



TENDER DOCUMENTS FOR

PROCUREMENT/PRINTING OF STATIONARY ITEMS

National Fertilizer Marketing Limited

53-Jail Road

Lahore

Please note and acknowledge that this Tender Document is the property of NFML. You are required to download the Tender Document from the e-PADS Portal, fill in your bid using this document, and upload it electronically on e-PADS only. Failure to comply will result in your bid being considered non-responsive, and the NFML reserves the right to forfeit your bid security.

NATIONAL FERTILIZER MARKETING LIMITED

TENDER

FOR PROCUREMENT/PRINTING OF STATIONARY ITEMS

National Fertilizer Marketing Limited

TENDER FOR PROCUREMENT/PRINTING OF STATIONERY ITEMS

National Fertilizer Marketing Limited (NFML) invites sealed bids from reputed suppliers/parties having experience in the relevant field registered with the Income Tax and Sales Tax Departments for supply of Stationery Items.

2. Bidding documents, containing detailed terms and conditions, etc. are available on e-PADS and can also be downloaded from (www.nfml.gov.pk).

3. The bids, prepared in accordance with the instructions in the bidding documents, must be uploaded on e-PADS on or before Thursday 6th November, 2025 at 11:00 a.m. Bids will be opened on the same day at 11:30 a.m. This advertisement is also available on PPRA (www.ppra.org.pk) and NFML (www.nfml.gov.pk) websites.

National Fertilizer Marketing Limited

TENDER FOR PROCUREMENT/PRINTING OF STATIONERY ITEMS

Sealed tenders are invited from the reputed firms for supply/printing of Stationery Items for the National Fertilizer Marketing Limited (NFML) for the year 2025-26 to be uploaded on e-PADS upto Thursday 6th November, 2025 at 11:00 a.m. The tenders shall be opened on the same day at 11:30 a.m. before the Procurement Committee in Board Room of National Fertilizer Marketing Limited, Head Office, 53-Jail Road, Lahore.

CONDITIONS FOR TENDER:

1. Tender documents may be downloaded from e-PADS or PPRA and NFML websites.
2. Fixed Bid Security deposit amounting to Rs. 35,000/- (Refundable) (In the form of Bank Draft/pay order) for supply/printing of stationery items in favour of National Fertilizer Marketing Limited, Lahore will have to be submitted. A scan copy of the DD/Pay Order must be uploaded on the e-PADS portal, and the original must be sent to NFML, 53-Jail Road, Lahore before opening of bid.
3. The firms should be reputed having Income Tax and GST registration with proper shop and telephone facility.
4. Firm will be bound to supply/deliver the goods to NFML office even on a short notice using their own transport.
5. The competent authority reserves the right to accept or reject any or all tenders as per PPRA Rules.

National Fertilizer Marketing Limited

Part A:

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Dear Sir,

You are hereby invited to submit the tender for the Procurement/Printing of Stationery Items in accordance with the description of items at Annexure "A". (Financial Bid)

1. Prospective Bidders Should Particularly Note That:

- a. Bid Bond through Telex/Fax shall not be acceptable.
- b. The purchaser does not take any responsibility for collecting the bids from any agency.
- c. Vendor or his authorized representative may attend the tender opening, if desired. Letter for nominating representative, if any, must be submitted along with bid.
- d. The procuring agency reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time without assigning any reason, thereof.
- e. Tender will be evaluated as a whole quoted lowest rates for all items.
- f. A pre-bid meeting will be conducted between the representatives of NFML and prospective bidders for the verification/checking of stationary items and provides the samples of printed items, which will be intimated through e-PADS Portal.
- g. Successful bidder must have to provide the samples of ordered items if required by the purchase committee before actual delivery. The acceptance of the stores will be subject to the inspection by the NFML authorities. While the unsuccessful bidders refund their bid security after fulfill the codal formalities on their written request.
- h. Bids against this tender are invited on **Single Stage -Single Envelope Procedure.**
- i. Bidder's must sign & stamp on each page of tender document before uploading.

Part B:

Instruction To Bidders (ITB):

1. Date and Time for Receipt of Bids:

The bid documents must be uploaded on e-PADS upto Thursday 6th November, 2025 at 11:00 a.m.

2. Tender Opening:

Bids will be opened on Thursday 6th November, 2025 at 11:30 a.m.

3. Validity of Proposal.

The validity period of bids must be 120 days effective from the date of opening.

4. Prices

- a. The prices should be quoted FOR Lahore basis. Prices shall be mentioned separately both in words and figures.
- b. The prices validity period must be 120 days effective from the date of opening of Financial Proposal.

5. Taxes

All prevalent Govt. Taxes will be applicable.

6. Language Bidding Document

The bid must be prepared in English language.

