSORIES** through subsequent Call-Off Contract(s) during the Framework Agreement period. The purpose of this Prequalification Notice is to provide basic information to enable potential applicants to decide whether to respond to this Prequalification Notice.

4. Only the prequalified applicants shall be entitled to participate in the subsequent procurement proceedings. It is expected that Invitations to Bid will be issued to the Prequalified Applicants in **Tuesday, October 20, 2026**. The Closed Framework Agreement is expected to be signed with the successful bidder(s) in **Monday, November 16, 2026** for a period of **12 Months**.

5. The Prequalification process is open to all **National** Applicants subject to fulfilling the eligibility requirements specified in the Prequalification Documents. Interested Applicants may obtain further information from **Pakistan Electronic Media Regulatory Authority (PEMRA)** (**Pakistan Electronic Media Regulatory Authority (PEMRA)**) through **EPADS v2.0**

during office hours. A complete set of Prequalification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/framework-agreements/9664>**.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Tuesday, October 20, 2026 11:00 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Tuesday, October 20, 2026 11:30 AM**. Manual submission of applications shall not be entertained.

7. Vendors who have not yet registered on **EPADS v2.0** may complete their registration at <https://vendors.epads.gov.pk/>. Guidance regarding registration and bid submission is available on the portal.

In terms of Rule 48 of Public Procurement Rules, 2004, the Grievance Redressal Committee (GRC) has been notified for the subject procurement. The notification is available on the Procuring Agency's website and on PPRA's website.

Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA))

Assistant Director

PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory

+92-336-825-7233

zohaibraza@pemra.gov.pk



Instructions to Applicants

A. General

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 Prequalification.

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, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), 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 Public Procurement Rule 19 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 Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off 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 framework 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 Framework Agreement(s) or Call-off Contract(s). 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 the Framework Agreement or Call-off 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 Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and/or Call-off Contract.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract 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

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

PART 2 Supply Requirements

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 Prequalification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing through ePADS. 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 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 Prequalification 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 Prequalification Documents. Any modification to the Prequalification 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. 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.

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.

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.

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 Prequalification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Prequalification 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.

12. Application Submission Letter

12.1. 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.

13. Documents Establishing the Eligibility of the Applicant

13.1. 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).

14. Documents Establishing the Qualifications of the Applicant

14.1. 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)**.

14.2. 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:

14.2.1. 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).

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

14.3. 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.

14.4. The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction:

14.4.1. 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;

14.4.2. 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

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.

17. Opening of Applications

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through ePADS. 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.

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.

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.

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 Prequalification.

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.

23.4. 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, duly approved by the Principal Accounting Officer or Head of Organization.

25. Prequalification 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 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.

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.

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.

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".

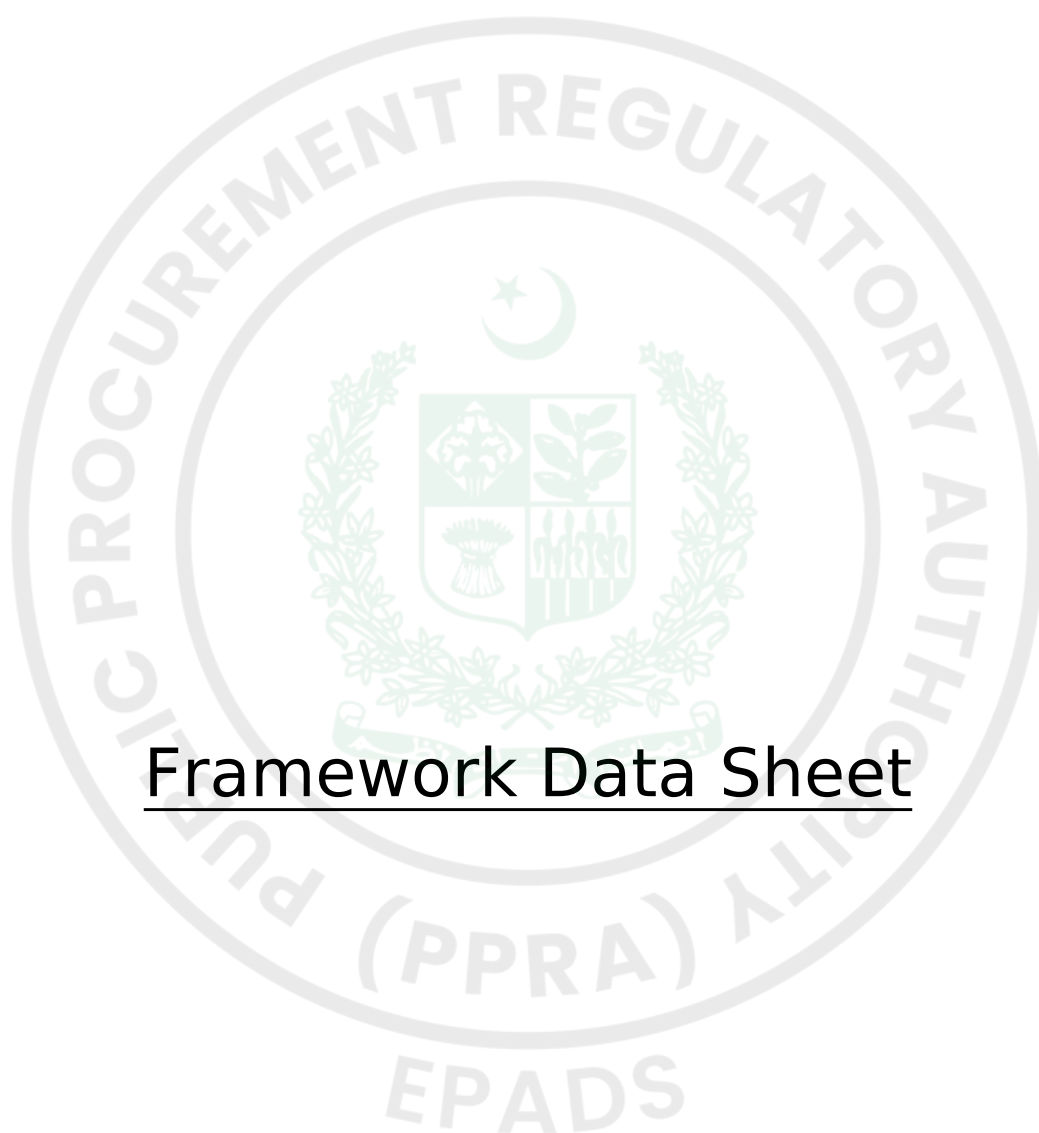
29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-65 of Public Procurement Rules, 2025.

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-25 of Public Procurement Rules, 2025 read with "Mechanism for Blacklisting Regulations, 2024".



Framework Data Sheet

Framework Data Sheet (FDS)

The following specific data for the Framework Agreement shall complement, supplement, or amend the provisions in the Instructions to Applicants/Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

FDS Clause Number

ITB Number

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

A. General

FDS Clause Number 1

ITB Number 1.1

Identification Number of the Framework Agreement: **FFW9664**

The Procuring Agency is: **Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA))**

Framework Agreement Title: **SUPPLY OF STATIONERY / MISC ITEMS / PHOTOCOPIER TONERS / PRINTING ITEMS AND COMPUTER ACCESSORIES**

FDS Clause Number 2

ITB Number 2.1

The name of Procuring Agency is: **Pakistan Electronic Media Regulatory Authority (PEMRA) (Pakistan Electronic Media Regulatory Authority (PEMRA))**

The name of Framework Agreement is: **SUPPLY OF STATIONERY / MISC ITEMS / PHOTOCOPIER TONERS / PRINTING ITEMS AND COMPUTER ACCESSORIES**

FDS Clause Number 3

ITB Number 2.2

Participating / Authorized Procuring Agencies under this Framework Agreement:

FDS Clause Number 4

ITB Number 3.1

Framework Type: **Closed Framework Agreement**

FDS Clause Number 5**ITB Number 4.1**Framework Duration: **12 Months**Commencement Date: **Expired after the framework duration of 12 months from the award date.**

Expiry Date:

Lot Title : STATIONERY ITEMS

Item	UNSPSC	Delivery Schedule	Quantity
Ball point (Piano Click)	Ball point pens	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: same day Quantity: 1000/Qty	1000 / Qty
Box File imported or equivalent	Box file	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: Same day Quantity: 500/Qty	500 / Qty
Binder Clip 32 mm	Binder or bulldog clips	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: same day Quantity: 1000/Qty	1000 / Qty
Binder Clip 41 mm	Binder or bulldog clips	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: same day Quantity: 1000/Qty	1000 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Correction Pen KITA or equivalent	Correction pens	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: same day Quantity: 1000/Qty	1000 / Qty
Cotton Tag (Small)	Identification tags	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: same day Quantity: 5000/Qty	5000 / Qty
Computer Paper Ream 80 gram A-4 Size Imported (HP) or equivalent	Printer or copier paper	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: same day Quantity: 1000/Qty	1000 / Qty
Computer Paper 80 gram Legal Size (HP) or equivalent	Printer or copier paper	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: same day Quantity: 500/Qty	500 / Qty
Yellow A-4 Size Imported paper (Plain, 500 Sheet)	Printer or copier paper	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: same day Quantity: 100/Qty	100 / Qty
Yellow A-4 Size Imported paper (with Golden Seal)	Printer or copier paper	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: same day Quantity: 100/Qty	100 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Eraser AL 30 or equivalent	Erasers	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: same day Quantity: 1000/Qty	1000 / Qty
Envelope 9" x 4" White imported (Small)	Standard envelopes	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: same day Quantity: 1000/Qty	1000 / Qty
Envelope A-4 Size White	Standard envelopes	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Envelope File Size White	Standard envelopes	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Envelope Cloth Brown Extra Large	Standard envelopes	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
File Board Best Quality (File Size)	Clipboards	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 1500/Qty	1500 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Gum Stick (Large) 21 grams (Three Flowers) or equivalent	Glues	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 700/Qty	700 / Qty
Highlighter (Dollar) or equivalent	Highlighters	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 700/Qty	700 / Qty
Log Book No. 8	Log books or pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Letter Dispatch Register No. 10	Log books or pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Marker 70 Dollar or equivalent	Markers	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Note Pad (Spiral) Small	Log books or pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Peon Book 90 sheet	Log books or pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Paper Clip 30 mm	Paper clips	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Paper Cutter SDI Large or equivalent	Paper clips	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Punch (Single) Best Quality (Small)	Paper punching or binding machines	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 100/Qty	100 / Qty
Pencil Gold Fish 5000 or equivalent	Wooden pencils	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 1000/Qty	1000 / Qty
Pencil Sharpeners DUX or equivalent	Manual pencil sharpener	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 day Quantity: 500/Qty	500 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Plastic Clip File (CS647) A-4 or equivalent	Folders	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Post-it pad Yellow (Flag size)	Self adhesive note paper	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Register Executive No. 32 Lucky or equivalent	Log books or pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Register Executive No. 40 Lucky or equivalent	Log books or pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Stock Register No. 10	Log books or pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Section Diary Register No. 10	Log books or pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Scotch Tape Deer 50 yards or equivalent 1	Transparent tape	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Plastic File Separator Printed (1 to 20 No.) or equivalent	Tab indexes	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Staple M & G 24/6 or equivalent	Staples	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 day Quantity: 500/Qty	500 / Qty
Stapler Machine (Deli No. 0326) or equivalent	Staplers	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Steel Foot (Scale)	Rulers	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 day Quantity: 500/Qty	500 / Qty
Transparent File Cover TT (A-4) or equivalent	Folders	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty

