

GOVERNMENT OF PAKISTAN
Ministry of Parliamentary Affairs
><<<<>><><

No.F.18 (12)/2022-PA (General)

Islamabad, the 9th August, 2023

From: Hafeezullah Khan,
Section Officer (General),

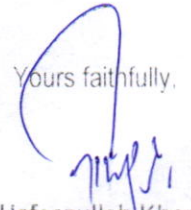
To: The Deputy Director,
Public Procurement Regulatory Authority (PPRA),
(Cabinet Division),
F.B.C, Building, Sector G-5/2,
Islamabad.

Subject:- ADVERTISEMENT REGARDING TENDER NOTICE FOR PURCHASE OF OFFICE STATIONERY,
COMPUTER STATIONERY, MISCELLANEOUS AND OTHER ITEMS FOR FINANCIAL YEAR 2023-2024

Sir,

I am directed to enclose herewith a copy of advertisement regarding "Tender Notice" for Purchase of Office Stationery, Computer Stationery, Miscellaneous and other store Items of Ministry of Parliamentary Affairs. It is requested that the advertisement may be uploaded on PPRA Website and bill be forwarded to this Ministry for payment, please.

Yours faithfully,



(Hafeezullah Khan)
Section Officer (Gen.)
Ph.051-9213508

Copy to:-

- ✓ 1. Programmer, M/o Parliamentary Affairs with the request to place the advertisement duly signed and initiated on website of Ministry of Parliamentary Affairs immediately (Copy of advertisement enclosed).

Section – I Invitation for Bids (IFB)

No.F.13-12/2023-PA(General)

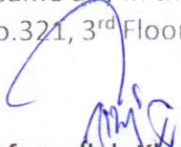
dated 9th August, 2023

TENDER NOTICE

Ministry of Parliamentary Affairs invites sealed bids from experienced well reputed Islamabad based bidders/suppliers those are tax registered firms for the timely Supply of **“Office Stationery, Computer Stationery, Miscellaneous and other store items”** during Financial year, 2023-24.

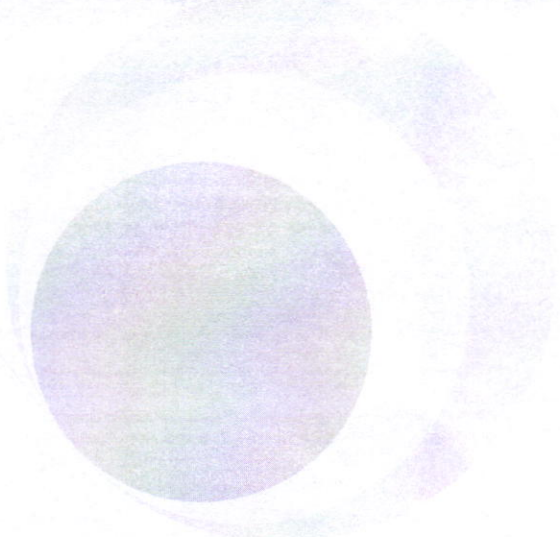
1. Bidding will be conducted under National Competitive Bidding pursuant to Single stage single envelope procedures ‘as per Rule 36(a) of Public Procurement Rules 2004, and is open to all eligible bidders as defined in the Public Procurement Rules 2004.
2. Bids must be accompanied by a bid security of not less than Rs.82,000/- (2% of estimated procurement), in the shape/form of pay order/bank draft in favour of Ministry of Parliamentary Affairs.
3. The Bidders are requested to give their best and final prices as no negotiations shall be allowed. The rates quoted must remain valid for a period of ninety (90) days after opening of tenders.
4. The bidders should have documented track of completing at least 3 similar assignments in the last 3 years.
5. Interested eligible bidders may obtain the bidding documents including detailed specifications without any charges on the submission of a written application to the address mentioned below. These documents can also be downloaded from www.mopa.gov.pk as well.
6. Copies of registration with Income Tax Department and Sale Tax Department should be enclosed with bid. Non-submission of this document is liable to rejection of bid(s).
7. Bidders should be financially sound have proper office, telephone number and fax number in Islamabad.
8. Late bids will be rejected. Bids submitted without signed Bid Form by authorized nominee of the bidder will also be rejected.
9. Every bidders will deliver samples of stationary and miscellaneous items at his own cost with the bids. However, samples of un-successful bidders will be returned.

Sealed envelopes clearly bearing the IFB number and title of the bid, containing bids must be delivered to the address below on or before 1100 am, Tuesday September 5th, 2023. Bids will be opened at **1130 am** on the same day in the presence of bidders ‘representatives (who may like to attend) at the RoomNo.321, 3rd Floor, Block “R” Pak Secretariat, Islamabad.


