



Tender Notice

Supply of Stationery / Tonners & General Miscellaneous Office Supplies For The Financial Year 2025-26

Public Private Partnership Authority (P3A) Ministry of Planning, Development and Special Initiatives, invites sealed bids from Authorized Distributors/Resellers, General Order Suppliers having minimum five (05) years relevant experience, registered with Income Tax & Sales Tax & should be on Active Taxpayers List of the Federal Board of Revenue for supply of Stationery, Toners for Printers / Photocopiers Miscellaneous General Items on item rate basis for the Financial Year 2025-2026 commencing from 1st July 2025 to 30th June 2026.

Bidding Documents, containing list of the items along with Terms & Conditions can be seen and obtained from EPADS or download from our website www.p3a.gov.pk.

The bids must be prepared in accordance with the instructions defined in RFP. ***The submission of Bid Proposals on EPADS is mandatory (only EPADS submissions will be considered)*** & scanned copies of RFP (optional) may also be sent to the office of Manager Procurement, 501, 5th Floor, Evacuee Trust Complex, Sector F-5/1, Islamabad, on or before **November 24, 2025 at 11:00 AM**. Bids will be opened the same day at **11:30 A.M. on EPADS**.



501, 5th Floor, Evacuee Trust
Complex, F-5/1, Islamabad.
Ph:051-9211983-85,
Web: p3a.gov.pk



Government of Pakistan
Ministry of Planning, Development and Special Initiatives
Public Private Partnership Authority (P3A)

REQUEST FOR PROPOSAL

FOR

PROCUREMENT OF
OFFICE STATIONERY/ TONNERS
AND MISCELLANEOUS OFFICE SUPPLIES

November 6, 2025

ISSUED BY

Public Private Partnership Authority (P3A)
Office # 501, 5th Floor, Evacuee Trust Complex,
Agha Khan Road, Sector F-5/1, Islamabad
Phone: 051-911983-85
Web: www.p3a.gov.pk, Email: info@p3a.gov.pk



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No.T-20/2025-26-ADMIN/P3A

Islamabad, the November 4, 2025

INVITATION TO BID

1. This Public Private Partnership Authority (P3A) invites bids from reputed firms / contractors / General Order Supplier having 5-years demonstrated experience in the supply of stationery items / office miscellaneous supplies to Government Departments duly registered for Income Tax and Sales Tax and are on FBR's Active Taxpayer's List on EPADS as well as the original sealed proposals (optional) will be submitted to the office of P3A before due date and time i.e., at 11:00 A.M. on November 24, 2025.
2. The P3A has reserved the funds for the procurement planned during the financial year **2025-2026**. It is intended that part of the proceeds of the funds will be used to cover eligible payment under the contract for the supply of office stationery / tonners & general miscellaneous office supplies.
3. The P3A, Ministry of Planning Development & Special Initiative, Government of Pakistan now invites electronic bids from eligible bidders for the supply of office stationery / tonners & general miscellaneous office supplies to the office of P3A for the Financial Year 2025-2026, which commenced from July 1, 2025 to June 30, 2026.
4. The bidding shall be conducted in line with the procedure prescribed under Public Procurement Rules 2004, e-Pak Procurement Regulations, 2023 and any Regulations, Regulatory and Procurement Guidelines or Instructions issued by the Public Procurement Regulatory Authority (from time to time), and is open to all potential bidders registered in the EPADS.
5. All bids must be accompanied by a Bid Security of PKR 200,000/- in shape of Bank draft / Pay order drawn in favor of Public Private Partnership Authority



(P3A) must be sent, in original, at the time of submission of the proposal through EPADS, to the office of P3A and the scanned copy to be attached with the “Technical Bid”. In case no Bid Security is attached with the Technical Bid, the Technical Bid will be rejected.

6. The electronic bids prepared in accordance with the instructions prescribed in the electronic bidding documents must be submitted through EPADS on or before **November 24, 2025 with a deadline time of 11:00 A.M.** Electronic bids will be opened by using EPADS on the same day as shown in the Data Sheet. This advertisement is also available on PPRA's website at www.ppra.org.pk & P3A's website www.p3a.gov.pk.
7. The key dates relevant to this RFP are provided for the benefit of the Bidders, which are as under:

Issuance of Request for Proposal	November 6, 2025
Submission of Proposal (the “ Proposal Submission Deadline ”)	November 24, 2025 11:00 A.M.
Opening of the Proposal	November 24, 2025 11:30 A.M.
Evaluation of Technical Proposals	November 24, 2025 to November 27, 2025
Evaluation of Financial Proposals	November 28, 2025 after evaluation of Technical Proposals
Award Of Contract	Immediately after selection of Successful Bidder

Khizar Hayat
Manager Procurement
khizar.hayat@p3a.gov.pk
92 51 9211983



GENERAL INSTRUCTIONS & CONDITIONS FOR BIDDERS

1. The Bid Security of PKR 200,000/- (In the form of Bank Draft/pay order) in favor of the Public Private Partnership Authority (P3A) will have to be attached with the Technical Proposal, which in case of unsuccessful bidders will be returned after the award of contract to the successful bidder.
2. The prices of bids of all items, as attached as Annex-E shall be applicable up to 30th June, 2026.
3. In case the quantities mentioned in Annex-G are exceeded, the supplier shall be bound to supply the extra quantities within the same quoted prices.
4. The firms should be reputed and registered for Income Tax and Sales Tax with FBR (Registration Numbers should be clearly mentioned and valid documentary evidence be attached) and should be on the ATL.
5. Firm will be bound to supply/deliver the goods to P3A office even on a short notice using its own transport.
6. The “P3A” reserves the right to accept or reject any or all bids as per PPRA Rules.
7. The percentage for quantity may increase by 15% within one year of award of contract.
8. The supply agreement of office stationery and general miscellaneous items between P3A & successful lowest financial bidder can be extended for further one (1) year on same term & conditions.
9. The Purchase Order will be on requirement basis and the P3A may issue part “Purchase Orders”. This tender notice may be seen on PPRA website www.ppra.org.pk and P3A website www.p3a.gov.pk.



Public Private Partnership Authority (P3A)
[Administration Department]

INSTRUCTIONS / TERMS & CONDITIONS

Part A:

1. The P3A (Procuring Agency) will select a successful Bidder, in accordance with the method of selection specified in the RFP.
2. The eligible Bidders are invited to submit the Technical Proposal and Financial Proposal in accordance with the conditions as laid down in this RFP on EPADS.
3. The Proposal will form the basis for a Contract with the selected lowest financial Bidder for the provision of supply of Office Stationery / Tonners & General Miscellaneous items in accordance with the description of items at Appendix "G".
4. Bidders should familiarize themselves with rules/conditions and take them into account while preparing their Proposals.
5. Bidders shall bear all costs associated with the preparation and submission of their Proposals and contract. The Procuring Agency reserves the right to annul the selection process at any time prior to Contract award, with thereby incurring any liability to the Bidders.
6. Procuring Agency mentioned the required items of office stationery / tonners / office general miscellaneous items) to the Bidders as specified in Annex-G.
7. Owner or his/her authorized representative may attend the tender opening, if desired. Letter for nominating Representative must be submitted along with technical bid.
8. The proposals especially Financial Proposal shall not have any over writings or cutting. P3A reserves the right not to consider the proposal having aforementioned deficiencies.
9. The P3A reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time without assigning any reason thereof.



