# Tender Document
## Tender No. 02/2025-2026

**Annual Framework Contract for Office Stationery, Computer Stationery, General Store & Misc. Items for FY 2025-26.**

**Bidding Documents for Invitation on E-Bids for Procurement of Stationery, Computer Stationery, General Store & Misc. Items under Annual Framework Contract 2025-26**


**Lahore High Court,**
**Bahawalpur Bench, Bahawalpur**
Phone: (+ 92) (62) (99255138)
URL: www.lhc.gov.pk


| | |
|---|---|
| Date of Opening: | **04.08.2025 at 02:30 P.M.** |
| Closing Time for bid Submission online: | **04.08.2025 at 02:00 P.M.** |
| Delivery Period: | **As per *schedule* in Contract** |
| Original Bid Security Submission Time: | ***One hour before closing time (01:00 P.M)*** |

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## 01-Invitation to Bids

# LAHORE HIGH COURT, BAHAWALPUR BENCH, BAHAWALPUR

## TENDER NOTICE No. 02/2025-2026

### INVITATION TO BID

**(ANNUAL FRAMEWORK CONTRACT FOR OFFICE STATIONERY, COMPUTER STATIONERY, GENERAL STORE & MISC. ITEMS FY 2025-26)**

Lahore High Court, Bahawalpur Bench **invites E-bids** as per Punjab Procurements Rules, 2014, from well-reputed and financially sound Firms having previous experience in specific field as well as registered with Income Tax, Sales Tax, Professional Tax and Punjab Sales Tax Departments etc. (where applicable) for entering into Framework Contract for purchasing of, Office Stationery, Computer Stationery, General Store & Misc. Items for the current **Financial year 2025-26 (up-till 30.06.2026)**.

| Sr. No. | Head of Account | Lot Wise Description | Estimated Cost (Rs.) | Bid Security (2%) (Rs.) | Lot # |
|---|---|---|---|---|---|
| 1 | General Stationery & Store Items | Office and Computer Stationery Items | 3,570,629/- | 71,413/- | Lot-I |
| | | General & Misc. Store Items | 3,268,495/- | 65,370/- | Lot-II |

**2.** An e-bid proposal shall be submitted online on the E-Pak Acquisition & Disposal System (E-PADS) before closing date i.e 04.08.2025 at 02:00PM.

**3.** Interested eligible bidders may download bidding documents free of cost from the website of e-pads as well as from PPRA website. Bids are to be addressed to the Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur and shall be submitted electronically on E-PADS by 04.08.2025 at 02:00 P.M and shall be opened electronically at 02:30 P.M. on the same day, in the office of Additional Registrar (Judicial)/ Senior Member of the Purchase Committee, Lahore High Court, Bahawalpur Bench, Bahawalpur. (In case of public holiday, the next working day shall be considered for opening).

**4.** The bids shall be submitted electronically on e-Pads under "Single Stage Two Envelopes Bidding Procedure" as contained in Rule 38(2)(a) of the Punjab Procurement Rules, 2014. All the quoted rates should be inclusive of GST/PST and valid till **180 days** (Bids shall be submitted on E-pads through uploading file method).

**5.** The bidders shall submit bid security @ 2% of the estimated cost of each lot in the shape of CDR/Bank Guarantee/Pay Order of any scheduled Bank in favor of the Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur One hour before the bid submission deadline, in original, in the Purchase Branch of this Court in addition to upload softcopy from on E-pads. The bid security will be refunded after finalization of the Tender. However, the successful bidder shall deposit an amount equivalent to 10% of the total value of the contract as Performance Guarantee in shape of CDR/Bank Guarantee/Pay Order which shall be refunded on successful completion of the contract obligations. The delivery time of items would be as per the deadline specified in the purchase order.

**6.** The Tender Notice & Bidding Documents are available at PPRA's website, website of this Court & on E-PADS Website.(http://ppra.punjab.gov.pk, http://https://lhc.gov.pk and https://punjab.eprocure.gov.pk/. (Immediately available on these site free of cost).

7. The evaluation shall be made on lot wise basis and shall be rejected in said lot, in case of non-submission of the rates as required in each lot.

8. The authority reserves the right to reject all bids prior to the acceptance as per PPRA Rules.

***Muhammad Abid Rafique***
***DEPUTY REGISTRAR (GENERAL)***
***LAHORE HIGH COURT, BAHAWALPUR BENCH,***
***BAHAWALPUR***
**Phone: (+ 92) (62) (99255138)**

# 02-Instructions to Bidders (ITB)

**2.1.1 Scope of Bid**

i) The Procuring Agency (PA) i.e Lahore High Court, Bahawalpur Bench, Bahawalpur, as indicated in the Bid Data Sheet (BDS) invites Bids on E-pads for the provision of Goods as specified in the Section-IV Bid Data Sheet (BDS) and Section III - Technical Specifications & Section VII- Schedule of Requirements. The successful Bidders will be expected to deliver, the goods within the specified period and timeline(s) as stated in the BDS.

**2.1.2 Source of Funds**

i) The Lahore High Court, Bahawalpur Bench, Bahawalpur will receive budget from the Government of Punjab.

**2.1.3 Eligible Bidders**

i) The Invitation to E-Bids is open to all suppliers i.e. association of firms/companies/sole proprietor/ general order suppliers/ JVs, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax, Profession tax etc.).

ii) 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 consultancy 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 to Bids [if applicable].

iii) Government-owned enterprises may participate only if they are duly/legally authorized in this regard by the respective/relevant competent forum/authority.

iv) Bidders shall not be under a declaration of blacklisting by the Procuring Agency.

v) The invitation for E-Bids is open to all prospective Supplier, Manufacturers or Authorized Agents/Dealers/Distributors subject to any provisions or licensing/regulatory requirements issued by the respective National/ Provincial Professional Statutory Body established for that particular trade or business as mentioned in bid data sheet.

vi) A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be Non-Responsive. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

a) Are associated or have been associated for the procurement of the goods to be purchased under this Invitation for Bids, 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.
b) Have controlling shareholders in common; or
c) Receive or have received any direct or indirect subsidy from any of them; or
d) Have the same legal representative for purposes of this Bid; or
e) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or

xii) A Bidder may be ineligible if –

(a) The Bidder is declared bankrupt or, in the case of company or firm, insolvent;

(b) Payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;

(c) Legal proceedings are established against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;

(d) The Bidder is convicted, by a final judgment, of any offence involving professional conduct;

(e) The Bidder is debarred and blacklisted due to involvement in corrupt and fraudulent practices in accordance with the provision of section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(f) The Bidder is debarred and blacklisted in from Lahore High Court, Lahore, its Allied Benches & PPRA with the section 17A of PPRA Act, 2009 and Rule-21, read with Schedule appended with, Punjab Procurement Rules, 2014.

(g) The firm, supplier and contractor is blacklisted/ debarred by Lahore High Court, Lahore, its Allied Benches & PPRA.

xiii) Bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

xiv) Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Agency, as the Procuring Agency shall reasonably request.

xv) Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten percent of the Bid price is envisaged.

**2.1.4. Eligible Goods and Services**

i) 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/Technical Specification), and all expenditures made under the contract will be limited to such goods and related services.

ii) 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 is obtained that is substantially different in basic characteristics or in purpose or utility from its components.

iii) The origin of goods and services is distinct from the nationality of the Bidder. In any case, the requirements of Rules 10 & 26 of PPR-14, shall be followed.

**2.1.5. Cost of Bidding**

i) The Bidder shall bear all costs associated with the preparation and submission of its Bid, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

**2.1.6. One person one bid**

i) As per Rule 36A of Punjab Procurement Rules 2014, a Bidder shall submit only one Bid in the same

bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

ii) No Bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.

iii) A Bidder, if acting in the capacity of sub-contractor in any Bid, shall not submit bid for the same.

**Bidding Procedure**

Single Stage Two Envelope procedure shall be adopted.

## 2.2. The Bidding Documents

**2.2.1. Content of Bidding Documents**

i) The goods required, Bidding procedures, and contract terms are prescribed in the Bidding documents. The Bidding documents, inter alia, include:

(a) Invitation to Bids
(b) Instructions to Bidders (ITB)
(c) Technical Specifications
(d) Bid Data Sheet
(e) General Conditions of Contract (GCC)
(f) Special Conditions of Contract (SCC)
(g) Schedule of Requirements
(h) Bid Form
(i) Manufacturer's Authorization Form (if available)
(j) Bidder Profile Form
(k) General Information Form
(l) Affidavit
(m) Bid Security Form
(n) Technical Bid Form
(o) Contract Form
(p) Financial Bid Form / Price Schedule
(q) Performance Guarantee Form
(r) Check List

ii) The Bidder is required to examine all instructions, forms, terms, and specifications in the Bidding documents. Failure to furnish all information as required by the Bidding documents or to submit a Bid not responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.

iii) In case of discrepancies between the Invitation to Bid and the Bidding Documents listed in **ITB 2.2.1(i)** above, the said Bidding Documents, not in conflict with any provision of PPR-14, will take precedence.

iv) The Procuring Agency is not responsible for the completeness of the Bidding Documents and their addenda, if they were not obtained directly from the Procuring Agency or from its website or website of PPRA. Re-confirming from the Procuring Agency that all pages/ contents have been properly and clearly received is the prime responsibility of the Bidder.

