

TENDER NOTICE NO. GS/17/2025

(CLOSE FRAMEWORK AGREEMENT)

TENDER DOCUMENT

FOR

GENERAL STATIONERY & TOILET/HYGIENIC ITEMS



GENERAL PRO-FORMA FOR TENDER SUBMISSION (to be filled by Bidder/firm)	
Bid/ proposal submitted for	
Firm/ Company Name	
Address: (Head office)	
Address: Office(s) in Islamabad/ Rawalpindi	
Contact Number	
Email address	
Owner(s) Name	
NTN/GST Number	
PEC Registration Number (in case of Civil work)	
Work Experience in relevant field/ Category (in Years)	
Previous reputation/ work completion certificates / evidence submitted	Yes / No
Earnest Money/ Bid Security Submitted	Yes / No (Rs. _____) %age _____ (If required)
Submission of undertaking that, firm has not been blacklisted by any Organization/establishment etc.	Yes / No
Last date for tender submission September 01, 2025	Submitted on: ____/____/2025

TENDER NOTICE No.GS/17/2025

The Pakistan Institute of Development Economics (PIDE) invites Bids through e-Pak Acquisition & Disposal System (E-PADS) <https://eprocure.gov.pk> on “Single-Stage, One-Envelope” method from the reputed Firms/Contractors for **Close Framework Agreement** (for one year) registered with income tax and sales tax department.

➤ **General Stationery & Toilet/Hygienic Items**

The Bid Security of Rs. 50,000/- (refundable) is required to submit in hard form in the shape of pay order/bank draft in favor of PIDE, Islamabad and scanned copy of the same is require to be uploaded through E-PADS.

Complete Tendering process shall be carried out through E-PADS. Interested firms/bidders are requested to register themselves on the E-PADS <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents. For registration and guidance/training on E-PADS, you may contact E-PADS UAN: 051-111-137-237.

Closing date of submission is **September 01, 2025** by 11:00 hours. The bids shall be opened **half hour after the closing time** in the presence of the bidders who wish to be present in the office of the Chairman, Purchase Committee, PIDE. The Institute reserves the right to accept or reject any or all the bids as per PPRA rules.

(Dr. Nasir Iqbal)

Registrar, PIDE

Telephone # 051-9248051, 051-9248089

PURPOSE OF TENDER

Pakistan Institute of Development Economics (PIDE) invites **SINGLE STAGE - ONE ENVELOPE PROCEDURE** (CLOSE FRAMEWORK AGREEMENT FOR ONE YEAR) under PPRA Rules from well reputed firms having minimum 3 years; experience in rendering similar services.

MODE OF ADVERTISEMENT(S):

Complete Tendering process shall be carried out through EPADS. Interested firms/bidders are requested to register themselves on the EPADS <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents. For registration and guidance/training on EPADS, you may contact EPADS UAN: 051-111-137-237.

As per Rule 12(1&2), this tender document is being placed online at PPRA's website, the website of procuring agency www.pide.org.pk as well as being advertised in print media.

TYPE OF OPEN COMPETITIVE BIDDING:

As per PPRA Rule, Single Stage One Envelope -Bidding Procedure shall be followed. The said Procedure is reproduced as follows:

36. Procedures of open competitive bidding.-

Save as otherwise provided in these rules the following procedures shall be permissible for open competitive bidding, namely:-

- i. Single stage - one envelope procedure.-
- ii. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

TENDER PRICE & CURRENCY:

The quoted price shall be:

- Inclusive of all Government applicable taxes; and
- Denominated in Pak Rupees;

TENDER ITEMS FOR CLOSED FRAMEWORK:

- General Stationary & Toilet/Hygienic Items (*Annex-A*)

BID SECURITY:

The Bidder shall furnish the Bid Security (Earnest Money) with the Tender Document and the same should be upload on EPADS, detail is as under:

- a) Bidders applying for “General Stationary & Toilet/Hygienic Items” (**closed framework agreement for one year**) to submit the Bank draft as earnest money of amount Rs. 50,000/- as a bid security in favor of “Pakistan Institute of Development Economics, Islamabad”.