10. Bids should be submitted on the basis of free delivery up to P3A premises including all charges i.e. packing, freight, courier charges etc.
11. Bidders are requested to quote rates for all the stationery / tonners / general miscellaneous items as per Annex-G as tender of one firm may be accepted on the basis of overall lowest evaluated expenditure.
12. Successful lowest Financial Bidder must have to provide the samples of ordered items, if required by the "Tender Committee" before actual delivery. The acceptance of the stores will be subject to the inspection by the P3A authorities.
13. Upon each delivery of items as per Purchase Order, the supplier shall provide a certificate that each item of delivery is genuine, original and has not been refurbished in any manner. If the P3A observed that the items are not provided as per the standard requirement or are substandard. P3A shall have the right to cancel the contract with one-month notice and shall forfeit the 5% performance guarantee. Action for blacklisting of the firm will also be initiated.
14. No advance payment will be made under any circumstances for purchase of any items contained in Annex-E. P3A will arrange expeditious payments on submission of invoices. Payment shall be made after delivery of complete items as per "Purchase Order".
15. An Agreement shall be executed with the successful lowest financial bidder.
16. If any dispute arises during execution between the purchaser and supplier, a dispute resolution committee will be constituted by P3A. The decision of the dispute resolution committee will be final and binding upon both the parties.
17. The Bid Opening Committee will open the "**Technical Proposals**" of the bidders on **November 24, 2025 at 11:30 a.m. on EPADS** in the presence of only legitimate/ authorized representatives of suppliers. These representatives should be fully aware of the details of their supplier's Proposal and deviation, if any. They must be fully authorized to take decision on the spot on behalf of their company.
18. The Financial Proposals of the shortlisted Bidders will be opened as per requirements of EPADS with prior notice to all shortlisted Bidders.



19. The most advantageous bidder shall be announced by P3A after evaluation of the financial proposals in EPADS within the timelines prescribed by PPRA through EPADS.

Part B:

1. Conflict of Interest:

Bidders are required to provide / supply genuine and good / top quality required items of office stationery / tonners and general office supplies and holding the P3A interest paramount. They shall strictly avoid conflict to provide the supply of low quality items of office stationery / tonners and general office supplies. Failure to provide / supply of required genuine and a plus quality items of office stationery / tonners and general office supplies may lead to the disqualification of the Bidder or the termination of its Contract.

2. Fraud and Corruption:

It is Government's policy that Bidders under the contract(s), observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Procuring Agency follows the instructions contained in Public Procurement Rules, 2004. The Procuring Agency can inter-alia blacklist Bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the Public Procurement Regulatory Authority. Provided that a Bidder who is to be blacklisted shall be accorded adequate opportunity of being heard.

3. Eligible Bidders:

The Bids submitted by the Bidders in response to the Request for Proposal shall at very outset shall be evaluated to determine the basic eligibility of the Bidders to determine their eligibility for detailed evaluation of their Technical Proposals. Non-submission shall result into the disqualification of the Proposal being non-responsive. All Bidders must provide the following documents to demonstrate their eligibility by providing following documents:



- (a) Active registration certificate (Active List of Taxpayers) from Board of Revenue;
- (b) Affidavit for non-blacklisting;
- (c) Last three years audit reports showing that the Bidder has financial strength to undertake the Project Assignment;
- (e) Declaration that the Bidder has the capacity to provide / supply genuine and a plus quality items of office stationery / tonners and general office supplies within strict timelines as per Terms of Reference; and
- (f) Bid Security of PKR 200,000/- should be attached in the Technical Bid.
- (g) The Financial Proposal indicating the quoted price of each item (Annex-G) in Pak Rupees and in numeric figures and words against each item.
- (h) The Technical Proposal shall contain all the essential literature / brochure if any.
- (i) The bid shall comprise a single sealed package containing two separate sealed envelopes marked as the “Technical Proposal” and “Financial Proposal” in bold and legible letters.

4. Only one Proposal:

Bidders may only submit one proposal. If a Bidder submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub-Bidder, including individual / Partner, to more than one proposal is not allowed and in such an eventuality the Procuring Agency shall reject all the Proposals.

5. Proposal Validity:

- (a) The validity period of bids must be indicated and should invariably be not less than 120 days.



- (b) In exceptional circumstances, prior to expiry of the original Proposal Validity Period, the Procuring Agency may request Bidder to extend the validity period.
- (c) The request for extension by the Procuring Agency and response thereto by the Bidder shall be in writing.
- (d) A Bidder may refuse the request for extension of the Proposal Validity Period and may claim return of its Bid Security.

6. Bid Security:

- (a) The Proposal must be accompanied with bid security of **PKR 200,000/-** , in shape of Bank Draft / Pay Order in favour of P3A, Islamabad.
- (b) Bid Security shall be released and returned to the unsuccessful Bidder upon execution of Contract with the Selected Bidder by the P3A.
- (c) Any Proposal not accompanied by the required Bid Security in an amount less than that required under the Request for Proposal shall be rejected by the P3A as non-responsive.
- (d) The Bid Security may be encashed by the P3A in case the Bidder withdraws from the procurement process during the Proposal Validity Period.

7. Clarification and Amendment:

- (a) Bidders may request for a clarification of contents of the bidding document in writing, and P3A shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of proposal. Should the P3A deem it necessary to amend the RFP as a result of a clarification, it shall do so.
- (b) At any time before the submission of Proposals, the P3A may amend the RFP by issuing an addendum/ corrigendum in writing. To give Bidders reasonable time in which to take an amendment into account in their Proposals the Procuring Agency may, if the amendment is substantial, extend the deadline for the submission of Proposals.

8. Preparation of Proposals

- (a) Language



The Proposal as well as all related correspondence exchanged by the Bidders and the P3A shall be written in English.

- (b) Preparation of Proposals
 - (i) In preparing the Proposal, the Bidders are expected to examine in detail, the documents comprising the Request for Proposal. Material deficiencies (deviation from scope, specification, and quality of products) in providing the information requested may result in rejection of a Proposal. The Proposal shall be prepared in two separate parts as under:
 - (a) Technical Proposal
 - (b) Financial Proposal
 - (ii) Proposal shall contain no interlineations or overwriting. Submission letters for both Technical Proposal and Financial Proposal should respectively be in the manner required in this Request for Proposal. All pages of the original Technical Proposal and Financial Proposal will be initialed by an authorized representative of the Bidder.
 - (iii) All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original copy shall prevail.

