PAKISTAN TOBACCO BOARD

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Bidding Documents

For

Annual Stationery/ Misc. items

for the Fiscal year

2026-27

BIDDING DOCUMENTS

1 INTRODUCTION:

1.1 Pakistan Tobacco Board is a semi-autonomous body of the Federal Government working under the administrative control of the Ministry of National Food Security and Research to promote, cultivate and assist tobacco products.

1.2 PTB intends to tender for Office Supplies (Stationary items, cleaning items, electric items and IT related items) for smooth functioning of the office.

1.3 Online bids submissions / proposal are invited through **e-pak Acquisition & Disposal System (EPADS)** from Vendors/firms for the below mentioned items. A transparent evaluation method for the purpose of qualification the applicants in the respect of the vital items and capacity to perform shall be established in order to participate in PTB tender. Each Firm / Suppliers performance in terms of quality, delivery, credit items, rates and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.

1.4 Tender documents for the office supplies (Stationery, Cleaning, Electric and Computer accessories) can be downloaded from **e-pak Acquisition & Disposal System (EPADS)** website subject to registration of firm, free of cost.

1.5 Proposal of bidder shall be cancelled if the bidder is found blacklisted by any organization at any stage during process or execution of the contract.

1.6 The bid of any bidder shall be declared non-responsive if he is found involved in any litigation with any Government or Semi-Government department.

1.7 The bids shall remain valid for the period till 30th June, 2027 from the date fixed for submission of bids.

1.8 Incomplete, conditional and tenders without appropriate earnest money and performance Security shall not be considered.

1.9 Further, personal canvassing, recommendation or unauthorized practices for getting the contract, will also disqualify the bidders.

1.10 Pakistan Tobacco Board will process all the procurements in accordance with the policy defined and specified under PPRA ruled by the Government of Pakistan.

1.11 The Tender notice is available at PPRA's website www.ppra.org.pk as well as on PTB website **(www.ptb.gov.pk).**

1.12 **HOW TO SUBMIT THE BID:**

Interested bidders are required to register themselves on **e-pak Acquisition & Disposal System (EPADS)**. Moreover,

the bidders / firms after registration can download bidding documents free of cost. Bids are required to be submitted on **EPADS** along with bid security amounting to 5% of the total bid amount and 5% of the performance security of the total Bid Amount after awarding the contract - in the shape of demand draft / pay order in favor of Chairman, PTB **(PTB NTN: 9010305).**

2. LIST OF ITEMS TO BE PROCURED :

2.1. STATIONARY ITEMS:

S.No	Items Name	Specification	QUANTITY
1	Dairy Register-(Tayyaba)	No. 6	100 Nos
2	Dairy Dispatch Register-(Tayyaba)	No. 4	100 Nos
3	Register Narrow Line(4-No)-(Tayyaba)	Narrow Line(4-No)-(Tayyaba)	50 Nos
4	Piano Point (Blue)	Piano point-0.8MM	200 pkt
5	Piano Point (Black)	Piano point-0.8MM	30 pkt
6	Piano Point (Red)	Piano point-0.8MM	30 pkt
7	Uni ball eye fine (Blue)	Uni ball eye fine	50 pkt
8	Uni ball eye fine (Black)	Uni ball eye fine	20 pkt
9	Uni ball eye fine (Green)	Uni ball eye fine	10 pkt
10	Box File (IMP)	(IMP) Standard Size	50 Nos
11	Calculator-(CT-912-Citizen) (Large Display)	CT-912 (Large Display)	20 Nos
12	Drafting Pads Medium Size (Spiral Binding)	Medium Spiral binding	200 Nos
13	DAK PAD (Executive COSMO)	Executive COSMO	05 Nos
14	Eraser- (Piano/ORO/ DUX)- Standard size	(Piano / Oro/Dux) Standard size	10 boxes
15	Envelop-A4 Size (With Window)	WHITE A-4 size	1000 Nos
16	Envelop A4-Size(Without Window)	WHITE A-4 size	500 Nos
17	Envelop CLOTH (Legal Size)	Legal SIZE	200 Nos
18	Envelop Small (Window)	9x4.5 (white)	2000 Nos
19	Envelop Small(Without Window)	9x4.5(white)	1000 Nos
20	FILE Cliper	Standard size	50 pkt
21	File tags (Best Quality)	fine quality	300 bundles
22	Folder A-4 Size-2-O-Ring (transparent)	(2-O-Ring-transparent)	100 Nos
23	High Lighter- Piano/Dollar (Fine Quality)	Yellow/Green	100 Nos
24	Lead Pencil (ORO /Gold Fish /	ORO /Gold Fish /	200 pkt
25	Photostat Paper A-4 (Ream) (AA)	80 Gram (AA)	1000 Nos
26	Photostat Paper (Ream) legal(AA)	80 Gram (AA)	200 Nos
27	Paper Clips (U-Clips) Steel	36mm-(pkt)	50 pkt
28	Paper cutter Large (Fine Quality)	SDL Japan	20 Nos
29	Paper cutter blade Large	SDL Japan	20 Nos
30	Punch Machine large (HDP-2320)-SENSA/ Heavy duty.	Punch Machine large (HDP-2320)-SENSA/ Heavy duty.	15 Nos
31	Punch Machine, (Single-Fine quality)	Single fine quality	30 Nos
32	Punch Machine KW-912(Double Whole)-	KW-912(Double Whole)-	10 Nos

