

TENDER NOTICE

Board of Investment, Islamabad invites electronic bids from the Firms / suppliers based in Islamabad / Rawalpindi through online portal e-Pak Acquisition & Disposal System (e-PADS) as per procedures laid down in the regulations of PPRA for supply / provision of items / services to Board of Investment, Islamabad for Financial Year 2025-26. The electronic bids, must be submitted by using e-PADS on or before **19-08-2025** at **1400 hrs**. Manual Bids, shall not be accepted. Electronic bids will be opened on the same day i.e. **19-08-2025** at **1400 hrs**. Detail of CDRs for each category is given as under:-

S. #	Tender Description	Call Deposit
1	Office / Computer Stationery items	Rs.250,000.00
2	Miscellaneous Items	Rs.150,000.00
3	Courier Service	Rs.50,000.00
4	Hiring of sound, interpreter and public address systems for conference / seminars / workshop / symposia	Rs.50,000.00

2. Interested vendors are requested to submit their bids which should be valid till **30-06-2026** on the following terms and conditions:-

S. No.	TERMS AND CONDITIONS OF E-BIDS
1.	Only registered firms/suppliers with Active Taxpayers List (ATL), Valid GST/NTN and vendor number, based in Rawalpindi & Islamabad, are eligible to apply.
2.	GST and AGPR Vendor number should be clearly written on the tender documents. The tenders without GST and AGPR Vendor number will not be entertained.
3.	All the interested parties are directed to apply through e-Pak Acquisition & Disposal System (EPADS) portal online as per procedures laid down in the regulations of PPRA.
4.	Bidding documents to be submitted through EPAD System and hard copy of bidding documents must be submitted at 6 th Floor, Kohsar Block, Pak Secretariat, Board of Investment, Islamabad.
5.	No tender will be accepted without Call Deposit of bank draft or pay order in favor of Board of Investment , Islamabad and call deposit of successful bidders will be kept with this office up to 30th June, 2026 . Cheques will not be accepted in any case.
6.	The rates quoted by firms / suppliers will remain valid till 30th June, 2026 . The firms which will quote the lowest rates will have no right to take back the call deposit or to reduce the same or to withdraw from the tender.
7.	Only those Financial bids will be accepted in which rates for 50% on more items are given.
8.	Rates should be quoted in Pak Rupees. Prices shall not be linked with dollar or any other currency.
9.	The tenders received after the deadline will not be entertained.
10.	The procurement will be made from time to time as per requirement.
11.	Inspection of all the items will be carried out at the time of delivery before acceptance.
12.	If any item is found substandard, defective and against the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier as per Public Procurement Rules, 2004 including forfeiture of bid security and black listing of supplier/Firm.
13.	The tenders will be evaluated in the light of PPRA Rules 2004 and the instructions issued from PPRA as amended from time to time.



14.	The competent authority reserves the right to accept or reject the whole tender or a portion of tender as per PPRA Rules 2004.
15.	An Affidavit on stamp paper that the firm has not been blacklisted in the past by any Ministry / Division / Department / Organization of Government of Pakistan is required.
16.	The bidding firms must have office in Islamabad or Rawalpindi.
17.	Bids / quotations must be entered in legible writing and without cutting / overwriting else item would stand rejected.
18.	The Firm should have proper Trade Facility i.e. shop, warehouse etc in Islamabad or Rawalpindi. The procuring Agency shall have a right to visit the Trade Facility anytime.
19.	EPAD System Bids will be opened on the same day in the presence of representatives of the bidders.
20.	All other terms and conditions laid down by PPRA Rules, 2004 shall be applicable.

(Lal Dino)
Director General (Admin)
Tel #: 051-9206160



R-P#28-35/C.

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**TENDER DOCUMENT
FY-2025-2026
FOR OFFICE / COMPUTER
STATIONERY**



F. No. 3(1)-Gen/BOI/2025-2026
PRIME MINISTER'S OFFICE
BOARD OF INVESTMENT
Islamabad

(29)