9. Prices:

- a. Only one rate shall be allowed for each item, multiple rates in the bids for one item shall not be admissible.
- b. The total amount of financial bid should be against all required items as per Annex-E.
- c. The total final bid quoted amount should be mentioned separately both in words and figures.
- d. The price validity period must be 01 year from the date of opening of Financial Proposal. If the contract was extended for further one-year then



prices of all products will be same as per prices quoted in the Financial Proposal.

10. Submission of Proposals

- (a) The original Technical Proposal and Financial Proposal shall be submitted to the office of P3A on EPADS before or on **November 24, 2025 at 11:00 a.m.** and scanned copies of original bid documents must be reach to this office at the following address:

**Khizar Hayat,
Manager Procurement
Public Private Partnership Authority,
501, 5th Floor, Evacuee Trust Complex,
F-5/1, Islamabad.**

- (b) The scanned copies of the original Technical Proposal and Financial Proposal shall be submitted through EPADS portal hosted by Public Procurement Regulatory Authority. Each Technical Proposal shall be in a separate sealed envelope indicating the proposal as original clearly marked as “ORIGINAL” as appropriate. The Technical Proposal shall be placed in a sealed envelope clearly marked as “TECHNICAL PROPOSAL” and the mandatory requirements/documents mentioned shall be placed in a separate envelop inside the “TECHNICAL PROPOSAL” envelope. The Financial Proposal shall be placed in a sealed envelope clearly marked as “FINANCIAL PROPOSAL”. The two (2) envelopes, in turn, shall be sealed in an outer envelope bearing the address and information indicated in the Data Sheet. The envelope shall be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE TECHNICAL AND FINANCIAL EVALUATION COMMITTEE”. Any Bidder who submits or participates in more than one (1) Proposal will be disqualified.
- (c) All required scanned copies uploaded on EPADS of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the scanned copies of the Technical Proposal, the original copy shall prevail.



- (d) The original Proposals must be sent to the address indicated in the Data Sheet and received by the P3A no later than the Proposal Submission Deadline, or any extension to this date. Any proposal received by the Procuring Agency after the Proposal Submission Date shall be returned unopened. In order to avoid any delay arising from the postal or Procuring Agency's internal dispatch workings, Bidder should ensure that Proposal to be sent through couriers should reach a day before the Proposal Submission Deadline.
- (e) The original Technical Proposal and Financial Proposal shall be prepared in indelible ink and shall be signed by the authorized representative of the Bidder. All pages of the Technical Proposal and Financial Proposal shall be initialed by the Bidder's authorized representative, stamped by the Bidder or (by lead member in case of a Consortium) and be page numbered in ascending order. In case of any discrepancy between the original and the copies of the Proposal, the original copy shall prevail.
- (e) Notwithstanding anything contained herein, the P3A shall have the right to reject any Proposal which is not in accordance with the requirements of this Request for Proposal.
- (f) As a mandatory requirement prescribed by Public Procurement Regulatory Authority, in accordance with Rules, all Bidders shall submit their Proposals through e-Pak Acquisition & Disposal System ("EPADS"). In case any Proposal is not received by the P3A in EPADS, the physical submission of the Proposals shall stand rejected forthwith.

11. Proposal Opening

- (a) The **Technical Proposals** shall be opened by the Tender Opening Committee publicly firstly through **EPADS** on **November 24, 2025 at 11:30 a.m.** in the presence of only legitimate/ authorized representatives of suppliers. and thereafter, the Proposals shall be opened as received by the P3A in physical format on the date and time mentioned in the RFP. In case any Proposal is not received by the P3A in EPADS but received in physical



format shall be rejected being not complying with the mandatory requirements of the Public Procurement Regulatory Authority.

- (b) Financial Proposals shall be opened once the Technical Proposals are evaluated by the P3A.
- (c) For evaluation of Proposals the P3A shall constitute a committee for evaluation of Technical and Financial Proposals.
- (d) The evaluation committee shall not have access to the Financial Proposal and the Bidders shall be requested to provide the passcodes for opening of Technical Proposals for evaluation and thereafter for passcodes for evaluation of Financial Proposal from those Bidders who have qualified in the Technical scoring.

12. Disqualification:

- (a) Bids, which are not accompanied by the documents at serial No. (a) to (h) below, shall be declared as Non-Responsive and their un-opened financial proposals will be returned:-
 - a. Earnest money is not attached with the Proposal.
 - b. Proposals are found conditional or incomplete in any respect.
 - c. Received later than appointed / fixed date and time.
 - d. There is any deviation from the General Instructions.
 - e. Multiple rates are quoted against one item.
 - f. If validity of Proposal is not quoted as required.
 - g. Proposal made through Fax / E-mail / Cable / Telex.
 - h. If the Proposal is found to be based on cartel action in connivance with other bidders.

13. Evaluation of Technical Proposals

- (b) After evaluation of the documentary evidence prescribed for the Eligible Bidders as define in RFP, the P3A shall proceed to open the Technical Proposals of the Bidders.



- (c) P3A shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the RFP. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet.

14. Opening and evaluation of Financial Proposals

- (a) Initially “Technical Proposals” of eligible bidders will be opened on EPADS to evaluate the offer(s) as per required criteria mentioned in Annex-A of the tender document. Offer(s) / items(s) which will not be found according to the standard/specifications(s) and evaluation criteria shall not be accepted and “Financial Proposal” of such firm will be returned unopened.
- (d) After the technical evaluation is completed, the P3A shall notify in writing to the qualified Bidders that have secured the minimum 70 qualifying marks, the date, time, and location, allowing a reasonable time, for opening the Financial Proposals. Bidders’ attendance at the opening of Financial Proposals is optional. Financial proposals of those Bidders who failed to secure minimum 70 qualifying marks shall be returned unopened.
- (c) **Financial Bids** will be evaluated financially on bases of lowest quoted rates as per required items with the brand / sizes and specifications mentioned in Annex-E.
- (d) Financial Proposals shall be opened publicly in the presence of the Bidders’ representatives who choose to attend. The name of the Bidders, and the technical scores of the Bidders shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- (e) The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will



prevail. In addition to the above corrections, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

15. Financial Evaluation Criteria

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.

Combined Evaluation of Technical and Financial Proposals: Their Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P= the weight given to the Financial Proposal; (T + P = 1) by applying the following formula:

$$T=80\%$$

$$P=20\%$$

$$CS = St \times T\% + Sf \times P\%.$$

The firm achieving the highest combined technical and financial score will be invited for negotiations.

