BIDDING DOCUMENTS

(PROCUREMENT OF OFFICE STATIONERY)

PUNJAB DAANISH SCHOOLS & CENTERS OF EXCELLENCE AUTHORITY

1. INVITATION TO BID

Sealed bids are invited from all authorized dealers, distributors, sellers or suppliers of office stationery items in Pakistan, registered with Sales Tax and Income Tax Departments, under Punjab Procurement Rules 2014 under Framework Contract.

Lot No.	**Types of Goods**	**Estimated Amount (Mn)**	**2% Bid Security (Rs)** (in the form of CDR / DD)
1	Office Stationery Items	2.860	57,204

The bid documents are immediately available at the PPRA website **www.ppra.punjab.gov.pk, EPADS** portal **www. punjab.eprocure.gov.pk** and PDS & CEA website **www.daanishschools.edu.pk** and may also be purchased from PDS&CEA head office during office hours for **Rs 500/-**.

The intending bidders shall submit their profiles including technical and financial bids **online through EPADS portal** and hard copies of technical and financial bids along with above mentioned bid security amount in favor of **"PDS-CEA SECURITY DEPOSIT A/C"** will also be submitted in separately sealed envelopes in a single package in Committee Room of Punjab Daanish Schools & Centers of Excellence Authority, Lahore before **11:00 AM on Tuesday, 10 September 2024**.

Technical bids will be opened on the same day at **11:30 AM** on **EPADS**.

The participation in bid process through **EPADS portal** is compulsory for all bidders and submission of hard copies only shall not be accepted in compliance with the policy of the Govt. of the Punjab and PPRA.

Manager Procurement
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2 INSTRUCTIONS TO BIDDERS (ITB)

2.1 Important Note:

2.1.1 The procurement shall be under a framework contract between the PDS&CEA head office and the successful bidder. The contractor will deliver the Goods at PDS & CEA head office as and when purchase order issued.

2.1.2 Intended bidders shall apply for tender online through **EPADS portal www.eprocure.gov.pk.** Hard copies of the technical and financial bids will also be submitted before the closing time of tender. Submission of hard copies only will not be accepted in compliance with policy of the Govt. of the Punjab and PPRA.

2.1.3 Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents may be rejected at the initial stage itself. The valid documentary evidences as detailed hereinafter should be submitted by the Bidder for preliminary and detailed examination.

2.1.4 The financial bids found technically non-responsive shall be returned un-opened to the respective bidders as under:

2.1.3.1 If technically disqualified bidder states that he is agreed with the decision of the purchaser and he is not filing any grievance against the decision.

2.1.3.2 If the bidder files grievance petition and the same is rejected by the grievance redressal committee.

2.1.3.3 The time for filing the grievance has lapsed.

2.1.3.4 The contract has been signed by the purchaser with the lowest evaluated bidder.

2.1.5 The lowest evaluated bidder shall be awarded the contract.

2.2 Bidding Details

2.2.1 All bids must be accompanied by Bid Security in the form of CDR/Demand Draft in favor of **"PDS-CEA SECURITY DEPOSIT A/C".** The completed bids must be delivered into the Tender Box placed in the Conference Room of Punjab Daanish Schools & Centers of Excellence Authority Office, Lahore.

2.2.2 In case the last date of bid submission/opening falls in/within the official holidays, the date for submission/opening of the bids shall be the next working day.

2.2.3 The bidder shall submit bid complying with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document **Clause** regarding **"Determination of Responsiveness of Bid"** for making their bids substantially responsive to the requirements of the Bidding Documents.

2.2.4 It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

2.2.5 The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/ cost quoted in the Bid to cover all obligations under this Bid Process.

2.2.6 It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase

in quantity by the Bidder on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract.

2.2.7 The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser under this contract.

2.2.8 All sorts of notices either to or from the purchaser and the bidder / contractor for any purpose shall be in writing. The same shall be issued within reasonable time either through email or by registered post / courier.

