

BID SOLICITATION DOCUMENT



**RATE CONTRACTING
FOR THE SUPPLY OF
1. STATIONERY &
2. TONERS
FOR THE FY 2026-27**

**PROVINCIAL HEALTH SERVICES
ACADEMY (PHSA) HEALTH
DEPARTMENT GOVERNMENT OF
KHYBER PAKHTUNKHWA**

Bid Submitted for:

- Sub Category 1: Stationery Items
 Sub Category 2: Toners

Submitted By: _____

NOTE: Each bidder shall submit its bid electronically through the e-Pak Acquisition and Disposal System (e-PADS) using the prescribed Bid Solicitation Documents (BSDs), duly completed and accompanied by all required supporting documents. In addition, a hard copy of the complete bid, including all annexures and supporting documents, shall be submitted to the office of the Procuring Entity on or before the prescribed deadline. Failure to submit either the electronic bid through e-PADS or the required hard copy may render the bid non-responsive and liable to rejection.

Signature _____

Preface

The Bid Solicitation Documents are prepared for use by the Director General Provincial Health Services Academy, Department of Health, Khyber Pakhtunkhwa, for the rate contracting of the procurement of stationery and printing tonner items through Open Competitive Bidding under the Khyber Pakhtunkhwa Procurement of Goods, Works & Services (KPPRA) Act of 2012, and rules and regulations made thereunder.

The document describes General Conditions, Specific Conditions, and qualification conditions related to the minimum qualification of prospective bidder, evaluation methodology/criteria, and statement of requirements.

Signature: _____



TABLE OF CONTENTS

Introduction to PHSA and Procurement Requirements	1
INVITATION TO BIDS	2
INSTRUCTION TO BIDDERS (ITB)	3
BID DATA SHEET	5
BID FORM 1: BID COVER SHEET	8
BID FORM 2: AFFIDAVIT	10
STATEMENT OF REQUIREMENT AND BID FORM	11
LIST OF STATIONERY ITEMS.....	11
LIST OF TONERS ITEMS.....	15
GENERAL AND SPECIAL CONDITIONS OF CONTRACT	16
A. LANGUAGE.....	16
B. BID SECURITY DEPOSIT (Where Applicable).....	16
C. PLACE AND TIME OF DELIVERY.....	16
D. VARIATIONS / REPEAT ORDERS.....	16
E. INSPECTION of Goods on Delivery (whole applicable).....	16
F. PACKAGING.....	17
G. PERFORMANCE BANK GUARANTEE (OPTIONAL).....	17
H. PAYMENT CLAUSE Payment shall be made on production of the following documents - 17	
K. OBLIGATIONS AND OPTIONS IN CASE OF NON-FULFILMENT OF CONTRACTUAL OBLIGATIONS BY THE SUPPLIER.....	19
L. DISPUTES AND CONTROVERSIES/DISPUTE RESOLUTION.....	20
M. INDEMNITY.....	20
N. SUB-LETTING CONTRACT.....	20
O. BRIBES COMMISSION ETC.....	20
P. Termination (of the contract agreement).....	21
Q. FORCE MAJEURE.....	21
R. APPLICABLE LAWS.....	21
S. CONTRACT AMENDMENT.....	21
T. NOTICES.....	21
U. QUALIFICATION CRITERIA.....	22
ANNEXURE C: TERMS AND CONDITIONS OF AGREEMENT	26

Signature: _____



Introduction to the Procuring Entity i.e.PHSA and Procurement Requirements

The Provincial Health Services Academy (PHSA), Health Department, Government of Khyber Pakhtunkhwa, is the premier public-sector institution responsible for capacity building, professional development, and in-service training of health professionals and support staff across the province. PHSA conducts a wide range of regular and project-based training programmes, workshops, seminars, orientations, and capacity-building activities throughout the year for employees of the Health Department and associated organisations.

To facilitate these activities, PHSA is required to procure raw food items for training participants, stationery and toner items for training and routine official use, and contingent items required for training events and day-to-day office operations. These procurements are recurring in nature and are essential for the uninterrupted conduct of academic, administrative, and training functions of the Academy.

During FY 2026-27, an amount of approximately Rs. 15 million will be allocated under various budget heads for training-related activities. Historically, a major portion of these funds, estimated at 60% to 70% of the total training budget, is utilised on food arrangements, stationery and printing materials, and contingent items required for training programmes and routine institutional operations. Consequently, the rate contracts being solicited through this bidding process represent a significant procurement portfolio, offering sustained business opportunities to qualified suppliers throughout the financial year.

Prospective bidders are therefore encouraged to participate in the procurement process and offer competitive rates, quality products, and timely delivery services to support the Academy in achieving its training and capacity-building objectives.

Contact for information:

Director General, Provincial Health Services Academy, Department of Health, Government of Khyber Pakhtunkhwa, Budhni Road, Duranpur, Peshawar.

Phone +92 91 2614226, 2614231

Email: info@phsa.edu.pk

Website: www.phsa.edu.pk

Bidder Signature and Stamp: _____



Page 1 of 30

Invitation to bids

Invitation for Bids

Date: 12-06-2026

IFB No. 01/Procurement of Stationery Items & Toners for FY 2026-27

1. The Provincial Health Services Academy, Health Department KP has received an allocation from the Public Fund in Pakistani rupees 15 Million towards the cost of HRD Activities. It is intended that part of the proceeds of this allocated fund will be applied to eligible payments under the contract for the supply of Stationery and Toner Items.
2. The Provincial Health Services Academy, Health Department KP, now invites bids on EPADS (<https://ep.procure.gov.pk/>) and to submit a sealed copy of the applied bid along with original bid Security for the supply of Raw Food Items.
3. Interested eligible bidders may obtain further information from and inspect the bidding documents at the office of the Procurement Office at DG PHSA.
4. A complete set of bidding documents may be viewed and can be downloaded from the website of the KP EPADS, PHSA, KPPRA, etc., free of cost.
5. The provisions in the Instructions to Bidders and in the General Conditions of Contract are in strict compliance with the provisions of the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Act, 2012 and the Rules made thereunder.
6. Bids must be delivered to the office concerned on or before 1200 Hrs on 30th June, 2026 and must be accompanied by bid security of Pak. Rs. 25000.00 (Twenty Five Thousand only)
7. Bids will be opened in the presence of bidders/representatives who choose to attend on 30th June at 1200 Hrs at the offices of DG PHSA.
8. The bidders are required to give their best and final prices as no negotiations on price is permissible.

