BIDDING DOCUMENTS

(PROCUREMENT OF PRINTER TONERS AND OFFICE STATIONERY)

PUNJAB DAANISH SCHOOLS & CENTERS OF EXCELLENCE AUTHORITY

1. INVITATION TO BID

E-bids are invited from all authorized dealers, distributors, sellers and suppliers of printer's toners and office stationery 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) (online through PSID)
1	Printer Tonners	2.030	40,606
2	Office Stationery	1.950	39,007

The bid documents are immediately available at the PPRA website **www.ppra.punjab.gov.pk,** Punjab E-Procurement System **"https://ep.punjab.gov.pk/auth/login"** and PDS & CEA website **www.daanishschools.punjab.edu.pk** free of cost for participation in tender through **Punjab e-procurement system**.

The intending bidders shall submit their profiles including technical and financial bids **online through Punjab E-Procurement System.** Above mentioned bid security shall be paid / attached with tender online through PSID generation on Punjab E-Procurement System "**https://ep.punjab.gov.pk/auth/login**".

Last date for the bid submission is **Monday, 07 December, 2026 at 11:00AM**.

Technical bids shall be opened on the same day at **11:30AM** through **Punjab E-Procurement System**.

The URL of the website of the PPRA is (https://eproc.punjab.gov.pk/activetenders.aspx) and the response time shall be calculated exclusively from the date of publication of the advertisement on the website of PPRA

Punjab Daanish Schools & Centers of Excellence Authority
Japanese Cell, Building Research Station, Canal Bank Road,
Near Punjab University New Campus, Lahore.
po.authority@daanishschools.edu.pk, 042-99232095

TABLE OF CONTENTS

1. INVITATION TO BID 1
2 INSTRUCTIONS TO BIDDERS (ITB) 3
3 TERMS AND CONDITIONS OF THE TENDER 5
3.1 Definitions 5
3.2 Tender Scope 5
3.3 Sizes 7
3.4 Design, Pattern, Shape 8
3.5 Tender Cost 8
3.6 Preparation / Submission of Tender 8
3.7 Amendment of the Tender Document 8
3.8 Tender Price 8
3.9 Bid Security 8
3.10 Provision of Samples 8
3.11 Tender Validity 9
3.12 Tender Eligibility / Qualification Criteria (Compulsory Parameters) 9
3.13 Determination of Responsiveness of the Bid (Tender) 9
3.14 Performance Guarantee 9
3.15 Acceptance Letter and Singing of the Contract 9
3.16 Redressal of grievances by the procuring agency 10
4 CONTRACT AGREEMENT 11
5 CONDITIONS OF CONTRACT 12
5.1 Contract 12
5.2 Contract Duration 12
5.3 Standards 12
5.4 Delivery 12
5.5 Satisfactory Report 12
5.6 Payment 12
5.7 Price 12
5.8 Contract Amendment 12
5.9 Assignment / Subcontract 13
5.10 Extensions in time for performance of obligations under the Contract 13
5.11 Liquidated Damages 13
5.12 Blacklisting 13
5.13 Termination for Default / Insolvency 13
5.14 Force Majeure 14
5.15 Dispute Resolution through Mediation and Arbitration 14
5.16 Penalty 14
5.17 Recovery Mechanism 14
5.18 Warranty 14
6 ANNEXURES 15

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 **Punjab E-Procurement System "https://ep.punjab.gov.pk/auth/login".** Hard copy of the technical bid and samples (if demanded) may be requested by the procuring agency. 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 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.

2.2.2 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.

2.2.3 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.

2.2.4 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.

2.2.5 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.

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

2.2.7 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.

2.2.8 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.

2.2.9 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 Printer Toners & Office Stationery.

3.1.11 “Authorized Dealer” means authorized dealer of Printer Toners & Computer Stationery.

3.1.1 “Authorized Distributer” means authorized distributer of Printer Toners & Computer Stationery.

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

3.1.3 “Supplier” means supplier of Printer Toners & Computer Stationery.