2.2.9 Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

2.2.10 The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

3 TERMS AND CONDITIONS OF THE TENDER

3.1 Definitions

3.1.1 "Authorized Representative" means any representative appointed, from time to time, by the Purchaser and the Bidder/ Contractor in proper manner.

3.1.2 “Bidder/ Tenderer” means the interested Firm/ Company that may provide or provides related goods / services to any of the public/ private sector organization under the contract and have registered for the relevant business thereof.

3.1.3 "Commencement Date of the Contract" means the date on which the signature of both purchaser and the contractor are affixed to the written contract.

3.1.4 "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.

3.1.5 "Contractor/ Vendor" means the Tenderer whose bid has been accepted and awarded Letter of Acceptance followed by the signing of Contract.

3.1.6 "Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

3.1.7 "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.

3.1.8 "Purchaser" means the PDS&CEA.

3.1.9 "Services" means “labor and transportation” services which the Contractor is required to provide the Purchaser under the Contract.

3.1.10 “Goods " means Office Stationery.

3.1.11 “Authorized Dealer” means authorized dealer of Office Stationery.

3.1.12 “Authorized Distributer” means authorized distributer of Office Stationery.

3.1.13 “Seller” means a person having proper sale point / warehouse of Office Stationery in some main market of the city.

3.1.14 “Supplier” means supplier of Office Stationery.

3.2 Tender Scope

3.2.1 Successful bidder is required to provide the following Office Stationery at PDS & CEA Head Office, Lahore: -

Single Lot
(Office Stationery)

Sr. #	Name of Items	Unit	Est. Quantity Required
1	White Paper (70GSM) A4	Ream (A4)	1,000
2	White Paper (80GSM) A4	Ream (A4)	300
3	Envelope 9"x4" Size	Packet of 25 Envelopes	625
4	Envelope A4 Size	Packet of 50 Envelopes	24
5	Envelope Legal Size	Packet of 50 Envelopes	24
6	Envelope A3 Size	Packet of 50 Envelopes	6
7	Draft Pad / Writing Pad / Note Pad	Piece	60
8	Register Legal Size	Piece	36
9	Register Mail I/O	Piece	48
10	Ball Points	Packet of 10 Pieces	120
11	Led Pencil (Triangular)	Packet of 12 Pieces	36
12	Pointer	Packet of 10 Pieces	48
13	Text marker / Highlighter	Piece	120
14	Blanco Pen	Piece	30
15	Eraser	Piece	60

Sr. #	Name of Items	Unit	Est. Quantity Required
16	Sharpener	Piece	50
17	Sharpener Machine	Piece	6
18	Paper Clips	Packet of 100 Pieces	50
19	Paper Cutter	Piece	24
20	Punching Machine	Piece	12
21	Heavy Duty Punching Machine	Piece	3
22	Stapler with staple remover (10 #)	Piece	24
23	Stapler with side staple remover (24/6 #)	Piece	48
24	Heavy Duty Stapler 23#	Piece	6
25	Stapler Pins (10 #)	Packet of 1000 staples	150
26	Stapler Pins (24/6 #)	Packet of 1000 staples	240
27	Stapler Pins (23/13 #)	Packet of 1000 staples	30
28	Tape Dispenser	Piece	10
29	Scotch Tape	Piece	300
30	Packing Tape	Piece	40
31	Separator	Packet of 10/12 Pieces	30
32	Sticking Notes	Piece	30
33	Multicolor Sticking Flag Notes / Tags	Packet of 5 Pieces of 100 sheets	50
34	Scissors	Piece	24
35	Glue Stick	Piece	50
36	Binding tape1.5 inch	Piece	50
37	Binding Tape 2 inch	Piece	50
38	Binding Tape 3 inch	Piece	50
39	File Flappers a/w thread	Piece	200

3.2.2 Successful bidder is required to provide the goods at PDS & CEA Head Office Lahore.

3.2.3 Detailed Specifications of Office Stationery are as per **Annexure-B.**

3.3 Sizes

Sizes are given in detail specifications (where applicable).