(FAIZ MUHAMMAD)
(PROCUREMENT OFFICER)
DIRECTOR GENERAL PROVINCIAL
HEALTH SERVICES ACADEMY, HEALTH
DEPARTMENT
BUDHNI ROAD DORANPUR, PESHAWAR

Bidder Signature and stamp: _____

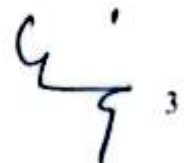
 2

Instruction to Bidders (ITB)

Instructions to bidders based on terms and conditions are covered as mentioned below and given under Bid Data Sheet

- A. The bidder must submit the bid both on e-PADS and a copy of which along with bid security in original, is to be submitted manually in sealed envelopes and as per the specified procurement procedures.
- B. The proposal shall be clearly marked on the outer side of the envelope "technical proposal," "financial proposal," or technical and financial proposals as the case may be.
- C. The proposal shall be typed in "New Times Roman" with font size 12 and single spacing. Any handwritten part or full proposal (either technical or financial) shall be rejected and shall be in English.
- D. The proposals must contain a transmittal letter on the bidder's letterhead, duly stamped by an authorised representative (as per the prescribed specimen).
- E. The envelopes shall contain the name, address, contact/ mailing details of the bidders and the Procuring Entity.
- F. The proposal shall contain a copy of registration with one of the mandated authorities of the Government of Pakistan, along with the national tax number certificate.
- G. The proposal shall contain a sales tax registration certificate (optional).
- H. The proposal shall have a complete work plan and delivery schedule, without which no weightage will be given in accordance with the bid evaluation criteria.
- I. The bidder shall specify the bid validity period in days. The submitted bid < Name of procuring entity> may, under exceptional circumstances, request an extension in the bid validity period, and the same shall not exceed the original bid validity period.
- J. Bidders may associate with other organisations to enhance their capacity. However, such associations may only take place before the bidding. Once firms are shortlisted, no such association will be allowed.
- K. Collusion between the firms is strictly prohibited. Any firm/group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government will be blacklisted and debarred.
- L. The proposals should be in accordance with the enclosed specifications and technical design (if any) (optional)
- M. Response time: all bidders shall submit their bid as per terms and conditions on or before the close of office on the given date, venue and addresses and will be opened half an hour after the prescribed date and time. No bid in any case shall be accepted after the deadline.

Bidder Signature and stamp: _____



- N. The proposal/bidder shall submit audited financial statements for the last three years and an account balance statement for the current ongoing years. (Optional)
- O. The bidder shall submit an affidavit that his firm is not on the blacklist of the concerned procuring entity.
- P. Submit a statement of any history of litigation or ongoing.
- Q. The bidder will deposit bid security with the procuring entity equal to 0- 5% of the total value of the contract along with the bid in the envelope containing the technical proposal. The bid security so deposited shall be returned to the depositor after signing the contract.
- R. The procuring entity may reject one or all such proposals, which are vague (in terms of financial proposal) or does not adhere to these instructions.
- S. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- T. "OPTIONAL" The procuring entity may ask for a performance bank guarantee at 10% of the total contract value. This bank guarantee should be from a scheduled bank.
- U. Contract will be signed with the successful bidders, and its terms and conditions will govern as per the contract agreement.
- V. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (procuring entity and supplier/vendor/bidder).

Primary and secondary documents to be filled and submitted, as given in Bid Solicitation Documents:

- Bid Form-1: Bid Cover Sheet

- Bid Form-2: Affidavit to be produced on stamp paper, duly verified by the oath commissioner

- Bid Form-3: **Annexure-A**: List of Stationery Items and **Annexure-B**: List of Toners Items

- BID Security, i.e. Financial instrument of **Rs. 25000/-** in the form of CDR for each Annexure above.

- Bidders should be registered entities with the Government (contractor with FBR/Chamber of Commerce, firm with the Registrar of Firms, Company with SECP or any other relevant authority, as the case may be)

Bidder Signature and stamp: _____

 4

- 5 Years Relevant supply Certificate with any Public Sector Organization (The certificate shall be produced on official letterhead with proper reference number and date, signed by the head of the institution/organisation)
- Performance Certificate for the claimed experience (The certificate shall be produced on official letterhead with proper reference number and date, signed by the head of the institution/organisation)
- Updated attested Certificate of registration under the Sales Tax Act 1990, having the Sales Tax registration number, NTN number with date(s) of registration from FBR on the bidder's registered business entity title.
- Active Taxpayer Certificate

Important Note Regarding Submission of Documents

All documents submitted in support of the bid, including the above-mentioned documents, must be issued on official letterhead and bear complete contact details, a valid dispatch/reference number, the signature of the competent authority, and the official stamp/seal. Failure to comply with any of these requirements shall render the bid non-responsive and liable to rejection.

Bidder Signature and stamp: _____

A handwritten signature in black ink, consisting of a stylized cursive script followed by a small 'S'.

Bid Data Sheet

ITB Ref	Description	Detail
ITB Clause 1	Bid reference number	01/Stationery and Toners-2026-27
ITB Clause 2	Name of Client & source of funds	Director General PHSA, Health Department, Government of Khyber Pakhtunkhwa – under Regular Budget
ITB Clause 3	Name of Goods/ Statement of responsibility	Sub Category 1 Stationery Items Sub Category 2 Toners
ITB Clause 4	Pre-Bid Meeting	22-06-2026 at 1200 Hrs
ITB Clause 5	Commencement date of downloading/provision of Bidding Document	12-06-2026
ITB Clause 6	Closing date & Time of Bid	30 th June 2023 at 1200 Hrs
ITB Clause 7	Submission of Bid	Bids shall be submitted both electronically through e-PADS and in hard copy. The hard copy of the bid, identical to the version submitted online, must be dispatched through a registered courier service and received in the Registry Office of the Administration Section of PHSA on or before the prescribed bid submission closing date and time. Hand-delivered bids shall not be accepted under any circumstances. In the event of any discrepancy between the hard copy and the bid submitted through e-PADS, the electronically submitted bid shall prevail and be treated as the authentic bid.
ITB Clause 8	Bidding for selected items in individual Category or Sub Category	No
ITB Clause 9	Bidding procedure	KPPRA Rule 6 (2) (a) Single Stage One Envelop Procedure
ITB Clause 10	Method determining the Lowest Evaluated Responsive Bidder	Lowest Price of Qualified Bidder
ITB Clause 11	Clarification(s) on Bidding Documents	Director General PHSA, Health Department, Government of Khyber Pakhtunkhwa
ITB Clause 12	Language of bid	English or Urdu
ITB Clause 13	Specific Description of Goods in the Bidding Documents	Separate quotations shall be submitted for each Category/ Sub Category as mentioned in Annexure A for stationery and Annexure B for Toners Items
ITB Clause 14	Bid Price	Bid Price shall be inclusive of all duties and taxes.

