

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

TENDER FOR STATIONERY ITEMS

Company Seal:

Company Rep's Signature.....
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PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

No.F.3 (9)/2025-26-Admn/PIPS

Islamabad, the 21st August, 2025

TENDER FOR PURCHASE OF STATIONERY ITEMS

Pakistan Institute for Parliamentary Services (PIPS) invites sealed bids from reputed firms/contractors having experience in the relevant field registered with the Income Tax and Sales Tax Departments for supply of Stationery Items.

2. Bidding documents, containing detailed terms and conditions, etc. are available on E-PADS and can also be downloaded from (www.pips.gov.pk) free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, must be uploaded on E-PADS on or before **September 08, 2025 at 11:00 a.m.** Bids will be opened on the same day at 11:30 a.m. This advertisement is also available on PPRA (www.ppra.org.pk) and PIPS (www.pips.gov.pk) websites.

(Habib Khan)
Assistant Director (Admn)
Phone: 051-9091360/111

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PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

No.F.3 (9)/2025-26-Admn/PIPS

Islamabad, the 21st August, 2025

TENDER FOR PURCHASE OF STATIONERY ITEMS

Sealed tenders are invited from the reputed firms for supply of Stationery Items for the Pakistan Institute for Parliamentary Services (PIPS) for the year **2025-26** to be uploaded on E-PADS upto **September 08, 2025 at 11:00 a.m.** The tenders shall be opened on the same day at **11:30 a.m.** before the Procurement Committee in Seminar Room of Pakistan Institute for Parliamentary Services, Ataturk Avenue, Near Kashmir House, Sector F-5/2, Islamabad.

CONDITIONS FOR TENDER:

1. Tender documents may be downloaded from E-PADS or PPRA and PIPS websites.
2. Security deposit amounting to **Rs. 25,000/-** (Refundable) (In the form of Bank Draft/pay order) for supply of stationery items in favour of the Pakistan Institute for Parliamentary Services, Islamabad will have to be submitted, which in case of unsuccessful tenders will be returned.
3. The prices of tender shall be applicable up to **30th June, 2026.**
4. The firms should be reputed having Income Tax and GST registration with proper shop and telephone facility.
5. Firm will be bound to supply/deliver the goods to PIPS office even on a short notice using their own transport.
6. The competent authority reserves the right to accept or reject any or all tenders as per PPRA Rules.

(Habib Khan)
Assistant Director (Admn)
Phone: 051-9091360/111

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PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

[Admn Wing]

Part A:

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Dear Sir,

You are hereby invited to submit the tender for the provision of supply of Stationery Items in accordance with the description of items at Appendix "A".

1. Prospective Bidders Should Particularly Note That:

- a. Bid Bond through Telex/ Fax shall not be acceptable.
- b. The purchaser does not take any responsibility for collecting the bids from any agency.
- c. Vendor or his authorized representative may attend the tender opening, if desired. Letter for nominating representative, if any, must be submitted along with bid.
- d. The procuring agency 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.
- e. Tender will be evaluated on item basis. Suppliers are advised to quote competitive price for all or any item.
- f. Successful bidder must have to provide the samples of ordered items if required by the purchase committee before actual delivery. The acceptance of the stores will be subject to the inspection by the PIPS authorities.
- g. Bids against this tender are invited on **Single Stage -Single Envelope Procedure.**

Assistant Director (Admn)
PIPS, Islamabad

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Part B:

Instruction To Bidders (ITB):

1. Date and Time for Receipt of Bids:

The bid documents must be uploaded on E-PADS upto **September 08, 2025 at 11:00 a.m.**

2. Tender Opening:

Bids will be opened on **September 08, 2025 at 11:30 a.m.**

3. Validity of Proposal.

The validity period of bids must be indicated and should invariably be not less than one year from the date of opening.

4. Prices:

- a. The prices should be quoted FOR Islamabad basis. Prices shall be mentioned separately both in words and figures.
- b. The prices validity period must be 01 year from the date of opening of Financial Proposal.