(Hafeezullah Khan)

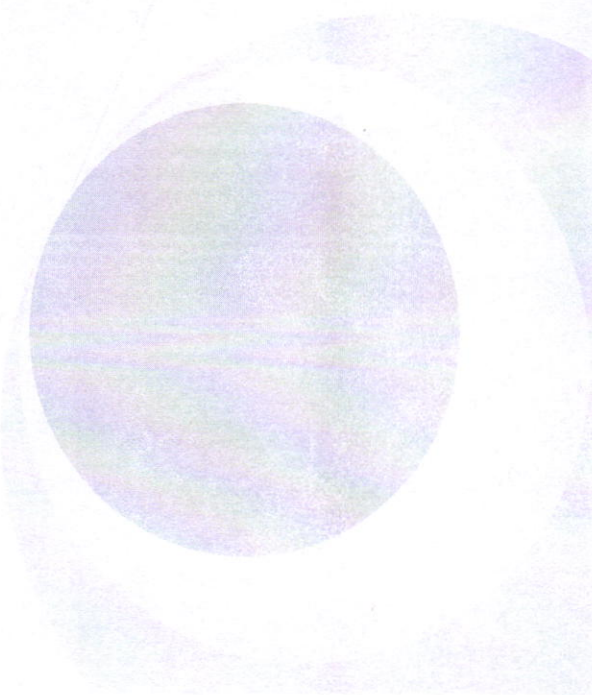
Section Officer (General)

Ministry of Parliamentary Affairs,
3rd Floor, Block “R”, Pakistan Secretariat, Islamabad.
Tel: 92-51-9213508



**Bidding Document
For Supply of Stationery,
Computer Stationery,
Miscellaneous, and Other
Store Items, During
Financial Year 2023-24**

Ministry of Parliamentary Affairs, 3rd Floor, Block "R"
Pakistan Secretariat, Islamabad



Preface

Rule 23 of Public Procurement Rules requires procuring agencies to formulate bidding documents that shall be made available to the bidders immediately after the publication of the invitation for bid. Use of these documents is mandatory for either open or limited bidding.

Document comprises of the Sections listed below:

- Section I Invitation for Bids (IFB)
- Section II Instructions to Bidders (ITB)
- Section III Specification & Schedule of Delivery
- Section IV Evaluation Criteria
- Section V Sample Forms
 - a. Bid Form
 - b. Price Schedule Form
 - c. Commercial Compliance / Bidder's Capacity Assessment Form
 - d. Performance Security Form
 - e. Contract Agreement Form
- Section VI General Conditions Contract
- Section VII Special Conditions of Contract

Section – I Invitation for Bids (IFB)

No.F.13-12/2023-PA(General)

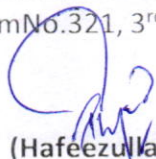
dated 9th August, 2023

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2. Bids must be accompanied by a bid security of not less than Rs.82,000/- (2% of estimated procurement), in the shape/form of pay order/bank draft in favour of Ministry of Parliamentary Affairs.
3. The Bidders are requested to give their best and final prices as no negotiations shall be allowed. The rates quoted must remain valid for a period of ninety (90) days after opening of tenders.
4. The bidders should have documented track of completing at least 3 similar assignments in the last 3 years.
5. Interested eligible bidders may obtain the bidding documents including detailed specifications without any charges on the submission of a written application to the address mentioned below. These documents can also be downloaded from www.mopa.gov.pk as well.
6. Copies of registration with Income Tax Department and Sale Tax Department should be enclosed with bid. Non-submission of this document is liable to rejection of bid(s).
7. Bidders should be financially sound have proper office, telephone number and fax number in Islamabad.
8. Late bids will be rejected. Bids submitted without signed Bid Form by authorized nominee of the bidder will also be rejected.
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Sealed envelopes clearly bearing the IFB number and title of the bid, containing bids must be delivered to the address below on or before 1100 am, Tuesday September 5th, 2023. Bids will be opened at **1130 am** on the same day in the presence of bidders ‘representatives (who may like to attend) at the Room No.321, 3rd Floor, Block “R” Pak Secretariat, Islamabad.



(Hafeezullah Khan)

Section Officer (General)

Ministry of Parliamentary Affairs,
3rd Floor, Block “R”, Pakistan Secretariat, Islamabad.
Tel: 92-51-9213508

Section II- Instructions to Bidders (ITB)

1. **Scope of Procurement:** The General Administration Section invites Bids for “**Supply of Stationary, Miscellaneous, Computer Stationery, and Other Store Items**” as described in the Section III. The successful bidder will be required to supply best quality items to M/O Parliamentary Affairs, as per terms and conditions specified in this bidding document.

2. **Eligibility to Bid:** Suppliers duly registered with tax authorities are eligible to participate only if they also:
 - a. Enclose proof of registration with the Income Tax Department and Sales Tax Department with the Bid. (Failure to enclose these documents would result in rejection of Bid) .
 - b. Not blacklisted under the provision of Rule 19 of Public Procurement Rules 2004.
 - c. Submit only one bid, either individually, or as a partner in a joint venture. All Bids submitted in violation of this rule shall be rejected. Partners in a joint venture shall be jointly and severally liable for the execution of the Contract.
 - d. Enclose attested copy of valid Service Contracts (proof of experience) for last three years, providing similar articles to Government departments, Autonomous/Semi-Autonomous bodies, organizations of comparable scale and stature.

