



**SURVEY OF PAKISTAN  
DIRECTORATE OF PRINTING & GEODESY  
Rawalpindi**

**INVITATION TO BID**

Lithographic Printing Office, Survey of Pakistan, Faizabad, Murree Road, Rawalpindi, invites sealed bids from the original manufacturers/ authorized distributors/ suppliers/ contractors etc. registered with income tax and sales tax departments for supply of the following Printing Papers & Printing Materials. Sample must be provided with the bid, otherwise the same will be rejected at the opening stage.

**REQUIREMENT OF PRINTING PAPERS, PRINTING MATERIALS & MISC ITEMS FOR CFY 2025-26**

**LOT 1**

| SL NO. | DESCRIPTION OF PRINTING PAPERS & PRINTING MATERIALS                                                                                                          | Quantity Required |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| 1.     | CTP Plate non- ablative, positive , working thermal plate, size ( 795mm x 1050 mm, thickness 0.27-0.30mm origin USA, Europe, Japan, or equivalent (Imported) | 100 Plates        |
| 2.     | CTP Plate non- ablative, positive , working thermal plate, size ( 715mm x 915mm, thickness 0.27-0.30mm origin USA, Europe, Japan, or equivalent (Imported)   | 300 Plates        |
| 3.     | CTP Plate non- ablative, positive , working thermal plate, size ( 745mm x 605mm, thickness 0.27-0.30mm origin USA, Europe, Japan, or equivalent (Imported)   | 150 Plates        |
| 4.     | CTP Developer Thermal Processing temp 23°C dip to nip 35 secs , USA, Europe, Japan (Imported)                                                                | 160 Liters        |
| 5.     | Replisher for CTP Plate Processor (Imported)                                                                                                                 | 100 Liters        |

**LOT 2**

|    |                                   |            |
|----|-----------------------------------|------------|
| 1. | G 60 (Imported)                   | 100 Liters |
| 2. | Cotton Waste                      | 50 Kg      |
| 3. | Ink Yellow (Dehan or Equivalent)  | 30 Kg      |
| 4. | Ink Black (Dehan or Equivalent)   | 30 Kg      |
| 5. | Ink Magenta (Dehan or Equivalent) | 20 Kg      |
| 6. | Fountain Solution                 | 100 Liters |
| 7. | Spung                             | 20 No's    |

**LOT 3**

|    |                                          |           |
|----|------------------------------------------|-----------|
| 1. | Plate Cleaner (Excel)                    | 10 Liter  |
| 2. | Plate Cleaner (Dyna)                     | 20 Liters |
| 3. | Rubber Blanket 860*1060 ,Thinness 1.95mm | 01 No's   |
| 4. | Tissue Paper                             | 18 Pkt    |
| 5. | Offset Printing Paper 25"x35"/80 GSM     | 25 Reams  |
| 6. | White Paper Ream Size A-4/80 GSM         | 40 Reams  |
| 7. | Manager Paper 17"x24"/ 80 GSM            | 01 Ream   |
| 8. | Matt finish paper "25x36"/113 GSM        | 10 Ream   |
| 9. | Matt finish paper 30"x40" /113GSM        | 02 Ream   |

**LOT 4**

|     |                              |            |
|-----|------------------------------|------------|
| 1.  | Glass for Water              | 36 No's    |
| 2.  | Duster                       | 20 No's    |
| 3.  | Soap Lux Or equivalent       | 36 No's    |
| 4.  | Glass Cleaner                | 10 bottles |
| 5.  | Broom                        | 20 kg      |
| 6.  | Vim                          | 24 Pkt     |
| 7.  | Air Freshener                | 10 No's    |
| 8.  | Tolit Brush                  | 06 No's    |
| 9.  | Dust bin                     | 12 No's    |
| 10. | Polythene Bag                | 24 Bag     |
| 11. | Plastic Bowl                 | 12 No's    |
| 12. | Stapler Machine              | 01 No's    |
| 13. | Gum Stick                    | 20 No's    |
| 14. | Glue                         | 04 Kg      |
| 15. | Blanco / Whitener            | 15 No's    |
| 16. | Jell Ink Pen                 | 15 No's    |
| 17. | Pointer Red                  | 10 No's    |
| 18. | Paper Pin                    | 20 Pkt     |
| 19. | Stapler Pin                  | 40 Pkt     |
| 20. | Pencil Red & blue            | 30 No's    |
| 21. | Rubber Soft                  | 40 No's    |
| 22. | Pencil HB                    | 30 No's    |
| 23. | Envelope A4 Size             | 100 No's   |
| 24. | Envelope Legal               | 50 No's    |
| 25. | File Marker                  | 12 No's    |
| 26. | Register Assorted (imported) | 04 No's    |
| 27. | High lighter                 | 10 No's    |
| 28. | Binding Tape 2",2.5"         | 10 No's    |
| 29. | Card Board                   | 10 No's    |
| 30. | Thread Ball /Reel            | 12 No's    |
| 31. | White Board Marker           | 08 No's    |

