

Government of Pakistan
Ministry of Communications
National Transport Research Centre Islamabad
Islamabad



BIDDING DOCUMENTS

FOR THE PURCHASE OF OFFICE STATIONARY

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1. **INTRODUCTION**

The Government of Pakistan has allocated funds for purchase of Office Stationary under head of account A03901 for Ministry of Communications National Transport Research Centre Islamabad (NTRC), Islamabad during the current financial year 2022-23. The office invites bids to purchase the office stationary items through open competitive bidding procedure.

This Invitation for Bids is open to all original Manufacturers/ their authorized Supplier and in case of imported goods their authorized agents/ importer/ Suppliers in Pakistan for supply of stationary items.

2. **CONTRACT**

Contract means agreement between the parties i.e. the purchaser (NTRC on behalf of the President) and the seller / supplier (accepted for the purpose).

3. **DETAILS OF OFFICE STATIONARY ITEMS**

As per Form-A.

4. **RECEIPTS AND OPENING OF TENDER**

Sealed tenders should reach this office on **25.11.2022** by **1100** hours and will be opened on the same day at **1130** hours in the presence of the bidders or their authorized representatives.

For any clarification or further information if deemed, the bidders may contact with Mr. Naseem Akhtar, Superintended (General), office of the NTRC, Islamabad on Phone No. 051-9250257.

5. **BIDDING PROCEDURE**

- a) Single stage one envelope procedure will be adopted to evaluate the offers.
- b) Financial proposal/bid should be placed in a separate sealed cover/envelop marked as **“PURCHASE OF OFFICE STATIONARY ITEMS”** as per Form-A.
- c) All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.

6. **EVALUATION**

All the bids submitted would be evaluated by a committee constituted for the purpose. Criteria of evaluation will be assessed from bidder's experience, reputation and compliance to the specifications commitment and comprehensive statement of expenditure for current year 2022-23 based on approximated quantities.

7. RATES

Bidders should quote their rates in Pak. Rupee inclusive of Government Taxes (where applicable). Sales Tax may be shown separately as per Form-A. Rates would be valid for the financial year 2022-23. No cutting/amendment in the rates will be accepted.

8. EARNEST MONEY

Bids may also be accompanied 3% of the complete bid/offer (cost with GST (if applicable) as Earnest Money (refundable) in the shape of Pay Order, Call Deposit or Bank Draft in favour of D.D.O., Ministry of Communications National Transport Research Centre Islamabad, Islamabad.

9. RIGHT RESERVED

The NTRC reserves the right to accept / reject any or all tenders after assigning due reason.

Besides cancellation of contract, money will be forfeited if the quality is not maintained according to the spirit of tender.

10. DISQUALIFICATION

Offers are liable to be rejected if there is any deviation found from any of the instruction as depicted in the bid documents.

11. SUPPLY

- a) Supply will have to be made within Five days of supply order at NTRC Islamabad. However emergent demands if any will be fulfilled within a day or next day positively.
- b) All defective / substandard items will be replaced immediately at supplier's risk and cost.

12. TERMS OF PAYMENT

- a) The payment will be made through cross cheque after satisfactory delivery and inspection of items against invoices/ demands.
- b) Income Tax will be deducted as per existing rules / orders issued from time to time by the Government of Pakistan.

13. GENERAL INFORMATION TO BE PROVIDED

The firms are required to submit following documents alongwith their proposal:

- a) Company & proprietor name and address and copy of CNIC.
- b) Year of Establishment (experience).
- c) Contact numbers i.e telephone of office/ mobile of proprietor etc.
- d) List of support team
- e) List of branches/outlets
- f) Certificate of Income Tax and, Sales Tax Registration
- e) Minimum three supply orders of the similar item(s)/product preferable in government organization.

14. GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

- 1). Only those firms are allowed to participate in the tender who are registered General Sales Tax (GST), having National Tax Number (NTN) and are exists on Active Tax Payer List of the Federal Board of Revenues (FBR).
- 2). Bidders must have sound financial position, sufficient experience, well reputation and capacity for timely completion of supply.
- 3). The specifications, standard and quality of the items mentioned in the documents are final and unchangeable, if any firm submits its offer with itself changing in the above mentioned specifications will not be entertained and will be deemed to have violation of specifications, standards and quality mentioned in tender documents.
- 4). Bid(s) without Earnest Money will not be considered and turned down.
- 5). Bid(s) Earnest Money in the form of Cheque shall not be accepted.
- 6). Firm(s) must certify/undertake that it has not been blacklist from any government organization etc.
- 7). No bidder will be allowed to submit its second or third offer with the same bid.
- 8). Only those bid(s) will be considered which would be submitted on the NTRC's bidding documents forms/annexes.
- 9). The offered price of item(s) should be inclusive of General Sales Tax if applicable. Income Tax will be deducted at the time of payment.
- 10). Validity of Bid shall be upto **30th June, 2023**.
- 11). The successful bidder will ensure timely warranty claims if /when required by Procuring Agency.
- 12). A separate agreement shall be executed with the successful bidder.
- 13). The quantity of items can vary subject to availability of funds or requirements.
- 14). All items shall be inspected at NTRC office, Street no. 05, Sector H-8/2, Islamabad.
- 15). Item(s) not found according to required specification/standard shall be returned at supplier's risk and cost.
- 16). Refurbished, obsolete, damaged etc. item(s) will not be accepted.
- 17). In case any of the term and condition of the agreement is violated, the responsibility for loss or damage will be borne by the firm/supplier.