FORM OF BID

**TENDER DOCUMENT FOR PURCHASE OF OFFICE / COMPUTER STATIONERY ITEMS
DURING THE FINANCIAL YEAR 2025-2026**

S. #	NAME OF ITEMS	Unit Price Rate without GST
A.	<u>OFFICE STATIONERY</u>	
1.	Attendance Register 06 No.(Tayyba)	
2.	Ball Point Piano 0.8mm Grip (Unit price)	
3.	Ball Point clutch Picasso (Unit price)	
4.	Ball Point clutch Picasso (Grip) (Unit price)	
5.	Calculator Casio DJ-240 14 Digit (Original)	
6.	Draft Pad (Lucky / Alpha) 5X9 ruled	
7.	Draft Pad (Lucky / Alpha) A-4 (ruled) 60 sheets	
8.	Dispatch Register # 8	
9.	Dak pad folder Decent Brand (Rexine) fine quality with lock & velvet.	
10.	Data Bank folder with two ring and pocket inside	
11.	Exclusive International Folders with clip and lock	
12.	Engagement / Schedule Stand 2mm thick acrylic plastic A/4	
13.	Eraser / Rubber (AL-30) Pelikan (Unit price)	
14.	Eraser / Rubber (AL-20) Pelikan (Unit price)	
15.	Envelops SE-8 (80 grams china Khaki)	
16.	Envelops with cloth pasted in side Size SE-8 (File size)	
17.	Envelops SE-6 (80 Grams) China Khaki	
18.	Envelops SE-5 (80 Grams) China Khaki	
19.	File Board Legal Size Fine quality	
20.	File Tags small (bundle of 50)	
21.	File Tags bundle of 50 Nos. (large)	
22.	Foot Scale (Steel) China	
23.	File cover double paste Legal size made of ivory fine glazed card with eye-lid in the left corner with government logo (Sample can be seen)	



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S. #	NAME OF ITEMS	Unit Price Rate without GST
24.	Summary File cover Legal size 300 gms art card with logo and pocket in Centre with government logo (Sample can be seen)	
25.	Glue Stic 20 Grams Dollar	
26.	Glue Stic 35 Grams Dollar	
27.	Gripper Binder / Clip-line – Large size 52mm (Unit price)	
28.	Gripper Binder / Clip-line – Medium size 40mm (Unit price)	
29.	Gripper B nder / Clip-line – Small size 32mm (Unit price)	
30.	High Lighter (Dollar)	
31.	Log Book No.6	
32.	L-Shape white transparent fine quality plastic folder without clip	
33.	Leather Made MOU /Agreement folder with velvet inside (Sample can be seen)	
34.	Marker Dollar 70/90 Allmark (Permanent)	
35.	Meeting Board/Pad Rexene A-4 Super quality with government and BOI logo.	
36.	Note Sheet Pad 80 sheets A-4 size (80 GSM) offset imported	
37.	Packing Tape width 2" x 60 yard (Nichibon)	
38.	Post it pad size 3X3 (Three Flower)	
39.	Post it pad size 3X5 (Three Flower)	
40.	Paper Cutter (SDI 0426)	
41.	Pin Cushion (Plastic)	
42.	Paper Pin Packet (50 gram chrysthamum china)	
43.	Paper Clip (Apex-36mm triangular)	
44.	Peon Bcok of (5 qrs-95 sheets)	
45.	Punch Machine Single Hole (Genmes)	
46.	Punch Machine Single Hole Heavy Duty	
47.	Punch Machine Double Hole (KW-9670)	
48.	Punch machine Double Hole heavy duty KW-9670 (TRIO)	
49.	Plastic folder A-4 size transparent with clip inside (one side transparent)	
50.	Pencil Lead 2½ HP-5000 (Gold Fish) (Unit price)	
51.	Pencil ORO Splash HB with Eraser (Unit price)	
52.	Photo paper 50 sheets 270gms both side glazed IMA brand	



S. #	NAME OF ITEMS	Unit Price Rate without GST
53.	Ruled Register (Lucky) No. 24 QRS-12 (Legal / large size) (Imported)	
54.	Ruled Register (Lucky) No. 20 QRS-12 (Legal / large size) (Imported)	
55.	Scotch Tape 1" width and length (72 Yard Nichibon)	
56.	Stapler Machine (Dux D-12)	
57.	Staple Machine (Nexus) 24/6	
58.	Stapler Machine (Max 50R Japan)	
59.	Stapler Machine Heavy Duty KW-50LA	
60.	Sharpening Machine Genmes Largest size	
61.	Separator Set (one set of 10 sheets)	
62.	Separator Set (one set of 10 sheets plastic)	
63.	Sticky notes colour flag - pack of 25 x 5	
64.	Sharpener Plastic (Dux / China) (Unit price)	
65.	Sharpener Steel (Dux / China) (Unit price)	
66.	Staple Remover (PMP)	
67.	Stamp Pad (Art Line) Large	
68.	Stamp Pad (Lancer) Large	
69.	Stapler Pin 24/6 (Dollar)	
70.	Stapler Pin 24/6 (ORO)	
71.	Stapler Pin packet 23/06 heavy duty (Washin)	
72.	Stapler Pin packet 23/10 heavy duty (Washin)	
73.	Stapler Pin packet 23/13 heavy duty (Washin)	
74.	Stapler Pin packet 23/17 heavy duty (Washin)	
75.	Stapler Pin packet 23/24 heavy duty (Washin)	
76.	Summary Paper (Imported) 80 Grams Size A-4/ Double A (500 Sheets per Ream)	
77.	Summary Paper (Imported) 80 Grams Size A-4/ Paper One (500 Sheets per Ream)	
78.	Summary Paper (Imported) 80 Grams Size A-4/ Navigator (500 Sheets per Ream)	
79.	Summary Paper (Imported) 80 Grams Size A-4/ HP (500 Sheets per Ream)	
80.	Summary Paper (Imported) 80 Grams Size A-4/ IK Brand (500 Sheets per Ream)	