2) Bidding documents, containing detailed terms and conditions, method of procurement (**single stage one envelope procedure**) as per rule 36(a) for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/ rejection of bids, performance guarantee etc, are available for the interested bidders at website of public procurement regulatory authority, ([www.ppra.org.pk](http://www.ppra.org.pk)), which can be downloaded.

3)The bids, prepared in accordance with the instruction in the bidding documents, must reach at Survey of Pakistan, Murree Road Faizabad, Rawalpindi duly addressed to the Chairman Purchase Committee of Directorate of Printing & Geodesy, on or before 10-11-2025 at 10:00 hrs. Bid will be opened on the same day at 10:30 hrs. This advertisement is also available on Department's website at [www.sop.gov.pk](http://www.sop.gov.pk).

(NASIR AZIZ)

Manager  
Chairman Purchase Committee  
Directorate of Printing & Geodesy  
Survey of Pakistan, Rawalpindi  
Tel: 051-9290211

## **TERMS & CONDITIONS**

- 1 Application on prescribed form etc., which can be downloaded from the website of PPRA, should reach the Chairman Purchase committee, DP&G, Survey of Pakistan, Faizabad, Rawalpindi by registered post/ Courier by hand latest by 10:00 hours on 10-11-2025. These will be opened at 10:30 hours on the same day in the office of chairman purchase committee, DP&G, Survey of Pakistan, Rawalpindi in the presence of bidders or their authorized representatives.
- 2 3% earnest money for each lot in shape of pay order / bank draft in the name of Chairman purchase Committee, DP&G, Rawalpindi should be enclosed in the **Single Stage One Envelope Procedure**, as per PPRA rule , 36 (a) otherwise bid will be rejected at the opening stage.
- 3 Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
- 4 Successful bidder (s) will be required to execute agreement governing the terms & conditions of the contract.
- 5 Procuring agency may reject any or all bids subject to the relevant provisions of PPRA Rules.
- 6 Only registered suppliers who are on Active Tax Payers list (ATL) of FBR are eligible to supply goods to the Government departments.
- 7 The supplier should attach a proof that he is on Active Tax Payers list (ATL) of FBR Data Base. In other case his payment would be stopped till he files his mandatory return and appears on ATL of FBR.
- 8 The prices should be inclusive of all Leviable taxes.
- 9 Bids will be valid for 60 days from the date of opening of bid.
- 10 Quantity of items can be decreased/increased.
- 11 Copy of CNIC of owner of the firm must be attached with the bid.
- 12 For more information, please contact Mr. Nasir Aziz Manager. Telephone No. 051-9290211 on working days from 8:30hrs to 16:30hrs.
- 13 Printing papers should be imported in prime packing, reams of five hundreds sheet will be counted. Samples of printing paper & cotton waste must be provided with the bid, otherwise tender will be rejected at the opening stage.
- 14 Expiry date of materials should be 2 years from date of supply be mentioned. Country of origin must be mentioned with each item.

**(NASIR AZIZ)**

Manager  
Chairman Purchase Committee  
Directorate of Printing & Geodesy  
Survey of Pakistan, Rawalpindi  
Tel: 051-9290211

# **EVALUATION CRITERIA**

Evaluation of bids will be made as per tender specifications without the reference to the price as  
Per PPRA Rule 36 (a).

The bids will be opened publically as per PPRA Rule 36 (a) .The bid having the lowest price amongst the  
accepted bid will be the most evaluated bid and shall be accepted as per PPRA Rule 2 (1) (h).

(To be printed on firm/supplier's letter head duly signed by the authorized representative)

In response to press advertisement dated:- -2025 appeared in the daily

We have gone through all the terms and conditions contained in above mentioned documents and those, which are the part of tender.

We fully agree to abide by the terms and conditions contained in the said documents and therefore hereby submit our proposal.

