

GOVERNMENT OF PAKISTAN
(ESTABLISHMENT DIVISION)
SECRETARIAT TRAINING INSTITUTE

F. No. 16-1/2025-GS

Islamabad the 10th September, 2025.

TENDER NOTICE NO. 02/2025-26

INVITATION TO BID FOR PURCHASE OF STATIONERY, MISCELLANEOUS AND ELECTRIC ITEMS FOR STI DURING FINANCIAL YEAR 2025-26.

Secretariat Training Institute (STI) intends to invite sealed bids for supply of Stationery, Miscellaneous and Electric items during financial year 2025-26 **in pursuance of rule 36(b) 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 to be submitted through EPAD and hard copies of bidding document must reach at Secretariat Training Institute, Plot No.7, Sector H-9, Islamabad on or before **26th September, 2025 at 10.00 a.m.** and tender will be open on same day at 11:00 a.m. in the presence of bidders or their representatives, who choose to be present.
4. This advertisement is available on newspaper as well as at www.ppra.gov.pk, www.establishment.gov.pk, and 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

Subject: **BIDDING DOCUMENT /INSTRUCTIONS TO THE BIDDERS IN RESPECT OF STI'S TENDER NOTICE NO 02/2025-26 FOR PURCHASE OF STATIONERY, MISCELLANEOUS AND ELECTRIC ITEMS FOR STI DURING FINANCIAL YEAR 2025-26.**

1. **INTRODUCTION:** Secretariat Training Institute (STI) intends to invite sealed bids for supply of Stationery, Miscellaneous and Electric items during Financial Year 2025-26 **in pursuance of rule 36(b) 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-II).
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, Miscellaneous and Electric items
 - 2.5 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 or authorized dealer etc.
 - 3.5 Bidders must ensure to quote rate of each brand in case two or three brands are written in the electrical or miscellaneous and stationery items list.
 - 3.6 The interested bidder must quote rates of every item mentioned in the lot otherwise firm will be considered as disqualified
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.

5. **METHOD OF PROCUREMENT:** Open competitive bidding As per Rule 36(b) 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-II 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 all bidders 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.
- Budget details in the relevant head of account are as under:
- | | | |
|---------------------|----------|----------------|
| Stationary Items | (A03901) | Rs.900,000/- |
| Miscellaneous Items | | |
| And Electric Items | (A03970) | Rs.2,200,000/- |

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 single color green printed on 80 gms offset paper or as per sample.		
18	Envelopes	SE-5 Brown 80gms		
19		SE-6 Brown 80gms		
20		SE-8 Brown 80gms		
21		SE-5 White 80gms		
22		SE-6 White 80gms		
23		White with cloth 19x14, 80gms		
24		SE-7-A with cloth lining 55gms		
25		SE-8-A with cloth lining 55gms		
26		SE-8 (size 10x14.5) with Flapper		
27		White color certificate 70gms (A-4 size)		
28	Eraser	A1-30 (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. Rate with brand shall be mentioned		
34	Gum Stick	Dollar, 21g or equivalent. Rate with brand shall be mentioned		
35	Highlighter	Schneider, Dollar, different colours,		
36	Ink	Dollar 60 ml), Pelikan, Parker. Rate with brand shall be mentioned		
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		

S. No	Name of Item(s)	Specifications	Unit Price	GST if applicable
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		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		

