



Ministry of Information Technology
& Telecommunication

DIGITAL PAKISTAN

**BIDDING DOCUMENT
PURCHASE OF STATIONERY AND CONSUMABLE ITEMS**



**BIDDING DOCUMENT
PURCHASE OF STATIONERY AND
CONSUMABLE ITEMS**

AUGUST, 2025

A(01)/PSEB/2025-20

Plot # 61, 06th Floor, New State Life Tower, Near Saudi Pak Tower, Jinnah Avenue, Blue Area, Islamabad

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1. PAKISTAN SOFTWARE EXPORT BOARD (G) LTD, AN INTRODUCTION

Pakistan Software Export Board (PSEB) is the entity within the Government charged with the task of accelerating growth in the Information Technology (IT), and Information Technology enabled Services (ITeS) industry.

PSEB is a guaranteed limited company owned and funded by the Government of Pakistan. It is under the administrative control of the Federal Ministry of Information Technology and Telecommunications.

2. INSTRUCTION FOR BIDDERS

The bidders shall supply and deliver the below listed items of “Stationery and Consumable Items” for the Financial year 2025-2026 to Pakistan Software Export Board (PSEB) after the award of the purchase order to the selected bidders as and when required the listed quantity/ items in both lots through purchase orders and emails, the supplier must supply the items as per the specifications, sample and as per the purchase order.

A. ELIGIBLE GOODS:

The quoted items must be genuine, brand new, as per sample and of standard quality. The quoted products must also have their origin in eligible source countries.

B. EVALUATION MANDATORY CRITERIA

Bids shall comprise the following documents.

1. Complete Bid (Unit price of all items of each lot should be quoted with required earnest money pay order/ demand draft). The pricing should be quoted as per format giving in bidding document.
2. Attach the valid sales tax and income tax registration certificate from FBR.
3. Valid Active Taxpayer List from FBR. Proof document attached.
4. The bidder must have physical office/ store/ warehouse in Islamabad.
5. Undertaking on stamp paper of Rs. 100/- that the company has never been blacklisted by any provisional or federal government department, agency, organization, or autonomous body anywhere in Pakistan.
(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	Complete Bid (Unit price of all items of each lot should be quoted with required earnest money pay order/ demand draft). The pricing should be quoted as per format giving in bidding document.			
2	Attach the valid sales tax and income tax registration certificate from FBR.	Registration copy required		
3	Valid Active Taxpayer List from FBR. Proof document attached	(2024-25 tax returns copy required)		
4	The bidder must have physical office/ store/ warehouse in Islamabad.	Address of Office in Islamabad with proof document		
5	The bidders must submit the bid security for Rs. 30,000/- for LOT-A and Rs.30,000 /- for LOT-B in the shape of demand draft/ pay order from the schedule bank in the favor of Pakistan Software Export Board			



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6	Undertaking on stamp paper of Rs. 100/- that the company has never been blacklisted by any provisional or federal government department, agency, organization, or autonomous body anywhere in Pakistan	We solemnly declare that our organization or any member of consortium has never been suspended / debarred or blacklisted.		
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Note: Bidders unable to fulfill the above mentioned mandatory criteria and failure to provide the supporting documents shall be treated as disqualified and will not be considered for further evaluation.

Non-responsive and incomplete bids shall be returned instantaneously and bids will be rejected straight away of the respective bidders, The bidder with the lowest evaluated price bids will be declared as most advantageous bid.

C. BID PRICES

The prices must be quoted in Pakistan Rupees (PKR); the quoted prices should include all applicable taxes. The all applicable taxes will be calculated as per current government law.

D. BID SECURITY

The bidders must submit the bid security for **Lot A amounting to Rs.30, 000/- and for Lot B amounting to Rs. 30,000/-** in the shape of demand draft/ pay order from the schedule bank in the favor of Pakistan Software Export Board.

3. REJECTION OF BIDS

Pakistan Software Export Board reserve the rights to accept or reject the bids at any time of the bidding procedure under the Public Procurement Regulatory Authority (PPRA) rule # 33.