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**AUTHORISED SIGNATURE**  
**NAME & SEAL OF FIRM/SUPPLIER**

**CONTRACT**

GOVERNMENT OF PAKISTAN  
(MINISTRY OF DEFENCE)  
**SURVEY OF PAKISTAN**  
Directorate of Printing & Geodesy  
RAWALPINDI

**Contract No. /15-E-Contract. Dated: - -2025**

**Refers Supplier's Tender dated: - -2025**

An agreement made between the -----day of -----president of Pakistan (hereinafter called the "PURCHASER" on the one part and M/S "Supplier" on the other part

Whereby it is agreed that the purchaser shall purchase and the supplier shall sell the stores as described in the schedule given hereunder at the price mentioned therein already transmitted through letter of intent subject to the special conditions as follow:

**SUPPLY SCHEDULE**

The below items may be delivered at survey of Pakistan Faizabad, Rawalpindi. You are therefore, requested to arrange delivery of the subject store as per following Supply schedule.

| Description of Store | Qty | Rate Per Unit(Rs) | Total cost (Rs) | Consignee Bill in the Name of                                                             | Delivery Date |
|----------------------|-----|-------------------|-----------------|-------------------------------------------------------------------------------------------|---------------|
|                      |     |                   |                 | Drawing & Disbursing Officer, Lithographic printing Office Survey of Pakistan Rawalpindi. |               |

**WARNING:** Any information about the sale/purchase of the stores under this contract shall not be communicated to any person, other than the manufacturer of the stores or to any press or agency not authorized by the Surveyor General of Pakistan/Ministry of Defense to receive it. The breach of the undertaking shall be punishable under the Official Secrets Act, 1923.

**CONTRACT CONDITIONS / CLAUSES:**

1). **Name of consignee:** Chairman Purchase Committee, Directorate of Printing & Geodesy Survey of Pakistan, Faizabad, Rawalpindi.

2). **Cost Debit able to Head:** \_\_\_\_\_

3). **Supplier's Name and Address:** \_\_\_\_\_

4). **Supplier's NTN No.** \_\_\_\_\_

5). **Supplier's Sales Tax Reg. NO:** \_\_\_\_\_

6). **Date of Delivery:** \_\_\_\_\_

7). **Maker's name and brand:** AS PER QUOTATION

8). **Dispatch Instructions:** The store will be dispatched to the consignee Under firm's Own arrangements. No part Supply will be allowed in any case.

9). **Packing & Marking Instructions:** Each item will be packed/marked as per Relevant paper's particulars governing the Supply of stores/standard trade/marking Worthy of transportation by Rail/Road/Air within Pakistan, so as to ensure their safe arrival at ultimate destination without any loss or damaging.

10). **Inspection:**

- a) Inspection Authority: Purchase Committee Directorate of Printing & Geodesy
- b) Inspection Officer: Chairman Purchase Committee or his appointed nominee.
- c) Place of Inspection: Consignee's premises.
- d) The Inspecting Officer will be informed 02 working days in advance about the time for inspection.

11). **Checking of stores at Consignee's End:** All stores will be checked at consignee's premises in the presence of supplier's representatives. If, for the reasons of economy or other the supplier decides not to nominate his representative for such checking, then advance written notice to this effect will be given by the supplier to the CPC prior to or immediately on delivering stores. In such an event, the supplier will clearly under take the decision of consignee with regard to quantities and description of a consignment, which will be taken as final and if any discrepancy found will accordingly be made up by the supplier.

12). **Terms of payment:**

- a) 100% payment of value of the stores supplied will be paid to M/S \_\_\_\_\_ through cheque by submission of bills duly supported by the NOC from purchase committee.
- b) Bill will be furnished to the DDO LPO, Rawalpindi, which will subsequently be submitted to AGPR, Islamabad by the consignee.

13). **Taxes & Duties:**

- a) **Duties and Taxes Applicable:** The prices quoted are inclusive of all kinds of duties and taxes. The purchaser shall not be liable for reimbursement of duties and taxes on the contracted goods other than those given in the quoted rates. The Payment of element of taxes and duties, which are included in quoted rates, will be made to the Supplier only after production of duly authenticated documentary proof of its Payment to the respective department. In case fresh taxes and duties are levied by the government after opening of the tender till signing of the contract and during the currency of the contract (i.e. with in the original delivery period ) or if the Existing rates of taxes are increased after opening of the tender and during the Currency of the contract, liability shall be of the purchaser and the same shall be Reimbursed by the

AGPR, Islamabad to the supplier at actual, on production of Documentary proof of his payment duly authenticated. In case of any subsequent Decrease in existing or future duty or taxes by the Govt. after opening of tender and during the currency of the contract the liability shall be of the supplier and the Supplier shall reimburse the same to AGPR, Islamabad under intimation to Purchaser.

b) For release of payment, the supplier would be required to furnish the following Documents to CPC.

i) Proof of registration with sales Tax Department (copy of registration Certificate).

ii) Sales Tax invoice in original showing description/ quantity/ value of good and current amount of sales Tax liable thereon.

