



**Government of Khyber Pakhtunkhwa
Ayub Teaching Hospital
Medical Teaching Institution, (ATH) Abbottabad**

Standard Bidding Document

FOR

Procurement of Stationery Items

Under National Competitive Bidding (NCB)

Tender (2026-27)

ADVERTISEMENT

S.NO	Description	Detail
1	Bid reference number	AYUB Teaching Hospital- Abbottabad Tender/2026-27
2	Name of Client	MTI/ ATH
3	Name of Goods	Article Store (Stationery Items)
4	Commencement date of provision of Bidding Document Closing date of issuance of tender documents	As per advertisement notice.
5	Bidding for Selective Items	Yes
6	Bidding procedure	Single Stage ONE Envelop Procedure
7	Clarification(s) on Bidding Documents	Ayub Teaching Hospital Abbottabad
8	Language of bid	English
9	Bid Price	Bid Price shall be inclusive of all duties and all applicable Govt taxes.
10	Currency of Bid	PKR

11	Amount of Bid Security / Earnest Money	<i>The Bidder shall furnish,</i> a Bid Security as per advertisement in the name of Hospital Director, ATH, Abbottabad.
12	Last date and time for receipt of bidding document	As per NIT Through registered post or courier service by hand tenders will not be accepted.
13	Date, time and venue of opening of technical bids	As per advertisement notice
14	Duration of Contract	One year
15	Bid Validity	90 Days

TERMS AND CONDITIONS.

Sealed and postal tenders by Ayub Teaching Hospital Abbottabad as per advertisement for the Year 2026-27 from the eligible firms as per following Terms & conditions, KPPRA rules and KPPRA SDBs.

Mandatory Documents. The following documents must be attached with the bid.

- Registration Certificate for NTN, STRN.
- Active status on ATL for NTN & STRN
- Last 01 years Bank Statement
- Last Year Tax Return
- Affidavit on stamp paper duly attested mentioning following statements:
- CDR amounting to Rs. 300,000/= is attached with financial bid.
- The firm is not black listed
- Non-Shareholder Certificate (That no employee of MTI ATH Abbottabad is shareholder in the Firm's business
- Certificate of 100% compliance with purchaser's specifications be provided on Firm/Company letter head

Procurement procedure of single stage single envelope will be adopted for tendering.

Contractors/Firms/Companies qualified with regards to mandatory requirements and lowest price will be asked to provide samples of quoted items for inspection and approval of inspection committee.

Lowest priced among mandatory qualified and accepted samples bids will be accepted

GENERAL TERM & CONDITIONS

1. Rate Quoted must be in printed form: hand written quoted rate will be rejected.
2. Tender will be received and opened as per advertisement notice.
3. Tender will be considered according to KPPRA rules.
4. The KPPRA standard bidding documents for procurement of small goods/ General Condition of the contract are part of the bidding Documents
5. Tender will be single stage One envelop basis.
6. The tender envelops must be sealed and clearly Marked as "Name of Tender" which shall be addressed to Hospital Director Ayub Teaching Hospital.
7. The bidding documents fee Rs. 1500/- is non-refundable.
8. Incomplete tender will not be accepted.
9. Conditional tender will not be accepted.
10. The price must be quoted as per Tender list.
11. The only single price must be quoted against each item.
12. If the supply is found below the specification/sample the consignment will be rejected by the inspection committee.
13. The sample lying in article store can be checked by the interested bidders during working hours for information regarding samples or the bidders quoted their rates as per specification mentioned for each items.
14. The payment will be made after receipt/acceptance of goods in accordance with the approved sample within 30 days from the receipt of invoice and inspection. No advance payments will be made under any circumstance, No substandard material will be accepted and the store will return to contractor at his own risk and cost.
15. The competent authority can reject the tender as per KPPRA rules.
16. If the item(s) found below contract specification. The contractor shall replace the supplied items according to the approved specification at their own risk and cost during the contract period.
17. All prices mentioned in the financial proposal shall be in Pak Rupees (PKR). Any item and product found below the specification, the same shall be replaced by the supplier at his own cost during the term of the warranty/guarantee period.

18. The quoted rates should be inclusive of all Govt taxes applicable time to time & any additional charges imposed by the Govt. Moreover the Hospital authority shall not pay any charges on account of transportation /installation/commissioning etc.
19. Proposals shall be submitted in English language
20. Each page of the tender shall be signed by the bidder. If not signed the bid will be rejected.
21. The Hospital authority may increase or decrease quantities of items as per KPPRA rules.
22. The successful supplier shall ensure to complete the supply of items/product at the earliest but not later than 30 days from the date of issuance of purchase/supply order.
23. The Partial supply will not be accepted in any case.
24. The blacklisting manual is part of this bidding document.
25. The bidder is bound to supply the quoted items.
26. The Force majeure is applicable after production of valid and authenticated evidence by the supplier within stipulated time period.
27. The successful suppliers are bound to comply the term & conditions of Purchase order.
28. Cutting/overwriting in the tender will not be acceptable.
29. All taxes, from time to time enhanced by the GOVT shall be admissible/deducted.