Lot Title : MISCELLANEOUS ITEMS

Item	UNSPSC	Delivery Schedule	Quantity
Acid Tiger / Master or equivalent	Drain cleaner	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 150/Qty	150 / Qty
Wastage Balti Extra Large (70 Litres) with Cover	Waste containers or rigid liners	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 100/Qty	100 / Qty
Battery Cell (AA) Power Plus or equivalent	Dry cell batteries	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Battery Cell (AAA) Power Plus or equivalent	Dry cell batteries	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Call Bell (Electric) Single Remote	Call bells	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 27 Days Quantity: 50/Qty	50 / Qty
Call Bell (Electric) Double Remote	Call bells	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Days Quantity: 50/Qty	50 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Cell for Remote Bell	Dry cell batteries	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Duster Cotton (Yellow) 24 x 24	Cleaning dusters	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 500/Qty	500 / Qty
Extension Lead Heavy Duty with Extra Large imported cable/wire (10 Feet)	Extension cord	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 100/Qty	100 / Qty
Insect Killer Cobra or equivalent	Insecticides	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 100/Qty	100 / Qty
Jharoo (Flower) Phool	Brooms	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 100/Qty	100 / Qty
Poochara with Steel Handle Fine Quality	Wet mops	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Days Quantity: 100/Qty	100 / Qty
Surf Bright 100 gram or equivalent	Detergent surfactants	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 100/Qty	100 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Wiper Small	Squeegees or washers	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 100/Qty	100 / Qty
Wiper Large	Squeegees or washers	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 1 Day Quantity: 100/Qty	100 / Qty

Lot Title : PRINTING ITEMS

Item	UNSPSC	Delivery Schedule	Quantity
Printing / purchase of PVC / Office cards with Covers (High Quality)	Digital printing	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 5 Days Quantity: 500/Qty	500 / Qty
Printing / purchase of file covers with lamination / PEMRA Logo, 300/310 grams on art card	Digital printing	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 5 Days Quantity: 500/Qty	500 / Qty
Printing / purchase of pocket-size file covers with PEMRA Logo, A-4 size	Digital printing	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 500/Qty	500 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Printing / purchase of customized legal file-size covers with PEMRA Logo, three-side printing “two colour”, right-side folding with back binding tape	Digital printing	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 500/Qty	500 / Qty
Gift hand bags made of craft paper with PEMRA Logo	Digital printing	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 100/Qty	100 / Qty
Computerized Printy stamp size 824 with printing / making	Ink or stamp pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 300/Qty	300 / Qty
Computerized Printy stamp size 823 with printing / making	Ink or stamp pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 300/Qty	300 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Computerized Printy stamp size 841 with printing / making	Ink or stamp pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 100/Qty	100 / Qty
Computerized Printy stamp size 844 with printing / making	Ink or stamp pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 100/Qty	100 / Qty
Computerized Diary Stamp (Round) with printing / making	Ink or stamp pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 100/Qty	100 / Qty
Computerized Printy stamp size 723 pocket size with printing / making	Ink or stamp pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 100/Qty	100 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Printing of Visiting Cards with white plain sheet	Stationery or business form printing	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 500/Qty	500 / Qty
Printing of Special Executive (Embossed) Visiting Cards with Tusshar Sheet (yellow) with PEMRA Logo	Stationery or business form printing	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 500/Qty	500 / Qty
Printing of visiting cards with lamination	Stationery or business form printing	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 500/Qty	500 / Qty
Daak Pads Executive with PEMRA Logo (Embossed Printing)	Digital printing	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 200/Qty	200 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Fancy Yellow Paper Letterhead Pad with PEMRA Logo & Printing	Digital printing	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 05 Days Quantity: 500/Qty	500 / Qty

Lot Title : PHOTOCOPIER TONERS

Item	UNSPSC	Delivery Schedule	Quantity
Konica Minolta Bizhub-367 (Original)	Photocopier toner	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 5/Qty	5 / Qty
Konica Minolta Bizhub-450 I (Original)	Photocopier toner	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 5/Qty	5 / Qty

Lot Title : Computer Accessories

Item	UNSPSC	Delivery Schedule	Quantity
Power Supply (450 Watt)	Power supply	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 18/Qty	18 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Mouse (USB) – A4 Tech Original	Computer mouse	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 36/Qty	36 / Qty
Keyboard (USB) – A4 Tech Original	Keyboards	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 36/Qty	36 / Qty
Wireless Keyboard and Mouse set – A4 Tech Original	Keyboard and mouse kit	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 12/Qty	12 / Qty
Wireless Mouse (Bluetooth) – Logitech	Computer mouse	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 6/Qty	6 / Qty
Mouse Pad	Mouse pads	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 24/Qty	24 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
CMOS Battery	Dry cell batteries	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 36/Qty	36 / Qty
Head Phones A4 Tech FH200i or equivalent	Headphones	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 2/Qty	2 / Qty
Head Phones A4 Tech FH200U or equivalent	Headphones	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 2/Qty	2 / Qty
Head Phones A4 Tech HS-200 or equivalent	Headphones	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 12/Qty	12 / Qty
Printer Cable (USB) – High Quality	Printer connection cable	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 24/Qty	24 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Power Cable (M/F) – High Quality	Bare aluminum electrical cable	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 24/Qty	24 / Qty
Portable Hard Drive (01 TB) WD My Passport Ultra or equivalent	Hard disk drives	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 4/Qty	4 / Qty
SSD 2.5" SATA – 512GB	Solid state drive SSD	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 12/Qty	12 / Qty
SSD NVMe – 512GB	Solid state drive SSD	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 3/Qty	3 / Qty
SSD mSATA – 16GB	Solid state drive SSD	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 10/Qty	10 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
SSD mSATA – 32GB	Solid state drive SSD	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 5/Qty	5 / Qty
USB 3.0 to mSATA SSD External Case	Computer support storage accessories	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 3/Qty	3 / Qty
Flash Drive 32GB	Pen or flash drive	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 6/Qty	6 / Qty
Flash Drive 64GB	Pen or flash drive	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 6/Qty	6 / Qty
DVD-R 4.7GB with case	Read write digital versatile disc DVD	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 12/Qty	12 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
CD-R 4.7GB with case	Compact disc CD drive	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 12/Qty	12 / Qty
Wireless Network Card (Internal) – D-Link PCI-e	Network interface cards	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 12/Qty	12 / Qty
TP-Link Wi-Fi Router Archer C6 or equivalent	Network routers	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 6/Qty	6 / Qty
Network Cable Roll – Cat 6e	Network cable	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 2/roll	2 / roll
RJ-45 Connectors – Amp or equivalent	Wire connectors	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 2/box	2 / box

Item	UNSPSC	Delivery Schedule	Quantity
RJ-45 Network Cable Joints	Wire connectors	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 24/box	24 / box
LAN Tester SC8108 or equivalent	Computer data input device covers	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 1/Qty	1 / Qty
Crimping Tool – UGREEN 70683 or equivalent	Crimping pliers	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 1/Qty	1 / Qty
Network Switch – 8 Port D-Link	Network switches	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 1/Qty	1 / Qty
Network Switch – 24 Port D-Link	Network switches	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 2/Qty	2 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
Corning Future Com E Patch Cord – Ethernet, 3m	Network cable	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 24/Qty	24 / Qty
RAM DDR4 – 4GB	Memory module cards	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 12/Qty	12 / Qty
RAM DDR4 – 8GB	Memory module cards	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 12/Qty	12 / Qty
RAM DDR5 – 16GB	Memory module cards	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 06/Qty	6 / Qty
HDD External Case – USB 3.0 SATA 3.5"	Flash memory storage card	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 02/Qty	2 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
HDD External Case – USB 3.0 SATA 2.5"	Flash memory storage card	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 02/Qty	2 / Qty
VGA to HDMI Converter – High Quality	Electrical cable grip	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 03/Qty	3 / Qty
HDMI 4K Cable 25 Feet	Electrical cable grip	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 04/Qty	4 / Qty
HDMI 4K Cable 50 Feet	Electrical cable grip	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 04/Qty	4 / Qty
UGREEN 15978 13-in-1 USB-C Multifunction Adapter/Docking Station	Docking stations	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 03/Qty	3 / Qty

Item	UNSPSC	Delivery Schedule	Quantity
UGREEN 45320 6-in-1 USB-C Hub	Bluetooth universal serial bus USB adapter	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 3/Qty	3 / Qty
1 Male to 2 Female Stereo Headphone Jack Y-Splitter	Audio equipment connector and stage box	Address: PEMRA HQ, Mauve Area, Sector G-8/1., Islamabad Capital Territory Schedule: 2 Days Quantity: 3/Qty	3 / Qty

FDS Clause Number 6

ITB Number 5.1

A list of debarred firms and individuals is available on PPRA website:

<https://ppra.gov.pk>

B. Contents of the Framework Document

FDS Clause Number 7

ITB Number 7.1

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

FDS Clause Number 8

ITB Number 7.1 & 8.2

Information related to the Framework Agreement shall be published on: **EPADS v2.0**

FDS Clause Number 9

ITB Number 7.2

Pre-Bid Meeting: **Clarification Date: Monday, October 5, 2026**

C. Preparation of Applications / Bids

FDS Clause Number 10

ITB Number 10.1

This Framework Agreement Document has been issued in the language:
English

FDS Clause Number 11

ITB Number 11.1(d)

Additional documents to be submitted through **EPADS v2.0**:

No

FDS Clause Number 12

ITB Number 14.2

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

E. Submission of Applications / Bids

FDS Clause Number 18

ITB Number 16.1

Deadline for Bid Submission:

Day: **Tuesday**

Date: **Tuesday, October 20, 2026**

Time: **11:00 AM**

FDS Clause Number 19

ITB Number 17.1

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

Day: **Tuesday**

Date: **Tuesday, October 20, 2026**

Time: **11:30 AM**

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

F. Evaluation and Award

FDS Clause Number 20

ITB Number 21.1

Margin of Domestic Preference: **Not Applicable**

FDS Clause Number 21

ITB Number 22.1

Framework Award Basis: **Quality Based Selection (QBS)**

FDS Clause Number 22

ITB Number 23.1

Suppliers admitted to the Framework Agreement shall not be guaranteed any minimum quantity, value, or volume of business unless otherwise stated in the Framework Agreement.