**2.2.2. Clarification of Bidding Documents**

i) A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency in writing or by email at the Procuring Agency's address indicated in Invitation to Bid/ Tender Notice or he may ask for clarification on e-Pads portal. The Procuring Agency 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 e-Bids prescribed in the Bid Data Sheet. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying) will be sent to all prospective Bidders that have received the Bidding or at the e-pads portal.

**2.2.3. Amendment of Bidding Documents**

i) At any time prior to the deadline for submission of Bids, but not later than three (3) days before the closing date of the submission of Bid, the Procuring Agency, 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.

ii) 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.

## 2.3. Preparation of Bids

**2.3.1. Language of Bid**

i) The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder shall be written in the **English** language. Supporting documents and printed literature furnished by the Bidder may be in same language.

**2.3.2. Bid Form**

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

**2.3.3. Bid Prices**

i) The Bidder shall indicate on form 8.10 the unit prices and total Bid price of the goods/lot it proposes to supply under the contract.

ii) Prices indicated on the Price Schedule shall be item wise and lot wise.

iii) The Bidder's separation of price components in accordance with ITB Clause 2.3.3(ii) above will be solely for the purpose of facilitating the comparison of Bids by the Procuring Agency and will not in any way limit the Procuring Agency's right to contract on any of the terms offered.

iv) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an **adjustable price quotation** will be treated as non-responsive and may be rejected.

**2.3.4. Bid Currencies**

i) Prices shall be quoted in **Pak Rupees**.

**2.3.5. Documents Establishing Bidder's Eligibility and Qualification**

i) Pursuant to ITB Clause 2.1.3, 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.

ii) The documentary evidence of the Bidder's eligibility to Bid shall establish to the Procuring Agency's satisfaction that the Bidder, at the time of submission of its Bid, is eligible as defined under ITB Clause 2.1.3.

iii) The documentary evidence, of the Bidder's qualifications to perform the contract if its Bid is accepted, shall establish to the Procuring Agency's satisfaction:

(a) that the Bidder has the financial, technical, capability necessary to perform the contract;

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

**2.3.6. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents**

i) Pursuant to ITB Clause 2.1.4, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding documents of all goods and related services which the Bidder proposes to supply under the contract.

ii) The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule/Financial Bid Form 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.

iii) The documentary evidence of conformity of the goods and services to the Bidding documents may be in the form of literature, drawings, data and shall consist of:
   (a) a detailed description of the essential technical and performance characteristics of the goods;

   (b) An item-by-item commentary on the Procuring Agency's Technical Specifications demonstrating **responsiveness** of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

iv) For purposes of the commentary to be furnished, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Agency in its Technical Specifications, are intended to be descriptive only and not restrictive.

v) Where a sample(s) is required by this Court, the sample shall be:
   (a) submitted as part of the bid, in the quantities, dimensions and other details requested in the **BDS**;
   (b) carriage paid;
   (c) received on, or before, the closing time and date for the submission of bids; or any date provided by the Procuring Agency
   (d) Evaluated to determine compliance with all characteristics listed in the **BDS**.

vi) The sample(s) of the all successful/unsuccessful Bidder shall be retained by the Procuring Agency and not refundable.

vii) Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.

viii) The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation attested by the embassy in country of manufacturer into English shall be attached to the original version.

**2.3.7. Bid Security**

i) The Bidder shall furnish, as part of its Bid, a Bid security in the amount specified in the Bid Data Sheet at the rate of **Rs. 2%** of estimated cost mentioned in the BDS.

ii) The Bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture Pursuant to ITB Clause 2.3.8. (vii).

iii) The Bid security shall be in Pakistan Rupees and shall be in one of the following forms:

(a) Bank Guarantee, Bank call-deposit (CDR), Demand Draft.

iv) Any Bid not secured in accordance with ITB Clauses 2.3.8 (i) and (ii)may be rejected by the Procuring Agency as non-responsive.

v) Unsuccessful Bidders' Bid security will be discharged or returned after finalization of the contract with the Successful bidder or earlier decided by the authority.

vi) The successful Bidder's Bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 2.6.1, and furnishing the Performance Guarantee, pursuant to ITB Clause 2.6.2.

vii) 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:

i. Fails to sign the contract in accordance with ITB Clause 2.6.3; **or**

ii. Fails to furnish Performance Guarantee in accordance with ITB Clause 2.6.2; or

iii. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.

**2.3.8. Period of Validity of Bids**

i) Bids shall remain valid for 180-days. A Bid valid for a shorter period may be rejected by the Procuring Agency as non-responsive.

ii) In exceptional circumstances, the Procuring Agency may solicit the Bidder's consent to an extension of the period of validity (as per rule-28 of PPR-14). The request and the responses thereto shall be made in writing (or by email). The Bid security provided under ITB Clause 2.3.8 shall also be suitably extended. A Bidder may refuse the request without

request will not be required nor permitted to modify its Bid.

**2.3.9. Format and Signing of Bid**

i) The Bidder shall prepare and the E-bid shall be submitted on the E-pads portal.

ii) The Bidder shall authorize a person/person for signing, submission and further correspondence with Procuring Agency on behalf of bidder. Authority letter must be part of bid. However, in case of any issue bidder shall be responsible for all consequences.

iii) Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the authorized person for signing the Bid.

iv) 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.

## 2.4. Submission of Bids

**2.4.1 Sealing and Marking of Bids**

i) Bids shall be submitted online on E-pads at time specified in Tender Notice.

ii) Bids shall be received through uploading of file method.

**2.4.2 Deadline for Submission of Bids**

i) Bids must be received online on E-pad by the Procuring Agency at the specified time no later than the time and date specified in the Bid Data Sheet.

ii) Bids received through courier services shall not be entertained.

iii) The Procuring Agency may, at its discretion and as per rule 29 of PPR-14, extend this deadline for the submission of Bids by amending the Bidding documents in accordance with ITB Clause 2.2.2 & 2.2.3 in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**2.4.3. Late Bids**

i) Any E-Bid received by the Procuring Agency after the deadline for submission of e-Bids prescribed by the Procuring Agency pursuant to ITB Clause 2.4.2 will be rejected and returned unopened to the Bidder.

**2.4.4. Modification and Withdrawal of Bids**

i) The Bidder may modify or withdraw its Bid after the Bid's submission before closing time of bid.

ii) Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

## 2.5. Opening and Evaluation of Bids

**2.5.1. Opening of Bids by the Procuring Agency**

i) The Procuring Agency will open all E-Bids electronically, in public, in the presence of Bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the office of Chairman Purchase Committee on prescribed date & time above. The Bidders' representatives present shall sign a register/attendance sheet as proof of their attendance.

ii) CDR of Bid Security in hard form shall be submitted in office before One Hour of closing time. In case hard copy of CDR/Bank Security is not submitted, bids shall be rejected, after the opening of e-bids.

iii) In case of Single Stage Two Envelope Procedure, the Procuring Agency will open the Technical Proposals in public at the address, date and time specified in the **BDS** in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings.

iv) The Financial Proposals will remain unopened and will be held un-opened until the specified time of their opening.

v) Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Bidder's representative shall indemnify the Procuring Agency against any claim or failure to read out the correct information contained in the Bidder's Bid.

vi) No Bid will be rejected at the time of Bid opening except for non-submission of CDR/Bid Security in hard form which will be returned unopened to the Bidder, pursuant to **2.4.3 (i).**

vii) The Procuring Agency shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether or not there is a withdrawal, substitution or modification, the Bid price if applicable.

viii) The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record.

ix) Minutes of the Financial Bid Opening shall be recorded and uploaded by the procuring agency on its website or shared to all bidders through e-mail or whatever decided by the authority.

**2.5.2. Confidentiality**

i) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report in accordance with the requirements of rule 37 of PPR-14.

ii) Any effort by a Bidder to influence the Procuring Agency processing of Bids or award decisions may result in the rejection of its Bid.

iii) Notwithstanding **ITB Clause 2.2.2** from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

**2.5.3. Clarification of Bids**

i) As per rule 33(2) of PPR-14, to assist in the examination, evaluation and comparison of Bids and post-qualification of the Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a clarification of its Bid including breakdown of prices to determine its reasonability. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Agency shall not be considered.

ii) The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted.

iii) The alteration or modification in The Bid which in any way affect the following parameters will be considered as a change in the substance of a bid:

a) Evaluation & qualification criteria;
b) Required scope of work or specifications;
c) All securities requirements;
d) Tax requirements;
e) Terms and conditions of bidding documents.
f) Change in the ranking of the Bidder

iv) From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.

