

**GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE**

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F. No. 16-1/2025-GS

Islamabad the 5<sup>th</sup> August, 2025.

**TENDER NOTICE NO. 01/2025-26**

**INVITATION TO BID FOR PURCHASE OF STATIONERY, PAPERS, TONERS  
FOR COMPUTER PRINTERS/ PHOTOCOPIER / FAX MACHINE ETC.,  
MISCELLANEOUS, ELECTRIC ITEMS AND IT EQUIPMENT FOR STI DURING  
FINANCIAL YEAR 2025-26.**

Secretariat Training Institute (STI) intends to invite sealed bids for supply of Stationery, Papers, Toners for Computer Printers/ Photocopies/ Fax Machine etc., Miscellaneous, Electric items and IT Equipment during financial year 2025-26 **in pursuance of rule 36(a) of PPRA Rules 2004 i.e. single stage- two envelope procedure.**

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available at the office of Deputy Director (G.S.), Secretariat Training Institute, Plot No.7, Sector H-9, Islamabad which may be obtained at a Price Rs.1000/- on any working day during office hours, as provided under Rule 23(5) of PPRA Rules, 2004.

3. The bids, duly accompanied with prescribed bid security and prepared in accordance with the instructions as per bidding documents must reach at Secretariat Training Institute, Plot No.7, Sector H-9, Islamabad on or before **25 August, 2025 at 11.30 a.m.** and tender will be open on same day in the presence of bidders or their representatives, who choose to be present.

4. This advertisement is available on newspaper, PPRA website at [www.ppra.org.pk/E-Pads](http://www.ppra.org.pk/E-Pads), [www.establishment.gov.pk](http://www.establishment.gov.pk), and [www.sti.gov.pk](http://www.sti.gov.pk).

5. STI reserves right to reject all bids or proposals at any time prior to acceptance as provided under Rule 33 of PPRA Rules, 2004.

  
**(HUSSAIN AHMED)**  
Deputy Director (F&A)

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE

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Subject: **BIDDING DOCUMENTS /INSTRUCTIONS TO THE BIDDERS IN RESPECT OF STI'S TENDER NOTICE NO 01/2025-26 FOR PURCHASE OF STATIONERY, PAPERS, TONERS FOR COMPUTER PRINTERS/ PHOTOCOPIER/FAX MACHINE ETC. MISCELLANEOUS, ELECTRIC ITEMS AND IT EQUIPMENT FOR STI DURING FINANCIAL YEAR 2025-26.**

1. **INTRODUCTION:** Secretariat Training Institute (STI) intends to invite sealed bids for supply of Stationery, Papers, Toners for Computer printers/ Fax Machines/Photocopiers, Miscellaneous, Electric items and IT Equipment during Financial Year 2025-26 **in pursuance of rule 36(a) of PPRA Rules 2004 i.e. single stage-two envelope procedure.**
  - 1.1 **SOURCE OF FUNDING:** Regular budget of STI for the year 2025-26.
  - 1.2 **SCOPE OF WORK:** Details showing estimated requirement of each item (BOQs) Are annexed (Annex-I-V).
2. **ELIGIBILITY OF BIDDERS:** In addition to the bidding criteria as laid down in clause 5 of this bidding document; standard terms and conditions, inter alia, shall be as under:-
  - 2.1 The Bidder is registered with FBR for the purpose of Income Tax and Sale Tax. Certificate of Registration shall be provided.
  - 2.2 Bidder has a valid vendor Number issued by AGPR.
  - 2.3 The Bidder has never been black listed from any Govt. Organization. A certificate to this effect shall be provided.
  - 2.4 The bidders have minimum five (05) years of experience in supply of stationery, papers, toners for computer printers/photocopier/fax Machine etc., Miscellaneous, Electric items and IT Equipment.
  - 2.5 In case of supply Toners bidders have to provide a certificate of authorized dealership/Partnership of the requisite brand of toners.
  - 2.6 The bidder must produce satisfactory performance certificate from five organizations with whom they/it worked in past
3. **GENERAL INFORMATION:** Bidders shall produce general information regarding their business along with bids as follows:-
  - 3.1 Firm's Name and Office Address procuring firms' presence from last five (05) years.
  - 3.2 Complete present mailing address, bank account number & vendor number (If issued already).
  - 3.3 Year of establishment in Pakistan.
  - 3.4 Company's Status i.e. Manufacture if authorized dealer etc.
4. **FORM OF BID(S):** The form, language and other requisites of bids shall be as follows:
  - 4.1 The bid(s) shall be in the form of sealed envelope(s) addressed to Deputy Director (G.S) Secretariat Training Institute (STI), Plot # 7, Sector H-9, Islamabad.
  - 4.2 Bid related documents or correspondence may be made in English (preferable) or in Urdu.
  - 4.3 The bid(s) should be on Printed letter head of the firm as covering letter. All Pages of the bid should be initialed/ signed and shall bear official seal of the person authorized to sign/endorse. The format as given in the BOQ should be followed if separate page is printed for bid(s). Original BOQ should be followed if separate page is printed for bid(s) Original BOQ form may also be used for indicating price in legible hand writing.