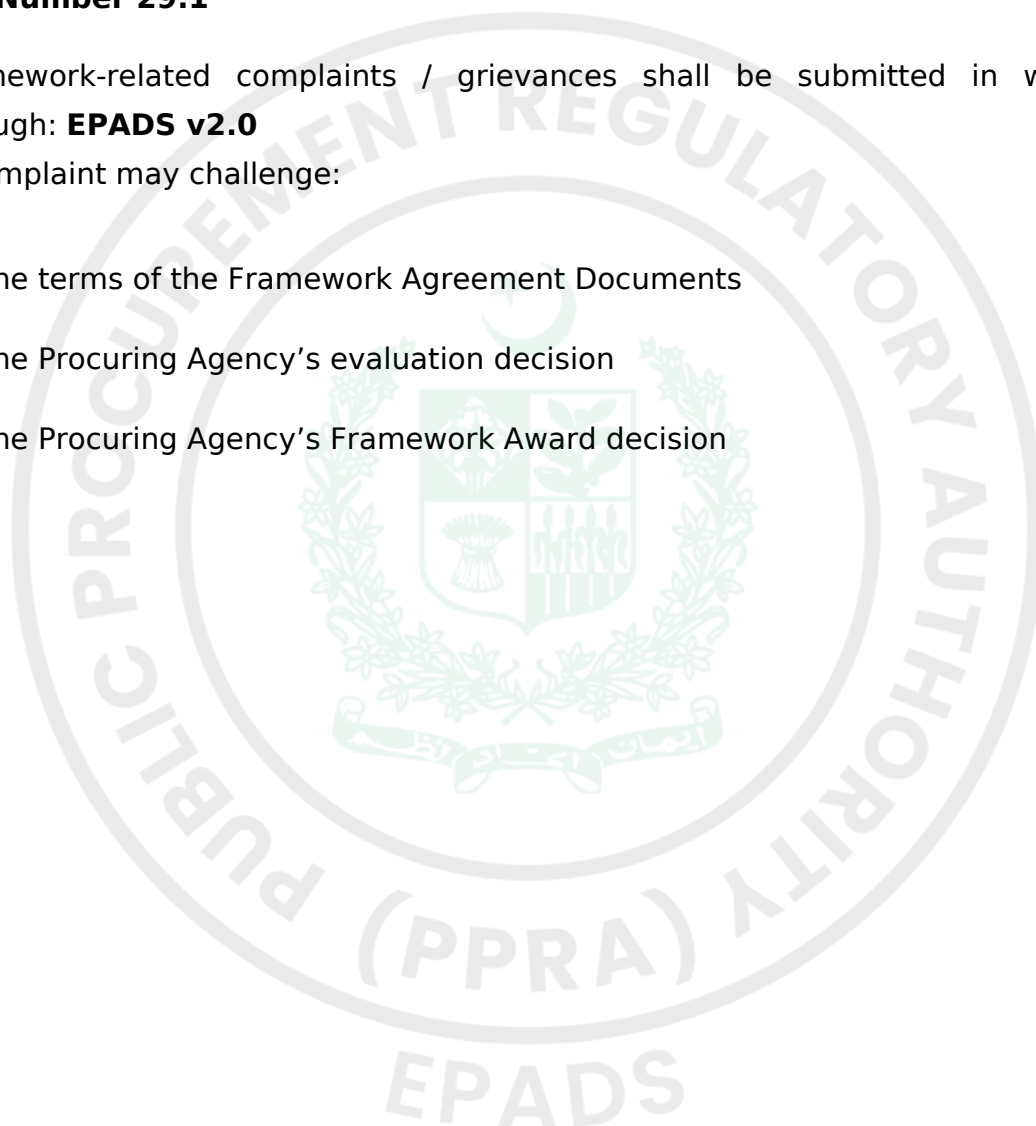
FDS Clause Number 23

ITB Number 29.1

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

A complaint may challenge:

- The terms of the Framework Agreement Documents
- The Procuring Agency's evaluation decision
- The Procuring Agency's Framework Award decision



Framework Items / Lots

Brief Description

The successful bidder must supply the items to PEMRA as per requirement

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)	
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	

Eligibility Criteria	Document
----------------------	----------

The Bidder must have an established office in Islamabad or Rawalpindi.	Yes
The Bidder must possess minimum three (03) years working experience in the same field.	Yes
The Bidder must have at least three (03) clients to its credit for provision of specific / similar supplies in Pakistan in the last three (03) years.	Yes
The Bidder must attach Bid Security of 5% of the bid value in the prescribed form with its Financial Proposal.	Yes
The Bidder must attach signed cover letter (Form of Bid) with official stamp affixed, as per the format given in Annex-I.	Yes
The Bidder must submit a duly filled in, signed & stamped Annex-IV: Price Schedule in the sealed Financial Proposal envelope.	Yes
The Bidder must not be blacklisted by any government, semi-government, autonomous or state-owned organization.	Yes

Evaluation Criteria

Quality Based Selection (QBS)

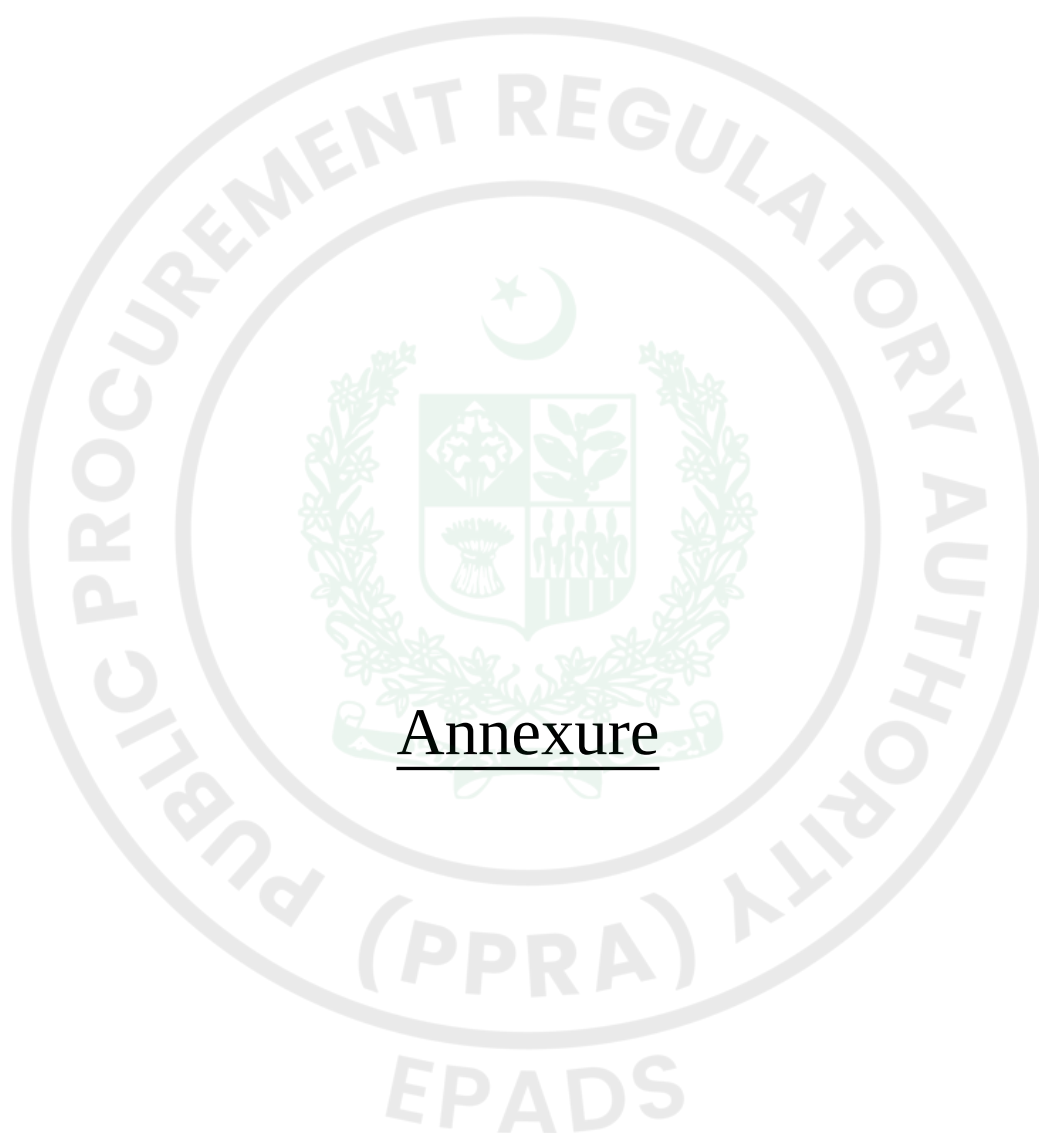
Technical Marks	100
Passing Marks	60
Technical Evaluation Criteria	

Relevant Experience in Similar Supplies--- (Quantitative)(Doc Required) More than 5 years (10) More than 3 to 5 years (8) 3 years (6)	10
Similar Contracts / Institutional Clients (Quantitative)(Doc Required) More than 7 contracts (15) 6-7 contracts (10) 4-5 contracts (8) 3 Contracts (6)	15
Financial Capacity & Stability---- (Quantitative)(Doc Required) More than 4 relevant contracts (10) 3-4 relevant contracts (8) 1-2 relevant contracts (with completion certificates / POs) (5)	10

Government / Public Sector Experience (Quantitative)(Doc Required)	10
More than 4 relevant contracts (10)	
3-4 relevant contracts (8)	
1-2 relevant contracts (with completion certificates / POs) (5)	
Readiness & Response Time Commitment for Supply of Items--- Same-day delivery = 25 within 24 hours = 20 within 48 hours = 15 within 72 hours = 8 more than 72 hours / no satisfactory undertaking = 0 (Quantitative)(Doc Required)	25
Company Profile & Organizational Capacity-- Profile, organizational chart, manpower list and branch details all submitted = 10 2-3 of these documents missing = 5 mostly missing = 0 (Quantitative)(Doc Required)	10
Local Office & Customer Support-- Established office + dedicated support contact, evidenced by utility bill/lease and support-desk contact details = 10 office evidenced but no support-desk evidence = 5 not satisfactorily verifiable = 0 (Quantitative)(Doc Required)	10
Past Performance / Contract Completion Record--- No adverse performance record and completion certificates provided = 10 minor issues noted = 5 significant adverse record = 0 (Quantitative)(Doc Required)	10

