

 KARACHI	GOVERNMENT OF PAKISTAN NATIONAL ACCOUNTABILITY BUREAU (KARACHI) GPO BUILDING, MAIN I.I. CHUNDRIGAR ROAD, KARACHI	Tel: 021- 99207955 Fax: 021-99207976
	OUR FAITH, CORRUPTION FREE PAKISTAN	

No. 3-2/DD(Gen)/Admn/NAB(K)/2025-26

TENDER NOTICE

PURCHASE OF OFFICE STATIONERY ITEMS

Tender is invited for purchase of office stationery items for the Financial Year 2025-26 as per **PPRA Rules, 2004, 36 (a) Single Stage – One Envelope Procedure.** Bidders are required to submit their bids only through EPADS. Bids received through EPADS only shall be considered and evaluated on item wise.

2. Authorized Agents / Distributors or Manufactures / General Order Suppliers may submit their e-bids through **EPADS on or before 29th January 2026** by 1100 hrs, which will be opened on same day at 1130 hrs in the presence of bidders or their representative who may like to participate. The participating firms must be registered with Income Tax, Sales Tax Departments and in active taxpayer list (ATL) of FBR.

3. An earnest money amounting to **Rs.50,000/-** (refundable) in the shape of CDR / demand draft / pay order in favour of **Additional Director (Admn), NAB Karachi** should be submitted at NAB (Karachi), GPO Building, Main I.I. Chundrigar Road, Karachi, before opening of tender, otherwise e-bid will be rejected / marked as non-responsive.

4. Tender documents may be obtained from General Section of NAB (Karachi) office from Monday to Friday during office hours, free of cost or can be downloaded from EPADS, PPRA or NAB website.

5. The qualified and most advantageous successful bidding firm(s) will be responsible to supply of office stationery items to NAB (Karachi) during whole Financial Year 2025-26 as per description / specification mentioned in Tender Form of Price. After approval, any change(s) in rates or quality of the items will not be accepted.

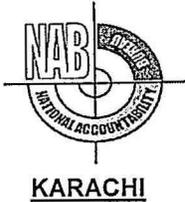
6. All bidders are required to clearly mention brand name and rates (including all applied taxes) against each item. Samples of quoted items are mandatory. NAB (Karachi) has displayed samples of all items in NAB (Karachi) office which can be seen before submission of bid.

7. In case of holiday or any other reason, if the tender could not be opened on **29th January 2026**, the same will be opened on next working day.

8. The NAB (Karachi) reserves all rights to accept or reject any or all bids under the provision of PPRA Rules.

Note: Notification of GRC constituted in terms of Rule-48 of PPRA Rules, 2004 is provided on EPADS at www.eprocure.gov.pk.


Deputy Director (General)
NAB (Karachi)
021-99207955



GOVERNMENT OF PAKISTAN
NATIONAL ACCOUNTABILITY BUREAU (KARACHI)
GPO BUILDING, MAIN I.I. CHUNDRIGAR ROAD, KARACHI

OUR FAITH,
CORRUPTION FREE PAKISTAN

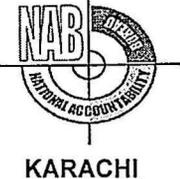
TENDER ENQUIRY – (PURCHASE OF OFFICE STATIONERY ITEMS)