3.1.4 “Online portal” mean Punjab e-procurement system “https://ep.punjab.gov.pk/auth/login”

3.2 Tender Scope

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

Lot-1
(Printer Toners)

Sr. No.	Items Name	Demand FY 2026-27
1	HP Printer Toner 26A	30
2	HP Printer Toner 55A	3
3	HP Printer Toner 12A	6
4	HP Printer Toner 85A	4
5	HP Printer Toner 93A	8

Sr. No.	Items Name	Demand FY 2026-27
6	HP Printer Toner 81A	6
7	HP Printer Toner 151A	8
8	HP Printer Toner 76A	5
9	Photocopier Machine Toner (Konica Minolta 454e)	7
10	Photocopier Machine Toner (RICOH 3353)	6
11	Photocopier Machine Toner (Kyocera Taskalfa 4012i)	6
12	Complete Set of 4x Colors Tonners for HP Laser Jet 150nw Printer	2
13	Complete Set of 4x Colors Toners for HP Laser Jet Pro MFP M283fdw Printer	3
14	Set of Color Ribbon and Re-transfer film for Printer Matica XID-8100	2
15	Power Cable	25
16	Printer USB Cable	10

Lot-2
(Office Stationery)

Sr. #	Name of Items	Unit	Quantity Required
1	White Paper (70GSM) A4	Ream (A4)	360
2	White Paper (80GSM) A4	Ream (A4)	278
3	White Paper (80GSM) Legal Size	Ream (Legal Size)	67
4	Draft Pad / Writing Pad / Note Pad	Piece	273
5	Register Legal Size	Piece	22
6	Register Mail I/O	Piece	6
7	Ball Points	Packet of 10 Pieces	112
8	Led Pencil (Triangular)	Packet of 12 Pieces	40
9	Pointer	Packet of 10 Pieces	60
10	Text marker / Highlighter	Piece	140
11	Blanco Pen	Piece	50
12	Eraser	Piece	100
13	Sharpener	Piece	100
14	Sharpener Machine	Piece	10
15	Paper Clips	Packet of 100 Pieces	50
16	Paper Cutter	Piece	24
17	Punching Machine	Piece	12

Sr. #	Name of Items	Unit	Quantity Required
18	Heavy Duty Punching Machine	Piece	3
19	Stapler with staple remover (10 #)	Piece	24
20	Stapler with side staple remover (24/6 #)	Piece	24
21	Heavy Duty Stapler 23#	Piece	2
22	Stapler Pins (10 #)	Packet of 1000 staples	150
23	Stapler Pins (24/6 #)	Packet of 1000 staples	240
24	Stapler Pins (23/13 #)	Packet of 1000 staples	45
25	Stapler Pins (23/15 #)	Packet of 1000 staples	25
26	Stapler Pins (23/9 #)	Packet of 1000 staples	10
27	Tape Dispenser	Piece	6
28	Scotch Tape	Piece	330
29	Packing Tape	Piece	100
30	Separator	Packet of 10/12 Pieces	30
31	Sticking Notes	Piece	30
32	Multicolor Sticking Flag Notes / Tags	Packet of 5 Pieces of 100 sheets	50
33	Scissors	Piece	12
34	Glue Stick	Piece	200
35	Binding Tape 2 inch	Piece	50
36	Binding Tape 3 inch	Piece	50
37	File Flappers a/w thread	Piece	200
38	Binding Sheet Legal	Pack of 100 sheets	10
39	Binding Cards Legal	Pack of 100 sheets	2
40	Box File Legal	Piece	350
41	Calculator	Piece	10
42	D-Ring File Plastic	Piece	25
43	Magic File Flapper	Piece	500
44	File Tag / Thread	Pack of 50 threads	200
45	Gel Pen	Pack of 12 pieces	10
46	Log Book	Piece	60
47	Permanent Marker	Piece	100
48	Scale steel	Piece	40
49	Stamp Pad	Piece	16
50	Stamp Pad Ink	Piece	16
51	Clip Binder	Pack of 50 pieces	5

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

3.2.3 Detailed Specifications of Printer Toners and 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 the IT 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 will comprise the following**:

- 3.6.1.1 Covering letter on letter head of bidder duly signed and stamped as per **Annexure-A**.
- 3.6.1.2 List giving the detail of owner(s), director(s) and representative(s) along with a copy of their attested ID card(s).
- 3.6.1.3 Certificate of Registration/ Incorporation under the laws of Pakistan
- 3.6.1.4 Valid Registration Certificate for Income Tax & Sales Tax Department(s).
- 3.6.1.5 Bank statements / financial statements (as required in marking criteria).
- 3.6.1.6 Work orders / Sale receipts (as required in marking criteria).
- 3.6.1.7 Specifications of the goods to be supplied (should compliance with **Annexure-B**).
- 3.6.1.8 Paid PSID document as evident of Bid Security Payment.

