



PAKISTAN ELECTRONIC MEDIA REGULATORY AUTHORITY REGIONAL OFFICE, KARACHI

TENDER NOTICE

Sealed bids are invited for supply of **Stationary Items, Janitorial Items, and Purchase of Printer & Photocopier Toners** during the Financial Year 2025-2026, from Sales Tax registered Stationery and General Order Suppliers / Authorized Dealers / Distributors / Vendors holding, Sales Tax & NTN registration and active on taxpayers list (ATL) in Karachi.

The **Tender Notice and Tender Documents** along-with Terms & Conditions are available online at **E-Pads/ PPRA / PEMRA websites i.e. www.ppra.org.pk / www.pemra.gov.pk**.

Sealed Bids, along with Pay Order / Demand Draft in favor of **Pakistan Electronic Media Regulatory Authority (PEMRA)** equivalent to 5% of the total bid amount as earnest money may be submitted **before 11:00 hours** on **12th January 2026**, which will be opened on the same day at **11:30 hours** at **PEMRA Regional Office, Karachi. The Financial bids of only the technically qualified bidders will be opened on 14th January, 2026.**

The undersigned may be contacted on given number in case of any query / clarification. PEMRA reserves the right to reject any or all the bids at any stage prior to the acceptance of bids in the accordance with PPRA Rules.

ASSISTANT DIRECTOR (ADMIN)

PEMRA Regional Office, Karachi

D-71, Block-7, Boat Basin, Clifton, Karachi.

Phone No. 021-99332212-13

www.pemra.gov.pk

TENDER DOCUMENTS

SUPPLY OF STATIONERY ITEMS, JANITORIAL ITEMS AND PURCHASE OF PRINTER & PHOTOCOPIER TONERS DURING THE FINANCIAL YEAR 2025–26

A. INVITATION TO BIDDERS

A-1. Project Overview

Pakistan Electronic Media Regulatory Authority (PEMRA), Regional Office Karachi, invites sealed bids from reputed and financially sound firms registered with Income Tax and Sales Tax Departments for the Supply of Stationery Items, Janitorial Items, and Purchase of Printer & Photocopier Toners for the Financial Year 2025–26.

The bidding shall be conducted under the Single Stage – Two Envelope Procedure in accordance with PPRA Rules, 2004 (amended).

A-2. Scope of Work

The successful bidder shall be responsible for the supply and delivery of stationery items, janitorial items, and printer & photocopier toners as per quantities and specifications mentioned in the Bill of Quantities (BOQ).

Supplies must be delivered to PEMRA Regional Office, D-71, Block-7, Boat Basin, Clifton, Karachi, within 7-10 days of purchase/supply orders, ensuring quality, originality of the items.

B. INSTRUCTIONS TO BIDDERS

B-1. General Instructions

Tender Language: English

Bid Validity: 90 days from the date of bid opening

Bidding Procedure: Single Stage – Two Envelope (Technical & Financial proposals to be submitted separately)

Clarifications: Any clarification regarding this tender may be sought in writing prior to the deadline for bid submission.

Rights Reserved: PEMRA reserves the right to reject any or all bids at any stage in accordance with PPRA Rules without assigning any reason.

B-2. Eligibility Criteria

To be eligible, bidders must fulfill the following requirements:
Valid registration with Income Tax and Sales Tax departments.
Minimum Five (05) Years' experience in relevant field (documentary proof required).
Must not be blacklisted or involved in litigation with any government department.
Submission of valid authorized dealership/distributor certificate (for toner supply).
Submission of physical samples for quality evaluation prior to award.

B-3. Submission Requirements

Bid Security: 5% of the total quoted amount, in the form of Pay Order or Demand Draft, in favor of *Pakistan Electronic Media Regulatory Authority (PEMRA)*.

Performance Guarantee: Equal to 5% of the total contract value, to be retained until completion of supply of items and will be released after satisfaction on part of PEMRA

Conversion Clause: The bid security of the successful bidder will automatically be converted into the performance guarantee however remaining 5 % shall be furnished by the successful bidder to make the P.G 10% of the contract value.

Submission Address:

Regional Director

Pakistan Electronic Media Regulatory Authority (PEMRA)

Regional Office, D-71, Block-7, Boat Basin, Clifton, Karachi.

Deadline for Submission: Bids must be submitted on or before 11:00 AM, 9th October 2025.

Technical bids will be opened on the same day at 11:30 AM in the presence of bidders who choose to attend.

C. EVALUATION CRITERIA

C-1. Evaluation Methodology

The evaluation will be carried out in two stages:

Technical Evaluation: Based on the criteria below (Total 100 Marks).

Only firms scoring 70 marks or above shall qualify for financial evaluation.

Financial Evaluation: Among technically qualified firms, the lowest evaluated bidder (L1) will be recommended for award.