**2.5.4. Preliminary Examination**

i) The Procuring Agency 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.

ii) Arithmetical errors will be rectified on the following basis: -

a. 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 may be rejected, and its Bid security may be forfeited.

b. If there is a discrepancy between words and figures, the amount in words will prevail.

iii) Prior to the detailed evaluation, the Procuring Agency will determine the responsiveness of each Bid to the Bidding documents, pursuant to ITB Clause 2.5.5. For purposes of these Clauses, a 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 2.3.8), **Applicable Law** (GCC Clause 30), **Taxes and Duties** (GCC Clause 32) &mandatory Registrations/ Renewals will be deemed to be a material deviation. The Procuring Agency's determination of a Bid's

responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.

iv) If a Bid is not responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

**2.5.5. Examination of Terms and Conditions; Technical Evaluation**

i) The Procuring Agency shall examine the Bid to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

ii) The Procuring Agency shall evaluate the technical aspects of the Bid submitted to confirm that all requirements specified in **Section III-Technical Specifications, Section VII – Schedule of Requirements & Evaluation Criteria as provided in BDS,** have been met without material deviation or reservation.

iii) If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not responsive in accordance**,** it shall reject the Bid.

**2.5.6. Correction of Errors**

i) Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

a) If there is a discrepancy between unit prices 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, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;

b) If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and

c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

ii) The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above

procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bid Securing Declaration may be executed in accordance with **ITB 2.3.8.**

**2.5.7. Conversion to Single Currency**

For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency i.e. Pakistani Rupees (Rs.). The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day, in case of holiday in State Bank of Pakistan on the day of opening financial bids, then previous working day's ex-change rates will prevail.

**2.5.8. Post-Qualification & Evaluation of Bids**

i) The determination will take into account the Bidder's financial, technical, and production/ supplying capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder. Bidder qualification Form is available in the BDS

ii) The Procuring Agency will **technically evaluate** and compare the Bids which have been determined to be responsive, pursuant to ITB Clause 2.5.5, as per Technical Specifications required.

iii) The **financial valuation** of a Bid will be on the basis of form of Price Schedules/Financial Bid Form 8.10.

**2.5.9. Contacting the Procuring Agency**

i) Subject to ITB Clause 2.5.3, no Bidder shall contact the Procuring Agency on any matter relating to its Bid, from the time of the Bid opening to the time the 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 Procuring Agency, it should do so in writing.

ii) Any effort by a Bidder to influence the Procuring Agency during Bid evaluation, or Bid comparison may result in the rejection of the Bidder's Bid.

**2.5.10. Grievance Redressal**

i) Any Bidder feeling aggrieved can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the Bidding documents found contrary to provision of Rule 33, and the same shall be addressed by the

Procuring Agency well before the proposal submission deadline.

ii) Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the bidding documents found contrary to provision of Rule 34 and the same shall be addressed by the Procuring Agency well before the proposal submission deadline.

iii) Any Bidder feeling aggrieved by any act of the Procuring Agency after the submission of his Bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the Final evaluation reports. In case of single stage – two envelope bidding procedure any bidder feeling aggrieved from technical evaluation may file a grievance within 5 days of announcement of the technical evaluation report. After completion of the technical evaluation process, the procuring agency shall immediately upload the technical evaluation report on the website of PPRA and Procuring Agency for obtaining/ receiving grievance petitions from the prospective bidders (if any).

iv) In case, the complaint/grievances filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelope bidding procedure is adopted.

v) The GRC shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

## 2.6. Award of Contract

**2.6.1. Notification of Award**

i) Prior to the expiration of the period of Bid validity, the Procuring Agency will notify the successful Bidder in writing as well as in the e-pads portal, that its Bid has been accepted.

ii) The notification of award will constitute the formation of the Contract.

iii) Upon the successful Bidder's furnishing of the Performance Guarantee pursuant to ITB Clause 2.6.2 (i), the Procuring Agency will promptly notify each unsuccessful Bidder and will discharge its Bid security, pursuant to ITB Clause 2.3.8 (v).

**2.6.2. Performance Guarantee**

i) Within fifteen (15) days of the receipt of notification of award from the Procuring Agency, 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 Procuring Agency.

ii) Failure of the successful Bidder to comply with the requirement of ITB Clause (i) above or ITB Clause 2.6.3 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security along with other remedies available under PPR-14. After that, the Procuring Agency may decide to award the contract to the next lowest evaluated Bidder, keeping in view the Bid validity time, or call for new Bids keeping in view the concept of value for money as defined under rule-2(ae) read with Principles of Procurement as enunciated in rule-4 of PPR-14.

**2.6.3. Signing of Contract/ Issuance of Purchase Order**

i) At the same time as the Procuring Agency notifies the successful Bidder that its Bid has been accepted, the Procuring Agency will send the Bidder the Contract Form provided in the Bidding documents.

ii) Within seven (07) days of receipt of the Contract Form, the successful Bidder shall sign and mention date of the contract and return it to the Procuring Agency.

iii) Where no such formal signing is required by the procuring agency, the procuring agency shall issue purchase order after the receipt of required performance guarantee, as per rule 55 of PPR-14.

**2.6.4. Award Criteria**

i) Subject to ITB Clause 2.6.2, under rule-55 of PPR-14, the Procuring Agency will award the contract to the successful Bidder whose Bid has been determined to be responsive and has been determined to be the lowest evaluated Bid, provided that the Bidder has been determined to be qualified to perform the contract satisfactorily. Lowest Evaluated Bid criteria has been formulated and available in the Bidding Documents.

**2.6.5. Procuring Agency's Right to Vary Quantities at Time of Award**

i) The Procuring Agency reserves the right at the time of contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions, on the analogy of rule-59 I(iv) of PPR-14 (not more than 15%).

**2.6.6. Procuring Agency's Right to Accept or Reject All Bids**

i) As per rule 35 of PPR-14, the Procuring Agency reserves the right to accept or reject all Bids or proposals (and to annul the Bidding process) at any time prior to the acceptance of any Bid or proposal, without thereby incurring any liability towards the Bidders.

ii) The Bidders shall promptly be informed about the rejection of the Bids, if any

iii) The Procuring Agency shall upon request communicate to any Bidder, the grounds for its rejection of all Bids or proposals, but shall not be required to justify those grounds.

**2.6.7. Re-Bidding**

i) If the Procuring Agency rejects all the Bids under rule 35, it may proceed with the process of fresh Bidding but before doing that it shall assess the reasons for rejection and may, if necessary, revise specifications, evaluation criteria or any other condition for Bidders.

**2.6.8. Corrupt or Fraudulent Practices**

i) The Procuring Agency Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts.

"Corrupt practices" in respect of procurement process, shall be as given in S-2 (d) of PPRA, Act, 2009, which is as follows:

"(d) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official, bidder or Contractor in the procurement process or in Contract execution to the detriment of the procuring agency; or misrepresentation of facts in order to influence a procurement process or the execution of a Contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, noncompetitive levels and to deprive the procuring agency of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty; it may include any of the following:

i. Coercive practice by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
ii. Collusive practice by arrangement between two or more parties to the procurement process or Contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
iii. Offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
iv. Any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
v. Obstructive practice by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a Contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the

investigation, or acts intended to materially impede the exercise of inspection and audit process."

**ii) Blacklisting & Debarment:**

Blacklisted Bidders from Lahore High Court, Lahore, its Allied Benches & PPRA are not eligible

**Requirements & Procedure for Blacklisting & Debarment:**

**As per procedure laid down in Rule 17A of PPRA, Act, 2009 as well as other provisions of rule ibid:**

**2.6.9. Quantity and volume of the goods to be considered in mind**
[Framework Contract Modality]

i) While quoting the rate in a framework contract, the Bidder must consider the following facts:
   a. Certain volume and quantity of the goods as prescribed in Bid Data Sheet.
   b. The Bidder have to maintain the rates of the goods for the whole financial year.
   c. The Bidder should quote the rate as per Price Schedule/Financial Bid form. In case of non-observance of prescribed format, Financial Bid may be rejected.
   d. The bidder shall have to quote all the rates in each lot and failure to do so leads to rejections of bids (in the respective lot).