Conted....P/2

5. **METHOD OF PROCUREMENT:** Open competitive bidding As per Rule 36(a) of PPRA Rules, 2004 i.e., Single stage – two envelope procedure.
6. **SUBMISSION OF BID:** The bid shall be in a sealed package or packages in such a manner that contents are fully and cannot be known until opened.
7. **OPENING OF BIDS:**
- 7.1 No bid shall be allowed to be modified, altered or withdrawn after opening of the bid(s). clarifications (if any) shall follow Rule 31 of PPRA Rules 2004.
- 7.2 The Purchase Committee will respond to any verbal observation raised by the bidders on the spot.
8. **EVALUATION OF BID:** The purchase committee shall evaluate all the bids in the light of criteria laid down as per bidding documents.
9. **AMENDMENT OF EVALUATION REPORT:** The evaluation report of bids made in the light of criteria laid down as per bidding documents shall be announced as provided under Rule 35 of PRA 2004, before approval of the final recommendations by the competent authority.
10. **CLARIFIATION OF BIDS:** No. bid
- 10.2 **The price shall be clearly written/typed inclusive of all taxes in a firm and final manner leaving no ambiguity on the provided Annexure I-VI with the bidding documents.**
- 10.3 The price must include GST/ other taxes, duties and delivery charges as & if applicable.
- 10.4 The bidders shall be deemed to have obtained all related information as to requirement thereto which may affect the bid price.
11. **BID SECURITY:**
- 11.1 The bidder shall furnish a bid security @ 5% of total bid price in the form of bank draft, or deposit at call issued by the Scheduled Bank of Pakistan in favour of DDO, Secretariat Training Institute (STI).
- 11.2 Any bid not accompanied by the bid security shall be rejected.
- 11.3 Bid security shall be returned upon award of contract to the successful bidder or on expiry of the validity of bid security, whichever is earlier.
- 11.4 **The successful bidder shall be required to deposit a performance guarantee equal to Rs.250,000/- of the contract amount, which shall be returned subject to satisfactory completion of contract agreement.**
- 11.5 The bid security shall be forfeited if:-
- a) The Bidder withdraws the bid during the period of bid validity.
- b) The bidder does not accept correction of bid price.
- c) The bidder fails to furnish required performance guarantee or sign the contract agreement.
- d) The bidder fails to provide services required in time.
12. **AMENDMENT IN THE BIDDING DOCUMENTS:**
- 12.1 STI may at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing addendum for any reason, as provided under Rule 23(3) of PPRA Rules,2004.
- 12.2 STI may at its discretion, extend the deadline for submission of bids; as provided under Rule 27 of PPRA Rules, 2004.

**13. RESPONSIVENESS OF THE BIDS:**

A bid shall be considered as non-responsive for not being generally in order if:

- 13.1 The bid is not found accompanied with required bid security.
- 13.2 The bid is not valid till required period.
- 13.3 The bid prices is not inclusive of all taxes, duties etc.
- 13.4 The supply period is not within specified time lines.
- 13.5 The bid is not accompanied with requisite experience /Office address /Shop address /NTN/ GST registration No. etc.
- 13.6 The bid is found to be in contravention of any clause of bidding documents.

**14. CLARIFICATION OF BIDDING DOCUMENTS:** Interested bidder(s) requiring any clarification(s) regarding tender documents may send a request in writing addressed to Deputy Director (F&A), STI, Plot#7, Sector H-9, Islamabad on any working day during office hours before last date for submission of bids.

**15. COST OF BIDDING:**

The bidder shall bear all costs associated with preparation and submission of bid(s).

**16. SUPPLY SCHEDULE:**

Within 07 days of receipt of work order from STI.

**17. WARRANTY:**

Supplied items should contain warranty of at least one year period.

**18. ENTRY INTO FORCE OF PERORMANCE CONTRACT/AGREEMENT:**

As provided vide Rule 44 of PPRA Rules, 2004

**19. RIGHTS RESERVED:**

As provided under Rule 33(1) of PPRA Rules, 2004, STI reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. It may, upon request from any bidder who submitted bid or proposal, communicate grounds of rejection of all bids or proposals but is not required to justify those grounds.

**20. REDRESSAL OF GRIEVANCES:**

As provided under Rule 48 of PPRA Rules, 2004.