3.4 Design, Pattern, Shape

The necessary design, pattern and shape will be explained (where applicable). The similar information is available in procurement office of the PDS & CE Authority.

3.5 Tender Cost

The bidder shall bear all costs/ expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible/ liable for those costs/ expenses.

3.6 Preparation / Submission of Tender

3.6.1 **Technical Proposal shall comprise the following**:

3.6.1.1 Covering letter on bidder's letter head duly signed and stamped by owner / director / partner as per **Annexure-A** of bid document.

3.6.1.2 Nomination of authorized representative on letter head duly signed by the owner / director / partner.

3.6.1.3 List giving the detail of owner(s), director(s) and representative(s) along with a copy of their attested ID card(s).

3.6.1.4 Attested Partnership Deed, Memorandum and Articles of Association.

3.6.1.5 Certificate of Registration/ Incorporation under the laws of Pakistan.

3.6.1.6 CDR/Demand Draft of bid security shall be in favor of **"PDS-CEA SECURITY DEPOSIT A/C".**

3.6.1.7 Certificate of Firm / Company Registration / Incorporation under the laws of Pakistan (Registrar of firms / SECP)

3.6.1.8 Valid Registration Certificate for Income Tax & Sales Tax Department(s).

3.6.1.9 Bank statements / financial statements.

3.6.1.10 Work orders / Sale receipts.

3.6.1.11 Specifications of the goods to be supplied (as given at **Annexure-B**).

3.6.1.12 Photocopy of Bid Security.

Note-1: Technical proposal should not contain any mention of prices.

3.6.2 **Financial Proposals shall comprise the following:**

3.6.2.1 Original Bid Security in the form of CDR / DD.

3.6.2.2 Price Schedule as per **Annexure-C.**

3.7 Amendment of the Tender Document

3.7.1 The Purchaser may, at any time prior to the deadline for submission of the Tender, at ITs own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

3.7.2 The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.

3.8 Tender Price

The quoted price shall be best/ final/ fixed and valid until completion of all obligations under the Contract i.e. not subject to variation/ escalation; in Pak Rupees; inclusive of all taxes, duties, levies, insurance, freight, transportation etc.

3.9 Bid Security

The Tenderer shall furnish the Bid Security as under:

3.9.1 Original shall be included in the envelope of sealed financial proposal, photocopy shall be included in the sealed technical proposal.

3.9.2 Having a minimum validity period of ninety (90) days from the last date for submission of the Bid or until furnishing of the Performance Guarantee, whichever is later;

3.9.3 The bid security shall be returned to the technically disqualified Bidders with their unopened/ sealed financial bid while the unsuccessful bidders shall be returned the bid security only. The Bid Security shall be returned to the successful Bidder on furnishing the Performance Guarantee.

3.10 Provision of Samples

3.10.1 Samples may be produced if required by the Purchase Committee.

3.10.2 Necessary tests/Inspection, if required, can be conducted at the cost of the bidders / contractors from the institutions/organizations recommended by the Purchaser and the detailed inspection team.

3.11 Tender Validity

The Tender shall have a minimum validity period of ninety (90) days from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended.

3.12 Tender Eligibility / Qualification Criteria (Compulsory Parameters)

Eligible Bidder/ Tenderer is a Bidder/ Tenderer who:

3.12.1 Is Registered/ Incorporated under the laws of Pakistan;

3.12.2 Has valid National Tax Number (NTN) and Registered for Sales Tax purposes for at least one (1) year.

3.12.3 Has Business experience in supply of Office Stationery of at least one (1) year.

3.12.4 Whose quoted goods meet the given detailed specifications.

Note: Verifiable documentary proof for all above requirements is mandatory. Provisions of false information may lead to disqualification of bidder. FTN holder should also be registered with sales tax department separately.