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S. #	NAME OF ITEMS	Unit Price Rate without GST
81.	Summary Paper (Imported) 80 Grams full Size / legal size Double A (500 Sheets per Ream)	
82.	Summary Paper (Imported) 80 Grams full Size / legal size IK Brand (500 Sheets per Ream)	
83.	Shorthand Note book (96 sheets)	
84.	Sticking / Sticker sheets (packet of 100 sheets) A-4 size.	
85.	Section Diary Register # 12	
86.	Shorthand Pencil (Deer)	
87.	Table Diary (Friends / Toys)	
88.	Table Diary Stand (Marble) Warsi	
89.	Table set 9 pieces Leather Fine Quality	
90.	Table set 9 pieces Rexene Fine Quality	
91.	Telephone Index (Casmu) big size	
92.	Uni Ball (Zerco) Art (Unit Price)	
93.	Uni Ball (schneider) (Unit Price)	
94.	Uni ball point (Mitsubishi UB-177) (Unit Price)	
95.	Uni ball point (Signo Broad) (Unit Price)	
96.	Uni-ball Vision Elite Japan (Unit Price)	
97.	Visiting Card Album (Casmu) 300 pockets	
98.	Visiting Card Album (OKI) 100 pockets	
99.	Vehicle Maintenance / Petrol Register # 8	
100.	White Fluid Set (Pelikan)	
101.	White Fluid Dux Correction Pen 5ml	
102.	White Board Marker Dollar	
103.	White Board Duster (mouse type)	
B.	<u>COMPUTER STATIONERY</u>	
104.	Computer mouse (3-D Laser)	
105.	Computer Key Board (Branded)	
106.	Computer key board (Urdu + Eng figures) (Branded)	
107.	Computer Mouse + Keyboard (Branded) Wireless with USB dongle	
108.	Computer Power Cable	



S. #	NAME OF ITEMS	Unit Price Rate without GST
109.	Computer VGA Cable	
110.	Toner cartridge for laser fax machine Panasonic KXFL-422CX (Original)	
111.	Toner cartridge for laser fax machine Panasonic KXFL-512 (Original)	
112.	Toner cartridge for laser fax machine Panasonic KXFL-612 (Original)	
113.	Ink Film Ribbon for laser fax machine Panasonic KX-FP-711 (Original)	
114.	Mouse Pad	
115.	Toner Cartridge # HP-cb235/A for laser printer HP-1005 (Original)	
116.	Toner Cartridge # HP-cb235/A for laser printer HP-1005 (China)	
117.	Toner cartridge # HP c7115/A for printer HP-1200 (Original)	
118.	Toner cartridge # HP c7115/A for printer HP-1200 (China)	
119.	Toner cartridge # HP-q2613/A for printer HP-1300 (Original)	
120.	Toner cartridge # HP-q2613/A for printer HP-1300 (China)	
121.	Toner cartridge No.HP-q5949/A for Laser Printer HP-1320 (Original)	
122.	Toner cartridge No.HP-q5949/A for Laser Printer HP-1320 (China)	
123.	Toner # Hp-Q7553/A for laser printer HP-p2015 (Original)	
124.	Toner # Hp-Q7553/A for laser printer HP-p2015 (China)	
125.	Toner cartridge # CE-505/A for Laser Printer HP-2035 (Original)	
126.	Toner cartridge # CE-505/A for Laser Printer HP-2035 (China)	
127.	Toner Cartridge # HP-80 A for HP Laser Jet Printer PRO-400 (Original)	
128.	Toner Cartridge # HP-80 A for HP Laser Jet Printer PRO-400 (China)	
129.	Toner cartridge for HP Laser jet Printer Pro M402 dn (Original)	
130.	Toner cartridge for HP Laser jet Printer Pro M402 dn (China)	
131.	Toner cartridge for HP Laser jet Printer Pro M404dn (Original)	
132.	Toner cartridge for HP Laser jet Printer Pro M404dn (China)	
133.	Set of 04 Toner Cartridge No.HP-507/A for HP Laser Jet color Printer Model M-551 (Original) (Rate should be given per set)	
134.	Set of 04 Toner Cartridge No.HP-507/A for HP Laser Jet color Printer Model M-551 (Original) i) CE-400 A (Black) ii) CE-401 A (Cyan) iii) CE-402 A (Yellow) iv) CE-403 A (Magenta) (Rate should be given individual basis)	