Bidder Signature and stamp: _____

6


ITB Clause 15	Currency of Bid	PKRs.
ITB Clause 16	Name of the Bid Pro Forma	Annexure A. Bid Pro forma specification for Sub Category 1 Annexure B. Bid Pro Forma specification for Sub Category 2
ITB Clause 17	Name of the Bid Form	Bid Form 1: Bid Cover Sheet & Bid Form 2: Affidavit
ITB Clause 18	Amount of Bid Security / Earnest Money	The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money amounting to Rs. 25000/- for each lot, separately, in the name of the Director General, PHSA, Health Department, Government of KP. In the event of non-provision of bid security/earnest money, the bid will be considered invalid and returned to the bidder after examination by the procurement committees. The bid security will be forfeited if a bidder withdraws his bid within the validity period.
ITB Clause 19	Bid validity period	90 days from the last date of submission of Bid.
ITB Clause 20	Date, time and venue of opening of bids	30 th June, 2026 at 1200 Hrs at the Office of Director General PHSA, Doran Pur Peshawar
ITB Clause 21	Duration of Contract	For the Financial Year 2026-27
ITB Clause 22	Performance Guaranty / Performance Security	The successful firm will deposit Rs. 10% amount as performance guarantee/security as per evaluation based on consumption data from previous year that shall be returned after successful completion of the contract period
ITB Clause 23	Minimum Qualification of Bidders to be attached with each bid	<ol style="list-style-type: none"> 1. Certificate of registered entity with the Government i.e. Sole Proprietorship, Partnership firm or Company, as the case may be 2. Bank guaranty as Bid Security amounting Rs. 25000/- for each Category/Sub Category separately in the form of CDR. 3. Bid Form 2 : Affidavit on stamp paper 4. 05 Years Relevant supply experience Certificate of any public sector organization 5. Performance Certificate from the claimed experience. 6. Registered with KPPRA EPADS 7. Attested updated Certificate of registration under sale tax act 1990, having sale tax registration number, NTN number with date(s) of registration from FBR 8. Active Taxpayer Certificate
ITB Clause 24	Rates Validity	For the Financial Year 2026-27
ITB Clause 25	Evaluation Methodology	Bid evaluation will be based on sample and value of entire bid calculated as based on consumption data from previous year. The unit rate of the item will be considered for which the consumption data is not available.

Bidder Signature and stamp: _____



ITB Clause 26	Termination of contract	In case of substandard supply the firm will be warned one time besides forfeiting of performance security and the case of blacklisting will be initiated.
ITB Clause 27	Item Sample	Samples are required along with bid submission.
ITB Clause 28	Authenticity of the documents	All the relevant documents must be authentic verifiable from the respective authority. All documents submitted in support of the bid must be issued on official letterhead and bear complete contact details, a valid dispatch/reference number, the signature of the competent authority, and the official stamp/seal. Failure to comply with any of these requirements shall render the bid non-responsive and liable to rejection.

Bidder Signature and stamp: _____

 8

BID FORM 1: BID COVER SHEET

Bid Ref. No. -----

Date-----

Title of the Supplier/Firm Contractor; Registered Entity as:	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Firm <input type="checkbox"/> Company <input type="checkbox"/> other _____
Owner/Proprietor	
Address	
E-mail	
Phone office	
Cell Phone	

1. Bid submitted for Sub Category 1. Stationery Items
 Sub Category 2. Toners

It is certified that the rates of entire Items are quoted on annexure A, B and/or both.

2. Bid Security in the form of CDR Attached For:

- | | | |
|--|------------------------------|-----------------------------|
| Sub Category 1. Stationery Items (CDR) Rs. 25000/- Attached | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Sub Category 2. Toners (CDR) Rs. 25000/- Attached | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Bidder registered entity with Government (contractor / Firm / Co.) attached | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Registered with KPPRA/EPAOS | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. 5-Year Experience Certificate(s) attached | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. 5-Years Performance Certificate(s) attached | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. GST Certificate from FBR attached | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. NTN Certificate from FBR attached | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Active Taxpayer Certificate attached | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Sample provided for each item Sub-Category & each item | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

It is certified that the documents submitted herewith are authentic and correct to the best of my knowledge. Any counterfeit documents found at any stage will lead to my disqualification.

Bidder Signature and stamp: _____



9

BID FORM 2: AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) I/We have read the contents of the instruction to bidders and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are according to specifications mentioned in statement of requirements.
- 4) The undersigned are also eligible Bidders within the meaning of Clause 23 of the ITB of the Bid Solicitation Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The Undersigned has no dispute anywhere in the Province regarding supplies.
- 9) The undersigned will be held responsible as per KPPRA rules for any loss occurred to department due to substandard supply.
- 10) I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signature with CNIC No & Name.

Witness. _____

(Signature with CNIC No & Name)

Note: The Affidavit must be on judicial stamp paper worth Rs. 100 by the Executive of the Firm & attested by Oath Commissioner.

Bidder Signature and stamp: _____

 10

STATEMENT OF REQUIREMENT AND BID FORM

ANNEXURE A

LIST OF STATIONERY ITEMS

FOR PROCUREMENT OF FINANCIAL YEAR 2026-27

(NOTE: SAMPLE OF EACH ITEM PROPERLY MARKED TO BE PROVIDED AT THE TIME OF BID SUBMISSION)

S#	ITEM	Specifications	Size	Quoted Rate @	Bid price (including Taxes)
ST-1	Ballpoint Pen (Blue, Black, Red)	Grip Packet of 10 Pens	Point 0.7 mm	per Packet	
ST-2	Ballpoint Pen (Blue, Black, Red, Green)	Point Opaque Barrel Pack of Ten Pens	Point 0.8 mm	Per Packet	
ST-3	Ballpoint Pen (Blue, Black, Red, Green)	Excel Pack of 10 Pens	Point 1mm	Per Packet	
ST-4	Ballpoint Uni-Ball (Blue, Black, Red, Green)	Gel Ink, Japan, Pack of 12	Point 0.7mm	Per Packet	
ST-5	Binding Card		A-4	Per Packet	
ST-6	Binding clips		25 mm	Per Packet	
ST-7	Binding plastic sheets		A-4	Per Packet	
ST-8	Binding rings		Small Size	Per Packet	
ST-9	Binding rings		Medium Size	Per Packet	
ST-10	Binding rings		Large Size	Per Packet	
ST-11	Binding Tape various Color (Black, Green, Red)		2"	Each	
ST-12	Blank Register		40 No	Each	
ST-13	Blank Register		50 No	Each	
ST-14	Blank Register 20		20 No	Each	
ST-15	Blank Register 30		30 No	Each	
ST-16	Board Marker (Blue, Black, Red, Green, Purple)	Dry Erase Marker Blister Pack of 5 Multiple Colors	2 mm	Per Packet	
ST-17	Board Marker (Blue, Black, Red, Green, Purple)	Dry Erase Marker Pack of 10 Single Colors	1 mm	Per Packet	
ST-18	Box file Alpha	Local		Each	
ST-19	Box file Ideal	Imported		Each	
ST-20	Calculator 14 digit	Simple	14 Digit	Each	
ST-21	Push/Thumb /Drawing Pins	Superior		Per Packet	
ST-22	Correction fluid set	Superior		Per Set	
ST-23	Correction Pen	Superior	0.02 mm	Per pen	
ST-24	Paper Cutter	Superior	Medium	Per piece	
ST-25	Dairy (note type)	Superior	Medium Size	Each	
ST-26	Engagement book	Superior	Normal	Each	
ST-27	Envelopes (Brown) with peel sticking	Kraft or Equivalent	9"x4"	Each	
ST-28	Envelopes (Brown) with peel sticking	Kraft or Equivalent	11" x 5"	Each	