3.13 Determination of Responsiveness of the Bid (Tender)

The Purchaser shall determine the substantial responsiveness of the bidder. A substantially responsive Tender is one which:

3.13.1 Meets the eligibility / qualification criteria given in this tender document;

3.13.2 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation. (A material deviation or reservation is one which affects the scope, quality of goods or limits the Purchaser's rights or the Tenderer's obligations under the Contract).

Note-1: The Tender determined as not substantially responsive may not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. The same shall be rejected being non-responsive.

3.14 Performance Guarantee

The successful bidder shall furnish Performance Guarantee as under:

3.14.1 Within Seven (07) working days of the receipt of acceptance letter from the purchaser;

3.14.2 In the form of a CDR / Demand Draft in favor of **"PDS-CEA SECURITY DEPOSIT A/C"** issued by a scheduled bank operating in Pakistan;

3.14.3 For a sum equivalent to 10% (Ten Percent) of the contract value;

3.14.4 In Pak Rupees;

3.14.5 Performance guarantee will be released to contractor on the successful completion of the warranty period.

3.14.6 The proceeds of the Performance Guarantee may be payable to the Purchaser, on occurrence of any/ all of the following conditions:

3.14.6.1 If the contractor commits a default under the Contract;

3.14.6.2 If the contractor fails to fulfill any of the obligations under the Contract;

3.14.6.3 If the contractor violates any of the terms and conditions of the Contract.

3.15 Acceptance Letter and Singing of the Contract

The lowest evaluated bidder shall be issued the acceptance letter after the announcement of Evaluation Report. However, formal contract will be signed after at least 10 days of the announcement of the Evaluation Report.

3.16 Redressal of grievances by the procuring agency

The Purchaser has constituted a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract. Any bidder feeling aggrieved by any act of the Purchaser after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report to notified grievance committee.

4 CONTRACT AGREEMENT

This CONTRACT AGREEMENT (this "Contract") made as of the **[day]** of **[month]**, **[year]**, between **Punjab Daanish Schools & Centers of Excellence Authority** (the "Purchaser"), on the one part, and

[full legal name of Contractor & Address], on the other part severally liable to the Purchaser for all of the Contractor's obligations under this Contract and is deemed to be included in any reference to the term "the Contractor" for procurement of **Office Stationery.**

RECITALS

WHEREAS,

(a) The Purchaser has requested the Contractor to provide certain supply of Goods as described in Tender Document; and

(b) The Contractor, having represented to the Purchaser that IT has the required professional skills, and personnel and technical resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

1. The Contractor hereby covenants with the Purchaser to supply the Goods and to remedy damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and remedying of damage therein.
3. The Bid Document, Technical and Financial Bids, Acceptance Letter & Award Notification and Work Order shall be deemed to form and be read and construed as part of this Contract

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

For **PDS&CEA, Lahore:**

Signature _____

Name _____

Designation _____

For **[full legal name of the Contractor]:**

Signature _____

Name _____

Designation _____

WITNESSES

Signature _____

Name _____

Designation _____

Address _____

Signature _____

CNIC _____

Name _____

Designation _____

Address _____

5 CONDITIONS OF CONTRACT

5.1 Contract

Immediately on receipt of acceptance letter, the successful Tenderer shall arrange the Stamp Paper for signing of the contract provided in the tender documents. The Tenderer shall sign and date the Contract and return it to the Purchaser.

5.2 Contract Duration

The Contract duration shall be for current year ending on **30th June, 2025** or until the completion of work.

5.3 Standards

The Goods supplied under this Contract shall conform to the authoritative latest industry standards.

5.3.1 Inspections, where required, can be undertaken at any time.

5.3.2 Laboratory tests, whenever applicable, may be conducted at the expense of the contractor.

5.3.3 Necessary certifications may be asked for and examined to conform to standards.

5.4 Delivery

5.4.1 The contractor shall deliver the Goods within **30 days** of the issuance of the purchase orders. However, with mutual agreement this period can be shortened.