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S. #	NAME OF ITEMS	Unit Price Rate without GST
135.	Set of 04 Toner Cartridges No.HP-507/A for HP Laser Jet color Printer Model M-551 (China) (Rate should be given per set)	
136.	Set of 04 Toner Cartridge No.HP-507/A for HP Laser Jet color Printer Model M-551 (China) i) CE-400 A (Black) ii) CE-401 A (Cyan) iii) CE-402 A (Yellow) iv) CE-403 A (Magenta) (Rate should be given individual basis)	
137.	Set of 04 Toner Cartridge for HP Laser Jet color Printer Model M-553dn (Original) (Rate should be given per set)	
138.	Set of 04 Toner Cartridge for HP Laser Jet color Printer Model M-553dn (Original) i) (Black) ii) (Cyan) iii) (Yellow) iv) (Magenta) (Rate should be given on individual basis)	
139.	Set of 04 Toner Cartridge for HP Laser Jet color Printer Model M-553dn (China) (Rate should be given per set)	
140.	Set of 04 Toner Cartridge for HP Laser Jet color Printer Model M-553dn (China) i) (Black) ii) (Cyan) iii) (Yellow) iv) (Magenta) (Rate should be given on individual basis)	
141.	Toner Cartridge No.NPG-50 for photocopier Machine Model Canon-2545 (Original)	
142.	Toner Cartridge # T-3210 (Original)	
143.	Toner cartridge # TN515 for Photocopier machine model Konica Minolta (Bizhub-458) (original)	
144.	Toner cartridge # TN515 for Photocopier machine model Konica Minolta (Bizhub-458) (China)	
145.	USB 3.0 4 GB Steel Body (HP or Kingston)	
146.	USB 3.0 8 GB Steel Body (HP or Kingston)	
147.	USB 3.0 16 GB Steel Body (HP or Kingston)	
148.	USB 3.0 32 GB Steel Body (HP or Kingston)	
149.	USB 3.0 64 GB Steel Body (HP or Kingston)	
150.	USB Printer Cable	
151.	8GB Card USB with customized box with BOI logo Screen Printing (Sample can be seen).	
152.	16GB Card USB with customized box with BOI logo Screen Printing (Sample can be seen).	
153.	Wireless Mouse A-4 Tech	



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Important Instructions:-

1. All quoted items must be in original / genuine condition with original / genuine packing, if found / used / re-furbished, other than quoted item(s) or in lower quality, the bid money of that bidder will be confiscated along-with blacklisting of the firm.
2. For Computer Stationery, warranty will be provided by the bidding firm.
3. Item found faulty under computer stationery will be replaced with brand new items.
4. All items must be delivered within two (02) days from date of issuance of purchase / supply order otherwise Late Delivery penalty will be imposed @ 10% on the quoted price.
5. Online verification of toner cartridge will be carried out at the time of delivery. In case of supply / provision of fake / counterfeit, used, refurbished or in lower quality toner cartridges this office reserved the rights to black list the firm (s) for 05 years and confiscate the bid money.
6. The bidding firms must have office in Islamabad or Rawalpindi.
7. The bidding firm must have good quantity of the items quoted on ex-stock to perform rush delivery during various events throughout the year.
8. The bidding firm must provide on stamp paper that it has never been blacklisted.
9. Rates should be quoted without GST.
10. Rates should be quoted in Pak Rupees and should not be linked with dollar or any other currency.
11. Overwriting/fluiding should be avoided.
12. GST, Income Tax and vendor number should be clearly mentioned on the bid.
13. Rates shall remain valid till 30-06-2026.



R-P# 36-40/C.

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**TENDER DOCUMENT
FY-2025-2026
FOR MISCELLANEOUS ITEMS**



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F. No. 3(1)-Gen/BOI/2025-2026
PRIME MINISTER'S OFFICE
BOARD OF INVESTMENT
Islamabad