OPENING OF THE TENDER:

PIDE shall open all bids through EPADS at the time, date, and place specified in tender notice, in presence of bidders’ representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence.

TERMS AND CONDITIONS:

The tenderers are required to fulfill the under mentioned conditions failing which the quotations will not be entertained:

- i. For this Procurement (Closed Framework Agreement) PPRA’s Rule will be adopted.
- ii. All items mentioned in the enclosed tender documents will be purchased from time to time on need basis.
- iii. The proposal/bid in PDF file is required to be uploaded through EPADS.
- iv. The items will be delivered at the premises of the PIDE, Islamabad located at Quaid-i-Azam University Campus, Islamabad without any cost of transportation.
- v. The tenderers shall have to deposit earnest money in the form of Pay Order/Demand Draft only (Cheques are not acceptable) in favor of Pakistan Institute of Development Economics, Islamabad along with proposal/bid for which applying;
- vi. The bid security will remain with the PIDE till the completion of the contract period of required items. It shall be forfeited, if the firm fails to supply the required items within stipulated period and as per specifications mentioned in the tender documents.
- vii. Only registered suppliers, who are on Active Taxpayer List (ATL) of FBR, are eligible.
- viii. The firms must have established shop/office/workshop having sufficient stock in Islamabad / Rawalpindi, which can be inspected by the Institute’s Authorized Officer/Purchase Committee (if deem necessary).

- ix. Over writing and cutting of any nature in quotation(s) shall not be accepted and the quotation shall stand cancelled.
- x. The participating firm (s) shall have to provide a copy of their G.S.T & NTN registration certificate.
- xi. The vender shall give an undertaking that his firm has not been blacklisted by any of Provincial or Federal Government Departments, Agency, Organization or autonomous body etc. anywhere in Pakistan.
- xii. The rates of any item shall not be increased during this period and remain fixed and binding.
- xiii. In case, the supplier tries to supply sub-standard items, their contract shall be cancelled and earnest money shall be forfeited and the supplier shall not claim any relief in this situation.
- xiv. The Institute reserves the right to accept or reject any or all the quotations under rules.

TENDER ELIGIBILITY/QUALIFICATION CRITERIA:

Eligible Bidder/Tenderer is a Bidder/Tenderer who:

- a. Must be registered with Tax Authorities, and having valid registration of Sales Tax and NTN & also having sound financial strengths can participate (copy must be attached);
- b. Has submitted bid for all quoted categories and relevant bid security). Non-compliance of the same shall cause rejection of the bid;
- c. Must be involved in relevant field for last 3 years (copy must be attached);
- d. At least 02 Previous reputation /work completion certificate and current working proof/reputation certificate. (Previous reputation shall be highly matter).
- e. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan (submission of undertaking on legal stamp paper is mandatory), failing which will cause rejection of the bid;

GENERAL STATIONERY/TOILET HYGIENIC ITEMS (CLOSE FRAMEWORK)

S.No.	Name of items	Specification/ brand	Quantity	Unite rate with Sale Tax
1.	White Board Marker	Snowman/Dollar or equivalent best quality renown brand	One item/unit	
2.	Box File	929/Alflah or equivalent best quality renown brand	One item/unit	
3.	Separator sheets	A-4 size, (plastic 10 sheets each packet) Cosmo, Hujein or equivalent best quality renown brand	One packet	
4.	Duster Yellow	(Fine) large or equivalent best quality renown brand	One item/unit	
5.	Tumbler	Omroc or equivalent best quality renown brand	One item/unit	
6.	Masking Tape 2"	Nichiban or equivalent best quality renown brand	One item/unit	
7.	Binding tap 2"	Nichiban or equivalent best quality renown brand	One item/unit	
8.	Paper Clip	Three flowers 36mm or equivalent best quality renown brand	One item/unit	
9.	Sharpener	Dux-silver or equivalent best quality renown brand	One item/unit	
10.	Pencil Tray	Lotus or equivalent best quality renown brand	One item/unit	
11.	Punching Machine	Carl-No.30, or equivalent best quality renown brand	One item/unit	
12.	Register Ruled	Lucky (4 Qr No.8) or equivalent best quality renown brand	One item/unit	
13.	Meeting folder	Leather, or equivalent best quality renown brand	One item/unit	
14.	Scale 12"	Steel	One item/unit	
15.	Scissors 6"	Steel china	One item/unit	
16.	Stamp Pad Ink	Dollar, Toyo or equivalent best quality renown brand	One item/unit	
17.	Fountain pen ink	Dolor or equivalent best quality renown brand	One item/unit	
18.	Stamp Pad	Crystal or equivalent best quality renown brand	One item/unit	
19.	Stapler Machine	Max HD-50,PMP or equivalent best quality renown brand	One item/unit	
20.	File Board with Flapper (14"x10")	Best quality	One item/unit	