16. Award of Contract

- (a) P3A shall award the Contract to the selected Bidder (pre-qualified / lowest evaluated bidder financially) and within seven days of the award of contract, P3A shall publish on the website of the EPADS and on its own website, the result of the bidding process, identifying the bid through procuring identifying number, if any and the requisite information as per Public Procurement Regulatory Authority requirements.
- (b) The selected bidder is expected to commence supply of office stationery / tonners / general miscellaneous items to the office of P3A after receiving



the partial Purchase Orders, immediately after the execution of the Contract.

- (c) One sample of each quoted item required to be delivered to the office of the undersigned. The P3A shall retain the samples of firm(s) to whom the contract is awarded till completion of the supply period. However, samples of un-successful bidders shall be returned to them within seven (07) days after completion of procurement process.
- (d) In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the P3A and P3A may award the supply contract to the next lowest evaluated bidder.

17. Withdrawal of Proposal:

In case the Bidder intends to withdraw its Proposal / Bid before opening of the Bids, the Bidder can do so through written application addressed to P3A, P3A shall allow the withdrawal of Bid without any consequences to the Bidder. However, after the Due Date and within the Bid Validity period, if the Bidder intends to withdraw from the procurement process the bid security shall stand forfeited in favour of P3A.

18. Time Limits of Supplies:

- (a) Supplier must provide the time limits about delivery which should in no case be more than 5 days from the date of issuance of Purchase Order.

19. Confidentiality:

- (a) Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal.



20. Mode of Payments:

- (a) The Purchase Order will be on requirement basis and the P3A may issue part Purchase Orders. The quantity of items may increase or decrease as per original requirement and therefore, payment will be made on completion of supplies on actual basis within 30 days.

21. Taxes:

- (a) All prevalent Government Taxes will be applicable.
- (b) All the bidders are advised to include applicable taxes in the quoted prices, or provide the applicable tax separately against each item for consideration and evaluation of the Financial Bid.
- (c) In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected supplier will have to provide the required items as per rates quoted in the Financial Proposal.
- (d) In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the P3A and P3A may award the supply contract to the next lowest evaluated bidder.

22. Performance Guarantee:

- (a) The successful bidder must submit the Performance Guarantee of 5% of total quoted amount in favor of Public Private Partnership Authority in the shape of CDR from any schedule Bank, otherwise tender award will be rejected. **However Bid Security of PKR 200,000/- will be returned after signing agreement and receiving the Performance Guarantee from successful bidder.**



ANNEX-A

Evaluation Criteria Mandatory

1. Income Tax Registration Certificate
2. General Sales Tax Registration Certificate
3. FBR's Active Taxpayer's List (ATL)
4. Undertaking that the Shop / Firm / Company is not blacklisted and not involved in litigation with Government / P3A Islamabad on Rs 50 Stamp Paper duly attested from Notary Public.



ANNEX-B

DRAFT

SUPPLY AGREEMENT (Supply of Office Stationery / Tonners & Miscellaneous General Items)

THIS SUPPLY AGREEMENT (hereinafter, the “Agreement”) is made on ____th day of November, 2025 at Islamabad by and between **Public Private Partnership Authority (“P3A”) Ministry of Planning, Development and Special Initiatives** through its Head: Corporate Affairs, for and on behalf (“P3A”) as authorized representative, having its principal place of business at Office No. 501, 5th Floor, Evacuee Trust Complex, Sir Agha Khan Road, Sector F-5/1, Islamabad, (hereinafter referred to as “the Purchaser”) and referred to as the **First Party**

AND

M/s _____ through its _____ having its principal place of business at _____ (hereinafter called as “**Supplier**”) for the supply of office stationery / tonners & miscellaneous general items (hereinafter, referred to as the “**SECOND PARTY**”).

(the parties referred hereto shall collectively be called as “Parties” and where the context so admits shall be referred to as the “P3A” and the “Supplier”)

NOW THEREFORE, the Supplier and “P3A”, on terms and conditions settled herein below, upon valuable consideration, the sufficiency and adequacy whereof is not denied by either Party, agree as follows:

1. Duration of Agreement:

The Agreement shall become effective w.e.f. November _____, 2025 to 30th June 2026, unless terminated earlier by P3A at its sole discretion and option.



2. Items of supply:

- (a) The Supplier shall supply the items required by P3A from time to time at such intervals and in such quantities, the description of which is attached at Annex-E.
- (b) If any item of supply is not available with the Supplier, he shall arrange the item at its own cost and shall supply to same to P3A at such cost as prescribed and quoted by him in its proposal.
- (c) For avoidance of doubt and bringing clarity, it is specifically agreed between the Parties that P3A shall not be bound to order for supply of items as referred to in Annex-A on monthly basis but shall order such of the items that are required by P3A for consumption in a given month therefore, the orders shall be placed on “need basis” per requirements of P3A.

3. Procurement Procedure:

- (a) P3A shall issue the Purchase Order to the Supplier in the prescribed format of P3A (the, “Purchase Order”) duly signed by Sadaqat Ali Khan (Manager General Administration) providing the list of items required with details of quantities required. The Purchase Order shall be prepared in duplicate with one copy to be delivered to the Supplier and Xerox copy shall be retained by P3A for record and verification.
- (b) The Supplier shall provide the items required as per Purchase Order either immediately or within four days of issuance of the Purchase Order.
- (c) The Supplier shall deliver the items as per Purchase Order to P3A designated office.
- (d) The Supplier shall prepare the delivery receipt (the “Delivery Receipt”) in duplicate in accordance with format given and attached hereto as Annex-H, which shall be verified by P3A per Purchase Order. Upon satisfaction of P3A as to the quality and quantity of items as per Purchase Order, the P3A shall issue the acceptance certificate. The Delivery Receipt shall be accompanied with the invoice of the Supplier.
- (e) All the prices of items as per Purchase Order shall correspond with the list of prices quoted by the Supplier, which are attached as Annex-G. Any discrepancy



in prices shall not be accepted by P3A and the Supplier shall be paid as per Annex-E.

4. Payment to Supplier:

Upon satisfaction and issuance of acceptance certificate by P3A, P3A shall process the invoice within three working days. The invoice shall be inclusive of GST. The payment of price for provision of items, as quoted in Purchase Order, shall be paid to the Supplier through cross cheque. No cash payments shall be made by P3A under any circumstances.