	Medium	Medium	
33	Scissor (Fine Quality)	Standard size	50 Nos
34	Stapler-24/6 (Fuji HD-30)	Fuji HD-30 (24/6)	100 Nos
35	Stapler-Large Size (Heavy Duty)-(KW-trio-50LBN)	Large Size (Heavy Duty)-(KW-trio-50LBN)	10 Nos
36	Stapler pin Remover (SENSA)	(SENSA)	20 Nos
37	Separator Set Plastic (Fine Quality)	Plastic (Fine Quality)	30 Nos
38	Scale-(Steel)-12CM	12CM-Steel fine quality	50 Nos
39	Sharpener (Dux/ORO)	(Dux/ORO)Fine quality	50 Nos
40	Stapler Pins 24/6 (Dollar / Piano)	24/6 (Piano/Dollar)	100 pkt
41	Stapler Pins-23/17-(Packet)WASHION	WASHION/23/17-(H-13) 17mm	20 pkt
42	Stamp Pad Blue (Crystal/ Dollar)	Crystal/ Dollar/Equivalent	50 Nos
43	Stamp Pad Ink (Blue)Dollar	Dollar/Piano	50 Nos
44	Gum Stick (Dali/Dollar/Piano) Medium-1.5-inch Size	Dollar/Dali/Piano	300 Nos
45	White Fluid Pen (Pelikan)	(Pelikan/Standard Size	100 Nos
46	Waste Basket	Standard size fine quality	50 Nos
47	Scotch Tape(2-inch) Fuji	(2-inch)-Fuji/	200 Nos
48	Masking Tape (1-inch) Abro	(1.5-inch) Abro/	20 Nos
49	Binding Tape (2-inch)Fuji /Stick master	(2-inch)Fuji /Stick master	20 Nos
50	Thumb Pins	fine quality	20 pkt
51	File Board (File Size)	File Size (Best Quality)	1000 Nos
52	Clip Folder (Transparent)	A4-Size (Best Quality)	200 Nos
53	Marker Bold- Permanent (Blue-Black)	Dollar /Piano/ Equivalent	50 pkt
54	Marker Bold- non permanent (Blue-Black)	Dollar /Piano/ Equivalent	50 pkt
55	Flags / Labels) multicolor	Standard Size	100 pkt

Computer Accessories:

