

**BIDDING DOCUMENT**  
**REQUEST FOR PROPOSAL(RFP)**

**RFP No: E&A(Agri)6-8/2020**

National Competitive Bidding

**Single Stage-One Envelop**

**Under  
Framework Contract**

**PROCUREMENT OF STATIONERY, COMPUTER  
STATIONERY, PRINTING, COST OF OTHER AND  
OTHER ITEMS.**

<b>Issued To:</b>
Name : .....
Date : .....
<b>Issued By:</b>

Section Officer (General)

2-Bank Road, Old P&D Building,

Lahore, Distt. Lahore

Phone: 92 42 9921 0505

Email: [sog\\_agri@hotmail.com](mailto:sog_agri@hotmail.com)

August-2020

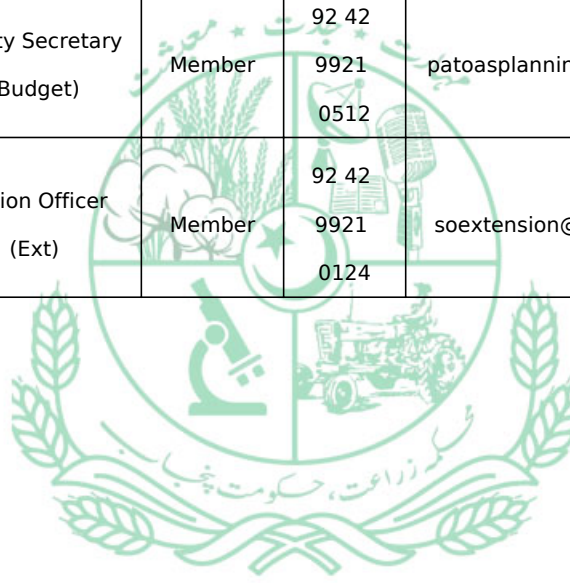
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# Grievance Redressal Committee

(Under Rule 67 of Punjab Procurement Rules-2014)

Sr. No.	Name	Designation	Position	Phone	Email	Address
1	Mr. Rao Atif Raza	Additional Secretary (Planning)	Chairman	92 42 9921 1595	patoasplanning@gmail.com	2-Bank Road, Lahore
2	Ms. Benish Noor	Deputy Secretary (Budget)	Member	92 42 9921 0512	patoasplanning@gmail.com	2-Bank Road, Lahore
3	Mr. Hafiz Muhammad Ijaz	Section Officer (Ext)	Member	92 42 9921 0124	soextension@hotmail.com	2-Bank Road, Lahore



# Invitation for Bids

National Competitive Bidding

Ref: E&A(Agri)6-8/2020

Dated: 20th August, 2020

Section Officer (General) has earmarked budget towards the cost of "PROCUREMENT OF STATIONERY, COMPUTER STATIONERY, PRINTING, COST OF OTHER AND OTHER ITEMS.". It is intended that part of the proceeds of this budget will be applied to eligible payments for supply of following item:

Sr. No.	Item	Quantity	Estimated Cost	Bid Security (%)	Bid Security (PKR)
1	Pencil Lead with fragrance	220.00 (Packet of 10 Pieces)	24794.00	2.00	495.88
2	Pencil Short Hand	160.00 (dozen)	17296.00	2.00	345.92
3	Ink Stamp	200.00 (Qty)	5520.00	2.00	110.40
4	White Fluid set	200.00 (Set)	43240.00	2.00	864.80
5	White Fluid Pen	360.00 (Qty)	12420.00	2.00	248.40
6	Gum Liquid	250.00 (Qty)	5750.00	2.00	115.00
7	Ghum Stick Medium Size	600.00 (Qty)	103500.00	2.00	2070.00
8	Ink (Genuine) Blue, Black, Red & Green	200.00 (Qty)	84180.00	2.00	1683.60
9	Laces 36	220.00 (Gushi)	14674.00	2.00	293.48
10	Tags 6 inches as per sample	600.00 (Gushi)	20700.00	2.00	414.00

Sr. No.	Item	Quantity	Estimated Cost	Bid Security (%)	Bid Security (PKR)
11	Ball Point Blue, Black, Red & Green (Clipper)	50.00 (Packet)	3738.00	2.00	74.76
12	Ball Point Blue, Black, Red & Green (Clipper)	450.00 (Packet)	33120.00	2.00	662.40
13	Permanent Marker No.70& 90	250.00 (Qty)	7188.00	2.00	143.76
14	White Board Marker (Multi Color )	220.00 (Qty)	7337.00	2.00	146.74
15	White Board Duster	10.00 (Qty)	276.00	2.00	5.52
16	Post it Pad Size 3	320.00 (Packet)	28800.00	2.00	576.00
17	Post it Pad Size 3	200.00 (Packet)	30000.00	2.00	600.00
18	Binding Tap 2	200.00 (Qty)	19780.00	2.00	395.60
19	Binding Tap 3	100.00 (Qty)	14720.00	2.00	294.40
20	Envelope Size 9x4 80gm Local paper	40000.00 (Qty)	64400.00	2.00	1288.00
21	Envelope Size 11x5 80gm Local paper	22500.00 (Qty)	45281.00	2.00	905.62
22	Envelope A-4 Size 80gm Local paper	10000.00 (Qty)	43700.00	2.00	874.00
23	Envelope File Size 80gm Local paper	7000.00 (Qty)	39445.00	2.00	788.90
24	Envelope 14x18 with Cloth Binding Golden	8000.00 (Qty)	147200.00	2.00	2944.00
25	Marker Blue, Black, Red & Green	200.00 (Packet)	272320.00	2.00	5446.40

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Estimated Cost</b>	<b>Bid Security (%)</b>	<b>Bid Security (PKR)</b>
26	Marker Red, Blue ,Black and Green	160.00 (Packet)	117760.00	2.00	2355.20
27	Marker Red, Blue ,Black and Green	30.00 (Packet)	41055.00	2.00	821.10
28	File Board with Flapper	420.00 (Qty)	11109.00	2.00	222.18
29	Paper Cutter Large size	200.00 (Qty)	22310.00	2.00	446.20
30	Paper Weight Round	150.00 (Qty)	5693.00	2.00	113.86
31	Paper Clip 36 mm	350.00 (Packet)	11270.00	2.00	225.40
32	Paper clip colour fine	20.00 (Packet)	598.00	2.00	11.96
33	Paper Pin	200.00 (Packet)	4370.00	2.00	87.40
34	Stapler Pin (ORY 24/6)	180.00 (Packet)	4968.00	2.00	99.36
35	Stapler Pin, Heavy Duty 23/17	80.00 (Packet)	10396.00	2.00	207.92
36	Stapler Pin, Heavy Duty 23/15	100.00 (Packet)	10350.00	2.00	207.00
37	Stapler Machine	20.00 (Qty)	14260.00	2.00	285.20
38	Stapler Machine	80.00 (Qty)	24472.00	2.00	489.44
39	Stapler Machine	40.00 (Qty)	15962.00	2.00	319.24
40	Stapler Machine (Heavy Duty) (200 pages)	6.00 (Qty)	18630.00	2.00	372.60

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Estimated Cost</b>	<b>Bid Security (%)</b>	<b>Bid Security (PKR)</b>
41	Sharpene	700.00 (Qty)	4669.00	2.00	93.38
42	Pin Cushion	80.00 (Qty)	2208.00	2.00	44.16
43	Paper Punch Single hole large size as per sample	160.00 (Qty)	26128.00	2.00	522.56
44	Double Punch Machine Big Size	30.00 (Qty)	12524.00	2.00	250.48
45	Rubber L/Size AL-30	500.00 (Qty)	9775.00	2.00	195.50
46	Sealing Wax Packet	30.00 (Packet)	5175.00	2.00	103.50
47	Scissor Fine	150.00 (Qty)	12765.00	2.00	255.30
48	Stamp Pad L/Size	160.00 (Qty)	12144.00	2.00	242.88
49	Short Hand Book	560.00 (Qty)	45080.00	2.00	901.60
50	Poker Fine	36.00 (Qty)	1242.00	2.00	24.84
51	Pin Remover	180.00 (Qty)	9729.00	2.00	194.58
52	Colour Flag 3x3	300.00 (Packet)	17250.00	2.00	345.00
53	Sticky notes color	120.00 (Packet)	7590.00	2.00	151.80
54	Highlighter Marker	580.00 (Qty)	18676.00	2.00	373.52
55	Fax Roll 40 meter thin core	160.00 (Qty)	61640.00	2.00	1232.80

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Estimated Cost</b>	<b>Bid Security (%)</b>	<b>Bid Security (PKR)</b>
56	Box File Large size with imported clip	50.00 (Qty)	5520.00	2.00	110.40
57	Box File A-4 size with imported clip	200.00 (Qty)	43240.00	2.00	864.80
58	L /Shape Cover Plastic	120.00 (Packet)	24012.00	2.00	480.24
59	L /Shape Cover Plastic	300.00 (Packet)	55200.00	2.00	1104.00
60	Ring File Cover plastic	300.00 (Qty)	51060.00	2.00	1021.20
61	Ring File Cover plastic	800.00 (Qty)	119600.00	2.00	2392.00
62	Binding sheet plastic	80.00 (Packet)	33580.00	2.00	671.60
63	Colour paper A-4 size	40.00 (Packet)	8050.00	2.00	161.00
64	Pakka File Cover Jori	3000.00 (Jori)	117300.00	2.00	2346.00
65	Scotch Tape 1	260.00 (Qty)	8372.00	2.00	167.44
66	Scotch Tape 2	40.00 (Qty)	3036.00	2.00	60.72
67	Steel Foot 12	100.00 (Qty)	4370.00	2.00	87.40
68	Blank / Lined Register 70 gm Paper Full escape Blank / Lined Register 70 gm Paper Full escape	300.00 (Qty)	96255.00	2.00	1925.10
69	Log Book 200 sheets	30.00 (Qty)	5865.00	2.00	117.30



Sr. No.	Item	Quantity	Estimated Cost	Bid Security (%)	Bid Security (PKR)
70	Flapper Rexene 3x24 with fine Dori	14000.00 (Qty)	1787100.00	2.00	35742.00
71	Fax/Photostat Paper 80 gm full escape legal (500 sheet)	250.00 (Ream)	239752.00	2.00	4795.04
72	Photostat Paper 80gm A-4 (500 sheet)	1650.00 (Ream)	1094095.00	2.00	21881.90
73	Toner Photostat Toshiba T-4590D	36.00 (Qty)	618930.00	2.00	12378.60
74	Calculator 12 digit Casio original (big font)	10.00 (Qty)	82237.00	2.00	1644.74
75	Calculator 14 digit Casio original (big font)	10.00 (Qty)	8855.00	2.00	177.10
76	Drafting pad legal size	50.00 (Pad)	5175.00	2.00	103.50
77	Drafting pad A-4 size	180.00 (Pad)	16560.00	2.00	331.20
78	Pen Drive (16 GB)	140.00 (Qty)	110000.00	2.00	2200.00
79	Pen Drive (32 GB)	40.00 (Qty)	52900.00	2.00	1058.00
80	Pen Drive (64 GB)	20.00 (Qty)	45402.00	2.00	908.04
81	Computer Paper legal 80 gm (500 sheet)	400.00 (Ream)	297900.00	2.00	5958.00
82	Computer Paper A-4 size 80 gm (500 sheet)	50.00 (Ream)	40825.00	2.00	816.50
83	Computer Paper A-4 size 70 gm (500 sheet)	1380.00 (Ream)	780766.00	2.00	15615.32
84	File Board Rexene with Magic Flapper Printed	600.00 (Qty)	112470.00	2.00	2249.40

Sr. No.	Item	Quantity	Estimated Cost	Bid Security (%)	Bid Security (PKR)
85	Peon Book Printed A-4 Size (100 Sheets) VRG Paper	200.00 (Qty)	36800.00	2.00	736.00
86	Telephone Index	20.00 (Qty)	4094.00	2.00	81.88
87	Cash Book big size (Nobel)	2.00 (Qty)	3059.00	2.00	61.18
88	Stock Register	10.00 (Qty)	4278.00	2.00	85.56
89	Routine Sheet (400 sheet) (Legal size)	140.00 (Ream)	107387.00	2.00	2147.74
90	Routine Sheet (400 sheet) (A-4 size)	150.00 (Ream)	101603.00	2.00	2032.06
91	Magic Flapper Golden Mono with Printing Agriculture Department.	5000.00 (Qty)	224250.00	2.00	4485.00
92	Executive Ring Note Book	50.00 (Qty)	39043.00	2.00	780.86
93	Ring Note Book	400.00 (Qty)	363860.00	2.00	7277.20
94	D.O Envelope 4x9 80gm	2000.00 (Qty)	7360.00	2.00	147.20
95	Slips different color Size 3x5 printed	8000.00 (Qty)	19320.00	2.00	386.40
96	Attendance Register	36.00 (Qty)	6417.00	2.00	128.34
97	Diary / Dispatch Register Legal size	320.00 (Qty)	115920.00	2.00	2318.40
98	Slip Book Cover Rexene copy size	200.00 (Qty)	41400.00	2.00	828.00
99	Office note Book copy size	800.00 (Qty)	69000.00	2.00	1380.00

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Estimated Cost</b>	<b>Bid Security (%)</b>	<b>Bid Security (PKR)</b>
100	Slip Book Cover Rexene small size	50.00 (Qty)	8625.00	2.00	172.50
101	Office note Book small size	150.00 (Qty)	6900.00	2.00	138.00
102	Dak Pad Rexene	150.00 (Qty)	83663.00	2.00	1673.26
103	Meeting Pad Rexene	300.00 (Qty)	61410.00	2.00	1228.20
104	D.O Paper Four Colour	1000.00 (Pad)	4715.00	2.00	94.30
105	D.O Paper Four Colour	2000.00 (Pad)	8050.00	2.00	161.00
106	File Cover Legal Size	10000.00 (Qty)	260000.00	2.00	5200.00
107	File Cover A-4 Size	18000.00 (Qty)	432000.00	2.00	8640.00
108	File Cover Legal Size	2000.00 (Qty)	53900.00	2.00	1078.00
109	File Cover A-4	3000.00 (Qty)	72450.00	2.00	1449.00
110	Tissue Paper (Perfumed) large size	800.00 (Box)	173880.00	2.00	3477.60
111	Tissue Paper Sample large size Rose	1400.00 (Box)	239890.00	2.00	4797.80
112	Tissue Roll	800.00 (Roll)	58880.00	2.00	1177.60
113	Air Freshener	500.00 (Qty)	152375.00	2.00	3047.50
114	Mosquito ( insecticide)	500.00 (Qty)	218500.00	2.00	4370.00

Sr. No.	Item	Quantity	Estimated Cost	Bid Security (%)	Bid Security (PKR)
115	Hand Wash	300.00 (Qty)	38300.00	2.00	766.00
116	Spray pump	30.00 (Qty)	3795.00	2.00	75.90
117	Bath Soap	400.00 (Qty)	29440.00	2.00	588.80
118	Surf 1/2 kg	400.00 (Packet)	73600.00	2.00	1472.00
119	Dish Wash Cake	400.00 (Qty)	20700.00	2.00	414.00
120	Desi Soap	250.00 (Qty)	18688.00	2.00	373.76
121	Glass cleaner	150.00 (Qty)	32775.00	2.00	655.50
122	Phenyl Tablet	100.00 (Packet)	7936.00	2.00	158.72
123	Phenyl	250.00 (Qty)	34500.00	2.00	690.00
124	Viper	60.00 (Qty)	18285.00	2.00	365.70
125	Broom 1/2kg	200.00 (Kg)	26450.00	2.00	529.00
126	Farshi Towel	300.00 (Qty)	41400.00	2.00	828.00
127	Tat	150.00 (Qty)	26738.00	2.00	534.76
128	Acid liquid (01 liter)	300.00 (Qty)	30015.00	2.00	600.30
129	Towel standard size	200.00 (Qty)	88550.00	2.00	1771.00
130	Duster (18x24) size	1000.00 (Qty)	31050.00	2.00	621.00

Sr. No.	Item	Quantity	Estimated Cost	Bid Security (%)	Bid Security (PKR)
131	Battery Cell	500.00 (Qty)	11500.00	2.00	230.00
132	Camera Cell	300.00 (Qty)	8280.00	2.00	165.60
133	Sui Gas pipe	300.00 (Feet)	14490.00	2.00	289.80
134	Plastic Tub large size	30.00 (Qty)	31050.00	2.00	621.00
135	Water Glass	800.00 (Qty)	54280.00	2.00	1085.60
136	Tea cup saucer	500.00 (Qty)	143750.00	2.00	2875.00
137	Water Jug (Glass)	60.00 (Qty)	26565.00	2.00	531.30
138	Tea spoon (12 Nos.)	250.00 (Qty)	107813.00	2.00	2156.26
139	Rice Spoon (12 Nos.)	100.00 (Qty)	56350.00	2.00	1127.00
140	Plate large size	200.00 (Qty)	51750.00	2.00	1035.00
141	Plate small size	300.00 (Qty)	60375.00	2.00	1207.50
142	Flush Brush	60.00 (Qty)	7935.00	2.00	158.70
143	Mirror (12x18)	20.00 (Qty)	19550.00	2.00	391.00
144	Wall clock (standard size)	30.00 (Qty)	34328.00	2.00	686.56
145	Water Cooler (35 Litter)	30.00 (Qty)	65550.00	2.00	1311.00
146	Sugar pot	60.00 (Qty)	29670.00	2.00	593.40
147	Electric Board for Computer	60.00 (Qty)	104535.00	2.00	2090.70