  
**(HUSSAIN AHMED)**  
Deputy Director (F&A)

**GOVERNMENT OF PAKISTAN  
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**LIST OF STATIONERY ITEMS FOR FINANCIAL YEAR 2025-26**

S. No	Name of Item(s)	Specifications	Unit Price	GST if applicable
1	Ball Point	Dollar Gel Pen 0.7		
2	Ball Point	Uniball		
3	Ball Point	Signo or equivalent		
4	Ball Point	PIANO, Dollar Clipper, Point Pen		
5	Ball Point	Schneider 0.6 mm (Germany)		
6	Binding Cover	Plastic sheet, superior quality		
7	Binding Tapes	size 2-1/2 inches, wide roll,		
8	Binding Tapes	size 3 inches, wide roll,		
9	Color Flag	Transparent Neon Indexer		
10	Dak Pad	(Green Colour)		
11	Dak Book/Peon Book	50 Pages,		
12	Draft Pad (Large)	100 Leaves,		
13	Draft Pad (Small)	100 Leaves,		
14	Diary Register	08-Nos (100-pages) Superior Quality		
15	Envelope Seal	Superior Quality		
16	Envelope	White, Superior Quality (9x4) or equivalent		
17	Envelope	Superior Quality 14x12 with STI logo Printed as per sample		
18	Envelopes	SE-5 Brown		
19		SE-6 Brown		
20		SE-8 Brown		
21		SE-5 White		
22		SE-6 White		
23		White with cloth 19x14		
24		SE-7-A with cloth lining		
25		SE-8-A with cloth lining		
26		SE-8 (size 10x14.5) with Flapper		
27		White color certificate (A-4 size)		
28	Eraser	AI-30 (Pelikan)		
29	File Cover	Government Monogram Blue A-4 (Art Paper) with Plastic Lamination line to meet the emergent requirement		
30	File Board	with Flapper Pasted as per sample		
31	Fax Roll	Superior quality.		
32	File Folder	Plastic made, with clip, superior quality as per sample		
33	Gum Bottle	Dollar, Crystal, 142 gram or equivalent		
34	Gum Stick	Dollar, 21g or equivalent		
35	Highlighter	Schneider, Dollar, different colours,		
36	Ink	Dollar 60 ml), Pelikan, Parker		
37	Ink for Stamp Pad	(Dollar/Crystal) 28.5 gm		
38	Ink Remover	Pelikan Superior Quality		
39	Led Pencil	HB, Superior Quality		
40	Marker	Dollar, Different Colours (Erasable, Magi Board)		
41	Meeting Folders	(Green) with Emboss Printing (Text & Monogram) as per sample		
42	Meeting Pads	(Green) with Emboss Printing as per sample		
43	Movement Register	Standard size, Tayaba, as per sample		
44	Note Sheet Pad, White	Legal Size, 80 gm (50-Sheets each Pad)		
45	Note Books	60-pages with Emboss Printing (Text & Monogram) as per sample		
46	Pointer	(Doller) Green, Red, Blue, and Black (Schneider)		
47	Paper cutter	(Knife) Superior Quality		
48	Pin Remover	(KW/DL Office)		
49	Paper Clip	Superior Quality,		
50	Paper Pin	Elephant or equivalent		
51	Post Pad	Size 7.6 cm, 3x3 inches, 100 sheets (different colours)		
52	Punch Machine	Superior Quality, Single hole		
53	Ruled Register	No.16, Superior Imported quality. (minimum 200 pages)		
54	Register	No.8, Superior Imported quality. (minimum 100 pages)		
55	Register	Attendance Superior Imported quality. (minimum 50 pages)		
56	Register	File Superior Imported quality. (minimum 200 pages)		
57	Register	Dead Stock,(minimum 500 pages) Superior Quality, as per sample		
58	Scale Steel	Superior Quality, standard size		
59	Scotch Tape	Size 2 inch, Superior Quality,		

60	Sharpener	Bahadur or equivalent		
61	Stapler remover	Superior Quality		
62	Shorthand book	Superior Quality		
63	Slip Jar, Rack	Plastic, Superior Quality		
64	Stamp Pad	Dollar or equivalent		
65	Staple pin	Size 23,10 Dollar		
66		Size 23,17 Dollar		
67		Size 23,13 Dollar		
68		Size 23,15Dollar		
69		Size 24,6 Dollar		
70	Stapler Machine	Heavy Duty, Superior Quality as per sample		
71	Stapler Machine	SDI/KW fine Medium size,HD-50, 50R, MAX , Japan		
72	Table Diary-2026	Superior Quality		
73	Table Planner	Superior Quality, as per sample		
74	Table Set	Marble, 9 Pieces, as per sample		
75	Tag	Cotton, (100Nos. in one pkt)		
76	White Fluid	Dollar or equivalent		

**Annex-II**

**LIST OF PAPERS FOR FINANCIAL YEAR 2025-26**

S. No	Name of Item(s)	Specifications	Unit Price	GST if applicable
1	Computer Paper	A-4 Size, 80 gram, 210x297 mm, 500 sheets, AA or equivalent		
2	Computer Paper	A-4 Size, 80 gram, 210x297 mm,500 sheets, Paper one or equivalent		
3	Summary Paper	F4 Size, 80 gram, 216x330 mm,500 sheets AA imported equivalent		
4	Computer Paper	Legal size, 70 gram, 500 sheets, imported, copy mate or equivalent.		
5	Computer Paper	A-4 sizes, 70 gram, 500 sheets, imported, copy mate or equivalent.		
6	Color Paper	A-4 Size, Different Colors, superior quality, Pkt of 100 sheets		

