

TENDER NOTICE

Sealed Tenders are invited from well-reputed firms/contractors for **supply/purchase of Stationery Items, Computer Stationery Items, Misc./Others Store Items and Printing & Publication etc. (for D.O. letters, File Covers, Envelops, Visting Cards and Compliment Cards etc.)**, during the financial year 2025-2026, according to the following terms and conditions.

2. A set of tender documents can be obtained from the office of undersigned which can be collected during the office timing @ cost of Rs.2,000/- (non-refundable).

TERMS & CONDITIONS

- i. The Firms should be on Active Tax Payer List of FBR and they will have to produce the proof of being a Tax Filer and also possess valid vendor number in AGPR. In case the firm is found to be of miss-statement, or provision of refilled items particularly the computer and photocopier toners, or delayed supply of items beyond the period of 10 days or failed to provide the items of the prescribed standard or refuse to supply any item during Financial year 2025-2026, the tender shall be cancelled without any notice and the earnest money will be forfeited.
- ii. Firm should be registered with Collectorate of General Sales-Tax and Income Tax Department for the assurance of authenticity, certificate of original of the toners be provided. To notice the sample of printer toners, fax machine toners and photocopier machines toners in order to observe the quality and standard of these items must bring sample for each along with the bid on tender opening day. To bring these samples is mandatory and it will be checked by the Technical Committee of this Ministry.
- iii. Firms should be authorized dealer in all aspects. The owner of Firms/ Individual must have their office / warehouse in Islamabad / Rawalpindi. In case of having contradictory statement in this regard, the bid will be technically rejected.
- iv. The owner of Firms/Individual must have their own printing press / warehouse in Islamabad/ Rawalpindi.
- v. **Single stage-two envelopes bidding procedure specified in the Public Procurement Rules. 2004 shall be followed for receiving and processing the bids.** Bid Security/Earnest money not less than **5%** of quoted price as mentioned in Tender Documents in the shape of pay order/bank draft is required in the name of Section Officer (General), Ministry of Law and Justice, Islamabad (refundable) as a security deposit failing which tender will not be accepted. Call deposit of successful bidder will be kept as performance security which will refundable after the closure of Financial Year 2025-2026.
- vi. The technical proposal must include all required documentary evidence, duly attested and signed by the authorized person. The tender form should be filled carefully, without alterations, and must be signed and stamped by the authorized bidder. Incomplete or improperly filled forms will be rejected.
- vii. The bid shall remain valid for 120 days after the opening of bids, or until June 30, 2026, whichever is later, after opening of bid, as specified a bid valid for short period shall be rejected by the procuring agency as non-responsive. All bidding documents to be duly attested (signed and stamped) by the authorized person of bidder.
- viii. The envelops shall be marked as **"Financial Proposal"** and **"Technical Proposal"** in bold and legible letters to avoid confusion. Bids must be submitted by the bidder and received by the procuring agency at the address, time and date specified in the invitation to bids. Any bid received by the procuring agency after the deadline (11:00 AM) for submission of bids prescribed by the procuring agency shall be rejected and returned unopened to the bidder.