1.	Tender Enquiry No.	3-2/DD/(Gen)/Admn/NAB(K)2025-26
2.	Due by	29th January 2026 (1100 hrs)
3.	Date & Time of opening of tender	29th January 2026 (1130 hrs)
4.	Delivery of Items at NAB (Stores)	Suppliers are required to deliver the items / goods at NAB (Karachi) office on the need basis within whole Current Financial Year 2025-26 after the purchase contract / order is signed, on free delivery to consignee basis, including taxes, excise duty, octroi and other charges livable, if any.
5.	Terms and conditions	The bidder should submit their tender strictly in accordance with the terms and conditions specified in clause No. 2 to 22 of this tender enquiry.
6.	Particulars of goods	Please see attached ' Annexure-A ' for detailed specifications.
7.	Validity: Offer should be valid for 90 days from the date of opening of the tender.	
8.	An earnest money amounting to Rs.50,000/- (refundable) in the shape of CDR / demand draft / pay order in favour of Additional Director (Admn), NAB Karachi should be submitted at NAB (Karachi), GPO Building, Main I.I. Chundrigar Road, Karachi, before opening of tender, otherwise e-bid will be rejected / marked as non-responsive.	
9.	Bidders are required to submit their bids duly filled, signed only through EPADS. Bids received through EPADS only shall be considered and evaluated on item wise. The authorized person should bring his authorization letter along with valid CNIC at the time of tender opening.	
10.	The bidders are also required to submit photocopy of their valid National Identity Card with the offer, failing which their offers will be ignored without any further reference to the matter. The bids will be opened in the presence of bidders or their authorized representative at NAB (Karachi), GPO Building, Main I.I Chundrigar Road, Karachi on date and time as mentioned above at Sr. No.3.	
11.	The bidders are also required to indicate their National Tax Number, along with providing a photocopy of the NTN certificates issued from the FBR, Government of Pakistan and all prices will be quoted with GST.	
12.	The bidders are also required to provide their Sales Tax Registration Number and to attach the copy of the valid certificate issued in their favour from the concerned Collectorate of Sales Tax, Government of Pakistan.	
13.	The bidders may note that they will have to produce documentary proof of the payment of Sales Tax leviable on the items to be supplied.	

14.	Bidders are also required to submit the copies of the documents confirming the nature and type of their organization e.g. sole proprietor, partnership, private limited etc.
15.	The bidders should mention the manufacturer's name, brand and country of origin of the intended supplies, in their offer of stores.
16.	The bidders are required to confirm to the tender enquiry specifications, in all respect.
17.	The bidders will be required to obtain separate tender documents in case they intend to quote alternate price and will also have to submit the required earnest money separately for each offer, failing which their offer will be ignored straight away.
18.	The prices quoted in the tender should be firm and final, inclusive of all leviable taxes and octroi charges etc. The bidder should also note that if during the currency of contract any additional tax or duties etc. are levied, by the Government, it would be the sole responsibility of the firm to make the payment.
19.	The successful bidder will be required to furnish a fixed amount / security deposit (as performance guarantee) amounting to 10% of the quoted value in the form of a Pay Order / Bank Draft, in favour of Additional Director (Admn), NAB (Karachi), at the time of award of the contract, which will be refunded after satisfactory / complete supply of Office Stationery items.
20.	The bidders should also note that if the stores supplied / provided is rejected by the Inspection Officer / Purchase Committee of NAB (Karachi) and it is concluded that the rejection is justified under the terms and conditions of the contract, the decision of the Inspection Authority, regarding such rejection will be final and binding on the tenderer.
21.	The bidders are required to submit only the genuine offers, after fulfilling the requirements of the tender enquiry. In case of a fake offer or where the offer contains misrepresentation, the same may not only will be ignored but may also lead to black listing and forfeiture of his/ her earnest money.
22.	The NAB (Karachi) reserves the rights to accept or reject any or all bids under the provision of PPRA Rules.



(Muhammad Shehzad)
Deputy Director (General)

	<p>GOVERNMENT OF PAKISTAN NATIONAL ACCOUNTABILITY BUREAU (KARACHI) GPO BUILDING, MAIN I.I. CHUNDRIGAR ROAD, KARACHI</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: 80%;"> <p>OUR FAITH, CORRUPTION FREE PAKISTAN</p> </div>
---	--

TENDER – PURCHASE OF OFFICE STATIONERY ITEMS
F.Y 2025-26

Terms and Conditions

1. Bid Evaluation Criteria:

- i. Bidders are required to submit their bids only through EPADS. Bids received through EPADS only shall be considered and evaluated on item wise. The bids will be evaluated upon compliance of the following requirements:

