

GOVERNMENT OF PAKISTAN
MIISTRY OF INDUSTRIES & PRODUCTION

No.8(1)/2025-26/Tender (Gen)

Islamabad, the 11th August ,2025.

The Assistant Director,
Pakistan Procurement Regulatory Authority (PPRA),
Islamabad.

**SUBJECT: ANNUAL TENDER FOR PURCHASE OF OFFICE STATIONERY
TONERS AND MISCELLANEOUS ITEMS FOR THE FINANCIAL
YEAR 2025-26.**

I am directed to enclosed herewith a Tender Notice along with tender documents/terms & Conditions regarding purchase of **Office Stationer, Computer Stationery and Miscellaneous Items** for Ministry of Industries & Production, Islamabad during the Financial Years 2025-26 and to request for uploading of above referred notice on the website of PPRA. The last date for receiving of tenders is 2nd September, 2025 till 10.30 a.m


(Muhammad Akif Rashid)
Section Office (General)
Ph. 051 9207366

Copy to:

- ✓ 1.Mr Imran Shahid, Assistant Programmer / Analyst with the request to upload above referred Notice on the website of Ministry of Industries and Production, Islamabad.
- 2.Office copy.

GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES & PRODUCTION

TENDER NOTICE

Bids/offers are invited from the well reputed firms located in Islamabad/Rawalpindi for the supply of office stationery, toners/cartridges and miscellaneous items to Ministry of Industries & Production, Islamabad during the financial year 2025-26.

2. Tender Notice/Terms & Conditions/List of items are available on EPADS and the website of Ministry of Industries & Production, Islamabad www.moip.gov.pk as well as PPRA website www.ppra.org.pk. Only those bidders/suppliers will entertain who apply through EPADS at (www.eprocure.gov.pk)

3. Bid security equivalent to Rs. 300,000/- in favour of Ministry of Industries & Production, Islamabad should reach the office of Section Officer (General), Ministry of Industries & Production latest by **2nd September, 2025** till 10:30 a.m. The bids will be opened in the presence of the present bidders/representatives of the participating firms on the same date at 11:00 a.m.

4. Proposals submitted through (Email/Fax) will not be entertained other than bids required to submit through PPRA e-Procurement Portal-EPADS at (www.eprocure.gov.pk)

5. Ministry of Industries & Production, Islamabad reserves right to accept or reject any or all bids prior to acceptance as per PPRA's Rules 2004.

Section Officer (General)
Ministry of Industries &
Production, A-Block
Podium, Pak-Secretariat,
Islamabad
051-9207366

GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES & PRODUCTION

TERMS & CONDITION

1. The interested firms should send their sealed tenders/rates to the undersigned latest **by 2nd September, 2025 till 10:30 a.m.** All sealed tenders will be opened in presence of **bidders/ representative of firms on the same date at 11:00 a.m.**
2. Firm should have its appropriate office in Rawalpindi/Islamabad, reflecting a firm name, board, phone number and it must be operating in the market itself.
3. The firms participating in the tender must have their Income Tax Number, General Sales Tax Number, Sales Tax Registration Number (STRN) and Vendor number which are linked with FBR and office of the Controller General of Accounts (FABS) Directorate, Islamabad. Firms must submit a copy of certificate of Registration with Sale Tax Department.
4. Separate envelop with indication for each group of bid items i.e Stationery/Miscellaneous/toners will be used for submission of bids.
5. Bidder shall submit a Call Deposit of Rs.300,000/- in the form of pay order/bank draft as security (refundable) in favor of Section Officer (General), Ministry of Industries & Production, Islamabad. Cheques are not acceptable.
6. The security money of successful bidders shall be retained till the completion of financial year 2025-26 and will be returned to the un-successful bidders after finalization of the tenders.
7. The successful firms will be bound to supply the items in this Ministry as and when required on the rates quoted in the tender.
8. In case of items provided by the firms are found sub-standard, the competent authority of this Ministry reserves right to cancel the award for supply of tender items wholly or partially without assigning any notice.
9. Security money will be forfeited of the firms who fail to provide item(s) qualitatively good and the defaulter firm(s) will be declared blacklisted.
10. For supply of items, the firm(s) will be required to present its samples at the time of opening of tenders. The samples of the successful firms will be kept in safe custody of the undersigned to check the quality and specifications of the items to be supplied throughout the contractual period.
11. The toner supplier should be "Authorized Dealers" of the manufacturing company or the supplier would supply the toner which has been purchased from the authorized dealers. "Authorized Dealers" should have a Certificate to this effect from the manufacturing company and this certificate should be annexed along with their tenders rates of the toners.
12. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen (15) days after the announcement of the bid evaluation report.
13. The firm should have minimum five (05) years' experience in supply of relevant items. The experience will be determined from date of issue of NTN/ GST Certificate.
14. Tender to be filled in carefully, (preferably typed), Any correction/alteration is not allowed after opening of the bids. Each page must be signed and stamped, incomplete forms will not be accepted.
15. For each item the manufacturers/company name/brand name or equivalent must be coated. Firms should offer rates for more than 25% of items record during the Financial Year 2025-26. The firms should have sufficient stock of each item, the physical inspection may be conducted.