- ix. The procuring agency shall initially open "**Technical proposal**" in the presence of bidders. The bidders shall sign the attendance sheet as evidence their attendance. The envelop marked as "**Financial proposal**" shall remain unopened and be retained in safe custody till completion of the technical evaluation process. The date and time of opening of financial bid will be intimated to the successful bidders through E-Pads and telephonically.
- x. The bidder will have to submit a certificate/affidavit on stamp paper of Rs. 200/- that the firm has not been blacklisted in the past on account of inefficiency to any public sector Organizations/Departments/ Ministries and no litigation is pending in any Court of Law against them. The affidavit should be attested by the Notary Public. On account of submission of false statement the firm shall be black listed and debarred from bidding process.
- xi. For each item the manufactures/company name/brand name or equivalent must be quoted. The physical inspection will be conducted.
- xii. Price quoted will remain valid during Financial Year, 2025-2026. The rate should be quoted including GST & other rates on the format issued by this Ministry.
- xiii. Firm shall require to produce attested copies of National Tax No. GST Registration Number and Vendor Number and Bank account number must be indicated by each bidder.
- xiv. Prices/rate should be submitted on original tender documents issued by Ministry. Prices/rates on letter head of firms will not be considered. **Evaluation of bids will be done on the basis of items wise lowest bids, subject to assessment of quality by Procurement/Technical committee.** Samples must be provided for required items as mentioned in list of Annex-A. Otherwise the firms will be barred from the competition. Tender is required to be filled in carefully (preferably typed). Any correction/alteration is not allowed. Each page must be signed and stamped, incomplete forms will not be accepted.
- xv. All items will undergo physical inspection to ensure whether they meet the required quality and standards. Items found sub-standard or defective will be rejected, and actions, including forfeiting bid security or blacklisting, may be taken against the supplier.
- xvi. Any lapse in fulfilling requirements or any other stipulated condition(s) in the tender shall render the bid liable to reaction.
- xvii. The result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder, Redressal Committee already composed in the Law and Justice Division will address the grievances.
- xviii. Bidders are requested to quote the best and final price in PKR and negotiations on the prices once quoted/offered are not possible under the Rule. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds.
- xix. The interested manufacturer/authorized dealers/suppliers by name and must give full address of Head Office & Branch Offices with telephone/Fax Numbers and contact persons.
- xx. Income Tax/any other tax if liable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
- xxi. The procuring agency reserves the right to accept or reject any or all bids in accordance with Rule-33 of PP Rules, 2004. Rejection can occur at any point before the acceptance of a bid, and the grounds for rejection will be communicated to the bidders upon request.
- xxii. The successful firm must complete the supply within 10 days of receiving the supply order. A penalty of 0.1% per day will be imposed for any delay. In case of non-fulfillment of the order within the stipulated time, the order may be cancelled, and the next lowest evaluated bidder may be awarded the contract.
- xxiii. Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded to the next lowest (2nd) evaluated bidder.

- xxiv. The firms will be bound to bear transportation charges for delivery of tender items during the Financial Year 2025-2026. Prices/rates should be submitted on original tender documents issued by Ministry.
- xxv. Bids should be submitted through PPRA, E-Procurement portal- e-Pads at (www.eprocure.gov.pk)/e-Pads and tender documents in original should be submitted in Ministry before closing of tender opening / closing date.
- xxvi. The electronic bids must be submitted by using EPADS on or before 08th August, 2025 at 11:00 a.m. Manual bids shall not be accepted. Electronic bids will be opened on the same day at 11:30 a.m in presence of Procurement Committee and bidders who opt to participate at the following venue:-

Committee Room, Ministry of Law and Justice, 3rd Floor, S-Block, Pak Secretariat, Islamabad.

Note:-

- Original Bids Security Instrument MUST BE submitted to the office of the VP/Wing Head (address given above), before the online submission deadline of the bid; otherwise, respective bid will not be opened.
- Notification of the GRC constituted in term of Rule-48 of PPRA Rules, 2004 is provided on EPADS at <https://eprocure.gov.pk> and <https://www.molaw.gov.pk>.
- In case of any technical difficulties 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.

EVALUATION CRITERIA

Sealed bids should reach the office of Section Officer (General), Ministry of Law and Justice, Room No. 326 "R" Block, Pak Secretariat, Islamabad as per schedule published in Tender Notice. The bids received within the stipulated time and date will be opened by the Tender Purchase Committee on the same day in the presence of the Bidders or their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on aforementioned prescribed criteria. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PPRA Rules-2004.

1. I/We have read and agree with the above-mentioned terms and conditions.

Name of Bidder/Firm/Supplier _____

Signature: _____

Date: _____

Note:

This Tender Document (terms and conditions) will be signed and attached with the Tender Form (Bid) by the Bidders.