Ser.	Specification	Marks
1.	NTN Registration Certificate issued by FBR	Mandatory
2.	GST Registration Certificate	Mandatory
3.	Earnest Money amounting to Rs.50,000/- in the name of Additional Director (Admn), NAB Karachi	Mandatory
4.	Non-blacklisting certificate on a stamp paper	Mandatory
5.	100% Active Taxpayer status as per FBR website	Mandatory
6.	Required specifications compliance	Mandatory
7.	Samples of quoted items	Mandatory

2. Rejection of Bids:

- ii. The procuring agency may reject all bids at any time prior to their acceptance as per PPRA Rule 33 (1), 2004.
- iii. In case of non-submission of required samples at the time of bid opening, bid to the extent of said article will lead to rejection.
- iv. In case of non-submission of NTN, GST certificate and certificate regarding non-black listing, the bid will be rejected.
- v. Failure to comply with the required specifications and terms and conditions mentioned in tender documents, may lead to the bidders to be non-responsive and their bids may be rejected.
- vi. In case of the offer is withdrawn, amended or revised during the validity period of the offer, bid may be rejected.
- vii. The procuring agency will disqualify a bidder if found, at any time, that the information submitted by him concerning his qualification, as supplier, was false and materially inaccurate or incomplete.



- viii. The payment will be linked with the active taxpayer status of the supplier on FBR Database. If any registered supplier is not in the Active Taxpayers List (ATL), his payment will be stopped till he files mandatory returns and appears on ATL of FBR.
- ix. The bidders shall provide documentary proof of the payment of sales tax leviable on the items to be supplied.
- x. The bidders should mention the manufacturer's name, brand and country of origin of the intended supplies in their bids.
- xi. The alternate price quotation will not be entertained and will lead to rejection.
- xii. The prices quoted in the tender should be full and final in Pak Rupees, inclusive of all taxes.
- xiii. The bidders should also note that if the supplied Office Stationery items are rejected by the Inspection Procurement Committee of NAB, Karachi and it is concluded that the rejection is justified under the terms and conditions. The decision of the Inspection Procurement Committee, regarding such rejection will be final and binding on the bidder.

3. **Bid Validity:**

The offer should be valid for 90 x days from the date of opening of the tender.

4. **Supply of items:**

- i. The successful bidder is bound to supply the items within specific time frame and other requirements as mentioned in Purchase / Supply Order.
- ii. In case the successful bidder shows inability for supply of items, the earnest money / security deposit will be forfeited.
- iii. If the supply order is issued during the validity period of the offer and same is not accepted by the bidder, his earnest money / call deposit shall be forfeited.

5. **Disqualification of Suppliers and Contractors:**

The procuring agency shall disqualify supplier or contractor if it finds, at any time, the information provided / submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

Deputy Director (General)
National Accountability Bureau
(Karachi)
021-99207955

TENDER FORM OF PRICE

Annex-A

12

Name of Bidder:													
CNIC No:													
NTN No:						GST No:				Vendor No:			
Address:													
Contact No:													

LIST OF OFFICE STATIONERY ITEMS
FINANCIAL YEAR 2025-26

S. #	Description	Detailed Specification	Quantity Required	Unit Price including all taxes (Rs.)	Total Amount including all taxes (Rs.)
1.	Photostat Paper	A-4 size, 210 x 297mm, 80gsm, 500 sheet per ream, BLC or equivalent, White Color, good quality	500 Reams		
2.	Photostat Paper	F-4 size, 8.5 x 13 inch, 80gsm (500 sheet per ream) BLC or equivalent, White Color, good quality	30 Reams		
3.	Green Ledger Paper	Size 13.5 x 8.5 inch, 80gsm, 500 sheets, Good quality	30 Reams		
4.	Color Paper	A4 Size (210 x 297mm), 80gms, 100 sheets per ream, Yellow and Pink color	10 Reams (7 x Yellow & 3 x Pink)		
5.	Stock Register	HB or equivalent, Full size, Good quality (as per sample)	02 Nos. (1 x 750 Pages 1 x 1000 pages)		
6.	Register	HB or equivalent, 400 x Pages, Size 13 x 8.5 inch, Good Quality, as per sample	04 Nos.		
7.	Office Attendance Register	Good quality, size (14x8.5 inches), (both sides count 64x pages)	18 Nos.		
8.	Casual Leave Register	Size (14x8.5 inches) with binding, weight 80gm, 200 x pages and page numbering, Good quality (as per specimen)	18 Nos.		
9.	Envelope (SE-6)	Brown Color, size 11inch x 5 inch, good quality with NAB logo & address (as per sample)	3,000 Nos.		