3. **Qualification of the Bidder/Supplier:** To qualify for award of the Contract, a Supplier shall meet the requirements specified in the commercial compliance in Section IV. Bid must be provided along-with prescribed Bid Form, duly completed, signed and stamped along with Bid Security as specified in this IFB.

4. **Contents of Bidding Documents:** The set of Bidding Documents comprises the Sections listed below:

| | |
|-------------|--|
| Section I | Invitation for Bids (IFB) |
| Section II | Instructions for Preparing Bid |
| Section III | Specification & Schedule of Delivery |
| Section IV | Evaluation Criteria |
| Section V | Sample Forms |
| | a. Bid Form |
| | b. Price Schedule Form |
| | c. Specification Compliance Form |
| | d. Commercial Compliance / Bidder’s Capacity Assessment Form |
| | e. Performance Security Form |
| | f. Contract Agreement Form |
| Section VI | General Condition of Contract |
| Section VII | Special Condition of Contract |

5. **Documents Comprising the Bid:** The Bid submitted by the Bidder shall comprise the following documents:

- i. Bid Form (as per sample attached)
- ii. Qualification and Experience Information
- iii. Copies of Taxation Documents
- iv. Bid Security
- v. Documentary Evidence of Similar Supplies and Experience
- vi. Brochures (if any) of the items to be supplied

6. **Bids:** Prices shall be quoted entirely in Pak Rupees inclusive of all applicable taxes. The Bidder shall fill in the rate and prices for the required items, described in this document. All duties, taxes and other levies payable by the bidder shall be included in the rates, prices, and total bid submitted by the bidder. Cost for carriage/delivery shall be included while quoting final rate.

7. **Validity of Bid.** The Bid price shall remain valid for the CFY-2023-24 counted from the date of submission of the Bid specified in Clause 11 below. The Purchaser may request the Bidders to extend the period of validity for a specified additional period. The Purchaser's request and the Bidders responses shall be made in writing or by fax or by email. A Bidder may refuse the request for extension of Bid validity in which case he may withdraw his Bid without any penalty. A Bidder agreeing to the request will not be required or permitted to otherwise modify its Bid.

8. **Language of the Bid:** All documents relating to the Bid and contract shall be in the English language.

9. **Preparation and Sealing of Bid:** The Bidder shall prepare one original of the documents comprising the Price Bid as described in Clause 5 above, with the Form of Bid, and clearly marked —Original|. In addition, the Bidder shall also submit one copy which shall be clearly marked as —COPY|. In the event of discrepancy between them the original shall prevail. The original and the copy of the Price Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All the pages of the Bid where entries or amendments or corrections have been made shall be initialed by the person or persons signing the Bid. The envelopes containing Bid should be duly sealed, bearing the IFB number and the subject as "**Supply of Stationery, Miscellaneous, Computer Stationery and other items**" shall be addressed to the Purchaser at the address provided above and shall provide a warning not to open before the specified time and date for Bid opening as defined in Invitation to Bid. If the envelope is not sealed and marked as above, the Purchaser will assume no responsibility for the misplacement or premature opening of the Bid.

10. **Bid Security:** The amount of Bid Security shall be not less than Rs.82,000/- (2% of estimated procurement) payable in the form of a **Bank Draft / Payment Order** in favor of Ministry of Parliamentary Affairs, Islamabad. Bid Security will stand forfeited in case the successful bidder fail to comply the execution of services/supply. Bid Security of successful bidder will be released after signing of the Contract and submission of performance bond (if applicable). Bid Security of unsuccessful bidder will be released not later than 21 days after notification of award of works.

11. **Place and Deadline for Submission of Bid:** The Bid shall be delivered to the Purchaser **NO LATER** than **Tuesday September 5th, 2023, at 11.00 AM** at the address given in IFB. Any Bid received by the Purchaser after the deadline prescribed in this clause will be returned unopened to the Bidder.

12. **Modification and Withdrawal of Bid:** No Bid shall be modified after the deadline for submission of Bid specified above in Clause 11. Withdrawal of a Bid between the deadline for submission of Bid and the expiration of the validity of the Bid as specified in Clause 7.

13. **Opening of Bid:** The Purchaser will open the Bids, including modifications, in the presence of the Bidders' representatives who choose to attend, at **Tuesday September 5th, at 11.30 AM** at the address given in IFB. The Bidders' names, the Bid prices, the total amount of each Bid, any discounts, and Bid modifications and withdrawals will be announced by the Purchaser at the Bid opening.

14. **Process to be Confidential:** Information relating to the examination, clarification, evaluation and comparison of Bid and recommendation for the contract award shall not be disclosed until the award to the successful Bidder has been announced. Results of the bid evaluation will be made known in due course bidders are advised not to approach Purchaser. Any attempt to influence the process of evaluation will lead to rejection of bid.