Sd/-

(Arshad Ali Siddiqui)
Section Officer (General)
Ministry of Law and Justice
Ph: 9208522

LIST OF TENDER ITEMS FOR THE FINANCIAL YEAR 2025-2026

| Sr# | Tender Items (All items mentioned Rate Per Unit including all taxes) | R.P.U | GST | Total |
|-----|--|-------|-----|-------|
| | STATIONERY ITEMS | | | |
| 1. | Attendance Register # 02 | | | |
| 2. | Ball point clipper (Dollar) or Equivalent (sample) | | | |
| 3. | Ball Point Picasso Oria or Equivalent (sample) | | | |
| 4. | Ball Pen Uni-ball Signo UM-120 or Equivalent (sample) | | | |
| 5. | Ball Pen Uni-eye Deluxe or Equivalent (sample) | | | |
| 6. | Ball Pen Uni-ball Eye Fine UB-157 or Equivalent (sample) | | | |
| 7. | Ball Pen Uni-ball Vision Elite or Equivalent (sample) | | | |
| 8. | Ball Pen Schneider One Business or Equivalent (sample) | | | |
| 9. | Computer Paper A4 80gm 500 Sheet AA or Equivalent (sample) | | | |
| 10. | Computer Paper Legal size 80gm 500 Sheet AA or Equivalent (sample) | | | |
| 11. | Computer color paper legal size 80gm 100 Sheet or Equivalent (sample) | | | |
| 12. | Computer color paper A4 80gm 100 Sheet or Equivalent (sample) | | | |
| 13. | Photostat Paper A4 70gm 500 Sheet AA or Equivalent (sample) | | | |
| 14. | Calculator Citizen 12 Digit or Equivalent | | | |
| 15. | Diary Register No. 12 (Tayaba) or Equivalent | | | |
| 16. | Dak book (A-4 size). | | | |
| 17. | Documents plastic file cover (A4 size) | | | |
| 18. | Eraser Pelican AL30 or Equivalent | | | |
| 19. | Engagement Stand Plastic A4 Size | | | |
| 20. | Envelope S.E. 5 Golden Kraft (120 gm, superior quality) (sample) | | | |
| 21. | Envelope S.E. 6 Golden Kraft (120 gm, superior quality) (sample) | | | |
| 22. | Envelope S.E. 8 Golden Kraft (120 gm, superior quality) (sample) | | | |
| 23. | Envelope S.E. A4 Size Golden Kraft (120 gm, superior quality) (sample) | | | |
| 24. | Envelope S.E. Legal Size Golden Kraft (120 gm, superior quality) (sample) | | | |
| 25. | File Cover best quality (Make of Bleach Card,310 gm, double paste, Inner lamination) (sample) | | | |
| 26. | File flapper Rexine | | | |
| 27. | File Board A4 Size | | | |
| 28. | Gum Stick 40 Gm UHU or Equivalent | | | |
| 29. | Highlighter (Pelican 490) (all colors) or Equivalent | | | |

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| | (sample) | | | |
| 30. | Log Book | | | |
| 31. | Note Sheet Pad A4 Size (50 pages) 80 gm (sample) | | | |
| 32. | Post it pad small 3"x3" 3M | | | |
| 33. | Post it pad large 3"x5" 3M | | | |
| 34. | Paper Cutter Deli 2061 or Equivalent | | | |
| 35. | Paper Pin (Elephant) 28 Gram or Equivalent | | | |
| 36. | Pencil Goldfish-6000 with Rubber or Equivalent | | | |
| 37. | Packing Tape | | | |
| 38. | Rexene Binding Tape Size 3" | | | |
| 39. | Ruled register/ lining Register 12 decent or Equivalent | | | |
| 40. | Staple Extractor (Pin Opener) | | | |
| 41. | Scissor (Medium size) | | | |
| 42. | Short Hand Note Book 120 Pages | | | |
| 43. | Scotch Tape 1" Deer or Equivalent | | | |
| 44. | Sharpener Plastic Germany or Equivalent | | | |
| 45. | Single Hole Punch Large Size (sample) | | | |
| 46. | Single Hole Punch Medium Size (sample) | | | |
| 47. | Stamp Pad (Lancer) 7x11 cm or Equivalent | | | |
| 48. | Stamp Pad INK | | | |
| 49. | Staple Machine (Small) PMP No. 10 or Equivalent (sample) | | | |
| 50. | Staple Machine Heavy Duty K.W. 50 LB or Equivalent (sample) | | | |
| 51. | Staple Pin Dollar 24/6 or Equivalent | | | |
| 52. | Tag Cotton 5" (100 Tags) Superior Quality | | | |
| 53. | Two Ring Binder file | | | |
| 54. | White fluid pen/correcting pen | | | |