Sr. No.	Item	Quantity	Estimated Cost	Bid Security (%)	Bid Security (PKR)
148	Air Freshener automatic with Machine	20.00 (Qty)	34270.00	2.00	685.40
149	Air freshener Cartage	100.00 (Qty)	40220.00	2.00	804.40
150	Tube Rod 40 Watt	100.00 (Qty)	21275.00	2.00	425.50
151	Tube Rod 20 Watt	50.00 (Qty)	9775.00	2.00	195.50
152	Chock 40 Watt	100.00 (Qty)	54625.00	2.00	1092.50
153	Chock 20 Watt	50.00 (Qty)	27313.00	2.00	546.26
154	Starter S-10	100.00 (Qty)	5405.00	2.00	108.10
155	Starter S-2	60.00 (Qty)	3450.00	2.00	69.00
156	Single Patti	100.00 (Qty)	74750.00	2.00	1495.00
157	Energy Saver 6 Watt	150.00 (Qty)	50025.00	2.00	1000.50
158	Energy Saver 11 Watt	400.00 (Qty)	144900.00	2.00	2898.00
159	Energy Saver 25 Watt	300.00 (Qty)	117300.00	2.00	2346.00
160	Multi Plug (Bush) 5/ A	50.00 (Qty)	40250.00	2.00	805.00
161	Multi Plug (Bush)15/ A	50.00 (Qty)	46000.00	2.00	920.00
162	Electric wire 7/44 full gage	300.00 (m)	34328.00	2.00	686.56
163	Electric wire 7/36 full gage	300.00 (m)	28290.00	2.00	565.80
164	Electric wire 7/29 full gage	300.00 (m)	20700.00	2.00	414.00

Sr. No.	Item	Quantity	Estimated Cost	Bid Security (%)	Bid Security (PKR)
165	Electric wire 3/29 full gage	400.00 (m)	13800.00	2.00	276.00
166	Extension Lead (Multiple socket)	200.00 (Qty)	126500.00	2.00	2530.00
167	Dimmer fan	150.00 (Qty)	12938.00	2.00	258.76
168	Remote Bell	50.00 (Qty)	46000.00	2.00	920.00
169	Remote Cell (Pencil size)	100.00 (Qty)	2530.00	2.00	50.60
170	Door Electric Bell	30.00 (Qty)	32775.00	2.00	655.50
171	Bell Push	25.00 (Qty)	1639.00	2.00	32.78
172	Electric Heater	60.00 (Qty)	200100.00	2.00	4002.00
173	Electric Jug	20.00 (Qty)	45885.00	2.00	917.70
174	Emergency Light	30.00 (Qty)	34466.00	2.00	689.32
175	Car Body Polish	100.00 (Qty)	89120.00	2.00	1782.40
176	Car Dashboard Polish	100.00 (Qty)	44275.00	2.00	885.50
177	Harpic cleaner large size	200.00 (Qty)	66700.00	2.00	1334.00
178	Harpic cleaner small size	300.00 (Qty)	60375.00	2.00	1207.50
179	Plastic Balti 40 ltr	30.00 (Qty)	25875.00	2.00	517.50
180	Plastic Balti 30 Ltr	50.00 (Qty)	30188.00	2.00	603.76
181	Basket (Dustbin) Large size	300.00 (Qty)	60030.00	2.00	1200.60
182	Basket (Dustbin) small size	400.00 (Qty)	62100.00	2.00	1242.00

Sr. No.	Item	Quantity	Estimated Cost	Bid Security (%)	Bid Security (PKR)
183	Lock 50mm	50.00 (Qty)	17825.00	2.00	356.50
184	Lock 38mm	50.00 (Qty)	17250.00	2.00	345.00
185	Lock 36mm	50.00 (Qty)	15813.00	2.00	316.26
186	Lock 32mm	50.00 (Qty)	13225.00	2.00	264.50
187	Service Cleaner	100.00 (Qty)	48875.00	2.00	977.50
188	Tonner HPMFPM127FN (83A)	2.00 (Qty)	341759.00	2.00	6835.18
189	Computer Tonner HP 1022, 1010,1020	14.00 (Qty)	167440.00	2.00	3348.80
190	Computer Tonner HP 1300	2.00 (Qty)	28520.00	2.00	570.40
191	Computer Tonner HP 1102	8.00 (Qty)	91540.00	2.00	1830.80
192	Computer Tonner HP 1320	22.00 (Qty)	341550.00	2.00	6831.00
193	Computer Tonner HP Pro M 227 SDN (30A)	6.00 (Qty)	77280.00	2.00	1545.60
194	Computer Tonner HP 1200	8.00 (Qty)	118680.00	2.00	2373.60
195	Computer Tonner HP 2015	22.00 (Qty)	344080.00	2.00	6881.60
196	Computer Tonner HP Pro M102W	6.00 (Qty)	70380.00	2.00	1407.60
197	Computer Tonner HP 1606DN	6.00 (Qty)	78660.00	2.00	1573.20
198	Computer Tonner HP Pro400	2.00 (Qty)	32660.00	2.00	653.20



Sr. No.	Item	Quantity	Estimated Cost	Bid Security (%)	Bid Security (PKR)
199	Computer Tonner HP Pro M402DN (26A)	3.00 (Qty)	50715.00	2.00	1014.30
200	Computer Tonner HP Pro 200 Colour Set	1.00 (Qty)	60950.00	2.00	1219.00

\* A FRAMEWORK CONTRACT shall be awarded to the successful bidders up to Wednesday, 30th June, 2021

1. **Section Officer (General)**, invites sealed bids for the supply of above mentioned item from Original Manufacturers / Importers / Authorized Distributors / General Order Suppliers.
2. Bidding shall be conducted through Open Competitive Bidding **Single Stage-One Envelop** procedure as specified in the Punjab Procurement Rules-2014 (as amended to date) and is open to all eligible bidders as defined in the bidding document.
3. Interested eligible bidders may obtain bidding documents **IMMEDIATELY** from **2-Bank Road, Old P&D Building, Lahore, Distt. Lahore** during office hours after payment of PKR 500.00/ -.
4. Sealed Bids must be delivered to the above office **on or before Tuesday, 15th September, 2020 11:00 AM. Proposals** must be accompanied by a **Bid Security as mentioned above** in the form of **Demand Draft, Pay Order or Call at Deposit** duly issued from a Scheduled Bank of Pakistan.
5. **Bids will be opened on Tuesday, 15th September, 2020 11:30 AM in the presence of bidders or their representatives at 2-Bank Road, Old P&D Building, Lahore, Distt. Lahore** If bid closing/opening date falls on local/national holiday, the date of bid closing/opening shall be the next working day on the same time and venue.
6. The bidders are required to give their **best and final prices** (inclusive of all applicable Taxes) as no negotiations are expected.
7. Bids not complying with the requirements shall be rejected being non-responsive. Alternate proposals and / or conditional bids shall be considered non-responsive.
8. Taxes will be deducted as per applicable government rules. NTN and Sales

Tax registration certificates must be provided with the Bid.

9. Bids which are incomplete, not sealed, not signed and / or not stamped, late or submitted by other than specified mode will be rejected.
10. The contract shall be awarded to the lowest evaluated bidder **Individually for Each Item.**
11. This advertisement and bidding documents are also available on <http://www.agripunjab.gov.pk> and <https://www.ppra.punjab.gov.pk>
12. For obtaining any further information or clarifications, please contact the person named below:

Section Officer (General),  
2-Bank Road, Old P&D Building, Lahore, Distt. Lahore

Ph: 92 42 9921 0505,

Email: [sog\\_agri@hotmail.com](mailto:sog_agri@hotmail.com)



# Part-I

## Section I. Instructions to Bidders

### 1. Source of Funds

1.1 The Procuring Agency named in the Bid Data Sheet has received budget from the Government of Punjab. The Procuring Agency intends to apply a portion of the proceeds of this budget to eligible payments under the contract for which this Invitation for Bids is issued.

### 2. Eligible Bidders

2.1 This Invitation for Bids is open to all suppliers, except as provided hereinafter.

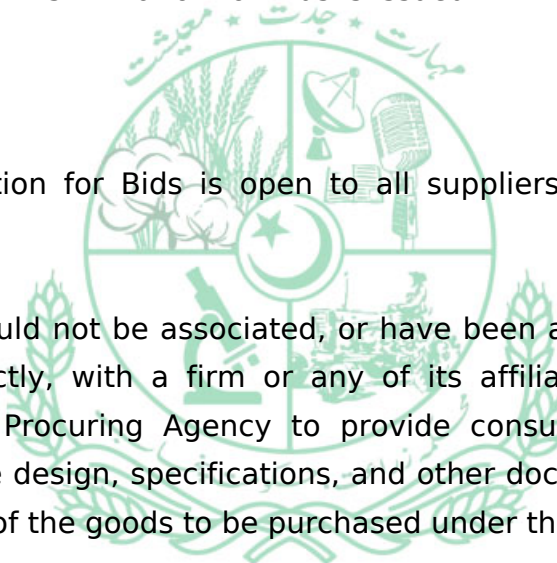
2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.

2.3 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government.

2.4 Bidders shall not be under a declaration of blacklisting by any Government department or Punjab Procurement Regulatory Authority (PPRA).

### 3. Eligible Goods and Services

3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the Bid Data Sheet (BDS), and all expenditures made under the contract will be limited to such goods and services.

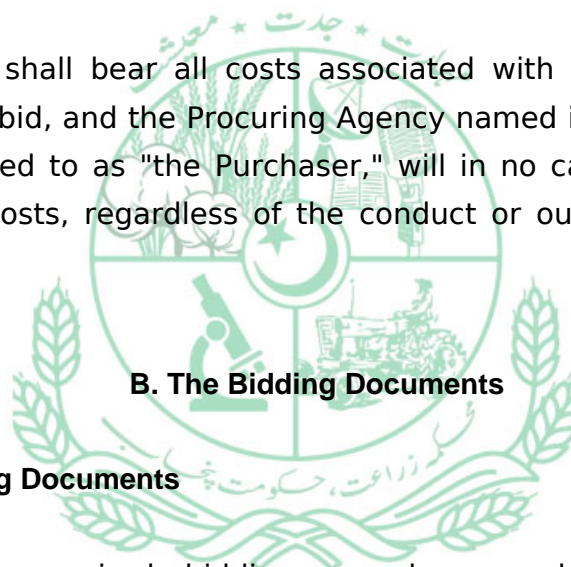


3.2 For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of goods and services is distinct from the nationality of the Bidder.

#### **4. Cost of Bidding**

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency named in the Bid Data Sheet, hereinafter referred to as "the Purchaser," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.



#### **5. Content of Bidding Documents**

5.1 The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- (a) Instructions to Bidders (ITB)
- (b) Bid Data Sheet
- (c) Schedule of Requirements
- (d) Technical Specifications
- (e) Bid Submission Form
- (f) Manufacturer's Authorization Form

- (g) Price Schedules
- (h) Contract Form
- (i) Performance Guarantee Form
- (j) General Conditions of Contract (GCC)
- (k) Special Conditions of Contract (SCC)

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

## **6. Clarification of Bidding Documents**

6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing at the Purchaser's address indicated in ITB Clause 19.1. The Purchaser will respond in writing to any request for clarification of the bidding documents which it receives no later than three (3) days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.

## **7. Amendment of Bidding Documents**

7.1 At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

7.2 All prospective bidders that have received the bidding documents will

be notified of the amendment in writing and will be bidding on them.

7.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids.

### **C. Preparation of Bids**

#### **8. Language of Bid**

8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

#### **9. Documents Comprising the Bid**

9.1 The bid prepared by the Bidder shall comprise the following components:

(a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;

(b) documentary evidence established in accordance with ITB Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;

(c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents; and

(d) bid security furnished in accordance with ITB Clause 15.

#### **10 Bid Form**

10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

## 11 Bid Prices

11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

11.2 Prices indicated on the Price Schedule shall be **delivered duty paid (DDP) prices**.

11.3 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser's right to contract on any of the terms offered.

11.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an **adjustable price quotation** will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 24.

## 12 Bid Currencies

12.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

## 13 Documents Establishing Bidder's Eligibility and Qualification

13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Purchaser's satisfaction that the Bidder, at the time of submission of its bid, is eligible as defined under ITB Clause 2.

13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:

(a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in Pakistan;

(b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;

(c) that, in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and

(d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

#### **14. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**

14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.

14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.



14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

(a) a detailed description of the essential technical and performance characteristics of the goods;

(b) a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period to be specified in the Bid Data Sheet, following commencement of the use of the goods by the Purchaser; and

(c) an item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## 15. Bid Security

15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

15.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.

15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

(b) Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO) or Banker's cheque valid for thirty (30) days beyond the validity of bid.

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Purchaser as nonresponsive, pursuant to ITB Clause 24.

15.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser pursuant to ITB Clause 16.

15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance guarantee, pursuant to ITB Clause 33.

15.7 The bid security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or

(b) in the case of a successful Bidder, if the Bidder fails:

(i) to sign the contract in accordance with ITB Clause 32;

**or**

(ii) to furnish performance guarantee in accordance with ITB Clause 33

16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Purchaser

as nonresponsive.

16.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in ITB Clause 16.3.

16.3 In the case of fixed price contracts, if the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial bid validity, the contract price may be adjusted by a factor specified in the request for extension.

## **16 Period of Validity of Bids**

## **17 Format and Signing of Bid**

17.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.

17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

17.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

17.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

## **D. Submission of Bids**

### **18. Sealing and Marking of Bids**

18.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope.

18.2 The inner and outer envelopes shall:

(a) be addressed to the Purchaser at the address given in the Bid Data Sheet; and

(b) bear the title of procurement Activity indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the Bid Data Sheet.

18.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late".

18.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

### **19. Deadline for Submission of Bids**

19.1 Bids must be received by the Purchaser at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

19.2 The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the

deadline as extended.

## **20. Late Bids**

20.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

## **21. Modification and Withdrawal of Bids**

21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

21.3 No bid may be modified after the deadline for submission of bids.

21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

## **E. Opening and Evaluation of Bids**

### **22. Opening of Bids by the Purchaser**

22.1 The Purchaser will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign an attendance sheet evidencing their presence.

22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

22.4 The Purchaser will prepare minutes of the bid opening.

### **23. Clarification of Bids**

23.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

### **24. Preliminary Examination**

24.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

24.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

24.3 The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

24.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning **Bid Security** (ITB Clause 15), **Applicable Law** (GCC Clause 30), and **Taxes and Duties** (GCC Clause 32), will be deemed to be a material deviation. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

24.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

## 25. Qualification & Evaluation of Bids

25.1 In the absence of **prequalification**, the Purchaser will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.

25.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Purchaser deems necessary and appropriate.

25.3 The Purchaser will **technically evaluate** and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24, as per Technical Specifications required.

25.4 The Purchaser's financial evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing taxes and duties.

## **Alternate** 25.5 Quality & Cost-based Selection:

The following merit point system for weighing evaluation factors can be applied if specified in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.

[In the Bid Data Sheet, choose from the range of]

Price of the goods 60 to 90

Quality, technology and metallurgy 0 to 20

Performance and productivity 0 to 20

Standardization 0 to 20

Projected life-cycle cost 0 to 20

Operating and maintenance costs 0 to 20

Cost of spare parts and after-sales-service 0 to 20

Total 100

The bid scoring the highest number of points will be deemed to be the lowest evaluated bid.

## **26. Contacting the Purchaser**

26.1 Subject to ITB Clause 23, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Purchaser, it should do so in writing.

26.2 Any effort by a Bidder to influence the Purchaser during bid evaluation, or bid comparison may result in the rejection of the Bidder's bid.



## **F. Award of Contract**

### **28. Award Criteria**

28.1 Subject to ITB Clause 30, the Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

### **29. Purchaser's Right to Vary Quantities at Time of Award**

29.1 The Purchaser reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

### **30. Purchaser's Right to Accept or Reject All Bids**

30.1 The Purchaser reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Bidder or bidders or any obligation to inform the Bidder or bidders of the grounds for the Purchaser's action

### **31. Notification of Award**

31.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing that its bid has been accepted.

31.2 Upon the successful Bidder's furnishing of the performance guarantee pursuant to ITB Clause 33, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.

### **32. Signing of Contract**

32.1 At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

32.2 Within ten (10) days of the issuance of Contract Award Notification, the successful Bidder shall sign and date the contract and return it to the Purchaser.

### **33. Performance Guarantee**

33.1 Within ten (10) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance guarantee in accordance with the Conditions of Contract, in the Performance Guarantee Form provided in the bidding documents, or in another form acceptable to the Purchaser.

33.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new bids.