Bidder Signature and stamp: _____

 11

S#	ITEM	Specifications	Size	Quoted Rate @	Bid price (including Taxes)
ST-29	Envelopes (Brown) with peel sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-30	Envelopes (Brown) with peel sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-31	Envelopes (White) with peel sticking	Kraft or Equivalent	9"x4" (80g)	Each	
ST-32	Envelopes (White) with peel sticking	Kraft or Equivalent	11" x 5"	Each	
ST-33	Envelopes (White) with peel sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-34	Envelopes (White) with peel sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-35	Envelop (Brown) with inside clothing and sticking	Kraft or Equivalent	11" x 5"	Each	
ST-36	Envelopes (Brown) with inside clothing and Sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-37	Envelopes (Brown) with inside clothing and Sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-38	File Board	Local		Each	
ST-39	Gum stick	Superior	Small	Each	
ST-40	Gum stick	Superior	Medium	Each	
ST-41	Gum stick	Superior	Large	Each	
ST-42	High Lighter	Wallet Pack of 4 Various Colors	Chisel Tip 5 mm	Each	
ST-43	Imported cards (White, Green , Yellow, Pink, Rainbow)	Double A Color Card Paper 180 Gram or equivalent , 25 sheets per pack	A4, 180 Gram, 25 sheets per pack	Per Pack of 25 Sheets	
ST-44	Imported cards (White, Green , Yellow, Pink, Rainbow)	Double A Color Card Paper 180 Gram or equivalent , 25 sheets per pack	Legal Size, 180 Gram, 25 sheets per pack	Per Pack of 25 Sheets	
ST-45	Ink for stamp pad/permanent markers (Blue/ Green/ Red/ Black)	Permanente Marking Ink Single bottle single color	15 ml	Per bottle	
ST-46	Ink (Blue/Black/Red/Green)	On board Dry Erase Ink or equivalent	15 ml	Per bottle	
ST-47	Marker permanent (RED/BLACK/GREEN)	permanent Marker Wallet Pack of 04 Various Colors or equivalent	2mm	Per Pack	
ST-48	Pakka File Cover	Local Fine Quality		Each	
ST-49	Paper A-4 210 x 297 mm	Original Double A 80 gm	A4	Each	
ST-50	Paper legal	Original Double A 80 gm	Legal	Each	
ST-51	Paper Pin	China	1"	Each	
ST-52	Paper Weight Small	Marble		Per Box	
ST-53	Parachute Bags	fine quality	13"x18"	Each	
ST-54	File Bags	fine quality	13"x18"	Each	

Bidder Signature and stamp: _____

12

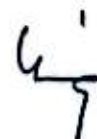
S#	ITEM	Specifications	Size	Quoted Rate @	Bid price (including Taxes)
ST-55	Laptop Bags	fine quality	13'x18"	Each	
ST-56	Pencil		2 ½ HB 5000	Each	
ST-57	Pin Cushion	Local		Each	
ST-58	Plastic cover for certificates	L-shape File	A/4	Each	
ST-59	Pointer Pen (Black, Blue, Red, Green)	Pointer Soft-liner wallet pack of 4, Various Colors	0.3 mm	Per wallet pack	
ST-60	Post it pad 2x3	Yellow, 100 SHEETS	SMALL 2"x3"	Per pack	
ST-61	Post it pad 2x4	Yellow, 100 SHEETS	Large 2"x4"	Per pack	
ST-62	Post it File Flag 25mm x 75mm (Pink, White, Green, Yellow)	100 SHEETS	1"x3"	Per Pack	
ST-63	Punch machine	Imported	large	Each	
ST-64	Punch machine	Imported	Medium	Each	
ST-65	Rubber	Soft		Each	
ST-66	Scale (steel)		12"	Each	
ST-67	Separator sheets	Card Local		Per Pack	
ST-68	Sharpener	Plastic		Each	
ST-69	Sharpener Machine imported	Original, imported		Each	
ST-70	Squash Tap Paper	Local	1/2"	Each	
ST-71	Squash Tap Paper	Local	1"	Each	
ST-72	Squash Tap Paper	Local	2"	Each	
ST-73	Squash Tap Transparent	Local	½"	Each	
ST-74	Squash Tap Transparent	Local	1"	Each	
ST-75	Squash Tap Transparent	Local	2"	Each	
ST-76	Stamp pad (Green, Black, Red)	Superior	Normal Size	Each	
ST-77	Stapler machine	Superior	Office Normal Size	Each	
ST-78	Stapler Machine Heavy Duty Manual	Superior	Staple size 23/24 23/6, 210 Sheet Capacity	Each	
ST-79	Stapler Pin	Strong fail free 1000 staples per Pack	23/24, 24/6	Each Per Pack	
ST-80	Stapler Pin	Strong Fail Free 1000 Staples Per Pack	23/24, 23/6	Each per Pack	
ST-81	Stapler Pin Remover	Hand held		Each	
ST-82	Stock register Large	Fine Quality	No-6	Each	
ST-83	Stock register Medium	Fine Quality	No. 4	Each	
ST-84	Stock register Small	Fine Quality	No.2	Each	
ST-85	Table dairy	Local		Each	
ST-86	Table set	Marble		Each	
ST-87	Tag Large	Cotton	36"	Each Bunch	
ST-88	Tag small	Cotton	8"	Each Bunch	

Bidder Signature and stamp: _____



S#	ITEM	Specifications	Size	Quoted Rate @	Bid price (including Taxes)
ST-89	Transparency sheets		A/4	Each	
ST-90	Writing pad large size		F/S	Each	
ST-91	Writing pad		A-4 medium	Each	
ST-92	Writing pad		small	Each	
ST-93	Wrapping Paper thick 60 gm	Kraft or Equivalent	35" x 47"	Each	
ST-94	Packaging Plastic Roll	For equipment packaging and anti-rusting	Roll Width 12"	Per Roll	
ST-95	Flip Charts	A Grade	24" x 36"	Per Packet	
ST-96	USB flash Drive	Best Quality	16 GB	Each per Item	
ST-97	USB flash Drive	Best Quality	32 GB	Each per Item	
ST-98	USB flash Drive	Best Quality	64 GB	Each per Item	
ST-99	USB flash Drive	Best Quality	128 GB	Each per Item	

Bidder Signature and stamp: _____

 14

STATEMENT OF REQUIREMENT AND BID FORM

ANNEXURE B

LIST OF TONERS ITEMS

FOR PROCUREMENT OF FINANCIAL YEAR 2026-27

(SAMPLE OF EACH ITEM PROPERLY MARKED TO BE PROVIDED AT THE TIME OF BID SUBMISSION)