21.	Permanent Marker	Dollar 90, or equivalent best quality renown brand	One item/unit	
22.	Pointer 0.3 Small	Dollar, snowman or equivalent best quality renown brand	One item/unit	
23.	High Lighter	Scheinder brilliant/ Pelikan/ Dollar or equivalent best quality renown brand	One item/unit	
24.	Paper Cutter	Steel, Deli-2061, or equivalent renown brand of best quality	One item/unit	
25.	Packing Roll	Plastic	One item/unit	
26.	Staples Pin	369 Rapid or equivalent best quality renown brand	One item/unit	
27.	Staples Pin	23/17 (H-13) WHA SHIN, HD, or equivalent best quality renown brand	One item/unit	
28.	Staples Pin	23/15 (H-12) WHA SHIN, HD or equivalent best quality renown brand	One item/unit	
29.	Gum Bottle Large	Fixal /dollar or equivalent best quality renown brand	One item/unit	
30.	Correcting pen	Dollar/ Pelikan, or equivalent renown brand	One item/unit	
31.	Lead pencil with rubber	Goldfish, Dollar, or equivalent best quality renown brand	One item/unit	
32.	Ball Point	Piano 0.8mm	One item/unit	
33.	Pointer (marker)	Uni-ball eye fine UB-157	One item/unit	
34.	White Board Duster	Delli, or equivalent best quality renown brand	One item/unit	
35.	Gum Stick	21G, Dollar, UHU or equivalent best quality renown brand	One item/unit	
36.	Clip Binder	32mm KW	One item/unit	
37.	Clip Binder	41mm KW	One item/unit	
38.	Clip Binder	51mm KW	One item/unit	
39.	Peon Book	best quality	One item/unit	
40.	Scotch Tape (1" size)	Deer	One item/unit	
41.	Scotch Tape (2" size)	Deer	One item/unit	
42.	Sticker sheets	JBO, DURO Serilux	One packet	
43.	Post It slip (2"x2")	best quality	One item/unit	
44.	Post It slip (1")	best quality	One item/unit	
45.	Push Pin	Best quality	One item/unit	
46.	Polythin envelops	80gms, closing strip, best quality	01 Kg	

47.	Ruled sheets	Size 13.5 x17", 10 G off set paper narrow line	01 ream/ packet	
48.	Ivory card white	115 G, legal size	100 sheet	
49.	Chart paper A4	Multicolor, Best quality	100 sheets	
50.	Calculator	14 digits, citizen/Casio, Best quality	One item/unit	
51.	Face Mask	quantity 50 mask each box, Madesk, best quality	One Box	
52.	Offset Paper A-4 Size 80 gram	imported ,Paper one /AA/canon	One each ream	
53.	Offset Paper 8½ x 13½ (legal) Size 80 gram	imported ,Paper one/ AA/canon	One each ream	
54.	Writing Pad (legal size)	Best quality	One each	
55.	Writing Pad (A4 size)	Best quality	One each	
56.	Writing Pad (small size)	Best quality	One each	
57.	Stock Register	Imported/Best quality (Per number 4,6,8)	One each	
58.	Lock	China 38mm	One item/unit	
59.	Door handle lock	Best quality	One item/unit	
60.	Sticky Note (flag)	Eagle or best quality	One item/unit	
61.	Sticky Note (1"x1")	Eagle or best quality	One item/unit	
62.	Sticky Note (3"x3")	Eagle or best quality	One item/unit	
63.	Sticky Note (3"x5")	Eagle or best quality	One item/unit	
64.	Pointer	Uni-ball, signo-0.7mm	One item/unit	
65.	Flag of Pakistan	Size: 4x6 feet	One item/unit	
66.	Rubber Band	Imported/best quality	One Box	