### **34. Corrupt or Fraudulent Practices**

34.1 The Procuring Agency requires that Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:

(a)

(i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the

procurement process or in contract execution; and

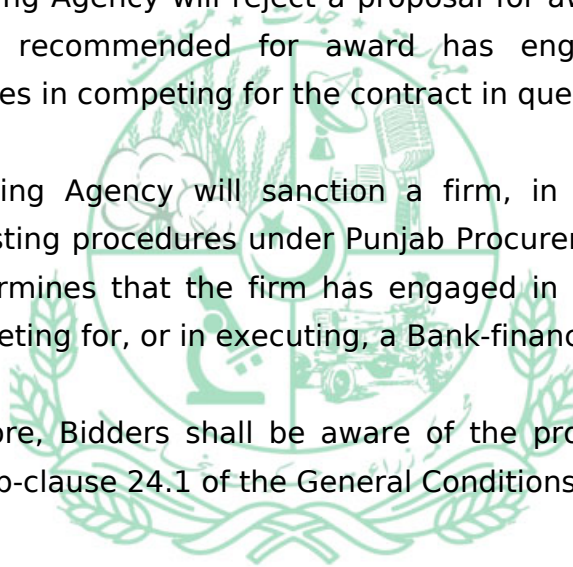
(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency,

(iii) "collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive the Procuring Agency of the benefits of free and open competition;

(b) The Procuring Agency will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) The Procuring Agency will sanction a firm, in accordance with prevailing Blacklisting procedures under Punjab Procurement Rules 2014, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract.

34.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.



## Part-I

### Section II. Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

#### Introduction

##### ITB 1.1

Name of Procuring Agency: **Section Officer (General), 2-Bank Road, Old P&D Building, Lahore, Distt. Lahore**

Name of Scheme / Project:

Name of Contract: **PROCUREMENT OF STATIONERY, COMPUTER STATIONERY, PRINTING, COST OF OTHER AND OTHER ITEMS.**

##### ITB 4.1

Name of Purchaser: **Section Officer (General)**

##### ITB 6.1

For clarification purposes, the Employer's Address is: **2-Bank Road, Old P&D Building, Lahore, Distt. Lahore**

Requests for clarification shall be received by the Employer no Later than **Tuesday, 8th September, 2020**

##### ITB 8.1

Language of the bid ? **English**

#### Bid Price and Currency

## ITB 11.2

The price quoted shall be **Delivered Duty Paid** at the location mentioned in the Schedule of Requirements including the delivery charges.

## ITB 11.4

The price shall be in **Pak Rupees** and shall be **fixed**. The Price shall **remain valid** during currency of the contract, i.e., **Wednesday, 30th June, 2021** .

### Preparation and Submission of Bids

## ITB 13.2

### LEGAL Requirements (MANDATORY)

1. Registration with Federal Board of Revenue (FBR) for Income Tax and General Sales Tax (GST) with active status on Active Taxpayer List (ATL) of FBR
2. Fulfilling all requirements of CLAUSE 2 ("Eligible Bidders") of Instructions to Bidders
3. An affidavit for Correctness of Information & Non-Blacklisting on prescribed format (See Annexures)
4. **Power of Attorney** (see Annexures for template) from the Bidding Firm / Company authorizing the relevant person to represent it (if applicable).
5. Undertaking on Judicial Paper that the firm fulfills eligibility requirements of ITB Clause 2, is not blacklisted and not involved in litigation with any of provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required.

## ITB 13.3

### Qualification Requirements of Bidder

In addition to ITB 13.1, ITB 13.2, and ITB 13.3 (b), the potential bidder must

also fulfill the following:-

**ITB 14.3 (a)**

The Bidder shall attach with the Bid **Technical Brochures** of Equipment quoted, mentioning its specifications, manufacture's model, product number, and country of origin.

**ITB 14.3 (b)**

A certificate from the dealer that all spare parts of the equipment to be supplied are easily available in Pakistan in the local market or from company owned outlets.

**ITB 15.1**

**Amount of Bid Security:**

Bids shall be on the prescribed format, sealed and accompanied by the Bid Security in the form of **Demand Draft, Pay Order or Call at Deposit** in favor of **Section Officer (General)** having its **validity till 13th January,2021**.

The complete list of items and their bid security is defined ahead under the section **Items List and Bid Security**.

**ITB 16.1**

Bid Validity Period: **90 days** after the date of opening of bid.

Note: **Performance Guarantee @ 3% of the contract amount shall be provided by the successful bidder before signing the contract.**

**ITB 17.1**

The bids shall be submitted in the format of **Single Stage-One Envelop**.

**Number of Copies: Original along with 0 Copy(ies) of the bid.**

**This envelope shall be addressed to Section Officer (General), 2-Bank Road, Old P&D Building, Lahore, Distt. Lahore, with name & address of the bidder.**

**ITB 18.2 (a)**

Address for Bid Submission: **2-Bank Road, Old P&D Building, Lahore, Distt. Lahore.**

**ITB 18.2 (b)**

**IFB Title & Number:**

IFB Title: **PROCUREMENT OF STATIONERY, COMPUTER STATIONERY, PRINTING, COST OF OTHER AND OTHER ITEMS.**

IFB Number: **E&A(Agri)6-8/2020**

**ITB 19.1**

Deadline for Bid Submission: **Tuesday, 15th September, 2020 11:00 AM**

**ITB 22.1**

Time, Date, and Place for Bid Opening: **11:30 AM dated Tuesday, 15th September, 2020 , 2-Bank Road, Old P&D Building, Lahore, Distt. Lahore**

**Bid Evaluation**

**ITB 25.3**

Criteria for bid evaluation:

**Substantively responsive bid (from qualified bidder) offering the lowest Delivered Duty Paid (DDP) price Individually for Each Item.**

**Contract Award**

**ITB 29.1**

**Percentage for quantity increase or decrease:**

**Percentage for quantity increase: 15.00 % of total contract value.**

Percentage for quantity decrease: **15.00 % of total contract value.**





## Part-I

### Items List and Bid Security

Sr. No.	Item	Quantity	Bid Security (PKR)
1	Pencil Lead with fragrance	220.00 (Packet of 10 Pieces)	2.00% of Rs. 24794.00
2	Pencil Short Hand	160.00 (dozen)	2.00% of Rs. 17296.00
3	Ink Stamp	200.00 (Qty)	2.00% of Rs. 5520.00
4	White Fluid set	200.00 (Set)	2.00% of Rs. 43240.00
5	White Fluid Pen	360.00 (Qty)	2.00% of Rs. 12420.00
6	Gum Liquid	250.00 (Qty)	2.00% of Rs. 5750.00
7	Ghum Stick Medium Size	600.00 (Qty)	2.00% of Rs. 103500.00
8	Ink (Genuine) Blue, Black, Red & Green	200.00 (Qty)	2.00% of Rs. 84180.00
9	Laces 36	220.00 (Gushi)	2.00% of Rs. 14674.00
10	Tags 6 inches as per sample	600.00 (Gushi)	2.00% of Rs. 20700.00
11	Ball Point Blue, Black, Red & Green (Clipper)	50.00 (Packet)	2.00% of Rs. 3738.00
12	Ball Point Blue, Black, Red & Green (Clipper)	450.00 (Packet)	2.00% of Rs. 33120.00
13	Permanent Marker No.70& 90	250.00 (Qty)	2.00% of Rs. 7188.00

Sr. No.	Item	Quantity	Bid Security (PKR)
14	White Board Marker (Multi Color )	220.00 (Qty)	2.00% of Rs. 7337.00
15	White Board Duster	10.00 (Qty)	2.00% of Rs. 276.00
16	Post it Pad Size 3	320.00 (Packet)	2.00% of Rs. 28800.00
17	Post it Pad Size 3	200.00 (Packet)	2.00% of Rs. 30000.00
18	Binding Tap 2	200.00 (Qty)	2.00% of Rs. 19780.00
19	Binding Tap 3	100.00 (Qty)	2.00% of Rs. 14720.00
20	Envelope Size 9x4 80gm Local paper	40000.00 (Qty)	2.00% of Rs. 64400.00
21	Envelope Size 11x5 80gm Local paper	22500.00 (Qty)	2.00% of Rs. 45281.00
22	Envelope A-4 Size 80gm Local paper	10000.00 (Qty)	2.00% of Rs. 43700.00
23	Envelope File Size 80gm Local paper	7000.00 (Qty)	2.00% of Rs. 39445.00
24	Envelope 14x18 with Cloth Binding Golden	8000.00 (Qty)	2.00% of Rs. 147200.00
25	Marker Blue, Black, Red & Green	200.00 (Packet)	2.00% of Rs. 272320.00
26	Marker Red, Blue ,Black and Green	160.00 (Packet)	2.00% of Rs. 117760.00
27	Marker Red, Blue ,Black and Green	30.00 (Packet)	2.00% of Rs. 41055.00
28	File Board with Flapper	420.00 (Qty)	2.00% of Rs. 11109.00

Sr. No.	Item	Quantity	Bid Security (PKR)
29	Paper Cutter Large size	200.00 (Qty)	2.00% of Rs. 22310.00
30	Paper Weight Round	150.00 (Qty)	2.00% of Rs. 5693.00
31	Paper Clip 36 mm	350.00 (Packet)	2.00% of Rs. 11270.00
32	Paper clip colour fine	20.00 (Packet)	2.00% of Rs. 598.00
33	Paper Pin	200.00 (Packet)	2.00% of Rs. 4370.00
34	Stapler Pin (ORY 24/6)	180.00 (Packet)	2.00% of Rs. 4968.00
35	Stapler Pin, Heavy Duty 23/17	80.00 (Packet)	2.00% of Rs. 10396.00
36	Stapler Pin, Heavy Duty 23/15	100.00 (Packet)	2.00% of Rs. 10350.00
37	Stapler Machine	20.00 (Qty)	2.00% of Rs. 14260.00
38	Stapler Machine	80.00 (Qty)	2.00% of Rs. 24472.00
39	Stapler Machine	40.00 (Qty)	2.00% of Rs. 15962.00
40	Stapler Machine (Heavy Duty) (200 pages)	6.00 (Qty)	2.00% of Rs. 18630.00
41	Sharpene	700.00 (Qty)	2.00% of Rs. 4669.00
42	Pin Cushion	80.00 (Qty)	2.00% of Rs. 2208.00
43	Paper Punch Single hole large size as per sample	160.00 (Qty)	2.00% of Rs. 26128.00

Sr. No.	Item	Quantity	Bid Security (PKR)
44	Double Punch Machine Big Size	30.00 (Qty)	2.00% of Rs. 12524.00
45	Rubber L/Size AL-30	500.00 (Qty)	2.00% of Rs. 9775.00
46	Sealing Wax Packet	30.00 (Packet)	2.00% of Rs. 5175.00
47	Scissor Fine	150.00 (Qty)	2.00% of Rs. 12765.00
48	Stamp Pad L/Size	160.00 (Qty)	2.00% of Rs. 12144.00
49	Short Hand Book	560.00 (Qty)	2.00% of Rs. 45080.00
50	Poker Fine	36.00 (Qty)	2.00% of Rs. 1242.00
51	Pin Remover	180.00 (Qty)	2.00% of Rs. 9729.00
52	Colour Flag 3x3	300.00 (Packet)	2.00% of Rs. 17250.00
53	Sticky notes color	120.00 (Packet)	2.00% of Rs. 7590.00
54	Highlighter Marker	580.00 (Qty)	2.00% of Rs. 18676.00
55	Fax Roll 40 meter thin core	160.00 (Qty)	2.00% of Rs. 61640.00
56	Box File Large size with imported clip	50.00 (Qty)	2.00% of Rs. 5520.00
57	Box File A-4 size with imported clip	200.00 (Qty)	2.00% of Rs. 43240.00
58	L /Shape Cover Plastic	120.00 (Packet)	2.00% of Rs. 24012.00

Sr. No.	Item	Quantity	Bid Security (PKR)
59	L /Shape Cover Plastic	300.00 (Packet)	2.00% of Rs. 55200.00
60	Ring File Cover plastic	300.00 (Qty)	2.00% of Rs. 51060.00
61	Ring File Cover plastic	800.00 (Qty)	2.00% of Rs. 119600.00
62	Binding sheet plastic	80.00 (Packet)	2.00% of Rs. 33580.00
63	Colour paper A-4 size	40.00 (Packet)	2.00% of Rs. 8050.00
64	Pakka File Cover Jori	3000.00 (Jori)	2.00% of Rs. 117300.00
65	Scotch Tape 1	260.00 (Qty)	2.00% of Rs. 8372.00
66	Scotch Tape 2	40.00 (Qty)	2.00% of Rs. 3036.00
67	Steel Foot 12	100.00 (Qty)	2.00% of Rs. 4370.00
68	Blank / Lined Register 70 gm Paper Full escape Blank / Lined Register 70 gm Paper Full escape	300.00 (Qty)	2.00% of Rs. 96255.00
69	Log Book 200 sheets	30.00 (Qty)	2.00% of Rs. 5865.00
70	Flapper Rexene 3x24 with fine Dori	14000.00 (Qty)	2.00% of Rs. 1787100.00
71	Fax/Photostat Paper 80 gm full escape legal (500 sheet)	250.00 (Ream)	2.00% of Rs. 239752.00
72	Photostat Paper 80gm A-4 (500 sheet)	1650.00 (Ream)	2.00% of Rs. 1094095.00
73	Toner Photostat Toshiba T-4590D	36.00 (Qty)	2.00% of Rs. 618930.00

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Bid Security (PKR)</b>
74	Calculator 12 digit Casio original (big font)	10.00 (Qty)	2.00% of Rs. 82237.00
75	Calculator 14 digit Casio original (big font)	10.00 (Qty)	2.00% of Rs. 8855.00
76	Drafting pad legal size	50.00 (Pad)	2.00% of Rs. 5175.00
77	Drafting pad A-4 size	180.00 (Pad)	2.00% of Rs. 16560.00
78	Pen Drive (16 GB)	140.00 (Qty)	2.00% of Rs. 110000.00
79	Pen Drive (32 GB)	40.00 (Qty)	2.00% of Rs. 52900.00
80	Pen Drive (64 GB)	20.00 (Qty)	2.00% of Rs. 45402.00
81	Computer Paper legal 80 gm (500 sheet)	400.00 (Ream)	2.00% of Rs. 297900.00
82	Computer Paper A-4 size 80 gm (500 sheet)	50.00 (Ream)	2.00% of Rs. 40825.00
83	Computer Paper A-4 size 70 gm (500 sheet)	1380.00 (Ream)	2.00% of Rs. 780766.00
84	File Board Rexene with Magic Flapper Printed	600.00 (Qty)	2.00% of Rs. 112470.00
85	Peon Book Printed A-4 Size (100 Sheets) VRG Paper	200.00 (Qty)	2.00% of Rs. 36800.00
86	Telephone Index	20.00 (Qty)	2.00% of Rs. 4094.00
87	Cash Book big size (Nobel)	2.00 (Qty)	2.00% of Rs. 3059.00
88	Stock Register	10.00 (Qty)	2.00% of Rs. 4278.00

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Bid Security (PKR)</b>
89	Routine Sheet (400 sheet) (Legal size)	140.00 (Ream)	2.00% of Rs. 107387.00
90	Routine Sheet (400 sheet) (A-4 size)	150.00 (Ream)	2.00% of Rs. 101603.00
91	Magic Flapper Golden Mono with Printing Agriculture Department.	5000.00 (Qty)	2.00% of Rs. 224250.00
92	Executive Ring Note Book	50.00 (Qty)	2.00% of Rs. 39043.00
93	Ring Note Book	400.00 (Qty)	2.00% of Rs. 363860.00
94	D.O Envelope 4x9 80gm	2000.00 (Qty)	2.00% of Rs. 7360.00
95	Slips different color Size 3x5 printed	8000.00 (Qty)	2.00% of Rs. 19320.00
96	Attendance Register	36.00 (Qty)	2.00% of Rs. 6417.00
97	Diary / Dispatch Register Legal size	320.00 (Qty)	2.00% of Rs. 115920.00
98	Slip Book Cover Rexene copy size	200.00 (Qty)	2.00% of Rs. 41400.00
99	Office note Book copy size	800.00 (Qty)	2.00% of Rs. 69000.00
100	Slip Book Cover Rexene small size	50.00 (Qty)	2.00% of Rs. 8625.00
101	Office note Book small size	150.00 (Qty)	2.00% of Rs. 6900.00
102	Dak Pad Rexene	150.00 (Qty)	2.00% of Rs. 83663.00
103	Meeting Pad Rexene	300.00 (Qty)	2.00% of Rs. 61410.00

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Bid Security (PKR)</b>
104	D.O Paper Four Colour	1000.00 (Pad)	2.00% of Rs. 4715.00
105	D.O Paper Four Colour	2000.00 (Pad)	2.00% of Rs. 8050.00
106	File Cover Legal Size	10000.00 (Qty)	2.00% of Rs. 260000.00
107	File Cover A-4 Size	18000.00 (Qty)	2.00% of Rs. 432000.00
108	File Cover Legal Size	2000.00 (Qty)	2.00% of Rs. 53900.00
109	File Cover A-4	3000.00 (Qty)	2.00% of Rs. 72450.00
110	Tissue Paper (Perfumed) large size	800.00 (Box)	2.00% of Rs. 173880.00
111	Tissue Paper Sample large size Rose	1400.00 (Box)	2.00% of Rs. 239890.00
112	Tissue Roll	800.00 (Roll)	2.00% of Rs. 58880.00
113	Air Freshener	500.00 (Qty)	2.00% of Rs. 152375.00
114	Mosquito ( insecticide)	500.00 (Qty)	2.00% of Rs. 218500.00
115	Hand Wash	300.00 (Qty)	2.00% of Rs. 38300.00
116	Spray pump	30.00 (Qty)	2.00% of Rs. 3795.00
117	Bath Soap	400.00 (Qty)	2.00% of Rs. 29440.00
118	Surf 1/2 kg	400.00 (Packet)	2.00% of Rs. 73600.00