Call-Off / Secondary Procurement Procedure





Annexure

SUPPLY OF STATIONERY / MISC ITEMS / PHOTOCOPIER TONERS / PRINTING ITEMS AND COMPUTER ACCESSORIES

Information (Read-Only)

See Form Under Additional Forms and Documents: **SUPPLY OF STATIONERY / MISC ITEMS / PHOTOCOPIER TONERS / PRINTING ITEMS AND COMPUTER ACCESSORIES** (page number: 55)





Procurement Forms







Additional Forms and Documents

PAKISTAN ELECTRONIC MEDIA REGULATORY AUTHORITY (PEMRA)

Tender No. PEMRA/Proc/Stationery-Items/2026-27

INVITATION TO BID

**SUPPLY OF STATIONERY / MISC ITEMS / PHOTOCOPIER TONERS / PRINTING ITEMS
AND COMPUTER ACCESSORIES — FINANCIAL YEAR 2026-2027**

1. The Pakistan Electronic Media Regulatory Authority (PEMRA) is a statutory regulatory body established under the PEMRA Ordinance, 2002. PEMRA invites electronic bids from experienced, eligible suppliers, registered with the tax authorities, for entering into an annual rate running contract for the supply of stationery items, miscellaneous items, printer toners, photocopier toners, printing items and computer accessories during the Financial Year 2026-2027. Interested bidders can register themselves electronically on e-PADS through <https://eprocure.gov.pk/#/supplier/registration>.
2. The Bid Security five percent (5%) of the estimated procurement value, in the form prescribed in the bidding documents.
3. Bidding documents containing detailed requirements, terms and conditions are available for registered bidders on e-PADS at www.eprocure.gov.pk and on the PEMRA website.
4. The electronic bids, prepared in accordance with the instructions provided in the bidding documents, must be submitted through the e-PADS portal on or before 1100 hrs. on [insert date], 2026. Manual bids shall not be accepted. The Technical Proposals will be opened on the same day at 1130 hrs. In case the day of bid submission and opening falls on a public holiday, the next working day shall be considered as the deadline for the same.
5. This Tender shall be processed under the Single Stage – Two Envelope bidding procedure prescribed in Rule 36(b) of the Public Procurement Rules, 2004.
6. The notification of the Grievance Redressal Committee (GRC) constituted in terms of Rule-48 of the Public Procurement Rules, 2004 is provided on the PEMRA website, on e-PADS at www.eprocure.gov.pk and on www.ppra.org.pk.

**SUPPLY OF STATIONERY / MISC ITEMS /PHOTOCOPIER TONERS / PRINTING ITEMS
AND COMPUTER ACCESSORIES**

Bidding Procedure: Single Stage – Two Envelope

TABLE OF CONTENTS

1. DEFINITIONS.....	4
2. INTRODUCTION OF THE AUTHORITY	4
3. INVITATION TO BID	4
4. SCOPE OF SUPPLY UNDER THE TENDER.....	4
5. INSTRUCTIONS TO BIDDERS	5
6. SELECTION PROCEDURE (SINGLE STAGE – TWO ENVELOPE).....	7
7. TERMS OF PAYMENT	8
8. SPECIAL CONDITIONS OF TENDER	8
9. CLARIFICATIONS.....	9

LIST OF ANNEXURES

Annex-I: FORM OF BID [On Bidder's Letterhead]	
Annex-II: DRAFT CONTRACT AGREEMENT.....	
Annex-III: MANDATORY REQUIREMENTS FOR BIDDERS TO QUALIFY	
Annex-IV: PRICE SCHEDULE [On Bidder's Letterhead]	

1. DEFINITIONS

In this Tender Document, unless there is anything repugnant in the subject or context:

- 1.1 “
- 1.2 “Bidder” or “Bidders” means a person, consultant, firm, company or an organization that has submitted a proposal to PEMRA in accordance with this Tender Document.
- 1.3 “Bid Security” means the fixed amount of Rs. [BID SECURITY AMOUNT], equivalent to five percent (5%) of the Bid value, furnished by the Bidder in favour of PEMRA through Pay Order, Demand Draft or CDR.”
- 1.4 “Contract” means an agreement signed between the Successful Bidder and PEMRA for supply of the items covered under this Tender.
- 1.5 “PEMRA” means the Pakistan Electronic Media Regulatory Authority. The terms PEMRA, client, Authority and procuring agency are used interchangeably.
- 1.6 “Financial Proposal” means the sealed envelope containing the duly filled Price Schedule (Annex-IV) and Bid Security 5%
- 1.7 “Technical Proposal” means the sealed envelope containing all documents establishing the Bidder’s eligibility and qualification as per Annex-III, excluding any price information.
- 1.8 “Project” means entering into a rate running contract with a supplier through a tendering process for supply of the items given in Annex-IV.
- 1.9 “Successful Bidder” means the Bidder(s) selected for the award of tender based on the evaluation criteria stated herein.
- 1.10 “Supply” means supply of stationery items, miscellaneous items, printer toners, photocopier toners, printing items and computer accessories as envisaged in this Tender Document.
- 1.11 “Tender Document” means this bid solicitation document, and as may be amended or modified in accordance with the Public Procurement Rules, 2004. The expressions Tender and Tender Document are used interchangeably.
- 1.12 “Tender Committee” means a committee constituted by PEMRA to conduct the procurement process till the selection of the Successful Bidder as per the Tender Document.

2. INTRODUCTION OF THE AUTHORITY

The Pakistan Electronic Media Regulatory Authority (PEMRA) is a statutory body established under the PEMRA Ordinance, 2002 to facilitate and regulate the establishment and operation of private electronic media in Pakistan, to improve the standards of information, education and entertainment, and to enlarge the choice available to the people of Pakistan in the media for news, current affairs, religious knowledge, art and culture.

3. INVITATION TO BID

PEMRA invites sealed e-bids from experienced and tax-registered suppliers to enter into a rate running contract, for a period of one (1) year (Financial Year 2026-2027), for supply of stationery items,

miscellaneous items, printer toners, photocopier toners, printing items and computer accessories as per the terms and conditions of this Tender. The Contract may be extended on expiry with the same terms and conditions based on satisfactory performance of the Successful Bidder and at the sole discretion of PEMRA.

4. SCOPE OF SUPPLY UNDER THE TENDER

The scope of Supply under the Tender shall be as per clause 2 “Scope of Supply” of Annex-II: Draft Contract, read together with the items detailed in Annex-IV: Price Schedule. The Supply shall be made on a need basis against Purchase Orders issued from time to time during the contract period.

5. INSTRUCTIONS TO BIDDERS

The objective of “Instructions to Bidders” is to provide Bidders the information required to submit their bids in response to this Tender, in the same order/sequence as set forth in this document. Bidders must comply with the following requirements:

- 5.1 This Tender shall be processed under the Single Stage – Two Envelope procedure prescribed in Rule 36(b) of the Public Procurement Rules, 2004. The bid shall comprise a single package containing two separate sealed envelopes. Each envelope shall be clearly marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” respectively. Both envelopes shall be placed/uploaded as required on e-PADS.
- 5.2 The Technical Proposal shall contain all documents establishing the Bidder’s eligibility and qualification as listed in Annex-III. The Technical Proposal shall NOT contain any price information; inclusion of any price information in the Technical Proposal shall render the bid liable to rejection.
- 5.3 The Financial Proposal shall contain the duly filled in, signed and stamped Price Schedule (Annex-IV) and the Bid Security equal to 5% of the Bid value.
- 5.4 Initially, only the Technical Proposals shall be opened on the date and time of opening. The Financial Proposals shall be retained unopened. The Financial Proposals of only those Bidders whose Technical Proposals are declared responsive/qualified shall be opened publicly at a time and date to be communicated subsequently. The Financial Proposals of technically disqualified Bidders shall be returned unopened.
- 5.5 Bidders shall provide the documents mentioned in Annex-III “Mandatory Requirements for Bidders to Qualify”. Any shortcoming in the said requirements shall render the Bidder disqualified.
- 5.6 Bid Security 5% for the amount mentioned in Annex-III shall be submitted in the form of a demand draft / pay order / CDR in favour of PEMRA, and shall be placed in the Financial Proposal envelope. The original Bid Security shall be submitted at the PEMRA Head Office and a soft copy uploaded on e-PADS. No bid shall be entertained without the Bid Security.
- 5.7 Bidders are required to submit their electronic bids through e-PADS. All pages of the bid must be sequentially numbered. All pages of the Price Schedule and Form of Bid must be stamped and signed by the representative authorized at clause 6 of the Form of Bid. All other pages of the bid must be stamped and initialled by the authorized representative.

- 5.8 Bidders are required to state, in their bids, the name, title, telephone/fax number and email address of the Bidder's authorized representative through whom all communication shall be directed until the process has been completed.
- 5.9 The Bidders shall bear all costs/expenses associated with the preparation and submission of the bids and PEMRA shall in no case be responsible/liable for those costs/expenses.
- 5.10 Each Bidder shall submit only one bid; multiple bid submissions shall render the Bidder disqualified.
- 5.11 PEMRA may, at any time prior to the deadline for submission, on its own initiative or in response to a clarification requested by a Bidder, amend the Tender Document, on any account or for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s). PEMRA shall notify the amendment(s) in writing within reasonable time prior to the bid submission date.
- 5.12 PEMRA may, at its exclusive discretion, extend the deadline for submission of bids, in which case all rights and obligations of PEMRA and the Bidders previously subject to the deadline shall thereafter be subject to the extended deadline.
- 5.13 PEMRA may, at its exclusive discretion, terminate this Tender at any stage of the procurement process without incurring any liability whatsoever and without assigning any reason or owing any explanation.
- 5.14 The currency of the Tender is Pakistani Rupee (PKR). The rates quoted in the Price Schedule (Annex-IV) shall be exclusive of General Sales Tax (GST) and inclusive of all other taxes. All taxes shall be deducted/withheld at source as per applicable laws. The quoted rates shall remain fixed for the term of the Contract and no change/revision in the quoted rates shall be allowed.
- 5.15 The bid validity period will be Ninety (90) days, starting from the date of opening of the Technical Proposals. Within the original validity, PEMRA may request the Bidders to extend their bid validity for a further period not exceeding the original validity. Bidders who choose not to extend would be required to withdraw their bids and their Bid Security shall be returned to them.
- 5.16 The Bid Security shall remain valid for the entire bid validity period. In case of extension of bid validity, the Bidder shall also extend the validity of its Bid Security for the corresponding extended period.
- 5.17 Bid Security shall be returned to the unsuccessful Bidders after the award of the subject Contract. The Bid Security of the Successful Bidder shall be returned after retention of Performance Security from its first invoice.
- 5.18 An amount equivalent to 10% of the total amount of each invoice of the Successful Bidder will be retained by PEMRA as "Performance Guarantee". The retained amount of each invoice shall be released on retention of 10% of the total amount from the next invoice. At any given time throughout the contract period, PEMRA shall not retain more than 10% of the total amount of the corresponding invoice on account of Performance Security. The retained amount shall be returned to the Successful Bidder upon successful completion of the contract period, or, if terminated earlier, in accordance with the clauses of the Contract.