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

S. No	Name of Item	Specifications	Unit Price	GST if applicable
1	Bib cock	Brass , 1/2 " Faisal, Arslan		
2	Brush	Soft with stick for floor cleaning		
3	Bib cock	CP double (bib cock) 1/2 inches.		
4	Brass screw	for spindle		
5	Brass spindle	for c.p. bib cock size 1/2 inch, Super Asia/ Faisal, Arslan		
6	Brass spindle	Concealed stop cock, size 1/2 inch, Super Asia.		
7	Brass Bogue	Superior quality		
8	Bucket	Pure Plastic, transparent, 15 liters		
9	Bottle hanging wall	For Hand Soap Bathroom with Bottle Hook,		
10	Cement Bag	Lucky, Askri, DG		
11	Chapka Kundi	Large size superior quality		
12	Chhaini	Large Size, Superior quality		
13	CP Nozle	size(1/2 x 2) inches		
14	Cp Shower	1/c rod ,Super Asia or equivalent		
15	Dressing Tables Mirror	Ghani or equivalent. Rate with brand shall be quoted in per sq.ft		
16	Duster	for white board		
17	Elbow	Size 1/2 inch (Plastic or Iron)		
18	Electric Kettle	Duron-517, Philips (rate of each model may be quoted separately)		
19	Full Set Cooking Utensils	OISHA or equivalent quality		
20	Face Mask	50 Pcs box superior quality		
21	Flush Tank Fitting	Commode Toilet Tank Parts for one piece and two piece commode plastic material and poly plastic material		
22	Floor Drain	Waste Stainless Steel Jaali 6x6 Cup wali kitchen bathroom		
23	Garden Shears	Superior quality		
24	Gas Pipe Clip	Superior quality		
25	Canvas hat	Cotton folding for gardners		
26	Heater	Water Proof 14x14 Superior quality		
27	Inchi Tape	100 Fit, Superior quality		
28	Inchi Tape	20 Fit, Superior quality		
29	Internal fitting for flushing cistern	for ICL Cistern, porta or equivalent		
30	Internal fitting for flushing cistern	for Golden Cistern or equivalent		
31	Jubilee Clip	Size 1/2, 3/4 inch		
32	Kitchen Napkins	butt or equivalent ,Large Size		
33	Kitchen Lighter Gas refillable	For Stove, Rechargeable		
34	Kitchen Roll	Rose petal or equivalent,		
35	Liquid Soap Dispenser	Hard Plastic Body Press Button, capacity 500ml		
36	Bag	Laptop leather office bags with STI monogram		
37	Bag	Laptop sleeve dustproof, water proof with STI monogram		
38	Lemon Squeezer	(Stainless steel)		
39	Lime Stone	Per Kg Superior quality		
40	Lota	Plastic white transparent, Superior quality,		
41	Magnet Button	For magi board, large size, packet of 12		
42	Mat (Floor)	Jute made, Superior quality		

S. No	Name of Item(s)	Specifications	Unit Price	GST if applicable
43	Pocket Spring Mattress	Queen with warranty life time King with warranty life time. Imported UK or US made as well same quality for Single bed with warranty life time		
44	Mic	360-Coller		
45	Mug	Plastic made, transparent		
46	Nails steel	1/2, 1, 1.5, 2, 2.5, 3 inch		
47	Pillow	Cool Gel/ Memory foam, Molty Foam, Superior quality		
48	Phenyl	Finis, 1 Littre bottle or equivalent		
49	Picture Quaid Azam with Frame	Stander Size s per sample		
50	Picture with Frame	Convert in enlarge Size As per sample		
51	Plastic connection	(1/2 dia+2-1) nut		
52	Dining Plates	China Clay, Large size, superior quality		
53		China Clay, Medium size, superior quality		
54		China Clay, Small size for superior quality		
55		Melamine, Large size, superior quality		
56		Melamine, Medium size, superior quality		
57		Melamine,, Small size for, superior quality		
58	Puchara	Cotton,(thread) for floor washing		
59	Pump Brush	Plastic made(for waste sucking, for toilet use)		
60	PVC Float valve	for golden cistern or equivalent		
61	PVC Float valve	ICL or equivalent		
62	PPRC Pipe	Master,40mm PPRC Pipe		
63	PPRC Pipe	Master,32mm PPRC Pipe		
64	Picture Framing	Glass per Sq. ft		
65	PVC Socket	Size 1-1/2", 2", 3", 4", 6", 3x2", 4x2", 4x3"		
66	Rubber Hand Gloves	Superior quality		
67	Rubber Stamp	(three lines)		
68	Salt Pot	Plastic made superior quality		
69	Sandwich Maker	Superior quality, Heavy Duty, like Philips/Black & decker etc but rate shall be quoted with Brand name		
70	Sanitizer	(05 liter) Gallon		
71	Sanitizer Gel	(4-Liter Gallon)		
72	Scotch bright	Superior quality		
73	Screws	1/2, 1, 1.5, 2, 2.5, 3 inch		
74	Seat Cover for WC	For English seat		
75	Shopping Bag	Plastic, for dust bin		
76	Sofa Set Cloth	Sofa cloth fine quality per meter (Jute are velvet)		
77	Signature Stamp with Machine	Superior quality		
78	Smad Bond	250 ml		
79	Soap Lux	Large Size 75 gm		
80	Soap Pears	Transparent Soap with Natural Oils 125 gm (Imported)		
81	Soap Dove	90 gm		
82	Soap Life Boy, Deluxe	30 gram		
83	Soap Case	Pure Plastic, with cover		
84	Soap Liquid	(Dial 4-Liter Gallon)		
85	Spray Machine	For plant 19-litter		
86	Sugar Pot	Plastic made superior quality		
87	Seat Foam for back support	Superior quality		
89	Tarpal, water and fire proof	Water Proof 14'x14' superior quality		