5. General Terms & Conditions:

- (a) **Delivery:** The supplier shall deliver the items (list enclosed at Annex-E) at the office of P3A, Office No. 501, 5th Floor, Evacuee Trust Complex, Sir Agha Khan Road, Sector F-5/1, Islamabad, within 4 days from the date of issuance of Purchase Order.
- (b) **Inspection:** The designated officers' team of P3A shall examine and inspect the items and issue the acceptance certificate, upon satisfaction as to the quality and quantity of supplied items per Purchase Order.
- (c) **Supplier's Guarantee:** Supplier clearly undertakes that the items being supplied by them would be absolutely free from material and manufacturing defects and are in accordance with the specifications/approved sample and quality. Items not found according to required specifications/standards /samples and quality provided shall not be accepted.
- (d) **Rates:** Rates offered in the bid shall be valid up to 30th June, 2026.
- (e) **Warranty/Guarantee:** Warranty/Guarantee of the items, except items that has limited life of usage or items that are consumed and not capable of re-use, shall be one (01) year, from the date of supply. Malfunctioning of items(s) shall be within warranty period shall be replaced by the Supplier free of cost.
- (f) The Supplier shall provide the irrevocable performance guarantee issued through a scheduled bank to the P3A at the time of execution of this Agreement. The value of the Performance Guarantee shall be at the rate of 5% of the total quoted price overall as its proposal. Upon furnishing of Performance Guarantee by the Supplier, the security deposit of PKR 200,000/- shall be returned by P3A.



- (g) **Penalty for failure of Supply:** If the supplier fails to supply any or all the items as per specifications and standards as quoted in its proposal continuously for two consecutive occasions or habitually supplies substandard certain items, the security amount will be forfeited and the Agreement shall be terminated by P3A.

6. **Supplier's Performance Guarantee:** M/s. _____ (Supplier) will submit the "Performance Guarantee" @ 5% of total overall quoted amount against the required items (i.e 5% of PKR _____) in favor of Public Private Partnership Authority ("P3A") in the shape of CDR from a schedule Bank. The bid security of PKR 200,000/- will be returned after signing of this agreement and receiving the 5% Performance Guarantee.

7. **Termination:**

Unless expired by efflux of time and without extending the Agreement by P3A for another term of one year with mutual understanding on same rates, term & conditions, this Agreement may be terminated, in case the Supplier commits default of this Agreement or any conditions referred to hereinabove, with immediate effect and the security provided by the Supplier to P3A as per this Agreement shall stand forfeited by P3A.



IN WITNESS WHEREOF the parties here to have caused this Agreement to executed
the day and the year first before written in accordance with the respective Laws.

SUPPLIER_____

PURCHASER_____

Mr. _____

Mr. _____

CNIC: _____ - _____ - _____

CNIC: _____ - _____ - _____

M/s. _____

Public Private Partnership Authority (P3A)

WITNESSES

1. _____

2. _____

CNIC: _____ - _____ - _____

CNIC: _____ - _____ - _____



ANNEX-C

(Firm / Company Information)

Firm / Company Information		
Sr. #	Required Information	Response
1	Legal Name of the Firm, Company and or Shop	
2	Year of Registration / Establishment of the Organization / Firm / Company and shop etc.	
3	National Tax Number	
4	General Sales Tax Number	
5	Name and designation of "Head of Firm/Company or Shop	
Complete Address		
Mobile No.		
Phone No.		
Email		
Fax No.		



ANNEX-D

(Eligibility Response Check List)

Eligibility Check List				
Sr. #	Eligibility Criteria Details	Evidence / Proof Required	Attached supporting Documents / Proofs and Mark Yes or No	
			Yes	No
1	Evidence of bidding firms/ company's registration / Incorporation/sole proprietor	Evidence of certificate of incorporation is required		
2	Provide National Tax Number (NTN) and General / Provincial Sales in the name of Firm / Company and provide a copy of registration	Registration copy required		
3	We may require Active Tax Payer (ATP) status as per FBR website.	(2023-25 tax returns copy required)		
4	Pay Order / Bank Draft of PKR 200,000/- Bid Security attached with the Financial Proposal in separate sealed envelope			
5	Affidavit on stamp paper, declaring that company is not blacklisted by any Government agency / authority. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended / debarred or blacklisted.		



ANNEX-E

(Technical Evaluation Criteria)

Sr. No.	Description	Total Points	Category Points	Marks Obt.	Remarks
1	Relevant Experience	30			Copies of Contract / Purchase Order / Work Order are required.
	Experience of supply of office stationery & gen. misc. items if more than 5 years		30		
	Experience of supply of office stationery & gen. misc. items if more than 3 years but less than 5 years		25		
	Experience of supply of office stationery & gen. misc. items if less than 3 years but more than 1 year		15		
2	Financial Strength / Turnover	35			Copies of Purchase Order / Work Order and Income Tax return are required.
	The office stationery / gen. misc. items supplied is more than Rs. 10 million in last 3 years		35		
	The office stationery / gen. misc. items supplied is more than Rs. 6 million in last 3 years		25		
	The office stationery / gen. misc. items supplied is more than Rs. 3 million in last 3 years		10		
3	Availability of Outlet, Shop or Office	30			Documented proof of Registration
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 5 years		30		
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 3 years		20		
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 1 years		10		
4	Satisfactory Certificate from different Clients (1 points for each Recommendation letter)	5	5		Documented proof
	Total Points	100			



ANNEX-F

(Cover Letter for the Submission of Technical and Financial Proposals)

I, _____ hereby declare that:

- All the information provided in the technical proposal is correct in all manners and respect;

- and I am duly authorized by the Management to submit this proposal on behalf of

“[name of the Firm / Company]”

Name:- _____

Designation:- _____

Signature:- _____

Date:- _____

Signature & Seal of Bidder



ANNEX-G

FINANCIAL PROPOSAL Detail of Stationery & General Misc. Items to be supplied to P3A For the Financial Year 20225-2026					
S. No.	Description	Reqd. Quantity (Nos.)	Unit Rate (Rs.)	GST (Rs.)	Rate With GST (Rs.)
A.	Stationary Items				
1	Paper A4 (AA, 80g) "or equivalent"	300			
2	Paper Legal (AA, 80g) "or equivalent"	30			
3	Paper A4 (AA, 70g) "or equivalent"	100			
4	Color Paper Spectra (A-4, 80g) 100 sheets "or equivalent"	10			
5	Sharpener (Plastic Germany) "or equivalent"	100			
6	Eraser Soft AL-30 (Pelican) "or equivalent"	100			
7	Correction Fluid Pen (Pelican) "or equivalent"	100			
8	Scotch Tape (1", Superior quality)	100			
9	Scotch Tape (2", Superior quality)	50			
10	Punch Double (KW-trio, Medium 2-hole) "or equivalent"	50			
11	Punch Double (KW-trio, No. 9330) Heavy Duty large" or equivalent"	2			
12	Punch Single Hole (15 to 20 sheets) (Superior Quality)	50			
13	Stapler Machine (deli No. 0326) "or equivalent"	50			
14	Stapler Machine Heavy Duty (M&G, Deli or equivalent)	2			
15	Stapler Pins (Dollar 24/6) "or equivalent"	100			
16	Staple Pins Remover SDI No. 1160 or equivalent)	50			
17	UHU Glue Stick (21g) "or equivalent"	100			
18	UHU Glue Stick (8g)	50			
19	Pilot G-1 Grip AGP 0.7 (Blue) (6Pkt. 1x12) "or equivalent"	200			
20	Pilot G-1 Grip AGP 0.7 (Black) (3Pkt. 1x12) "or equivalent"	150			
21	Pilot G-1 Grip AGP 0.7 (Red) (1Pkt. 1x12) "or equivalent"	50			