C-2. Technical Evaluation Criteria

Sr. No.	Evaluation Criteria	Maximum Marks	Required Documents / Evidence
1	Firm Registration, NTN & GST Certificates	10	Attested copies of valid registration, NTN & GST certificates
2	Experience in relevant field: 5 years = 10 marks 6–8 years = 15 marks 9+ years = 20 marks	20	Work orders / client list / completion certificates
3	Past Performance / Client Satisfaction	15	Client references or performance letters
4	Authorized Dealership / Distributor Certificate Authorized Dealer = 15 marks Sub-dealer = 10 marks None = 0 marks	15	Valid certificate from OEM / principal
5	Quality of Samples Submitted	15	Physical samples reviewed by committee
6	Financial Soundness	10	Bank statement (last 6 months) or audited accounts
7	Affidavit (Non-blacklisting / No Litigation)	5	Original affidavit on judicial stamp paper
8	Compliance with Tender Terms & Conditions	10	Signed & stamped undertaking

Total Marks: 100

Minimum Qualifying Marks: 70

C-3. Mode of Bidding

All bidding shall be conducted via e-PAD (Electronic Procurement Application Dashboard) in accordance with PPRA guidelines.

Manual submission of bids will not be accepted.

Bidders must upload all documents and supporting evidence before the deadline.

Late or incomplete bids will be automatically rejected by the system.

D. BILL OF QUANTITIES (BOQ)

The detailed lists of required items are as follows:

List of Stationery Items

List of Janitorial Items

List of Printer & Photocopier Toners

LIST OF STATIONERY ITEMS

Sr #	Name of Items	Qty
1.	Ball Point Pen Dollar Clipper or Equivalent	300
2.	Ball Point UNI eye 150 Original Japan or Equivalent	20
3.	Ball point Dollar G-1 Gel Pen or Equivalent	20
4.	Box File Plastic Imported or Equivalent 3"	100
5.	Box File Plastic Imported or Equivalent 2"	100
6.	Binder Clip 19 mm	10
7.	Binder Clip 25 mm	10
8.	Binder Clip 32 mm	10
9.	Binder Clip 41 mm	10
10.	Binder Clip 51 mm	10
11.	Calculator Citizen CT-9300	2
12.	Comet Ring Binder White A4 Size or Equivalent	10
13.	Comet Ring Binder White Legal Size or Equivalent	10
14.	Correction Pen UNI Japan or Equivalent	10
15.	Cotton Tag (Large) Bundle 12"	200
16.	Cotton Tag (Small) Bundle 6"	200
17.	Computer Paper Ream 80 gram A-4 Size Imported (AA or Paper One)	100
18.	Computer Paper Reams 80 gram Legal Size (AA or Paper One)	20
19.	Double Punch (Medium)	5
20.	Eraser AL 30 Pelikan	10
21.	Envelop 9" x 4" White imported (Small)	1000
22.	Envelop A4 Size White (Imported only)	1000
23.	Envelops File Size (Imported only) White 11 x 15"	1000
24.	Envelops Cloth White Extra Large 14 x 18"	500
25.	Envelops Cloth White File size 11 x 15"	500
26.	Envelops Cloth Brown File Size 11 x 15"	500
27.	Gum Stick (Medium) 21 grams UHU Yellow	25
28.	High Lighter (Dollar) or Equivalent	25
29.	Log Book no.03	20
30.	Letter Dispatch Register no.08 Imported	2
31.	Letter Received Register no.08 Imported	2
32.	L Shape File Cover or Equivalent	50

33.	Marker 70 Dollar or Equivalent	30
34.	Note Pad (Spiral) A-4 size	50
35.	Note Pad (Spiral) Small	50
36.	Pad Ink Crystal	5
37.	Paper Clips 36 mm	50
38.	Paper Cutter Small	5
39.	Paper Cutter Large	5
40.	Paper Cutter Blade Large (Packet)	5
41.	Paper Cutter Blade Small (packet)	5
42.	Paper Clip 28 mm	100
43.	Punch (Single) Best Quality (Small)	5
44.	Punch (Single) Heavy Duty Best Quality	5
45.	Pin Remover Maxim	10
46.	Pen Ink Dollar 60 ml	5
47.	Pencil Gold Fish with Eraser	60
48.	Post it pad 3 x 5	5
49.	Post it pad Yellow (Flag size)	5
50.	Post it Pad (Flag) 4 Color plastic	5
51.	Packing Tap Yellow 3"	20
52.	Register Attendance 2Q Imported	3
53.	Stock Register No.8 Imported	3
54.	Scotch Tape Deer 50 yards or Equivalent 1"	30
55.	Scotch Tape Deer 2"	10
56.	Scotch Tape Deer 3"	10
57.	Binding Tape 3" Imported or Equivalent	10
58.	Binding PVC Sheet A-4 Size Transparent	100
59.	Binding Paper Sheet A-4 Size White / Gray	100
60.	Binding PVC Sheet Legal Size Transparent	100
61.	Binding Paper Sheet Legal Size White / Gray	100
62.	Stamp Pad (Large) Crystal or Equivalent	20
63.	Staple Pin Dollar 24/6 or Equivalent	50
64.	Staple Pin HD (2310)	50
65.	Stapler Heavy Duty (large)	2
66.	Stapler Machine 24/6 Maxim	3
67.	Steel Foot (Scale) 12"	20
68.	Transparent File Cover TT (A-4) or Equivalent	30