4. NEGOTIATIONS

Negotiations may be undertaken with the Most Advantageous Bid relating to the following areas:

- (a) a minor alteration to the technical details of the statement of requirements;
- (b) reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Bidding documents;
- (c) a minor amendment to the special conditions of Contract;
- (d) finalizing payment arrangements;
- (e) delivery arrangements;
- (f) the methodology for provision of related services; or
- (g) clarifying details that were not apparent or could not be finalized at the time of Bidding;

Where negotiation fails to result into an agreement, the PSEB may invite the next ranked Bidder for negotiations.

Where negotiations are commenced with the next ranked Bidder, the PSEB shall not reopen earlier negotiations.

5. DELIVERY SCHEDULE AND QUANTITY

The delivery schedule expressed as days, weeks/months stipulates hereafter a delivery date which is the date of delivery at PSEB premises Islamabad. The quantities stated below are estimated quantities. The PSEB reserve the right to increase or decrease the quantities of listed items upto 30th June, 2026.

6. PROCUREMENT PROCEDURE

Pakistan Software Export Board shall use Single Stage One Envelop procedure will be followed under the Public Procurement Regulatory Authority (PPRA).



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BID FORM

(On Letter Head of Company)

Name of the Bidder			
Status	Manufacturer <input type="radio"/>	Authorized Dealer <input type="radio"/>	General Trader <input type="radio"/>
Address of the office			
Year of Establishment			
Experience	More than 5 years <input type="radio"/>	More than 3 years <input type="radio"/>	More than 1 year <input type="radio"/>
Registration No. of Registrar Firms			
Registration Date			
NTN No.			
FBR Registration Date			
AGPR Vendor No.			
Bank Account No.			
Bank Name and Branch			
Name of Proprietors with CNIC Nos.			
Bid Security (Yes/ No)			

(Name, Signature, Stamp, and Date)



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GENERAL TERMS AND CONDITIONS

- a. The prices of bids of all items shall be applicable and fixed up to 30th June, 2026.
- b. In case the quantities mentioned in are exceeded, the supplier shall be bound to supply the extra quantities within the same quoted prices till 30th June, 2026.
- c. Firm will be bound to supply/deliver the goods to PSEB office even on a short notice using its own transport.
- d. Only one rate shall be allowed for each item, multiple rates in the bids for one item shall not be admissible.
- e. One sample of each quoted item required to be delivered to the office of the undersigned.
- f. The Financial Proposal/ bid shall not have any over writings or cutting.
- g. It will be the discretion of the management to award the contract to the firm/company in respect of each of the item, items or award the contract to a single firm/company for all the items and lot/ lots.
- h. The vendors must fulfill the mandatory requirements for the further bidding procedure.
- i. The price quoted shall include the transportation charges from the warehouse to the PSEB's head office, Islamabad.
- j. The Bid Validity period shall be 180 days.
- k. The successful firm(s) will have to provide performance bond equal to **5 %** of the contract value against the items after receiving the Purchase Order.
- l. The earnest money of unsuccessful bidders will be refunded after completion of all the procedural requirements.
- m. 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 PSEB, PSEB 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 favor of PSEB.
- n. Substandard item(s) will be rejected by the PSEB at any stage after or during the supply.
- o. Any quoted bid received after the closing time for submission of bids shall not be entertained.
- p. PSEB reserves the rights to change the quantity of items purchased as per its requirement and budget.
- q. Vendors can apply in one lot or more lots but must quote rate of each item / items of lot.
- r. Supply should be made in proper packing, divided into countable manner.
- s. Single stage one envelope procedure will be followed.
- t. The quoted prices by the vendors will be fixed for the supply of stationery and miscellaneous items for one year, and will supply the items required as per need generated by PSEB and vendor will be responsible for the delivering of items on the said day within a working hours.
- u. The payment will be done on the monthly/quarterly basis, as per delivery challan, and signed copy of purchase order and email. Further the payment plan will be finalized with the mutual consent.
- v. No advance payment will be made.
- w. Unit price will be taken up to 2 decimal points. The total cost will be round-off.
- x. If the vendor fails to deliver the goods / services to PSEB in time then the penalty will be charged as under:-
 - a. 1% of the invoice price for first 2 weeks
 - b. 2% of the invoice price for further 2 weeks.
 - c. If the vendor fails to deliver the goods / services during the extended period, then the purchase / work order may be cancelled and performance bond may also be forfeited.
- y. If the delivered goods / services are not according to the required quality, standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be



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required to replace the same as per specifications mentioned in BoQ, otherwise the purchase / work order will be cancelled.