Note: Please quote rates for **Original Toners (Authorized Dealers).**

S.No	Items Name	Specification	Quantity
1	Key Board (Dell/ HP)- **Original**	USB Port (Best Quality)	30 Nos
2	Key Board (Dell/ HP) Wireless- **Original**	Key Board (Dell / HP) Wireless	20 Nos
3	Mouse (Dell/ HP) – **Original**	USB Port (Best Quality)	50 Nos
4	Mouse (Dell/ HP) Wireless- **Original**	Wireless (Dell/ HP)	20 Nos
5	Power Cable- **Original**	Standard-(Best Quality)	50 Nos
6	Printer Data Cable- **Original**	Standard-(Best Quality	50 Nos
7	VGA Cable- **Original**	Fine Quality	10 Nos
8	USB-(8-GB) – **Original**	HP / Kingston	10 Nos
9	USB-(16-GB) – **Original**	HP / Kingston/Equivalent	10 Nos
10	USB-(32-GB) – **Original**	HP / Kingston/Equivalent	50 Nos
11	Toner HP -26A- **Original**	HP Equivalent	100 Nos
12	Toner HP-80A- **Original**	-do-	100 Nos
13	Toner HP-85A **Original**	-do-	50 Nos
14	Toner 151A **Original**	-do-	50 Nos
15	Toner HP-110A **Original**	-do-	50 Nos
16	Toner HP-53A **Original**	-do-	20 Nos
17	Toner HP-05A **Original**	-do-	100 Nos

18	Network Cable (Cat-6)- (Schneider Actassi) – **China**	(Schneider Actassi) 50 & 100 meter	10 budles each
19	Mouse Pad- **China**	Best quality	20 Nos
20	Network Switch- **China**	D-Link (32-Port)	20 Nos
21	Network Switch- **China**	D-Link (08-Port)	20 Nos
22	(RJ-45) Connector Boot- **China**	Connector Boot	10 Nos
23	(RJ-45) Connector- **China**	3M RJ-45 connector	10 Nos
24	(RJ-11) Connector – **China**	3M RJ-11 connector	10 Nos
25	HDMI Cable – **China**	Best Quality	20 Nos
26	Networking Tool Kit (PT-1304) – **China**	Tool Kit (PT-1304)	01 No
27	Ethernet POE Switch- **China**	Ethernet POE Switch	20 Nos
28	USB Cable (20-meter Length) - **China**	USB Cable (20-meter Length)	20 Nos
29	WIFI adaptor USB Port	Best Quality	20 Nos

Electric Items:-

S.No	Items Name	Specification	Quantity
1	Light Plug (KM / JPI)	(KM / JPI) (China Fitting) Best quality	30 Nos
2	Power Plug (KM / JPI)	(KM / JPI)Standard (A/C)- Best quality	30 Nos
3	3 pin shoe (KM / JPI)	(KM / JPI)Light Plug- Best quality	30 Nos
4	3 pin shoe (KM / JPI)	(KM / JPI)A/C - Best quality	30 Nos
5	2 pin shoe (KM / JPI)	Standard - Best quality	
6	Wall Clock Cell-**(Original)**	Sony/Toshiba / **(Original**	50 pkt
7	Door Bell (Electric) Wireless	Best Quality wireless	30 Nos
8	Extension Lead- Phillips (1000 Watt)	Phillips (1000 Watt)	30 Nos
9	LED (Bulb) (12-wtt) Phillips/ OSAKA	Phillips/ OSAKA -(12-Watt)	50 Nos
10	LED Ceiling Panel Light (4X4 Inch) Phillips/ OSAKA	Phillips/ OSAKA (12-Watt)	50 Nos
11	LED Street Light (100-wtt)/OSAKA Complete Set	Phillips/ OSAKA (100-wtt)	20 Nos
12	Tube Light Rod (20wt) 2 Feet- Phillips	Phillips	30 Nos
13	Bulb Holder (Screw Type)	Best Quality	30 Nos
14	Breaker (20-Ampr)-Tara Saki/(KM / JPI)	Tara Saki KM/Sheneder 20-Ampr	30 Nos
15	Breaker (10-Ampr)-Tara Saki/(KM / JPI)	Tara Saki KM/Sheneder 10- Ampr	20 Nos
16	Breaker (63-Ampr) Tara Saki / (KM / JPI)	Tara Saki -KM/Sheneder 63-Amp (3-Fase)	10 os
17	Wire (7/29) Pakistan Cable/(KM / JPI)	7/29 (Pakistan Cable)	5 bundles
18	Wire (3/29) Pakistan Cable	3/29 (Pakistan Cable)	5 bundles
19	Wire (7/36-Single Pare) Pakistan Cable/(KM / JPI)	7/36-Single Pare.	5 bundles
20	Wire (7/36-Double Pare) Pakistan Cable/(KM / JPI)	7/36-Single Pare.	5 bundles
21	Wire (7/52) Pakistan Cable(KM / JPI)	7/52-(Pakistan Cable)	5 bundles
22	Telephone Cable (Two Pair)	Two Pair (Best Quality)	5 bundles
23	Telephone Cable (One Pair)	One Pair (Best Quality)	5 bundles