S#	ITEM	Specification	Bid Price (including Taxes)
T-1	Toner Photostat Machine	Canon IR 2016	
T-2	Toner Photostat Machine	Sharp AR-M452U	
T-3	Toner Photostat Machine	Panasonic 8025	
T-4	Toner for Photostat Machine	Panasonic KXMB 2025	
T-5	Toner Photostat Machine	Canon Model IR 3245x	
T-6	Toner FX-3 for cannon L220	Cannon L220	
T-7	HP Color LaserJet Pro MFP M177fw	HP 130-A	
T-8	Computer Printer HP Toner 2035	HP 05A	
T-9	Computer Printer HP Toner 2015	HP 53-A	
T-10	Computer Printer HP Toner 1320	HP 49-A	
T-11	Computer Printer HP Toner 1020	HP 12-A	
T-12	Computer Printer HP Toner 1010	HP 12-A	
T-13	Computer Printer Samsung Toner	ML-2550	
T-14	Computer Printer HP Toner 400	HP 80-A	
T-15	Computer Printer HP Toner 2055	HP 05-A	
T-16	Computer Printer HP Toner 402dn	HP 26-A	
T-16	Computer Printer HP Toner 404dn	HP 76-A	
T-17	Computer Printer HP Toner 4003dn	HP 151-A	
T-18	Computer Color Printer HP Toner M553	HP 276-A	

Bidder Signature and stamp: _____

GENERAL AND SPECIAL CONDITIONS OF CONTRACT

A. LANGUAGE

All communications and documentation related to procurements shall be in English.

B. BID SECURITY DEPOSIT (Where Applicable)

Unless otherwise agreed between the Procuring entity and the Supplier, the latter shall deposit with the Procuring Entity a sum equal to <0 - 5>% of the total value of the goods detailed in the said Schedule at 'C'.

C. PLACE AND TIME OF DELIVERY

The Supplier/Vendor/bidder shall as may be required by the Procuring entity either deliver free at, places detailed in the said Schedule, the list and Quantities of the goods detailed herein and the goods shall be delivered out not later than the dates specified.

(i) Delivery Schedule

Ser. #	Item /	Date of	Place of	Verification	Acceptance
	Deliverable	delivery	deliv ery		

D. VARIATIONS / REPEAT ORDERS

The Procuring entity may during the execution of the Contract, by notice in writing may direct the supplier to alter, amend, omit, add to or otherwise vary any part of the Schedule, in agreement with the Service Provider, and the Service Provider shall carry out such variations and be bound by the same conditions. Provided that repeat orders are within a period of six months, and that it does not exceed fifteen percent of the original contract value as per KP Public Procurement Rules 2014.


E. INSPECTION of Goods on Delivery (whole applicable)

The goods shall be inspected by the inspecting team of the Procuring entity for quality/quantity etc at the agreed location/warehouse of the Procuring entity before the goods are provided/supplied at their final destination.

Inspection of goods shall be conducted without prejudice to the buyer's right to lodge quantity and quality claims. In case the goods are not found in conformity with the contracted quality/specifications, procuring entity shall have the right to lodge claims within 30 days from the date of inspection of the goods.

In case of dispute by the supplier, joint re-inspection of the supplied material shall be carried out, at the cost of the supplier, in presence his or his authorized representative either at a laboratory designated by the procuring entity or by a neutral independent entity as jointly agreed.

Bidder Signature and stamp: _____

 16

F. PACKAGING

Material should be packed suitably in appropriate wooden/metallic boxes/containers/pallets in such a manner that the goods are not lost or damaged in handling/transportation and the packing should be suitable enough to reach at the stores of procuring entity safely.

Each pack or container should clearly indicate the following information:

- Purchase Order Number and date.
- Name of Product/Deliverable.
- Quantity
- Gross and net weights
- Name of Manufacturers/service providers

Manufacturer's instructions regarding the maximum storage life of the product and the storage conditions must be followed.

Material/works/service should be delivered at the stores of procuring entity in original packing of the manufacturer.

Where applicable, manuals containing instructions of the manufacturer about the application (in use) of the item should be provided in English. If required by the procuring entity, technical experts should be sent by the manufacturer for the application of the item at site.

G. PERFORMANCE BANK GUARANTEE (OPTIONAL)

Successful bidders shall furnish a Performance Bank Guarantee of 10%(where applicable) of the value of the Purchase Order/Tender price/Contract on the proforma prescribed, provided that the guarantee is issued by any of the approved Banks within 20 days of issuance of the letter of acceptance. The performance guarantee shall remain valid throughout the execution of the purchase order/contract and shall be returned within 10 days after the expiry of the warranty period, and satisfactory performance

If such a guarantee is issued by a foreign bank, it should be countersigned by a Pakistani bank on the approved list of banks.

FORFEITURE OF PERFORMANCE BANK

GUARANTEE

The Performance Bank Guarantee may be forfeited if the service provider fails to deliver or supply goods in accordance with the terms and conditions of the Purchase Order or commits any breach of the Contract / Purchase Order.

H. PAYMENT CLAUSE Payment shall be made on production of the following documents: -

- a. The Supplier/Vendor submits manually signed invoice in triplicate certifying that merchandise supplied is in accordance with the contract. The invoice must show the Purchase Order No.____, Material Receiving Report No.____, and Acceptance Note No.____, with date, price/rate of each item.
- b. Material/Deliverables Receiving Report (in original) signed by the Authorized Representative of Procuring entity in acknowledgement of having received all supplies/deliverables in accordance with the Purchase Order/Contract Agreement.
- c. Authenticated sales tax invoice in original as prescribed in the Sales Tax Act 1990 (where applicable).


Bidder Signature and stamp: _____

 17

- d. Valid Income Tax Exemption Certificate (otherwise, Income Tax at the current applicable rates shall be deducted from the invoice) (where applicable)
- e. National Tax Number.
- f. Sales Tax Registration Number.
- g. Certificate in original issued by any one of the Independent Inception (where applicable).
- h. Bank Account Number and Branch.
- i. Recovery of all applicable taxes at source should be made as per the rules
- j. Certificate from the procuring entity stating Goods as per standard/professional requirement (format given below)

<Name of procuring entity>
<Address of procuring entity>

Bidder Signature and stamp: _____

 18

DETAIL OF STANDARDS (if applicable)

S. #	Meets best quality standards (5)	Meets acceptable quality standards (4)	Meets un acceptable quality standards (3)	Does not meet acceptable quality standards (2)
1.				
2.				
3.				
4.				

Delivery / Deliverable accepted since it meets acceptable / best quality standards (5/4)

(Assessment/Evaluation Officers)
Name and Designation

K. OBLIGATIONS AND OPTIONS IN CASE OF NON-FULFILLMENT OF CONTRACTUAL OBLIGATIONS BY THE SUPPLIER

The supplier shall perform services in accordance with recognized standards, applicable laws and regulations.

The suppliers shall appoint a focal person who shall coordinate with procuring entity at all times during the execution of the project (representing consultant firm /organization). The Project Coordinator shall have the qualifications as may be agreed between the client and the consultant.

The supplier shall carry out the services with due diligence and efficiency and in conformity with sound practices.

The supplier shall act at all times so as to protect the interests of the Client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic and other practices. The supplier shall furnish the Client such information relating to the Services as the Client may from time to time reasonably request.