Sr. No.	Item	Quantity	Bid Security (PKR)
119	Dish Wash Cake	400.00 (Qty)	2.00% of Rs. 20700.00
120	Desi Soap	250.00 (Qty)	2.00% of Rs. 18688.00
121	Glass cleaner	150.00 (Qty)	2.00% of Rs. 32775.00
122	Phenyl Tablet	100.00 (Packet)	2.00% of Rs. 7936.00
123	Phenyl	250.00 (Qty)	2.00% of Rs. 34500.00
124	Viper	60.00 (Qty)	2.00% of Rs. 18285.00
125	Broom 1/2kg	200.00 (Kg)	2.00% of Rs. 26450.00
126	Farshi Towel	300.00 (Qty)	2.00% of Rs. 41400.00
127	Tat	150.00 (Qty)	2.00% of Rs. 26738.00
128	Acid liquid (01 liter)	300.00 (Qty)	2.00% of Rs. 30015.00
129	Towel standard size	200.00 (Qty)	2.00% of Rs. 88550.00
130	Duster (18x24) size	1000.00 (Qty)	2.00% of Rs. 31050.00
131	Battery Cell	500.00 (Qty)	2.00% of Rs. 11500.00
132	Camera Cell	300.00 (Qty)	2.00% of Rs. 8280.00
133	Sui Gas pipe	300.00 (Feet)	2.00% of Rs. 14490.00

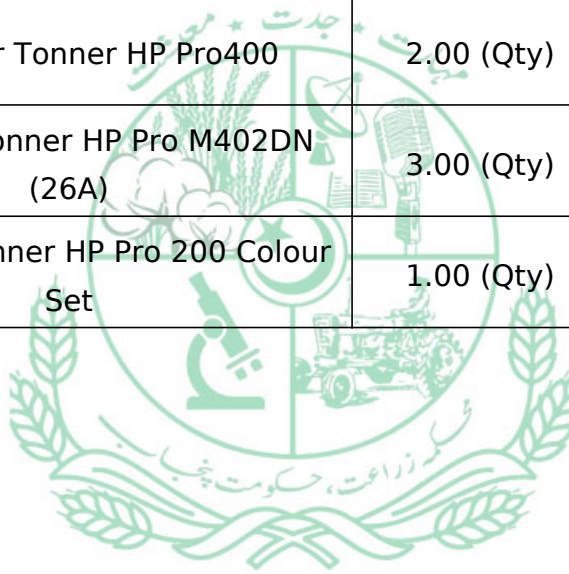
Sr. No.	Item	Quantity	Bid Security (PKR)
134	Plastic Tub large size	30.00 (Qty)	2.00% of Rs. 31050.00
135	Water Glass	800.00 (Qty)	2.00% of Rs. 54280.00
136	Tea cup saucer	500.00 (Qty)	2.00% of Rs. 143750.00
137	Water Jug (Glass)	60.00 (Qty)	2.00% of Rs. 26565.00
138	Tea spoon (12 Nos.)	250.00 (Qty)	2.00% of Rs. 107813.00
139	Rice Spoon (12 Nos.)	100.00 (Qty)	2.00% of Rs. 56350.00
140	Plate large size	200.00 (Qty)	2.00% of Rs. 51750.00
141	Plate small size	300.00 (Qty)	2.00% of Rs. 60375.00
142	Flush Brush	60.00 (Qty)	2.00% of Rs. 7935.00
143	Mirror (12x18)	20.00 (Qty)	2.00% of Rs. 19550.00
144	Wall clock (standard size)	30.00 (Qty)	2.00% of Rs. 34328.00
145	Water Cooler (35 Litter)	30.00 (Qty)	2.00% of Rs. 65550.00
146	Sugar pot	60.00 (Qty)	2.00% of Rs. 29670.00
147	Electric Board for Computer	60.00 (Qty)	2.00% of Rs. 104535.00
148	Air Freshener automatic with Machine	20.00 (Qty)	2.00% of Rs. 34270.00

Sr. No.	Item	Quantity	Bid Security (PKR)
149	Air freshener Cartage	100.00 (Qty)	2.00% of Rs. 40220.00
150	Tube Rod 40 Watt	100.00 (Qty)	2.00% of Rs. 21275.00
151	Tube Rod 20 Watt	50.00 (Qty)	2.00% of Rs. 9775.00
152	Chock 40 Watt	100.00 (Qty)	2.00% of Rs. 54625.00
153	Chock 20 Watt	50.00 (Qty)	2.00% of Rs. 27313.00
154	Starter S-10	100.00 (Qty)	2.00% of Rs. 5405.00
155	Starter S-2	60.00 (Qty)	2.00% of Rs. 3450.00
156	Single Patti	100.00 (Qty)	2.00% of Rs. 74750.00
157	Energy Saver 6 Watt	150.00 (Qty)	2.00% of Rs. 50025.00
158	Energy Saver 11 Watt	400.00 (Qty)	2.00% of Rs. 144900.00
159	Energy Saver 25 Watt	300.00 (Qty)	2.00% of Rs. 117300.00
160	Multi Plug (Bush) 5/ A	50.00 (Qty)	2.00% of Rs. 40250.00
161	Multi Plug (Bush)15/ A	50.00 (Qty)	2.00% of Rs. 46000.00
162	Electric wire 7/44 full gage	300.00 (m)	2.00% of Rs. 34328.00
163	Electric wire 7/36 full gage	300.00 (m)	2.00% of Rs. 28290.00

Sr. No.	Item	Quantity	Bid Security (PKR)
164	Electric wire 7/29 full gage	300.00 (m)	2.00% of Rs. 20700.00
165	Electric wire 3/29 full gage	400.00 (m)	2.00% of Rs. 13800.00
166	Extension Lead (Multiple socket)	200.00 (Qty)	2.00% of Rs. 126500.00
167	Dimmer fan	150.00 (Qty)	2.00% of Rs. 12938.00
168	Remote Bell	50.00 (Qty)	2.00% of Rs. 46000.00
169	Remote Cell (Pencil size)	100.00 (Qty)	2.00% of Rs. 2530.00
170	Door Electric Bell	30.00 (Qty)	2.00% of Rs. 32775.00
171	Bell Push	25.00 (Qty)	2.00% of Rs. 1639.00
172	Electric Heater	60.00 (Qty)	2.00% of Rs. 200100.00
173	Electric Jug	20.00 (Qty)	2.00% of Rs. 45885.00
174	Emergency Light	30.00 (Qty)	2.00% of Rs. 34466.00
175	Car Body Polish	100.00 (Qty)	2.00% of Rs. 89120.00
176	Car Dashboard Polish	100.00 (Qty)	2.00% of Rs. 44275.00
177	Harpic cleaner large size	200.00 (Qty)	2.00% of Rs. 66700.00
178	Harpic cleaner small size	300.00 (Qty)	2.00% of Rs. 60375.00

Sr. No.	Item	Quantity	Bid Security (PKR)
179	Plastic Balti 40 ltr	30.00 (Qty)	2.00% of Rs. 25875.00
180	Plastic Balti 30 Ltr	50.00 (Qty)	2.00% of Rs. 30188.00
181	Basket (Dustbin) Large size	300.00 (Qty)	2.00% of Rs. 60030.00
182	Basket (Dustbin) small size	400.00 (Qty)	2.00% of Rs. 62100.00
183	Lock 50mm	50.00 (Qty)	2.00% of Rs. 17825.00
184	Lock 38mm	50.00 (Qty)	2.00% of Rs. 17250.00
185	Lock 36mm	50.00 (Qty)	2.00% of Rs. 15813.00
186	Lock 32mm	50.00 (Qty)	2.00% of Rs. 13225.00
187	Service Cleaner	100.00 (Qty)	2.00% of Rs. 48875.00
188	Tonner HPMFPM127FN (83A)	2.00 (Qty)	2.00% of Rs. 341759.00
189	Computer Tonner HP 1022, 1010,1020	14.00 (Qty)	2.00% of Rs. 167440.00
190	Computer Tonner HP 1300	2.00 (Qty)	2.00% of Rs. 28520.00
191	Computer Tonner HP 1102	8.00 (Qty)	2.00% of Rs. 91540.00
192	Computer Tonner HP 1320	22.00 (Qty)	2.00% of Rs. 341550.00
193	Computer Tonner HP Pro M 227 SDN (30A)	6.00 (Qty)	2.00% of Rs. 77280.00

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity</b>	<b>Bid Security (PKR)</b>
194	Computer Tonner HP 1200	8.00 (Qty)	2.00% of Rs. 118680.00
195	Computer Tonner HP 2015	22.00 (Qty)	2.00% of Rs. 344080.00
196	Computer Tonner HP Pro M102W	6.00 (Qty)	2.00% of Rs. 70380.00
197	Computer Tonner HP 1606DN	6.00 (Qty)	2.00% of Rs. 78660.00
198	Computer Tonner HP Pro400	2.00 (Qty)	2.00% of Rs. 32660.00
199	Computer Tonner HP Pro M402DN (26A)	3.00 (Qty)	2.00% of Rs. 50715.00
200	Computer Tonner HP Pro 200 Colour Set	1.00 (Qty)	2.00% of Rs. 60950.00



## Part-I

### Section III. Schedule of Requirements

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
1	Pencil Lead with fragrance	220.00(Packet of 10 Pieces)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
2	Pencil Short Hand	160.00(dozen)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
3	Ink Stamp	200.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
4	White Fluid set	200.00(Set)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
5	White Fluid Pen	360.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
6	Gum Liquid	250.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
7	Ghum Stick Medium Size	600.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
8	Ink (Genuine) Blue, Black, Red &Green	200.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
9	Laces 36	220.00(Gushi)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
10	Tags 6 inches as per sample	600.00(Gushi)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
11	Ball Point Blue, Black, Red & Green (Clipper)	50.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
12	Ball Point Blue, Black, Red & Green (Clipper)	450.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building



Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
13	Permanent Marker No.70& 90	250.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
14	White Board Marker (Multi Color )	220.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
15	White Board Duster	10.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
16	Post it Pad Size 3	320.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
17	Post it Pad Size 3	200.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
18	Binding Tap 2	200.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
19	Binding Tap 3	100.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
20	Envelope Size 9x4 80gm Local paper	40000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
21	Envelope Size 11x5 80gm Local paper	22500.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
22	Envelope A-4 Size 80gm Local paper	10000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
23	Envelope File Size 80gm Local paper	7000.00(Qty)	As per release of funds and identification of need.	118 Days	2-Bank Road, Old P&D Building
24	Envelope 14x18 with Cloth Binding Golden	8000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
25	Marker Blue, Black, Red & Green	200.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
26	Marker Red, Blue ,Black and Green	160.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
27	Marker Red, Blue ,Black and Green	30.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
28	File Board with Flapper	420.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
29	Paper Cutter Large size	200.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
30	Paper Weight Round	150.00(Qty)	As per release of funds and identification of need.	05Days	2-Bank Road, Old P&D Building
31	Paper Clip 36 mm	350.00(Packet)	As per release of funds and identification of need.	05Days	2-Bank Road, Old P&D Building
32	Paper clip colour fine	20.00(Packet)	As per release of funds and identification of need.	05Days	2-Bank Road, Old P&D Building
33	Paper Pin	200.00(Packet)	As per release of funds and identification of need.	05Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
34	Stapler Pin (ORY 24/6)	180.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
35	Stapler Pin, Heavy Duty 23/17	80.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
36	Stapler Pin, Heavy Duty 23/15	100.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
37	Stapler Machine	20.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
38	Stapler Machine	80.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
39	Stapler Machine	40.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
40	Stapler Machine (Heavy Duty) (200 pages)	6.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
41	Sharpene	700.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
42	Pin Cushion	80.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
43	Paper Punch Single hole large size as per sample	160.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
44	Double Punch Machine Big Size	30.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
45	Rubber L/Size AL-30	500.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
46	Sealing Wax Packet	30.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
47	Scissor Fine	150.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
48	Stamp Pad L/Size	160.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
49	Short Hand Book	560.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
50	Poker Fine	36.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
51	Pin Remover	180.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
52	Colour Flag 3x3	300.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
53	Sticky notes color	120.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
54	Highlighter Marker	580.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
55	Fax Roll 40 meter thin core	160.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
56	Box File Large size with imported clip	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
57	Box File A-4 size with imported clip	200.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
58	L /Shape Cover Plastic	120.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
59	L /Shape Cover Plastic	300.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
60	Ring File Cover plastic	300.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
61	Ring File Cover plastic	800.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
62	Binding sheet plastic	80.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
63	Colour paper A-4 size	40.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
64	Pakka File Cover Jori	3000.00(Jori)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
65	Scotch Tape 1	260.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
66	Scotch Tape 2	40.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
67	Steel Foot 12	100.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building



Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
68	Blank / Lined Register 70 gm Paper Full escape Blank / Lined Register 70 gm Paper Full escape	300.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
69	Log Book 200 sheets	30.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
70	Flapper Rexene 3x24 with fine Dori	14000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
71	Fax/Photostat Paper 80 gm full escape legal (500 sheet)	250.00(Ream)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
72	Photostat Paper 80gm A-4 (500 sheet)	1650.00(Ream)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
73	Toner Photostat Toshiba T-4590D	36.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
74	Calculator 12 digit Casio original (big font)	10.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
75	Calculator 14 digit Casio original (big font)	10.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
76	Drafting pad legal size	50.00(Pad)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
77	Drafting pad A-4 size	180.00(Pad)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
78	Pen Drive (16 GB)	140.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
79	Pen Drive (32 GB)	40.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
80	Pen Drive (64 GB)	20.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
81	Computer Paper legal 80 gm (500 sheet)	400.00(Ream)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
82	Computer Paper A-4 size 80 gm (500 sheet)	50.00(Ream)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
83	Computer Paper A-4 size 70 gm (500 sheet)	1380.00(Ream)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
84	File Board Rexene with Magic Flapper Printed	600.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
85	Peon Book Printed A-4 Size (100 Sheets) VRG Paper	200.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
86	Telephone Index	20.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
87	Cash Book big size (Nobel)	2.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
88	Stock Register	10.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
89	Routine Sheet (400 sheet) (Legal size)	140.00(Ream)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
90	Routine Sheet (400 sheet) (A-4 size)	150.00(Ream)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
91	Magic Flapper Golden Mono with Printing Agriculture Department.	5000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
92	Executive Ring Note Book	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
93	Ring Note Book	400.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
94	D.O Envelope 4x9 80gm	2000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
95	Slips different color Size 3x5 printed	8000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
96	Attendance Register	36.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
97	Diary / Dispatch Register Legal size	320.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
98	Slip Book Cover Rexene copy size	200.00(Qty)	As per release of funds and identification of need.	05Days	2-Bank Road, Old P&D Building
99	Office note Book copy size	800.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
100	Slip Book Cover Rexene small size	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
101	Office note Book small size	150.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
102	Dak Pad Rexene	150.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
103	Meeting Pad Rexene	300.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
104	D.O Paper Four Colour	1000.00(Pad)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
105	D.O Paper Four Colour	2000.00(Pad)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
106	File Cover Legal Size	10000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
107	File Cover A-4 Size	18000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
108	File Cover Legal Size	2000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
109	File Cover A-4	3000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
110	Tissue Paper (Perfumed) large size	800.00(Box)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
111	Tissue Paper Sample large size Rose	1400.00(Box)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
112	Tissue Roll	800.00(Roll)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
113	Air Freshener	500.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
114	Mosquito (insecticide)	500.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
115	Hand Wash	300.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
116	Spray pump	30.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
117	Bath Soap	400.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
118	Surf 1/2 kg	400.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
119	Dish Wash Cake	400.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
120	Desi Soap	250.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
121	Glass cleaner	150.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
122	Phenyl Tablet	100.00(Packet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building



Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
123	Phenyl	250.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
124	Viper	60.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
125	Broom 1/2kg	200.00(Kg)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
126	Farshi Towel	300.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
127	Tat	150.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
128	Acid liquid (01 liter)	300.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
129	Towel standard size	200.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
130	Duster (18x24) size	1000.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
131	Battery Cell	500.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
132	Camera Cell	300.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
133	Sui Gas pipe	300.00(Feet)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
134	Plastic Tub large size	30.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
135	Water Glass	800.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
136	Tea cup saucer	500.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
137	Water Jug (Glass)	60.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
138	Tea spoon (12 Nos.)	250.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
139	Rice Spoon (12 Nos.)	100.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
140	Plate large size	200.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
141	Plate small size	300.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
142	Flush Brush	60.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
143	Mirror (12x18)	20.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
144	Wall clock (standard size)	30.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
145	Water Cooler (35 Litter)	30.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
146	Sugar pot	60.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
147	Electric Board for Computer	60.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
148	Air Freshener automatic with Machine	20.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
149	Air freshener Cartage	100.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
150	Tube Rod 40 Watt	100.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