15. **Evaluation and Comparison of Bid:** Upon technical and commercial compliance with requirements the Purchaser will award the Contract to the Bidder who has offered the lowest evaluated bid in each item. In evaluating the bid, the Purchaser will determine for each proposal the evaluated Bid by adjusting the Bid by making any correction for any arithmetic errors as follows:

- a. where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- b. if a Bidder refuses to accept the correction, his Bid will be rejected.
- c. Conditional, incomplete bid or bid without Bid Security shall not be accepted; Bids received after the closing date and time will also be rejected.

16. **Purchaser's Right to Accept Any Bid and to Reject any or all Bids:** The Purchaser reserves the right to accept or reject any Bid, and to cancel the process of competition and reject all Bids, at any time prior to the award of the Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Purchaser's decision while complying with PPR-2004.

17. **Purchaser's Right to order Quantities:** The Purchaser, reserves the right to order quantities of supplies as per their requirement.

18. **Notification of Award and Signing of Contract:** Results of evaluation would be known in a reasonable time, Bidders are instructed not to approach the Purchaser after

opening of Bids until the finalization of award. The Bidder whose Bid has been accepted will be notified of the award by the Purchaser prior to the expiration of the validity period of the Bid, by registered letter. This letter will state the sum that the Purchaser will pay the Bidder in consideration of the supply of Stationary, Computer Stationery, Miscellaneous, and Other Store Items by the Bidder as prescribed by the Contract. The written notification of award will constitute the formation of the Contract.

19. **Performance Security:** Within twenty-one (21) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance security for amount as per the Performance Security Form provided in the bidding documents, or in another form acceptable to the Purchaser.

**Section-III
Specifications**

| HEAD OF ACCOUNT A03901-PURCHASE OF OFFICE STATIONERY | | | | | |
|--|--|----------------------|-------|---------|-------------|
| Sr. #. | Name of the Items | Unit | Price | 18% GST | Total Price |
| 1. | Ball Point (Piano) Clipper | Pkt | | | |
| 2. | Ball Point Dollar (Jet Flow) | | | | |
| 3. | Uni-ball Signo Gel Pen UM 120 | Pkt | | | |
| 4. | Uni-ball Fine Deluxe UB-177 | Pkt | | | |
| 5. | Schneider One Business 0.6mm | Each | | | |
| 6. | Pelikan Fountain Pen | Each | | | |
| 7. | Correcting Fluid Pen DUX | Each | | | |
| 8. | Computer Paper Rim 80Gm-500 sheets A-4 Size | Each | | | |
| 9. | Photocopy Paper Rim 70Gm-500 sheets A-4 Size | Each | | | |
| 10. | Diary Register -10# | Each | | | |
| 11. | Envelops SE-5 Khaki (Size 9"x4") | P-100 | | | |
| 12. | Envelops SE-6 Khaki (Size 11"x5") | P-100 | | | |
| 13. | Envelops SE-8 Khaki (Size 12"x15") | P-100 | | | |
| 14. | Short Hand Copy Best Quality | Each | | | |
| 15. | Stapler Pin Remover (Kw-trio-508B) | Each | | | |
| 16. | File Board (Superior) | Each | | | |
| 17. | Gum Stick UHU 21Gms | Each | | | |
| 18. | Highlighter Different Colors (Mercury) | Each | | | |
| 19. | USB 8GB (Kingston) Original | Each | | | |
| 20. | Peon Book (100 Pages) | Each 100 Pages | | | |
| 21. | Pencil Lead with Rubber (Goldfish) | PKT | | | |
| 22. | Stapler Machine Metal KW-trio 5537 Black | Each | | | |
| 23. | Punch Single Hole Superior | Each | | | |
| 24. | Table Set Lather (Kaligon) | Each | | | |

| | | | | | |
|-----|--|------|--|--|--|
| 25. | Stapler Heavy Duty (Kw-trio) | Each | | | |
| 26. | (Kw-trio-0246) | Each | | | |
| 27. | Paper Pin (Elephant) | Each | | | |
| 28. | Paper Clip (Grash) | Each | | | |
| 29. | Spiral Note Book (Orion) Pocket Size | PKT | | | |
| 30. | Spiral Note Book (Orion) Medium Size | Each | | | |
| 31. | Ruled Register No.32 Decent Best | Each | | | |
| 32. | Ruled Register No.12 Decent Best | Each | | | |
| 33. | Register Vehicle for Petrol | Each | | | |
| 34. | Register Vehicle for Movement | Each | | | |
| 35. | Scissor Large Size Superior | Each | | | |
| 36. | Scotch Tape Large | Each | | | |
| 37. | Sharpener (PIANO) Different Colors | Each | | | |
| 38. | Eraser Pelikan | Each | | | |
| 39. | Stamp Paid Large (Crystal) | Each | | | |
| 40. | File Flapper Cloth | Each | | | |
| 41. | Tag Cotton | Each | | | |
| 42. | Dak Folder Green Pocket/Clip (Orion) | Each | | | |
| 43. | Calculator Citizen-CT-9300-14 Digit | Each | | | |
| 44. | Paper Cutter Knife 6mm | Each | | | |
| 45. | Pronoti Notes 3"x3" (100 Sheets/Pad) | Each | | | |
| 46. | Printy Stamp Ink (Trodax) 20ml | Each | | | |
| 47. | Officer Hand Diary with Draft Pad Large (Green) | Each | | | |
| 48. | USB 32-GB (Kingston) Original | Each | | | |
| 49. | USB 64-GB (Kingston) Original | Each | | | |
| 50. | File Cover (Milky) with Pocket Orion | Each | | | |
| 51. | File Covers Blue Legal Size (Best Quality) With Government Logo & Writing | Each | | | |
| 52. | Computer Paper Rim 80GMS-500 Sheets Legal Size | Each | | | |

