TERMS & CONDITIONS

Ø Electronic Bids must be submit Lot wise as for Lot-1 and Lot-2 for stationery and Misc. items by using e-Pad along with technical specifications compliance sheet and contract, which can be downloaded from the website of PPRA. Bids will be opened on PPRA's website by implementation of e-Pad System on **12-10-2026**. These will be opened at 11:30 hours on the same day in the presence of registered bidders on E-PAD their authorized representatives Bidders will upload a photocopy of bid security on PPRA's website. However, orignal bid security **Rs.(30000 + 15000= 45000)** in shape of Pay order or CDR be deposited in Surveyor General Office, Survey of Pakistan, Rawalpindi on **12-10-2026** otherwise bidder will be not eligible for further proceeding.

Ø Procedure of bidding will be as defined Single Stage-one envelope procedure.

Ø 3% earnest money Rs.(30000 +15000 =450000) in the name of Chairman Purchase Committee, Survey of Pakistan, Rawalpindi should be enclosed, otherwise, the same will be rejected at the opening stage.

Ø On receipt of supply order the store will be delivered as per dilervering schedule in conract.

Ø The store should be according to specification quoted in your tender.

Ø Store will be checked by the Purchase Committee and any difference if found will have to be replaced.

Ø After checking the store by the Purchase Committee, bill will be submitted in duplicate in the name of Drawing & Disbursing Officer, Surveyor General's Office, Survey of Pakistan, for drawl of Payment.

Ø The rate should be inclusive of sales tax otherwise the bid will be returned at opening stage.

Ø Accounting units should be the same as mentioned in the tender.

Ø Successful bidder(s) will be required to execute agreement governing the terms & conditions of the contract.

Ø Procuring agency may reject any or all bids subject to the relevant provisions of PPRA Rules.

Ø Only registered suppliers who are on Active Tax Payers List (ATL) of FBR are eligible to supply goods.

Ø The supplier should attach a proof that he is on ATL of FBR Data Base. In other case his payment would be stopped till he files his mandatory return and appears on ATL of FBR.

Ø The prices should be inclusive of all leviable taxes.

Ø Copy of CNIC must be attached with the bid.

Ø Bids will be valid for 60 days from the date of opening of bid.

Ø Quantity of items can be increased or decreased.

Ø For more information, please contact with Mr. Muhammad Naeem A/D (stores) at telephone No.051-9291528.

Ø Certificate that the firm has never been blacklisted in past must be attached.

EVALUATION CRITERIA

Evaluation criteria mandatory

i). Income tax registration certificate.
ii). Sales tax registration certificate.
iii). FBR active tax payers list.
iv). 3% bid security attached with the financial proposal.
v). Experience of supply of office stationery not less than 03 x years.
vi). Availability of all items. Bidder should offer for all items of lot.
vii). Each bid shall comprise one single envelope containing separate financial proposal and technical proposal if any.
viii). Required sample must be provided on demand.

Stationery Items alongwith specifications				
Sl.#	**Item Name (Original / Suggested)**	**Technical Specifications**	**Quantity**	**Bidder compliance**
1	Envelope Khaki 9x4 (Fine quality)	Khaki Paper Envelope, 9" x 4", 80–90 GSM craft paper, fine quality, gummed flap	2000 Nos	
2	Envelope Khaki 11x5 (Fine quality)	Khaki Paper Envelope, 11" x 5", 80–90 GSM craft paper, fine quality, gummed flap	2000 Nos	
3	Envelope Khaki 11x5 Cloth	Khaki Cloth-Lined Envelope, 11" x 5", heavy-duty interior cloth lining, tear-resistant	2000 Nos	
4	File Cover TT Blue	TT File Cover (Blue), Heavy card sheet (300+ GSM), fine finish with cloth strip binding	60 Dozens	
5	File Cover TT Red	TT File Cover (Red), Heavy card sheet (300+ GSM), fine finish with cloth strip binding	30 Dozens	
6	File Cover TT Green	TT File Cover (Green), Heavy card sheet (300+ GSM), fine finish with cloth strip binding	10 Dozens	
7	File Cover TT Black	TT File Cover (Black), Heavy card sheet (300+ GSM), fine finish with cloth strip binding	12 Dozens	
8	Tag File Cover (Fine quality)	Tag File Cover with Metal Eyelet, Heavy card sheet/hardboard with reinforced metal hole	1200 Nos.	
9	File Board	File Board with Flap & Clip, Heavy-duty hardboard (2.5mm–3mm thick) with metal spring clip & lace	60 Dozens	
10	Staple Pin 24/6	Staple Pins (Size 24/6), Heavy-duty rust-resistant steel pins, Box of 1000 pins	10 Dozens	
11	Highlighter (Assorted Colors)	Fluorescent Water-Based Highlighter Pens, Chisel tip, non-smudge (Assorted Colors)	14 Dozens	
12	Pointer Uni ball Blue (or equivalent)	Fine Tip Rollerball Pointer Pen (Blue), 0.5mm / 0.7mm tip, smooth ink flow (Uni-ball Eye or eq.)	10 Dozens	
13	Pointer Uni ball Black (or equivalent)	Fine Tip Rollerball Pointer Pen (Black), 0.5mm / 0.7mm tip, smooth ink flow (Uni-ball Eye or eq.)	10 Dozens	
14	Pointer Uni ball Green (or equivalent)	Fine Tip Rollerball Pointer Pen (Green), 0.5mm / 0.7mm tip, smooth ink flow (Uni-ball Eye or eq.)	06 Dozens	
15	Paper A4 size 80 gsm	A4 Photocopier / Printing Paper (80 GSM), Size: 210 x 297 mm, High whiteness (>98%), 500 sheets/ream	300 Reams	
16	Pencil HB Gold Fish (or equivalent)	HB Graphite Pencils, Soft graphite lead, break-resistant, wooden casing with eraser top	20 Dozens	
17	Abri Paper (Fine quality)	Marble / Abri Paper, Decorative pattern binding paper, fine smooth quality	14 Dozens	
18	Rubber Soft Pelikan (or equivalent)	Soft Graphite Pencil Eraser, Non-dusting, soft rubber, PVC-free (Pelikan AL20 or eq.)	12 Dozens	
19	Tag Cotton	File Cotton Tags (8" - 10"), Braided cotton strings with fixed metal/plastic tips	06 Dozens	
20	Gum Stick Legal (Large)	Paper Glue Stick (Large / 35g–40g), Non-toxic, washable solid adhesive stick	12 Dozens	
21	Gum Stick Small	Paper Glue Stick (Small / 15g–20g), Non-toxic, washable solid adhesive stick	06 Dozens	