22	Ball Point Piano 0.8mm (15Pkt. 1x12) Blue "or equivalent"	500			
23	Ball Point Piano 0.8mm (6Pkt. 1x12) Black "or equivalent"	200			
24	Ball Point Dollar Pointer (Blue) (soft liner 0.3mm) "or equivalent"	200			
25	Ball Point Dollar Pointer (Black) (soft liner 0.3mm) "or equivalent"	100			
26	Led Pencil (HB Goldfish) 5000 (3Pkt. 1x12) "or equivalent"	200			
27	Post it Pad 3x5 (Pronoti) "or equivalent"	100			
28	Highlighters (Pelican / Piano or equivalent) (Different colors)	100			
29	L Shape Plastic Folders A-4, Nokya "or equivalent"	200			
30	L Shape Plastic Folders Legal, Nokya "or equivalent"	100			
31	Peon Book (96 sheets) Tayaba or equivalent)	12			
32	Letter Dispatch register (10 No.) Tayaba "or equivalent"	4			
33	Log Book (No.6) Tayaba "or equivalent"	12			
34	Stock Register Tayaba "or equivalent"	4			
35	Simple Register (Fine Quality)	12			
36	Ink (Fine quality) blue	4			
36	Ink (Fine quality) black	2			
37	Ink (Red)	2			
38	Paper Clips (36mm) Three Flowers "or equivalent"	36			
39	Plastic Table Schedule Stand (Fine Quality)	30			
40	Post if Flags (3M) "or equivalent"	100			
41	Post it Flags Pronotti 5 colour	100			
42	2D Nokyo Ring File 1314 (38mm) "or equivalent"	300			
43	2D Nokyo Ring File 1314 (25mm) "or equivalent"	200			
44	Transparent File A/4 Euro "or equivalent"	300			
45	Calculator (Casio MJ-120-w) "or equivalent"	12			
46	Paper Separator 12 leaves Plastic China	200			
47	Paper Cutter (Cutter knife Haixin) "or equivalent"	36			
48	Paper Cutter Blades (pkt.)	3			



49	Drafting Spiral Pad Alfalah A-4 (Fine Quality) "or equivalent"	100			
50	Drafting Spiral Pad Alfalah 1241 (Fine Quality) "or equivalent"	100			
51	Envelop A-4 (Brown)	500			
52	Envelop Legal (Brown)	200			
53	Toners for Printer HP 1320 (49A) original "or equivalent"	24			
54	Toners for Printer HP 2015 (53A) original "or equivalent"	24			
55	Toners for Printer HP LaserJet ML 400 (80A) original "or equivalent"	18			
56	Toners for Printer HP LaserJet Pro M252 (201A – original) "or equivalent"	3			
57	Toners for Printer HP LaserJet Pro M28 (original) "or equivalent"	3			
58	Toners for Color Printer LaserJet Pro HP 479 (415A – original) "or equivalent"	3			
59	Toners for Printer HP LaserJet Pro 200 M251nw (131A – original) "or equivalent"	3			
60	Toners for Printer HP LaserJet Pro 404dn (76A – original) "or equivalent"	6			
61	Toners for Printer HP LaserJet Pro 400 M401a (80A – original) "or equivalent"	3			
62	Toners for Printer HP LaserJet Pro 150A (117A – original) "or equivalent"	3			
63	Toners Photocopier Panasonic (DP-8016) Original "or equivalent"	6			
64	Toners Photocopier Panasonic Konica Minolta Bizhub 450i "or equivalent"	6			
65	Binding Tapes 1inch (Fine Quality)	12			
66	Binding Tapes 1.5 inch (Fine Quality)	24			
67	Binding Tapes 2 inch (Fine Quality)	24			
68	Binding Sheets (Packet) (Fine Quality)	15			
69	Spiral for binding (Size: 10)	300			
70	Spiral for binding (Size: 12)	300			
71	Spiral for binding (Size:14)	300			
72	Spiral for binding (Size:16)	300			
73	Transparent Plastic File	100			
74	File Binding Board with Strip A-4 (Fine quality)	100			

75	File Binding Board with Strip Legal size (Fine Quality)				
76	Scotch Tape Dispenser	12			
77	Office tag File	300			
78	Board Duster	1			
79	White Board Markers (Removable) Black 12 + Blue 12 + Red 12	36			
80	Permanent Marker (Fine Quality)	6			
81	File Tray In-Out Letter (Steel or equivalent)	12			
82	Foot Scale Steel 12' (Fine Quality)	24			
83	Visiting Card Album (256 Nos.) (Fine Quality)	6			
84	Scissor Medium M&G or equivalent	50			
85	USB Flash Drive 32 GB (HP/Kingston) original "or equivalent"	25			
86	USB Flash Drive 64 GB (HP/Kingston) original "or equivalent"	25			
87	Cell AA (+AAA) Energizer (MAX) "or equivalent"	300			
88	Cell AA (AA2) Energizer (MAX) "or equivalent"	100			
89	Reinforcement Ring (Fine Quality)	5 Pkt.			
B.	General Misc. Toiletry Items				
90	Tissue Box Rose Petal (Multi Color) 300 sheets 150x2 "or equivalent"	500			
91	Tissue Rolls (Rose Petal) "or equivalent"	1000			
92	Hand Wash 500ml (Imported fine quality) "or equivalent"	150			
93	Air Freshener (Fine Quality)	150			
94	Air Freshener (For Automatic Air Freshener Dispenser) Fine Quality	100			
95	Max Liquid Bottle 500ml "or equivalent"	50			
96	Lemon Max Bar "or equivalent"	50			
97	Sweep Bathroom cleaner "or equivalent"	150			
98	Duster White Cotton Large (24' x 36") Fine Quality	36			
99	Duster White Cotton Medium Fine Quality	48			
100	Duster Yellow falalain (Medium) Fine Quality	48			
101	Multi Surface Cleaner (Dettol - 1L - Lemon)	100			
102	Garbage Plastic Bags kg	100			
103	Surf Excel (1kg) "or equivalent"	36			