Except with the prior written approval of the Client, the supplier shall not assign or transfer the Agreement for Goods or any part thereof nor engage any other independent supplier or sub-contractor to perform any part of the services without prior consent of the service providers

The supplier agrees that no proprietary and confidential information received by the supplier from the Client shall be disclosed to a third party unless the supplier receives a written permission from the Client to do so.

Procuring entity may take any of the following actions if after the placement of the Purchase Order the supplier fails to deliver the goods within the prescribed period, according to the specifications, quantities and other terms and conditions given in the Purchase Order/Contract agreement:-

Recover from the supplier as stipulated in the relevant purchase order/contract agreement, equivalent to 0.067% per day (2% per month) of the total value of contract in case of failure to deliver as per agreed timelines, provided that the total penalty shall not be imposed beyond maximum of 10% of the total contract value.

Bidder Signature and stamp: _____

 19

Purchase from any other source, at the risk and cost of the supplier, the goods not delivered or other goods of equivalent specifications, without canceling the Purchase Order/contract agreement;

Cancel the Purchase Order/contract agreement at supplier's risk and cost. In such case, Procuring entity reserves the right to take any action against supplier which it may deem fit under the circumstances including the blacklisting of the supplier; or

Recover any consequential losses/damages incurred by procuring entity by withholding any or all amounts otherwise due to the supplier against this or any other Purchase Order/ Contract.

L. DISPUTES AND CONTROVERSIES/DISPUTE RESOLUTION

Procuring Entity shall constitute a Committee consisting of odd number of persons with proper powers and authorizations to redress complaints of bidders that may arise prior to issuance of Purchase Order/contract agreement, in accordance with the KP Public Procurement Rules 2014.

If a bidder is not satisfied with the decision of the Committee, he may take recourse to the KPK PPRA.

The mere fact of lodging a complaint shall not warrant suspension of the procurement process.

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled by KP-PPRA in accordance with the KPPRA Law.

M. INDEMNITY

The supplier shall at all times indemnify the procuring entity against the claims which may be made in respect of the goods for infringement of any right protected by patent, registration of design or trade mark and shall take all risks of accident of damages which may cause a failure of the supply from whatever cause arising and the entire responsibility for the sufficiency of all the means used by him for the fulfillment of the contract; provided always that in event of any claim in respect of an alleged breach of a patent registered design or trade mark being made against the procuring entity, it shall notify the supplier of the same and the supplier shall be at liberty at his own expense to conduct negotiations for settlements of any litigation that may arise there from.


N. SUB-LETTING CONTRACT

The supplier shall not sub-let or assign this Contract or any part thereof without the written permission of the procuring entity. In the event of the Service provider subletting or assigning this Contract or any part thereof without such permission, the procuring entity shall be entitled cancel the Contract and to purchase the goods elsewhere on the supplier account and risk and the supplier shall be liable for any loss or damage which the procuring entity may sustain in consequence of arising out of such purchase.

O. BRIBES COMMISSION ETC

Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the Contractor or his partner, agent or servant, or any one on his or their behalf to any officer servant, representative or agent of the procuring entity or any person on its behalf in relation to the obtaining or to the execution of this or any other contract with the procuring entity, shall in addition to any criminal liability which he may incur, subject the contractor to cancellation of this and all other Contracts and also to payments of any loss or damage resulting from such cancellation to the like extent as is provided in cases cancellation under clause 8 hereof; and the procuring entity shall be entitled to deduct the amounts so payable from any moneys, otherwise due to the supplier under this or any other Contract. Any question or dispute as to the commission of any offence under this clause shall be settled by the procuring entity in such manner as it shall think fit and sufficient, and its decision shall be final and conclusive.

Bidder Signature and stamp: _____

 20

P. Termination (of the contract agreement)

The Agreement shall terminate when, pursuant to the provisions hereof, the Services have been completed and full and final payment has been made.

Termination by the Client

The Client may, by a written notice of thirty (30) days to the supplier, terminate this Agreement. All accounts between the Client and the Service provider shall be settled not later than sixty (60) days of the date of such termination.

Termination by the Supplier

The supplier may suspend the Agreement by a written notice of thirty (30) days only if the supplier does not receive payments due under this Agreement within thirty (30) days of submission of its invoice. If the payment is still not made to the supplier after thirty(30) days of notice of suspension, the Supplier/Vendor may terminate this Agreement in whole or in part by giving fifteen (15) days advance notice of intent to terminate. If the Agreement is terminated by the supplier under such circumstances, the Procuring entity shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the supplier.

Q. FORCE MAJEURE

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lockout or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

R. APPLICABLE LAWS

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the KPPRA Act 2012 and KPP Rules 2014.

S. CONTRACT AMENDMENT

No variation or modification of the terms of the Agreement shall be made except by a written amendment signed by the Parties hereto.

T. NOTICES

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

Bidder Signature and stamp: _____



To: The Client

To: The Supplier

or to such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

U. QUALIFICATION CRITERIA

The following is the qualification criteria. Procuring Entity may add more (if required) strictly in accordance with the PPRA rules.

1. Bidders should be registered entities with the Government (contractor with PEC; Company with SECP or any other relevant authority).
2. Carrying a National Tax Number (NTN) , or a CBR Tax Exemption Certificate;
3. Sales tax certificate (where required)
4. Financial health (Financial Audit Report, Bank Statement in the past 3 fiscal years);
5. Should demonstrate similar experience for at least 05 years
6. Performance Certificate of the claimed experience
6. The bidder shall submit an affidavit that his firm is not in blacklist by the concerned procuring entity on. Bid Form-02

Bidder Signature and stamp: _____

kg 22

BANK GUARANTEE FORM IN RESPECT OF BID SECURITY (to be furnished on non-judicial stamp paper of appropriate value)

Procuring Officer
Procuring entity and its address

1. M/s _____ through their agent _____ (hereinafter called the supplier) are submitting their offer against your tender enquiry No. _____ for _____ due on _____ and have requested us to issue a bank guarantee for _____ in your favor as bid security to ensure their compliance with the conditions of the tender.

2. The Guarantor waiving all objections and defenses and under the aforesaid contract, hereby unconditionally, irrevocably and independently guarantees to pay to procuring entity without delay upon procuring entity's first written demand any amount claimed by procuring entity up to the sum named herein, on procuring entity written declaration that the bidder has refused or failed to fulfill any of the terms of the tender/bid or committed any breach of the tender/bid.

3. Notices in writing of any such breach, of which the Buyer shall be the sole Judge, as aforesaid, on the part of the bidder shall be given by the Buyer to the Guarantor and on each first demand, payment shall be made by the Guarantor of all sums then due under this guarantee unconditionally and without any reference to the bidder or any other person and without any objection.


4. This guarantee is valid up to three months from the date of opening of the tender. In case the tenderers / bidders _____ are awarded a contract for the supply of goods / Works / services as per tender enquiry/letter / RFP quoted above, the guarantee will remain valid up to the date of furnishing of an acceptable performance bond on the Procuring entity's format.