# Section-III. Technical Specifications

## 3.1. Technical Specifications

### Technical Specification& Quantity of Office and Computer Stationery, Computer Stationery Items [LOT-I]

| Sr | Name of Items with Specifications | Qty/ Unit of Measure | Quoted Brand/Company/ Manufacturer |
|---|---|---|---|
| 1 | Ball Points Piano Crystal Needle point 0.8 fine quality (10-of each Pack) /Dollar Clipper or equivalent made in Pakistan | 420 Packet | |
| 2 | Piano Jelfo Ball Point Gel Pen,, 0.7mm liquid ink fine quality (10 of each pack or equivalent) | 80 Packet | |
| 3 | Blue Paper 13.5" x 8.5" 500 Sheet 80Gsm Made in Indonesia/or equivalent | 280 Reams | |
| 4 | Brown Envelops Size 10" x 4.5" local made | 2400 No's | |
| 5 | Brown Envelops Size 13.5" x 17.5" | 1600 No's | |
| 6 | Brown Envelops Size 10" x 12" | 550 No's | |
| 7 | White large envelops with layer of Malmal cloth 14" x 17" | 650 No's | |
| 8 | Damper Plastic Silver-X or equivalent (12-in each pack) | 10 Pack | |
| 9 | Fluid set Pelican/or equivalent Made in Malaysia (fluid + Thinner) | 100 Set | |
| 10 | Gum stick Dollar/or equivalent 35 grms(12-in each pack) | 10 Pack | |
| 11 | Highlighter Dollar/or equivalent (10-in each pack) | 20 Pack | |
| 12 | Lead Pencil Bahadur /Deer /Goldfish/or equivalent (12-in each pack) | 120 Packet | |
| 13 | Photostat Paper Ream Legal size (70 gsm IK copy paper F4A) (216 x 343 mm) (500 sheets) or equivalent | 340 Reams | |
| 14 | Pasting stitching flag colour flag (3pads/75*25mm in one pack) Three Flower/or equivalent | 300 Packet | |
| 15 | Pencil red and blue goldfish/or equivalent (12-in each pack) | 30 Packet | |
| 16 | Poker (Superior quality steel) local made steel | 15 No's | |
| 17 | Punch Machine single hole Large (Superior quality) Local Made/or equivalent | 40 No's | |
| 18 | Register No. 40 (minimum 200 Pages) (Hero) /or equivalent | 90 No's | |
| 19 | Register No. 20 (minimum 80 pages) (Hero) /or equivalent | 290 No's | |
| 20 | Scissor Small stainless steel (Sensa) /or equivalent | 20 No's | |
| 21 | Scotch tape "1.8-inch" Deer/or equivalent | 190 No's | |
| 22 | Short Hand Note Book (Fine Binding) "8.5 x 5.5"(100-pages in each book) | 350 No's | |
| 23 | Soft Eraser Pelican AL30 white/or equivalent (30-in each pack) | 8 Pack | |
| 24 | Stamp ink crystal/Butterfly 28.5ml/or equivalent (12-in each pack) | 10 Pack | |
| 25 | Stamp Pad crystal/Butterfly/or equivalent 4.75*3.2 (12-in each pack) | 3 Pack | |
| 26 | Stapler Machine Dux/Opal HD 45N or equivalent | 90 No's | |
| 27 | Stapler Pin Dollar x 1000-24/6/or equivalent (20-in each pack) | 30 Pack | |
| 28 | Long Tag size 36" (Superior Quality) containing 50 piece local made | 280 No's | |

| | | | |
|---|---|---|---|
| 29 | **Uni-Ball Pen Vision ELLITE or equivalent (12-in each pack)** | **55 Pack** | |
| 30 | **Cut Marker Black Dollar/or equivalent (12-in each pack)** | **16 Pack** | |
| 31 | **Paper cutter local made fine stainless steel** | **20 No's** | |
| 32 | **Small tag (Superior Quality) containing 50 pieces local made** | **200 No's** | |
| 33 | **Sharpener Dux or equivalent** | **210 No's** | |
| 34 | **Paper Clip Stainless Steel 30 MM (Three Flowers or equivalent)** | **20 No's** | |
| 35 | **Scale Stainless Steel (12 inch) Sensa or equivalent** | **35 No's** | |
| 36 | **Carbon Paper 100 sheets pack (210 x 33M)or equivalent** | **50 Pack** | |
| 37 | **Officer Pen Dux or equivalent** | **5- No's** | |
| 38 | **Officer Pen Stand Set KALGION or equivalent** | **5 -No's** | |
| 39 | **Pencil Tray plastic made fine quality** | **5 -No's** | |
| 40 | **Pasting stitching flag colour flag (Medium) Three Flower/or equivalent** | **40 -No's** | |
| 41 | **Pasting stitching flag colour flag (3 in 5 in-100 sheets) 76 x 127mm Polo/or equivalent** | **18 -No's** | |
| 42 | **Attendance Register Kohi-Noor or equivalent (30-sheets)** | **8 -No's** | |
| 43 | **White paper sheet (27*17) local made** | **80- No's** | |
| 44 | **Pen Ink pot dollar or equivalent** | **12 -No's** | |
| 45 | **File Board with flapper (Green Colour)** | **300 -No's** | |
| 46 | **Staple Remover with lock button fine quality** | **15 -No's** | |
| 47 | **Judges Writing Pad 11.5 x 8 with pad header of high court fine quality** | **70- No's** | |
| 48 | **Judges Writing Pad 8 x 5 with pad header of high court fine quality** | **65 -No's** | |
| | **Name of Items with Specifications Computer Stationery Items** | **Qty/ Unit of Measure** | **Quoted Brand/Company/ Manufacturer** |
| 49 | Computer paper Ream A4 80 Gsm (500-Sheets) Copy mate/Select One or equivalent | 550-reams | |
| 50 | Red paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm) | 206-Nos packets | |
| 51 | Yellow paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm) | 504-Nos packets | |
| 52 | Light green paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm) | 112-Nos packets | |
| 53 | Light pink paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm) | 83-Nos packets | |
| 54 | Peach paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm) | 83-Nos packets | |

**Note: One sample of each item must be provided by the bidders at the time of bid opening for inspection of items to ascertain the required quality and specifications. Testing charges for the sample will be borne by the bidders. Items of poor quality that do not meet the requisite specifications and quality would be rejected.**

## Technical Specification & Quantity of General Store and Misc. Items [LOT-II]

| Sr. | Name of Items with Specs. | Qty/Unit of Measure | Quoted Brand/Company/ Manufacturer |
|---|---|---|---|
| 1. | Duster flalian yellow Large size 18.5 x 29.5 fine quality | 1450-No's | |
| 2. | Hanger Plastic (Champion Brand 666 or equivalent) | 330-No's | |
| 3. | Lock 38mm imported Tribest or equivalent | 150-No's | |
| 4. | Insect killer Machine refilling bottle (Mortine or equivalent) | 45-No's | |
| 5. | Phool Jaharoo Local Made | 30-No's | |
| 6. | Pucharry Cotton Large Size Wiper Local made | 50-No's | |
| 7. | Bath soap (98 grams) lux or equivalent | 820-Nos | |
| 8. | Remote control wireless Bell (Econ or equivalent) | 30-No's | |
| 9. | RoomiTicky Air freshener Roomi or equivalent (12 in Each Packing) | 25-Box | |
| 10. | Toilet rolls (White) Rose petal or equivalent | 480-No's | |
| 11. | Surface cleaner 500ml Dettol or equivalent | 110-No's | |
| 12. | Hygiene Tissue packet Rose petal or equivalent | 60-No's | |
| 13. | Acid local for cleaning of washroom (Litre Bottle) | 450-litre | |
| 14. | Hand wash Sofi Soap (Packing of 6 each 600Grams/or equivalent) | 30 packets | |
| 15. | Glass Cleaning Spray 500ml Glint or equivalent | 145-No's | |
| 16. | Insect Killer Powder 125 grams Tiger or equivalent | 30-No's | |
| 17. | Auto Air freshener Machine Refills 300 ML Air Fresh or equivalent | 45-No's | |
| 18. | Multi-Colour Tissue box (2ply) Rose petal or equivalent | 45-No's | |
| 19. | Tissue paper box simple luxury three ply Rose petal or equivalent | 1500-No's | |
| 20. | Harpic (Bath Cleaner) 500ml or equivalent | 55-No's | |
| 21. | Dish washing detergent powder polybag 400 grams Vim or equivalent | 610- Nos | |
| 22. | Laundry powder Surf sachet of 35 gram Surf Excel or equivalent | 275 Pack | |
| 23. | Laundry powder Surf polybag 1000 gram Surf Excel or equivalent | 85 -Nos | |
| 24. | Tumblers (Glass) (Six in one pack) Toyo Nasic or equivalent | 40-pack | |
| 25. | Air Freshener Standard Delite or equivalent | 460-Nos | |
| 26. | Small Battery Cells Wall Clock/Remote Power Plus/Toshiba or equivalent | 750-Nos | |
| 27. | Dustbin Plastic made fine quality (25cm x 22cm) | 70-Nos | |
| 28. | Insect Killer Spray Kingtox or equivalent | 290-Nos | |
| 29. | Basta Cotton fine quality (60 * 60) | 700-Nos | |
| 30. | Phenyl Tablets fine quality | 70-pack | |
| 31. | Phenyl Liquid Bottle standard size Doctor Phenyl or equivalent | 230-Nos | |
| 32. | Bulb 18/w Philips or equivalent | 35-Nos | |
| 33. | Umbrella (Superior Quality) Large | 10-Nos | |