COMPUTER STATIONERY ITEMS

Note: - All Toner supplied in Original Conditions. As well China Toners are Acceptable alongwith GST

| COMPUTER STATIONERY ITEMS | | Original Rate | China Rate |
|----------------------------------|---|----------------------|-------------------|
| 55. | Flash Drives (USB) 8 GB (Kingston / HP) or Equivalent | | |
| 56. | Flash Drives (USB) 16 GB (Kingston / HP) or Equivalent | | |
| 57. | Flash Drives (USB) 32 GB (Kingston / HP) or Equivalent | | |
| 58. | Flash Drives (USB) 64 GB (Kingston / HP) or Equivalent (sample) | | |
| 59. | Power Cable | | |
| | Power Cable Laptop | | |
| 60. | Printer/Scanner Cable | | |
| 61. | Connecter LAN Network. | | |
| 62. | Network Cable Roll. | | |
| 63. | Network Cable Connector. | | |
| 64. | Ty/Clip | | |
| 65. | Patch Cable | | |
| 66. | TP Link Device (5port, 8port) or equivalent | | |

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| 67. | TP Link Router. | | |
| 68. | Mouse Pad. | | |
| 69. | VGA Cable. | | |
| 70. | Key Board Dell/ Lenovo /HP or Equivalent | | |
| 71. | Mouse Dell/ Lenovo /HP or Equivalent | | |
| 72. | Wireless key board & mouse set Dell/ Lenovo /HP or Equivalent | | |
| 73. | Toner for Laser Printer HP-1505 (36A) or Equivalent | | |
| 74. | Toner for Laser Printer HP-1010/1020 or Equivalent | | |
| 75. | Toner for Laser Printer HP-1320 or Equivalent | | |
| 76. | Toner for Laser Printer HP-2015 or Equivalent | | |
| 77. | Toner for Laser Printer cartage HP 400 or Equivalent | | |
| 78. | Toner for LaserJet 2035 or Equivalent | | |
| 79. | Toner for LaserJet Pro M12A or Equivalent | | |
| 80. | Toner LaserJet 1102 (85A) or Equivalent | | |
| 81. | Toner for LaserJet Printer HP M-402dn or Equivalent | | |
| 82. | Toner for Cannon 8347 (303) or Equivalent | | |
| 83. | Toner for HP404 (76A/59A) or Equivalent | | |
| 84. | Toner for LaserJet Pro MFPM227(30A) or Equivalent | | |
| 85. | Toner for pantum M6800FDW (Multi Printer) or Equivalent | | |
| 86. | Color Toner for Laserjet Pro M452NW or Equivalent | | |
| 87. | Toner for Photocopier Machine Sharp MX-M464NE (Original) or Equivalent | | |
| 88. | Toner for Photocopier Machine Konica Minolta Bizhub 454-E, 458E, 450i, 558E (Original) or Equivalent | | |

MISCELLANEOUS/ OTHERS STORE ITEMS

Tender Items (All items mentioned Rate Per Unit including all taxes)

| OTHERS / MISCELLANEOUS ITEMS | | R.P.U | GST | Total |
|-------------------------------------|--|--------------|------------|--------------|
| 89. | Air Freshener (Lotion Admire Green/Red/Black 400 ML) or Equivalent (sample) | | | |
| 90. | Air Wick | | | |
| 91. | Automatic Air Freshener Dispenser (Fresco) or Equivalent (sample) | | | |
| 92. | Airwick Refill Freshener (Fresco) or Equivalent (sample) | | | |
| 93. | Air Freshener Roomi or Equivalent (sample) | | | |
| 94. | Bygone double nozzle multi Insect Killer or Equivalent | | | |
| 95. | Plastic broom | | | |
| 96. | Bamboo broom sticks large size | | | |
| 97. | Broom Soft (Phool) | | | |
| 98. | Duster White Cotton 24x24 (Superior Quality) | | | |
| 99. | Duster Yellow Cotton 24x24 (Superior Quality) | | | |
| 100. | Latherite Dak Bag (Box) Large Size | | | |
| 101. | Latherite DAK Pad standard size | | | |
| 102. | Tissue Paper multi-color soft twin pack (sample) | | | |
| 103. | Latherite Box for tissue | | | |