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

Note-2: One sample of crockery & cutlery items at Serial # 17 to 32 as per defined specifications must be submitted to the Purchase Committee at the time of technical bid opening.

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

- 3.6.2.1 Price Schedule as per **Annexure-C.**
- 3.6.2.2 Shall be uploaded on Punjab E-Procurement System with sign & stamp.

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 Amount of bid security shall be paid and attached with concerned tender by generating PSID on Punjab E-Procurement System "https://ep.punjab.gov.pk/auth/login".

3.9.2 Amount of the bid security is mentioned the first page (advertisement) of bid documents.

3.9.3 Original bid security instrument shall be submitted to the Purchase Committee before opening of the tender.

3.9.4 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;

3.9.5 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.

3.9.6 The Bid Security shall be returned to the successful Bidder on furnishing the Performance Guarantee.

3.10 Provision of Samples

3.10.1 Samples shall 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 printer tonners for Lot-1 and office stationery for Lot-2 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 ten (10) working days of the receipt of acceptance letter from the purchaser.

3.14.2 In the form of a CDR / Demand Draft issued by a scheduled bank operating in Pakistan;

3.14.3 For a sum equivalent to 5% (Five Percent) of the contract value, in Pak Rupees.

3.14.4 Performance guarantee will be released to contractor on the successful completion of the warrantee period.

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

3.14.6 If the contractor commits a default under the Contract;
3.14.7 If the contractor fails to fulfill any of the obligations under the Contract;
3.14.8 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 **Printer Tonners (Lot-1 and/or Office Stationery (Lot-2).**

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:**		For **[full legal name of the Contractor]:**	
Signature	_____	Signature	_____
Name	_____	Name	_____
Designation	_____	Designation	_____

WITNESSES

Signature	_____	Signature	_____
		CNIC	_____
Name	_____	Name	_____
Designation	_____	Designation	_____
Address	_____	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, 2027** 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 Printer Tonners & Computer 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) 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 with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information/ documents.

_____

Authorized Signatures with Official Stamp

Table of Technical Specifications

To be submitted with technical proposal

Lot-1 (Printer Toners)

Sr. #	Item Name	Specifications
1	HP Printer Toner 26A	HP Printer Toner 26A Laser Jet Printing Original Manufacturer or Compatible Black Ink Toner Cartridge Condition: New Page Yield: Estimated 3,000 pages ± 5%
2	HP Printer Toner 55A	HP Printer Toner 55A Laser Jet Printing Original Manufacturer or Compatible Black Ink Toner Cartridge Condition: New Page Yield: Estimated 6,000 pages ± 5%
3	HP Printer Toner 12A	HP Printer Toner 12A Laser Jet Printing Original Manufacturer or Compatible Black Ink Toner Cartridge Condition: New Page Yield: Estimated 2,000 pages ± 5%
4	HP Printer Toner 85A	HP Printer Toner 85A Laser Jet Printing Original Manufacturer or Compatible Black Ink Toner Cartridge Condition: New Page Yield: Estimated 1,600 pages ± 5%
5	HP Printer Toner 93A	HP Printer Toner 93A Laser Jet Printing Original Manufacturer or Compatible Black Ink Toner Cartridge Condition: New Page Yield: Estimated 12,000 pages ± 5%
6	HP Printer Toner 81A	HP Printer Toner 81A Laser Jet Printing Original Manufacturer or Compatible Black Ink Toner Cartridge Condition: New Page Yield: Estimated 10,000 pages ± 5%
7	HP Printer Toner 151A	HP Printer Toner 151A Laser Jet Printing Original Manufacturer or Compatible Black Ink Toner Cartridge Condition: New Page Yield: Estimated 3,000 pages ± 5%
8	HP Printer Toner 76A	HP Printer Toner 76A Laser Jet Printing Original Manufacturer or Compatible Black Ink Toner Cartridge Condition: New Page Yield: Estimated 3,000 pages ± 5%
9	Photocopier Machine Toner (Konica Minolta 454e)	Photocopier Machine Model: Konica Minolta 454e Original Manufacturer or Compatible Black Ink Toner Cartridge