THE LIST OF REQUIRED ITEMS IS
ATTACHED HEREWITH AS PART OF
TENDER DOCUMENTS

Tender List Regarding Stationery Items for the year 2026-27.

S No.	Name of Items	Rate
1	ACR Form (Gazette) Complete set.	
2	ACR Form (Non-Gazetted) Clerck etc.	
3	Ball Point (Red , Blue , Black) Piano Crystal Gel (Pak Made) Per No.	
4	Whitener (Fluid) best quality (07 ML) Per No.	
5	Board Marker Dollar Per No.	
6	Calculator (Citizen) 14 Digits Solar option or Equivalent.	
7	Carbon Paper 8 X 13 100-Pieces Per Packet Best Quality.	
8	Dak Folder (Raxine) Best Quality.	
9	Diary/ Dispatch Register No 8 (As per sample).	
10	Dollar pointer (Blue, Black, Red).	
11	Envelope 11" X 5" Khaki Per No.	
12	Envelope File Size Khaki Per No..	
13	Envelope A-4 Size Khaki Per No.	
14	File Board plastic Size 10" X 15" per No Best Quality.	
15	File Wrapper Raxine Best Quality.	
16	Gum Nafees Medium Size 145gm Per Bottle.	
17	Gum Stick Best quality 21grm (As per sample).	
18	Highlighter (Marker) Best quality Different Color.	
19	Marker Permanent (Dollar). Per No.	
20	Paper Pin 50gm Per Packet, China Best quality.	
21	Pencil Lead HB/Gold Fish per No.	
22	Pencil Red and Blue HB/ Gold Fish per No.	
23	Peon Book Best Quality (As per sample).	
24	Computer Paper Legal imported 8.5 x 13(inches) 80 gram (500 sheets per Rim) Paper One or equivalent.	

25	Computer Paper A-4 Imported 8 x 11(inches) 80 gram (500 Sheet per Rim) Paper One or equivalent.	
26	Pin Cushion Plastic Best quality.	
27	Punch Machine Single per No. Best quality.	
28	Punch Machine Double per No (Punching Capacity 2.20 mm/500 leaf) Best Quality.	
29	Punch Machine Extra Large per No Best Quality.	
30	Register Blank 200 Leaf Best quality.	
31	Register Blank 400 Leaf Best quality.	
32	Box File (Ring) Imported Best quality.	
33	Scotch Tape 2" Per No Best quality.	
34	Scotch Tape 3" Per No Best quality.	
35	Cotton Tape 2" Best quality.	
36	Masking Tape 1 " Best quality.	
37	Sharpener Steel Best quality.	
38	Table Flag Best quality.	
39	Globe For Table Best quality.	
40	Table Set (Marble) Best quality.	
41	Short Hand Note Book with hard binding best quality.	
42	Stamp Pad. 3" X 4 ½ " Per No. Best quality.	
43	Stapler Machine (Medium Size) Per No Best quality (As per sample)	
44	Stapler Machine Heavy Duty Best Quality 23/24 210 sheets (As per sample).	
45	Stapler Pin Dollar (Medium) Per Packet.	
46	Office Pen (VIP) Per No (Parker or equivalent).	
47	Stick Note Pad (3x2) 100 Sheet Each Pad, Different Colors.	
48	Tag large Per Bundle, Best Quality.	
49	Tag Small Per Bundle, Best Quality.	
50	Uni Ball point (Black , Blue) Made in Japan.	
51	Steel Scale Large (1Feet) Best quality.	

52	Eraser (Rubber) Best quality.	
53	Table Basket File size, Per No (Best quality).	
54	Stapler Pin Remover Best quality.	
55	White Paper size 8 x 13(inches) packing 500-Sheets per Rim 60 gram paper.	
56	Stick File (Plastic) A4 size for office use Best quality.	
57	Roll For Thermal Printer (3"x48") Per No Best Quality.	
58	Stapler Pin heavy duty Best quality.	
59	TCS label Sticker (700 stickers per roll) As per sample.	
60	Sky blue paper 60 gram (100 sheets per packet).	
61	Premium Glossy paper 200 gram (Echo Tone) 50 sheets per packet.	
62	Binding Tape 2" Per No Best quality.	
63	Binding Tape 3" Per No Best quality.	
64	X-Ray Binding Sheets (50 sheets each packet) Best Quality.	
65	PVC Patient Registration card	
66	Lamination for patient registration card (coating)	
67	Color Pages 80 gm (different colors) 100 pages/Pack	