FORM OF BID

**TENDER DOCUMENT FOR PURCHASE OF MISCELLANEOUS ITEMS
DURING THE FINANCIAL YEAR 2025-2026**

S. NO.	NAME OF ITEMS	Unit Price Rate without GST
1.	Air freshener Cobra 300 ml (Holland made)	
2.	Aseel (Crown Perfume) 300 ML	
3.	Air Wick 250 ml (Auto Air Freshener)	
4.	Aluminum Glass Door Best Quality D-Lock	
5.	Aluminum Glass Door Best Quality Steel Handle	
6.	Aluminum Glass Door Best Quality Hydraulic Motor	
7.	Brief Case 3" (Diplomate)	
8.	Brief Case 3" (President)	
9.	Brief Case 3" (Jaffer Jeas Brand Leather made)	
10.	Broom (Bamboo)	
11.	Broom (soft)	
12.	BULB 13 watt LED	
13.	Kingtox 400 ml (All Insect killer)	
14.	Conference Bag (Fine quality Rexene/ Leatherite with 03 pockets, handle, brass angles at four corners and closing grip/lock	
15.	Conference Bag (Fine quality Plastic transparent/ colored with 03 pickets, handle and closing grip/lock	
16.	Conference Bag (Pure Leather with 03 pockets, handle, brass angles at four corners and closing grip/lock	
17.	Conference Bag (Parachute with 03 pockets, handle, and shoulder belt with closing grip/lock	
18.	Duster multi colour Size 20 x 30 inch	
19.	Duster Yellow Thick large Size 20 x 30 inch	
20.	Dry Mop (P-3) with plastic / steel handle	
21.	Dry Cell (Sony) size AA	
22.	Dry Cell (Power Plus) size AA	
23.	Dry Cell (Sony) size AAA	
24.	Dry cell (Power Plus) size AAA	
25.	Dry Cell Energizer AA	



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S. NO.	NAME OF ITEMS	Unit Price Rate without GST
26.	Dry Cell Energizer AAA	
27.	Dettol multi surface cleaner bottle 01 Liter	
28.	Dettol bottle 1 Liter (Antiseptic)	
29.	Electric Heater (double rod) NTN	
30.	Electric kettle (ANEX) imported with concealed element jug shape (plastic body)	
31.	Electric kettle (ANEX) imported with concealed element jug shape (steel body)	
32.	Electric Kettle (Duran) Plastic Body	
33.	Extension Lead (Camelion) 8 ports Heavy Duty (Imported)	
34.	Extension Lead Aqua-105 (5 way / 5 ports) Heavy Duty	
35.	Empty Carton Size 2ft x 2ft x 1 ft	
36.	Face Mask KN95	
37.	Fork set (per dozen Rate)	
38.	Harpic 500 ml Rack it Benckiser (to clean the washbasin)	
39.	Insect Killer Injection (Kingtox)	
40.	KIWI Glint Plus (500 ml) to clean the window panes	
41.	Lemon Max Dishwash Liquid 475ml	
42.	Lemon Max Dishwash Liquid 5 Liters Gallon	
43.	Liquid soap 500 ml Paradise	
44.	Liquid soap 5 liter Gallon (Fresco)	
45.	Liquid soap 5 liter Gallon (House Care)	
46.	Lota plastic with hand handle (Superior quality)	
47.	Lily Luxury Size Towel (27 x 54) with box	
48.	Lily Luxury Size Towel (24 x 40) with box	
49.	Laptop Bag Parashot (HP)	
50.	Laptop Bag Leather (HP)	
51.	Mop (Pochara) with plastic / steel handle	
52.	Molty Foam Ortho BackCare (Master)	
53.	Name Plate Stand plastic	
54.	OSAKA LED Backlight 2x2 Feet / 2x2 Panel Light	
55.	Phenyl Bottle (2.75 ml) (Finis)	



S. NO.	NAME OF ITEMS	Unit Price Rate without GST
56.	Plastic Balti 40 liter made of original material	
57.	Preparation of banners on panaflax sheet with multi colored printing as per design and text/logo provided by BOI from time to time (rate per sq. ft.)	
58.	Phenyl pills rate per packet (250 gm)	
59.	Rice spoon superior (per dozen rate)	
60.	Rice plate fine quality (double sheet)	
61.	Soap Lux (Lever Brothers) 90 grams	
62.	Surf Express Power 500 grams (Detergent)	
63.	Sweep Bottle 500 ml	
64.	Scissor 8 inch K-trio JD05 Stainless steel	
65.	Tissue Paper Rose Petal (100 x 2 ply) Luxury size	
66.	Toilet Paper Roll (Rose Petal)	
67.	Tissue (Hi Jeen) (Rose Petal) White	
68.	Tumbler (Toyo Nasik)	
69.	Tumbler (Fine quality France Made)	
70.	Tea set (Royal of London) 24 pieces	
71.	Tea set Royal of Japan (24 pieces)	
72.	Tea Set with small Golden spoon (Fine Bone China) (24 pieces)	
73.	Tea cups with saucer with small Golden spoon (Fine Bone China) per dozen	
74.	Tea cups with saucer (Royal of London) per dozen	
75.	Tea cups with saucer (Royal of Japan) per dozen	
76.	Tray Plastic (Medium Size)	
77.	Tray Plastic (Large Size)	
78.	Tray Steel (Medium Size)	
79.	Tray Steel (Large Size)	
80.	Tea spoon superior (per doz. Rate)	
81.	Thermos flask (Everest / tiger (Japan)	
82.	Trodat printy Machine No.4912	
83.	Toilet Brush Long Handle Plastic	
84.	Tiger Acid (500 ml)	
85.	Tube Rod Philips 2 Ft	