5. Taxes:

All prevalent Govt. Taxes will be applicable.

6. Language of Bidding Document:

The bid must be prepared in English language.

7. One Bid per Bidder:

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

8. Cost of Bidding:

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

9. Time Limits:

Supplier must provide the time limits about delivery which should in no case be more than 15 days from the date of issuance of Purchase Order.

10. Terms of Payment:

Payment will be made within 30 days after the delivery of the supplies.

11. Disqualification:

Proposals are liable to be rejected if:-

- a) Earnest money is not submitted to this Office.
- b) Multiple rates are quoted against one item.
- c) Validity of proposal is not mentioned as required.

12. Earnest Money / Bid Security:

The proposal must be submitted with an amount of **Rs. 25,000/-** (Refundable) in the shape of Bank Draft / Pay Order in favor of PIPS, Islamabad.

13. Return of Earnest Money:

Earnest money to the bidders will be returned to the unsuccessful bidder (s) on acceptance of lowest acceptable bid.

14. Rights Reserved:

PIPS reserves the right to accept or reject any or all proposals including the lowest, as per PPRA Rules.

15. Extension in Contract:

The contract period may be extended on the same terms and conditions for such period as mutually agreed by both the parties.

Annex “A”

Sr. #	Item Description	A/U	Qty.	Expected		Remarks
				Unit Cost (Rs.)	Total Cost (Rs.)	
1.	Ball Point Blue (Picasso/ Grip) Point 0.8 mm	No.	1500			
2.	Binder Clips (32mm) (Deli/ Diamond)	Pkt.	06			
3.	Binder Clips (41mm) (Deli/ Diamond)	Pkt.	06			
4.	Binder Clips 1"(51mm) (Deli/ Diamond)	Pkt.	12			
5.	Binding Tape 2" (Johnson Brand)	No.	36			
6.	Box Files Uni (Big Size) AIBA or QB	No.	60			
7.	Cello Tape (Roll-1/2") -30Mtr. (Johnson Brand)	No.	06			
8.	Certificate Cards A-4 Size (Brown Color)	Pkt.	48			
9.	Charts Paper White and Colored	No.	60			
10.	Color Paper A-4 Size (Single Color of 100 Sheets)	Pkt.	06			
11.	Diary Register No.4 (Tayabba Accounts Book)	No.	03			
12.	Duster for White Board	No.	03			
13.	Envelope Small size (White)	No.	200			
14.	Envelope White A-4 Size	No.	200			
15.	Eraser Al-30 (Pelikan)	No.	24			
16.	Excel Hand Held Tape Dispenser High Quality	No.	03			
17.	File Board with Wrapper (Al-Farooq or Maxim) Fine Quality Legal Size	No.	100			
18.	File Flag Multi colors Sticky Notes	No.	24			
19.	File Movement Register (Tayabba Accounts Book)	No.	06			
20.	File Tags	Bndle	12			
21.	Flip Charts (Standard)	No.	06			
22.	Foot Scale (Steel)	No.	12			
23.	Fountain Pen Executive (CHREN 8700)	No.	06			
24.	Gum Stick 21 Gram (deli/ Piano/ Dux)	No.	100			
25.	Highlighter (Yellow, Green , Pink and Blue) (Stabilo Boss Original or Mercury)	No.	36			
26.	Ink Bottle (Blue and black) 3 Each Dollar	No.	06			
27.	KW-Trio Paper Rotatory Trimmer or Eq. (Paper Cutter American) heavy duty Latest model	No.	02			
28.	Magic Tape (Scotch) (M&G)	No.	24			
29.	Masking Tape 2" (Large, Writeable) (Johnson Brand)	No.	24			
30.	Magnifying Glass Handheld (Deli or Eq.)	No.	03			
31.	Name Plates (Double Plastic) best quality	No.	50			
32.	Packing Tape 2" (Large, Brown) (Johnson Brand)	No.	48			
33.	Pakistani Flag Table Stand Executive	No.	03			
34.	Paper 80 Gram A-3 Size (HP Everyday- Double A)	Ream	03			
35.	Paper 80 Gram A-4 Size (HP Everyday- Double A)	Ream	350			
36.	Paper 90 gram legal size (HP Everyday- Double A)	Ream	03			