15. SAMPLE CONTRACT FORM

THIS CONTRACT is made at _____ on ____ day of _____ 2022, between the President of the Islamic Republic of Pakistan through the O/o the National Transport Research Centre, Ministry of Communications, Government of Pakistan (hereinafter referred to as the "Purchaser") of the First Part; and M/s (*firm name*) a firm registered under the laws of Pakistan and having its registered office at (*address of the firm*) (hereinafter called the "Supplier") of the Second Part (hereinafter referred to individually as "Party" and collectively as the "Parties").

WHEREAS the Purchaser invited bids for procurement of goods, in pursuance whereof M/s (*firm name*) being the Manufacturer/ authorized Supplier/ authorized Agent of (*item name*) in Pakistan and ancillary services offered to supply the required item (s); and Whereas the Purchaser has accepted the bid by the Supplier for the supply of (*item name*) and services in the sum of Rs (*amount in figures and words*) cost per unit, the total amount of (*quantity of goods*) shall be Rs (*amount in figures and words*).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

- 1) In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as "Contract":
- 2) The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:-
 - a. the Price Schedule submitted by the Bidder,
 - b. the Schedule of Requirements;
 - c. the Technical Specifications;
 - d. the General Conditions of Contract;
 - e. the Special Conditions of Contract;
 - f. the Purchaser's Notification of Award; and
 - g. the Purchase Order
- 3) In consideration of the payments to be made by the Purchaser to the Supplier/ Manufacturer as hereinafter mentioned, the Supplier/ Manufacturer hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
- 4) The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
- 5) [*The Seller/ Supplier*] hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.
- 6) Without limiting the generality of the foregoing, [*the Seller/ Supplier*] represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.
- 7) [*The Seller/ Supplier*] certifies that has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
- 8) [*The Seller/ Supplier*] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, Contract or other instrument, be voidable at the option of GoP.
- 9) Notwithstanding any rights and remedies exercised by GoP in this regard, [*The Seller/ Supplier*] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [*The Seller/ Supplier*] as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.
- 10) In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Secretary, Law, Justice and Human Rights or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
- 11) This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.
- 12) If the firms provide substandard item and fail to provide the item, the payment of risk purchase (which will be purchased by the GoP) the price difference shall be paid by the Firm.
- 13) In case of supply of substandard product the destruction cost will be borne by the firm i.e burning, dumping, incineration.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at _____ (the place) and shall enter into force on the day, month and year first above mentioned.

**Signed/ Sealed by the Manufacturer/
authorized Supplier/ authorized Agent**

Signed/ Sealed by Purchaser

Signe: _____
Name:
CNIC:
Designation:

Sign: _____
Name:
CNIC:
Designation:

Witness 1:

Witness 2:

FINANCIAL PROPOSAL FOR OFFICE STATIONARY ITEMS

Name of Firm: _____

Vender No. _____

Complete address with telephone & Fax No. _____

S. No.	Item Description	Specification of item being Offered by Firm	Qty (Appx)	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Value
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Ball Point Piano Point 0.8 Or Equivalent		200 Pkt				
2.	Uni Ball Eye (Micro) (B/B) Or Equivalent		10 Pkt				
3.	Uni-Ball Vision Elite Fine (0.8mm) (B/B) Or Equivalent		10 Pkt				
4.	Jet Flow Hybrid Ball Pen (Dollar) (B/B) Or Equivalent		06 Pkt				
5.	Signo Uni Ball Pen (0.7) B/B		12 Pkt				
6.	Binder Clip (Med 25mm) Best Quality		24 Pkt				
7.	Binder Clip (Small 19mm) Best Quality		24 Pkt				
8.	Binding Tape 1" Sensa Or Equivalent		36 No's				
9.	Binding Tape 2" Sensa Or Equivalent		36 No's				
10.	Calculator Casio Original (12 Digit) Or Equivalent		06 No's				