24	Screw (1) inch(Gypsum)	(1) Inch (Gypsum)	5 pkt
25	Screw (1.50) inch(Gypsum)	(1.50) Inch (Gypsum)	5 pkt
26	Nail-Steel (1) inch(Gypsum)	(1) Inch (Gypsum)	5 pkt
27	Nail-Steel (1.50) inch(Gypsum)	(1.50) Inch (Gypsum)	5 pkt
28	Solution Tape (Osaka)	(Osaka)Best Quality	30 Nos
29	Tube Light (Complete Set)	20-Watt (Phillips)	30 Nos
30	Duct Patti PVC (1X1-inch & 1X1.5-Inch)	(Adam Gee)-Best Quality	30 No each
31	Tool Kit	Best Quality	01 Kit

Cleaning Items:-

S.No	Items Name	Specification	Quantity
1	Acid /Sweep (ZiK)- Toilet Cleaner/500ml	Toilet Cleaner/500ml	50 bottles
2	Duster- Medium Size- Best Quality	Medium Size	300 Nos
3	Air Freshener- (Opal/Cobra/Admire/Sultan) **(Original)**	Opal/Cobra/Admire/Sultan	100 Nos
4	Broom Hard- Large Size (Best Quality)	Large Size (Best Quality)	50 Nos
5	Phool Jharu - Large Size Best Quality	Large Size	50 Nos
6	Hand Wash-490ml (Paradise/ Dettol/	Paradise/Dettol- 490 ml	50 Nos
7	Pujara with handle Large Size (Plastic)	Large size-Plastic (Best Quality)	20 Nos
8	Pujara without handle (Large Size) Rope	Large size-Rope (Best Quality)	20 Nos
9	Phenyl-2.75 Litter (Zik)	2.75 letter (Zik)	100 bottles
10	Soap (Medium Size)- Lux/Equivalent	Lux/Equivalent	300 Nos
11	Tissue Roll (Rose Petal)	Rose Petal	1000 Nos
12	Tissue Paper (Medium)	Rose Petal	300Nos
13	Towel (White) Medium	Medium best quality (white)	50 Nos
14	Toilet Brush (Medium best quality)	Medium best quality	25 Nos
15	Wiper Large Size (Plastic)	Large Size (Plastic)	30 Nos
16	Glass Cleaner-(Insta 500 ml)	Insta 500 ml	20 bottles
17	Insect Killer (Morten) Large	Large Size (Morten)	50 Nos
18	Vim Powder-(Large Size)	Large Size	20 Nos
19	Vim Soap-(Large Size)	Large Size	20 Nos
20	Microfiber Cloth-(30cmX30cm)	30cmX30cm	50 Nos

Misc. Items:-

S.No	Items Name	Specification	Quantity
1	Door Lock (Round)- HMK//(KM / JPI	HMK**(Original)**	10 Nos
2	Door Lock (Handle)- HMK//(KM / JPI	HMK-**(Original)**	50 Nos
3	Table Drawer Lock	Standard-**(Original)**	50 Nos