104	Mob with Stick	12			
105	Harpic Bathroom Cleaner “or equivalent”	50			
106	Bath Soap (Lux 100g) “or equivalent”	36			
107	Glass Cleaner (Glint 500ml) “or equivalent”	50			
108	Towels	36			
109	Baygone Mosquito Spray “or equivalent”	18			
110	Broom	12			
111	Scotch Brite (Foam) “or equivalent”	36			
112	Floor Wiper (Large Size)	6			
113	Floor Wiper (Medium Size)	12			
114	Floor Wiper (Small Size)	12			
115	Furniture Polish (Spray Bottle)	50			
C.	General Office Supplies				
116	Everyday Milk Powder 850g – Pouch 250 Pouches	250			
117	Tapal Black Tea Bags (1x100 – Box) 200 Boxes	200			
118	Tapal Green Tea Bags (1x30 – Box) Lemon – Alachi – Mint – Peach 200 Boxes	200			
119	Coffee Nestle Classic (200g – Bottle) 80 Bottles	80			
120	Nespresso Coffee Pods (1 x 10 – box) Nestle – barista Creations Caramello Flavored 100 Boxes	100			
121	Sugar (Kg – Packet) 50Kg	50			
122	Sugar (Sachet – kg – Pouch) 50 Pouches	50			
123	Milk Pack (Milk – 0.5L – Pouch) 100 (0.5L) Pouches	100			
124	Organic Gurr (Jaggery (1kg – Pouch)	20			
D.	Office Crockery				
125	Water Glass (1x6 – Box) 5 Boxes – 60 Glass	5			
126	Executive Glass (1x6 – Box) Executive Quality 5 Boxes – 60 Glass	5			
127	Tea Cups (1 x 12 – Box) 10 Boxes – 120 Cups	10			



128	Executive Tea Cups (1 x 12 – Box) 5 Boxes – 60 Cups	5			
129	Tea Spoon (1 x 6 – Box) 12 Boxes – 48 Spoons Stainless Steel	12			
130	Rice Spoons (1x 6 – Box) 12 Boxes – 48 Spoons Stainless Steel	12			
131	Small Spoons for curry bowl (1 x 6 – Box) 2 Boxes – 12 Spoons Stainless Steel	2			
132	Curry Bowls Small (executive)	12			
133	Curry Bowls Medium (executive)	12			
134	Small Bowls for Rita (24 Bowls)	24			
135	Bowl For soup	24			
136	Tray Set (Executive)	2			
137	Tray Set (Fine Quality)	2			
138	Rice Plates (36 Plates)	36			
139	Curry Plate (36 Plates)	48			
140	Biscuits Plates (24 – Plates)	24			
141	Water Jugs (Executive – 12)	12			
142	Water Jugs (Fine Quality – 12)	12			
143	Coffee Beater (Electric)	3			
144	Electric Kettle (1.7 L) (A Plus Quality – Imported)	4			
145	Sharp Knife – Kiwi – Medium Stainless Steel (A Plus Quality)	4			
146	Sharp Knife – Kiwi – Small Stainless Steel (A Plus Quality)	4			
148	Butter Knife – 36 Stainless Steel (A Plus Quality)	36			
149	3L Thermos Vacuum Flasks A Plus Quality	3			
150	1L Thermos Vacuum Flasks A Plus Quality	3			
	TOTALS				



ANNEX-H					
DELIVERY RECEIPT Detail of Stationery & General Misc. Items Received By P3A					
S. No.	Description	Quantity Ordered (Nos.)	Received Qty. (Nos.)	Balance Qty. (Nos.)	Remarks
A.	Stationary Items				
1	Paper A4 (AA, 80g) "or equivalent"				
2	Paper Legal (AA, 80g) "or equivalent"				
3	Paper A4 (AA, 70g) "or equivalent"				
4	Color Paper Spectra (A-4, 80g) 100 sheets "or equivalent"				
5	Sharpener (Plastic Germany) "or equivalent"				
6	Eraser Soft AL-30 (Pelican) "or equivalent"				
7	Correction Fluid Pen (Pelican) "or equivalent"				
8	Scotch Tape (1", Superior quality)				
9	Scotch Tape (2", Superior quality)				
10	Punch Double (KW-trio, Medium 2-hole) "or equivalent"				
11	Punch Double (KW-trio, No. 9330) Heavy Duty large" or equivalent"				
12	Punch Single Hole (15 to 20 sheets) (Superior Quality)				
13	Stapler Machine (deli No. 0326) "or equivalent"				
14	Stapler Machine Heavy Duty (M&G, Deli or equivalent)				
15	Stapler Pins (Dollar 24/6) "or equivalent"				
16	Staple Pins Remover SDI No. 1160 or equivalent)				
17	UHU Glue Stick (21g) "or equivalent"				
18	UHU Glue Stick (8g)				
19	Pilot G-1 Grip AGP 0.7 (Blue) (6Pkt. 1x12) "or equivalent"				



20	Pilot G-1 Grip AGP 0.7 (Black) (3Pkt. 1x12) "or equivalent"				
21	Pilot G-1 Grip AGP 0.7 (Red) (1Pkt. 1x12) "or equivalent"				
22	Ball Point Piano 0.8mm (15Pkt. 1x12) Blue "or equivalent"				
23	Ball Point Piano 0.8mm (6Pkt. 1x12) Black "or equivalent"				
24	Ball Point Dollar Pointer (Blue) (soft liner 0.3mm) "or equivalent"				
25	Ball Point Dollar Pointer (Black) (soft liner 0.3mm) "or equivalent"				
26	Led Pencil (HB Goldfish) 5000 (3Pkt. 1x12) "or equivalent"				
27	Post it Pad 3x5 (Pronoti) "or equivalent"				
28	Highlighters (Pelican / Piano or equivalent) (Different colors)				
29	L Shape Plastic Folders A-4, Nokya "or equivalent"				
30	L Shape Plastic Folders Legal, Nokya "or equivalent"				
31	Peon Book (96 sheets) Tayaba or equivalent)				
32	Letter Dispatch register (10 No.) Tayaba "or equivalent"				
33	Log Book (No.6) Tayaba "or equivalent"				
34	Stock Register Tayaba "or equivalent"				
35	Simple Register (Fine Quality)				
36	Ink (Fine quality) blue				
36	Ink (Fine quality) black				
37	Ink (Red)				
38	Paper Clips (36mm) Three Flowers "or equivalent"				
39	Plastic Table Schedule Stand (Fine Quality)				
40	Post if Flags (3M) "or equivalent"				
41	Post it Flags Pronotti 5 colour				
42	2D Nokyo Ring File 1314 (38mm) "or equivalent"				
43	2D Nokyo Ring File 1314 (25mm) "or equivalent"				
44	Transparent File A/4 Euro "or equivalent"				
45	Calculator (Casio MJ-120-w) "or equivalent"				
46	Paper Separator 12 leaves Plastic China				



