

Standard Bidding Document

Annual Tender for Supply of Stationery, computer stationery and others
items 2026-2027
(Goods)

National

Single Stage-One Envelope



October 12, 2026

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INVITATION FOR PREQUALIFICATION FOR CLOSED FRAMEWORK AGREEMENT

PROCUREMENT OF GOODS

1. The **Petroleum Division, Policy Wing (Ministry of Energy - Petroleum Division)** 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 **Annual Tender for Supply of Stationery, computer stationery and others items 2026-2027** having reference number **FFW10452**.
2. The **Petroleum Division, Policy Wing (Ministry of Energy - Petroleum Division)** 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 **Annual Tender for Supply of Stationery, computer stationery and others items 2026-2027** 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 **Monday, November 2, 2026**. The Closed Framework Agreement is expected to be signed with the successful bidder(s) in **Monday, November 16, 2026** for a period of **8 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 **Petroleum Division, Policy Wing (Ministry of Energy - Petroleum Division)** 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/10452>.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Monday, November 2, 2026 11:00 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Monday, November 2, 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.

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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".

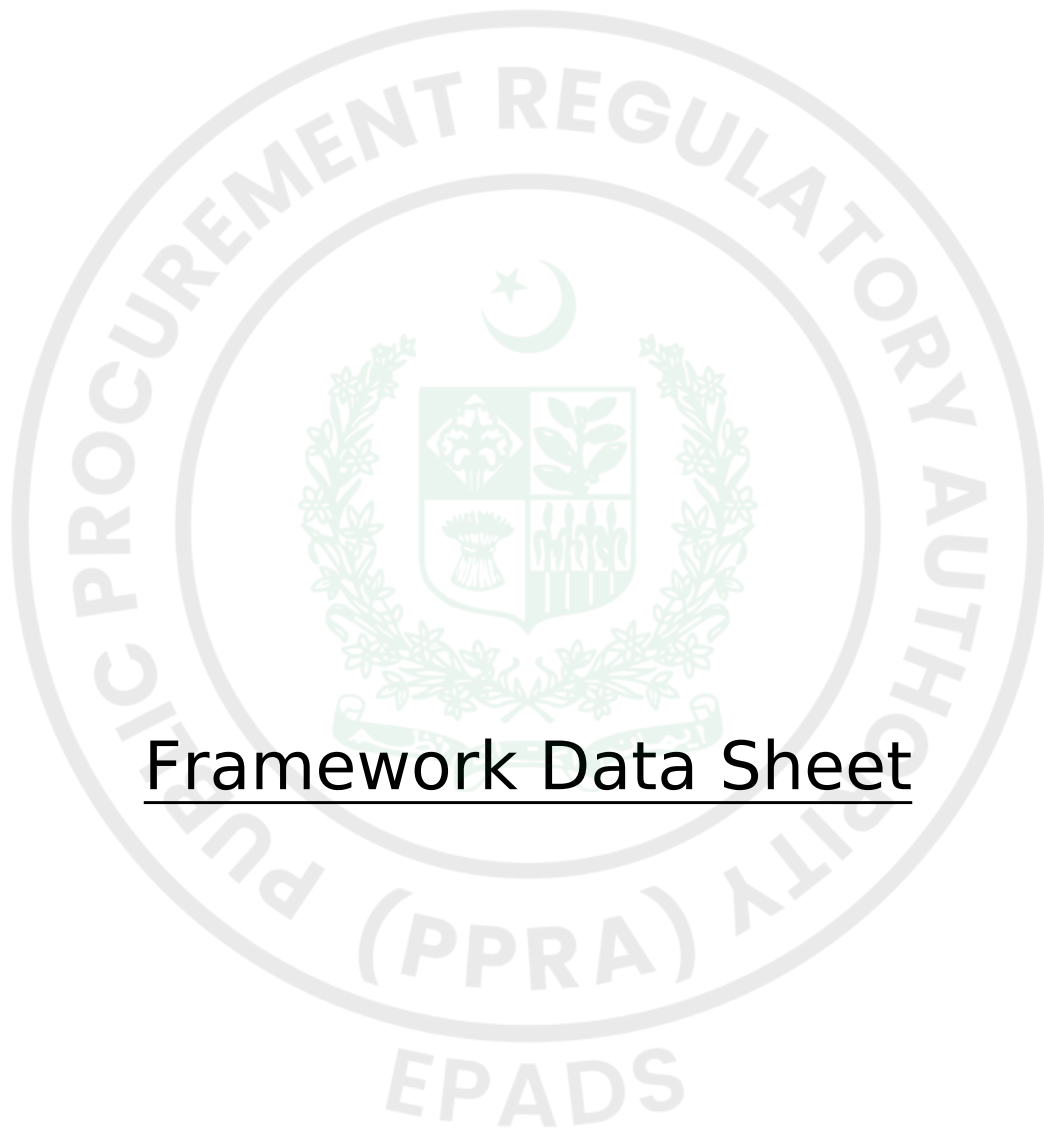
29. Redressal of Grievances

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: **FFW10452**

The Procuring Agency is: **Petroleum Division, Policy Wing (Ministry of Energy - Petroleum Division)**