S. NO.	NAME OF ITEMS	Unit Price Rate without GST
86.	Tube Rode choke 40 Watts	
87.	Umbrella large (size 39" diameter)	
88.	HDMI Cable 4K HD 10 Meter	
89.	HDMI Cable 4K HD 15 Meter	
90.	HDMI Cable 8K HD Optical Fiber 15 Meter	
91.	HDMI Cable 8K HD Optical Fiber 20 Meter	
92.	Wirless Electric Door Bell Sogo	
93.	Wall clock (Rhythm / Champion) 01 ft. diameter	
94.	Wall Bracket Fan (Pak) standard 18"	
95.	Wiper Good Quality with steel handle	
96.	Water Jugs (France made)	
97.	Water Set (imported France)	
98.	Waste / Dust Bin paper basket (large) made of original material	
99.	Wet Mop with plastic / steel handle	
100.	Louvre Pak Pedestal Fan	
101.	Louvre GFC Pedestal Fan	
102.	Sanitizer Dispenser (Plastic body) 500 ml	
103.	Surgical Face Mask 3-Ply (imported) Packet	
104.	Slip Pad Cover (Draft Cover) Green leatherrite with customize printing and Logos. (Sample can be seen)	
105.	Key chain (stainless steel - embossed BoI logo with leather strip) with fine quality ball point with screen printing and customized printed packing box,	
106.	Lapel pin coat badges having size maximum 1.5" inch (Sample can be seen).	

Important Instruction:-

1. All quoted items must be in original / genuine condition with original / genuine packing, if found fake / used / re-furbished, other than quoted item(s) or in lower quality, the bid money of that bidder will be confiscated along-with blacklisting of the firm.
2. All items must be delivered within two (02) days from date of issuance of purchase / supply order otherwise Late Delivery penalty will be imposed @ 10% of the quoted price.
3. The bidding firms must have office in Islamabad or Rawalpindi.
4. The bidding firm must have good quantity of the items quoted on ex-stock to perform rush delivery during various events throughout the year.
5. The bidding firm must provide on stamp paper that it has never been blacklisted.
6. For IT Equipment / electronics/electrical goods, warranty including parts will be provided by the bidding firm.
7. Rates should be quoted without GST.
8. Rates should be quoted in Pak Rupees and should not be linked with dollar or any other currency.
9. Overwriting/fluiding could cause disqualification from the tender process.
10. GST, Income Tax and vendor number should be written on the bid.
11. Rates shall remain valid till **30-06-2026**.



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R-P#15-22/C.

**TENDER DOCUMENT
FY-2025-2026
FOR COURIER SERVICE**



F. No. 3(1)-Gen/BOI/2025-2026
PRIME MINISTER'S OFFICE
BOARD OF INVESTMENT
Islamabad

FORM OF BID

(16)

HIRING OF COURIER SERVICES FOR DESPATCH OF INTERNATIONAL & DOMESTIC/LOCAL SHIPMENTS DURING THE FINANCIAL YEAR 2025-2026

INTERNATIONAL		Rate without GST			
S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
1.	Afghanistan				
2.	Albania				
3.	Andorra				
4.	Angola				
5.	Azerbaijan				
6.	Ammonia				
7.	Austria				
8.	Argentina				
9.	Australia				
10.	Bangladesh				
11.	Bahrain				
12.	Bahamas				
13.	Barados				
14.	Belarus				
15.	Belgium				
16.	Bhutan				
17.	Bolivia				
18.	Botswana				
19.	Brazil				
20.	Benin				
21.	Belize				
22.	Bosnia Herzegovina				
23.	Brunei Darussalam				



INTERNATIONAL		Rate without GST			
S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
24.	Bulgaria				
25.	Burkina Faso				
26.	Burundi				
27.	Canada				
28.	Cameroon				
29.	Cape Verde				
30.	Central African Republic				
31.	Chad				
32.	Chile				
33.	Cayman Island				
34.	China				
35.	Costa Rica				
36.	Cuba				
37.	Cyprus				
38.	Columbia				
39.	Comoros				
40.	Congo				
41.	Caustica				
42.	Czechoslovakia				
43.	DPR Korea				
44.	Denmark				
45.	Djibouti				
46.	Dominica				
47.	Dominican Republic				
48.	Egypt				
49.	Ecuador				
50.	Elsalvador				
51.	Equatorial Guinea				