16. The bidder will have to submit an affidavit on stamp paper of Rs. 100/- that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
17. Any lapse in fulfilling requirements or any other stipulated condition(s) in the tender shall render the bid liable to rejection.
18. The contract award will be given to the most advantageous bid. The bids shall be evaluated by the Purchase/Tender committee whose decision will be treated as final
19. The successful manufacturer/authorized dealers/suppliers shall have to complete the supply within 03 days of receipt of the Supply/Work Order. In case of emergency firm will bound to provide the items on time/date as prescribed. In case supply/work is not carried out within stipulated period a penalty to the maximum of 0.5% per day of the amount of pending items of the supply order shall be imposed and amount will be deducted from the bills of supplier
20. Receipt of incomplete supplies or delay in service will render the supply order liable to be cancelled and may action will be taken against them as laid down procedure.
21. Earnest money will be forfeited if a bidder is unable to provide item at any time/as per work orders during the financial year and firm would be blacklisted for future business with Government Departments.
22. No advance payment will be made on any purchase.

Validity of Prices

The prices quoted by the bidder(s) shall be valid till 30th June, 2026 and no variation in prices shall be allowed during the entire financial year 2025-26.

General Terms & Conditions

- A) The interested parties should quote their rates with GST only for the items mentioned in the enclosed list.
- B) Any emergent demand or order placed by General Section of this Ministry on telephone/fax, as the case may be, must be met by the supplier(s) within the stipulated time period.
- C) The quality of the articles must be in accordance with the specifications given in the attached list, failing which the supply shall be rejected at the risk and cost of the supplier for which Ministry of Industries & Production reserves the legal rights to claim the cost on account of delay/ suffering of official work.
- D) The supplier(s) shall be responsible for delivery of the articles in the Ministry of Industries & Production without any additional charges.
- E) For supply of toners, authorized dealers/ firms may quote their rates separately for genuine brand and China brand of toner cartridges as indicated in the list.
- F) There shall be no compromise on quality/quantity. Ministry of Industries & Production reserves the right to penalize the supplier(s) in case of supply of inferior quality or short packing of the articles.
- G) In case of failure in satisfactory supply, the security shall be liable to be forfeited.

(Muhammad Akif Rashid)
Section Officer (General)
Tele No.051-9207366

DECLARATION BY THE FIRM

- **Above terms and conditions have been read carefully and it is solemnly affirm of abiding above terms and conditions in letter and spirit.**

M/s _____

Signature & Stamp of Owner

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**GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES & PRODUCTION**

ANNUAL TENDER 2025-26 (STATIONARY)