| | | | |
|---|---|---|---|
| 34. | Extension Lead (Fine Quality) | 40-Nos | |
| 35. | LED Bulb 40/w Philips or equivalent | 60-Nos | |
| 36. | Towels white fine quality (standard size large) (2 x 4 ft.) | 25-No's | |
| 37. | Anti-Scaling Solutions for smooth functioning & Cleaning of filter plant (30-litre each Cain) Flocon or equivalent | 04-Cain | |
| 38. | Subbi Jali stainless steel Small Size local made fine quality | 350-No's | |
| 39. | Subbi Foam Small Size Scotch Bright or equivalent | 400-No's | |
| 40. | Hand wash liquid 200ml Life Buoy or equivalent | 290-No's | |
| 41. | Lamination Role/Cling Film 45 CM (fine Quality) | 110-No's | |
| 42. | Electric Kettle National or Equivalent | 20-No's | |
| 43. | Thermos Rahber Eagle or Equivalent | 25-No's | |
| 44. | Large Cell 1.5V R20SG Size D Toshiba or equivalent | 35-No's | |
| 45. | Water Jug with lid Flora Omroc or equivalent | 30-No's | |
| 46. | Auto Air Freshener Dispenser of 300 ML Delux or equivalent | 06-No's | |
| 47. | Face Mask Box Surgical Mediplus (50 pieces) or equivalent | 40-box | |
| 48. | Foot mat carpet standard size fine quality | 25-No's | |
| 49. | Ewer plastic fine quality | 15-No's | |
| 50. | Water Cooler Rahaber Eagle Star or equivalent | 10-No's | |
| 51. | File Basket Standard size fine quality | 15-No's | |
| 52. | Flush Brush local made fine quality | 25-No's | |
| 53. | Wiper plastic standard size fine quality | 45-No's | |
| 54. | Ash tray fine quality | 05-No's | |
| 55. | Electric Insect Killer LED lamp West point or equivalent | 05-No. | |
| 56. | Water Bucket for bath large size fine quality | 15-No | |
| 57. | Bath Mug large size fine quality | 15-No. | |
| 58. | Bathing Stool large size fine quality | 10-No. | |
| 59. | Bone China Tea Set (12-pcs in each set) fine quality | 10-No | |
| 60. | Praying mat large size fine quality | 08-No. | |

**Note:** **One sample of each item must be provided by the bidders at the time of bid opening for inspection of items to ascertain the required quality and specifications. Testing charges for the sample will be borne by the bidders. Items of poor quality that do not meet the requisite specifications and quality would be rejected.**

# Section-IV: 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) Section II. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses which may be deleted while submitting the Bids.]

| A. Introduction | | |
|---|---|---|
| **BDS Clause Number** | **ITB Number** | **Amendments of, and Supplements to, Clauses in the Instruction to Bidders** |
| 1. | **2.1.1** | Name of Department: Lahore High Court, Bahawalpur Bench, Bahawalpur.<br><br>Procurement Name: Annual Framework Contract of General Store Items, Office Stationery and Computer Stationery for FY 2025-26.<br><br>Delivery Period: Within 2 Weeks or as per Purchase Order.<br><br>Commencement date for delivery of Goods: Within one week after award of contract. |
| 2. | **2.1.2** | Financial year: 2025-26<br><br>Name of Project/ Grant (Non-Development): [Annual Rate contract for Stationery, Computer Stationery, and General Store& Misc. Items]<br><br>Name of financing institution: [Government of the Punjab or within the financial limit of this Court ] |
| 3. | **2.1.3 (iv)** | Not applicable. |
| 4. | | |
| 5. | **2.3.6(iii)** | Demonstration of authorization by manufacturer: Form 8.3 should be followed (Not Mandatory) |
| **B. Bidding Documents** | | |
| 6. | **2.2.2** | Clarification of Bidding Documents shall be entertained at the E-pads portal. |
| 7. | **2.2.2** | Pre-bid meeting: Not applicable |
| 8. | **2.3.9** | All Bidding documents to be completed and uploaded at e-pads, hard copy of CDR to be submitted in office before 01- hour of closing of bid submission |
| **C. Bid Price, Currency, Language and Country of Origin** | | |
| 9 | **2.3.1** | English |
| 10 | **2.3.4** | The price quoted shall be PAK Rupees |

<table>
<tr><td></td><td></td><td></td></tr>
<tr><td>11.</td><td>2.3.4</td><td>As per applicable Rules.</td></tr>
<tr><td>12.</td><td>2.1.4 (ii)</td><td>Imported/local Made</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td colspan="3">D. Preparation and Submission of Bids</td></tr>
<tr><td>13.</td><td>2.1.3</td><td>Qualification Criteria.
<table>
<tr><th>Sr. No.</th><th>Parameter</th><th>Weightage</th></tr>
<tr><td>1.</td><td>Technical Specification (compliance of specification and required quality of samples.)<br><br>(Mandatory Clause)</td><td>50 %</td></tr>
<tr><td>2.</td><td>Valid Registration Certificate NTN/STRN number and active status in FBR.<br><br>(Mandatory Clause)</td><td>10 %</td></tr>
<tr><td>3.</td><td>Affidavit to the effect that the bidder is not black listed by the procuring Agency i.e Lahore high court, Lahore, its Allied Benches & PPRA (Mandatory Clause)</td><td>10 %</td></tr>
<tr><td>4.</td><td>Professional Tax Certificates for the current year. (Mandatory Clause)</td><td>05 %</td></tr>
<tr><td>5.</td><td>Registration of company from SECP/Firm Registration certificate</td><td>05 %</td></tr>
<tr><td>6.</td><td>01-years' experience of similar supplies to Govt. department with minimum value contract of Rs.100,000/- (copies of supply/purchase orders are required) (Mandatory Clause)</td><td>10 %</td></tr>
<tr><td>7.</td><td>Bank statement in name of company/firm for last 02-years showing minimum balance of Rs.100,000/- at any time during the same period.</td><td>10 %</td></tr>
<tr><td colspan="2">Total</td><td>100</td></tr>
<tr><td colspan="2">(Qualifying Marks: 85)<br><br>With all mandatory clauses</td><td></td></tr>
</table></td></tr>
<tr><td>14.</td><td>2.3.6&2.3.7</td><td>Spare parts required for (As per original/Standardized) of years of operation (Not Applicable)</td></tr>
<tr><td>15.</td><td>2.2.2</td><td>Bid shall be submitted online in the name: [The Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur] on e-pads<br><br>Hard copy of CDR Shall be submitted one hour before closing time of bid.</td></tr>
<tr><td>16.</td><td>2.4.2</td><td>The deadline for e-Bid submission online is:</td></tr>
</table>

<table>
<tr><td></td><td></td><td>a) Day :[Monday]<br>b) Date:[04.08.2025]<br>c) Time:[02:00PM]</td></tr>
<tr><td>17.</td><td>2.5.1</td><td>Time, date/ Month/ Year, and place for Bid opening. Bids shall be opened electronically and Place of opening is : In the office of Chairman Purchase Committee at :-<br>a) Day :[Monday]<br>b) Date: [ 04.08.2025]<br>c) Time:[02:30PM]</td></tr>
<tr><td>18.</td><td>2.6.2</td><td>Amount of Performance Guarantee is: <u>10%</u></td></tr>
<tr><td>19.</td><td>2.3.8</td><td>Estimated Value:
<table>
<tr><th>Lot Wise Description</th><th>Estimated Cost (Rs.)</th><th>Bid Security (2%) (Rs.)</th></tr>
<tr><td>Office and Computer Stationery Items LOT-I</td><td>3,570,629/-</td><td>71,413 /-</td></tr>
<tr><td>General & Misc. Store Items LOT-II</td><td>3,268,495/-</td><td>65,370/-</td></tr>
</table></td></tr>
<tr><td>20.</td><td>2.3.9</td><td>Bid validity period after opening of the Bid electronically on: 180-days.</td></tr>
<tr><td>21.</td><td>2.3.9</td><td>Number of copies of the Bid to be provided are: Not applicable</td></tr>
<tr><td colspan="3">E. Opening and Evaluation of Bids</td></tr>
<tr><td>22.</td><td>2.5.1</td><td>The e-Bid opening shall take place at:<br>a) Day :[Monday]<br>b) Date:[ 04.08.2025]<br>c) Time:[02:30PM]<br>In the office of Additional Registrar (Judicial)/Chairman Purchase Committee, Bahawalpur Bench, Bahawalpur.</td></tr>
<tr><td>23.</td><td>2.3.5</td><td>The currency that shall be used for Bid evaluation is Pakistani Rupees.</td></tr>
<tr><td colspan="3">F. Bid Evaluation Criteria</td></tr>
<tr><td>24.</td><td>2.5.8</td><td>Criteria to Bid evaluation.
<table>
<tr><th>Sr. No.</th><th>Parameter</th><th>Weight age</th></tr>
<tr><td>1.</td><td>Technical Specification (compliance of specification and required quality of samples.)<br>(Mandatory Clause)</td><td>50 %</td></tr>
<tr><td>2.</td><td>Valid Registration Certificate NTN/STRN number and active status in FBR.<br>(Mandatory Clause)</td><td>10 %</td></tr>
<tr><td>3.</td><td>Affidavit to the effect that the bidder is not black listed The Procuring Agency i.e Lahore high court Bahawalpur Bench. (Mandatory Clause)</td><td>10 %</td></tr>
<tr><td>4.</td><td>Professional Tax Certificates for the current year. (Mandatory Clause)</td><td>05 %</td></tr>
</table></td></tr>
</table>

| | | | | |
|---|---|---|---|---|
| | | 5. | Registration of company from SECP/Firm Registration certificate | 05 % |
| | | 6. | 01-years' experience of similar supplies to Govt. department with minimum value contract of Rs.100,000/- (copies of supply/purchase orders are required) **(Mandatory Clause)** | 10 % |
| | | 7. | Bank statement in name of company/firm for last 02-years showing minimum balance of Rs.100,000/- at any time during the same period. | 10 % |
| | | | **Total** | 100 |
| | | | **(Qualifying Marks: 85) with all mandatory clauses** | |

## G. Award of Contract

| | |
|---|---|
| **2.6.5** | Percentage for quantity increase or decrease is not more than 15%]. |
| **2.6.2** | The Performance Guarantee shall be: [ **10 percent of the Contract Price**] |
| **2.6.2** | The Performance Security (or guarantee) shall be in the form of: [Bank Guarantee, CDR etc.] |

## Section-V: General Conditions of Contract

(On stamp Paper)

**CONTRACT**

This CONTRACT is made on _____**[Date]**, between **Lahore High Court, Bahawalpur Bench, Bahawalpur** (the "Purchaser"), on the one part, and **Contractor [full legal name of Contractor],** on the other part individually /severally liable to the Purchaser for all of the Contractor's obligations under this Contract.