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|-------------|---|--|--|--|
| 104. | Tissue Hi-geen (sample) | | | |
| 105. | Tissue paper (rose petal luxury) or Equivalent | | | |
| 106. | Tissue roll (rose petal) or Equivalent | | | |
| 107. | Tissue box luxury 3 ply rose Petel or Equivalent | | | |
| 108. | Tissue Role (sample) | | | |
| 109. | Wall Clock (Champion) or Equivalent | | | |
| 110. | Cell AAA (Power Plus) Large or Equivalent | | | |
| 111. | Cell AAA (Power Plus) Medium or Equivalent | | | |
| 112. | Cell AAA (Power Plus) Small or Equivalent | | | |
| 113. | Bell remote Electric/Cell | | | |
| 114. | Electric Heater Best Quality (Blower) | | | |
| 115. | Electric Kettle Plastic Body (Automatic Imported) | | | |
| 116. | Electric Kettle large 5 ltr (Steel) (Automatic Imported) | | | |
| 117. | Panasonic Steno Telephone Set or Equivalent | | | |
| 118. | Panasonic CLI Telephone Set or Equivalent | | | |
| 119. | Non CLI Telephone Set | | | |
| 120. | Elfy | | | |
| 121. | Artificial Plants (Large Size) | | | |
| 122. | Artificial Plants (Medium Size) | | | |
| 123. | Artificial Plants (Small Size) | | | |
| 124. | Surgical Gloves per box of 200 | | | |
| 125. | Plastic Gloves per packet of 100 | | | |
| 126. | Cloth Gloves per pair | | | |
| 127. | Surgical Mask 3 ply each | | | |
| 128. | Sanitizer Gallon of 5 ltr (DC-98) or Equivalent | | | |
| 129. | Hand Wash Gallon 5 ltr | | | |
| 130. | Sanitizer Bottle 1000 ml OROSEPT or Equivalent | | | |
| 131. | Sanitizer Bottle 500 ml OROSEPT or Equivalent | | | |
| 132. | Hand Wash / Sanitizer Dispenser Plastic Body | | | |
| 133. | Dettol Hand Wash Bottle (500 ml) or Equivalent (sample) | | | |
| 134. | Dettol Floor Wash Bottle (1000 ml) or Equivalent | | | |
| 135. | Lux Soap large size or Equivalent | | | |
| 136. | Sweep Acid | | | |
| 137. | Phenyl Bottle Large size Finis | | | |
| 138. | Pochra Steel Handle Large size | | | |
| 139. | MOP (dust) | | | |
| 140. | Harpic Large Size | | | |
| 141. | Toilet Brush | | | |
| 142. | Vim Packet or Equivalent | | | |
| 143. | Vim liquid 250ml or Equivalent | | | |
| 144. | Surf 100 GM | | | |
| 145. | Door Lock | | | |
| 146. | Door Closer | | | |
| 147. | Padlock medium size /63MM | | | |