INTERNATIONAL		Rate without GST			
S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
52.	Estonia				
53.	Eritrea				
54.	Ethiopia				
55.	Finland				
56.	Fiji				
57.	France				
58.	French Guyana				
59.	French Polynesia				
60.	Ghana				
61.	Greece				
62.	Guatemala				
63.	Guinea Bissau				
64.	Gabon				
65.	Gambia				
66.	Georgia				
67.	Germany				
68.	Great Britain				
69.	Gibraltar				
70.	Hong Kong				
71.	Hungry				
72.	Haiti				
73.	Honduras				
74.	Iceland				
75.	India				
76.	Indonesia				
77.	Iran				
78.	Iraq				
79.	Ireland				



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INTERNATIONAL		Rate without GST			
S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
80.	Italy				
81.	Ivory coast				
82.	Japan				
83.	Jordan				
84.	Jamaica				
85.	Kenya				
86.	Korea				
87.	Kuwait				
88.	Kyrgyzstan				
89.	Kazakhstan				
90.	Kiribati				
91.	Korea Republic				
92.	Luxembourg				
93.	Lao PDR				
94.	Latvia				
95.	Lebanon				
96.	Lesotho				
97.	Liberia				
98.	Liechtenstein				
99.	Lithuania				
100.	Macau				
101.	Macedonian				
102.	Malaysia				
103.	Maldives				
104.	Mali				
105.	Mauritania				
106.	Mauritius				
107.	Morocco				



INTERNATIONAL		Rate without GST			
S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
108.	Madagascar				
109.	Malawi				
110.	Malta				
111.	Mexico				
112.	Moldavia Republic				
113.	Monaco				
114.	Mongolian				
115.	Mozambique				
116.	Myanmar				
117.	Nepal				
118.	New Zealand				
119.	Niger				
120.	Nigeria				
121.	Norway				
122.	Namibia				
123.	Nauru				
124.	Netherlands				
125.	Nicaragua				
126.	Oman				
127.	Philippines				
128.	Poland				
129.	Portugal				
130.	Panama Republic				
131.	Papua New Guinea				
132.	Paraguay				
133.	Peru				
134.	Polish Republic				
135.	Qatar				



INTERNATIONAL		Rate without GST			
S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
136.	Romania				
137.	Russia				
138.	Rwanda				
139.	Saudi Arabia				
140.	Senegal				
141.	Sierra Leone				
142.	Singapore				
143.	Somalia				
144.	South Africa				
145.	Sri Lanka				
146.	Sudan				
147.	Switzerland				
148.	Syria				
149.	Samoa				
150.	Slovakia				
151.	Slovenia				
152.	Solomon Islands				
153.	Spain				
154.	Sweden				
155.	Tanzania				
156.	Thailand				
157.	Togo				
158.	Tunisia				
159.	Turkey				
160.	Tajikistan				
161.	The FYR Macedonia				
162.	Tonga				
163.	Turkmenistan				



INTERNATIONAL		Rate without GST			
S. #	Country Name	Document rate for a weight up to 500 grams	Document rate for a weight of each addl. half Kg or a part thereof above 500 grams	Non-doc rate for a weight up to 500 grams	Non-doc rate for a weight of each addl. half Kg or a part thereof above 500 grams
164.	Tuvalu				
165.	Uganda				
166.	UAE				
167.	USA				
168.	UK				
169.	Ukraine				
170.	Uruguay				
171.	Uzbekistan				
172.	Vatican				
173.	Venezuela				
174.	Vietnam				
175.	Vanuatu				
176.	Yugoslavia				
177.	Yemen				
178.	Zimbabwe				
179.	Zambia				

DOMESTIC

S. #	DESCRIPTION	Rate without GST
1	Rate for a weight upto 500 grams (Anywhere in Pakistan).	
2	Rate for a weight of each additional half K.G or a part thereof above 500 grams. (Anywhere in Pakistan).	
3	Rate for Local mail (within Islamabad—Rawalpindi) up to 500 grams.	
4	Rate for a weight of each additional half K.G or a part thereof above 500 grams for local mail (within Islamabad—Rawalpindi).	

Note:

1. Rates should be quoted without GST.
2. Rates should be quoted in Pak Rupees and should not be linked with dollar or any other currency.
3. Overwriting / fluiding could cause disqualification from the tender process.
4. GST, Income Tax and vendor number should be written on the bid.
5. Rates shall remain valid till **30-06-2026**.