5. Any Claim if any, must reach us in writing on or before the expiry date, after which we will no longer be liable to make payment to you

6. Our liability hereunder is limited to NAME OF
THE BANK

WITH ADDRESS
AUTHORISED OFFICER OF THE BANK

Bidder Signature and stamp: _____

 23

**PERFORMANCE BANK GUARANTEE FORM IN RESPECT OF
PURCHASE ORDER / CONTRACT AGREEMENT**

(to be furnished on non-judicial stamp paper of appropriate value)

WHEREAS <name of procuring entity> having its registered office at _____, by an agreement made between _____ (hereinafter called the supplier/service provider) has awarded the contract (hereinafter called the contract) vide agreement/letter / P.O. No. dated for the supply of goods/works / services specified in the said Purchase Order / contract agreement.

AND WHEREAS in accordance with the provisions of clause _____ of the Contract/Purchase Order the supplier is required to furnish a bank guarantee for the due performance and observance of all the terms provisions and stipulations of the Contract/Purchase Order by the service provider and the service provider has requested Bank Limited to issue the said guarantee for an amount of Rupees _____ (Rs. _____) equivalent to <specify %> of the total value shown in the purchase order.


In consideration of the premises we _____ Bank Limited _____ hereby guarantee irrevocably and unconditionally forthwith to pay to the procuring entity without reference to the service provider on the first demand of the procuring entity in writing stating that the service provider has committed a default under the Contract/Purchase order without any further statement of the particulars of such default and notwithstanding any contestation by the supplier, an amount not exceeding Rupees _____

And we _____ Bank Limited hereby further declare that no alteration in the terms of the Contract/Purchase Order or in the scope extent or nature of supplies therein, and no allowances of time by the procuring entity under the Contract /Purchase Order nor any forbearance or forgiveness in or in respect of any matter or thing concerning the Contract/Purchase Order on the part of the procuring entity, shall in any way release this Bank from any liability under this guarantee.

The validity of this guarantee shall expire after _____ days on _____ of the completion of delivery of supplies to the procuring entity by the supplier in conformity with the provisions of the Contract/Purchase Order. After its expiry, the procuring entity shall return this guarantee to the Supplier for cancellation by this bank.

NAME OF BANK
WITH ADDRESS
AUTHORISED OFFICER OF THE BANK

Bidder Signature and stamp: _____

 24

Enter signature and stamp: _____

25

Annexure C: Terms and Conditions of agreement

This Contract Agreement is hereby agreed between the M/s _____, Government Contractor Peshawar hereinafter referred to as first party or supplier or contractor and Provincial Health Services Academy (PHSA), Department of Health Government of Khyber Pakhtunkhwa Peshawar hereinafter referred to as second party on following terms and conditions on this day of _____.

1. The purpose of the contract is to provide stationery items and/or toners by the first party to the second party as set out in the tender notice and Bid Solicitation Documents i.e. Statement of requirements, specifications and demand order placed by the second party as per following approved rates for the entire F.Y. 2026-27.


S#	ITEM	Specifications	Size	Rate (including Taxes)	Approved Rate (including Taxes)
ST-1	Ballpoint Pen (Blue, Black, Red)	Grip Packet of 10 Pens	Point 0.7 mm	per Packet	
ST-2	Ballpoint Pen (Blue, Black, Red, Green)	Point Opaque Barrel Pack of Ten Pens	Point 0.8 mm	Per Packet	
ST-3	Ballpoint Pen (Blue, Black, Red, Green)	Excel Pack of 10 Pens	Point 1mm	Per Packet	
ST-4	Ballpoint Uni-Ball (Blue, Black, Red, Green)	Gel Ink, Japan, Pack of 12	Point 0.7mm	Per Packet	
ST-5	Binding Card		A-4	Per Packet	
ST-6	Binding clips		25 mm	Per Packet	
ST-7	Binding plastic sheets		A-4	Per Packet	
ST-8	Binding rings		Small Size	Per Packet	
ST-9	Binding rings		Medium Size	Per Packet	
ST-10	Binding rings		Large Size	Per Packet	
ST-11	Binding Tape various Color (Black, Green, Red)		2"	Each	
ST-12	Blank Register		40 No	Each	
ST-13	Blank Register		50 No	Each	
ST-14	Blank Register 20		20 No	Each	
ST-15	Blank Register 30		30 No	Each	
ST-16	Board Marker (Blue, Black, Red, Green, Purple)	Dry Erase Marker Blister Pack of 5 Multiple Colors	2 mm	Per Packet	
ST-17	Board Marker (Blue, Black, Red, Green, Purple)	Dry Erase Marker Pack of 10 Single Colors	1 mm	Per Packet	
ST-18	Box file Alpha	Local		Each	
ST-19	Box file Ideal	Imported		Each	
ST-20	Calculator 14 digit	Japan		Each	
ST-21	Push/Thumb /Drawing Pins	Superior		Per Packet	
ST-22	Correction fluid set	Superior		Per Set	
ST-23	Correction Pen	Superior	0.02 mm	Per pen	
ST-24	Paper Cutter	Superior	Medium	Per piece	
ST-25	Dairy (note type)	Superior	Medium Size	Each	
ST-26	Engagement book	Superior	Normal	Each	

Bidder Signature and stamp _____

26

S#	ITEM	Specifications	Size	Rate (including Taxes)	Approved Rate (including Taxes)
ST-27	Envelopes (Brown) with peel sticking	Kraft or Equivalent	9"x4"	Each	
ST-28	Envelopes (Brown) with peel sticking	Kraft or Equivalent	11" x 5"	Each	
ST-29	Envelopes (Brown) with peel sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-30	Envelopes (Brown) with peel sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-31	Envelopes (White) with peel sticking	Kraft or Equivalent	9"x4" (80g)	Each	
ST-32	Envelopes (White) with peel sticking	Kraft or Equivalent	11" x 5"	Each	
ST-33	Envelopes (White) with peel sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-34	Envelopes (White) with peel sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-35	Envelop (Brown) with inside clothing and sticking	Kraft or Equivalent	11" x 5"	Each	
ST-36	Envelopes (Brown) with inside clothing and Sticking	Kraft or Equivalent	For A-4 Size Documents	Each	
ST-37	Envelopes (Brown) with inside clothing and Sticking	Kraft or Equivalent	For Legal Size Documents	Each	
ST-38	File Board	Local		Each	
ST-39	Gum stick	Superior	Small	Each	
ST-40	Gum stick	Superior	Medium	Each	
ST-41	Gum stick	Superior	Large	Each	
ST-42	High Lighter	Wallet Pack of 4 Various Colors	Chisel Tip 5 mm	Each	
ST-43	Imported cards (White, Green, Yellow, Pink, Rainbow)	Double A Color Card Paper 180 Gram or equivalent, 25 sheets per pack	A4, 180 Gram, 25 sheets per pack	Per Pack of 25 Sheets	
ST-44	Imported cards (White, Green, Yellow, Pink, Rainbow)	Double A Color Card Paper 180 Gram or equivalent, 25 sheets per pack	Legal Size, 180 Gram, 25 sheets per pack	Per Pack of 25 Sheets	
ST-45	Ink for stamp pad/permanent markers (Blue/ Green/ Red/ Black)	Permanente Marking Ink Single bottle single color	15 ml	Per bottle	
ST-46	Ink (Blue/Black/Red/Green)	On board Dry Erase Ink or equivalent	15 ml	Per bottle	
ST-47	Marker permanent (RED/BLACK/GREEN)	permanent Marker Wallet Pack of 04 Various Colors or equivalent	2mm	Per Pack	
ST-48	Pakka File Cover	Local Fine Quality		Each	
ST-49	Paper A-4 210 x 297 mm	Original Double A 80 gm	A4	Each	
ST-50	Paper legal	Original Double A 80 gm	Legal	Each	
ST-51	Paper Pin	China	1"	Each	