| | | | | | |
|-----|---|--------|--|--|--|
| 53. | Color Paper A4 Size Mix Color (100 Pages) | Pkt | | | |
| 54. | Binding Tape (Large) | Each | | | |
| 55. | Pelikan Ink Cartridges-4001 | Packet | | | |
| 56. | Draft Pad A4 Size (Orion) | Each | | | |

(ii) HEAD OF ACCOUNT A03970- OTHERS

| Sr. #. | Name of the Items | Unit | Price | 18% GST | Total Cost |
|--------|--|------|-------|---------|------------|
| 1. | Air Freshener 300 MI (Aseel) Different Flavors | Each | | | |
| 2. | Tissue Paper Deluxe (Rose Petal) | Each | | | |
| 3. | Tissue Roll (Tulip) | Each | | | |
| 4. | Soap Lux 85 Gms | Each | | | |
| 5. | Lemon Max Powder 450 Gms | Each | | | |
| 6. | Duster Yellow Large Size | Each | | | |
| 7. | Water Glass (Toyo Nasic) Large Size | Each | | | |
| 8. | Key Board (Dell) | Each | | | |
| 9. | Cell AA (Toshiba) | Each | | | |
| 10. | Cell AAA (Toshiba) | Each | | | |
| 11. | Waste Paper Basket Medium Size | Each | | | |
| 12. | Towel Large Size (Master) | Each | | | |
| 13. | Multi Three Pin Shu | Each | | | |
| 14. | Hand Wash Liquid (Pears) 250 ml | Each | | | |
| 15. | Electric Kettle 1.7 Liters WestPoint | Each | | | |
| 16. | Rice Spoon (Best Quality) | Dzn | | | |
| 17. | Tea Spoon (Best Quality) | Dzn | | | |
| 18. | TP Links Internet Device (6 Pots) | Each | | | |
| 19. | Harpic 500 MI | Each | | | |
| 20. | Phenyl (3.5 Liters) | Each | | | |
| 21. | Electric Kettle 4 Liters WestPoint | Each | | | |
| 22. | Tube Rods Small Size (Philips) 20 Watt | Each | | | |
| 23. | Power Circuit Breaker for Air conditioner (Mitsubishi) | Each | | | |

| | | | | | |
|-----|---|----------|--|--|--|
| 24. | Tube Rods Large Size (Philips) 36 Watt | Each | | | |
| 25. | Umbrella Large Size Best Quality | Each | | | |
| 26. | Surf 180 Gms (Surf Excel) | Each | | | |
| 27. | Molty Foam Back Care Cushion (Master) | Each | | | |
| 28. | Morten spray Insect Killer 250 ml | Each | | | |
| 29. | TP-Link Wi-Fi Router (Double Antenna) | Each | | | |
| 30. | Power Plug with Base (Hero) 10/10 | Each | | | |
| 31. | Power Cable for Computer | Each | | | |
| 32. | Mouse (Dell) | Each | | | |
| 33. | Power extension 6 pots with 7/29 wire (Standard Size) with USB Socket | Each | | | |
| 34. | Two Pin Shu | Each | | | |
| 35. | Glass Cleaner (Glint) 500 MI | Each | | | |
| 36. | Car Polish (Kangaroo Cosmic) 200 Gms | Each | | | |
| 37. | Looking Glass Mirror 1x3 with frame | Each | | | |
| 38. | Wireless Door Bell (Long River) | Each | | | |
| 39. | Hair Brush Best Quality | Each | | | |
| 40. | Tea Set 24-pieces Best Quality | Each | | | |
| 41. | Double Velvet Janamaz large size | Each | | | |
| 42. | Muslim Shower with Fitting (Super Asia) | Each | | | |
| 43. | Tea Cups with Saucers (Mug Shape) best quality | 6 Pieces | | | |
| 44. | Mouse Pad | Each | | | |
| 45. | Packing Tape Medium Size | Each | | | |
| 46. | Binding Tape Medium Size | Each | | | |
| 47. | Dinner Set (56-Piece Set) Fine Bone China | Each | | | |
| 48. | Engagement Stand (A4-Size) | Each | | | |
| 49. | Water Set (Luminarc 7 Pieces) | Each | | | |
| 50. | Touch Soap Dispenser | Each | | | |
| 51. | Stainless Steel Padlock (Weishan) 51mm (China Locks not Acceptable) | Each | | | |

| | | | | | |
|-----|----------------------------------|------|--|--|--|
| 52. | Soap (Pears) 125 Gms | Each | | | |
| 53. | Soap Case with cover | Each | | | |
| 54. | Rice Plates Large China Bone | Each | | | |
| 55. | Dinner Plates Large China Bone | Each | | | |
| 56. | Table Flag with Stand (Pakistan) | Each | | | |