S. #	Description	Detailed Specification	Quantity Required	Unit Price including all taxes (Rs.)	Total Amount including all taxes (Rs.)
10.	Envelope	Brown Color, size 15 inch x 12 inch, with thread, good quality	500 Nos.		
11.	Envelope (A4 Size)	Brown Color, size 12.5 x 10 inch, good quality with NAB logo & address (as per sample)	1,000 Nos.		
12.	Window Envelope	White Envelope, size 24mm x 10.5mm, window size 20mm x 6mm, with NAB logo & address, Good quality (as per sample)	10,000 Nos.		
13.	Box File	Legal size (Lever Arch File), with Clip, Width 3 inches, Blue Color, PVC made, Good quality	400 Nos.		
14.	File Board	Size 14 x 10 inch with lace of size 40 inch, good quality	500 Nos.		
15.	File Plastic	A-4 size, one side transparent, durable, Good quality	250 Nos.		
16.	File Plastic	F-4 size, one side transparent, durable, Good quality	50 Nos.		
17.	Ball Pen	0.8mm, Dollar Clipper BP1/ Piano Pro or equivalent, 10 x per pkt in card board	500 Nos. (70 Pkts)		
18.	Cut Marker	Permanent, Black colour, Dollar or equivalent, good quality	60 Nos.		
19.	Glue Stick	Dollar or equivalent (Non-Toxic), 35gm, good quality	120 Nos.		
20.	Highlighter	5mm, Neon or equivalent, Yellow colour, good quality	100 Nos.		
21.	Pointer Pen	Uni ball Signo UM-120 or equivalent, Pigment Ink, water Proof, quick drying, 0.7mm Ball, long shelf life (Blue, Black & Red colours)	432 Nos. (36 Boxes)		
22.	Writing Pad	80gm Paper (size 6.30" x 4" inch) with NAB Logo and spiral binding, 100 x Sheets per Pad (as per sample)	200 Nos.		

(Handwritten signature)

S. #	Description	Detailed Specification	Quantity Required	Unit Price including all taxes (Rs.)	Total Amount including all taxes (Rs.)
23.	Stapler Machine	HD/30 Kangaro / Polo / Dux or equivalent, 24/6 26/6, good quality	30 Nos.		
24.	Stapler Pin	Size 24/6, Dollar or equivalent (1000 x Staples per Pkt)	250 Pkts		
25.	Scotch Tape	Deer/Johnson or equivalent, Size 2 inch, 50 Yards, Color yellowish, good quality	100 Nos.		
26.	Correction Pen	Correction fluid, Multipurpose/ Trichloroethane Free, Dux or equivalent	50 Nos.		
27.	Post it Stick Pad	Size 2 x 3 inches, 100 sheets, Polo or equivalent, Yellow colour, good quality	100 Nos.		
28.	Drawing Pin	50 Pieces approx per packet, stainless steel made, good quality	20		
29.	Steel scale	size 1 foot, stainless, good quality	30 Nos.		
30.	Calculator	12 digits, Solar Cell, Battery DC1.5V, MJ-120, Casio / Citizen or equivalent, Original, 300 Steps Check & Recheck, Good Quality	12 Nos.		
31.	Eraser	Dollar / Dux or equivalent Good quality	300 Nos.		
32.	Lead Pencil	Dollar or equivalent, 12 x per pkt in card board Packing	408 Nos. (34 Pkts)		
33.	Sharpener	Dux or equivalent, small size	100 Nos.		
34.	Paper cutter	Size L 0.5mm, G 0.6mm, durable grip, Good quality	50 Nos.		
35.	Double Hole Punch	Metal, Punching capacity 40 sheets, 6mm holes, good quality	20 Nos.		
36.	Double Hole Punch	Metal, Heavy duty, Punching capacity 100 sheets, 6mm holes, good quality	03 Nos.		
37.	Single Hole Punch	Metal, Durable grip, Good quality	20 Nos.		
38.	Stamp Pad	large size, Blue Ink, Crystal or equivalent	24 Nos.		