Framework Agreement Title: **Annual Tender for Supply of Stationery, computer stationery and others items 2026-2027**

FDS Clause Number 2

ITB Number 2.1

The name of Procuring Agency is: **Petroleum Division, Policy Wing (Ministry of Energy - Petroleum Division)**

The name of Framework Agreement is: **Annual Tender for Supply of Stationery, computer stationery and others items 2026-2027**

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: **8 Months**

Commencement Date: **Expired after the framework duration of 8 months from the award date.**

Expiry Date: **Items Without Lots :**

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Ball Pen 0.8, piano or equivalent	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/pack	1/pack	1
Ball Pen Piano 0.7mm. Jelflo Gel	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/pack	1/pack	--
Binder Clips ¾" (19 mm) width.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/pack	1/pack	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Binder Clips 1 ¼” (32 mm) width.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/pack	1/pack	--
Binder Clips 1 ½” (41 mm) width.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/pack	1/pack	--
Binder Clips 2” (51 mm) width.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/pack	1/pack	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Diary Register No. 10	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
Envelope SE-8 (12" x 15")	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Envelope SE-8(15" x 18")	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Envelope SE-5 (9" x 4").	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Envelop SE-6(11x6) Golden	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Envelop A4 (11x10) White	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Envelop A4 (11x10) Golden	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Envelope SE-5 (9" x 4"). Golden	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Envelope SE-5 (9" x 4"). White	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Envelope SE-8 (12" x 16") A-4 Size Golden	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Eraser ink & Pencil Palikan AL 30 or equivalent.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
Envelope SE-6 (11" x 6")	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
File Flapper (According to sample).	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1
File Tags.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/bundle	1/bundle	--
Correction Fluid Pen Uni.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Scale Steel	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
Gum Stick 21 gm UHU or equivalent quality.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
High-Lighter Job Schneider Pelican or equivalent.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Led Pencil Goldfish with rubber 6000 or equivalent	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
Gel Pen X300 1.0 M&G or Equivalent Quality.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
UNI-Ball Vision Elite fine, 0.8mm (or Equivalent Quality)	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Paper clip 36 MM 3flower or equivalent quality	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/pack	1/pack	--
Paper Clip 36 MM 3Flower rubber coated or equivalent	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/pack	1/pack	--
Paper Pin 100 grams superior quality.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/pack	1/pack	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Punch Single Hole superior quality.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
Punch Double Hole superior quality	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
Posted pad Flag Size (2"x3") 80 gram.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Posted Pad Flag size (3"x4") 80 gram.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Arrow Flags, Memo Paper, 12x45mm/5x20 sheets, 5 color	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Register Ruled No. 20 off set paper 70 Gram.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Draft Pad, Lucky Drafting small size, DPS-A6-100 or equivalent.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
Draft Pad A4, Fine Sheets narrow lines DPS-A6-100 or equivalent quality	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Scissors (superior quality) Size 9" Japan.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Paper Cutter (superior quality).	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Scotch tape 1"x 40 y	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Scotch tape ½" x 40 y	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Scotch tape transparent 2"	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Packing Tape Brown 2"	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Tape Dispenser 1" x 40y superior quality.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Sharpener (Germany) or equivalent.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Shorthand Book (100Pages) 70 Gram Size 4.5"x7.5	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Shorthand Pencil Goldfish or equivalent quality.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Stamp Pad Medium (Dollar) or equivalent quality.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Stapler (Max) Japan HD-50/50R Original or Equivalent Quality	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
Stapler Pin (Size 24/6) Dollar or equivalent quality.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/pack	1/pack	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Dak Book (200 pages)	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Dak Pad (Rexene)	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Color Paper Green (F/S) offset (PKT of 100 sheets)	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Color Paper Pink/Yellow A4 size (PKT of 100 sheets)	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Calculator 14 Digits Casio, Citizen or equivalent	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Summary paper (80gm M/cy 500) Legal Size BMO, Zap or equivalent quality.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Summary paper (80gm M/cy 500) A4. Imported, AA, Paper One or equivalent quality.	Stationery	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1
Toner for Pinter HP-13A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1