Bidder Signature and stamp: _____

 27

S#	ITEM	Specifications	Size	Rate (including Taxes)	Approved Rate (including Taxes)
ST-52	Paper Weight Small	Marble		Per Box	
ST-53	Parachute Bags	fine quality	13"x18"	Each	
ST-54	File Bags	fine quality	13"x18"	Each	
ST-55	Laptop Bags	fine quality	13"x18"	Each	
ST-56	Pencil		2 ½ HB 5000	Each	
ST-57	Pin Cushion	Local		Each	
ST-58	Plastic cover for certificates	L-shape File	A/4	Each	
ST-59	Pointer Pen (Black, Blue, Red, Green)	Pointer Soft-liner wallet pack of 4, Various Colors	0.3 mm	Per wallet pack	
ST-60	Post it pad 2x3	Yellow, 100 SHEETS	SMALL 2"x3"	Per pack	
ST-61	Post it pad 2x4	Yellow, 100 SHEETS	Large 2"x4"	Per pack	
ST-62	Post it File Flag 25mm x 75mm (Pink, White, Green, Yellow)	100 SHEETS	1"x3"	Per Pack	
ST-63	Punch machine	Imported	large	Each	
ST-64	Punch machine	Imported	Medium	Each	
ST-65	Rubber	Soft		Each	
ST-66	Scale (steel)		12"	Each	
ST-67	Separator sheets	Card Local		Per Pack	
ST-68	Sharpener	Plastic		Each	
ST-69	Sharpener Machine imported	Original, imported		Each	
ST-70	Squash Tap Paper	Local	1/2"	Each	
ST-71	Squash Tap Paper	Local	1"	Each	
ST-72	Squash Tap Paper	Local	2"	Each	
ST-73	Squash Tap Transparent	Local	¼"	Each	
ST-74	Squash Tap Transparent	Local	1"	Each	
ST-75	Squash Tap Transparent	Local	2"	Each	
ST-76	Stamp pad (Green, Black, Red)	Superior	Normal Size	Each	
ST-77	Stapler machine	Superior	Office Normal Size	Each	
ST-78	Stapler Machine Heavy Duty Manual	Superior	Staple size 23/24 23/6, 210 Sheet Capacity	Each	
ST-79	Stapler Pin	Strong fail free 1000 staples per Pack	23/24, 24/6	Each Per Pack	
ST-80	Stapler Pin	Strong Fail Free 1000 Staples Per Pack	23/24, 23/6	Each per Pack	
ST-81	Stapler Pin Remover	Hand held		Each	
ST-82	Stock register Large	Fine Quality	No-6	Each	
ST-83	Stock register Medium	Fine Quality	No 4	Each	
ST-84	Stock register Small	Fine Quality	No 2	Each	
ST-85	Table dairy	Local		Each	

Bidder Signature and stamp: _____

S#	ITEM	Specifications	Size	Rate (including Taxes)	Approved Rate (including Taxes)
ST-86	Table set	Marble		Each	
ST-87	Tag Large	Cotton	36"	Each Bunch	
ST-88	Tag small	Cotton	8"	Each Bunch	
ST-89	Transparency sheets		A/4	Each	
ST-90	Writing pad large size		F/S	Each	
ST-91	Writing pad		A-4 medium	Each	
ST-92	Writing pad		small	Each	
ST-93	Wrapping Paper thick 60 gm	Kraft or Equivalent	35" x 47"	Each	
ST-94	Packaging Plastic Roll	For equipment packaging and anti-rusting	Roll Width 12"	Per Roll	
ST-95	Flip Charts	A Grade	24" x 36"	Per Packet	

FOR SUB CATEGORY i.e. TONER.

S#	ITEM	Specification	Approved Rate (including Taxes)
T-1	Toner Photostat Machine	Canon IR 2016	
T-2	Toner Photostat Machine	Sharp AR-M452U	
T-3	Toner Photostat Machine	Panasonic 8025	
T-4	Toner for Photostat Machine	Panasonic KXMB 2025	
T-5	Toner Photostat Machine	Canon Model IR 3245x	
T-6	Toner FX-3 for cannon L220	Cannon L220	
T-7	HP Color LaserJet Pro MFP M177fw	HP 130-A	
T-8	Computer Printer HP Toner 2035	HP 05A	
T-9	Computer Printer HP Toner 2015	HP 53-A	
T-10	Computer Printer HP Toner 1320	HP 49-A	
T-11	Computer Printer HP Toner 1020	HP 12-A	
T-12	Computer Printer HP Toner 1010	HP 12-A	
T-13	Computer Printer Samsung Toner	ML-2550	
T-14	Computer Printer HP Toner 400	HP 80-A	
T-15	Computer Printer HP Toner 2055	HP 05-A	
T-16	Computer Printer HP Toner 402dn	HP 26-A	

2. When a demand order is issued by the second party, the first party shall supply the respective stationery items/toners within three days in accordance with the tender specifications at PHSA. No transportation cost shall be borne by the second party.
3. The first party shall submit its bill(s) after supply. The bills will be processed upon satisfactory inspection report of the supplied items received from inspection committee.
4. The contract is valid for the Financial Year 2026-27.
5. Supply of items shall not be affected / delayed at any cost / condition.

Bidder Signature and stamp: _____

6. The first party's shall submit Rs. 10% of the total bids evaluated as per previous year consumption data as performance security that shall be returned after successful completion of the contract period.
7. Supplies shall be of good quality. Supply of sub-standard items shall not be accepted. It shall be returned to first party and replaced immediately. In case of delayed supply performance security will be forfeited.
8. In case of any mishap, an enquiry shall be conducted by Health Department to ascertain causes of mishap and if the first part is found guilty, it shall be charged accordingly and the contract shall be terminated with forfeiting of performance security.
9. In case of substandard supply the firm will be warned one time besides forfeiting of performance security and the case of blacklisting will be initiated.

FIRST PARTY

Name of Supplier/Contractor: _____

CNIC No. _____

Phone No. _____

Signature _____

Date: _____

SECOND PARTY

Director General PHSA

Signature _____

Date: _____

Bidder Signature and stamp: _____

 30