(iii) HEAD OF ACCOUNT A03955- PURCHASE OF COMPUTER STATIONERY

| | | | | | |
|-----|---|----------|--|--|--|
| 1. | Toner for Laser Printer HP-1020/1010 | Each | | | |
| 2. | Toner for Laser Printer HP-1005 | Each | | | |
| 3. | Toner for Laser Printer HP-1102 | Each | | | |
| 4. | Toner for Laser Printer HP-1109 | Each | | | |
| 5. | Toner for Photocopier Machine Bizhub-215 | Each | | | |
| 6. | Toner for Photocopier Machine Cannon IR-2525 | Each | | | |
| 7. | Toner for Digital Photocopier Machine e-Studio-2505 | Each | | | |
| 8. | Toner for Fax Machine Panasonic KXFL-402 | Each | | | |
| 9. | Toner for fax Machine (All in One) HP-127MFP | Each | | | |
| 10. | Toner for Laser Printer HP-26A | Each | | | |
| 11. | Toner for Hp Printer (All in One) -1522 MFP | Each | | | |
| 12. | Toner for Hp Laser Color Printer M254 DW | Each Set | | | |
| 13. | Toner for Hp Laser Jet 2055 DN | Each | | | |
| 14. | Toner for Toshiba Multifunctional Digital Photocopier Model e Studdio-4518A | Each | | | |
| 15. | Toner for Toshiba Digital Photocopier Model e Studdio-2829A | Each | | | |
| 16. | Toner for Laser Printer HP-59A | Each | | | |
| 17. | Toner for Laser Printer Samsung-2165 | Each | | | |
| 18. | Toner for Laser Printer HP-1200 | Each | | | |
| 19. | Toner for Photocopier Machine Cannon IR-2545 | Each | | | |

Section –V Sample Forms

Notes on the Sample Forms:

The **Bid Form and Price Schedule Form**, bidder shall complete and submit with its bid the Bid Form and the Price Schedule pursuant to ITB Clause 11 and in accordance with the requirements included in the bidding documents. The bidder should provide the Bid Security, in the form acceptable to the Purchaser, pursuant to ITB Clause 10

The **Contract Form**, will be required to be submitted by the successful bidder, after the contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 17 and GCC Clause 9, acceptable deviations (e.g. payment Schedule pursuant to GCC Clause 6, spare parts pursuant to GCC Clause 8 or quantity variations pursuant to ITB Clause 17) the Price Schedule and Schedule of Delivery deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** should not be completed by the bidders at the time of their bid preparation/submission. Only the successful bidder will be required to provide the Performance Security (Guarantee) in accordance with the form indicated herein or in another form acceptable to the Purchaser, pursuant to GCC Clause 5 read with SCC Clause 3.

The **Manufacturer's Authorization** form should be completed by the manufacturer, as appropriate, pursuant to ITB Clause 2

Schedule of Delivery

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery required.

| Sr. # | Description | Qty. | Required Delivery Schedule from the Date of supplier order | Location |
|-------|--|------------------------|--|--|
| 1 | Items mentioned in every supplier order. | As per supplier order. | 7 days | Ministry of Parliamentary Affairs, Room.No.325, 3 rd Floor, Block "R", Pakistan Secretariat, Islamabad. |

Section – IV Evaluation Criteria

Subject to preliminary examination of the bidders/bids to determine their responsiveness to the eligibility criteria specified in this bidding document the Evaluation Criteria for the subject procurement shall be based on mandatory compliance of the Specifications and Commercial requirements subject to Lowest item-wise Evaluated Cost. In other words the contract shall be awarded to the responsive bidder whose bid will be determined as the Lowest Evaluated Bid of every item, subject to mandatory compliance of the commercial specification requirements.

Bid Form
(On firm 's letterhead)

Date: _____

Section Officer (General)

Ministry of Parliamentary Affairs. 3rd Floor, Block "R",
Pakistan Secretariat,
Islamabad.

Dear Sir:

Having examine the entire contents of bidding documents we offer to execute the Contract for "**Supply of Office Stationery, Computer Stationery, Miscellaneous and Other Store Items**" in accordance with the Conditions of Contract accompanying this Bid for the Contract

We agree to abide by this Bid for a period of CFY-2023-24, from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we will obtain the guarantee of a bank/Insurance company of Rs.50,000/- for the due performance, in the form prescribed by the Purchaser.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Authorized Signature: _____
Name and Title of Signatory _____

Name of Bidder: _____
Address: _____

Phone Number: _____

Email: _____

Fax Number, if any: _____

Price Schedule Form (In Pak Rupees)

Name of Bidder _____

IFB No. _____

| Sr. # | Description | Country of Origin | Unit Cost in figures (Inclusive of all taxes and delivery charges) | Amount in Words |
|-------|-------------|-------------------|--|-----------------|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |
| | | | | |

Note:

1. Successful bidders shall provide free of cost replacement of defective supplies.
2. In case of discrepancy between unit price in figures and words, amount shown in column 7 prevail.
3. The unit and total Delivered Duty Paid (DDP) / Ex-Warehouse Price (EXW) prices should include the incidental services and all taxes. No separate payment shall be made for the incidental services.