Toner HP-92-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Toner for Pinter 15-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Toner for Pinter HP-49-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Toner HP-12-A,	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Toner HP-53-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Toner HP-35-A,	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Toner HP-49-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Samsung Printer Toner ML-2850A.	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Brother Fax Toner TN-2025.	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Printer Toner HP-80-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Printer Toner HP-85-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Printer Toner HP-78-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Printer Toner HP-79-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Printer Toner HP-48-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Printer Toner HP-17-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1
HP Printer Drum-19-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
HP Printer Toner-107-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
HP Printer Toner-26-A	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Photocopier Toner Panasonic DP-8035	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Photocopier Toner Panasonic DP-8025	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Photocopier Toner MP-1500	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Photocopier Toner Konica Minolta Bizhub-266i	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Photocopier Toner Ricoh-3350-B	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Fax Toner KX-FL- 422	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Toner for Brother Fax 2840	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Toner Panasonic 2120	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Toner Brother HL-L5200DW	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Toner Brother HL-5340D	Printer or facsimile toner	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Flash Drive 16, GB (Steel), HP or equivalent.	Pen or flash drive	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Flash Drive 32, GB (Steel), HP or equivalent.	Pen or flash drive	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Flash Drive 64, GB Card, Samsung, U Disk or equivalent.	Pen or flash drive	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Towel 20" x 36" Export quality.	Bath towels	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Tumble Glass (Toyo Nasic) or equivalent quality.	Domestic drinking glasses	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Tea Cup with Saucers, super bone china or equivalent	Domestic coffee or tea cups	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Large Plate, super bone china or equivalent	Domestic plates	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1
Curry Plate, super bone china or equivalent	Domestic plates	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1
Quarter Plate, super bone china or equivalent	Domestic plates	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Serving Tray Plastic	Domestic plates	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1
Mil Pot / Sugar Pot	Domestic plates	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1
Water Jug With Cap	Jugs	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Table Spoons Steel superior quality	Domestic spoons	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
Tea Spoons Steel superior quality	Domestic spoons	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Table Fork Steel superior quality	Domestic spoons	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Knife Steel superior quality	Dough knife	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1
Dish Wash Liquid (lemon), 275 ml, Max, Vim or Equivalent.	Domestic dish washers	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Scrub Sponges, Scotch Brite of equivalent	Sponges	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Insect Killer Spray Crawling, 375 ml Cobra, Mortin or Equivalent	Insecticides	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Washing Powder Surf branded 250 GMS	Surfbboards	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Waste paper Basket Standard Size.	Waste containers or rigid liners	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Dak Basket	Metallic baskets	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1
Glint / Glass cleaner (Bottle)	Glass or window cleaners	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Table Set /Organizer	Desktop trays or organizers	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Air Freshener 400 ml. Admiral, Sultan, Aseel or equivalent.	Air freshener	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
Wood furniture polish kiwi or equivalent	Furniture cleaners	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Duster cloth superior 24"x24"	Dusters	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Soap 110 Grams Lux or equivalent.	Soaps	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	--
Tissue Paper (Luxury Rose Petal Perfumed) or equivalent.	Acid free tissue papers	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1
Tissue Roll (Rose petal) or equivalent.	Acid free tissue papers	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/dozen	1/dozen	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Extension Lead, with 4 switches Cemileon 148 CMS or equivalent quality	Extension cord	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	1
Light Plug, 3x3 china	Extension cord	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Power Plug, 3x3 china	Extension cord	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Duplex Light Plug 6x3	Extension cord	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Open Box 3x3	Outlet box	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/Qty	--
Open Box 6x3	Outlet box	Address: Petroleum House, G-5/2, Islamabad Capital Territory Schedule: 7 Days Quantity: 1/Qty	1/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: Thursday, October 29, 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: **Monday**

Date: **Monday, November 2, 2026**

Time: **11:00 AM**

FDS Clause Number 19

ITB Number 17.1

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

Day: **Monday**

Date: **Monday, November 2, 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

Annual Tender for Supply of Stationery, Computer Stationery and Other Miscellaneous Items for the Financial Year 2026-2027 for the Ministry of Energy (Petroleum Division), Policy Wing, Islamabad, as per the specifications and terms and conditions mentioned in the bidding documents.