**14). Bank Guarantee Clause:**

- a) To ensure timely and correct supply of stores and smooth execution of warranty conditions the firm will furnish a bank guarantee/draft from a schedule bank for an amount of 5% of the total value of the contracted stores amounting to \_\_\_\_\_ to CPC. After completion of warranty period i.e. **01 Year** from the date of signing of NOC by PC the supplier will request the CPC for the withdrawal of bank guarantee/Draft. The bank draft shall be produced by the supplier within 07 days from the date of issue of letter of intent/signing of contract deed and shall remain in force till Completion of the warranty period beyond the date of inspection.
- b) If the supplier fails to produce the bank guarantee/draft within the specified period, the purchaser reserves the right of cancelling the contract at the risk and expense of the supplier. In the event of unsatisfactory performance or of any breach of terms of the contract, the bank guarantee/draft shall be forfeited to the government at the discretion of the purchaser. On satisfactory performance of the contract the bank guarantee/draft will be returned to the supplier by the CPC, on receipt of clearance from the consignee.
- c) Bank guarantee/draft furnished against this contract is unconditional and encashable at the will of purchaser. Supplier undertakes not to hinder/restrain its encashment through court, extra judicial or any other way (including administrative process).

**15) Supplier Warranty / Guarantee:**

- a) The supplier shall furnish warranty for the stores under supply against defects in material workmanship, and satisfactory performance for one year. The stores will be of the highest grade and consistent with general expectable standard for the stores of type ordered in full conformity with governing specifications and performance of stores with the liability of replacing defective, failing which the purchaser shall have the right to purchase the stores (against the stores declared defective) at the suppliers risk and expense. The supplier also undertakes to make good the deficiency in supply, if any.
- b) Supplier's warranty shall be provided to the consignee along with the store.

16) **Inspection after Expiry of Delivery period:** Unless informed and directed to the contrary during the currency of the contract, the inspection Officer will continue the inspection of the stores at firm's risk even after expiry of delivery period. Such acceptance will not prejudice the purchaser's right to cancel the contract or to extend the delivery period with or without liquidated damages.

17) **Failure and Termination:** should the supplier fail to deliver the stores within stipulated Period of supply, on the expiry; the purchaser shall be entitled at his option to take either of the following actions:

- a) To cancel the contract or purchase from elsewhere the stores not delivered, at risk and Expense of the supplier and without notice to him. The Supplier shall also be liable to any loss which purchaser sustains on this account but shall not be entitled to any gain of repurchase.
- b) To make the supplier pay liquidation damages for the period of delays in supply up to the rate of **2%** of the contract value un-supplied stores per month or part of a month for the period exceeding the original delivery period subject to the provision that total liquidation damages thus levied will not exceed **10%** of the total contract value.
- c) If contract of the firm is cancelled at 'Risk and Expense' then the latest equivalent of their cancelled stores will be purchased at 'Risk and Expense' of the concerned firm if the cancelled type / category is not available in the market. Similarly an item of contract on FOR (indigenous) basis may be produced at risk and expenses of the firm on FOR (Imported) basis and vice-versa in the interest of the state.

18) **Force Majeure:** Force Majeure shall mean any event, act or other circumstances, not being an event, act or circumstance, under the control of the purchaser or of the supplier. Non-availability of raw material from the manufacturer of stores, or of export permit for the export of the contracted stores from the country of its origin, shall not constitute Force Majeure.

**19). Special Instructions:**

**Warranty / Guarantee:**

- a) The supplier has to provide warranty / guarantee of the stores supplied for a period of 01 year standard warranty from the date of issuance of NOC by the CPC. The supplier shall replace the defective stores free of cost. Warranty / Guarantee Certificate with regards to all items being supplied would be provided to the consignee along-with the stores.
- b) Trade mark of all items should be quoted clearly. On receipt, if any stores are found to be, otherwise it will be changed/replaced free of cost.
- c) The supplier will be strictly bound to supply the contracted stores as per tendered specifications, and fulfill all responsibilities in this regard.

20). **Litigation:** In case of any dispute, only court of jurisdiction at Rawalpindi shall have the Jurisdiction to decide the matter.

**SIGNATURES**

**PURCHASER**

|                                                                     |                             |
|---------------------------------------------------------------------|-----------------------------|
| Designation                                                         | Chairman Purchase Committee |
| Name                                                                | Nasir Aziz, Manager         |
| Signature                                                           |                             |
| For and on behalf of the President of Islamic Republic of Pakistan. |                             |

**SUPPLIER**

|             |  |
|-------------|--|
| Name        |  |
| Designation |  |
| Signature   |  |