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|-------------|--|--|--|--|
| 148. | Towel Large Superior | | | |
| 149. | Picture with Framing 2 x 3 feet | | | |
| 150. | Nylon Stamp with Printy | | | |
| 151. | Name Plate Wooden Brass | | | |
| 152. | Cup with Saucer (China Bone) or Equivalent | | | |
| 153. | Water Jug superior (glass) | | | |
| 154. | Water Glass Set (6 piece) | | | |
| 155. | Tea Spoon | | | |
| 156. | Rice Spoon | | | |
| 157. | Quarter Plate (China Bone) | | | |
| 158. | Dinner Plate (China Bone) | | | |
| 159. | Rice Plate (China Bone) | | | |
| 160. | Ladle Spoon (Pawa) | | | |
| 161. | Kitchen Knif Set | | | |
| 162. | Laptop Bag (standard size) | | | |
| 163. | Extension Lead large Size (sample) | | | |
| 164. | Multi Plug 16AMP or equivalent | | | |
| 165. | Power Plug | | | |
| 166. | Two pin shoo | | | |
| 167. | Three pin shoo | | | |
| 168. | Light Plug 10x10 or equivalent | | | |
| 169. | Wire 3/29 role (Pakistan/Muzafar Cable) | | | |
| 170. | Wire 7/29 Double core (Pakistan/Muzafar Cable) | | | |
| 171. | Dust Bin large Size | | | |
| 172. | LED Tube Rod 4 feet | | | |
| 173. | LED Tube Rod 2 feet | | | |
| 174. | SMD Ceiling Lights 2 x 2 feet | | | |
| 175. | Bracket Fan (GFC / PAK Fan, Royal Fan) or Equivalent | | | |
| 176. | Table Flag with stand (Pakistan) | | | |
| 177. | Table Flag with stand (GOP) | | | |
| 178. | Table Set Latherite | | | |
| 179. | Green Cloth per meter | | | |
| 180. | Glass Cleaner (sample) | | | |
| 181. | Umbrella | | | |
| 182. | Large embroider Flag with 7 feet Rod & chromed base | | | |
| 183. | Coffee Bitter Electric | | | |
| 184. | Looking Mirror with framing 4 x 6 feet | | | |
| 185. | Quaid-e-Azam Portrait Picture standard size | | | |
| 186. | Gross door Matt water proof 2 x 4 feet | | | |
| 187. | Master Molty Foam Back Care or Equivalent | | | |
| 188. | Air Tight Jar | | | |
| 189. | Plastic Container / box (medium size) | | | |
| 190. | Dust Bin Shopper 1 KG | | | |
| 191. | Imported Prayer Rug or Equivalent | | | |
| 192. | 7C Polish or Equivalent | | | |
| 193. | Dusting Towel for Cars | | | |

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| 194. | Dinner Set China Bone 8 persons or Equivalent | | | |
| 195. | Water Cooler Large size | | | |
| 196. | Water Cooler Medium size | | | |
| 197. | Try Set (3 in 1) | | | |
| 198. | Acrylic Plastic Sheet 4x5 feet | | | |
| 199. | Double Bib Cock | | | |
| 200. | Basin Mixture | | | |
| 201. | Muslim Shower | | | |

PRINTING AND PUBLICATION

Tender Items (All items mentioned Rate Per Unit including all taxes (size in inches)

| PRINTING AND PUBLICATION | | R.P.U | GST | Total |
|---------------------------------|---|--------------|------------|--------------|
| 202. | D.O on director paper A-4 Size or Equivalent (sample) | | | |
| 203. | D.O on director paper 7x10 Size or Equivalent | | | |
| 204. | Compliment card 4x6 director paper or Equivalent | | | |
| 205. | Pocket file folder A-4 Size on 300 gm Art Card or Equivalent | | | |
| 206. | Slip Book Cover (Leather) with Monogram and Ministry Name | | | |
| 207. | Envelop file (A-4) size on 100 gm paper (sample) | | | |
| 208. | Envelop file (F/S) size on 100 gm paper (sample) | | | |
| 209. | Letter Head Pad (sample) | | | |
| 210. | Envelop 9 x 4 size on 100 gm paper | | | |
| 211. | Printing of Chit pad (100 pages) for office hand folder 7 x 5 Size with Ministry Logo (sample) | | | |
| 212. | Printing and Making of Latherite hand folder with Ministry Logo 7 x 5 Size (sample) | | | |
| 213. | D.O on fancy paper 7 x 10 Size or Equivalent | | | |
| 214. | Rexene folder 7 x 5 Size with printing of Ministry Logo (sample) | | | |
| 215. | Printing of Chit Pad (100 pages) 7 x 5 Size with Ministry Logo for Rexene folder (sample) | | | |