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Any	NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN)

Evaluation Criteria

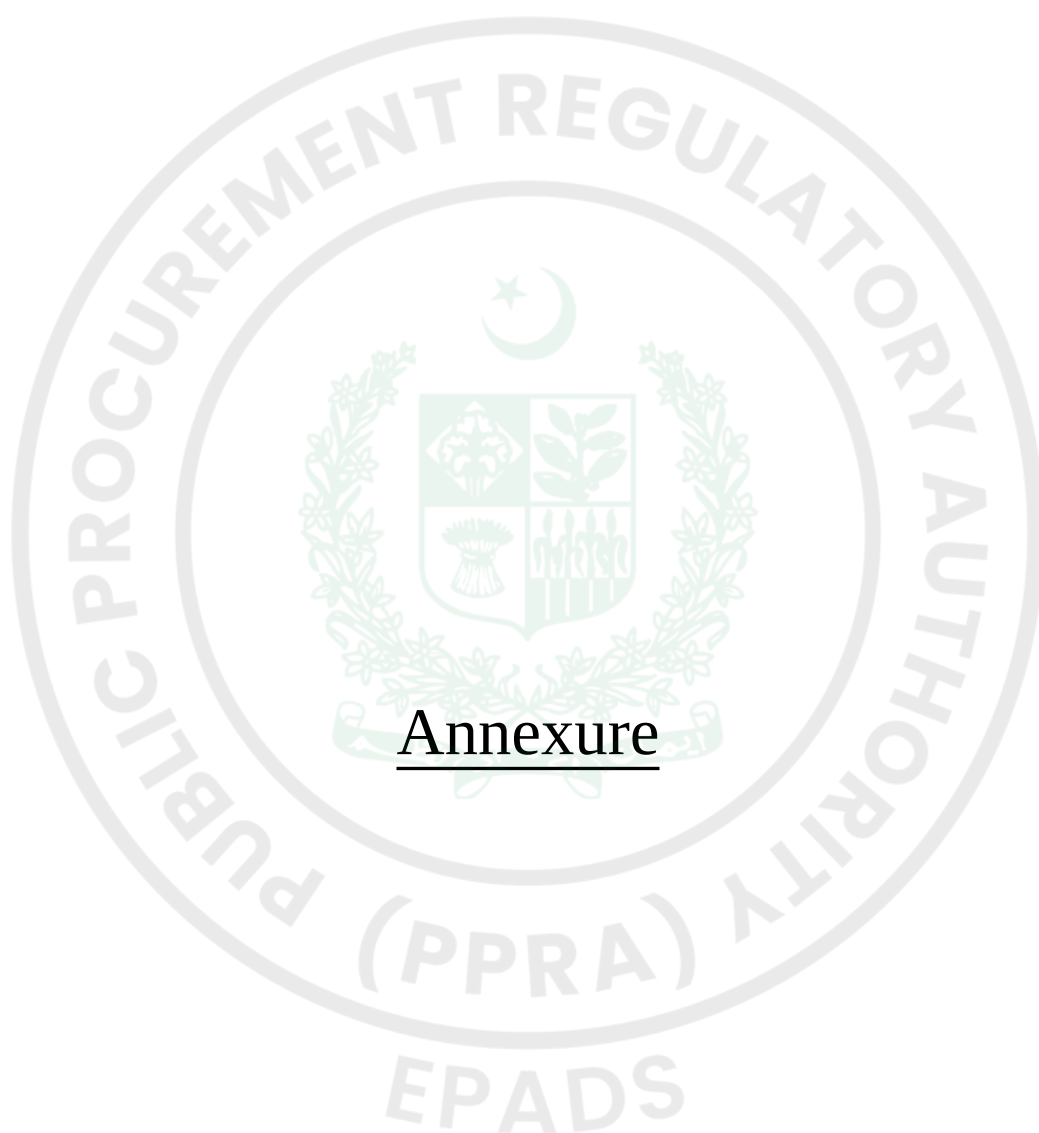
Quality Based Selection (QBS)