67.	Paper pin	Best quality	One box	
68.	Stapler large size	Fuji HD-23S24NFL 210 pages	One item/unit	
69.	Stapler pin Remover	Best quality	One item/unit	
70.	Punching Machine	Deli Heavy Duty Punch Machine E0150 Medium 150 Sheets	One item/unit	
71.	Door Lock Large size	stainless steel 60mm	One item/unit	

TOILETS / HYGIENIC ITEMS

S.No.	Name of items	Specifications/ brands	Quantity	Unit rate with sale tax
1.	Acid	Tiger, or equivalent best quality renown brand	One item/unit	
2.	Air freshener 300 ml	Admir, or equivalent best quality renown brand	One item/unit	
3.	Broom	Large size, best quality renown brand	One item/unit	
4.	Broom Flower	best quality renown brand	One item/unit	
5.	Commode Brush	Best quality renown brand	One item/unit	
6.	Finis	20-C Super Sonic/ Martein or equivalent best quality renown brand	One item/unit	
7.	Vim 450 Gms	Best quality renown brand	One item/unit	
8.	Moob with handle	Large size best quality renown brand	One item/unit	
9.	Phenyl Tin	2.5 Liter, Master, Finis or equivalent best quality renown brand	One each	
10.	Soap (small) 40-45 gms.	Tibet / Safeguard, or equivalent best quality renown brand	One item/unit	
11.	Soap 95 gms	Safeguard/Lux Bath size. Or equivalent best quality renown brand	One item/unit	
12.	Surf	Brite 40 gm	One item/unit	
13.	Scriber	Scotch Bright, or equivalent best quality renown brand	One item/unit	
14.	Tissue Box	Rose Patel Economy back or equivalent best quality renown brand	One item/unit	
15.	Tissue Pack 550 sheets	Rose Patel or equivalent best quality renown brand	One item/unit	

16.	Toilet Paper Roll	single pack, Rose Patel or equivalent best quality renown brand	One item/unit	
17.	Ewer	Fine Plastic or equivalent best quality renown brand	One item/unit	
18.	Roomi (Freshener)	Best quality renown brand	One item/unit	
19.	Dry Moob	Best quality renown brand	One item/unit	
20.	Dettol Cleaner	500ml	One item/unit	
21.	Spray	Black Cobra/ Morten or equivalent best quality renown brand	One item/unit	
22.	Harpic (Toilet cleaner)	250 ml	One item/unit	
23.	Harpic (Tile cleaner)	500 ml	One item/unit	
24.	Viper for cleaning of floors	Large size, or equivalent best quality renown brand	One item/unit	
25.	Waste Dustbin	Swing Lid Garbage Waste Dustbin, large size, or equivalent best quality renown brand	One item/unit	
26.	Waste Dustbin	Swing Lid Garbage Waste Dustbin, small size, or equivalent best quality renown brand	One item/unit	
27.	Black/blue polythene Garbage bags	Garbage Bags for dustbin, large size, black, or equivalent best quality renown brand	One item/unit	
28.	Hand wash (liquid)	Dettol, Lux Hi clean, clean protect and safeguard	One Liter	
29.	Muslim Shower	Sonex, Faisal, Super Asia	One item/unit	
30.	Mixture (sink)	Sonex, Faisal, Super Asia	One item/unit	
31.	Mixture (Basin)	Sonex, Faisal, Super Asia	One item/unit	
32.	Towel	Best Quality	One item/unit	
33.	Glass cleaner Spray	Best Quality (500ml)	One item/unit	