<b>Sr. No.</b>	<b>Item</b>	<b>Quantity (Approx.)</b>	<b>Tentative Date of Supply Order</b>	<b>Tentative Delivery Period After Date of Supply Order.</b>	<b>Delivery Location</b>
151	Tube Rod 20 Watt	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
152	Chock 40 Watt	100.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
153	Chock 20 Watt	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
154	Starter S-10	100.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
155	Starter S-2	60.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
156	Single Patti	100.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
157	Energy Saver 6 Watt	150.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
158	Energy Saver 11 Watt	400.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
159	Energy Saver 25 Watt	300.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
160	Multi Plug (Bush) 5/ A	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
161	Multi Plug (Bush)15/ A	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
162	Electric wire 7/44 full gage	300.00(m)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
163	Electric wire 7/36 full gage	300.00(m)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
164	Electric wire 7/29 full gage	300.00(m)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
165	Electric wire 3/29 full gage	400.00(m)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
166	Extension Lead (Multiple socket)	200.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
167	Dimmer fan	150.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
168	Remote Bell	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
169	Remote Cell (Pencil size)	100.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
170	Door Electric Bell	30.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
171	Bell Push	25.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
172	Electric Heater	60.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
173	Electric Jug	20.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
174	Emergency Light	30.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
175	Car Body Polish	100.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
176	Car Dashboard Polish	100.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
177	Harpic cleaner large size	200.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
178	Harpic cleaner small size	300.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building



Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
179	Plastic Balti 40 ltr	30.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
180	Plastic Balti 30 Ltr	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
181	Basket (Dustbin) Large size	300.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
182	Basket (Dustbin) small size	400.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
183	Lock 50mm	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
184	Lock 38mm	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
185	Lock 36mm	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
186	Lock 32mm	50.00(Qty)	As per release of funds and identification of need.	05 Days	2-Bank Road, Old P&D Building
187	Service Cleaner	100.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building
188	Tonner HPMFPM127FN (83A)	2.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building
189	Computer Tonner HP 1022, 1010,1020	14.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building
190	Computer Tonner HP 1300	2.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building
191	Computer Tonner HP 1102	8.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building
192	Computer Tonner HP 1320	22.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
193	Computer Tonner HP Pro M 227 SDN (30A)	6.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building
194	Computer Tonner HP 1200	8.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building
195	Computer Tonner HP 2015	22.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building
196	Computer Tonner HP Pro M102W	6.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building
197	Computer Tonner HP 1606DN	6.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building
198	Computer Tonner HP Pro400	2.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building
199	Computer Tonner HP Pro M402DN (26A)	3.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building

Sr. No.	Item	Quantity (Approx.)	Tentative Date of Supply Order	Tentative Delivery Period After Date of Supply Order.	Delivery Location
200	Computer Tonner HP Pro 200 Colour Set	1.00(Qty)	As per release of funds and identification of need.	274 Days	2-Bank Road, Old P&D Building



## Part-I

### Section IV. Technical Specifications

Pencil Lead with fragrance

**Required Specifications:**

Gold Fish or Equivalent

Pencil Short Hand

**Required Specifications:**

Gold Fish or Equivalent

Ink Stamp

**Required Specifications:**

Crystal or Equivalent

White Fluid set

**Required Specifications:**

Pelikan or Equivalent

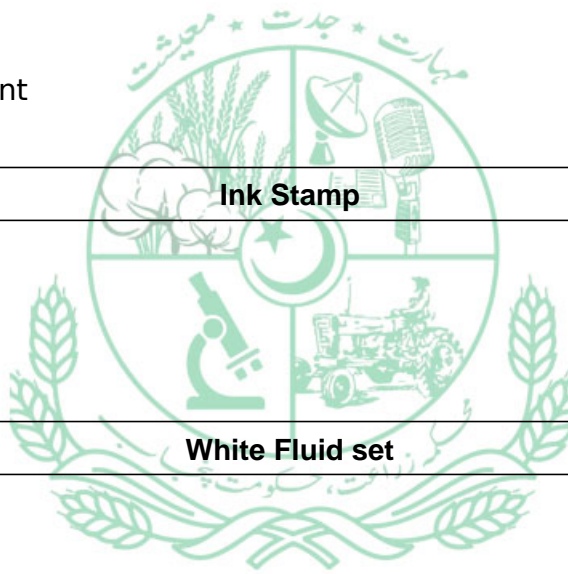
White Fluid Pen

**Required Specifications:**

Dux or Equivalent

Gum Liquid

**Required Specifications:**



5.O.Z Metro or Equivalent

**Ghum Stick Medium Size**

**Required Specifications:**

UHU or Equivalent

**Ink (Genuine) Blue, Black, Red & Green**

**Required Specifications:**

Pelikan or Equivalent

**Laces 36**

**Required Specifications:**

F/Quality or Equivalent

**Tags 6 inches as per sample**

**Required Specifications:**

F/ Quality or Equivalent

**Ball Point Blue, Black, Red & Green (Clipper)**

**Required Specifications:**

Piano sky or Equivalent

**Ball Point Blue, Black, Red & Green (Clipper)**

**Required Specifications:**

Dollar or Equivalent

**Permanent Marker No.70& 90**

**Required Specifications:**

Dollar or Equivalent

**White Board Marker (Multi Color )**

**Required Specifications:**

Dollar or Equivalent

**White Board Duster**

**Required Specifications:**

F/ Quality or Equivalent

**Post it Pad Size 3**

**Required Specifications:**

3M or Equivalent

**Post it Pad Size 3**

**Required Specifications:**

3M or Equivalent

**Binding Tap 2**

**Required Specifications:**

Sensa or Opal or Equivalent

**Binding Tap 3**

**Required Specifications:**

Sensa or Opal or Equivalent

**Envelope Size 9x4 80gm Local paper**

**Required Specifications:**

as per sample

**Envelope Size 11x5 80gm Local paper**

**Required Specifications:**

as per sample

**Envelope A-4 Size 80gm Local paper**

**Required Specifications:**

as per sample

**Envelope File Size 80gm Local paper**

**Required Specifications:**

as per sample

**Envelope 14x18 with Cloth Binding Golden**

**Required Specifications:**

F/ Quality or Equivalent

**Marker Blue, Black, Red & Green**

**Required Specifications:**

Uni Ball eye or Equivalent

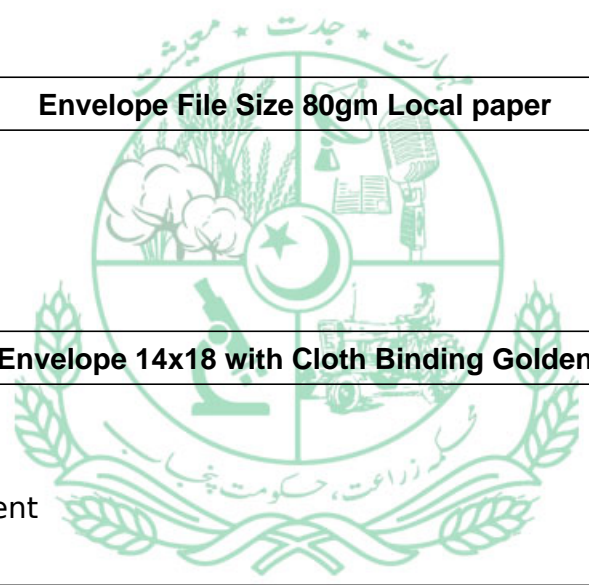
**Marker Red, Blue ,Black and Green**

**Required Specifications:**

Uni Ball (Signo)(0.7) or equivalent

**Marker Red, Blue ,Black and Green**

**Required Specifications:**





Uni Ball Deluxe or Equivalent

**File Board with Flapper**

**Required Specifications:**

Fine Quality or Equivalent

**Paper Cutter Large size**

**Required Specifications:**

SDI (Japan) or Equivalent

**Paper Weight Round**

**Required Specifications:**

Marble or Equivalent

**Paper Clip 36 mm**

**Required Specifications:**

Three Flower or Equivalent

**Paper clip colour fine**

**Required Specifications:**

Packet or Equivalent

**Paper Pin**

**Required Specifications:**

China or Equivalent

**Stapler Pin (ORY 24/6)**

**Required Specifications:**

or Equivalent

**Stapler Pin, Heavy Duty 23/17**

**Required Specifications:**

Whashin or Equivalent

**Stapler Pin, Heavy Duty 23/15**

**Required Specifications:**

Whashin or Equivalent

**Stapler Machine**

**Required Specifications:**

Max or Equivalent

**Stapler Machine**

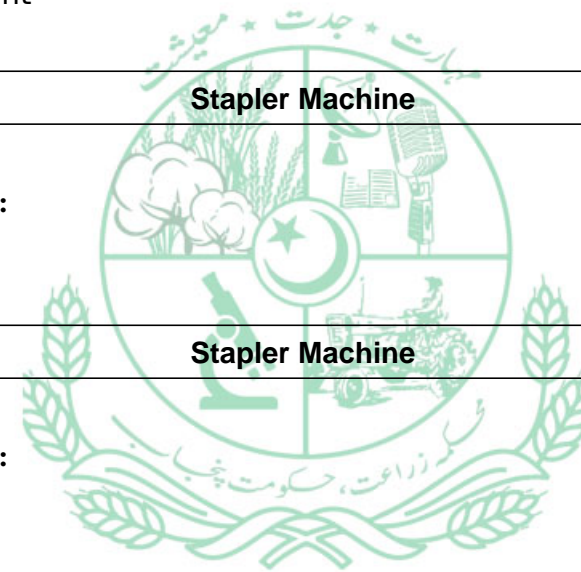
**Required Specifications:**

ORY or Equivalent

**Stapler Machine**

**Required Specifications:**

Mapid or Equivalent



**Stapler Machine (Heavy Duty) (200 pages)**

**Required Specifications:**

Daily or Equivalent

**Sharpene**

**Required Specifications:**

Dux or Equivalent

**Pin Cushion**

**Required Specifications:**

Magnet or Equivalent

**Paper Punch Single hole large size as per sample**

**Required Specifications:**

F/Quality or Equivalent

**Double Punch Machine Big Size**

**Required Specifications:**

KW or Equivalent

**Rubber L/Size AL-30**

**Required Specifications:**

Pelikan or Equivalent

**Sealing Wax Packet**

**Required Specifications:**

F/Quality or Equivalent

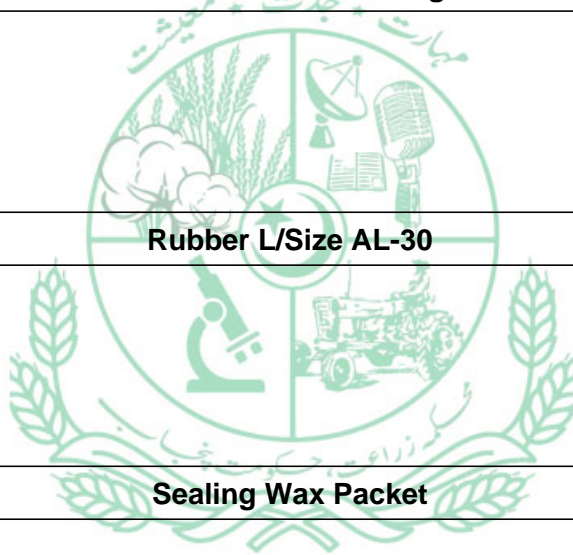
**Scissor Fine**

**Required Specifications:**

F/Quality China or equivalent

**Stamp Pad L/Size**

**Required Specifications:**



Colop or Equivalent

**Short Hand Book**

**Required Specifications:**

100 Sheet or Equivalent

**Poker Fine**

**Required Specifications:**

Fine Quality or Equivalent

**Pin Remover**

**Required Specifications:**

KW or Equivalent

**Colour Flag 3x3**

**Required Specifications:**

Paper or Equivalent

**Sticky notes color**

**Required Specifications:**

plastic or Equivalent

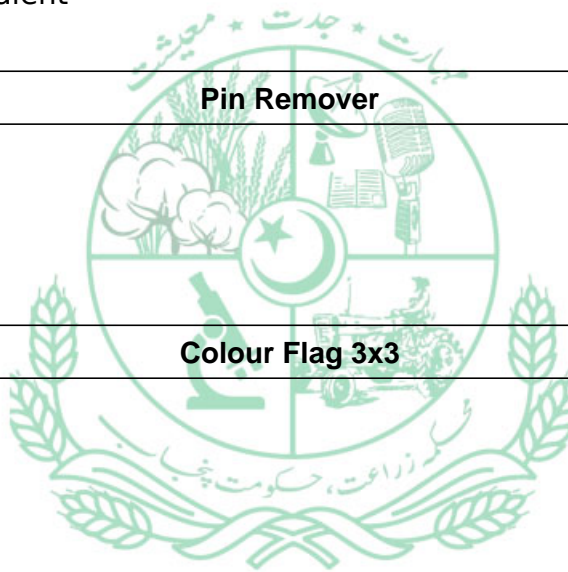
**Highlighter Marker**

**Required Specifications:**

Dollar or Equivalent

**Fax Roll 40 meter thin core**

**Required Specifications:**



Panasonic or Equivalent

**Box File Large size with imported clip**

**Required Specifications:**

Fiber or Equivalent

**Box File A-4 size with imported clip**

**Required Specifications:**

Fiber or Equivalent

**L /Shape Cover Plastic**

**Required Specifications:**

Legal Size imported or equivalent

**L /Shape Cover Plastic**

**Required Specifications:**

A-4 Size imported or equivalent

**Ring File Cover plastic**

**Required Specifications:**

Legal Size Imported or equivalent

**Ring File Cover plastic**

**Required Specifications:**

A-4 Size Imported or equivalent

**Binding sheet plastic**

**Required Specifications:**

Fine quality (China) or equivalent

**Colour paper A-4 size**

**Required Specifications:**

Imported per packet 100 sheet or Equivalent

**Pakka File Cover Jori**

**Required Specifications:**

Fine Quality or Equivalent

**Scotch Tape 1**

**Required Specifications:**

Deer or Equivalent

**Scotch Tape 2**

**Required Specifications:**

Deer or Equivalent

**Steel Foot 12**

**Required Specifications:**

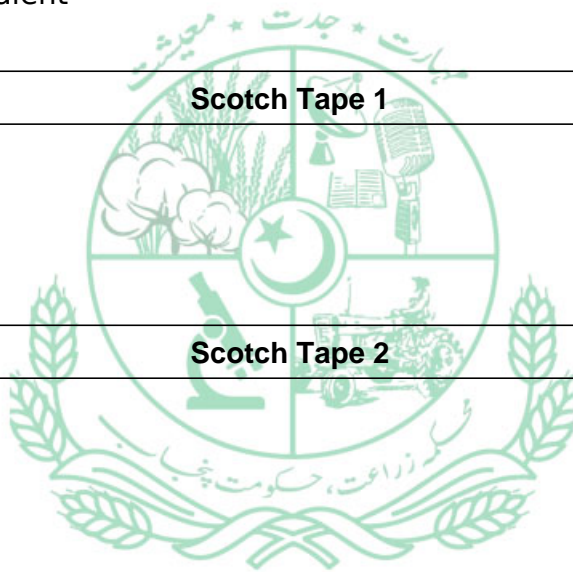
Fine Quality China or Equivalent

**Blank / Lined Register 70 gm Paper Full escape Blank / Lined Register 70 gm Paper Full escape**

**Required Specifications:**

(200 Sheet Binding) or Equivalent

**Log Book 200 sheets**



**Required Specifications:**

Fine Quality or Equivalent

**Flapper Rexene 3x24 with fine Dori**

**Required Specifications:**

Fine Quality or Equivalent

**Fax/Photostat Paper 80 gm full escape legal (500 sheet)**

**Required Specifications:**

Double A Paper or Equivalent

**Photostat Paper 80gm A-4 (500 sheet)**

**Required Specifications:**

BLC Paper or Equivalent

**Toner Photostat Toshiba T-4590D**

**Required Specifications:**

Genuine or Equivalent

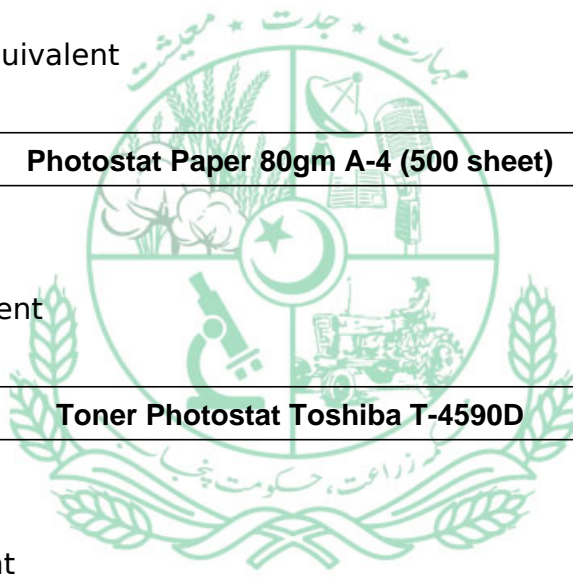
**Calculator 12 digit Casio original (big font)**