S. NO.	ITEMS	SPECIFICATION	RATE	GST	AMOUNT
1	Attendance Register	01 No			
2	Ball Point (Black,Blue,Red,Green)	Clipper/Piano or equivalent (pkt)			
3	Ball Point (Black,Blue,Red,Green)	Uniball Singo 0.7 mm or equivalent Pkt)			
4	Ball Point (Black,Blue,Red,Green)	Crystal or equivalent 0.8 (Pkt)			
5	Ball Point (Black,Blue,Red,Green)	Uniball Vision or equivalent (Pkt)			
6	Ball Point (Black,Blue,Red,Green)	Uniball eye or equivalent (Pkt)			
7	Ball Point (Black,Blue,Red,Green)	Uniball Delux or equivalent (Pkt)			
8	Ball Point (Black,Blue,Red,Green)	M&G Crystal 0.7 or equivalent (Pkt)			
9	Ball Point (Black,Blue,Red,Green)	UM.120 or equivalent (Pkt)			
10	Ball Point (Black,Blue,Red,Green)	Schneider One Business or equivalent (Pkt)			
11	Binder Clip	19 mm (Pkt)			
12	Binder Clip	25 mm (Pkt)			
13	Binder Clip	33 mm (Pkt)			
14	Binder Clip	41 mm (Pkt)			
15	Box File	Imported			
16	Correction Fluid Pen	ORO or equivalent			
17	Cutter Knife	SDI-KW or equivalent			
18	Dak Book	100 Pages, Standard size			
19	Dak Pad with Lock (Fine Quality)	Sample required			
20	Dak Pad with Lock (with Officer's	Imported Material, Sample required			
21	Diary Register	12 No., Standard size			
22	Engagement Stand	Standard size			
23	Envelope (Brown) (S.E.5)	Bundle=100 (80 grams) Kraft paper			
24	Envelope (Brown) (S.E.6)	Bundle= 100 (80 grams) Kraft paper			
25	Envelope (Brown) (S.E.8)	Bundle=100 (80 grams) Kraft paper			
26	Envelope (Brown)(S.E.8)A	Cloth Lined Bundle=50 (80 grams) Kraft paper			
27	Envelope (Brown) A-4 Size	Bindle=100 (80 grames) Keaft paper			
28	Eraser	AL-30			
29	File Board with Flapper	Legal Size			
30	File Cover (Blue) Laminated, Legal Size, Govt Monogram & Ministry's Name in Urdu	Imported Art Card-300 grams (Sample required)			
31	File Flapper (with Govt.	Rexene Superior quality (Sample required)			
32	File Register	03 No.			
33	Gum Stick (Large)	42 grams (UHU/ Pelikan or equivalent)			
34	Gum Stick (Medium)	21grams (UHU/ Pelikan or equivalent)			
35	Highlighter	Different colours Mercury/Dollar or equivalent			
36	Ink (Dollar)	60 ml (Blue, Black, Red & Green)			
37	Ink (Pelikan)	4001 62.5ml Original (Blue, Black, Red, Green)			
38	Ink (for Stamp Pad)	28.5 ml Crystal or equivalent (Blue & Black)			
39	Log Book Vehicale	6 No.			
40	Marker (Board)	Black/Blue/Red			
41	Marker (Permanent)	Black/Blue/Red			
42	Movement Register	06 No. Fine Quality			
43	Note Sheet pad (100 Sheets)	A4 Size, 80 grams			
44	Paper Clip	50 mm (Delux or equivalent) (Pkt)			
45	Paper Pin	50 grams (Three Flower or equivalent) (Pkt)			
46	Pencil	6000 Executive or equivalent (Pkt)			
47	Pencil	5000 Autocrat or equivalent (Pkt)			
	Pencil (With Rubber)	Quality Yuki 221 No.			

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ANNUAL TENDER 2025-26 (STATIONARY)

S. NO.	ITEMS	SPECIFICATION	RATE	GST	AMOUNT
48	Pencil (Shorthand)	Goldfish or equivalent (Pkt)			
49	Plastic Arrow Flag	5 Colors (pkt)			
50	Post-it-Pad	3 x 3 (Pelikan or equivalent) (Pkt)			
51	Post-it-Pad	3 x 4 (Pelikan or equivalent) (Pkt)			
52	Post-it-Pad	3 x 5 (Pelikan or equivalent) (Pkt)			
53	Paper punch (Large)	Single Hole (Fine quality) (Sample required)			
54	Paper punch	Double Hole (KW-9670 or equivalent)			
55	Rolled register	6 Qr. (Imported)			
56	Rolled register	8 Qr. (Imported)			
57	Rolled register	10 Qr. (Imported)			
58	Rolled register	12 Qr. (Imported)			
59	Scale	12" (Steel)			
60	Scissors (Large)	Japan or equivalent (Sample Required)			
61	Scotch Tape	1" (72 yards)			
62	Scotch Tape	2" (72 yards)			
63	Sharpener	Steel (Germany/China or equivalent)			
64	Shorthand Book (Large)	100 Page			
65	Slip Book/ Officer Book (Govt. Monogram & Ministry's Name)	100 Sheets (Imported Paper)			
66	Slip Book Cover (Govt. Monogram & Ministry's Name)	6" x 9" (Rexene fine quality) (Sample required)			
67	Stamp Pad (Large)	Crystal or equivalent			
68	Stapler Machine (Heavy Duty)	KW-50 LBN or equivalent			
69	Stapler Machine with pin remover	45 NR or equivalent			
70	Staper Pin	24/6 (Dollar- Three Flowers or equivalent)			
71	Staper Pin	23/10 (Washin or equivalent) (Pkt)			
72	Staper Pin	23/13 (Washin or equivalent) (Pkt)			
73	Staper Pin	23/15 (Washin or equivalent) (Pkt)			
74	Staper Pin	23/17 (Washin or equivalent) (Pkt)			
75	Staper Pin	23/20 (Washin or equivalent) (Pkt)			
76	Staper Pin	23/24 (Washin or equivalent) (Pkt)			
77	Stapler Remover	SDI/KW or equivalent			
78	Summary Paper (Ream)	Double-A or equivalent, 500 sheets, A4 Size (80			
79	Legal Size Paper (Ream)	Double-A or equivalent, 500 sheets, Legal Size (80			
80	Summary Paper (Off-set)	Coloured, 100 sheets, A4 Size (80 grams)			
81	Sensa TT File	A-4 Size (with front transparent cover)			
82	Sensa TT File	Legal Size (with front transparent cover)			
83	TT File Covers (Transparent)	A4 Size			
84	Table Diary	Friends or equivalent			
85	Tags	Cotton Bundle (6" large)			
86	Wrapping Paper	8M Grams or equivalent			
87	Seal	Red and Green			