Sr. #	Item Name	Specifications
		Condition: New Page Yield: Estimated 35,000 pages ± 5%
10	Photocopier Machine Toner (RICOH 3353)	Photocopier Machine Model: RICOH 3353 Original Manufacturer or Compatible Black Ink Toner Cartridge Condition: New Page Yield: Estimated 11,000 pages ± 5%
11	Photocopier Machine Toner (Kyocera Taskalfa 4012i)	Photocopier Machine Model: Kyocera Taskalfa 4012i Original Manufacturer or Compatible Black Ink Toner Cartridge Condition: New Page Yield: Estimated 35,000 pages ± 5%
12	Complete Set of 4x Colors Tonners for HP Laser Jet 150nw Printer	Printer Model: HP 150nw (color printer) Original Manufacturer or Compatible Set of; 1x HP 117A Black Laser Toner Cartridge, Pages: 1000 ± 5% 1x HP 117A Cyan Laser Toner Cartridge, Pages: 700 ± 5% 1x HP 117A Yellow Laser Toner Cartridge, Pages: 700 ± 5% 1x HP 117A Magenta Laser Toner Cartridge, Pages: 700 ± 5%
13	Complete Set of 4x Colors Toners for HP Laser Jet Pro MFP M283fdw Printer	Printer Model: HP M283fdw (color printer) Original Manufacturer or Compatible Set of (Multipack); 1x HP 207A Black Laser Toner Cartridge, Pages: 1100 ± 5% 1x HP 207A Cyan Laser Toner Cartridge, Pages: 900 ± 5% 1x HP 207A Yellow Laser Toner Cartridge, Pages: 900 ± 5% 1x HP 207A Magenta Laser Toner Cartridge, Pages: 900 ± 5%
14	Set of Color Ribbon and Re-transfer film for Printer Matica XID-8100	Set of Color Ribbon and Re-transfer film for Printer Matica XID-8100 Capacity: upto 1000 cards (full colors)
15	Power Cable	Power Cables for Computers, Monitors, Printers & Photocopiers etc. Pins: 2 Pins & 3 Pins Current Flow Capacity: Minimum 10 Amp Voltage: Minimum 220 Volts Conductor Wires: 100% Copper Length: Minimum 1.5 Meter
16	Printer USB Cable	Printer USB Cable Length: Minimum 1.5 Meter Build Quality: Fine

Lot-2 (Office Stationery)

Sr. #	Name of Items	Unit	Specifications
1	White Paper (70GSM) A4	Ream (A4)	A4, 70 GSM Copymate, Double AA, BLC or equivalent
2	White Paper (80GSM) A4	Ream (A4)	A4, 80 GSM Copymate, Double AA, BLC or equivalent
3	White Paper (80GSM) Legal Size	Ream (Legal Size)	Legal Size, 80 GSM Copymate, Double AA, BLC or equivalent
4	Draft Pad / Writing Pad / Note Pad	Piece	Size F5, 50 pages, Sigma or equivalent
5	Register Legal Size	Piece	280 pages, legal size, Narrow line
6	Register Mail I/O	Piece	Mail Incoming and Outgoing, size 5 Piece, Global Enterprises or equivalent
7	Ball Points	Packet of 10 Pieces	Blue, Dollar Clipper or equivalent
8	Led Pencil (Triangular)	Packet of 12 Pieces	Bahadur Trica or equivalent
9	Pointer	Packet of 10 Pieces	Blue, Black, Red, Green, 0.3mm Fineliner, Dollar or equivalent
10	Text marker / Highlighter	Piece	Yellow, Green, Pink, Orange, etc. Regular Size, Pelikan or equivalent
11	Blanco Pen	Piece	7ml, Pelikan or equivalent
12	Eraser	Piece	Medium Size, Staedtler, Pelikan or equivalent
13	Sharpener	Piece	Single Blade, Staedtler, Pelikan or equivalent
14	Sharpener Machine	Piece	Deli or equivalent
15	Paper Clips	Packet of 100 Pieces	30mm, Dux, Dollar or equivalent
16	Paper Cutter	Piece	Steel Blade x 2, Auto Lock, 0.5mm x 18mm x 100mm, Deli or equivalent
17	Punching Machine	Piece	Max, Deli or equivalent
18	Heavy Duty Punching Machine	Piece	Max, Deli or equivalent
19	Stapler with staple remover (10 #)	Piece	Max or equivalent
20	Stapler with side staple remover (24/6 #)	Piece	Max or equivalent
21	Heavy Duty Stapler 23#	Piece	Max, Deli or equivalent
22	Stapler Pins (10 #)	Packet of 1000 staples	Dux, Dollar or equivalent
23	Stapler Pins (24/6 #)	Packet of 1000 staples	Dux, Dollar or equivalent
24	Stapler Pins (23/13 #)	Packet of 1000 staples	Dux, Dollar or equivalent
25	Stapler Pins (23/15 #)	Packet of 1000 staples	Dux, Dollar or equivalent