**Annex-III**

**LIST OF TONERS FOR FINANCIAL 2025-26**

S. No	Name of Items and Specifications	Unit Price	GST if applicable
1	Toner For Printer HP-1300		
2	Toner For PrinterHP-1320		
3	Toner For Printer HP-2015		
4	Toner For Printer HP-2035, 2055		
5	Toner For Printer HP Pro M252 N Color Toner Set		
6	Toner For Printer HP P3015 d		
7	Toner For Printer HP p1102w		
8	Toner For Printer HP Pro M402 DN		
9	Toner For Printer HP-Pro M4003dw		
10	Toner For Printer Epson L 805 Wi-Fi Photo Ink Tank		
11	Toner For Printer HP-Deskjet 2130		
12	Toner for photocopier Machine Sindho (601-602)		
13	Toner for photocopier Machine Model X-ROX 5955		

## LIST OF MISCELLANEOUS ITEMS FOR F.Y. 2025-26

S. No	Name of Item	Specifications	Unit Price	GST if applicable
1	Acid	Toilet cleaner, Sweep, or equivalent		
2	Air Freshener	(Aseel)		
3	Air Freshener	Flower Garden 300 ml		
4	Air Freshener	(Dirham 300ML)		
5	Air Freshener Refill	(Fresco Bottle)		
6	Air Wick Automatic Machine	(Aerosol Dispenser) in Large Size as per sample		
7	Air Wick Bottle	Re-Fill (Freshmatic Max)		
8	Ashtray (Glass)	Medium Size		
9	Air Fryer	Heavy Duty, Philips, National, Moulinex		
10	Bathroom Glass Shelf	2-Tier bathroom wall mounted glass shelf rating 8mm		
11		For table tennis		
12		For Cricket, Tennis Ball		
13	Ball	For Snooker Table, different Colors		
13		Cricket Bat, for tennis ball, superior quality		
14	Bed Sheet	Single Bed with Pillow Covers		
15	Bib cock	Brass , 1/2 "		
16	Brush	Soft with stick for floor cleaning		
17	Bib cock	CP double (bib cock) 1/2 inches.		
18	Black Kobra Spray	(400 ml) Insect Killer		
19	Blender	Heavy Duty, Philips, National, Moulinex		
20	Blinds	For Window Superior Quality		
21	Brass screw	for spindle		
22	Brass spindle	for c.p. bib cock size 1/2 inch, Super Asia		
23	Brass spindle	Concealed stop cock, size 1/2 inch, Super Asia.		
24	Brass Bogue	Superior quality		
25	Brass Metal Polish	Superior quality, 175ml		
26		Phool		
27	Broom	Bamboo (Per Kg)		
28	Brush	for Toilet use,		
29	Bucket	Pure Plastic, transparent, 15 liters		
30	Bottle hanging wall	For Hand Soap Bathroom with Bottle Hook,		
31	Cabinet Plastic	For Bathroom accessories Shelves size 12.5x17.5x4 inch		
32	Canvas Hat	Cotton, Foldable		
33	Cast Iron Pan & Fryer	Cast Iron Skillet 30cm, 15cm		
34	Cutlery Sets	Best quality Stainless Steel 29 Pcs		
35	Calculator	12 Digits, Casio Mj-120 original or equivalent		
36		Small AAA, Sony, Toshiba or equivalent		
37		Small AA, Sony, Toshiba or equivalent		
38	Cell	D-Size large size for Airwick Machine		
39		Alkaline battery 23A, 12 V		
40	Chairs Cushions	Molty, Diamond foam, etc		
41	Chairs for Lawn	Plastic, sheesham, Iron		
42	Cement Bag	Lucky, Askri, DG		
43	Chapka Kundi	Large size superior quality		
44	Chhaini	Large Size, Superior quality		
45	Commode Seat Cover	Fine quality plastic material fix size commode for Porta Commodes		
46	Commode water tank fittings	Porta, Superior quality		
47	Coolant Water	ZIC, Osaka, For generator, Bottle of one litter		
48	Coupled W.C.	ICL, Porta, Three Star		
49	CP Nozle	size(1/2 x 2) inches		
50	Cp Shower	1/c rod ,Super Asia or equivalent		
51	Dinner Set	64 Pcs, Pure China, Superior quality		
52	Dishes Drying Shelf	Pure Iron or SS		
53	Dessert Spoon	Stainless steel, for soup, rice etc.		
54	Dettol	3x power IL		
55	Door Closer	Ryobi Japanese made		
56	Door Lock	Handle Lock, Superior quality made +Brass/SS		
57	Door Lock	Round Shape, superior quality made +Brass/SS		
58	Drawers lock	808, Small, superior quality		
59	Drawers lock	808, large, superior quality		
60	Dressing Tables Mirror	Ghani or equivalent		
61	Dry Mop & Mop Holders	Superior quality		
62	Dust Bin	With Covers superior quality, 100&200 litter with wheels		
63	Dust Bin	Plastic made, superior quality		
64	Duster	Cotton. yellow. microfibe		