4	Telephone Set (with CLI)-Panasonic-(KX-T7703)	Standard-**(Original)**	20 Nos
5	Telephone Set (without- CLI) Panasonic-(KX-T7703)	Standard-**(Original)**	10 Nos
7	Table Pen Set Lather (Koligon)	Koligon Standard Size (Best Quality)	10 Nos
9	China Lock-(50-mm)WOHU/UNITY (Heavy Duty) **(Original)**	(50-mm)WOHU/UNITY (Heavy Duty) **(Original)**	20 Nos
10	Door Closer-MK /(KM / JPI) (Original)	Standard Size	50 Nos
11	Muslim Shower with pipe (Master)	Master (Best Quality)	20 Nos
12	Steno-set –(Tip-NTC/ Panasonic)- **(Original set)**	TiP (NTC) / Panasonic/	5 Nos

3. CONFIDENTIALITY STATEMENT:

3.1 All data and information received from PTB for the purpose of this assignment is to be treated confidentially and is to be used ONLY in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to PTB. The contents of written materials obtained and used in this assignment may not be disclosed to any third party without the expressed advance written authorization from PTB.

3.2 PTB may then disclose the draft, final report and/or any related information to any person and for any purpose they may deem appropriate.

4. GENERAL TERMS & CONDITIONS:

4.1 **The Purchaser** does not bind **itself to accept the lowest or any Bid and reserves the right to reject any or all Bids at any point of time prior to the issuance of a purchase order without assigning any reasons whatsoever.**

4.2 The **PTB** reserves the right to resort re**-tendering without providing any reason whatsoever**. The **PTB** shall not incur any liability on account of such rejection. The PTB reserves the right to modify any terms, conditions or Specifications for submission of an offer and to obtain revised Bids from the bidders due to such changes if any.

4.3 **Canvassing** of any kind will be a disqualification and the **PTB** may decide to cancel the bidder from its empanelment.

5. REJECTION OF THE BID:

5.1 The Bid is liable to be rejected **if:**

The document doesn't bear the signature of authorized person.

- It is received **through** Telegram/Fax/E-mail.
- It is received after **expiry** of the due date and time stipulated for Bid submission.
- If bids is not submitted online **(EPADS)**.

- **Incomplete Bids, including non-submission or non-furnishing of requisite documents / Conditional Bids / Bids** not conforming to the terms and conditions stipulated in this Request for Proposal are liable for rejection by the PTB.
- If there is any difference between physical and online submitted tender documents.

6. MODIFICATIONS AND WITHDRAWAL OF BIDS:

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

- No bid will be modified after the deadline for submission of bids.
- No bidder shall be allowed to withdraw the bid if the bidder happens to be a successful bidder.

7. CLARIFICATIONS OF BIDS:

To assist in the examination, evaluation, and comparison of bids the Purchaser may, at its discretion, asks the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered or permitted.

8. PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS:

The Purchaser reserves the right to accept or reject any bid or the bidding process or reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder.

PTB reserves the right to impanel a single vendor or a panel of vendors provided the other vendors are ready to match the price of selected vendor after negotiation.

9. GOVERNING LAWS AND DISPUTES:

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award. The dispute will be settled down at PTB, Head Office, Peshawar.

10. PLACEMENT OF ORDER AND ACCEPTANCE:

The vendor shall give acceptance of the order placed on it within three days from the date of the order, failing which, the Purchaser shall have right to

Cancel the order.

11. AUTHORIZED SIGNATORY:

The bidder should indicate the **authorized officials from their organization** who can discuss, correspond, sign agreements/contracts, raise an invoice and accept payments and also to correspond on behalf of their firms. The bidders should **furnish proof of the signature of the authorized personnel** for above purposes *as* required by the PTB.

12. DOCUMENTS NEEDED/REQUIRED

Please submit the following documents as selection/qualification will be based on information provided in these documents and information in the Performa.

- Sales Tax Registration Certificate.
- NTN Certificate.
- Last Six months bank statement of the Firm.
- Certificate for being not blacklisted ever.
- Annual turnover supported by income tax returns.
- Previous details of works in Govt. Departments with documentary proof.

Deputy Secretary(Admn)
Pakistan Tobacco Board
091-9217416