5.4.2 However, this period may be extended by the purchaser on his sole discretion upon a written request of contractor.

5.4.3 The Contractor shall provide the required Goods as is sufficient to prevent the damage or deterioration during storing and transit to their final destination as indicated in the Contract.

5.4.4 The Goods shall remain at the risk and under the physical custody of the Contractor until the delivery and taking over of the Goods is completed.

5.4.5 The Contractor shall ensure that the Goods shall be delivered complete and as per schedule of delivery.

5.4.6 The Contractor shall ensure to get signed “Delivery Challan” from Purchaser Representative upon successful deliveries.

5.5 Satisfactory Report

The Purchaser will issue Satisfactory Reports to the Contractor upon successful completion of delivery of goods and after due verification /checking/counting etc. of the goods keeping in view the nature of goods, which the Contractor is liable to provide in consideration of this Contract.

5.6 Payment

5.6.1 The Contractor shall provide separate breakup of Item wise goods in the invoice.

5.6.2 The Purchaser shall pay the amount verified to the contractor. Payment shall not be made in advance and against partial deliveries and until Satisfactory delivery report is issued by the Purchaser.

5.6.3 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan.

5.7 Price

The Contractor shall not charge prices for the Goods supplied and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.

5.8 Contract Amendment

5.8.1 The Purchaser may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/ requirement in the light of prevailing rules and regulations.

5.8.2 The Contractor shall not execute any Change until and unless the Purchaser has allowed the said Change, by written order served on the Contractor.

5.8.3 The Change shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.

5.8.4 No variation in or modification in the Contract shall be made, except by written amendment signed by both the Purchaser and the Contractor.

5.9 Assignment / Subcontract

5.9.1 The Contractor shall not assign or sub-contract ITs obligations under the Contract, in whole or in part, except with the Purchaser's prior written consent.

5.9.2 The Contractor shall guarantee that any and all assignees/ subcontractors of the Contractor shall, for performance of any part/ whole of the work under the contract, comply fully with the terms and conditions of the Contract applicable to such part/ whole of the work under the contract.

5.10 Extensions in time for performance of obligations under the Contract

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Contractor shall, by written notice served on the Purchaser, promptly indicate the facts of the delay, ITs likely duration and ITs cause(s). As soon as practicable after receipt of such notice, the Purchaser shall evaluate the situation and may, at ITs exclusive discretion, without prejudice to any other remedy IT may have, by written order served on the Contractor, extend the Contractor's time for performance of ITs obligations under the Contract.

5.11 Liquidated Damages

If the Contractor fails to provide the required Goods as is sufficient to prevent the damage or deterioration of Goods during storing as indicated in the Contract, the Purchaser may either deduct the amount from the Contract Price or the contractor shall pay the purchaser the amount equal to the original cost of the damaged/lost Goods due to any reason e.g. Accident, rain, damage and theft etc.

If the Contractor fails to provide any item within delivery time, 0.1 % penalty may be imposed for that particular item per day, upto the maximum of 10% of contract value.

5.12 Blacklisting

If the Contractor fails/ delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without prejudice to any other right of action/ remedy IT may have, blacklist the Contractor.

5.13 Termination for Default / Insolvency

5.13.1 If the Contractor fails/ delays in performance of any of the obligations, under the Contract/ violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract the Purchaser may, at any time, without prejudice to any other right of action/ remedy IT may have, by written notice served on the Contractor, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure ITs failure/ delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

5.13.2 If the Purchaser terminates the Contract for default, in whole or in part, the Purchaser may procure, upon such terms and conditions and in such manner as IT deems appropriate, Goods, similar to those undelivered, and the Contractor shall be liable to the Purchaser for any excess costs for such similar Goods. However, the Contractor shall continue performance of the Contract to the extent not terminated.