64	Duster	Cotton, yellow, microfibe		
65	Duster	for white board		
66	Degchi Cooking Pots	Large Size Silver, superior quality		
67	Degchi Cooking Pots	Medium Size Silver, superior quality		
68	Elbow	Size 1/2 inch		
69	Electric Kettle	Duron-517, Philips		
70	Engagement Stand	Plastic made, superior quality		
71	Fire Extinguisher	Halotron 06kg, use for electronic equipment, computer lab		
72	Fire Extinguisher	Refill DCP 06kg		
73	Fire Balls	Auto Activation 5 Year Warranty Superior quality		
74	Full Set Cooking Utensils	OSHA or equivalent quality		
75	Floor Mat	Anti-slip, superior quality		
76	Food Processor	Philips/Kenwood		
77	Face Mask	50 Pes box superior quality		
78	Flush Tank Fitting	Commode Toilet Tank Parts for one piece and two piece commode plastic material and poly plastic material		
79	Floor Drain	Waste Stainless Steel Jaali 6x6 Cup wali kitchen bathroom		
80	Floor Tiles Bleach	Size X-Large		
81	Fry Pan (Cast Iron, Stone)	X. Large size, silver steel		
82	Garden Scissor	Iron, Superior quality		
83	Garden tweezers	Superior quality		
84	Gas Pipe	Superior quality		
85	Gas Pipe Clip	Superior quality		
86	Glint	(Glass Cleaner) 500-ml		
87	Green Folder	With Emboss Printing (Text & Monogram) as per sample		
88	Covers hat	Cotton folder		
89	Hand Bag	With STI monograms per Sample		
90	Hand Wash	Lux, Palmolive (Small Bottle) or equivalent		
91	Hammer	Large Size, superior quality		
92	Hammer	Small Size, Superior quality		
93	Harpic Liquid	500ml		
94	Heater	Water Proof 14x14 Superior quality		
95	Inchi Tape	100 Fit, Superior quality		
96	Inchi Tape	20 Fit, Superior quality		
97	Internal fitting for flushing cistern	for ICL Cistern or equivalent		
98	Internal fitting for flushing cistern	for Golden Cistern or equivalent		
99	Jai Namaz	Butt or equivalent, Large Size		
100	Jubilee Clip	Size 1/2, 3/4 inch		
101	Jug	Toyo Nasic , Omro or equivalent		
102	Juicer	Superior Quality, Heavy Duty( National, Philips, Kenwood )		
103	Kitchen Napkin	butt or equivalent ,Large Size		
104	Kitchen Lighter Gas refillable	For Stove, Rechargeable		
105	Kitchen Roll	Rose petal or equivalent,		
106	Knife Set	Superior quality		
107	Ladder Aluminum	Size 6 Fit, Superior Quality,		
108	Ladder Aluminum/ Plastic	Two Step		
109	Liquid Soap Dispenser	Hard Plastic Body Press Button, capacity 500ml		
110	Ladder Aluminum	Size 8 Fit, Superior Quality,		
111	Bag	Laptop leather office bags with STI monogram		
112	Bag	Laptop sleeve dustproof, water proof with STI monogram		
113	Lemon Max bottle	Medium size (liquid Dish washer)		
114	Lemon Max (Soap)	Medium Size.		
115	Lemon Squeezer	(Stainless steel)		
116	Lime Stone	Superior quality		
117	Lock China	Superior quality, Large size		
118	Lock China	Superior quality, medium size		
119	Lota	Plastic white transparent, Superior quality,		
120	Magnet Button	For magi board, large size, packet of 12		
121	Mat (Floor)	Plastic made, Anti-slip, Superior quality		
122	Mat (Floor)	Jute made, Superior quality		
123	Pocket Spring Mattress	Queen or King or Single with warranty life time		
124	Mattress Sofa cum Bed	Molty , Diamond with warranty		
125	Mic	360-Coller		
126	Mic Cordless	Superior quality		
127	Mineral Water Bottle	Nestlé , Aquafina, 500ml		
128	Mineral Water Bottle	Nestlé , Aquafina, 19ltr		
129	Mineral Water Bottle	Nestlé , Aquafina, 330ml		
130	Mirror	Size 18''x 24, 5mm with fitting		
131	Mug	Plastic made, transparent		
132	Mug STI logo and Group Picture	As per Sample		
133	Muslim Shower/Bidet	Faisal, Master, Facu, superior quality		
134	Nails steel	1/2, 1, 1.5, 2, 2.5, 3 inch		
135	Name Plate	Plastic made as per sample		
136	National Flag/Pakistani Flag	Large Size 6x4 Superior quality		