9

S. #	Description	Detailed Specification	Quantity Required	Unit Price including all taxes (Rs.)	Total Amount including all taxes (Rs.)
39.	Staple Pin Remover	For removing staples 24/6 Durable, plastic body, Good quality	36 Nos.		
40.	Stamp Pad Ink	Indorsing ink, Blue colour, Crystal 28.5gm or equivalent	24 Nos.		
41.	Arrow Color Flags	Sticky Notes, M&G or equivalent, 20 Sheet x 5 Colors x 100 pcs, 45 x 12mm, Good quality (as per sample)	96 Pkts		
42.	File Folder	Size 14inch x 10inch made of Rexene with Embossed NAB Logo (as per sample)	18 Nos.		
43.	Paper Holder Board	Size 34.5cm x 23.5cm made of Rexene with NAB Logo (as per sample)	24 Nos.		
44.	Office Scissor	Stainless steel, size 8.5inch, good quality	30 Nos.		
45.	Separator	Color Index Sheet Separator, A4 size, 10 x per pkt (made of PVC)	30 Pkt		
46.	Binding Clips	Size 2.0", Black Color, 12 x per pkt in card board, good quality	48 Pkts.		
47.	Carton Tape	Size 2" Color Brown, 50 Yards length, good quality	50 Nos.		
48.	Paper Clips	Size 36mm, good quality	150 pkts		
49.	Heavy Duty Stapler	Staples 23/24, 2-240 sheets, 10-50mm, good quality	03 Nos.		
50.	Printer Toner	Model HP 26A/ HallMark/Vision/Transprint or equivalent, refillable body, good quality	30 Nos.		
51.	Printer Toner	Model HP 80A, HallMark/Vision/Transprint or equivalent, refillable body, good quality	20 Nos.		
52.	Printer Toner	Model Canon 052A, HallMark/Vision/Transprint or equivalent, refillable body, good quality	25 Nos.		

CV

8

S. #	Description	Detailed Specification	Quantity Required	Unit Price including all taxes (Rs.)	Total Amount including all taxes (Rs.)
53.	Printer Toner	Model Canon 057A, HallMark/Vision/Transprint or equivalent, refillable body, good quality	25 Nos.		
54.	Printer Toner	Model HP 30A, HallMark/Vision/Transprint or equivalent, refillable body, good quality	20 Nos.		
55.	Printer Toner	Model HP 17A, HallMark/Vision/Transprint or equivalent, refillable body, good quality	10 Nos.		
56.	Printer Toner	Model HP 19A (Drum), HallMark/Vision/Transprint or equivalent, refillable body, good quality	10 Nos.		
57.	Printer Toner	Model HP 650A Set (Set of 4 CMYK) or equivalent, refillable body, good quality	01 No.		
58.	Printer Toner	Model HP 508A Set (Set of 4 CMYK) or equivalent, refillable body, good quality	01 No.		
59.	Printer Toner	Model HP 32-A (Drum) HallMark/Vision/Transprint or equivalent, refillable body, good quality	10 Nos.		
Total amount including all Govt. Taxes (Rs.):					

Note: All items should be supplied as per sample.

Grand Total:- _____

In word (Rupees _____)

Signature / Name of Bidder / _____

Authorized Person of: _____

Official Seal of Firm: _____