5.13.3 Similarly, if the Contractor becomes bankrupt or otherwise insolvent, the Purchaser may, at any time, without prejudice to any other right of action/ remedy IT may have, by written notice served on the Contractor, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

5.14 Force Majeure

5.14.1 For the purpose of this contract "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a party's performance of ITs obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies.

5.14.2 The Contractor may not be liable for liquidated damages, blacklisting for future tenders, if and to the extent his failure/ delay in performance/ discharge of obligations under the Contract is the result of an event of Force Majeure.

5.14.3 If a Force Majeure situation arises, The Contractor shall, by written notice served on The Purchaser, indicate such condition and the cause thereof. Unless otherwise directed by The Purchaser in writing, The Contractor shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5.15 Dispute Resolution through Mediation and Arbitration

5.15.1 The Purchaser and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

5.15.2 If, after thirty (30) working days, from the commencement of such informal negotiations, the Purchaser and the Contractor have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration by one or more arbitrators selected in accordance with mutual consultation. The place for arbitration shall be Lahore. The award shall be final and binding on the parties.

5.16 Penalty

In case the supplied goods are not found as per the given specifications during the inspection / laboratory tests, the purchaser will reserve the right to demand replacement of objected Item or impose penalty with the approval of purchase committee as deemed appropriate in the light of observed / reported deviation.

5.17 Recovery Mechanism

Any excess payment made to the contractor inadvertently or otherwise, under the contract or on any account whatsoever, and any other sum found to be due to the government by the contractor in respect of this contract, or any other contract, or work order, or on any account whatsoever, maybe deducted from any sum whatsoever payable by government to the contractor, either in respect of this contract or any work order or contract, or on any other account by any other department of the government; or recovered from the contract or as "Arrears of Land Revenue".

5.18 Warranty

Contractor shall be responsible for warranty for a period of three (3) months from the date of delivery completion and amount of performance guarantee will be released on the successful completion of warranty period.

6 ANNEXURES

Annexure-A

To be submitted with technical proposal

FORMAT FOR COVERING LETTER
On Official Letterhead of the bidder

To
Manager Procurement
PDS&CEA, Lahore

Sub: Submission of Tender for Office Stationery

Dear Sir,

a) Having examined the tender document and Annexures we, the undersigned, in conformity with the said document, offer to provide the said goods and services on terms of reference to be signed upon the award of contract for the sum indicated as per Price Schedule.

b) We undertake, if our proposal is accepted, to provide the goods and services comprise in the contract within time frame specified, starting from the date of issuance of purchase order from the purchaser.

c) We agree to execute a contract in the form to be communicated by the Purchaser, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.

d) We understand that you are not bound to accept a lowest or any bid you may receive, not to justify for rejection of any bid and that you will not defray any expenses incurred by us in biding.

e) We also declare that any of the Divisions / Departments of the Federal and Provincial Governments has not declared us blacklisted on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Bid Document.

f) It is further certified that none of the owner / director or representative in this firm / company is / are owner / director or representative of any other black listed firm / company.

g) It is certified and undertaken that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered. We have gone through all the conditions of tender and are liable to any disciplinary action for furnishing false information/ documents.