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37.	Paper Clips 3 Flower 36 mm	No.	06			
38.	Paper Cutter Medium (SDI) Heavy Duty	No.	06			
39.	Paper Shredder Heavy Duty (Aurora) AS1230CD, cross cut paper shred up to 20 sheets at a time into 5 x 55mm pieces (Best Quality)	No.	03			
40.	Paper Tray Set Plastic	No.	02			
41.	Pen Holder (Executive)	No.	03			
42.	Pencil Led Rubber Tipped (deli / Mercury)	No.	48			
43.	Peon Book Register (Tayabba Accounts Book)	No.	03			
44.	Permanent Marker (Multi Colors) 2 +5 mm (Dollar)	No.	12			
45.	Post-it-Pads (Yellow 2x3)	No.	03			
46.	Post-it-Pads (Yellow 3x3)	No.	06			
47.	Post-it-Pads (Yellow 3x4)	No.	03			
48.	Post-it-Pads (Yellow3x5)	No.	03			
49.	Punch Machine (Double Hole)	No.	06			
50.	Punch Machine (Double Hole) upto 70 Pages	No.	06			
51.	Punch Machine (Single Hole)	No.	06			
52.	Receipt and Issue Register (Tayabba Accounts Book)	No.	06			
53.	Register No.6 Lining Imported (Al-Imran Executive)	No.	06			
54.	Scissor (High Quality Stainless Steel) (Sensa or Eq.)	No.	10			
55.	Scotch Tape 2" (Johnson Brand)	No.	12			
56.	Separator Set (Set of 10)	No.	06			
57.	Sharpener Steel (Heavy Duty)	No.	06			
58.	Sharpener Machine No.310A or 307A (KW-TRIO)	No.	02			
59.	Sootli Plastic Large Size	No.	12			
60.	Stamp Pad (Imported) blue and black (Crystal)	No.	04			
61.	Stamp Pad Ink (Shiny) Blue, Red, Black and Green	No.	08			
62.	Staple Machine 5712 can be staple up to 20 Pages (KW-TRIO)	No.	12			
63.	Staple Machine Mini (Deli)	No.	03			
64.	Staple Machine 50 LBN(Heavy Duty) (KW-TRIO)	No.	02			
65.	Staple Pin Remover (KW-TRIO)	No.	03			
66.	Staple Pins (23/08) 1000 Pins) (M&G/Dollar)	No.	03			
67.	Staple Pins (23/10, 1000 Pins) (M&G/Dollar)	No.	03			
68.	Staple Pins (23/13, 1000 Pins) (M&G/Dollar)	No.	03			
69.	Staple Pins (23/17, 1000 Pins) (M&G/Dollar)	No.	03			
70.	Staple Pins (24/6) (1000) (M&G/Dollar)	No.	50			
71.	Staple Pins No.10-1M (M&G/Dollar)	No.	12			
72.	Sticker Sheet A-4 (08 Stickers on each Paper)	No.	03			
73.	Sticker Sheet A-4 (12 Stickers on each Paper)	No.	03			
74.	Table Stationary Set Wooden Jali wala with Tape dispenser	No.	06			

75.	Tape Dispenser KW-Trio Big Size	No.	03			
76.	Thumb Pins (Deli or Eq.)	No.	03			
77.	Transparent Plastic A-4 Sheet	No.	06			
78.	Uni-Ball Eye Fine (Blue and Black)	No.	30			
79.	Vehicle Movement Register No. 4/ Log Book Register (Tayabba Accounts Book)	No.	03			
80.	Visiting Card Album	No.	03			
81.	White Board Erasable Marker (Dollar)	No.	36			
82.	White Fluid Correction Pen/Stick (KITA)	No.	18			

Note: The above rates should be inclusive of all taxes.