S. No.	Item Description	Specification of item being Offered by Firm	Qty (Appx)	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Value
11.	Calculator Casio Original (16 Digit) Or Equivalent		06 No's				
12.	Chit Sticking/Notes3 X3 Sensa Or Equivalent		24 No's				
13.	Correction Pen (7ml) Kita Or Equivalent		36 No's				
14.	Dak Pad Leather (Best Quality)		06 No's				
15.	Diary Register (Printed) 6 No. Tayaba Or Equivalent		12 No's				
16.	Simple Register No 06 Tayaba Or Equivalent		12 No's				
17.	Simple Register No 08 Tayaba Or Equivalent		12 No's				
18.	Simple Register No 10 Tayaba Or Equivalent		12 No's				
19.	Simple Register No 12 Tayaba Or Equivalent		12 No's				
20.	Table Diary New Year Best Quality 2023		24 No's				
21.	Table Calendar New Year Best Page Quality		36 No's				
22.	Envelop 9x4 (S) Best Quality White		3000				
23.	Envelop A4 Size Best Quality White		1500				
24.	Envelop File Size Best Quality White		1000				
25.	Eraser Sp 30 Dux Or Equivalent		24 Pkt				

S. No.	Item Description	Specification of item being Offered by Firm	Qty (Appx)	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Value
26.	File Flag Different Colors Pronoti Or Equivalent		48 Pkt				
27.	Drafting Pad Best Quality		48 No's				
28.	Foot Scale Steel 12" Dux Or Equivalent		60 No's				
29.	Gum Stick 20 Grm Deli Or Equivalent		24 No's				
30.	Heavy Duty Puncher Power (190 Sheets) Best Quality		02 No's				
31.	Highlighter (Different Colour) Mercury Or Equivalent		24 Pkt				
32.	Lead Pencil Mercury Or Equivalent With Rubber		100 Pkt				
33.	Marker White Board Piano Or Equivalent		36 No's				
34.	Paper A-4 Size 80 Gram Double A Or Equivalent		250 Ream				
35.	Paper Legal Size 80 Gram Double A Or Equivalent		20 Ream				
36.	Acr Paper A4 Size (Different Color) 80gm Best Quality		12 Pkt				
37.	Paper Clip Box 28mm Three Flower Or Equivalent		36 Pkt				
38.	Paper Cutter Deli Or Equivalent		24 Pkt				
39.	Paper Punch Large (Single Hole) Fine Quality		02 No's				
40.	Pencil Sharpener Steel Dux Or Equivalent		24 Pkt				

S. No.	Item Description	Specification of item being Offered by Firm	Qty (Appx)	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Value
41.	Permanent Marker (Black, Blue) Mercury Or Equivalent		06 Pkt				
42.	Plastic File Folder A-4 Cosmo Or Equivalent		36 No's				
43.	Plastic File Folder Legal Size Cosmo Or Equivalent		36 No's				
44.	Rubber Band 20gm Best Quality		12 Pkt				
45.	Scissor (Medium) Best Quality		24 No's				
46.	Scotch Tape 1" Best Quality		60 Nos				
47.	Scotch Tape 2" Best Quality		06 Nos				
48.	Pvc Solution Tape Osaka Or Equivalent		100 Pkt				
49.	Stamp Pad (Blue, Black, Green, Red) Lancer Or Equivalent		24 No's				
50.	Stapler Pin H. Duty 23/17 Dollar Or Equivalent		100 pkt				
51.	Stapler Pin H. Duty 23/24 Dollar Or Equivalent		100 Pkt				
52.	Stapler Pin H. Duty 23/8 Dollar Or Equivalent		100 Pkt				
53.	Stapler Pin (Dollar 24/6) Dollar Or Equivalent		300 Pkt				
54.	Stock Register No.10 Tayyaba Or Equivalent		12 No's				
55.	Tag Bundle T-Shape Fine Quality, 6", 03mm		200 Bundle				

S. No.	Item Description	Specification of item being Offered by Firm	Qty (Appx)	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Value
56.	Vehicle Log Book Fine Quality		12 No's				
57.	Peon Book Fine Quality		24 No's				
58.	White Fluid With Thinner Pelikan Or Equivalent		160 No's				
59.	Transparency Sheet Fine Quality		12 Pkt				
60.	Note Sheet as per sample		200 Nos				
61.	Officer Dairy Pad as per sample		36 Nos				
62.	Cutter Blade good quality		60 Nos				
63.	File Board as per sample		400 Nos.				
64.	Paper A-3 Size AA Brand		10 Ream				
65.	White Board Duster fine quality		36 Nos				
66.	Stapler Heavy Duty Good Quality		04 Nos.				
67.	Register For Petrol And Diesel) Entry No.6		12 Nos.				
Grand Total							

(Signature & Seal of Bidder)

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