S. No	Name of Item(s)	Specifications	Unit Price	GST if applicable
90	Tea Thermos	Made in China or equivalent 2 liters, superior quality.		
91	Steno Phone Set Pair with CLI	Original TIP Superior quality		
92	Thread	Superior quality		
93	Tissue papers	Tulip and Sateen both regular, 160 sheets. Rates shall be quoted separately		
94	Towel Hanger	(Tally/ sheesham wood made)		
95	Trouser for sports	Superior quality as per sample, GSM, Jersey, Fleece and Yarn weaves type & quality. Each make with thread count and GSM weight alongwith type whether fleece or jersey must be mentioned		
96	T-Shirt for sports	With Emboss Printing (Text & Monogram) as per sample Jersey, Fleece with GSM and Yarn weave type & quality. Each make with thread count and GSM weight alongwith type whether fleece or jersey must be mentioned		
97	Track Suit, upper with full zipper	With Emboss Printing (Text & Monogram) as per sample, Jersey, Fleece with GSM and Yarn weave type & quality. Each make with thread count and GSM weight alongwith type whether fleece or jersey must be mentioned		
98	Tumbler Caps/Cock	Toyo Nasic, Omro or equivalent		
99	Union	Size 1/2 inch		
100	Vim (Powder)	Small Packets, 450 gm		
101	W.C. Indian type	ICL, Porta or Three Star		
102	Washal	for golden cistern or equivalent		
103	Washing Powder	Ariel, Surf, excel, 35 gm		
104	Washing Powder	Ariel, Surf, excel, 500gm		
105	Washing Powder	Ariel, Surf, excel, 1kg		
106	Water tank (Golden)	For Indian seat		
107	Water tank (Golden)	For English seat		
108	Water Tank	Master fiber water Tank size 500Gallon		
109	Wiper.	Superior quality		
110	Wire Cable Cutter Plas	Superior quality		
111	Wrenches	Complete Set of 12 Key, Superior quality		
112	Wrenches	Screw Wrenches, Superior Quality		
113	Wrenches	Pipe Wrenches, Superior Quality		
114	Water Bottle	For Plant with Shower		
115	Wooden Planks	Size 2", 3" 5" wide, 2" thick Kel Partal		
116	Wooden Table (nesting table set)	Sheesham Wood Durable & high quality with matt polish		
117	Long wooden stool	For planters with curved legs made of sheesham with matt polish		
118	Decoration lights for independence day etc.	Not China made. Locally installed on copper cable with capsule bulbs.		
119	Steel sheet tags	2x3 inches 100 Nos. with six (6) inches steel sheets folded post.		
120	Blanket Mora/Korean	Single & double both needed either Spanish / Korean, with guarantee these are Lint and fiber free		
121	Water lift pump (Electric Motor)	1 Horse Power & 2 Horse Power with pure copper winding		

S. No	Name of Item(s)	Specifications	Unit Price	GST if applicable
122	Double bedsheet set	For Double bed with pillow covers, Rate shall be quoted by mentioning thread count and brand name. But not imported brand		
123	Acrylic/ Glass name plate with steel bolts	For installing on officers room doors. Size 16"x8"		
124	Storage Box with Lids having clips	Unbreakable Plastic per sq. ft		
125	Shower curtains with rods	Pastic,with rings. Plus SS rod of 16 Gauge Rate shall be in running length per ft).		
126	Electric Heater	(single rod) superior quality		
127	Electric Heater	(double rod) superior quality		
128	Floor lamps with shades	(SS,SS & Plastic, Wood made or Mix fine quality		
129	Starter (Flasher)	Philips or equivalent S-10		
130	Starter	Philips or equivalentS-2		
131	Table Lamp with Shades	SS, Plastic, wooden or mix fine quality		
132	Torch (Flash Light)	300 to 1000 lumens, battery cell operated/rechargeable		
133	Tube Light	Philips(40 Watt),or equivalent		
134	Tube Light	Philips(20 Watt),or equivalent		
135	Microwave Oven	30l, 25l, 20 liter Dawalance , kenwood.. Rate of each shall be quoted with brand name and model no		
136	Ash Tray	Glass, crystal. Rate for each shall be quoted with quality and make		
137	Slow press juicer	National, Phillips or equivalent. Rate of each shall be quoted with brand name and model no		
138	Bath Room Sanitary fittings set	Faisal, Arslan or Super Asia. The rate shall be quoted for each brand separately		
139	One cup grind,Coffee brewing Machine	Philips, Avnza etc. Rate of each brand shall be quoted with brand name and model no		
140	Aluminum Ladder	6 feet. Superior quality, foldable but collapsible		
141	Electric instant geyser	20-25 liter Cannon or Rennai . Rate shall be quoted for each brand separately		