If the bidder fails to undertake the job satisfactorily or violates the terms conditions or not attending the work effectively, procuring agency has every right to cancel the contract and forfeit the security deposit without assigning any reason whatsoever. In this case the work will be awarded to the second lowest bidder.



R-P#23-25/C.

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TENDER DOCUMENT
FY.2025-2026
FOR HIRING OF SOUND, INTERPRETER
AND PUBLIC ADDRESS SYSTEMS
FOR CONFERENCE / SEMINARS /
WORKSHOP / SYMPOSIA



FORM OF BID**HIRING OF SOUND, INTERPRETER AND PUBLIC ADDRESS SYSTEMS
FOR CONFERENCE / SEMINARS / WORKSHOP / SYMPOSIA
DURING FY.2025-2026**

S. #	Item Description	Unit Price	Rate (Rs) without GST
1.	Infra-Red Digital Wireless Interpretation Equipment for 200 to 250 Participants For Two Languages (1 +2).(Rate Per Day) System Setup, Installation and Operation of Infra Red Interpretation System Interpretation Booth made of Para shoot/ Fiber Glass etc. Interpretation Signal System / platform Interpretation Radiators for Public Addressing system comprising etc.	Interpreter Receiver with head phone	
		Setup Cost	
2.	Infra-Red Digital Wireless Interpretation Equipment for 200 to 250 Participants For Three Languages (1 +3).(Rate Per Day) System Setup, Installation and Operation of Infra Red Interpretation System Interpretation Booth made of Para shoot / Fiber Glass etc. Interpretation platform / Translation Console Interpretation Radiators for Public Addressing system comprising of etc.	Interpreter Receiver with head phone	
		Setup Cost	
3.	Audio Setup (PA System) (Rate Per Day) 07-08 Column Speakers (30 watt) 04 Heavy Speakers (2000 watt)	Setup Cost	
4	Wireless Mike (Handed / Collar)(Rate Per Day)	Unit Cost	
5	Roster / Dice Mike (Rate Per Day)	Unit Cost	
6	Conference Microphone System (Rate Per Day) Conference microphone setup including 04 Column Speaker (30 watt) 02 heavy speakers (2000 watt)	Setup Cost	
7	Conference delegate microphone. (Rate Per Day)	Unit Price	
8	Audio Video Recording Single Digital High Resolution Professional Camera with DVD compilation. (Rate Per Day)	Rate per camera	



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S. #	Item Description	Unit Price	Rate (Rs) without GST
9	Audio Video Recording & Live Display of Event on Screens / SMD installed in the event. Using 02 Digital High Resolution Professional Camera's with On-Site Video Mixing and Live display on screens & Compilation of high quality DVD etc. (Rate Per Day)	Setup Cost	
10	Installation of dazzling High Bright Indoor SMD (Display Screen of different sizes for Live display in full lights. (Rate Per Day))	8x6 ft	
		10x8 ft	
		15x10 ft	
		20x10 ft	
		30x10ft	
11	Installation of high resolution multimedia projectors (at least 3600 lumens) with screen of 8ft x 6 ft size. (Rate Per Day)	Rate per projector including Screen	
12	Installation of LED lights fine quality for back drop and roll-up stands in the conference hall. (Rate Per Day)	Unit Price	
13	Installation of LED for the presenter in the conference hall as per requirement. (Rate Per Day)	48"	
		55"	
		82"	
14	Digital Standees (Rate Per Day)	Unit Price	
15	Complete OB Solution (Rate Per Day)	Unit Price	
16	Event Teaser (Rate Per Day)	Unit Price	
17	Ambiance Light (Rate Per Day)	Unit Price	
18	Event Still Coverage (Rate Per Day)	Rate per Camera	
19	Still photography of the whole event. (Rate Per Day)	Rate per Camera	

Important Instruction:-

1. Rates should be quoted in Pak Rupees without GST and should not be linked with dollar or any other currency.
2. Overwriting/fluiding / correction in rates could cause disqualification of firm.
3. GST, Income Tax and vendor numbers be mentioned on the bid(s).
4. Rates will remain valid till **30-06-2026**.
5. The bidding firms must have office in Islamabad or Rawalpindi.



✓ Money sent successfully.

Transaction ID

15435332748

Transaction Date & Time

8/4/2025 3:59:47 PM

Transaction Amount

15,000

From Account Title

ADIL HUSSAIN

Beneficiary Name

PUBLIC PROCUREMENT

Beneficiary Account/ IBAN

*0701

Purpose

Others

Comments

purchase of office computer stationery
misc items courier charges and hiring of
sound system

Channel

via HBL Digital