- z. Lowest financial bid competing the specification of required items will be considered for the awarding of purchase order/ work order or contract.
- aa. **Bids should be submitted electronically ONLY through EPADS.**
- bb. **For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.**
- cc. **The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument(Copy) & Proof of Eligibility documents as specified in bid documents in favor of the undersigned must be submitted through EPADS by August 30th, 2025 at 03:00PM. Bids will be opened in the presence of bidders or theirs authorized representatives on the same date at 03:30 PM at the following address.**
- dd. **Note: Original Bid Security instrument MUST BE submitted to the under signed before closing hours of the bids submission time. only those bids will be entertained who applied through EPADS <https://eprocure.gov.pk>**
- ee. **Note: There is no prescribed bidding document fee.**

MAILING ADDRESS:

Manager Administration

Pakistan Software Export Board (G) Limited,
Plot # 61, 06th Floor, New State Life Tower,
Jinnah Avenue, Blue Area, Islamabad
Phone # 051-9202295; Ext: 144



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LOT -A (STATIONERY ITEMS)

Sr.	Items Description	Specification	Unit	Estimated Qty Required	Unit Price in PKR without GST	GST 18%	Total Unit Price with GST
1	Paper Ream	Double A or equivalent 80 grams	Box OF 5 REAMS	100			
2	Ball Pen (Blue, Black)	Crystal Piano, or Equivalent	Box	50			
3	Pointer (Blue, Black) 0.8mm	Dollar or Equivalent	Box	50			
4	Uni Ball Pointer (Blue, Black)	Eye Micro 157 ORIGINAL	Box	30			
5	Scale Steel	9mm thickness Made with high quality material	Nos.	20			
6	Stapler Machine (Medium Size) 24/6	Max Original or Equivalent	Nos.	50			
7	Stapler Machine Small No 10	Max Original or Equivalent	Nos.	24			
8	Stapler Pins	Stapler Pins 24/6 Dollar Box of 20 Packets	Box	30			
9	Stapler Pins Small	Stapler Pins No 10 Dollar Box of 20 Packets	Box	50			
10	Calculators	DELI No1589 or equivalent	Nos.	50			
11	Glue Stick	UHU 21grm original or equivalent	Nos.	100			
12	Paper Rim (Legal)	Double A or equivalent 80 grams Box of 5 Ream	Box	5			
13	Paper Clips	30MM Three Flower Box OF 10	Box	10			
14	Binding Clips	Diamond or Equivalent 19mm Box of 12	Box	10			
15	Binding Clips	Diamond or Equivalent 32mm Box of 12	Box	10			
16	Binding Clips	Diamond or Equivalent	Box	10			



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		51mm Box of 12					
17	Gel Pen	Uni Ball Signo or Equivalent	Box	10			
18	Highlighter	Pelikan or Equivalent Box of 10 Pcs	Box	50			
19	Permanent Marker	Dollar or Equivalent No 70 Box of 12 Pcs	Box	20			
20	Board Marker	Dollar or Equivalent No 70 Box of 12 Pcs	Box	10			
21	Board Duster	White board eraser. Double side Imported	Nos.	10			
22	Lead Pencils	Piccaso or Equivalent Best Quality	Packet	50			
23	Double Punch Machine	KW 978 or Equivalent Punching Capacity 35 Sheets Punching Distance 80 mm	Nos.	50			
24	Single punch	Local SmallSize	Nos.	30			
25	Pin Remover	Kw or Equivalent	Nos.	50			
26	Sharpener	Dux Silver or Equivalent	Nos.	100			
27	Tape Transparent	1" Deer 50 yds or Equivalent Pack of 12 Pcs	Packet	100			
28	Double Tape	Foam 1" Deer or Equivalent	Nos.	30			
29	Packing Tape	Nichiban 2" 50 Yrds or Equivalent Pack Of 6	Packet	100			
30	Sticky Notes	3 x 5 Multi Color Imported Pack Of 100 Sheets	Packet	100			
31	Scissors	Deli 9" or Equivalent	Nos.	50			
32	Rubber	Pelikan AS 40 Box of 40 or Equivalent	Box	20			