- 5.19 The language of the bids shall be English
- 5.20 The Bidders may, by written notice served on PEMRA, modify or withdraw their bids after submission, provided it has been submitted before the deadline and the modified bid is resubmitted within the submission deadline. After expiry of the deadline, no modification or withdrawal shall be allowed. Any bid withdrawn after the deadline and prior to expiry of the bid validity shall result in forfeiture of the Bid Security.
- 5.21 Bids may be rejected if:
- a. Signed “Form of Bid”, as per the format given at Annex-I, with official stamp affixed is not provided; or
 - b. Bid Security is not submitted as per the requirements; or
 - c. The bid is substantially non-responsive; or
 - d. The bid has a partially filled-in/quoted Price Schedule; or
 - e. Any price information is included in the Technical Proposal; or
 - f. The bid is submitted in a format other than that prescribed in this Tender; or
 - g. The bid is incomplete, un-sealed, un-signed, partial, conditional, alternative or late; or
 - h. The Bidder has a conflict of interest with PEMRA; or
 - i. The Bidder engages in corrupt or fraudulent practices during the procurement process.
- 5.22 Technical Proposals are to be submitted on the e-PADS portal on or before [insert date], 2026 at 1100 Hrs, and the original Bid Security at the PEMRA office. Late submission of bids is not possible and will not be entertained.
- 5.23 Technical Proposals will be opened on the same day at 1130 Hrs. In case the day of bid submission and opening falls on a public holiday, the next working day shall be considered as the deadline for the same.

6. SELECTION PROCEDURE (SINGLE STAGE – TWO ENVELOPE)

- 6.1 The Single Stage – Two Envelope procedure under Rule 36(b) of the Public Procurement Rules, 2004 shall be followed for the selection of the Successful Bidder.
- 6.2 The Technical Proposals shall be opened at the specified time and place in the presence of the authorized representatives of the Bidders who choose to attend. The Financial Proposals shall be retained, unopened, in safe custody.

The Tender Committee shall evaluate the Technical Proposals in two stages: (i) strictly against the Mandatory Requirements in Annex-III, and (ii) against the scored marking criteria in Annex-III. A proposal failing any Mandatory Requirement, or scoring less than sixty (60) marks out of 100 in the scored evaluation, shall be declared “non-responsive”. The Financial Proposal of any technically non-responsive Bidder shall be returned unopened.

- 6.4 After the technical evaluation is completed, PEMRA shall publicly open the Financial Proposals of only the technically qualified Bidders, at a time and date communicated in advance, in the presence of the Bidders' representatives who choose to attend.
- 6.5 PEMRA's intent is to award the Contract on the basis of the lowest evaluated bid (least total cost of the Price Schedule) to a technically qualified Bidder that meets all the specifications/requirements laid out in the Tender Document and the Special Conditions of Tender. If any requirement is not met by the Successful Bidder at the time of award/performance, the bid will be considered non-responsive and the Bid/Performance Security shall be forfeited. In such a case, the next lowest evaluated technically qualified Bidder shall be considered.

In case of a tie between qualified Bidders quoting the same total cost, the bid of the Bidder scoring more marks under Annex-III shall be considered.

- 6.7 The Successful Bidder shall sign a Contract with PEMRA for this Tender as per the Draft Contract format at Annex-II within the timeline advised by PEMRA.
- 6.8 During evaluation of the bids, PEMRA may call for samples of the quoted items from the Bidders. Samples so called shall be returned to unsuccessful Bidders on award of the Contract. The samples of the Successful Bidder may be retained by PEMRA for future reference and the price of the same shall be adjusted in its first invoice.

7. TERMS OF PAYMENT

Terms of payment for the Project shall be as per clause 8 "Price and Payment" of Annex-II: Draft Contract.

8. SPECIAL CONDITIONS OF TENDER

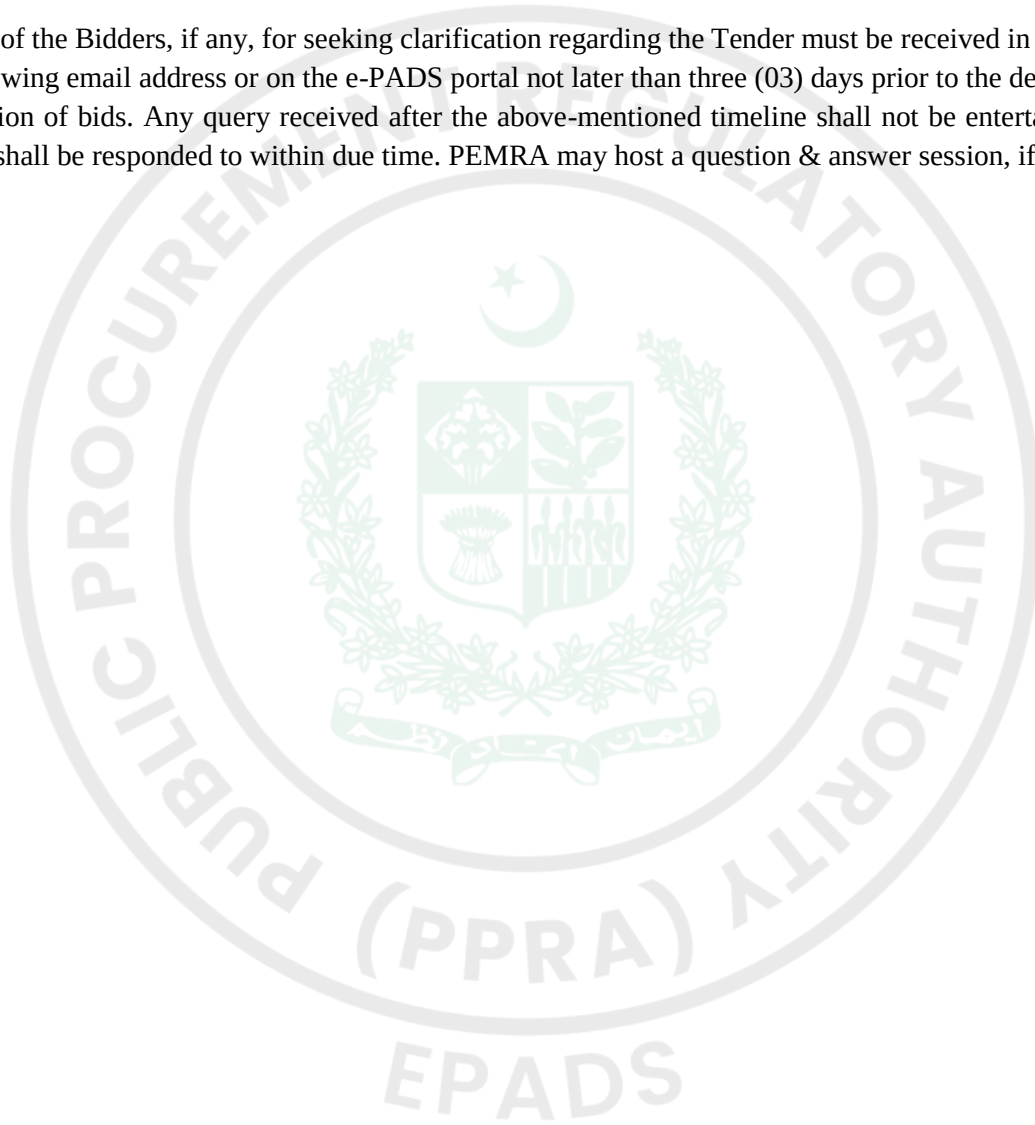
The following terms and conditions shall apply to this Tender:

- 8.1 The decisions of the Tender Committee will be binding on all Bidders. The Bidder has the right to file a complaint before the Grievance Redressal Committee.
- 8.2 PEMRA is not bound to accept any bid and reserves the right to annul the bidding process and reject all bids by recording reasons in writing.
- 8.3 During examination and evaluation, PEMRA may, at its sole discretion, ask any Bidder for clarifications of its bid and/or samples of quoted items. The request and the response shall be in writing/email. No change in the price or substance of the bid shall be sought, offered or permitted after bid submission.
- 8.4 If there is a discrepancy between words and figures, the amount in words shall prevail. Any mistake in addition/totaling shall be corrected. If a Bidder does not accept the corrected amount, its bid shall be rejected and its Bid Security forfeited.
- 8.5 Bids submitted other than E-PADS 2.0 shall not be entertained.
- 8.6 Bidders shall indemnify PEMRA against all third-party claims of infringement of patent, trademark, industrial design rights and other intellectual property rights arising out of or from the use of the goods/services supplied by the Bidder.

- 8.7 The rates quoted by the Bidder in the Price Schedule (Annex-IV) shall remain firm and fixed for a period of one (01) year from the Effective Date of the Contract. No increase, escalation, revision or change in the quoted rates shall be allowed on any account whatsoever during this one-year period, irrespective of any variation in market prices, exchange rates or any other factor. GST and other applicable taxes, being payable over and above the quoted rates, shall be charged at the rate applicable at the time of supply/payment.

9. CLARIFICATIONS

Queries of the Bidders, if any, for seeking clarification regarding the Tender must be received in writing at the following email address or on the e-PADS portal not later than three (03) days prior to the deadline for submission of bids. Any query received after the above-mentioned timeline shall not be entertained. All queries shall be responded to within due time. PEMRA may host a question & answer session, if required.



ANNEX-I: FORM OF BID [ON BIDDER'S LETTERHEAD]

Sir,

Reference your tender advertisement for the Supply of Stationery / Misc Items / Printer Toners / Photocopier Toners / Printing Items and Computer Accessories for Financial Year 2026-2027.

1. We hereby submit our complete e-bid, comprising a separate Technical Proposal and Financial Proposal, along with all the requirements as per the Tender Document. We acknowledge that PEMRA is not bound to accept any bid and reserves the right to accept any bid and to annul the bidding process and reject all bids without assigning any reason or owing any explanation whatsoever.
2. The decision of the Tender Committee shall be final, and the Tender Committee will not be liable for any loss or damage to any party acting in reliance thereon.
3. We agree to abide by this Tender for a period of Ninety (90) days from the tender opening date or any extension thereto granted, and it shall remain binding upon us and may be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that M/s [name of Bidder] and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization, and that no case regarding blacklisting is under trial by any Court of Law.
5. We submit herewith our e-bid as one original, including a copy of the requisite Bid Security, and confirm that no price information has been included in our Technical Proposal.
6. We do hereby appoint and authorize Mr./Ms. [full name of authorized representative], who is presently employed with us and holding the position of [designation] in [name of Bidder], to do in our name and on our behalf all such acts, deeds and things necessary in connection with or incidental to our subject bid, including signing and submission of all documents and providing information/responses to PEMRA in all matters in connection with our bid. We agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization.
7. We have gone through the terms and conditions of this Tender Document and have found the document, in whole, as non-biased to any particular company/contractor/vendor or product/brand. We hereby undertake to abide by and comply with all sections/conditions of this Tender Document and understand the same as compliant with the Public Procurement Rules, 2004.
8. We undertake that all information submitted by us is correct and true to the best of our knowledge and belief and that nothing has been concealed or misstated. In case any information is found wrong, misleading or misstated, the same may lead to rejection of our bid and our disqualification.
9. We declare that our bid is our only and final offer and that no unsolicited offer of any description shall be made for consideration of PEMRA.