136	National Flag/Pakistani Flag	Large Size 6x4 Superior quality		
137	Net	For table tennis, superior quality		
138		For Lawn Tennis, superior quality		
139				
140		For Volley Ball, superior quality		
141	Paint	Deluxe, ICI , Nippon, Burger		
142	Paint Brush	Large Size superior quality		
143	Paint Brush	Small Size superior quality		
144	Pakistani Table Flag	With stand, superior quality		
145	Pliers (Plas)	Heavy duty combination with soft grip handle		
146	Pliers (Plas)	Wire Cable Cutter Superior Quality		
147	Pliers (Plas Nose)	Round nose Plas wire		
148	Pressure Cookers	L.G High quality heavy weight 5L		
149	Pillow	Polyester best quality		
150	Pillow	Cool Gel/ Memory foam, Moly Foam, Superior quality		
151	Phenyl	Finis, 1 Litre bottle or equivalent		
152	Picture Quaid Azam with Frame	Stander Size s per sample		
153	Picture with Frame	Convert in enlarge Size As per sample		
154	Pipe Wrench	Size 10,12,18, Superior quality		
155	Plastic connection	(1/2 dia+2-1) nut		
156	Plates	China Clay, Large size, superior quality		
157		China Clay, Medium size, superior quality		
158		China Clay, Small size for superior quality		
159		Melamine, Large size, superior quality		
160		Melamine, Medium size, superior quality		
161		Melamine,, Small size for, superior quality		
162	Planter Stainless Steel	Diameter 8", Depth 8", Base Stand 2", Total Hight 10"		
163	Planter Stainless Steel	Diameter 10", Depth 10", Base Stand 2", Total Hight 12"		
164	Printy Stamp with Machine	Five Line		
165	Printy Stamp with Machine	Four Line		
166	Puchara	Cotton,(thread) for floor washing		
167	Pump Brush	Plastic made(for waste sucking, for toilet use)		
168	PVC Float valve	for golden cistern or equivalent		
169	PVC Float valve	ICL or equivalent		
170	PVC Office Card	With Ribbon and Covers as per sample		
171	PPRC Pipe	Master,40mm PPRC Pipe		
172	PPRC Pipe	Master,32mm PPRC Pipe		
173	PPR Welding Machine	With Box ,Superior quality		
174	Picture Framing	Glass per Sq ft		
175	Garden Plastic Hose Water Pipe	Flexible Transparent PVC water pipe Size 3/4" inches with 3mm diameter		
176	PVC Socket	Size 1-1/2", 2", 3", 4", 6", 3x2", 4x2", 4x3"		
177	PVC Sheet Lasani	Locks for pvc doors and windows, Superior Quality		
178	Rackets	For table tennis, superior quality		
179	Rackets	For Badminton, (Alloy/Carbon)		
180	Rackets	For Tennis, (Alloy/Carbon)		
181	Rubber Hand Gloves	Superior quality		
182	Rubber Stamp	(five lines)		
183		(four lines)		
184		(three lines)		
185	Salt Pot	Plastic made superior quality		
186	Sandwich Maker	Superior quality, Heavy Duty		
187	Sanitizer	(05 liter) Gallon		
188	Sanitizer Gel	(4-Liter Gallon)		
189	Scotch bright	Superior quality		
190	Screw	1/2, 1, 1.5, 2, 2.5, 3 inch		
191	Screw Driver	8,12,18, Triangle, Plain		
192	Screw Wrench	Size 6,8,10, Superior quality		
193	Seat Cover	For English seat		
194	Serving spoon	Stainless steel/Melamine,		
195	Serving spoon	Stainless steel, for rice		
196	Shaping Bag	Plastic, for dust bin		
197	Sofa Set Cloth	Sofa Set fine quality per set		
198	Shield Large Size	Superior quality as per sample		
199	Shield Medium Size	Superior quality as per sample		
200	Shuttle	For badminton, Superior quality		
201	Signature Stamp with Machine	Superior quality		
202	Smad Bond	250 ml		
203	Snooker Stick	Superior quality		
204	Soap Lux	Large Size 75 gm		
205	Soap Pears	Transparent Soap with Natural Oils 125 gm (Imported)		
206	Soap Dove	90 gm		