**Required Specifications:**

Genuine or Equivalent

**Calculator 14 digit Casio original (big font)**

**Required Specifications:**



Genuine or Equivalent

**Drafting pad legal size**

**Required Specifications:**

80 gm Imported Paper or equivalent

**Drafting pad A-4 size**

**Required Specifications:**

80 gm Imported Paper or equivalent

**Pen Drive (16 GB)**

**Required Specifications:**

Samsung or Equivalent

**Pen Drive (32 GB)**

**Required Specifications:**

Samsung or Equivalent

**Pen Drive (64 GB)**

**Required Specifications:**

Samsung or Equivalent

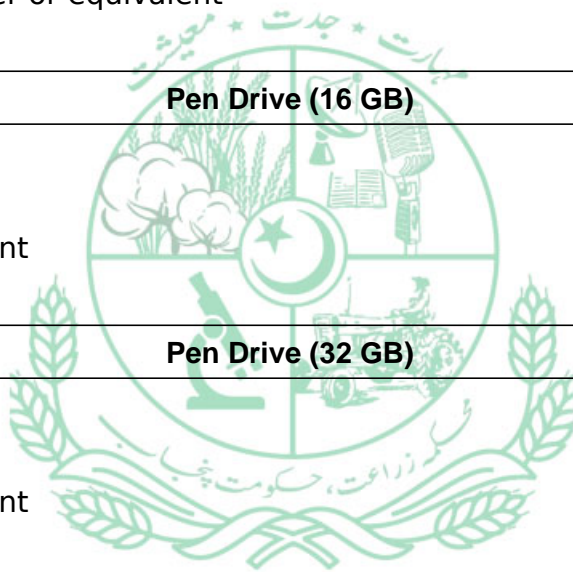
**Computer Paper legal 80 gm (500 sheet)**

**Required Specifications:**

Double A or Equivalent

**Computer Paper A-4 size 80 gm (500 sheet)**

**Required Specifications:**





Double A or Equivalent

**Computer Paper A-4 size 70 gm (500 sheet)**

**Required Specifications:**

Double A or Equivalent

**File Board Rexene with Magic Flapper Printed**

**Required Specifications:**

as per sample

**Peon Book Printed A-4 Size (100 Sheets) VRG Paper**

**Required Specifications:**

as per sample

**Telephone Index**

**Required Specifications:**

(Big Size) Fine Quality or Equivalent

**Cash Book big size (Nobel)**

**Required Specifications:**

as per sample

**Stock Register**

**Required Specifications:**

as per sample

**Routine Sheet (400 sheet) (Legal size)**

**Required Specifications:**

Line printed imported paper 80gm

**Routine Sheet (400 sheet) (A-4 size)**

**Required Specifications:**

Line printed imported paper 80gm

**Magic Flapper Golden Mono with Printing Agriculture Department.**

**Required Specifications:**

As per sample

**Executive Ring Note Book**

**Required Specifications:**

printed as per sample

**Ring Note Book**

**Required Specifications:**

Printed on 80gm Imported Paper as per sample

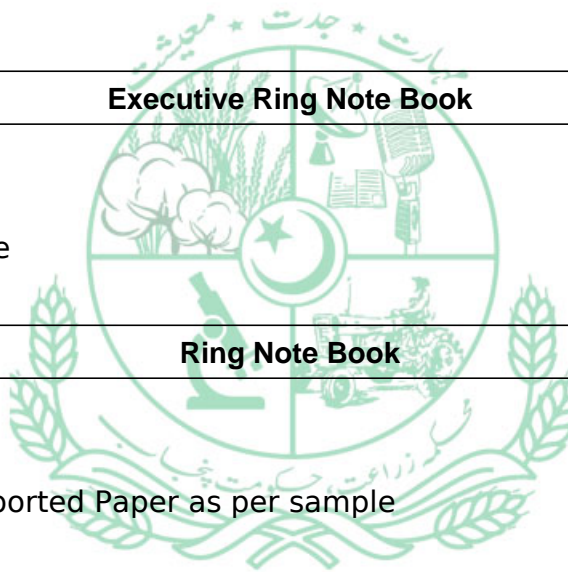
**D.O Envelope 4x9 80gm**

**Required Specifications:**

printed imported paper or Equivalent

**Slips different color Size 3x5 printed**

**Required Specifications:**



Urgent, Immediate, Top Priority, Time Limit, Court Case & Enquiry Case Pension Case as per sample

**Attendance Register**

**Required Specifications:**

printed large size or equivalent

**Diary / Dispatch Register Legal size**

**Required Specifications:**

Printed on 70 gm paper (200 Sheet binding) or Equivalent

**Slip Book Cover Rexene copy size**

**Required Specifications:**

Printed as per sample

**Office note Book copy size**

**Required Specifications:**

Printed 80gm Paper As per sample

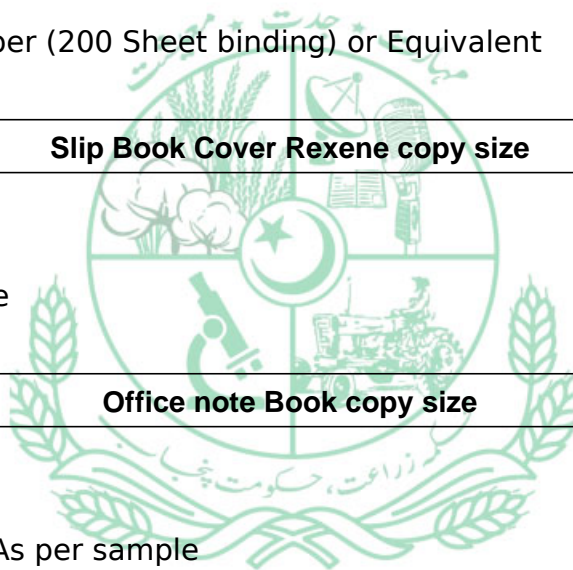
**Slip Book Cover Rexene small size**

**Required Specifications:**

Printed as per sample

**Office note Book small size**

**Required Specifications:**



Printed 80gm Paper As per sample

**Dak Pad Rexene**

**Required Specifications:**

Printed as per sample

**Meeting Pad Rexene**

**Required Specifications:**

Printed as per sample

**D.O Paper Four Colour**

**Required Specifications:**

Printed on 110 gm Imported paper Full escape as per sample

**D.O Paper Four Colour**

**Required Specifications:**

Printed on 110 gm imported paper A-4 Size as per sample

**File Cover Legal Size**

**Required Specifications:**

Agriculture Department with printed imported Card as per sample

**File Cover A-4 Size**

**Required Specifications:**

Agriculture Department with printed imported card as per sample

**File Cover Legal Size**

**Required Specifications:**

"Summary to Chief Minister", "Note for Governor", "Note for Agriculture

Minister:, "Note for Chief Secretary" with printed imported card as per sample

**File Cover A-4**

**Required Specifications:**

"Summary to Chief Minister", "Note for Governor", "Note for Agriculture Minister:, "Note for Chief Secretary" with printed imported Card as per sample

**Tissue Paper (Perfumed) large size**

**Required Specifications:**

Rose Petal POP UP or equivalent

**Tissue Paper Sample large size Rose**

**Required Specifications:**

Petal POP UP or equivalent

**Tissue Roll**

**Required Specifications:**

Rose Petal or equivalent

**Air Freshener**

**Required Specifications:**

Cobra / afridi or equivalent

**Mosquito ( insecticide)**

**Required Specifications:**

Cobra / morten or equivalent

**Hand Wash**

**Required Specifications:**

Lifebouy / dettol or equivalent

**Spray pump**

**Required Specifications:**

fine quality or Equivalent

**Bath Soap**

**Required Specifications:**

Lux / Capri / Palmolive or Equivalent

**Surf 1/2 kg**

**Required Specifications:**

Surf excel / Arial / Bright or Equivalent

**Dish Wash Cake**

**Required Specifications:**

Vim / Rin or Equivalent

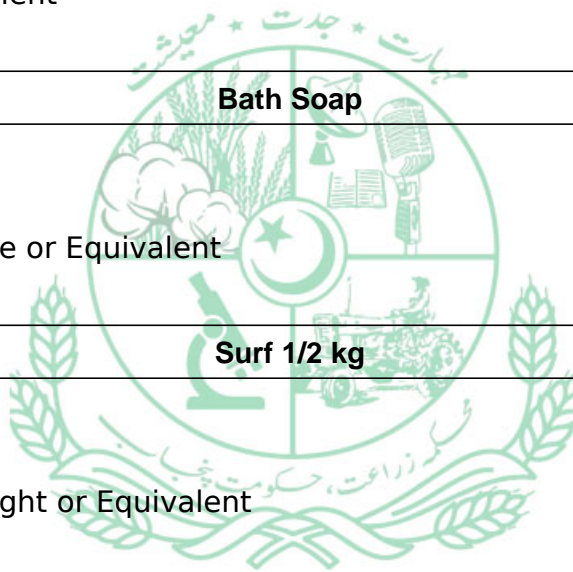
**Desi Soap**

**Required Specifications:**

Sufi Soap or Equivalent

**Glass cleaner**

**Required Specifications:**



Glint or equivalent

Phenyl Tablet

**Required Specifications:**  
(Packet of 12) or Equivalent

Phenyl

**Required Specifications:**  
( 03 (Liter) or Equivalent

Viper

**Required Specifications:**  
Local or equivalent

Broom 1/2kg

**Required Specifications:**  
Local or equivalent

Farshi Towel

**Required Specifications:**  
Local or equivalent

Tat

**Required Specifications:**  
Local or equivalent

Acid liquid (01 liter)

**Required Specifications:**

Local or equivalent

**Towel standard size**

**Required Specifications:**

Local or equivalent

**Duster (18x24) size**

**Required Specifications:**

Local or equivalent

**Battery Cell**

**Required Specifications:**

Toshiba or equivalent

**Camera Cell**

**Required Specifications:**

Toshiba or equivalent

**Sui Gas pipe**

**Required Specifications:**

fine quality 1/2 Plastic

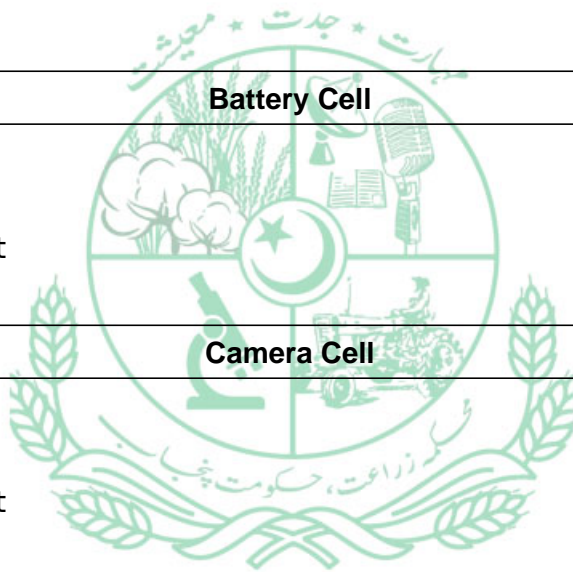
**Plastic Tub large size**

**Required Specifications:**

Local or equivalent

**Water Glass**

**Required Specifications:**





oyo Nasic or equivalent

**Tea cup saucer**

**Required Specifications:**

Local or equivalent

**Water Jug (Glass)**

**Required Specifications:**

Local or equivalent

**Tea spoon (12 Nos.)**

**Required Specifications:**

Local or equivalent

**Rice Spoon (12 Nos.)**

**Required Specifications:**

Local or equivalent

**Plate large size**

**Required Specifications:**

Local or equivalent

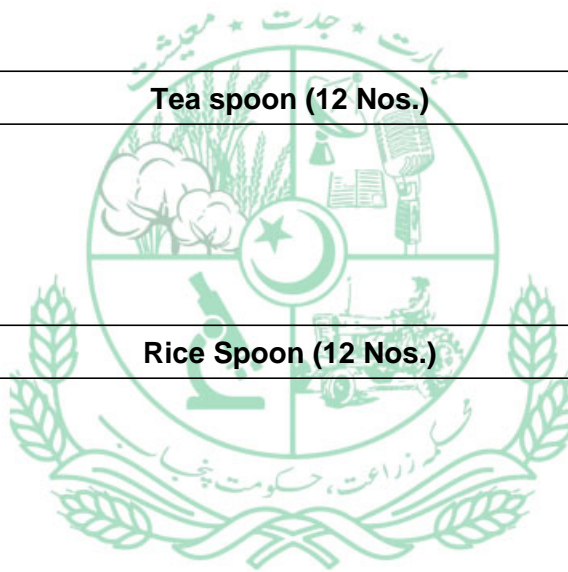
**Plate small size**

**Required Specifications:**

Local or equivalent

**Flush Brush**

**Required Specifications:**



Local or equivalent

**Mirror (12x18)**

**Required Specifications:**

Local or equivalent

**Wall clock (standard size)**

**Required Specifications:**

Casio / Citizen or equivalent

**Water Cooler (35 Litter)**

**Required Specifications:**

Rehber or equivalent

**Sugar pot**

**Required Specifications:**

Local or equivalent

**Electric Board for Computer**

**Required Specifications:**

Local or equivalent

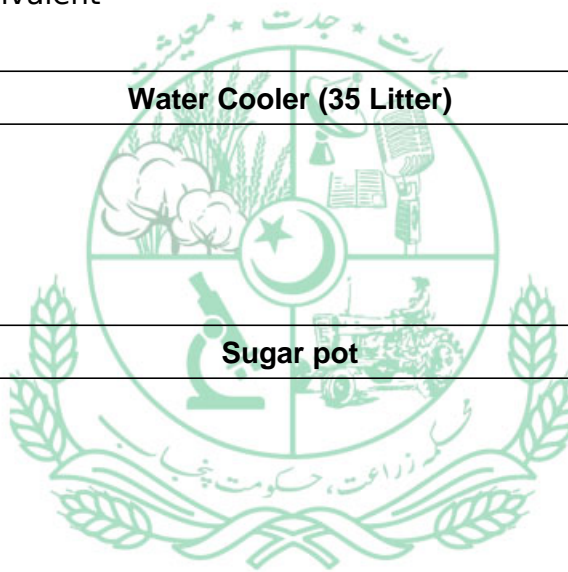
**Air Freshener automatic with Machine**