We remain,

Yours sincerely,

[Bidder's Official Stamp]

Authorized Signature: _____

Name and Title of Signatory: _____

Name & Address of Firm: _____

Cell No. of Signatory: _____

E-mail address of Signatory: _____

Mailing address of Signatory: _____



ANNEX-II: DRAFT CONTRACT AGREEMENT

Supply of Stationery / Misc Items / Photocopier Toners / Printing Items and Computer Accessories

Between

Pakistan Electronic Media Regulatory Authority (PEMRA)

And

[Name of Successful Bidder]

[Date & Month] 2026

(Contract No. PEMRA/Proc/CA-Stationery-Items/2026-27)



[On judicial paper of Rs. 100/- or above]

This Contract is made as of the [date] of [month], 2026

By and Between

Pakistan Electronic Media Regulatory Authority (PEMRA), a statutory body established under the PEMRA Ordinance, 2002, having its head office at [PEMRA Head Office Address] (hereinafter referred to as “PEMRA”), which expression shall, where the context so permits, be deemed to include its successors-in-interest and assigns, of the one part;

And

[Full name of Successful Bidder], a [legal status of the Successful Bidder] incorporated under the laws of Pakistan, having its registered office at [registered office address] (hereinafter referred to as the “Supplier”), which expression shall, where the context so permits, be deemed to include its successors-in-interest and assigns, of the other part;

The parties of the First Part and the Second Part individually would be referred to as a “Party” and collectively as the “Parties” to the Contract.

RECITALS

WHEREAS

- (A) PEMRA intends to enter into a rate running agreement for the supply of the items covered under this Tender.
- (B) The Supplier has qualified through the bidding process and has agreed to provide the required Supply successfully in accordance with the terms and conditions described herein.
- (C) The Supplier represents and warrants to PEMRA that it has the required professional skills and resources to provide the required Supply on the terms and conditions set forth in this Contract.

NOW THEREFORE, in consideration of the mutual covenants set forth in this Contract, the Parties agree as follows:

1. Definitions

In this Contract the following words and phrases shall have the meanings ascribed thereto hereunder:

- (a) “Applicable Laws” means the laws and any other instruments having the force of law in Pakistan as may be issued and in force from time to time.
- (b) “Contract” means this Contract and includes all Appendices/Schedules attached thereto or incorporated therein by reference.
- (c) “Effective Date” shall mean the date on which this Contract is signed by the Parties.
- (d) “Supply” means supply of stationery items, miscellaneous items, printer toners, photocopier toners, printing items and computer accessories as agreed between PEMRA and the Supplier and envisaged in this Contract.
- (e) “Party” means a party to this Contract and the term “Parties” shall be construed accordingly.

- (f) “PEMRA” means the Pakistan Electronic Media Regulatory Authority. The words PEMRA, Client and Authority are used interchangeably.

2. Scope of Supply

- 2.1 The Supplier shall supply the items as per Appendix-I (Specifications & Price Schedule).
- 2.2 The Supply shall be made on a need basis against Purchase Orders (POs) issued by the authorized representative(s) of PEMRA as per Appendix-II.
- 2.3 The Supplier shall supply the required items as per the terms and conditions of the corresponding PO and this Contract.
- 2.4 The quality of items supplied shall be the same as or better than the approved sample of the items.

3. Assignment of Tasks / Issuance of Purchase Order(s)

- 3.1 For the purpose of the Supply, authorized representative(s) of PEMRA shall issue Purchase Order(s) as per Appendix-II, containing the description/specifications of items to be supplied. The PO shall be signed and stamped by the authorized representative(s) of PEMRA. PEMRA shall not be responsible for any supply provided without a Purchase Order. In the event of any conflict, the terms of the Contract shall prevail.
- 3.2 The Supplier must deliver the items within the delivery period specified in each PO, unless PEMRA agrees otherwise in writing. The delivery period specified in each PO shall not exceed the response time committed by the Supplier in its Technical Proposal under Annex-III, Criterion 5 (Readiness & Response Time Commitment for Supply of Items). The Supplier shall remain liable for any delay, defect or non-conformity in the supply, even if such supply was delivered pursuant to a PO, unless otherwise expressly agreed in writing.
- 3.3 Delivery under each PO shall be subject to inspection and acceptance by PEMRA in accordance with the specifications set out in the PO. Risk of loss or damage shall remain with the Supplier until acceptance by PEMRA.

4. Term of the Contract

The term of this Contract shall commence on the Effective Date and shall be for a period of one (01) year (Financial Year 2026-2027), unless otherwise instructed or earlier terminated in accordance with the provisions of this Contract. On expiry, it may be extended for the same period with the same terms and conditions based on satisfactory performance of the Supplier and at the sole discretion of PEMRA.

5. Contract Documents and Information

The Supplier or its employees shall not, without PEMRA’s prior written consent, make use of the Contract or any provision thereof, or any document or information furnished by or on behalf of PEMRA, except for purposes of performing the Contract, nor disclose the same to any person other than a person employed by the Supplier in the performance of the Contract. Such disclosure shall be made in confidence and shall extend only as far as necessary for such performance.

6. Contract Language

The Contract and all documents relating thereto, sent, delivered, received or exchanged between the Parties, shall be in the English language.

7. Warranty

- 7.1 The Supplier warrants that the supplied items shall be according to the specifications given at Appendix-I and the approved samples. If any item does not meet these requirements, the Supplier shall replace, repair or refund the non-compliant items within fifteen (15) days at the Supplier's cost.
- 7.2 The Supplier warrants that it shall provide the Supply as per the schedule/requirements of PEMRA.
- 7.3 The Supplier warrants to indemnify and hold PEMRA harmless against any and all claims, demands or legal proceedings in respect of any infringement of intellectual property rights, patents, trademarks or copyrights.
- 7.4 Items supplied shall be suitably and neatly packed; loose sheets/items shall be neatly placed in packing boxes. The Supplier bears all risk of loss or damage until PEMRA inspects and accepts the delivery.
- 7.5 The Supplier shall replace or refund any defective items at its cost within the warranty period. For toners, cartridges and computer accessories, the Supplier shall further provide the manufacturer's standard warranty against manufacturing defects.

8. Price and Payment

- 8.1 In consideration of the Supply rendered satisfactorily by the Supplier, PEMRA shall pay the Supplier an amount for each supply based on the unit rates detailed in Appendix-I (exclusive of GST) plus GST payable as per law, and as per the terms of the corresponding Purchase Order. All other applicable taxes shall be deemed included in the unit rates.
- 8.2 The quoted rates shall remain firm and fixed for the entire term of the Contract, i.e. for a period of one (01) year from the Effective Date, and no increase, escalation or revision in the rates shall be allowed during this period on any account whatsoever. GST and other applicable taxes shall be charged over and above the quoted rates at the rate applicable at the time of supply/payment. In the event the Pakistan Bureau of Statistics' published national annual average CPI exceeds 5%, a price adjustment of up to a maximum of 15% may be applied only upon extension of the term of the Contract under clause 4, subject to the approval and acceptance of PEMRA.
- 8.3 There shall be no advance payment on account of mobilization advance or any other advance.
- 8.4 The Supplier shall submit its original error-free invoice(s) soon after successful completion of the Supply for each PO. Production of a Sales Tax Invoice shall be mandatory for payment processing.
- 8.5 Payment shall be released upon successful completion of the Supply for the respective PO and acceptance through issuance of a Goods Received Note (GRN) by PEMRA. The Supplier shall submit a copy of the GRN (signed and stamped by the Supplier) along with a copy of

the corresponding PO with its invoice. Any invoice submitted without these shall be considered incomplete and ineligible for payment processing.

- 8.6 Payment shall be made through cross cheque in Pakistani Rupees (PKR) within thirty (30) days after submission of valid, error-free invoices duly verified and accepted by PEMRA.
- 8.7 GST, being payable over and above the quoted rates, shall be charged at the rate applicable at the time of supply/payment. All other applicable taxes shall be deemed included in the quoted rates.
- 8.8 An amount equivalent to 10% of the total amount of each invoice will be retained by PEMRA as “Performance Security” and released in accordance with the mechanism described in clause 5.18 of the Instructions to Bidders. The retained amount shall be returned upon successful completion of the Contract period or, if terminated earlier, in accordance with the clauses of this Contract.
- 8.9 In case of any increase or decrease in GST rates, the same shall be to the cost and benefit of PEMRA.

9. Contract Amendment

No amendments, changes or modifications to this Agreement shall be valid unless made in writing and signed by a duly authorized representative of each Party.

10. Assignment / Subcontract

- 10.1 The Supplier shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with PEMRA’s prior written consent. Approval of assignment/subcontract shall not relieve the Supplier of any of its obligations.
- 10.2 The Supplier shall guarantee that any and all assignees/sub-suppliers comply fully with the terms and conditions of the Contract. The Supplier remains fully responsible and liable for the acts, omissions, defaults and negligence of its subcontractors and their personnel as if they were the acts and omissions of the Supplier.

11. Extensions in Time for Performance

If the Supplier encounters conditions impeding timely performance of any obligation, it shall, by written notice served on PEMRA, promptly indicate the facts of the delay, its likely duration, its cause(s) and a proposed mitigation plan. As soon as practicable, PEMRA shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy, by written order extend the Supplier’s time for performance.

12. Liquidated Damages

- 12.1 In case of delay from the scheduled time of performance, PEMRA shall have the right to impose liquidated damages at the rate of 0.5% of the total value of the affected Purchase Order for each day of delay, not exceeding 10% of the total value of the corresponding Purchase Order.

- 12.2 If the Supply is not executed to the satisfaction of the management of PEMRA and in accordance with the requirements, PEMRA shall have the right to reject the Supply(ies) and cancel the Contract forthwith without incurring any liability whatsoever.

13. Blacklisting

- 13.1 If the Supplier repeatedly fails/delays in performance, violates any provision, or commits a breach of any term of the Contract, PEMRA may, at any time, without prejudice to any other right or remedy, blacklist the Supplier, either indefinitely or for a stated period, for future tenders by PEMRA.
- 13.2 If the Supplier is found to have engaged in corrupt or fraudulent practices in competing for the award, during the procurement process or during execution, PEMRA may, at any time, blacklist the Supplier, either indefinitely or for a stated period.