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33	Cell AAA	Energizer or Equivalent Box of 12	Box	50			
34	Cell AA	Energizer or Equivalent Box of 12	Box	50			
35	Note pad	A6 Size Imported Spiral 75 Sheets 150 Pages	Nos.	150			
36	Management Files	Management File A4 Nokia or Equivalent Pack Of 12	Packet	1000			
37	Ring Files	Nokia No 1314 or Equivalent	Nos.	200			
38	Box Files	Lever Arch File 3" Rex or Equivalent	Nos.	1000			
39	Cut Files	Best quality file cover Hard card paper 300 Grm Imp	Nos.	2000			
40	File Board With Flipper		Nos.	100			
41	Separator Sets	Set Of 10 Pcs Hard Card Comet or Equivalent	Set	200			
42	Paper Cutter	Large With Grip Fine	Nos.	50			
43	Heavy Duty Stapler	KW 9330 or Equivalent	Nos.	2			
44	Ink Refiller (Black)	Dollar 60 Ml or equivalent	Nos.	20			
45	Extension Wire	Camelion 8 Port, or Equivalent Insulation resistance 500M	Nos.	20			
46	Mouse Pad	Material: natural rubber foam + fabric with Hand Grip original	Nos.	50			
47	Dak Pad Leatheroid/MOU Signing File (Leather)	Fine Quality Leather cover	Nos.	50			
48	CV Cover File	Fine quality	Nos.	100			
49	Calculator Cells	Camalion or Equivalent for	Nos.	100			



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		calculator 1.5 Vatt					
50	Envelop	A4 Size Golden Brown	Nos.	500			
51	Envelop	Letter size (11x5) Golden Brown	Nos.	500			
52	Neon Flags (Posted arrow type)	Pronoti or Equivalent	No.	10			
53	Heavy Duty Punch Machine	Heavy Duty Paper Punch 2160	No.	02			
54	Sticky Note (Paper Flag) 4 Colours	(Paper Flag) 4 Colours	No.	100			
55	Binding Tape	Frakin or equivalent Binding Tape 9 yards High quality cloth tape	Packet	200			



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LOT-B (CONSUMABLE ITEMS)

Sr.	Items Description	Specification	Unit	Estimated Qty Required	Unit Rate in PKR without GST	GST 18%	Total Unit Price with GST
1	Tissue Roll	Rose Petal Maxob Large or Equivalent	Roll	3000			
2	Tissue Box	Rose Petal Luxury or Equivalent	Box	700			
3	Tissue Paper Hygiene	Rose Petal White or Equivalent	Packet	3000			
4	Hand Wash (Bottle)	Dettol or Equivalent	Nos.	300			
5	Soap 95GRM	Lux or Equivalent	Nos.	100			
6	Duster Cloth LARGE	Cotton 20 x 30 white or Equivalent	Nos.	100			
7	Air Freshener For Machine	Air Wick or Equivalent	Bottle	75			
8	Surf (1 KG)	Surf Equivalent	Packet	100			
9	Phenyl	Finis 2.75 Ltr or Equivalent	Bottle	100			
10	Scotch Bright	Scotch Bright Single with Thick Foam or Equivalent	Nos.	100			
11	Dish Wash (Bottle)	Lemon Max 475 ML or Equivalent	Bottle	100			
12	Glass Cleaner	Glient Original or Equivalent	Bottle	50			
13	Rat Poison	King tox Book Trap or Equivalent	Nos.	25			



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14	Dustbin	EKO or Equivalent	Nos.	20			
15	Floor Swab	Floor Swap with Bucket	Box	20			
16	Dry Mop	X-Type Flat Floor Mop 36" or Equivalent	Nos.	20			
17	Garbage dustbin Bags Roll	Size 24x36	Packet	100			
18	Apron	Jeans or Equivalent	Nos.	20			
19	Insecticide Sprays/Insect Killer Spray	Mortein, Kingtox 375ML or Equivalent	Nos.	50			
20	Hand Sanitizer 500 ML	Kills 99.99% harmful bacteria and viruses, Safe to use, non-toxic, non-Flammable	Nos.	50			
21	Dishwasher Salt (01 KG)	Premium Quality	No.	50			
22	Dishwasher Tablet pack of 42	Premium Quality	No.	50			
23	Dishwash Liquid Soft Feel 500ml	Max or equivalent	No.	100			
GRAND TOTAL							