207	Soap Life Boy, Deluxe	30 gram		
208	Soap Case	Pure Plastic, with cover		
209	Soap Liquid	(Dial 4-Liter Gallon)		
210	Spray Machine	For plant 19-litter		
211	Sticks	Misc. sticks for Snooker, superior quality		
212	Sugar Pot	Plastic made superior quality		
213	Seat Foam	Superior quality		
214	Tool Kit	58 Piece with Plastic Toolbox Storage Case,		
215	Table Cloth, White	Cotton, superior quality		
216	Table Glass	5mm superior quality		
217	Table Glass	8 mm superior quality		
218	Tarpal	Water Proof 14x14 superior quality		
219	Tea Cups with saucer	Superior quality, Bone china or equivalent		
220	Tea Cups with saucer	Superior quality, Bone china or equivalent		
221	Tea Set	Bone China, 24 pieces, Superior quality		
222	Tea Set	Bone China, 24 pieces, Superior quality		
223	Tea Spoon	Stainless Steel, Superior Quality		
224	Tea Thermos	Made in China or equivalent 2 liters, superior quality.		
225	Tea Thermos	Made in China or equivalent 2 liters, superior quality.		
226	Telephone set	Panasonic or equivalent with CLI		
227	Steno Set Pair with CLI	Original TIP Superior quality		
228	Thread	Superior quality		
229	Tissue Paper	Rose petal Large size supreme		
230	Tissue paper	Rose Petal, Supreme, 100x2 ply & Sateen, 100x2ply		
231	Tissue paper	Tulip regular, 160 sheets		
232	Toilet Roll	Rose petal or equivalent,		
233	Toilet Paper Towel	Superior quality		
234	Towels	4x2 feet, medium size Colored, cotton, superior quality		
235	Towel Hanger	(Tally wood made)		
236	Trouser	Superior quality as per sample, GSM, Jersey, Fleece and Yarn weaves type & quality.		
237	T-Shirt	With Emboss Printing (Text & Monogram) as per sample Jersey, Fleece with GSM and Yarn weave type & quality		
238	Track Suit	With Emboss Printing (Text & Monogram) as per sample, Jersey, Fleece with GSM and Yarn weave type & quality		
239	Tumbler Caps/Cock	Toyo Nasic, Omro or equivalent		
240	Union	Size 1/2 inch		
241	Umbrella	Large Size superior quality		
242	Vertical Blinds	(Per Sq.f) with fitting (i) Vertical-II		
243	Valve	1/2 inch, Brass made superior quality.		
244	Valve	1/2 inch, with Union, Brass made superior quality.		
245	Valve	3/4 inch, Brass made superior quality.		
246	Vim (Powder)	Small Packets, 450 gm		
247	Volley Ball	Superior quality		
248	W.C. Indian type	ICL, Porta or Three Star		
249	Wall Clock	Champion or equivalent		
250	Washal	for golden cistern or equivalent		
251	Washing/ Laundry	Towel, Bedsheet, Pillow Covers		
252	Washing Powder	Ariel, Surf, excel, 35 gm		
253	Washing Powder	Ariel, Surf, excel, 500gm		
254	Washing Powder	Ariel, Surf, excel, 1kg		
255	Water Cooler	(12 litter), Indus, Galaxy or equivalent		
256	Water Pipe	For lawn superior quality non- Cracking		
258	Water tank (Golden)	For Indian seat		
259	Water tank (Golden)	For English seat		
260	Water Tank	Master fiber water Tank size 500Gallon		
261	Wickets with Bails	Superior Quality, Set, superior quality		
262	Wiper.	Superior quality		
263	Wire Cable Cutter Plas	Superior quality		
264	Wrenches	Complete Set of 12 Key, Superior quality		
265	Wrenches	Screw Wrenches, Superior Quality		
266	Wrenches	Pipe Wrenches, Superior Quality		
267	Water Bottle	For Plant with Shower		
268	Wooden Planks	Size 2", 3" 5" wide, 2" thick Kel Partal		
269	Wooden Table (nesting table set)	Sheesham Wood Durable & high quality		
270	Long wooden stool	For planters with curved legs		