In bidders compliance colum, please quot your offerred brande in Technical envelop.

Misc. Items alongwith specifications

Sl.#	Item Name (Original / Suggested)	Technical Specifications	Quantity	Bidder compliance
1	Tissue Paper Rose Petal Luxury (or eq.)	Facial Tissue Box (Luxury/2-Ply), Soft & absorbent, 100–200 pulls per box	12 Dozens	
2	Tissue Paper Rose Petal Pop-Up (or eq.)	Pop-Up Tissue Box/Pack (2-Ply), Interfolded soft absorbent paper tissue	06 Dozens	
3	Acid for Washroom	Washroom Floor / Cleaning Acid, Concentrated toilet cleaning liquid (1 Liter bottle)	10 Dozens	
4	Glass for Water	Glass Water Tumblers, Clear transparent glass material, heavy base, capacity 250ml–300ml	08 Dozens	
5	Air Wick Auto Refill	Automatic Air Freshener Spray Refill (250ml), Compatible with Air Wick auto dispensers	02 Dozens	
6	Air Freshener	Room Air Freshener Aerosol Spray (300ml), Long-lasting pleasant fragrance	02 Dozens	
7	Duster Medium Size	Cotton Cleaning Duster Cloth (Medium), 100% cotton, hemmed edges, approx. 18" x 18"	40 Dozens	
8	Duster Towel Small Size	Small Terry Towel Duster, High-absorbency lint-free towel cloth, approx. 12" x 12"	03 Dozens	
9	Cell Small AA / AAA	AA & AAA Battery Cells (Alkaline 1.5V), High-capacity long-life 1.5V cells (Specify breakdown per doz)	20 Dozens	
10	Soap Lux (or equivalent)	Perfumed Toilet Bath Soap, Standard bar weight (115g–135g), Lux/Safeguard or equivalent	14 Dozens	
11	Phenyle 2.75 Ltr Perfumed	Liquid Perfumed Floor Phenyl (2.75 Liters), Disinfectant cleaner in 2.75L plastic bottle	06 Dozens	
12	Toilet Roll Rose Petal (or equivalent)	Toilet Tissue Roll (2-Ply), Soft absorbent tissue roll, Rose Petal or equivalent	06 Dozens	
13	Cello Tape 1 Inch	Transparent Cello Tape (1 Inch Width), Clear adhesive tape, length 50+ yards	06 Dozens	
14	Cello Tape 2 Inch	Transparent Packaging Cello Tape (2 Inch Width), Heavy duty adhesive, length 50+ yards	01 Dozens	
15	German Glue (Mowlith ½ kg) or eq.	White PVA Synthetic German Glue (0.5 kg), Liquid white glue bottle (Mowlith or eq.)	06 KG	
16	Thread Ball	Binding Thread Ball, Heavy-duty cotton thread roll for official file binding	04 Dozens	
17	Toner HP 05A (or equivalent)	HP 05A (CE505A) Black Laser Toner Cartridge, Compatible with HP LaserJet P2035/P2055	03 Nos.	
18	Toner HP 13A (or equivalent)	HP 13A (Q2613A) Black Laser Toner Cartridge, Compatible with HP LaserJet 1300 series	03 Nos.	
19	Toner HP 17A (or equivalent)	HP 17A (CF217A) Black Laser Toner Cartridge, Compatible with HP LaserJet Pro M102/M130	03 Nos.	
20	Toner HP 85A (or equivalent)	HP 85A (CE285A) Black Laser Toner Cartridge, Compatible with HP LaserJet Pro P1102/M1212	06 Nos	
21	Toner HP 107A (or equivalent)	HP 107A (W1107A) Black Laser Toner Cartridge, Compatible with HP Laser 107a/107w/135	06 Nos.	
22	Toner Photocopier Konica Bizhub 367	Konica Minolta TN-323 Original Photocopier Toner, Original OEM black toner cartridge	02 Nos.	
23	Toner Photocopier Ricoh MP 5055	Ricoh MP 5054/5055 Original Photocopier Toner, Original OEM black toner cartridge	02 Nos.	
24	Toner HP 80A (or equivalent)	HP 80A (CF280A) Black Laser Toner Cartridge, Compatible with HP LaserJet Pro 400 M401/M425	04 Nos.	
25	Toner HP 151A (or equivalent)	HP 151A (W1510A) Black Laser Toner Cartridge, Compatible with HP LaserJet Pro 4003/4103	03 Nos.	
26	Peon Book	Official Peon / Dispatch Delivery Register, Hardbound register, fine quality paper (100–200 pages)	04 Dozens	

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