LIST OF PRINTER & PHOTOCOPIER TONERS

Sr. #	Printer / Photocopier Name	Toners Details		Qty
		Toner #	Toners Colour	
1.	HP LaserJet (M452DN) Colour	HP 410-A	Black	01 No's
2.		HP 410-A	Cyan	01 No's
3.		HP 410-A	Magenta	01 No's
4.		HP 410-A	Yellow	01 No's
5.	HP LaserJet Pro (4003DN)	HP 151-A	Black	01 No's
6.	HP LaserJet (M-12A)	HP 79-A		01 No's
7.	HP LaserJet (M15-W)	HP 48-A		01 No's
8.	HP LaserJet (M-111A)	HP 150-A		01 No's
9.	HP LaserJet (P-1102)	HP 85-A		01 No's
10.	Konica Minolta (Bizhub 450i) Photocopier	TN 628A	Black	02 No's

LIST OF JANITORIAL ITEMS

Sr #	Name of Items		Qty
1.	Tissue Box	Rose Patel Pop-Up (300 Sheet) or Equivalent	300
2.	Tissue Papers	Rose Patel Party (500 Sheet) or Equivalent	5
3.	Tissue Roll	Rose Patel (2 Ply) or Equivalent	50
4.	Duster Fine	Best Quality	50
5.	Duster Floor	Best Quality	50
6.	Duster for Vehicles (Large Size)	Best Quality	50
7.	Mosquito Spray (375 ml)	Mortein or Equivalent	15
8.	Insect Spray (375 ml)	Mortein or Equivalent	15
9.	Mosquito / Insect Killer Oil (800 ml)	Finis / Tyfon or Equivalent	20
10.	Air Freshener (300 ml) Lavender	Lotion Admire or Equivalent	25
11.	Pots Cleaning Sponge	Scotch Brite Sponge 1 Pack or Equivalent	25
12.	Pots Scouring Pad	Scotch Brite Green pad 1 Pack or Equivalent	25
13.	Pots Cleaning Soap (Large) 275 gm	Lemon Max Bar or Equivalent	25
14.	Pots Cleaning Steel Wire	Best Quality	25
15.	Dish Wash Bar Gel (250 ml)	Lemon Max Ultra or Equivalent	25
16.	Dish Wash Bar Gel (500 ml)	Lemon Max Ultra or Equivalent	30
17.	Dustbin Office Desk Use (Standard)	Best Quality	10
18.	Mop Refill (500 gm)	Best Quality	50
19.	Mop Stand	Best Quality	10
20.	Broom (Soft / Phool Jharoo)	Best Quality	10
21.	Broom (Hard / Jharoo)	Best Quality	10
22.	Broom & Dust Pan Set	Best Quality	5
23.	Wiper (Small)	Best Quality	10
24.	Wiper (Large)	Best Quality	10
25.	Surf Sachet (35 gm)	Surf Excel or Equivalent	50

26.	Hand Wash Liquid (200 ml)	Dettol or Equivalent	25
27.	Hand Wash Liquid Bulk Bottle	Local Best Quality (1.5 Liter)	10
28.	Commode / Flash Cleaner Liquid	Harpic (500 ml) or Equivalent	25
29.	Commode / Flash Pump	Best Quality	10
30.	Commode / Flash Brush	Best Quality	10
31.	Phenyl Tablet (1 Packet)	Finis / Tyfon or Equivalent	10
32.	Phenyl (1 Liter)	Finis / Tyfon or Equivalent	25
33.	Sweep (1 Liter)	Best Quality	25
34.	Acid (1 Liter)	Best Quality	25
35.	Glass Wiper (Small)	Best Quality	5
36.	Blank Spray Bottle (1 Liter)	Best Quality	5
37.	Furniture Polish Spray (550 ml)	7 CF or Equivalent	5

E. PAYMENT & WARRANTY TERMS

Mode of Payment:

Payment shall be made after successful completion of supply and acceptance of items by PEMRA, through crossed cheque in Pak Rupees.

Payment Schedule:

Payment will be processed within **forty-five (45) days** of receipt of invoice and satisfactory inspection of supplied items.

Taxes and Deductions:

All applicable Government taxes/levies shall be deducted at source at the time of payment, as per prevailing Federal Government policy.

Performance Guarantee:

The bid security of the successful bidder will automatically be converted into a **Performance Guarantee**, retained until the successful supply of items and will be released after that.