Technical Marks	100
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Passing Marks		70
Technical Evaluation Criteria		
Pay Order Amounting to Rs.214500/- must be attached (Quantitative)(Doc Required)		10
An affidavit on 50 rupees confirming that the firm has not been blacklisted must be attached. (Quantitative)(Doc Required)		10
Experience in the relevant Fields (Qualitative)(Doc Required)		15
Firms having 10 years or more relevant experience (15)		
Firms having 09 years or more than 05 years relevant experience (10)		
Firms having 04 years or more than 01 years relevant experience (5)		
The bidder shall submit valid NTN registration, applicable Sales Tax Registration (STRN/GST), and proof of Active Taxpayer Status on the FBR Active Taxpayer List (ATL), wherever applicable under the law. (Quantitative)(Doc Required)		15
Quality of items and Specification (Qualitative)(Doc Required)		50
Items as per mentioned specifications (50)		
Quality and Durability of Items (30)		
Quality and Conformity of Samples (15)		

Call-Off / Secondary Procurement Procedure





Annexure

Terms & Conditions

Information (Read-Only)

See Form Under Additional Forms and Documents: **Terms & Conditions** (page number: 71)





Procurement Forms







Additional Forms and Documents

No. PW-1(2)/2026-Admin
Government of Pakistan
Ministry of Energy, Petroleum Division
(Policy Wing)

TENDER TERMS & CONDITIONS:

Petroleum Division (Policy Wing) invites to submit proposals/bidding documents online through E-PADS portal of PPRA in single stage single envelop procedure. The tender for supply of **Stationery, Computer Stationery & Other Miscellaneous items** during financial year **2026-27** are invited from well reputed firms/ agencies for purchase of subject to the following conditions:-

- i) The participating firms/agencies must provide proof of their registration and mention NTN/General Sales Tax numbers issued by the Income Tax /Sales Tax Departments on E-PADS. Original documents must be submitted to the procuring agency before the closing time of bid submission failing which the bid shall be rejected.
- ii) Bidding will be carried out by adopting **single stage single envelop** procedure. Bid documents must be carefully prepared and applied on E-PADS. Only E-PADS (v 2.0) (Federal) registered bidders can apply for the tender. Applications other than E-PADS (v.2.0) will not be considered and entertained. Unregistered bidders shall register on E-PADS (v.2.0) (Federal) first and then apply for the tender through E-PADS (v.2.0).
- iii) All electronic Bids must be accompanied by a bid security in the form of Demand Draft/Pay Order/CDR/Bank Guarantee in favour of Drawing & Disbursing Officer (DDO) Policy Wing amounting to **Rs.214,500/-** refundable. **(Cheque will not be entertained)**. The prospective bidders shall upload scanned copy of bid security on E-PADS. Original bid security must be submitted to the procuring agency before the closing time of bid submission failing which the bid shall be rejected.
- iv) Earnest Money of unsuccessful bidders will be returned/refunded after evaluation of tenders/bids. However, the Earnest Money of successful bidders will be converted into **“Security Deposit “**till the closing of financial year 2026-27.
- v) The bids will be opened in the office of the Director (Admin), located on the 2nd Floor of Petroleum House. The closing time for submission of bids is 02-11-2026 **up to 11:00 a.m.** The bids will be opened by the Purchase Committee/Tender Evaluation Committee on the same day, i.e. 02-11-2026 **at 11:30 a.m.** in the presence (either physical or online) of the participating bidders or their authorized representatives. In case the bid opening date falls on a public holiday, the bids will be opened on the next working day at the same time and venue.
- vi) Bids are required to be submitted clearly indicating item-wise rates (in Pak rupees) **each item.**
- vii) Rates without GST will be considered and shall be valid up-to the end of Financial Year-2026-27 i.e. 30-06-2027.

Contd...P/2

- viii) Submission of false statement/documents as well as concealing of any information will be liable to disqualification of the respective firm/agencies.
- ix) An affidavit indicating that the firm/agency has never been blacklisted by Ministry/Division /Department/Organization of the Government is also required to be enclosed.
- x) The successful bidders shall be responsible to supply items as per approved prices during the Financial Year 2026-27, failing which Security Deposit will be forfeited and the firm will also be blacklisted.
- xi) Successful bidder will be bound to supply the required items as per approved quality & prices **within 07 days** of placement of Purchase Order or as the case may be.
- xii) The supplier shall also submit an affidavit on stamp paper of **Rs.50/-** to the effect that the items supplied will be genuine and as per the required specifications.
- xiii) The Competent Authority reserves the right(s) to reject all or any of the tender(s)/bid(s) before opening.
- xiv) The purchase procedure is subject to observance of PPRA's Rules, 2004, as amended from time to time.
- xv) The Tender Notice is available on PPRA's website www.ppra.org.pk, E-PADS at www.eprocure.gov.pk as well as Petroleum Division's website www.mpn.gov.pk

(Hidayatullah)
Assistant Director (Admin)
Ph: 051-9204704