_____

Authorized Signatures with Official Stamp

Annexure-B

Table of Technical Specifications

To be submitted with technical proposal

Sr. #	Name of Items	Unit	Specifications
1	White Paper (70GSM) A4	Ream (A4)	A4, 70 GSM
2	White Paper (80GSM) A4	Ream (A4)	A4, 80 GSM
3	Envelope 9"x4" Size	Packet of 25 Envelopes	Size 9"x4", White front pocket
4	Envelope A4 Size	Packet of 50 Envelopes	Size A4, White Color
5	Envelope Legal Size	Packet of 50 Envelopes	Size Legal Size, White Color
6	Envelope A3 Size	Packet of 50 Envelopes	Size A3 Size, White Color
7	Draft Pad / Writing Pad / Note Pad	Piece	Size F5, 50 pages, Sigma or equivalent
8	Register Legal Size	Piece	280 pages, legal size, Narrow line
9	Register Mail I/O	Piece	Mail Incoming and Outgoing, size 5 Piece, Global Enterprises or equivalent
10	Ball Points	Packet of 10 Pieces	Blue, Dollar Clipper or equivalent
11	Led Pencil (Triangular)	Packet of 12 Pieces	Bahadur Trica or equivalent
12	Pointer	Packet of 10 Pieces	Blue, Black, Red, Green, 0.3mm Fineliner, Dollar or equivalent
13	Text marker / Highlighter	Piece	Yellow, Green, Pink, Orange, etc. Regular Size, Pelikan or equivalent
14	Blanco Pen	Piece	7ml, Pelikan or equivalent
15	Eraser	Piece	Medium Size, Staedtler, Pelikan or equivalent
16	Sharpener	Piece	Single Blade, Staedtler, Pelikan or equivalent
17	Sharpener Machine	Piece	Deli or equivalent
18	Paper Clips	Packet of 100 Pieces	30mm, Dux, Dollar or equivalent
19	Paper Cutter	Piece	Steel Blade x 2, Auto Lock, 0.5mm x 18mm x 100mm, Deli or equivalent
20	Punching Machine	Piece	Deli, Max or Equivalent (25 pages)
21	Heavy Duty Punching Machine	Piece	Deli, Max or Equivalent
22	Stapler with staple remover (10 #)	Piece	Max or equivalent
23	Stapler with side staple remover (24/6 #)	Piece	Max or equivalent
24	Heavy Duty Stapler 23#	Piece	Max, Deli or equivalent
25	Stapler Pins (10 #)	Packet of 1000 staples	Dux, Dollar or equivalent
26	Stapler Pins (24/6 #)	Packet of 1000 staples	Dux, Dollar or equivalent
27	Stapler Pins (23/13 #)	Packet of 1000 staples	Dux, Dollar or equivalent
28	Tape Dispenser	Piece	KW-triO or equivalent
29	Scotch Tape	Piece	1inch, 50Yards, Deer or equivalent
30	Packing Tape	Piece	Neshiban or equivalent 72MM x 66M
31	Separator	Packet of 10/12 Pieces	A4 and legal size. Paper & Plastic made, Fine quality
32	Sticking Notes	Piece	Size 3"x3", Yellow, 100 Sheets per Pad, Pronoti or Equivalent

Sr. #	Name of Items	Unit	Specifications
33	Multicolor Sticking Flag Notes / Tags	Packet of 5 Pieces of 100 sheets	Size 40mm x 60mm, 100 Sheets per Pad, 4 pads per tray, Pronoti or Equivalent
34	Scissors	Piece	Medium size, Stainless Steel with Plastic Handle, Staedtler or Equivalent
35	Glue Stick	Piece	20-24 gram, UHU or equivalent
36	Binding tape1.5 inch	Piece	Sansa, Nichiban or equivalent
37	Binding Tape 2 inch	Piece	Sansa, Nichiban or equivalent
38	Binding Tape 3 inch	Piece	Sansa, Nichiban or equivalent
39	File Flappers a/w thread	Piece	Regular size, Fine Quality

Note-2: Purchase committee will have the right to select / choose the best design with given / improved / better specifications out of the samples provided by the bidders.

Annexure-C

To be submitted with financial proposal

PRICE SCHEDULE

Single Lot (Office Stationery)