47	Paper Cutter (Cutter knife Haixin) "or equivalent"				
48	Paper Cutter Blades (pkt.)				
49	Drafting Spiral Pad Alfalah A-4 (Fine Quality) "or equivalent"				
50	Drafting Spiral Pad Alfalah 1241 (Fine Quality) "or equivalent"				
51	Envelop A-4 (Brown)				
52	Envelop Legal (Brown)				
53	Toners for Printer HP 1320 (49A) original "or equivalent"				
54	Toners for Printer HP 2015 (53A) original "or equivalent"				
55	Toners for Printer HP LaserJet ML 400 (80A) original "or equivalent"				
56	Toners for Printer HP LaserJet Pro M252 (201A – original) "or equivalent"				
57	Toners for Printer HP LaserJet Pro M28 (original) "or equivalent"				
58	Toners for Color Printer LaserJet Pro HP 479 (415A – original) "or equivalent"				
59	Toners for Printer HP LaserJet Pro 200 M251nw (131A – original) "or equivalent"				
60	Toners for Printer HP LaserJet Pro 404dn (76A – original) "or equivalent"				
61	Toners for Printer HP LaserJet Pro 400 M401a (80A – original) "or equivalent"				
62	Toners for Printer HP LaserJet Pro 150A (117A – original) "or equivalent"				
63	Toners Photocopier Panasonic (DP-8016) Original "or equivalent"				
64	Toners Photocopier Panasonic Konica Minolta Bizhub 450i "or equivalent"				
65	Binding Tapes 1inch (Fine Quality)				
66	Binding Tapes 1.5 inch (Fine Quality)				
67	Binding Tapes 2 inch (Fine Quality)				
68	Binding Sheets (Packet) (Fine Quality)				
69	Spiral for binding (Size: 10)				
70	Spiral for binding (Size: 12)				



71	Spiral for binding (Size:14)				
72	Spiral for binding (Size:16)				
73	Transparent Plastic File				
74	File Binding Board with Strip A-4 (Fine quality)				
75	File Binding Board with Strip Legal size (Fine Quality)				
76	Scotch Tape Dispenser				
77	Office tag File				
78	Board Duster				
79	White Board Markers (Removable) Black 12 + Blue 12 + Red 12				
80	Permanent Marker (Fine Quality)				
81	File Tray In-Out Letter (Steel or equivalent)				
82	Foot Scale Steel 12' (Fine Quality)				
83	Visiting Card Album (256 Nos.) (Fine Quality)				
84	Scissor Medium M&G or equivalent				
85	USB Flash Drive 32 GB (HP/Kingston) original "or equivalent"				
86	USB Flash Drive 64 GB (HP/Kingston) original "or equivalent"				
87	Cell AA (+AAA) Engergizer (MAX) "or equivalent"				
88	Cell AA (AA2) Engergizer (MAX) "or equivalent"				
89	Reinforcement Ring (Fine Quality)				
B. General Misc. Items					
90	Tissue Box Rose Petal (Multi Color) 300 sheets 150x2 "or equivalent"				
91	Tissue Rolls (Rose Petal) "or equivalent"				
92	Hand Wash 500ml (Imported fine quality) "or equivalent"				
93	Air Freshener (Fine Quality)				
94	Air Freshener (For Automatic Air Freshener Dispenser) Fine Quality				
95	Max Liquid Bottle 500ml "or equivalent"				
96	Lemon Max Bar "or equivalent"				
97	Sweep Bathroom cleaner "or equivalent"				



98	Duster White Cotton Large (24' x 36') Fine Quality				
99	Duster White Cotton Medium Fine Quality				
100	Duster Yellow falalain (Medium) Fine Quality				
101	Multi Surface Cleaner (Dettol - 1L - Lemon)				
102	Garbage Plastic Bags kg				
103	Surf Excel (1kg) "or equivalent"				
104	Mob with Stick				
105	Harpic Bathroom Cleaner "or equivalent"				
106	Bath Soap (Lux 100g) "or equivalent"				
107	Glass Cleaner (Glint 500ml) "or equivalent"				
108	Towels				
109	Baygone Mosquito Spray "or equivalent"				
110	Broom				
111	Scotch Brite (Foam) "or equivalent"				
112	Floor Wiper (Large Size)				
113	Floor Wiper (Medium Size)				
114	Floor Wiper (Small Size)				
115	Furniture Polish (Spray Bottle)				
C	General Office Supplies				
116	Everyday Milk Powder 850g – Pouch 250 Pouches				
117	Tapal Black Tea Bags (1x100 – Box) 200 Boxes				
118	Tapal Green Tea Bags (1x30 – Box) Lemon – Alachi – Mint – Peach 200 Boxes				
119	Coffee Nestle Classic (200g – Bottle) 80 Bottles				
120	Nespresso Coffee Pods (1 x 10 – box) Nestle – barista Creations Caramello Flavored 100 Boxes				
121	Sugar (Kg – Packet) 50Kg				
122	Sugar (Sachet – kg – Pouch) 50 Pouches				
123	Milk Pack (Milk – 0.5L – Pouch)				



	100 (0.5L) Pouches				
124	Organic Gurr (Jaggery (1kg – Pouch)				
D					
125	Water Glass (1x6 – Box) 5 Boxes – 60 Glass				
126	Executive Glass (1x6 – Box) Executive Quality 5 Boxes – 60 Glass				
127	Tea Cups (1 x 12 – Box) 10 Boxes – 120 Cups				
128	Executive Tea Cups (1 x 12 – Box) 5 Boxes – 60 Cups				
129	Tea Spoon (1 x 6 – Box) 12 Boxes – 48 Spoons Stainless Steel				
130	Rice Spoons (1x 6 – Box) 12 Boxes – 48 Spoons Stainless Steel				
131	Small Spoons for curry bowl (1 x 6 – Box) 2 Boxes – 12 Spoons Stainless Steel				
132	Curry Bowls Small (executive)				
133	Curry Bowls Medium (executive)				
134	Small Bowls for Rita (24 Bowls)				
135	Bowl For soup				
136	Tray Set (Executive)				
137	Tray Set (Fine Quality)				
138	Rice Plates (36 Plates)				
139	Curry Plate (36 Plates)				
140	Biscuits Plates (24 – Plates)				
141	Water Jugs (Executive – 12)				
142	Water Jugs (Fine Quality – 12)				
143	Coffee Beater (Electric)				
144	Electric Kettle (1.7 L) (A Plus Quality – Imported)				
145	Sharp Knife – Kiwi – Medium Stainless Steel (A Plus Quality)				
146	Sharp Knife – Kiwi – Small Stainless Steel (A Plus Quality)				
147	Butter Knife – 36 Stainless Steel (A Plus Quality)				
148	3L Thermos Vacuum Flasks A Plus Quality				
149	1L Thermos Vacuum Flasks A Plus Quality				



150	Water Glass (1x6 – Box) 5 Boxes – 60 Glass				
	TOTALS				

Received By:

Name : _____

Designation : _____

Date : _____