14. Forfeiture of Performance Security

- 14.1 In case the Supplier fails/delays in performance or commits a breach of any term, PEMRA may, without prejudice to any other remedy, forfeit the Performance Security.
- 14.2 Provision of wrong/false information and/or documents during the bidding stage or under this Contract will result in forfeiture of the Performance Security and the Supplier will not be allowed to participate in future tenders.

15. Termination

- 15.1 This Contract shall be automatically terminated upon completion of its term as provided in Clause 4.
- 15.2 PEMRA shall retain the right to terminate this Contract at any time, with or without cause, by giving one month's written notice. PEMRA shall not be liable for any loss of anticipated profit, loss of opportunity or consequential damages.
- 15.3 The Supplier may be entitled to compensation for all acceptable Supplies rendered prior to the effectiveness of the notice of termination, subject to the acceptance of PEMRA.

16. Force Majeure

- 16.1 Force Majeure shall mean any event, act or circumstance beyond the reasonable control of a Party that makes performance impossible, including Act of God, natural calamities (flood, earthquake), war, etc. Non-availability of the required Supply/items shall not constitute Force Majeure. The due date may be extended appropriately by PEMRA at its sole discretion.
- 16.2 The Supplier shall not be liable for liquidated damages, forfeiture of Performance Security, blacklisting or termination for default to the extent its failure/delay is the result of an event of Force Majeure.
- 16.3 If a Force Majeure situation arises, the affected Party shall, by written notice, indicate such condition and its cause. Each Party shall continue to perform its duties as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the event.

17. Dispute Resolution

- 17.1 The Parties agree to amicably resolve any dispute through good-faith negotiations. In case of no resolution by the authorized representatives, the matter shall be referred to the management of PEMRA, whose decision shall be final and binding. While resolving disputes, both sides shall continue to perform their obligations.
- 17.2 Notwithstanding any dispute, Supplies shall not be suspended or discontinued by the Supplier except for the items in dispute, nor shall any payment be withheld by PEMRA except the amount in dispute.

18. Compliance with the Laws

The Supplier shall, in all matters arising during or in relation to the performance of the Contract, conform in all respects with the provisions of all Applicable Laws.

19. Taxes and Duties

The Supplier shall be entirely responsible for calculating and incorporating correct taxes in its invoices and for making any inquiries on income tax/sales tax to the concerned authorities of the Income Tax and Sales Tax Department, Government of Pakistan.

20. Contract Cost

The Supplier shall bear all costs/expenses incurred on the preparation/execution of the Contract, and PEMRA shall in no case be responsible/liable for those costs/expenses.

21. Authorized Representative

- 21.1 The Parties may appoint their authorized representatives and may, from time to time, delegate any/all duties/authority vested in them, including signing on their behalf to legally bind them, and may at any time revoke such delegation.
- 21.2 Any delegation or revocation shall be in writing and shall not take effect until notified to the other Party. Any decision, instruction or approval given by the Authorized Representative in accordance with such delegation shall have the same effect as though given by the Party.
- 21.3 Any notice or request under this Contract shall be in writing and shall be deemed duly given when delivered by hand, by e-mail or through registered mail/courier on the addresses notified by the Parties. Any change in the details of the authorized representatives shall be immediately communicated to the other Party.

22. Waiver

Failure of either Party to insist upon strict performance of the obligations of the other Party shall in no way be deemed or construed as a waiver or to affect the right of that Party to require such performance.

23. Order of Precedence

In case of any discrepancy between the main body of the Contract and the Appendices, the main body of the Contract shall have preference over the Appendices.

24. Severability

In the event that any term, condition or provision is determined to be invalid, unlawful or unenforceable to any extent, such term shall to that extent be severed from the remaining terms, which shall continue to be valid to the fullest extent permitted by law.

25. Governing Law

This Contract shall be construed and governed in accordance with the laws of Pakistan.

IN WITNESS WHEREOF the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For and on behalf of PEMRA _____ [Name of authorized signatory] [Designation]	For and on behalf of Supplier _____ [Name of authorized signatory] [Designation]
--	---

Witness:

_____ [Name] [Designation]	_____ [Name] [Designation]
----------------------------------	----------------------------------

APPENDIX-I: SPECIFICATIONS & PRICE SCHEDULE

{PRICE SCHEDULE OF SUCCESSFUL BIDDER TO BE PLACED HERE}



APPENDIX-II: FORMAT OF PURCHASE ORDER

Ref: _____

Dated: _____

[Name & Address of Authorized Representative of Supplier]

Subject: Supply of Items under Contract No. PEMRA/Proc/CA-Stationery-Items/2026-27

We write with reference to Contract No. PEMRA/Proc/CA-Stationery-Items/2026-27 dated [_____] regarding the subject mentioned. You are requested to supply the following items as per the Terms & Conditions of the main Contract and this Purchase Order:

Sr.	Description	Unit	Unit Price (Excl. GST) (Rs.)	Total Price (Excl. GST) (Rs.)
1	{Description/specifications of items to be supplied}	XX	XXXX	XXXX
Total Amount (Excl. GST)				XXXXX
Add: GST @ [_____]%				XXXXX
Grand Total (Incl. GST)				XXXXX

Amount in Words: Pak Rupees _____ Only.

Terms and Conditions:

Payment Terms	Payment to be made within 30 days of successful delivery & acceptance of merchandise and provision of original error-free invoices.
Delivery Place & Lead Time	Supply to be made at the PEMRA Head Office / designated regional office within XX days of issuance of this Purchase Order.
Warranty	The items supplied shall be as per the approved specifications/samples. All non-conformities to be removed/rectified within fifteen (15) days of notification, which shall not be later than thirty (30) days of delivery of goods. Toners, cartridges and computer accessories shall additionally carry the manufacturer's standard warranty.
Liquidated Damages (Late Delivery Penalty)	Any delay beyond the lead time specified shall entail liquidated damages at the rate of 0.5% per day up to a maximum of 10% of the total value of this Purchase Order. This may be waived by PEMRA in case of force majeure proved by the Supplier with documentary evidence. If the Supplier fails to complete the supply within the time frame, or if the liquidated damages reach the maximum limit of 10% of PO value, PEMRA reserves the right to cancel this PO and forfeit the Performance Security.

In case of any conflict between the terms and conditions of this Purchase Order and the main Contract, the terms and conditions of the main Contract shall prevail.

[Signatures and Stamp of authorized representative of PEMRA]

ANNEX-III: MANDATORY REQUIREMENTS FOR BIDDERS TO QUALIFY

The Bidders must fulfil the following mandatory requirements to qualify (to be evidenced in the Technical Proposal):

S/N	Mandatory Requirements
1	The Bidder must possess valid NTN / GST (Sales Tax) registration.
2	The Bidder must have an established office in Islamabad or Rawalpindi.
3	The Bidder must possess minimum three (03) years working experience in the same field.
4	The Bidder must have at least three (03) clients to its credit for provision of specific / similar supplies in Pakistan in the last three (03) years.
5	The Bidder must attach Bid Security of 5% of the bid value in the prescribed form with its Financial Proposal.
6	The Bidder must attach signed cover letter (Form of Bid) with official stamp affixed, as per the format given in Annex-I.
7	The Bidder must submit a duly filled in, signed & stamped Annex-IV: Price Schedule in the sealed Financial Proposal envelope.
8	The Bidder must not be blacklisted by any government, semi-government, autonomous or state-owned organization.

In order to show fulfilment of the abovementioned mandatory requirements, the Bidders are required to submit the following documents with their Technical Proposals. In addition to the mandatory (pass/fail) requirements above, Technical Proposals shall be evaluated on the marking scheme below out of a total of 100 marks. A Bidder must first satisfy all Mandatory Requirements at the preceding table; failing any mandatory requirement renders the Bidder disqualified regardless of marks scored. A Bidder scoring less than sixty (60) marks in the scored technical evaluation shall be declared technically non-responsive, and its Financial Proposal shall be returned unopened.

Sr.	Technical Evaluation Criterion	Marks Breakdown	Max.
1	Relevant Experience in Similar Supplies	3 years = 6 More than 3 to 5 years = 8 More than 5 years = 10	10
2	Similar Contracts / Institutional Clients in Last 3 Years	3 contracts = 6 4-5 contracts = 8 6-7 contracts = 10 More than 7 contracts = 15	15
3	Financial Capacity & Stability	2 years complete audited financial statements = 10 1 year audited financial statement + satisfactory bank evidence for other year = 7 satisfactory bank evidence for 2 years = 5 inadequate evidence = 0	10
4	Government / Public Sector Experience	1-2 relevant contracts (with completion certificates / POs) = 5 3-4 relevant contracts = 8 More than 4 relevant contracts = 10	10

Sr.	Technical Evaluation Criterion	Marks Breakdown	Max.
5	Readiness & Response Time Commitment for Supply of Items	Same-day delivery = 25 within 24 hours = 20 within 48 hours = 15 within 72 hours = 8 more than 72 hours / no satisfactory undertaking = 0	25
6	Company Profile & Organizational Capacity	Profile, organizational chart, manpower list and branch details all submitted = 10 2-3 of these documents missing = 5 mostly missing = 0	10
7	Local Office & Customer Support	Established office + dedicated support contact, evidenced by utility bill/lease and support-desk contact details = 10 office evidenced but no support-desk evidence = 5 not satisfactorily verifiable = 0	10
8	Past Performance / Contract Completion Record	No adverse performance record and completion certificates provided = 10 minor issues noted = 5 significant adverse record = 0	10
	TOTAL		100

Note: The Bidder will use this table as an index of the submitted bid, with page numbers mentioning the relevant sections/documents. No price information shall be included in the Technical Proposal. Amongst Bidders scoring 60 marks or above in the technical evaluation, the Contract shall be awarded to the technically qualified Bidder offering the lowest evaluated total cost, in accordance with Clause 6.5.