Signature & Seal of Bidder _____

Date _____

Commercial Compliance Form

Name of Bidder: _____

IFB No. _____ & Date: _____

| Description | Eligibility / Qualification Parameter | Document for reference | Bidder Assessment (Y/N) | Reference in Bid | SBP Assessment (Y/N) |
|---|---------------------------------------|--|-------------------------|--|---|
| Company profile | | Manufacturer/ Principal/Supplier | | Currently valid | Authorization Letter of OEM / other proof of the establishment, as applicable |
| Distributor | | | | | |
| Market Retailer | | | | | |
| Direct or indirect authorized agent of the Manufacturer/distributor | | | | | |
| Minimum experience in manufacturing / supplies/ business. | | Minimum of three years of experience in the relevant field. | | Certificate of Incorporation of firm with any proof of being in this business for at least 4 years | |
| Similar supply and installation | | Documented track of completing at least 3 similar assignments in the last 3 years involving supplies, installation and support services of a comparable scale. | | Attach list of 3 similar assignments along-with copies of Purchase/ Work Orders | |
| Verifiable presence of support service setup manned by trained staff | | Location of presence at Islamabad. | | Evidence for location of presence and detail of skilled personal with contract number is required | |
| Assignments in Hand (Current) | | | | | |
| Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. ant Autonomous Body) Other than original manufacturer | | | | | |
| GST No. _____ NTN _____ | | GST Certificate (if applicable) NTN Certificate | | Copy of GST Registration Copy of NTN Certificate | |

Experience of Supply and Installation

| S. No | Description | Name / Contact Details of Purchaser | Cost | Date |
|-------|-------------|-------------------------------------|------|------|
| | | | | |
| | | | | |
| | | | | |

Attached support documents

Performance Security Form

(Bank/Insurance Guarantee)

To:

Section Officer (General)

Ministry of Parliamentary Affairs, 3rd Floor, Block "R",
Pakistan Secretariat,
Islamabad.

WHEREAS [name of Supplier] (hereinafter called —the Supplier||) has undertaken, in pursuance of Contract No. [reference number of the contract] dated _____ 2023 _____ to supply [description of goods and services] (hereinafter called —the Contract||).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank/Insurance guarantee by a reputable bank/Insurance Company for the sum specified therein as security for compliance with the Supplier 's performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 2024.

Signature and seal of the Guarantors

[name of bank or financial institution/Insurance Company]

[address]

Contract Agreement Form
CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 2023 ____ between Ministry of Parliamentary Affairs (hereinafter called —**the Purchaser**||) of the one part and [**name of Supplier**] of [**city and country of Supplier**] (hereinafter called —**the Supplier**||) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [Title of Procurement. and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [**contract price in words and figures**] (hereinafter called —**the Contract Price**||).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - i. General Conditions of Contract;
 - ii. Special Conditions of Contract;
 - iii. Appendices;
Appendix1: Specifications / Requirements
Appendix2: Supplier's Bid (Bid Form & Price Schedule submitted by the bidder)
Appendix3: Notification of Award
Appendix4: Acceptance Letter
Appendix5: Performance Security (where applicable)
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier 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 the 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 the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by the (for the Purchaser)

Witness 1:

Witness 2:

Signed, sealed, delivered by the (for the Supplier)

Witness 1:

Witness 2:

Section -VI General Conditions of Contract (GCC)

1. **Definitions:** Boldface type is used to identify the defined terms
 - a. **The Contract** is the Contract between the Purchaser and the Service Provider to execute, complete, and maintain the Supplies as specified in the Form of Contract or in other sections of the Contract.
 - b. **The Purchaser** means the organization purchasing the Goods, as named in Form of Contract
 - c. **The Supplier** is a person or corporate body whose Quotation to carry out the Supplies has been accepted by the Purchaser and is named in the Form of Contract
 - d. **The Supplier's Quotation** is the completed document (Invitation for Bids together with attachments) submitted by the Supplier to the Purchaser.
 - e. **The Contract Price** is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.
 - f. **Days** are calendar days; **months** are calendar months.
 - g. **A Defect** is any part of the Supplies not completed in accordance with the Contract.
 - h. **Specification** means the Specification of the Supplies included in the Contract and any modification or addition made or approved by the Purchaser.
 - i. **The Site** is stated in SCC: where supplies are to be made on working day except Sunday at Supplier's expense
2. **Scope:** The Supplier would provide supplies as stated in the Schedule of Requirements or any other requirements pursuant to GCC-9 hereto, during the period of the contract.
3. **Communications:** Communications between parties that are referred to in these Conditions shall be effective only when made in writing. A notice shall be effective only when it is delivered to addresses specified in Form of Contract
4. **Language and Law:** The Contract shall be in the English language. The law governing the Contract shall be the applicable law(s) of the Government of Islamic Republic of Pakistan and other requirements as listed at SCC
5. **Performance Security:**
 - 5.1 Within twenty one (21) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Purchaser the performance security in the amount specified in SCC.
 - 5.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
 - 5.3 The performance security shall be denominated in the currency of the Contract acceptable to the Purchaser and shall be an unconditional bank/Insurance guarantee issued by a reputable bank/Insurance Company located in the Purchaser's

country, in the form provided in the bidding documents or as per Clause 4 of Special Conditions of the Contract (SCC)

5.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days after the completion of the Contract fulfilling all the obligations.