Sr. #	Name of Items	Unit	Specifications
26	Stapler Pins (23/9 #)	Packet of 1000 staples	Dux, Dollar or equivalent
27	Tape Dispenser	Piece	KW-triO or equivalent
28	Scotch Tape	Piece	1inch, 50Yards, Deer or equivalent
29	Packing Tape	Piece	Neshiban or equivalent 72MM x 66M
30	Separator	Packet of 10/12 Pieces	A4 and legal size. Paper & Plastic made, Fine quality
31	Sticking Notes	Piece	Size 3"x3", Yellow, 100 Sheets per Pad, Pronoti or Equivalent
32	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
33	Scissors	Piece	Medium size, Stainless Steel with Plastic Handle, Staedtler or Equivalent
34	Glue Stick	Piece	20-24 gram, UHU or equivalent
35	Binding Tape 2 inch	Piece	Sansa, Nichiban or equivalent
36	Binding Tape 3 inch	Piece	Sansa, Nichiban or equivalent
37	File Flappers a/w thread	Piece	Regular size, Fine Quality
38	Binding Sheet Legal	Pack of 100 sheets	Legal size, Transparent, Fine Quality
39	Binding Cards Legal	Pack of 100 sheets	Legal size, Transparent, Fine Quality
40	Box File Legal	Piece	Legal size, Fine Quality, Al falah or equivalent with clipper
41	Calculator	Piece	Casio MW 8V or equivalent
42	D-Ring File Plastic	Piece	Plastic D-Ring File, Fine Quality
43	Magic File Flapper	Piece	Fine Quality, Green Color
44	File Tag / Thread	Pack of 50 threads	Fine Quality, white color
45	Gel Pen	Pack of 12 pieces	Fine Quality, red, blue & green
46	Log Book	Piece	Fine Quality
47	Permanent Marker	Piece	Fine Quality
48	Scale steel	Piece	Fine Quality, 12 inches
49	Stamp Pad	Piece	Fine Quality
50	Stamp Pad Ink	Piece	Fine Quality
51	Clip Binder	Pack of 50 pieces	Fine Quality, Medium size

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

Lot-1 (Printer Tonner)

Sr. No.	Items Name	Specifications	Quantities	Rate / Unit (Inclusive of all taxes, Transportation & Other Charges)	Amount (Rs)
1	HP Printer Toner 26A	As per Annexure-B	30		
2	HP Printer Toner 55A	As per Annexure-B	3		
3	HP Printer Toner 12A	As per Annexure-B	6		
4	HP Printer Toner 85A	As per Annexure-B	4		
5	HP Printer Toner 93A	As per Annexure-B	8		
6	HP Printer Toner 81A	As per Annexure-B	6		
7	HP Printer Toner 151A	As per Annexure-B	8		
8	HP Printer Toner 76A	As per Annexure-B	5		
9	Photocopier Machine Toner (Konica Minolta 454e)	As per Annexure-B	7		
10	Photocopier Machine Toner (RICOH 3353)	As per Annexure-B	6		
11	Photocopier Machine Toner (Kyocera Taskalfa 4012i)	As per Annexure-B	6		
12	Complete Set of 4x Colors Tonners for HP Laser Jet 150nw Printer	As per Annexure-B	2		
13	Complete Set of 4x Colors Toners for HP Laser Jet Pro MFP M283fdw Printer	As per Annexure-B	3		
14	Set of Color Ribbon and Re-transfer film for Printer Matica XID-8100	As per Annexure-B	2		
15	Power Cable	As per Annexure-B	25		
16	Printer USB Cable	As per Annexure-B	10		
Total Amount Rs					

Amount in words:

_____

_____

_____

Authorized Sign & Stamp of Bidder

Annexure-C

To be submitted with financial proposal

PRICE SCHEDULE

Lot-2 (Office Stationery)