**RECITALS**

WHEREAS,

(a) The Purchaser has requested the Contractor to provide Tender Items according to Bid Document. and

(b) The Contractor, having represented to the Purchaser that it has the required professional skills, personnel and technical resources, has agreed to provide Tender Items, on the terms and conditions set forth in this Contract and Bid document.

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

i) The Contractor shall supply the required items at Lahore High Court, (Bahawalpur Bench, Bahawalpur) as per supply order to be issued by the office (Purchase Branch) from time to time without transportation charges.

ii) In case the Contractor fails to execute the contract strictly in accordance with terms and conditions laid down in this contract, the security deposited by him shall be forfeited and contract will be awarded to the next lowest available bidders/firms.

iii) The damages in case of late supply 2% per month or part thereof shall be recovered from the contractor.

iv) The required good shall be supplied by the Contractor within the time given in the work order.

v) Payment will be made on receipt, inspection and acceptance of supplies by the Purchaser.

vi) In case the contractor does not fulfill contract, they shall be liable to be blacklisted and performance Guarantee shall be forfeited.

vii) There shall be no compromise on quality and quantity of items.

viii) The contractor shall solely be responsible for any discrepancy or damage to the supplied Tender Items.

ix) The contractor shall submit **"One Year Warranty Certificate"** regarding the durability of the supplied Tender Items. The warranty period shall start from the date of delivery of item (s).

x) Bid security of 2% of the estimated cost for each lot given by the contractor in the shape of Bank Draft/Call Deposit Receipts/Bank Guarantee in favor of the Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur, will be returned to them on their request, after signing of the contract and furnishing of 10% of Bid amount as Performance Guarantee in shape of Bank Draft/Call Deposit Receipts/Bank Guarantee. The "Performance Guarantee" shall be returned after the completion of "Warranty Period" or prescribed period.

xi) The purchaser shall have a right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the bid document/contract, except delay in provision of the required Tender Items for which liquidated damages under Clause 6 of the Bid document shall be imposed.

xii) In case of any dispute or controversy after awarding of contract, the Senior Additional Registrar, Bahawalpur Bench, Bahawalpur shall be the arbitrator and his decision shall be binding and final.

xiii) The terms and conditions mentioned in the bid document shall be considered part and parcel of this contract agreement.

xiv) Force Majeure Clause is applicable.

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

For **[Lahore High Court]**
(the Purchaser)

For **[Bidder ]**

Name _____

Designation _____

CNIC _____

**WITNESSES:**

Name _____

Signature _____

CNIC # _____

Name _____

Signature_____

CNIC _____

**Special Instructions to Bidders**

*i.* As per **Rule 38 (2) (a) of PPRA Rules, 2014** Single Stage Two Envelopes Bidding Procedure of the Punjab Procurement Rules, 2014 shall be followed.

*ii.* **E-Bids** will be opened electronically publicly in the office of the Chairman Purchase Committee, Lahore High Court, Bahawalpur Bench, Bahawalpur by the Purchase Committee at **02:30 P.M.** on **04.08.2025** in presence of the Bidder(s) or their authorized representatives, for which they shall ensure their presence without further invitation. In case, last date of e-bid submission falls on/within the official holiday(s), the last date for submission of bids shall be the next working day.

*iii.* The bidder(s) shall participate along with the samples as well as which are claimed to be equivalent to the specification of the required item.

*iv.* The Bidders/Firms shall also submit samples of quoted items on the date which given by the Procuring Agency for Technical Evaluation.

*v.* The tender items of each category/lot shall be delivered within **the time given in the Purchase Order** otherwise **Liquidated Damage charges (under Clause 6 of the bid document)** shall be imposed.

*vi.* In case any defect appears in Tender items during technical evaluation, the shortcoming shall be fulfilled by the contractor.

*vii.* The tender items shall be delivered in the relevant Stores of this Court.

*viii.* Rate of the item shall be quoted as per specifications /samples and shall be in Pak Rupees only.

*ix.* The Purchaser shall announce details of the bids at the time of opening of Technical/Financial bids.

***x.*** No bid shall be accepted unless complete in all respects. Further, conditional bids shall not be accepted/ considered.

***xi.*** The bidder (s) shall submit the list of his Partners/Co-owners/Directors/Joint Ventures / Suppliers along with the bid, if any.

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

***xiii.*** E-Bids received after due date/time shall not be considered.

***xiv.*** A bid withdrawn after the deadline for submission of the bid and prior to the expiry of the bid validity period, shall result in forfeiture of the **2% Bid Security (under Clause 4 of the bid document)**.

***xv.*** In case, the successful bidder fails to execute the work order as per terms and conditions laid down in the Bid document/ contract/purchase order (other than delay) or items supplied are found lower in quality, the Purchaser shall have the right to cancel the contract at any time and forfeit **10% Performance Guarantee (under Clause 5 of the bid document)** and the items provided by the Firm shall be at its own risk & cost.

***xvi.*** The Purchaser reserves the right to cancel the tender before acceptance as per PPRA Rules.

**01. Bid Validity Period:**

Bid validity period shall be **180 days (extendable where required in terms of Punjab Procurement Rules, 2014)** from the date of opening of bids.

**02. Bid Security:**

i. Technical Bid shall be accompanied by a scanned **2% Bid Security** of each category/lot (as per detail mentioned in Clause No.1 i.e.; Invitation to e-Bid) in the shape of Bank Draft/Call Deposit Receipts/Bank Guarantee in favor of Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur which is refundable on request, to the unsuccessful bidder(s) within **two weeks after** the finalization of tender process. Bid security of successful bidder(s) will be returned on his/their request, after signing of the contract and submission of 10% amount of the total value of the Purchase Order as Performance Guarantee.

ii. The original Bid Security/instrument of each category/lot (hard copy) must be submitted in favor of the Sr. Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur, at least one hour before the bid submission deadline in the Purchase Branch. **Late submission of Bid Security (after opening of e-bids) shall be treated as the rejection of bid**.

**03. Performance Guarantee.**

a. The successful bidder shall deposit **10% amount as "Performance Guarantee"** in shape of Bank Draft/Call Deposit Receipts/Bank Guarantee/Pay Order in favour of Sr. Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur. Performance Guarantee shall be retained by the Purchaser for period of one year.

b. The purchaser shall have right to forfeit the "Performance Guarantee", if the contractor violates any of the terms and conditions of the Bid Document/Contract/Purchase Order, except delay in provision of the Tender Items for which liquidated

damage charges @ 2% under clause 6 of the Bid document will be imposed.

c. The purchaser shall have right to forfeit the "Performance Guarantee", if the contractor continuously failed to provide delivery or deliberately trying to prolonging the delivery time, indulged in corrupt practices, detrimental to public interest or concealment of any facts pointed out/highlighted by the Authority. However, the bidder reserves the right to appeal before the Grievance Committee of this Court.

**04. Liquidated Damages**

In case of failure, the Supplier shall unconditionally pay liquidated damages on late supplies @ 2 % per month of the total value of purchase order or the part whereof.

**05.Warranty**

i. The successful bidder shall submit "**One Year Warranty Certificate**" regarding the durability of the supplied Tender Items. The warranty period shall start from the date of delivery of items. In case the supplied articles have any manufacturing faults, defects, the items shall be replaced by the bidder without any compensation.

ii. In case the bidder consistently failed to replace the faulty items/articles, a Show Cause notice shall be issued to bidder. Even after, non-compliance, the Performance Guarantee shall liable to be forfeited and process for blacklisting shall be initiated by t procurement agency.

**06. <u>Evaluation Criteria:</u>**

Bids will be evaluated as per Evaluation Criteria mentioned in Bidding Documents.

**07. <u>Arbitration</u>**

All claims and disputes arising out of or relating to this agreement shall be referred by the aggrieved

party to the sole Arbitrator i.e. The Sr. Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur.

**08. <u>Cancellation of Tender</u>**

The Purchaser reserves the right cancel the tender as per PPRA Rules.

---

## GENERAL INSTRUCTIONS

Any offer (Technical/Financial) not received as per terms and conditions of the Tender Enquiry is liable to be rejected. No offer shall be considered if;

(i). Received without hard copy "Bid Security" in the shape of CDR/Bank Guarantee from a scheduled bank.