**Required Specifications:**

Imported or equivalent

**Air freshener Cartage**

**Required Specifications:**



Imported or equivalent

**Tube Rod 40 Watt**

**Required Specifications:**

Philips or equivalent

**Tube Rod 20 Watt**

**Required Specifications:**

Philips or equivalent

**Chock 40 Watt**

**Required Specifications:**

Philips or equivalent

**Chock 20 Watt**

**Required Specifications:**

Philips or equivalent

**Starter S-10**

**Required Specifications:**

Philips or equivalent

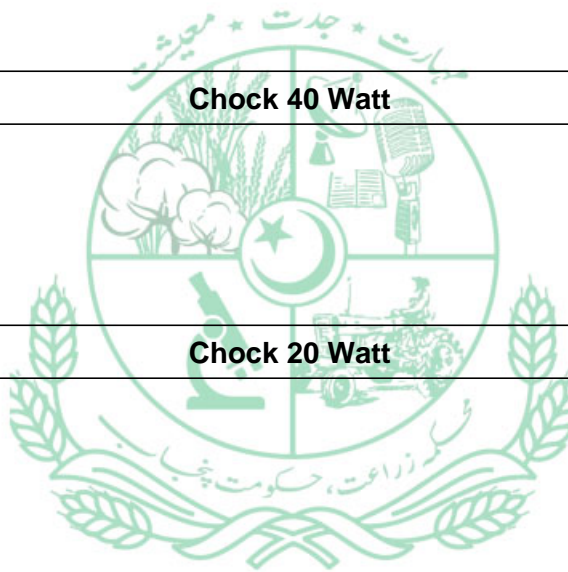
**Starter S-2**

**Required Specifications:**

Philips or equivalent

**Single Patti**

**Required Specifications:**



Philips or equivalent

Energy Saver 6 Watt

**Required Specifications:**

Philips or equivalent

Energy Saver 11 Watt

**Required Specifications:**

Philips or equivalent

Energy Saver 25 Watt

**Required Specifications:**

Philips or equivalent

Multi Plug (Bush) 5/ A

**Required Specifications:**

Imported or equivalent

Multi Plug (Bush)15/ A

**Required Specifications:**

Imported or equivalent

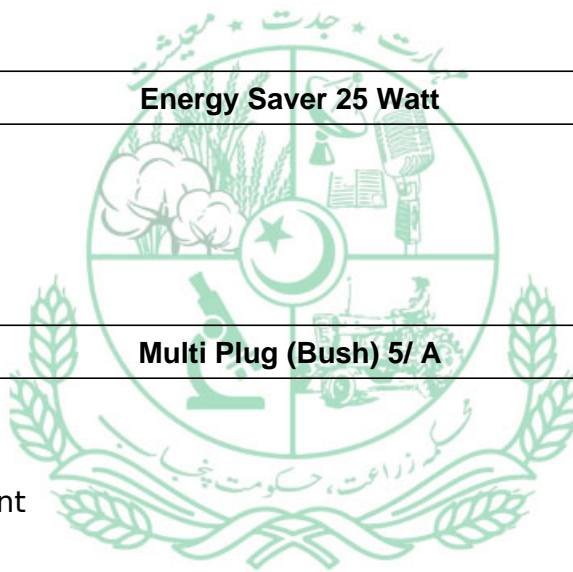
Electric wire 7/44 full gage

**Required Specifications:**

GM / Fast or equivalent

Electric wire 7/36 full gage

**Required Specifications:**



GM / Fast or equivalent

**Electric wire 7/29 full gage**

**Required Specifications:**

GM / Fast or equivalent

**Electric wire 3/29 full gage**

**Required Specifications:**

GM / Fast or equivalent

**Extension Lead (Multiple socket)**

**Required Specifications:**

Local with 7/29 wire or equivalent

**Dimmer fan**

**Required Specifications:**

Imported or equivalent

**Remote Bell**

**Required Specifications:**

Imported or equivalent

**Remote Cell (Pencil size)**

**Required Specifications:**

Toshiba or equivalent

**Door Electric Bell**

**Required Specifications:**

Ding Dong or equivalent

**Bell Push**

**Required Specifications:**

Imported or equivalent

**Electric Heater**

**Required Specifications:**

Imported or equivalent

**Electric Jug**

**Required Specifications:**

Imported or equivalent

**Emergency Light**

**Required Specifications:**

Imported or equivalent

**Car Body Polish**

**Required Specifications:**

Imported or equivalent

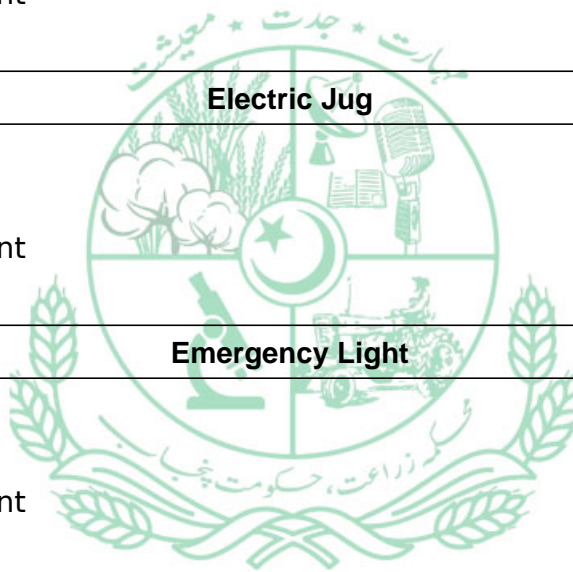
**Car Dashboard Polish**

**Required Specifications:**

Imported or equivalent

**Harpic cleaner large size**

**Required Specifications:**



Company brand or equivalent

**Harpic cleaner small size**

**Required Specifications:**

Company brand or equivalent

**Plastic Balti 40 ltr**

**Required Specifications:**

Local or equivalent

**Plastic Balti 30 Ltr**

**Required Specifications:**

Local or equivalent

**Basket (Dustbin) Large size**

**Required Specifications:**

Company brand or equivalent

**Basket (Dustbin) small size**

**Required Specifications:**

Company brand or equivalent

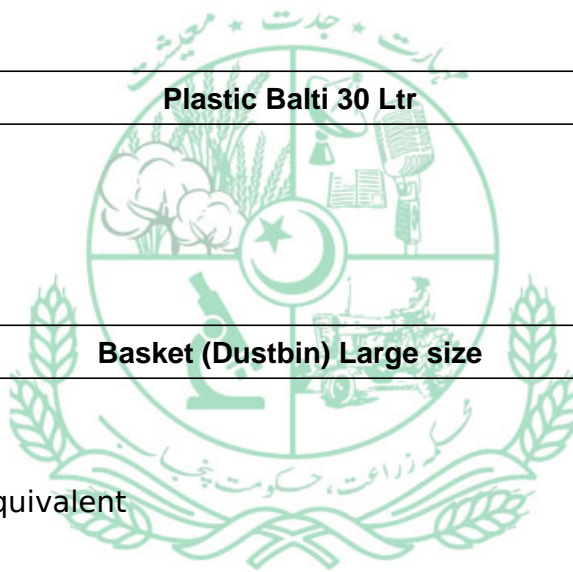
**Lock 50mm**

**Required Specifications:**

China or equivalent

**Lock 38mm**

**Required Specifications:**



China or equivalent

**Lock 36mm**

**Required Specifications:**

China or equivalent

**Lock 32mm**

**Required Specifications:**

China or equivalent

**Service Cleaner**

**Required Specifications:**

Dettol or Equivelant

**Tonner HPMFPM127FN (83A)**

**Required Specifications:**

HP Genuine or Equivalent

**Computer Tonner HP 1022, 1010,1020**

**Required Specifications:**

HP Genuine or Equivalent

**Computer Tonner HP 1300**

**Required Specifications:**

HP Genuine or Equivalent

**Computer Tonner HP 1102**

**Required Specifications:**



HP Genuine or Equivalent

**Computer Toner HP 1320**

**Required Specifications:**

HP Genuine or Equivalent

**Computer Toner HP Pro M 227 SDN (30A)**

**Required Specifications:**

HP Genuine or Equivalent

**Computer Toner HP 1200**

**Required Specifications:**

HP Genuine or Equivalent

**Computer Toner HP 2015**

**Required Specifications:**

HP Genuine or Equivalent

**Computer Toner HP Pro M102W**

**Required Specifications:**

HP Genuine or Equivalent

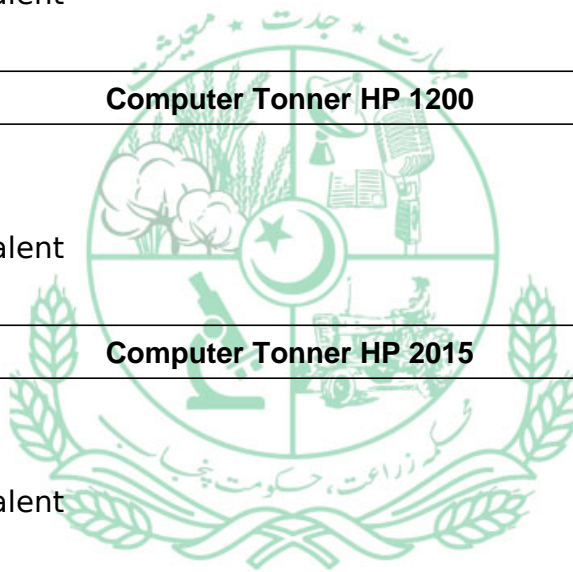
**Computer Toner HP 1606DN**

**Required Specifications:**

HP Genuine or Equivalent

**Computer Toner HP Pro400**

**Required Specifications:**



HP Genuine or Equivalent

**Computer Toner HP Pro M402DN (26A)**

**Required Specifications:**

HP Genuine or Equivalent

**Computer Toner HP Pro 200 Colour Set**

**Required Specifications:**

HP Genuine or Equivalent



## Part-I

### Section V. Bidding Forms

#### 1. Bid Submission Form

REF: E&A(Agri)6-8/2020

Date: -----

No: -----

To

Section Officer (General), 2-Bank Road, Old P&D Building, Lahore, Distt. Lahore

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver goods under the contract "**PROCUREMENT OF STATIONERY, COMPUTER STATIONERY, PRINTING, COST OF OTHER AND OTHER ITEMS.**" in conformity with the said bidding documents at the rate(s) mentioned in the "PRICE SCHEDULES" or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedules specified in the Schedule of Requirements.

**We agree to abide by this Bid during Bid validity period as mention in Bid Data Sheet from the date fixed for Bid opening** under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and Address of Agent Commission or Gratuity	Amount and Currency	Purpose of
_____	_____	
_____ N/A _____		
_____	_____	

\_\_\_\_\_

(if none, state "none")

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(in the capacity of)

Duly authorized to sign Bid for and on behalf of



## 2. Price Schedules

Sr. No.	Item / Description	Brand / Model	Country / Origin	Unit Price (PKR)
1	Pencil Lead with fragrance			
2	Pencil Short Hand			
3	Ink Stamp			
4	White Fluid set			
5	White Fluid Pen			
6	Gum Liquid			
7	Ghum Stick Medium Size			
8	Ink (Genuine) Blue, Black, Red & Green			
9	Laces 36			
10	Tags 6 inches as per sample			
11	Ball Point Blue, Black, Red & Green (Clipper)			
12	Ball Point Blue, Black, Red & Green (Clipper)			
13	Permanent Marker No.70& 90			
14	White Board Marker (Multi Color )			
15	White Board Duster			
16	Post it Pad Size 3			
17	Post it Pad Size 3			
18	Binding Tap 2			
19	Binding Tap 3			
20	Envelope Size 9x4 80gm Local paper			
21	Envelope Size 11x5 80gm Local paper			
22	Envelope A-4 Size 80gm Local paper			
23	Envelope File Size 80gm Local paper			

<b>Sr. No.</b>	<b>Item / Description</b>	<b>Brand / Model</b>	<b>Country / Origin</b>	<b>Unit Price (PKR)</b>
24	Envelope 14x18 with Cloth Binding Golden			
25	Marker Blue, Black, Red & Green			
26	Marker Red, Blue ,Black and Green			
27	Marker Red, Blue ,Black and Green			
28	File Board with Flapper			
29	Paper Cutter Large size			
30	Paper Weight Round			
31	Paper Clip 36 mm			
32	Paper clip colour fine			
33	Paper Pin			
34	Stapler Pin (ORY 24/6)			
35	Stapler Pin, Heavy Duty 23/17			
36	Stapler Pin, Heavy Duty 23/15			
37	Stapler Machine			
38	Stapler Machine			
39	Stapler Machine			
40	Stapler Machine (Heavy Duty) (200 pages)			
41	Sharpene			
42	Pin Cushion			
43	Paper Punch Single hole large size as per sample			
44	Double Punch Machine Big Size			
45	Rubber L/Size AL-30			
46	Sealing Wax Packet			
47	Scissor Fine			

Sr. No.	Item / Description	Brand / Model	Country / Origin	Unit Price (PKR)
48	Stamp Pad L/Size			
49	Short Hand Book			
50	Poker Fine			
51	Pin Remover			
52	Colour Flag 3x3			
53	Sticky notes color			
54	Highlighter Marker			
55	Fax Roll 40 meter thin core			
56	Box File Large size with imported clip			
57	Box File A-4 size with imported clip			
58	L /Shape Cover Plastic			
59	L /Shape Cover Plastic			
60	Ring File Cover plastic			
61	Ring File Cover plastic			
62	Binding sheet plastic			
63	Colour paper A-4 size			
64	Pakka File Cover Jori			
65	Scotch Tape 1			
66	Scotch Tape 2			
67	Steel Foot 12			
68	Blank / Lined Register 70 gm Paper Full escape Blank / Lined Register 70 gm Paper Full escape			
69	Log Book 200 sheets			
70	Flapper Rexene 3x24 with fine Dori			
71	Fax/Photostat Paper 80 gm full escape legal (500 sheet)			

Sr. No.	Item / Description	Brand / Model	Country / Origin	Unit Price (PKR)
72	Photostat Paper 80gm A-4 (500 sheet)			
73	Toner Photostat Toshiba T-4590D			
74	Calculator 12 digit Casio original (big font)			
75	Calculator 14 digit Casio original (big font)			
76	Drafting pad legal size			
77	Drafting pad A-4 size			
78	Pen Drive (16 GB)			
79	Pen Drive (32 GB)			
80	Pen Drive (64 GB)			
81	Computer Paper legal 80 gm (500 sheet)			
82	Computer Paper A-4 size 80 gm (500 sheet)			
83	Computer Paper A-4 size 70 gm (500 sheet)			
84	File Board Rexene with Magic Flapper Printed			
85	Peon Book Printed A-4 Size (100 Sheets) VRG Paper			
86	Telephone Index			
87	Cash Book big size (Nobel)			
88	Stock Register			
89	Routine Sheet (400 sheet) (Legal size)			
90	Routine Sheet (400 sheet) (A-4 size)			
91	Magic Flapper Golden Mono with Printing Agriculture Department.			



<b>Sr. No.</b>	<b>Item / Description</b>	<b>Brand / Model</b>	<b>Country / Origin</b>	<b>Unit Price (PKR)</b>
92	Executive Ring Note Book			
93	Ring Note Book			
94	D.O Envelope 4x9 80gm			
95	Slips different color Size 3x5 printed			
96	Attendance Register			
97	Diary / Dispatch Register Legal size			
98	Slip Book Cover Rexene copy size			
99	Office note Book copy size			
100	Slip Book Cover Rexene small size			
101	Office note Book small size			
102	Dak Pad Rexene			
103	Meeting Pad Rexene			
104	D.O Paper Four Colour			
105	D.O Paper Four Colour			
106	File Cover Legal Size			
107	File Cover A-4 Size			
108	File Cover Legal Size			
109	File Cover A-4			
110	Tissue Paper (Perfumed) large size			
111	Tissue Paper Sample large size Rose			
112	Tissue Roll			
113	Air Freshener			
114	Mosquito ( insecticide)			
115	Hand Wash			
116	Spray pump			
117	Bath Soap			

Sr. No.	Item / Description	Brand / Model	Country / Origin	Unit Price (PKR)
118	Surf 1/2 kg			
119	Dish Wash Cake			
120	Desi Soap			
121	Glass cleaner			
122	Phenyl Tablet			
123	Phenyl			
124	Viper			
125	Broom 1/2kg			
126	Farshi Towel			
127	Tat			
128	Acid liquid (01 liter)			
129	Towel standard size			
130	Duster (18x24) size			
131	Battery Cell			
132	Camera Cell			
133	Sui Gas pipe			
134	Plastic Tub large size			
135	Water Glass			
136	Tea cup saucer			
137	Water Jug (Glass)			
138	Tea spoon (12 Nos.)			
139	Rice Spoon (12 Nos.)			
140	Plate large size			
141	Plate small size			
142	Flush Brush			
143	Mirror (12x18)			

Sr. No.	Item / Description	Brand / Model	Country / Origin	Unit Price (PKR)
144	Wall clock (standard size)			
145	Water Cooler (35 Litter)			
146	Sugar pot			
147	Electric Board for Computer			
148	Air Freshener automatic with Machine			
149	Air freshener Cartage			
150	Tube Rod 40 Watt			
151	Tube Rod 20 Watt			
152	Chock 40 Watt			
153	Chock 20 Watt			
154	Starter S-10			
155	Starter S-2			
156	Single Patti			
157	Energy Saver 6 Watt			
158	Energy Saver 11 Watt			
159	Energy Saver 25 Watt			
160	Multi Plug (Bush) 5/ A			
161	Multi Plug (Bush)15/ A			
162	Electric wire 7/44 full gage			
163	Electric wire 7/36 full gage			
164	Electric wire 7/29 full gage			
165	Electric wire 3/29 full gage			
166	Extension Lead (Multiple socket)			
167	Dimmer fan			
168	Remote Bell			
169	Remote Cell (Pencil size)			

Sr. No.	Item / Description	Brand / Model	Country / Origin	Unit Price (PKR)
170	Door Electric Bell			
171	Bell Push			
172	Electric Heater			
173	Electric Jug			
174	Emergency Light			
175	Car Body Polish			
176	Car Dashboard Polish			
177	Harpic cleaner large size			
178	Harpic cleaner small size			
179	Plastic Balti 40 ltr			
180	Plastic Balti 30 Ltr			
181	Basket (Dustbin) Large size			
182	Basket (Dustbin) small size			
183	Lock 50mm			
184	Lock 38mm			
185	Lock 36mm			
186	Lock 32mm			
187	Service Cleaner			
188	Tonner HPMFPM127FN (83A)			
189	Computer Tonner HP 1022, 1010,1020			
190	Computer Tonner HP 1300			
191	Computer Tonner HP 1102			
192	Computer Tonner HP 1320			
193	Computer Tonner HP Pro M 227 SDN (30A)			
194	Computer Tonner HP 1200			
195	Computer Tonner HP 2015			

Sr. No.	Item / Description	Brand / Model	Country / Origin	Unit Price (PKR)
196	Computer Tonner HP Pro M102W			
197	Computer Tonner HP 1606DN			
198	Computer Tonner HP Pro400			
199	Computer Tonner HP Pro M402DN (26A)			
200	Computer Tonner HP Pro 200 Colour Set			



# Part-II

## Section I. Contract Forms

### 1. Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between, **Section Officer (General), 2-Bank Road, Old P&D Building, Lahore, Distt. Lahore**(hereinafter called "the Purchaser") of the one part and *[name of Supplier]* of (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, under the Contract **PROCUREMENT OF STATIONERY, COMPUTER STATIONERY, PRINTING, COST OF OTHER AND OTHER ITEMS.** and has accepted a bid by the Supplier for the supply of those goods and services at rate(s) mentioned in the "PRICE SCHEDULES" (hereinafter called "the Contract Price(s)").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Purchaser's Notification of Award

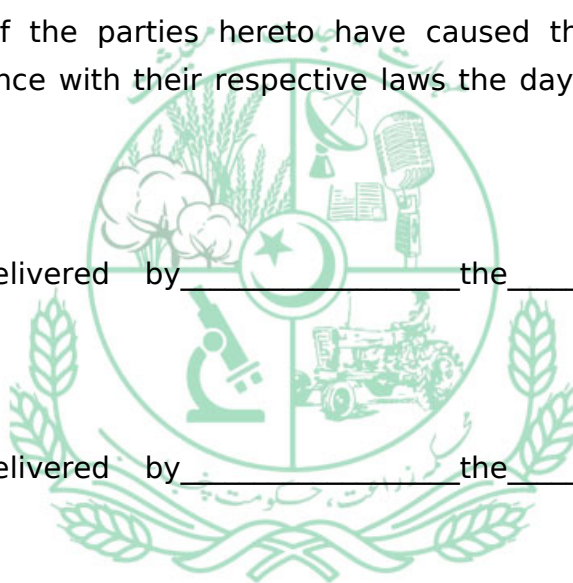
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

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

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



## Part-II

### Section II. General Conditions of Contract

#### 1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

(a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

(c) "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.

