

**Bidding Document for Purchase of Misc Stationery items for office  
of the Deputy Commissioner/ District Collector Bhakkar**

No.

Dated

/

/2019

M/S

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\_\_\_\_\_  
\_\_\_\_\_

G.S.T.

Income Tax No.

Owner Name with CNIC

Last date of Receipt of Tender

15.01.2020 at 10.00 am

Opening of Tender & Time

15.01.2020 at 10.30 AM

Total Estimated Cost/Prices

Rs.420, 000/- (Aprox.)

Tender Price

Rs.500/-P

Bid Security @ 2% of Total Estimated Cost/Prices

Sr. No.	Name of Item	Quantity	Rate Including all Govt. Taxes
1	Photostat Paper	100 Rim	
2	Computer paper AA-4	100 Rim	
3	Computer paper AA- Legal Size	40 Rim	
4	Pointer Red, Blue & Black	30 Packet	
5	lad Panicle	20 Packet	
6	Razor	20 Packet	
7	Sharpener	10 Packet	
8	VIP Pointer signo	20 Packet	
9	Tag Small(Bundle)	58 Bundle	
10	Tag Large(Bundle)	32 Bundle	
11	Paper Clip	51Packet	
12	Paper Pin	55 Packet	
13	File Cover VIP	1922 Nos.	
14	Flapper Gata	576 Nos.	
15	Four Flapper Basta	86 Nos.	
16	File Board	136 Nos.	
17	Binding File	178 Nos.	
18	Ink(Blue, Red, Black)	16 Bottles	
19	Gum Stick (large)	64 Nos.	

20	Register No.60	20 Nos.
21	Register No.40	20 Nos.
22	Register No.50	20 Nos.
23	Register full Size for Diary, Arm & Court Branches	08 Nos.
24	Scale Steel	22 Nos.
25	Penholder	14 Nos.
26	Pen stand	08 Nos.
27	Fluid Pen	30 Nos.
28	Pin Cushion	27 Nos.
29	Cash Book	01 Nos.
30	Calculator	06 Nos.
31	High lighter	64 Nos.
32	Stamp Pad	32 Nos.
33	Stamp Pad Ink	22 Nos.
34	Dairy	34 Nos.
35	Envelop 11*5	2500 Nos.
36	Envelop File Size	500 Nos.
37	Paper Cutter	21 Nos.
38	Gum Liquid	10 Nos.
39	Stapler Pin	77 Packet
40	Stapler Machine	20Nos.
41	Attendance Register	07 Nos.
42	Log Book	06 No.
43	Paper Weight	37 Nos.
44	Short Hand Book	13 Nos.
45	TA/DA Form	300 Nos.
46	Pay Form	300 Nos.
47	Contingent Bill Form	300 Nos.
48	Suaa	16 Nos.
49	Cash Book	01 No.
50	Dispatch Register	06 Nos.
51	Fax Toner FX-3	02 Nos.
52	Fax Toner FX-9	02 Nos.
53	Toner Photostat Machine Ricoh Aficio MP4500	02 Nos.
54	Toner HP 1320	10 Nos.
55	Toner HP 402	10 Nos.
56	Toner HP 2430	01 Nos.
57	Toner HP 2015	02 Nos.
58	Toner HP 2055 D	02 Nos.
59	Toner HP A-85	02 Nos.
60	Toner HP A-80	02 Nos.



## TERMS & CONDITIONS

**Note:** - Please read the following note and instructions carefully:

1. Any offer which is not received according to terms and conditions of the bidding document will liable to be rejected. No offer shall be considered if:
  - i. Received after the time and date fixed for its receipt.
  - ii. The tender is unsigned.
  - iii. The offer is ambiguous.
  - iv. The offer is conditional.
  - v. The offer is from a firm, black listed, suspended or removed from the approved list.
  - vi. The offer is received by Telegram/ Fax.
  - vii. Offer received with shorter validity than required in the bidding document.
  - viii. The offer is for store not conforming to specification indicated in the bidding document.
  - ix. CDR of required amount i.e. @2% of total estimated cost is not attached with the Technical Proposal.
2. The offer shall remain valid up to 30.6.2020 after the opening of the bids.
3. The purchaser reserves the right to purchase full or part of the store.
4. (a) If the acceptance of tender issued during the validity period of the offer is not accepted by the bidder, the earnest money shall be forfeited and the store will be purchased at his risk and cost.  
(b) In case, the offer is withdrawn, amended or revised during the validity period of the offer, the Earnest money is liable to be forfeited.  
(c) In case, the contractor fails to execute the contract in accordance with terms and conditions laid down in the contract the security deposited by him shall be forfeited and the store will be purchased at his risk and cost.
5. The buyer reserves the right to claim compensations for the loss caused by the delay in the delivery of store.
6. Rates (including all applicable taxes should be quoted on free delivery in the Office of the Deputy Commissioner, Bhakkar.(C&F/FOR).