Sr. #	Name of Items	Unit	Specifications	Quantity Required	Unit Price (Rs) inclusive all taxes & charges	Total Amount (Rs)
1	White Paper (70GSM) A4	Ream (A4)	A4, 70 GSM	1,000		
2	White Paper (80GSM) A4	Ream (A4)	A4, 80 GSM	300		
3	Envelope 9"x4" Size	Packet of 25 Envelopes	Size 9"x4", White front pocket	625		
4	Envelope A4 Size	Packet of 50 Envelopes	Size A4, White Color	24		
5	Envelope Legal Size	Packet of 50 Envelopes	Size Legal Size, White Color	24		
6	Envelope A3 Size	Packet of 50 Envelopes	Size A3 Size, White Color	6		
7	Draft Pad / Writing Pad / Note Pad	Piece	Size F5, 50 pages, Sigma or equivalent	60		
8	Register Legal Size	Piece	280 pages, legal size, Narrow line	36		
9	Register Mail I/O	Piece	Mail Incoming and Outgoing, size 5 Piece, Global Enterprises or equivalent	48		
10	Ball Points	Packet of 10 Pieces	Blue, Dollar Clipper or equivalent	120		
11	Led Pencil (Triangular)	Packet of 12 Pieces	Bahadur Trica or equivalent	36		
12	Pointer	Packet of 10 Pieces	Blue, Black, Red, Green, 0.3mm Fineliner, Dollar or equivalent	48		
13	Text marker / Highlighter	Piece	Yellow, Green, Pink, Orange, etc. Regular Size, Pelikan or equivalent	120		
14	Blanco Pen	Piece	7ml, Pelikan or equivalent	30		
15	Eraser	Piece	Medium Size, Staedtler, Pelikan or equivalent	60		
16	Sharpener	Piece	Single Blade, Staedtler, Pelikan or equivalent	50		
17	Sharpener Machine	Piece	Deli or equivalent	6		
18	Paper Clips	Packet of 100 Pieces	30mm, Dux, Dollar or equivalent	50		
19	Paper Cutter	Piece	Steel Blade x 2, Auto Lock, 0.5mm x 18mm x 100mm, Deli or equivalent	24		
20	Punching Machine	Piece	Deli, Max or Equivalent (25 pages)	12		

Sr. #	Name of Items	Unit	Specifications	Quantity Required	Unit Price (Rs) inclusive all taxes & charges	Total Amount (Rs)
21	Heavy Duty Punching Machine	Piece	Deli, Max or Equivalent	3		
22	Stapler with staple remover (10 #)	Piece	Max or equivalent	24		
23	Stapler with side staple remover (24/6 #)	Piece	Max or equivalent	48		
24	Heavy Duty Stapler 23#	Piece	Max, Deli or equivalent	6		
25	Stapler Pins (10 #)	Packet of 1000 staples	Dux, Dollar or equivalent	150		
26	Stapler Pins (24/6 #)	Packet of 1000 staples	Dux, Dollar or equivalent	240		
27	Stapler Pins (23/13 #)	Packet of 1000 staples	Dux, Dollar or equivalent	30		
28	Tape Dispenser	Piece	KW-triO or equivalent	10		
29	Scotch Tape	Piece	1inch, 50Yards, Deer or equivalent	300		
30	Packing Tape	Piece	Neshiban or equivalent 72MM x 66M	40		
31	Separator	Packet of 10/12 Pieces	A4 and legal size. Paper & Plastic made, Fine quality	30		
32	Sticking Notes	Piece	Size 3"x3", Yellow, 100 Sheets per Pad, Pronoti or Equivalent	30		
33	Multicolor Sticking Flag Notes / Tags	Packet of 5 Pieces of 100 sheets	Size 40mm x 60mm, 100 Sheets per Pad, 4 pads per tray, Pronoti or Equivalent	50		
34	Scissors	Piece	Medium size, Stainless Steel with Plastic Handle, Staedtler or Equivalent	24		
35	Glue Stick	Piece	20-24 gram, UHU or equivalent	50		
36	Binding tape1.5 inch	Piece	Sansa, Nichiban or equivalent	50		
37	Binding Tape 2 inch	Piece	Sansa, Nichiban or equivalent	50		
38	Binding Tape 3 inch	Piece	Sansa, Nichiban or equivalent	50		
39	File Flappers a/w thread	Piece	Regular size, Fine Quality	200		

Amount in words:

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Authorized Sign & Stamp of Bidder