(ii). Received after the time and date fixed for its receipt.
(iii). The offer is unsigned.
(iv). The offer is ambiguous.
(v). The offer is conditional.
(vi). The offer is from a firm blacklisted, suspended or removed from Lahore High Court, Lahore, its Allied Benches & PPRA.
(vii). The bid is received of a shorter validity than required in the tender enquiry.
(viii). The proposal is for item(s) not conforming to specifications indicated in the tender notice/tender enquiry.
(ix). The bid is received without latest Professional Tax Certificate of current financial year

**02.** Offer must remain valid for 180-days from the date of opening of the Bid.

**03.** All offers must be submitted online on e-pads as per **Single Stage Two Envelope.**

**04.** Each bid will be in term of Rule 38(2)(a) "Single Stage Two Envelopes Bidding Procedure" of the Punjab Procurement Rules, 2014.

**05.** The Purchaser reserves the right to purchase full or part of the item(s) or ignore/scrap/cancel the tender as per PPRA Rules.

**06.** Further the following conditions shall apply: -

(a). If the acceptance of tender issued during the validity period of the proposal is not accepted by the tenderer, the CDR/bid security shall be forfeited and the item(s) purchased would be at his (tenderer's) risk and expense.
(b). In case the offer is withdrawn/amended or revised during the validity period of the offer, the Bid security/ CDR is liable to be forfeited.
(c). In case the contractor fails to execute the contract strictly in accordance with terms and conditions laid down in the contract the security deposited (CDR) by him shall be forfeited and the item(s) purchased would be at his risk and expense.

**07.** The purchaser reserves the right to claim compensation for the loss caused by the delay in the work, as determined by the purchaser (Authority).

## OTHER TERMS & CONDITIONS

**01.** The items/Goods are required to be supplied within the time given in the purchase order. However, the bidders are required to indicate their own guaranteed earliest date by which the work will be done by them but decision of the authority is binding for the bidder.

**02.** Bidders must quote their financial proposal on all items of lot on the detail of items intended to be procured and failure leads to the rejection of whole lot.

**03.** Technical proposal and financial proposal/e-bids should be addressed to the **Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur.**

**04.** Bidders should quote their firm and final rates both in words as well as in figures (including all taxes).

**05.** Bidders shall submit a **Bid Security, @ 2% of each category/lot** as per estimated cost mentioned in Bid Sheet as required under Rule 27 of PPR-2014 in the shape of CDR/Pay Order/Bank Guarantee (as per detail mentioned in Clause No.1 i.e.; Invitation to e-Bids) for supplies in favor of the Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur.

**06.** The original Bid Security/instrument (hard copy) must be submitted in favor of the Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur, at least one hour before the bid submission deadline in the Purchase Branch. CDR received after opening of the e-bids, may be considered as LATE SUBMISSION and leads to the **rejection/withdrawal of bid**.

**07.** The successful bidder shall be required to furnish 10% of the total value of the contract as **Performance Guarantee** in shape of Bank Guarantee/CDR/Pay Order (as required under Rules 56 of the Punjab Procurement Rules, 2014) in favor of **Senior Additional Registrar, Lahore High Court, Bahawalpur Bench, Bahawalpur** (by designation only) for a period of one year from the acceptance of the bids (within 15-days) and in case, the supply has not conformity with the required specification/ terms & condition, the Purchaser has full right to forfeit Performance Guarantee and the re-purchase shall be made at the risk and expense, of the bidder.

**08.** In case of Indigenous item(s) the tenderers, who are manufacturers must indicate name and address of their works in Pakistan from where they intend to supply the item(s).

**09.** "This is to certify that M/s._____ have obtained quotation to Tender No._____ due on _____and bidder shall carry out supply/manufacture the said item(s) in accordance with the specifications laid down in the invitation to tender".

**10.** Any conditional, ambiguous or incomplete offer in any respect shall be ignored/rejected. No supplementary or revised offer after opening of bids shall be entertained.

**11.** The bidders shall enclose catalogues/leaflets/literature and other technical data, if any, in respect of item(s) offered by them.

**12.** The bidders should specifically indicate their NTN/GST/PST/VENDOR No. and circle of the Income-Tax Department (FBR) with documentary evidence.

**13.** Any erasing/cutting/crossing, etc. appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages of the bid must also be properly signed and stamped. **Offer with any overwriting shall not be accepted.**

**14.**(a). A certificate should be given by the bidders that they shall be responsible for free replacement of item(s) if the "same is found to be substandard and or at variance with the specifications given in tender enquiry". In case a SIMILAR item(s) offered is at variance with the specifications given in the tender enquiry, the bidders must clearly identify variations in their offers. However, the item(s) offered of a superior quality and specifications to the one specified in the tender enquiry shall, be acceptable.

(b). In case indigenous item(s) is offered as an item(s) similar to that specified in the Tender Enquiry the tenderers shall within seven days of the opening of the tender have the said item(s) for, pre-inspection at their own cost.

(c). Where offers have been invited for specified brands, offers for others brands shall not be acceptable.

**15.** Items should be brand new and in original manufacturers packing.

**16.** Testing charges of sample/samples against the tender/advance bulk supplies will be borne by the tenderer/contractor irrespective of the result of the sample/samples.

**17. The procuring agency also reserves the right to reject all bids under Rule 35 of Punjab Procurement Rules, 2014.**

**18.** The firm shall also submit samples of quoted items (non-refundable) on the date which is given by the Procuring Agency.

**19.** The tenderer must indicate make/made/size/weight for quoted articles in Crystal manner.

**20.** Stamp Duty shall be borne by the successful Bidder as per government rates.

# Section-VIII: Forms

## 8.1 Bid Form

Date: _____

To: [name and address of Procuring Agency]

Gentlemen and/or Ladies:

Having examined the Bidding documents including Addenda Nos.[insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said Bidding documents for the sum of [total Bid amount in words and figures]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, specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to a Bid by this Bid for a period of [number] days from the date fixed to Bid opening under Clause 2.3.8 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 (if required), this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

The Composition of our Bid is:

a) Complete bidding document (without filling) signed and stamped by the bidder

b) all the forms relevant to the technical and financial bids (clearly indicated on each form)

c) All the required documents establishing eligibility of bidders/goods shall be made part of the bid.

d) Any other document required by the procuring agency not inconsistent with PPR-14.

**Financial bid includes the following: -**

a) Original Bid form (as per **form 8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped.

b) Price schedule / financial form (as per **form 8.10**) to be reproduced on the letter head of the bidder duly signed and stamped.

c) Original Bid security form (as per **form 8.11**) along with Original financial instrument [to be decided by the procuring agency i.e. Bank Guarantee / Bank call-deposit (CDR) / Demand Draft (DD) / Pay Order (PO) or Banker's cheque] valid for ..... ( ) Days, beyond the validity of Bid.

d) Any other document required by the procuring agency not inconsistent with PPR-14.

| Name and address of goods provider | Amount and Currency |
|---|---|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(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 _____

## 8.3. Manufacturer's Authorization Form [Not mandatory]

[To be signed and stamped by the Bidder and to be attached with Technical Bid]

[See Clause 2.3.6 (iii) of the Instructions to Bidders.]

To: [name of the Procuring Agency]

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 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 to Bids.

_____

[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.

## 8.4. Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

| Sr.# | Particulars |
|---|---|
| 1. | Name of the company: |
| 2. | **Registered Office:** |
| Address: | |
| Office Telephone Number: | |
| Fax Number: | |
| 3. | **Contact Person:** |
| Name: | |
| Personal Telephone Number: | |
| Email Address: | |
| 4. | **Local office if any:** |
| Address: | |
| Office Telephone Number: | |
| Fax Number: | |
| 5. | **Registration Details:** |

**a) Audited Financial Statement Attachment/Income Tax Returns (Last ____years)**

| Yes | No |
|---|---|

**b) Details of Experience (Last _____ Years)**

| | | |
|---|---|---|
| (i) | **Similar Project (Agency/Department)** | **Item Name** |
| | | |
| | | |
| | | |
| (ii) | **Value of total Projects/Tenders/POs** | **Amount** |
| | | |
| | | |
| | | |

**c)Staff Detail and last month Payroll**

| Yes | No |
|---|---|

## 8.5. General Information Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

| | **Particulars** | | | |
|---|---|---|---|---|
| **Company Name** | | | | |
| **Abbreviated Name** | | | | |
| | | | | |
| **National Tax No.** | | | **Sales Tax Registration No** | |
| | | | | |
| **PRA Tax No.** | | | | |
| **No. of Employees** | | | **Company's Date of Formation** | |
| | | | | |
| | | | | |

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

| | | | |
|---|---|---|---|
| **Registered Office Address** | | State/Province | |
| **City/Town** | | Postal Code | |
| **Phone** | | Fax | |
| **Email Address** | | Website Address | |

## 8.6. Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by oath commissioner. To be attached with Technical Bid]

**Name:** _____

(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the [Senior Additional Registrar, Bahawalpur Bench, Bahawalpur] of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the [name of Procuring Agency]. The undersigned further affirms on behalf of the firm that:

(i) The firm is not currently blacklisted by the Procuring Agency i.e. Lahore high court, Lahore, its Allied Benches, & PPRA.