## SPECIAL TERMS AND CONDITIONS

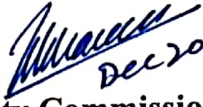
1. Single stage-Two envelope procedure.
  - (i) The bid shall be comprised on a single package containing two separate envelopes; each envelope shall contain separately the financial proposal and technical proposal.
  - (ii) Envelopes shall be marked as "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**" in bold and legible letters to avoid confusion.
  - (iii) Initially, only the envelope marked "**TECHNICAL PROPOSAL**" shall be opened.
  - (iv) The envelope marked as "**FINANCIAL PROPOSAL**" shall be retained in the custody of the ADC (F&P) Bhakkar without being opened.
  - (v) The procuring agency shall evaluate the technical proposal as per specification/criteria, without reference to the price and reject any proposal which does not conform to the specified requirements.



- (vi) During the technical evaluation no amendments in the technical proposal permitted.
- (vii) The Financial proposal of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
- (viii) After the evaluation and approval of technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bidders found technically non-responsive/disqualified shall be returned un-opened to the respective bidders.
- (ix) The bids found to be the financial lowest shall be accepted.
- (x) Others terms and condition will be followed as per Punjab Procurement rules 2014 (PPRA)
- (xi) The Authority may increase or decrease total number of any items.
2. Bidders must quote on the prescribed invitation to Bidding Documents in limited tender as well as in advertised tender. Cash Receipts (in original or Photocopy) in token of having purchased the tender, must accompany the offer.
  3. Bidding document should be addressed to Deputy Commissioner Bhakkar.
  4. Bidders should quote their confirmed and final rates including all applicable taxes.
  5. Store offered should be of the best trade quality confirming to stipulated specification, Manufacturer's Name, Brand's Name and country of origin of the supplies offered should be mentioned clearly against each item of supply.
  6. The successful bidder may be required to furnish security deposit of 02% in the form of deposit at call in favor of ADC (F&P) Bhakkar within the period specified in Advance acceptance of tender, failing which repurchase shall be made at their risk and expenses.
  7. If the tender is accepted, supplier will have to deliver the required items in the Office of the Deputy Commissioner, Bhakkar at his own expenses within 10 days. However, authority is competent to extend supply period if reason are given genuinely.
  8. The delivery of items will be in one lot, piecemeal; split supply will not be accepted in routine and in case of sound reasons authority can accept the part supply.
  9. The bidders shall enclose catalogues/leaflet/ literature and other technical data, if any, in respect of store offered by them.
  10. Any erasing/ cutting/ crossing etc. appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages to the tender must also be properly signed. Offer with any over-writing shall in no circumstances be accepted.
  11. The quotation/rates should be submitted on the basis of accounting unit specified in the invitation to tender.
    - (a) A certificate should be given by the bidder that they will be responsible for the free replacement of stationery items if the same is found to be substandard and or a variance with the specifications given in the tender enquiry. In case a similar item offered is at variance with the specifications given in the tender enquiry, the Bidders must clearly identify variations in their offers. Stationery items offered of specifications superior to the one specified in the tender enquiry shall however, be acceptable.
    - (b) In case indigenous store is offered as a store similar to that specified in the tender enquiry the bidders shall, within Seven days of the opening of the tender, have the said store, wherever possible, pre-inspected by the Inspection Wing at their own cost.
  12. Tender sample, where needed, should be submitted by the bidders along with their offers.
  13. No quoting firms would be allowed to withdraw to his offer during validity period after conclusion of contract/ rates/ contract whichever is earlier.
  14. All the legitimate taxes will be deducted according to Govt. policy.

15. The procurement agency can reject all the bids or proposals at any time prior to the acceptance of the bid proposal but the procurement agency shall upon request by any supplier or contractor who submitted a bid or proposal provide, the grounds of rejection of bids or proposals, but shall not require to justify those grounds.
16. Inspection authority in the presence of contractors/their authorized representative, if conclude that rejection is justified under terms and conditions of contract, the items shall be replaced by you within 05 days failing which the items shall be purchased at your risk and cost.
17. The tender will abide by all the **SPECIAL TERMS AND CONDITIONS** mentioned/attached along with tender specifications.
18. The contractor is required to send specimen signatures (in triplicate) or his authorized representative who is competent to sign the bills and receive payments on his behalf. The change of the contractor's representative authorized to sign the bill and receive payment etc should be promptly reported by the contractor failing which the entire responsibility for wrong payment would lay on the contractor.
19. Sound financial position of two years bank statement should be attached.

*Note: -Every page of terms and conditions must be signed by the representative / firms.*

  
Dec 20, 2019  
Addl. Deputy Commissioner (F&P)  
**BHAKKAR**