7. One Bid per Bidder:

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

8. Cost of Bidding:

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

9. Time Limits:

Supplier must provide the time limits about delivery which should in no case be more than 15 days from the date of issuance of Purchase Order

10. Terms of Payment:

Payment will be made within 30 days after the delivery of the supplies, and also after the submission of original invoice/bill. The Bidder shall submit the original invoice along with all supporting documents as mentioned in the PO within Seventy-Two Hours (72) of the delivery of Goods, failing which, the invoice may not be entertained.

11. Disqualification:

Proposals are liable to be rejected if: -

- a) Earnest money/Bid Security is not submitted to this Office.
- b) Multiple rates are quoted against one item.
- c) Validity of proposal is not mentioned as required.

12. Bid Security/ Earnest Money:

The proposal must be submitted with a Fixed Bid security amount of Rs. 35,000/- (Refundable) in the shape of Bank Draft / Pay Order in favor of NFML, Lahore.

13. Rights Reserved:

NFML reserves the right to accept or reject any or all proposals including the lowest, as per PPRA Rules.

14. Delivery

- a. The Bidder shall complete the delivery of Goods, strictly according to the delivery terms prescribed by National Fertilizer Marketing Limited, in the Purchase Order and within the specified time period.
- b. Delivery of Goods shall be made to the Company's authorized representative at the location specified for the purpose in the Purchase Order. A prior written notice specifying the exact time and date of delivery shall be given to the Company's authorized representative. The Company may refuse any Goods delivered without prior notice. Any manual or mechanical labor required to affect the delivery shall be arranged by the Supplier at its own cost. And Delivery also at your own cost.
- c. Stationary provided by Bidder may be checked/seen at National Fertilizer Marketing Limited, Lahore by the representative of supplier, in the presence of authorized representative of the company. Any defective stationary shall be replaced by the bidder forthwith, at the suppliers own cost. In the event of rejection of all or any item, the Bidder shall collect such rejected items within Twenty-Four (24) hours from date of inspection, failing which, the Company shall be entitled to dispose of these items. The Bidder shall be liable for any costs that the Company may incur on storing or disposing the rejected items.

15. Liquidated Damages

If Bidder fails to deliver the Goods, either wholly or partially, within the specified delivery period or delivery of Goods that do not comply with the prescribed specifications, the Company may take any or all of the following actions at its sole discretion:

- a. Impose liquidated damages on the Bidder at the rate of half a percentage point (0.5%) for each week of the default up to a maximum limit of ten percent (10%) of the total Purchase Order Price. Liquidated damages shall be recovered only for Goods delivered late and beyond the date of completion of supply order.
- b. Recover up to a ten percent (10%) value of Goods ordered or short supplied towards the penalty from the Bidder's due amounts.

FINANCIAL BID

Annexure “A”

STATIONARY ITEMS

S. #	ITEMS REQUIRED	TOTAL REQUIREMENT	COST PER ITEM (Rs.)	TOTAL COST (Rs.)
1	Double A Paper Ream (A4 Size), 80 grams (500 Sheets)	125 Reams		
2	Double A Paper Ream (Legal Size), 80 grams (500 Sheets)	50 Reams		
3	Box File (Local)	375 Nos.		
4	Stapler	15 Nos.		
5	Stapler Pin Remover	50 Nos.		
6	Punch Machine (small)	50 Nos.		
7	Writing Pad (Small)	50 Nos.		
8	Permanent Marker (Black)	13 Nos.		
9	Uni Ball Signo (Blue)	3 Packets		
10	Ball Pen (Blue)-Piano-0.8mm	25 Packets		
11	Pointer (Blue) 0.3 (Dollar)	5 Packets		
12	Led Pencil-Goldfish	13 Packets		
13	Eraser (Pelican) AL-30	8 Packets		
14	Fluid-Dollar (Correction Pen)	50 Pieces		
15	Highlighter-Dollar (Lemon, Green & Orange)	38 Pieces		
16	Sharpener	25 Pieces		
17	Stamp Pad (Blue)	3 Nos.		
18	Stamp Pad Ink (Blue)	5 Nos.		
19	Sticky Note (Yellow)	3 Boxes		
20	Flag (Sticky Note) different colors	3 Boxes		
21	Gum Stick (Large)	50 Nos.		
22	Gum Stick (Small)	25 Nos.		
23	Scotch Tape (1’')	50 Pieces		
24	Packing Tape (2’')	50 Pieces		
Grand Total				

PRINTED STATIONARY ITEMS

S. #	ITEMS REQUIRED	TOTAL REQUIREMENT	COST PER ITEM (Rs.)	TOTAL COST (Rs.)
1	File Covers-White	2,000 Nos.		
2	Memo-A4 size	15000 Pages		
3	Letter Head-A4 size	5,000 Pages		
4	Envelopes-Legal	400 Nos.		
5	Envelopes-A4	500 Nos.		
6	Envelopes White (11x5 inches)	1,000 Nos.		
7	Envelopes White (9x4.5 inches)	1,000 Nos.		
8	Envelopes-White Window (9x4 inches)	1,000 Nos.		
Grand Total				

Note: Quoted Rates must be inclusive of all applicable Government Taxes.