6. Payments: The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

6.1 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Job delivered and upon fulfillment of other obligations stipulated in the Contract.

6.2 Payments shall be made promptly by the Purchaser.

7. Taxes: The Supplier is responsible for all taxes in accordance with the laws of Islamic Republic of Pakistan. Production of Sales Tax Invoice would be mandatory for receiving payments under contract

8. Price Adjustment: Prices charged by the Supplier for Job delivered under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC

9. Change Orders:

9.1 The Purchaser may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:

- a. quantities, or specifications;
- b. the place of delivery; and/or

9.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within fifteen (15) days from the date of the Supplier receipt of the Purchaser's change order.

10. Amendment: Subject to GCC Clause 9, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties

11. Warranty: As specified in the Clause 6 of SCC.

12. Inspections & Tests:

12.1 The Purchaser or its representative shall have the right to inspect and/or to test the quality of the services, to confirm their adherence to the Contract specifications at no extra cost to the Purchaser. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

12.2 The inspections and tests may be conducted at point of delivery or at the final destination. If conducted, all reasonable facilities and assistance shall be provided at no charge to the Purchaser.

13. Supplier's Risks: The risks of personal injury, death, and loss or damage to property and adjacent property (including, without limitation, the Supplies, materials and equipment) are Supplier's risks.

14. Liquidated Damages: Subject to GCC Clause 16, if the Supplier fails to deliver goods as specified in the Contract, timely, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed performance for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 24.

15. Quality of Services: No variation in quality/substance etc. from specifications/requirements will be allowed. In case of delayed/unsatisfactory performance or non-performance, Purchaser shall impose a suitable penalty which may lead to the termination of the contract in part or in full. The Purchaser will recover the cost of job with substandard quality i.e. other than specifications/requirement, from accrued payments. The name of such Supplier can also be posted on website of the MOPA for information of all Procuring Agencies

16. Force Majeure: Either party may terminate the Contract by giving a thirty (30) days' notice to the other for events beyond that party's control, such as Wars and acts of God such as earthquakes, floods, fires, etc.

17 Termination:

17.1 Termination for Default. The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices, as defined at Rule 19 of PPR2004, in competing for or in executing the Contract.
- (d) if the Supplier becomes bankrupt or otherwise insolvent

17.2 Termination for Convenience. The Purchaser, by written notice sent to the Supplier may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective

18. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct negotiations any disagreement or dispute arising between them under or in connection with the Contract. In case of further disagreement either party can take the matter to arbitration in accordance with the Arbitration Act of 1940. However, such proceedings cannot initiate till 45 days of the notification of disagreement.

19. Extension of Contract: One month before the expiry of the contract period, both the parties with mutual agreement, can renew or extend the contract.

Section -VII Special Conditions of Contract (SCC)t

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1 (i)—The Purchaser's site is: General Administration Section, M/o Parliamentary Affairs, Block "R", Room No.325, Pakistan secretariat, Islamabad.

2. Applicable Law & Language (GCC Clause 4)

GCC 4- The other legislative requirements are as follows:

The Employment of Children (ECA) Act 1991

The Bonded Labor System (Abolition) Act of 1992

The Factories Act 1934

3. Performance Security (GCC Clause 5)

Rs.82,000/- in shape of Bank/Insurance Guarantee is to be provided.

4. Payment (GCC Clause 6)

Full (100 %) payment in Pak Rupees of the items supplied against each supply order will be made upon receipt of invoices/delivery challan, after supply of the items, subject to submission of the Performance Security (Bank/insurance Guarantee) as specified at GCC Clause 5 and SCC Clause 3.

5. Price Adjustment (GCC Clause 8)

GCC 8—Prices shall be adjusted if following conditions exists:

5.1 Change in legislation insofar it directly impacts the prices from the level they existed 15 days prior to the Bid opening.

6. Warranty (GCC Clause 11)

The supplier will provide full support during the One year warranty period including repair and replacement of all the supplies and associated parts and components replacement

without any cost to purchaser in case of any failure, except any damage caused by the fire or disaster event.

7. Liquidated Damages (GCC Clause 14)

Subject to Clause 14 herein, if the Supplier fails to deliver the goods or perform the services within the time period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.07 percent of the supply order for each day of delay until actual delivery or performance, up to a maximum deduction of Rs.82,000/-. Once the maximum is reached, the purchaser may consider termination of the contract.