Sr. No.	Items Name		Specifications	Quantities	Rate / Unit (Inclusive of all taxes, Transportation & Other Charges)	Amount (Rs)
1	White Paper (70GSM) A4	Ream (A4)	As per Annexure-B	360		
2	White Paper (80GSM) A4	Ream (A4)	As per Annexure-B	278		
3	White Paper (80GSM) Legal Size	Ream (Legal Size)	As per Annexure-B	67		
4	Draft Pad / Writing Pad / Note Pad	Piece	As per Annexure-B	273		
5	Register Legal Size	Piece	As per Annexure-B	22		
6	Register Mail I/O	Piece	As per Annexure-B	6		
7	Ball Points	Packet of 10 Pieces	As per Annexure-B	112		
8	Led Pencil (Triangular)	Packet of 12 Pieces	As per Annexure-B	40		
9	Pointer	Packet of 10 Pieces	As per Annexure-B	60		
10	Text marker / Highlighter	Piece	As per Annexure-B	140		
11	Blanco Pen	Piece	As per Annexure-B	50		
12	Eraser	Piece	As per Annexure-B	100		
13	Sharpener	Piece	As per Annexure-B	100		
14	Sharpener Machine	Piece	As per Annexure-B	10		
15	Paper Clips	Packet of 100 Pieces	As per Annexure-B	50		
16	Paper Cutter	Piece	As per Annexure-B	24		
17	Punching Machine	Piece	As per Annexure-B	12		
18	Heavy Duty Punching Machine	Piece	As per Annexure-B	3		
19	Stapler with staple remover (10 #)	Piece	As per Annexure-B	24		
20	Stapler with side staple remover (24/6 #)	Piece	As per Annexure-B	24		
21	Heavy Duty Stapler 23#	Piece	As per Annexure-B	2		
22	Stapler Pins (10 #)	Packet of 1000 staples	As per Annexure-B	150		
23	Stapler Pins (24/6 #)	Packet of 1000 staples	As per Annexure-B	240		

Sr. No.	Items Name		Specifications	Quantities	Rate / Unit (Inclusive of all taxes, Transportation & Other Charges)	Amount (Rs)
24	Stapler Pins (23/13 #)	Packet of 1000 staples	As per Annexure-B	45		
25	Stapler Pins (23/15 #)	Packet of 1000 staples	As per Annexure-B	25		
26	Stapler Pins (23/9 #)	Packet of 1000 staples	As per Annexure-B	10		
27	Tape Dispenser	Piece	As per Annexure-B	6		
28	Scotch Tape	Piece	As per Annexure-B	330		
29	Packing Tape	Piece	As per Annexure-B	100		
30	Separator	Packet of 10/12 Pieces	As per Annexure-B	30		
31	Sticking Notes	Piece	As per Annexure-B	30		
32	Multicolor Sticking Flag Notes / Tags	Packet of 5 Pieces of 100 sheets	As per Annexure-B	50		
33	Scissors	Piece	As per Annexure-B	12		
34	Glue Stick	Piece	As per Annexure-B	200		
35	Binding Tape 2 inch	Piece	As per Annexure-B	50		
36	Binding Tape 3 inch	Piece	As per Annexure-B	50		
37	File Flappers a/w thread	Piece	As per Annexure-B	200		
38	Binding Sheet Legal	Pack of 100 sheets	As per Annexure-B	10		
39	Binding Cards Legal	Pack of 100 sheets	As per Annexure-B	2		
40	Box File Legal	Piece	As per Annexure-B	350		
41	Calculator	Piece	As per Annexure-B	10		
42	D-Ring File Plastic	Piece	As per Annexure-B	25		
43	Magic File Flapper	Piece	As per Annexure-B	500		
44	File Tag / Thread	Pack of 50 threads	As per Annexure-B	200		
45	Gel Pen	Pack of 12 pieces	As per Annexure-B	10		
46	Log Book	Piece	As per Annexure-B	60		
47	Permanent Marker	Piece	As per Annexure-B	100		
48	Scale steel	Piece	As per Annexure-B	40		

Sr. No.	Items Name		Specifications	Quantities	Rate / Unit (Inclusive of all taxes, Transportation & Other Charges)	Amount (Rs)
49	Stamp Pad	Piece	As per Annexure-B	16		
50	Stamp Pad Ink	Piece	As per Annexure-B	16		
51	Clip Binder	Pack of 50 pieces	As per Annexure-B	5		
		Total Amount Rs				

Amount in words:

_____

_____

_____

Authorized Sign & Stamp of Bidder