(d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.

(e) "GCC" means the General Conditions of Contract contained in this section.

(f) "SCC" means the Special Conditions of Contract.

(g) "The Purchaser" means the organization purchasing the Goods, as named in SCC.

(h) "The Purchaser's country" is Islamic Republic of Pakistan.

(i) "The Supplier" means the individual or firm supplying the Goods and



Services under this Contract.

(j) "The Project Site," where applicable, means the place or places named in SCC.

(k) "Day" means calendar day.

## **2. Application**

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

## **3. Country of Origin**

3.1 For purposes of this Clause, "origin" means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.2 The origin of Goods and Services is distinct from the nationality of the Supplier.

## **4. Standards**

4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution

## **5. Use of Contract Documents and Information; Inspection and Audit by the Purchaser**

5.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the

Purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.

5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.

5.4 The Supplier shall permit the Procuring Agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Procuring Agency, if so required by the Procuring Agency.

## **6. Patent Rights**

6.1 The Supplier shall indemnify the Purchaser against all third party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

## **7. Performance Guarantee**

7.1 Within ten (10) days of receipt of the notification of Contract award, the successful Bidder shall furnish to the Purchaser the performance guarantee in the amount specified in SCC.

7.2 The proceeds of the performance guarantee shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

7.3 The performance guarantee shall be denominated in the currency of the Contract acceptable to the Purchaser and shall be in one of the following

forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in Pakistan, in the form provided in the bidding documents or another form acceptable to the Purchaser; or

(b) a cashier's or certified check.

7.4 The performance guarantee will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.

## 8. Inspections and Tests

8.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

8.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in Pakistan shall in no way be limited or

waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' shipment from the country of origin.

8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

## **9. Packing**

9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.

## **10. Delivery and Documents**

10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.

10.2 Documents to be submitted by the Supplier are specified in SCC

## **11. Insurance**

11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been


delivered, hence insurance coverage is sellers responsibility.

## 12. Transportation

12.1 The Supplier is required under the Contact to transport the Goods to a specified place of destination within the Purchaser's country, transport to such place of destination in the Purchaser's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

## 13. Incidental Services

13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- 
- (a) performance or supervision of on-site assembly and/or start up of the supplied Goods;
  - (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
  - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
  - (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
  - (e) training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.

## 14. Spare Parts

14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

(a) such spare parts as the Purchaser may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and

(b) in the event of termination of production of the spare parts:

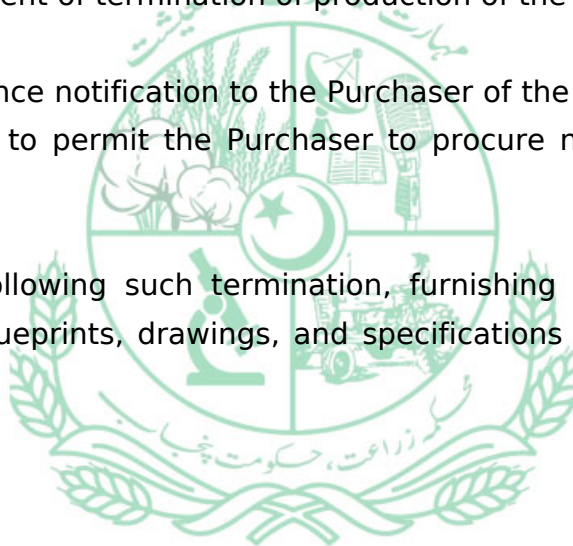
(i) advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## 15. Warranty

15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of



loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.

15.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

## **16. Payment**

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

16.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.

16.4 The currency of payment is Pak. Rupees.

## **17. Prices**

17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the

Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.

## **18. Change Orders**

18.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) the method of shipment or packing;
- (c) the place of delivery; and/or
- (d) the Services to be provided by the Supplier.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

## **19. Contract Amendments**

19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

## **20. Assignment**

20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Purchaser's prior written



consent.

## **21. Subcontracts**

21.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

## **22. Delays in the Supplier's Performance**

22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.

22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.

## **23. Liquidated Damages**

23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the

Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 24.

## **24. Termination for Default**

24.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 22; or

(b) if the Supplier fails to perform any other obligation(s) under the Contract.

(c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

"corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition.

24.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

## **25. Force Majeure**

25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance guarantee, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations 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.

## **26. Termination for Insolvency**

26.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

## **27. Termination for Convenience**

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

27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

## **28. Resolution of Disputes**

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

28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed and/or arbitration.

## **29. Governing Language**

29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

### **30. Applicable Law**

30.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

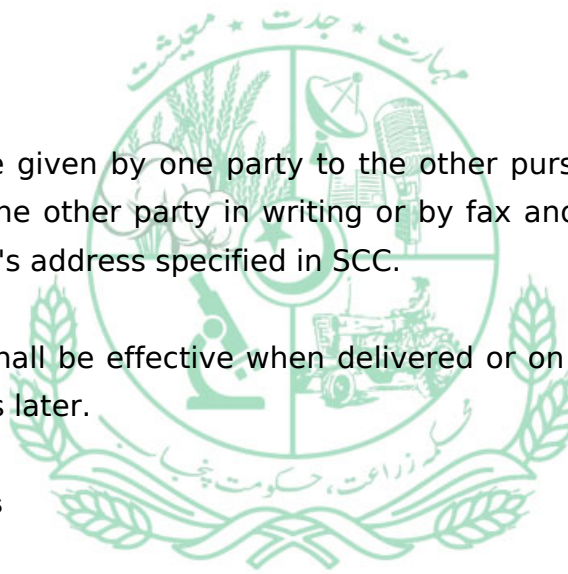
### **31. Notices**

31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by fax and confirmed in writing to the other party's address specified in SCC.

31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

### **32. Taxes and Duties**

32.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.



## Part-II

### Section III. Special Conditions of Contract

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

#### 1. Definitions (GCC Clause 1)

GCC 1.1 (g): The Purchaser is: **Section Officer (General), 2-Bank Road, Old P&D Building, Lahore, Distt. Lahore**

GCC 1.1 (h): The Purchaser's country is: **Islamic Republic of Pakistan**

GCC 1.1 (i): The Supplier is: \_\_\_\_\_

GCC 1.1 (j): The Project's Site is:

#### 2. Country of Origin (GCC Clause 3)

Refer to Price Schedule

#### 3. Performance Guarantee (GCC Clause 7)

GCC 7.1 The amount of performance guarantee, as a percentage of the Contract Price, shall be 3% (of the contract price) in the shape of Demand Draft, Pay Order or Call at Deposit from scheduled bank of Pakistan on the prescribed format attached with the bidding document..

#### 4. Inspections and Tests (GCC Clause 8)

GCC 8.1:

1. For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)
2. For Physical Fitness having No Damages (Certificate from supplier)
3. For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)
4. For conformance to specifications and performance parameters, through

Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

5. For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

#### **5. Delivery and Documents (GCC Clause 10)**

GCC 10.3: Upon shipment, the Supplier shall notify the Purchaser the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Purchaser:

1. Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
2. Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
3. Copies of the packing list identifying contents of each package;
4. Insurance Certificate;
5. Manufacturer's or Supplier's Valid Warranty Certificate;
6. Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;
7. Certificate of Origin.
8. The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

#### **7. Incidental Services (GCC Clause 13)**

GCC 13.1 Incidental services to be provided are:

N/A

#### **8. Warranty (GCC Clause 15)**

N/A

#### **9. Payment (GCC Clause 16)**

GCC 16.1: The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

1. in Pakistani Rupees (PKR),
2. upon submission of claim, &
3. within thirty (30) days of receipt of the Goods at site after performing the requisite inspection and tests as mentioned in SCC 4.

#### **10. Prices (GCC Clause 17)**

GCC 17.1: Prices shall be: Fixed.

#### **11. Liquidated Damages (GCC Clause 23)**

GCC 23.1: Applicable rate: 0.01 % of contract price per day  
Maximum deduction: 10.00 % of contract price

#### **12. Resolution of Disputes (GCC Clause 28)**

GCC 28.3?The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to arbitration in accordance with Rules of Arbitration notified by Pakistan Engineering Council and applicable on the day of bid opening.

#### **13. Governing Language (GCC Clause 29)**

GCC 29.1: The Governing Language shall be: **English**.

#### **14. Applicable Law (GCC Clause 30)**

**GCC 30.1-The Contract shall be interpreted in accordance with the applicable laws of Islamic Republic of Pakistan.**



**15. Notices (GCC Clause 31)**

GCC 31.1: Purchaser's address for notice purposes ? **2-Bank Road, Old P&D Building, Lahore, Distt. Lahore**

**Supplier's address for notice purposes:**

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# Annexures



## Undertaking for Correctness of Information and Non-Blacklisting

(To be provided on the letterhead of Bidder)

I, the undersigned, do hereby certify that all the statements made in this application / bid and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Procuring Agency at any time, if deems it necessary.

That the undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Procuring Agency deemed necessary to verify this statement regarding my (our) competence and general reputation.

That the undersigned understands and agrees that further qualifying information may be requested and I agree to furnish any such information at the request of the Procuring Agency.

That the undersigned / Applicant is not insolvent and not blacklisted by any of Provincial or Federal Government Department, Agency, Organization, NGO, INGO, IGO, or any other autonomous or corporate body anywhere in Pakistan.

The undersigned certify that my firm / company is not involved in \*litigation or arbitration and has not been declared ineligible / debarred by any of the Federal / Provincial Government or any other entity due to any reason whatsoever and is eligible to carry out the business in Pakistan for which this Bid / Application for Prequalification is being made.

Signed by an authorized representative

Name of the Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

*\*In case of involvement of applicant / bidder in any litigation or arbitration, current status or the proof of dispute resolution along with the history of litigation / arbitration for **last ten** years on Litigation History Form (**See Annexures**) shall be provided with the bid.*



## Certificates

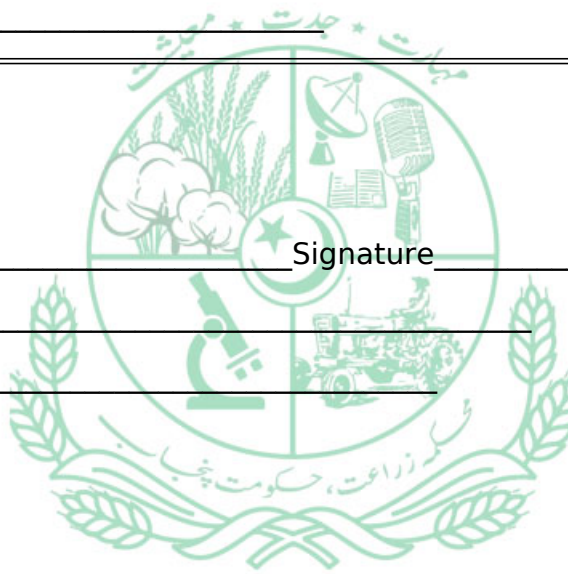
(To be provided by the bidders on letterhead alongwith tender duly filled in, signed and stamped)

1.	We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry No. <b>E&amp;A(Agri)6-8/2020</b> due for opening on <b>Tuesday, 15th September, 2020 11:30 AM</b> for the supply of specified stores in addition to the conditions as appended herewith and also all the special instructions attached to the said tender enquiry. We agree to abide by all those instructions/conditions.
2.	We also hereby confirm that the stores offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
3.	The stores offered by us are of (a) foreign origin or (b) local origin.
4.	We accept that if the required Bid Security is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored.
5.	We hereby confirm to understand that the delivery period is the essence of the contract and it will be strictly adhered to by us. In case of failure we agree that contract shall stand cancel and performance guarantee shall be forfeited and procuring agency reserves the right to purchase the store from elsewhere without any notice at the risk and cost of defaulting contractor.
6.	Certified that the prices quoted to the department against tender No. <b>E&amp;A(Agri)6-8/2020</b> are not more than the prices, we charged from any other purchasing agencies in the country. In case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.
7.	We are responsible for the free replacement of stores if the same is found to be substandard or not suitable for the Machine/Engine/Equipment or at variance with the specifications given in the tender enquiry.

8.	We guarantee to supply stores exactly in accordance with the requirements specified in the invitation to Tender No. <b>E&amp;A(Agri)6-8/2020</b>
Name of bidder _____  Signature of bidder _____  Designation of bidder _____  Seal _____	

Witness:

- a. Name \_\_\_\_\_ Signature \_\_\_\_\_
- b. Full Address \_\_\_\_\_
- c. Date \_\_\_\_\_



## Power of Attorney (For signatory of Application)

[To be printed on a PKR 100 stamp paper]

**KNOW ALL MEN BY THESE PRESENTS THAT** by this Power of Attorney( “**Power of Attorney**”), \_\_\_\_\_ [ *Insert name firm/Company*] having its registered office at [----- ], does hereby nominate, appoint and authorize Mr. \_\_\_\_\_, having CNIC No. \_\_\_\_\_ hereinafter referred to as the “**Signatory of Application**”, to do in our name and on our behalf the following:

- i. Sign and submit to \_\_\_\_\_ or its authorized nominee, the Prequalification Application / Bid for “**PROCUREMENT OF STATIONERY, COMPUTER STATIONERY, PRINTING, COST OF OTHER AND OTHER ITEMS.**”, in response to the advertisement dated [---] issued by The Procuring Agency and all other documents and instruments required to submit the Prequalification Application / Bidding Documents.
- ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by the Procuring Agency in connection with the Prequalification / bidding process as a whole;
- iv. To immediately notify The Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.
- v. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Prequalification / Bid in response to the above referred Advertisement including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including pre-bid conference meetings and bid opening meetings)and providing information/responses to the Procuring Agency in all matters in connection with our Bid.

We, [*Insert name of Firm/Company*], do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree

that whatever the Signatory of Application shall do or cause to be done pursuant to this Power of Attorney shall be binding on us.

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

**IN WITNESS WHEREOF**, we have executed this **POWER OF ATTORNEY** as of [Date].

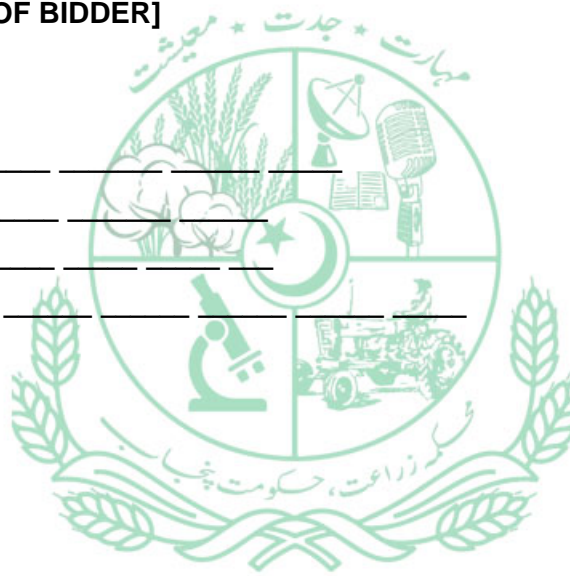
**FOR: [INSERT NAME OF BIDDER]**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CNIC/Passport No. : \_\_\_\_\_





## Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: Section Officer (General)

WHEREAS [name of the Manufacturer] who are established and reputable manufacturers of [name and/or description of the goods] having factories at [address of factory]

do hereby authorize [name and address of Agent] to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. E&A(Agri)6-8/2020 for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

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[signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

## Integrity Pact

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN  
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_

Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... **[name of Supplier]** hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of the Punjab (GoPb) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoPb through any corrupt business practice.

Without limiting the generality of the foregoing, **[name of Supplier]** represents and warrants that it has **fully declared the brokerage, commission, fees etc. paid or payable** to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, **any commission, gratification, bribe, finder's fee or kickback**, whether described as **consultation fee or otherwise**, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoPb, **except that which has been expressly declared pursuant hereto**.

**[name of Supplier]** certifies that it has made and will make full disclosure of **all agreements and arrangements with all persons** in respect of or **related to the transaction with GoPb** and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

**[name of Supplier]** accepts **full responsibility and strict liability** for making any **false declaration**, not making **full disclosure, misrepresenting facts** or taking any action likely to defeat the purpose of this declaration, representation and

warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoPb under any law, contract or other instrument, **be voidable at the option of GoPb.**

Notwithstanding any rights and remedies exercised by GoPb in this regard, **[name of Supplier]** agrees to **indemnify GoPb** for any loss or damage incurred by it on account of its corrupt business practices and further **pay compensation to GoPb** in an **amount equivalent to ten time** the sum of any commission, gratification, bribe, finde's fee or kickback given by **[name of Supplier]** as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoPb.

**Name of Buyer: Section Officer (General)**

**Name of Seller/Supplier:.....**

**Signature: .....**

**[Seal]**

**Signature: .....**

**[Seal]**