ANNEX-IV: PRICE SCHEDULE [ON BIDDER'S LETTERHEAD]

To be placed in the sealed FINANCIAL PROPOSAL envelope only. Bidders are required to quote unit rates EXCLUSIVE of General Sales Tax (GST) for every item below; GST shall be charged over and above the quoted rates as per applicable law. All other applicable taxes/duties shall be deemed included in the quoted rates. Bidders can quote the mentioned brands or equivalent brands of comparable quality. Toners and photocopier toners must be quoted as ORIGINAL only. Bid Security 5% may be attached with the bid

Sr.	Name of Item / Specifications	Unit	Quoted Item (Brand / Model / Product Code)	Unit Price (Excl. GST) (Rs.)
LIST OF STATIONERY ITEMS				
1.	Ball point (Piano Click)	each		
2.	Box File imported or equivalent	each		
3.	Binder Clip 32 mm	box		
4.	Binder Clip 41 mm	box		
5.	Correction Pen KITA or equivalent	each		
6.	Cotton Tag (Small)	Bundle		
7.	Computer Paper Ream 80 gram A-4 Size Imported (HP) or equivalent	Ream		
8.	Computer Paper 80 gram Legal Size (HP) or equivalent	Ream		
9.	Director Licensing Paper Yellow A-4 Size Imported (Plain, 500 Sheet)	Ream		
10.	Director Licensing Paper Yellow A-4 Size Imported (with Golden Seal)	Ream		
11.	Eraser AL 30 or equivalent	each		
12.	Envelope 9" x 4" White imported (Small)	each		
13.	Envelope A-4 Size White (Imported only)	each		
14.	Envelope File Size (Imported only) White	each		
15.	Envelope Cloth Brown Extra Large	each		
16.	File Board Best Quality (File Size)	each		
17.	Gum Stick (Large) 21 grams (Three Flowers) or equivalent	each		
18.	Highlighter (Dollar) or equivalent	each		
19.	Log Book No. 8	each		
20.	Letter Dispatch Register No. 10	each		
21.	Marker 70 Dollar or equivalent	each		
22.	Note Pad (Spiral) Small	each		

Sr.	Name of Item / Specifications	Unit	Quoted Item (Brand / Model / Product Code)	Unit Price (Excl. GST) (Rs.)
23.	Peon Book 90 sheet	each		
24.	Paper Clip 30 mm	box		
25.	Paper Cutter SDI Large or equivalent	each		
26.	Punch (Single) Best Quality (Small)	each		
27.	Pencil Gold Fish 5000 or equivalent	each		
28.	Pencil Sharpeners DUX or equivalent	each		
29.	Plastic Clip File (CS647) A-4 or equivalent	each		
30.	Post-it pad Yellow (Flag size)	each		
31.	Register Executive No. 32 Lucky or equivalent	each		
32.	Register Executive No. 40 Lucky or equivalent	each		
33.	Stock Register No. 10	each		
34.	Section Diary Register No. 10	each		
35.	Scotch Tape Deer 50 yards or equivalent 1"	each		
36.	Plastic File Separator Printed (1 to 20 No.) or equivalent	each		
37.	Staple M & G 24/6 or equivalent	box		
38.	Stapler Machine (Deli No. 0326) or equivalent	each		
39.	Steel Foot (Scale)	each		
40.	Transparent File Cover TT (A-4) or equivalent	each		
Grand Total – Stationery Items (Rs.)				
LIST OF MISCELLANEOUS ITEMS				
1.	Acid Tiger / Master or equivalent	each		
2.	Wastage Balti Extra Large (70 Litres) with Cover	each		
3.	Battery Cell (AA) Power Plus or equivalent	each		
4.	Battery Cell (AAA) Power Plus or equivalent	each		
5.	Call Bell (Electric) Single Remote	each		
6.	Call Bell (Electric) Double Remote	each		
7.	Cell for Remote Bell	each		
8.	Duster Cotton (Yellow) 24 x 24	each		
9.	Extension Lead Heavy Duty with Extra Large imported cable/wire (10 Feet)	each		
10.	Insect Killer Cobra or equivalent	each		

Sr.	Name of Item / Specifications	Unit	Quoted Item (Brand / Model / Product Code)	Unit Price (Excl. GST) (Rs.)
11.	Jharoo (Flower) Phool	each		
12.	Poochara with Steel Handle Fine Quality (as per sample)	each		
13.	Surf Bright 100 gram or equivalent	each		
14.	Wiper Small	each		
15.	Wiper Large	each		
Grand Total – Miscellaneous Items (Rs.)				
LIST OF PRINTING ITEMS				
1	Printing / purchase of PVC / Office cards with Covers (High Quality)	each / set		
2	Printing / purchase of file covers with lamination / PEMRA Logo, 300/310 grams on art card	each / set		
3	Printing / purchase of pocket-size file covers with PEMRA Logo, A-4 size	each / set		
4	Printing / purchase of customized legal file-size covers with PEMRA Logo, three-side printing “two colour”, right-side folding with back binding tape	each / set		
5	Gift hand bags made of craft paper with PEMRA Logo	each		
6	Computerized Printy stamp size 824 with printing / making	each		
7	Computerized Printy stamp size 823 with printing / making	each		
8	Computerized Printy stamp size 841 with printing / making	each		
9	Computerized Printy stamp size 844 with printing / making	each		
10	Computerized Diary Stamp (Round) with printing / making	each		
11	Computerized Printy stamp size 723 pocket size with printing / making	each		
12	Printing of Visiting Cards with white plain sheet	set		
13	Printing of Special Executive (Embossed) Visiting Cards with Tusshar Sheet (yellow) with PEMRA Logo	set		
14	Printing of visiting cards with lamination	set		
15	Daak Pads Executive with PEMRA Logo (Embossed Printing)	each		

Sr.	Name of Item / Specifications	Unit	Quoted Item (Brand / Model / Product Code)	Unit Price (Excl. GST) (Rs.)
16	Fancy Yellow Paper Letterhead Pad with PEMRA Logo & Printing	each		
Grand Total – Printing Items (Rs.)				
LIST OF PHOTOCOPIER TONERS (ORIGINAL ONLY)				
1	Konica Minolta Bizhub-367 (Original)	each		
2	Konica Minolta Bizhub-450 I (Original)	each		
Grand Total – Photocopier Toners (Rs.)				
LIST OF COMPUTER ACCESSORIES ITEMS				
1.	Power Supply (450 Watt)	each		
2.	Wireless Mouse – A4 Tech	each		
3.	Wireless Keyboard – A4 Tech Original	each		
4.	Mouse (USB) – A4 Tech Original	each		
5.	Wireless Mouse (Bluetooth) – Logitech Original	each		
6.	Mouse Pad	each		
7.	Keyboard (USB) – A4 Tech Original	each		
8.	CMOS Battery	each		
9.	Head Phones A4 Tech FH200i or equivalent	each		
10.	Head Phones A4 Tech FH200U or equivalent	each		
11.	Head Phones A4 Tech HS-200 or equivalent	each		
12.	Head Phones EKSA E800 Wired or equivalent	each		
13.	Printer Cable (USB) – High Quality	each		
14.	Power Cable (M / F) – High Quality	each		
15.	Portable Hard Drive (01 TB) WD My Passport Ultra or equivalent	each		
16.	Solid State Drive SSD 2.5” (SATA) – 512GB Kingston / Hikvision or equivalent	each		
17.	Solid State Drive SSD 2.5” (SATA) – 1TB Kingston / Hikvision or equivalent	each		
18.	Solid State Drive SSD NVME – 512GB Kingston / Hikvision or equivalent	each		
19.	Solid State Drive SSD NVME – 1TB Kingston / Hikvision or equivalent	each		
20.	Solid State Drive SSD NVME – 2TB Kingston / Hikvision or equivalent	each		
21.	Flash Drive (32GB) Kingston or equivalent	each		

Sr.	Name of Item / Specifications	Unit	Quoted Item (Brand / Model / Product Code)	Unit Price (Excl. GST) (Rs.)
22.	Flash Drive (64GB) Kingston or equivalent	each		
23.	DVD-R (4.7GB) – Maxell (with case)	each		
24.	CD-R (Maxell) with case 4.7 GB	each		
25.	Wireless Network Card (Internal) – D-Link (PCI-e)	each		
26.	TP-Link Wi-Fi Router (Archer C6) or equivalent	each		
27.	Network Cable Roll – Cat 6e (3M or equivalent)	roll		
28.	RJ-45 Connectors – Amp or equivalent	each / box		
29.	RJ-45 Network Cable Jointer	each		
30.	LAN Tester SC8108 or equivalent	each		
31.	Crimping Tool (UGREEN 70683 RJ45 Crimper Tools RJ45 Crimping Pliers for CAT6/7/8 Ethernet Lan Cable Network Cutter Stripper Plier Multifunction Tool) or Equivalent	each		
32.	Network Switch – 8 Port D-Link	each		
33.	Network Switch – 24 Port D-Link	each		
34.	Corning Future Com E Patch Cords – Ethernet, 3 Meters	each		
35.	RAM (DDR4) – 4GB	each		
36.	RAM (DDR4) – 8GB	each		
37.	RAM (DDR5) – 16GB			
38.	HDD External Case – 3.0 SATA 3.5 Inch	each		
39.	HDD External Case – 3.0 SATA 2.5 Inch	each		
40.	VGA to HDMI Converter – High Quality	each		
41.	HDMI 4K Cable 25 Feet – High Quality	each		
42.	HDMI 4K Cable 50 Feet – High Quality	each		
43.	USB-C Multifunction Adapter – UGREEN 15978 13-in-1 Revodok Pro 313 Docking Station 4K Triple Display or Equivalent	each		
44.	USB-C Multifunction Adapter – UGREEN 45320 6-in-1 USB C Hub with 10Gbps Ethernet 2x USB-C 3.2, 2x USB-A or Equivalent	each		
45.	1 Male to 2 Female Stereo Headphone Jack Y Splitter	each		
Grand Total – Computer Accessories (Rs.)				
GRAND TOTAL OF ALL ITEMS (Excl. GST) (Rs.)				

NOTE:

- (i) Bidders are required to quote rates for the items mentioned in the above table. Bidders can quote the mentioned brands or equivalent brands of comparable quality. Exact make/model of toners, cartridges and computer accessories will be specified in the respective Purchase Orders.
- (ii) The Contract will be awarded to the technically qualified Bidder offering the lowest evaluated total cost (sum of quoted unit rates exclusive of GST across all items / on the basis of the evaluation methodology notified by PEMRA).
- (iii) Bids having partially filled-in/quoted Price Schedules shall be rejected.
- (iv) The quoted unit price shall be exclusive of GST only. GST shall be charged over and above the quoted rates as per applicable law. All other applicable duties/taxes shall be deemed included in the quoted rates, and withheld at source where applicable
- (v) Bidders are essentially required to quote their rates on this format of the Price Schedule. Rates quoted on any other format shall not be entertained.
- (vi) The quoted rates shall remain fixed for the duration of the Contract. No revision in the rates shall be allowed.
- (vii) The Bidder shall furnish a fixed Bid Security equivalent to **five percent (5%) of the bid value**, in favour of the **Pakistan Electronic Media Regulatory Authority (PEMRA)** in the form of **Pay Order / Demand Draft / CDR**.

Authorized Signature: _____

Name of Signatory: _____

Title of Signatory: _____

Registered Name of Bidder: _____

Cell No. of Signatory: _____

E-mail address of Signatory: _____

Official Mailing address of Signatory: _____

[Bidder's Official Stamp]