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ANNUAL TENDER 2025-26 (MISCELLANOUS ITEMS)

S. NO.	ITEMS	SPECIFICATION	RATE	GST	AMOUNT
1	Air Freshener	300 ml. (Delite 213 VIB or equivalent)			
2	Air Freshener (Original)	250 ml. (Aseel or equivalent)			
3	Automatic perfume	Refile or equivalent			
4	Auto Air Freshener Dispense	Batteries:2*D, Interval Time: 30,60,90min, Size: 5.5*8.3*16.5cm, Can Size: 100ml			
5	Battery Cell (AA)	Power plus or equivalent			
6	Battery Cell (AAA)	Power plus or equivalent			
7	Battery Cell	Heavy duty (R20S Size D 1.5V)			
8	Dettol Liquid	01 Liter (Floor Cleanar)			
9	Dettol Liquid	100 ml			
10	Dust Bin (Large Size)	Plastic			
11	Dust Bin (Small Size)	Plastic			
12	Duster	Yellow/ Fallaline (Sample required)			
13	Duster	White/Cotton (Sample required)			
14	Dry Mop	Fine quality (Choori wala)			
15	Door Closer	china			
16	Door Locks	China			
17	Door Locks	Heavy Duty			
18	Extension Leads	Fine quality (more than 5 ports) (Specimen Required)			
19	Extension Leads	Heavy duty (more than 5 ports) (Specimen Required)			
20	Electric Breaker	10amp/16amp/20amp			
21	Face Mask	Surgical Masks Disposable, 3 Ply (50 pieces per box)			
22	Glass cleaner	Insta 500 ml or equivalent			
23	Insect killer spray	Morteen (Power Plus) or equivalent			
	Liquid Hand Wash	Dettol 250 ml or equivalent			
24	Liquid Hand Wash	Paradise 500 ml or equivalent			
25	Phenyl (Bottle)	Finis 2.75 liter			
26	Phenyl (Tablet)	200 grams (Pkt)			
27	Soap	Lux (49 gram) or equivalent			
28	Soap	Lux (98 gram) or equivalent			
29	Soap	Dettol (85 gram) or equivalent			
30	Soft Broom	Standard quality			
31	Sweep Acid	Red Sweep 450 ml or equivalent			
32	Detergents (Surf)	35 grams			

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ANNUAL TENDER 2025-26 (MISCELLANOUS ITEMS)

S. NO.	ITEMS	SPECIFICATION	RATE	GST	AMOUNT
33	Tissue box (Multi Color)	Rose Petal or equivalent (Specimen Required)			
34	Tissue box (Supreme)	Rose Petal or equivalent 200 Sheets			
35	Tissue Roll	Rose Petal or equivalent			
36	Tissue Hygenie	Rose Petal or equivalent (Specimen Required)			
37	Toilet Brush	Standard quality			
38	Three Pin Power Plug	Heavy Duty			
39	Two Pin Power Plug	Fine quality			
40	Umbrella (Large)	Fine quality			
41	Vim	400 grams (Pkt)			
42	Water Bottles Muree Buri	3.30 ml water Glass bottle Un carbonated			
43	Water Bottles - Nestle	0.5 ltr			
44	Water Bottles - Nestle	19 ltr			
45	Wiper (Standard size)	Fine quality			

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ANNUAL TENDER 2025-26 (TONERS)

S. NO.	ITEMS	SPECIFICATION	RATE	GST	AMOUNT
LASERJET PRINTERS					
1	HP-05-A (2035-2055)	Original			
		Compatible Original			
		China			
2	HP 12-A (1010-1012-1015-1020)	Original			
		Compatible Original			
		China			
5	HP 26-A (Pro M402-N426)	Original			
		Compatible Original (Specimen Required)			
		China			
6	HP 49-A (1160-1320-3390-3392)	Original			
		Compatible Original			
		China			
7	HP 53-A (2014-2015-2727)	Original			
		Compatible Original			
		China			
8	HP 80-A (Pro 400-M401-D425)	Original			
		Compatible Original			
		China			
9	HP 85-A (1022-1102-1132-1212-1234-1217)	Original			
		Compatible Original			
		China			
10	HP (Colour) (M452dn)	Original			
		Compatible Original			
		China			
PLAIN PAPER COPIERS					
1	Toshiba E-Studio 4508 (A)	Original			
		Compatible Original			
		China			
FAX MACHINES					
1	KX-MB2120 Panasonic	Original			