## LIST OF ELECTRICAL ITEMS FOR FINANCIAL YEAR 2025-26

S. No	Name of Item	Specifications	Unit Price	GST if applicable
1	Bulb/ Fancy Bulb	7 watt , screw type holder etc		
2		40 watt, LED, Philips, Osaka, Tuff or equivalent		
3		30 watt, LED, Philips, Osaka, Tuff or equivalent		
4		23 watt, LED, Philips, Osaka, Tuff or equivalent		
5		12 watt, LED, Philips, Osaka, Tuff or equivalent		
6	Fancy Bulb	Fancy bulb for table lamps, Philips, Osaka, Tuff or equivalent		
7	Capacitor	2.5,3.5,4.5, Pak fan, Younas fan, Fuji or equivalent		
8	Circuit Breaker (AC/DC/SDD) by CHNT, etc	6 Amp, superior quality		
9		10 Amp, superior quality		
10		20 Amp, superior quality		
11		30 Amp, superior quality		
12		60 Amp, superior quality		
13		100 Amp, superior quality		
14		200 Amp, superior quality		
15	Drill Machine Bit	1/2,2,3/4x18 Inch		
16	Emergency Rechargeable Lights	Two Rods, two round lights, superior quality		
17	Electric call bell with push button	wired, superior quality		
18	Electric call bell with push button	wireless, superior quality		
19	Extension Wire	Complete, superior quality (heavy duty) with warranty		
20	Electric Heater	(single rod) superior quality		
21	Electric Heater	(double rod) superior quality		
22	Fan	False Ceiling Fan 2x2 feet copper winding, Pak Fan		
23		Ceiling fan 56"Pak/Lahore, Khurshed, copper winding or equivalent.		
24	Floor lamps with shades	(SS,SS & Plastic, Wood made or Mix fine quality		
25	Exhaust Fan	(with fitting) (i)Plastic-II Metal		
26	Fan Dimmer	China Fitting, Superior Quality		
27	LED Light	Panel Light 2x2 feet, 40 watt, Philips, Osaka or equivalent		
28	LED Light	Panel Light 1x1 feet 20/40 watt, Philips, Osaka or equivalent		
29	LED Light	Round/circular shape for ceiling 18/20 watt Osaka		
30	LED Light	Round/circular shape for ceiling 18/20 watt Osaka o equivalent		
31	LED Light	Flood Light, osaka,50 watt, or equivalent		
32	LED Light	Flood Light, Osaka, 100 watt, or equivalent		
33	LED Light Ceiling	20-watt Osaka or equivalent		
34	LED Light Ceiling	07-watt Osaka or equivalent		
35	Light Plug	10-A, Hero PPI or equivalent, superior quality.		
36	Light Plug	China fitting, superior quality.		
37	Light Plug Box	Superior quality		
38	Multi Power Plug	18-A for power plug, Hero PPI or equivalent,		
39	Multi Shoe	10-A for power plug, Hero PPI or equivalent.		
40	Multi Shoe	30-A for light plug, Hero PPI or equivalent		
41	PVC Wall Panels	Size 8-9 long & 405 to 5 wide 4-5 mm or 2-3 mm in thickness		
42	Piano Switch	Hero PPI or equivalent, superior quality		
43	Plastic holder with screw	Hero PPI or equivalent, superior quality.		
44	Power Plug	Hero PPI or equivalent, superior quality.		
45	Power Plug	China fitting, superior quality. Or equivalent		
46	Power Plug Box	Superior quality		
47	PVC Tape	Osaka , Nito, Pak, Fast, GM		
48	PVC Wire	23.76, Pakistan, Fast or GSM Cables, Two Core		
49	PVC Wire	110.76, Pakistan, Fast or GSM Cables Three Core (Pure Copper)		
50	PVC Wire	3/29, Pakistan, Fast or GSM Cables one Core (Pure Copper)		
51	PVC Wire	7/36 , Pakistan, Fast or GSM Cables one Core (Pure Copper)		
52	PVC Wire	7/29 , Pakistan, Fast or GSM Cables one Core (Pure Copper)		
53	PVC Wire Double Cor	3/29 , Pakistan, Fast or GSM Cables (Pure Copper)		
54	PVC Wire Double Cor	7/36 , Pakistan, Fast or GSM Cables (Pure Copper)		
55	PVC Wire Double Cor	7/29 , Pakistan, Fast or GSM Cables (Pure Copper)		
56	Solarization Wire/Cable	4 mm,6 mm etc		
57	Socket	China Fitting, Superior Quality		
58	Starter	Philips or equivalent S-10		
59	Starter	Philips or equivalentS-2		
60	Switch	2- Sockets China Fitting		
61	Switch	3 Switches+1 Sockets china fitting board		
61	Table Lamp with Shades	SS, Plastic, wooden or mix fine quality		
62	Telephone Connection Box	Superior quality		
63	Telephone Line Card	TIP or equivalent		
64	Telephone Receiver Card	TIP or equivalent		

64	Telephone Receiver Card	TIP or equivalent		
65	Telephone Wire	Two Pair, Superior Quality, Pure cooper		
66	Telephone Wire	Ten Pair, Pure cooper, Superior Quality		
67	Three Pin Shoe	Hero PPI or equivalent, superior quality.		
68	Three Pin Shoe	Power Shoe for AC, Hero PPI or equivalent, superior quality.		
69	Torch (Flash Light)	300 to 1000 lumens, battery cell operated/rechargeable		
70	Tube Light	Philips(40 Watt),or equivalent		
71	Tube Light	Philips(20 Watt),or equivalent		
72	Tube Light	LED tube light integrated, Philips, Osaka, Tuff (20 watt)		
73	Tube Light	LED tube light integrated, Philips, Osaka, Tuff (40 watt)		
74	Two Pin Shoe	Hero PPI or equivalent, superior quality.		
75	Wire/Cable	40/76, flexible, three core, Pakistan cables, Fast Cable		

**Annex-VI**

**LIST OF IT EQUIPMENT FOR F.Y 2025-26**

S. No	Name of Item(s)	Specifications	Unit Price	GST if applicable
1	Battery	Nikon Camera Z.50		
2	Cell	CMOS cell for computer		
3	External Hard Drive	1TB,2TB,3TB etc		
4	External SSD Hard Drive	Seagate 2TB		
5	Keyboard	HP, Dell or A4 Tech equivalent		
6	Laptop Charger	HP, Lenovo or Dell		
7	Mouse	3 Button Optical, A4 Tech or equivalent		
8	Memory Card	16GB Superior quality		
9	Network Connector	RJ-45,		
10	Network drop cables	Stander length		
11	Power Bank	20000 mAh fast charger 100 out put		
12	Power Cable	for computer CPU, Superior quality		
13	Power Cable	Three pin for computer CPU,UPS superior quality		
14	SD Card	16 GB Nikon Camera "Z.50"		
15	USB Cable	For laser Jet Printers.		
16	USB, Flash	8 GB, HP, Kingston or equivalent		
18	USB, Flash	16 GB, HP Samsung, Kingston or equivalent		
19	USB, Flash	64 GB, , HP Samsung, Kingston or equivalent		
20	VGA Cable	Superior quality		
21	Wireless Router Adopter	TP-Link		
22	Wi-Fi Router	TP-Link, AX1800 Dual Band		
23	Wireless Laser Remote Slider	Logitech, Superior quality		
24	Networking Cable	Cat-6, 3M or equivalent, enhanced up cable.		
25		Nodes 3M		
26		Duct Adamjee or equivalent		