(ii) The documents/photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.

(iii) Affidavit for correctness of information.

[Name of the Contractor/ Bidder/ Supplier] undertakes to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____

## 8.7. Performance Guarantee Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

**To,**

[The Senior Additional Registrar, Bahawalpur Bench, Bahawalpur]

**WHEREAS** (Name of the Contractor/ Supplier) _____ hereinafter called "the Contractor" has undertaken, in pursuance of **"**INVITATION TO BID FOR THE **"PROVISION OF** _____**"** procurement of the following:

1. [**Please insert details**].

(Here in after called "the Contract").

**AND WHEREAS** it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

**AND WHEREAS** we have agreed to give the Contractor a Guarantee;

**THEREFORE WE** hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____(Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____(Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____, 20__, or _____ [insert number of days] after the rectification of the Defects, whichever is later.

**[NAME OF GUARANTOR]**

Signature_____

Name_____

Title _____

Address_____

Seal_____

Date_____

## 8.8. Technical Bid Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Technical Bid]

### Technical Specification& Quantity of Office and Computer Stationery & Computer Stationery Items [LOT-I]

| Sr | Name of Items with Specs. | Qty/ Unit of Measure | Quoted Brand/Company/ Manufacturer |
|---|---|---|---|
| 1 | Ball Points Piano crystal 0.8 fine quality (10-of each Pack) /Dollar Clipper or equivalent | 420 Packet | |
| 2 | Piano Jelfo Ball Point Gel Pen, 0.7mm liquid ink fine quality (10 of each pack or equivalent) | 80 Packet | |
| 3 | Blue Paper 13.5" x 8.5'' 500 Sheet 80Gsm Made in Indonesia/or equivalent | 280 Reams | |
| 4 | Brown Envelops Size 10" x 4.5" local made | 2400 No's | |
| 5 | Brown Envelops Size 13.5" x 17.5" | 1600 No's | |
| 6 | Brown Envelops Size 10" x 12" | 550 No's | |
| 7 | White large envelops with layer of Malmal cloth 14" x 17" | 650 No's | |
| 8 | Damper Plastic Silver-X or equivalent (12-in each pack) | 10 Pack | |
| 9 | Fluid set Pelican/or equivalent | 100 Set | |
| 10 | Gum stick Dollar/or equivalent 35grms(12-in each pack) | 10 Pack | |
| 11 | Highlighter Dollar/or equivalent (10-in each pack) | 20 Pack | |
| 12 | Lead Pencil Bahadur /Deer /Goldfish/or equivalent (12-in each pack) | 120 Packet | |
| 13 | Photostat Paper Ream Legal size (70 gsm IK copy paper F4A) (216 x 343 mm) (500 sheets) or equivalent | 340 Reams | |
| 14 | Pasting stitching flag colour flag (3pads/75*25mm in one pack) Three Flower/or equivalent | 300 Packet | |
| 15 | Pencil red and blue goldfish/or equivalent (12-in each pack) | 30 Packet | |
| 16 | Poker (Superior quality steel) local made steel | 15 No's | |
| 17 | Punch Machine single hole (Superior quality) Local Made/or equivalent | 40 No's | |
| 18 | Register No. 40 (minimum 200 Pages) (Hero) /or equivalent | 90 No's | |
| 19 | Register No. 20 (minimum 80 pages) (Hero) /or equivalent | 290 No's | |
| 20 | Scissor Small stainless steel (Sensa) /or equivalent | 20 No's | |
| 21 | Scotch tape "1.8-inch" Deer/or equivalent | 190 No's | |
| 22 | Short Hand Note Book (Fine Binding) "8.5*5.5"(100-pages in each book) | 350 No's | |
| 23 | Soft Eraser Pelican AL30 white/or equivalent (30-in each pack) | 8 Pack | |
| 24 | Stamp ink crystal/Butterfly 28.5ml/or equivalent (12-in each pack) | 10 Pack | |
| 25 | Stamp Pad crystal/Butterfly/or equivalent 4.75*3.2 (12-in each pack) | 3 Pack | |
| 26 | Stapler Machine Dux/Opal HD 45N or equivalent | 90 No's | |
| 27 | Stapler Pin Dollar X1000-24/6/or equivalent (20-in each pack) | 30 Pack | |
| 28 | Long Tag size 36" (Superior Quality) containing 50 piece local made | 280 No's | |
| 29 | Uni-Ball Pen Vision ELLITE or equivalent (12-in each pack) | 55 Pack | |
| 30 | Cut Marker Black Dollar/or equivalent (12-in each pack) | 16 Pack | |

| | | | |
|---|---|---|---|
| 31 | **Paper cutter local made fine stainless steel** | 20 No's | |
| 32 | **Small tag (Superior Quality) containing 50 pieces local made** | 200 No's | |
| 33 | **Sharpener Dux or equivalent** | 210 No's | |
| 34 | **Paper Clip Stainless Steel 30 MM (Three Flowers or equivalent)** | 20 No's | |
| 35 | **Scale Stainless Steel (12 inch) Sensa or equivalent** | 35 No's | |
| 36 | **Carbon Paper 100 sheets pack (210*33M)or equivalent** | 50 Pack | |
| 37 | **Officer Pen Dux or equivalent** | 5- No's | |
| 38 | **Officer Pen Stand Set KALGION or equivalent** | 5 -No's | |
| 39 | **Pencil Tray plastic made fine quality** | 5 -No's | |
| 40 | **Pasting stitching flag colour flag (Medium) Three Flower/or equivalent** | 40 -No's | |
| 41 | **Pasting stitching flag colour flag (3in*5in- 100 sheets) 76*127mm Polo/or equivalent** | 18 -No's | |
| 42 | **Attendance Register Kohi-Noor or equivalent (30-sheets)** | 8 -No's | |
| 43 | **White paper sheet (27*17) local made** | 80- No's | |
| 44 | **Pen Ink pot dollar or equivalent** | 12 -No's | |
| 45 | **File Board with flapper (Green Colour)** | 300 -No's | |
| 46 | **Staple Remover with lock button fine quality** | 15 -No's | |
| 47 | **Judges Writing Pad 11.5 x 8 with pad header of high court fine quality** | 70- No's | |
| 48 | **Judges Writing Pad 8 x 5 with pad header of high court fine quality** | 65 -No's | |
| | Name of Items with Specs.<br>**Computer Stationery Items** | Qty/ Unit of Measure | |
| 49 | **Computer paper Ream A4 80 Gsm (500-Sheets) Copy mate/Select One or equivalent** | 550-reams | |
| 50 | **Red paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm)** | 206-Nos | |
| 51 | **Yellow paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm)** | 504-Nos | |
| 52 | **Light green paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm)** | 112-Nos | |
| 53 | **Light pink paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm)** | 83-Nos | |
| 54 | **Peach paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm)** | 83-Nos | |

**Note: One sample of each item must be provided by the bidders at the time of bid opening for inspection of items to ascertain the required quality and specifications. Testing charges for the sample will be borne by the bidders. Items of poor quality that do not meet the requisite specifications and quality would be rejected.**

## Technical Specification & Quantity of General Store and Misc. Items [LOT-II]

| Sr | Name of Items with Specs. | Qty/Unit of Measure | Quoted Brand/Company/ Manufacturer |
|---|---|---|---|
| 1. | Duster flalian yellow Large size 18.5x29.5 fine quality | 1450-No's | |
| 2. | Hanger Plastic (Champion Bramd 666 or equivalent) | 330-No's | |
| 3. | Lock 38mm imported Tribest or equivalent | 150-No's | |
| 4. | Insect killer Machine refilling bottle (Mortine or equivalent) | 45-No's | |
| 5. | Phool Jaharoo Local Made | 30-No's | |
| 6. | Pucharry Cotton Large Size Wiper Local made | 50-No's | |
| 7. | Bath soap (98 grams) lux or equivalent | 820-Nos | |
| 8. | Remote control wireless Bell (Econ or equivalent) | 30-No's | |
| 9. | Roomi Ticky Air freshener Roomi or equivalent (12 in Each Packing) | 22-Box | |
| 10. | Toilet rolls (White) Rose petal or equivalent | 480-No's | |
| 11. | Surface cleaner 500ml Dettol or equivalent | 110-No's | |
| 12. | Hygiene Tissue packet Rose petal or equivalent | 60-No's | |
| 13. | Acid local for cleaning of washroom (Litre Bottle) | 450-litre | |
| 14. | Hand wash Sofi Soap (Packing of 6 each 600Grams/or equivalent) | 23- packets | |
| 15. | Glass Cleaning Spray 500ml Glint or equivalent | 145-No's | |
| 16. | Insect Killer Powder 125 grams Tiger or equivalent | 30-No's | |
| 17. | Auto Air freshener Machine Refills 300 ML Air Fresh or equivalent | 45-No's | |
| 18. | Multi-Colour Tissue box (2ply) Rose petal or equivalent | 45-No's | |
| 19. | Tissue paper box simple luxury three ply Rose petal or equivalent | 1500-No's | |
| 20. | Harpic (Bath Cleaner) 500ml or equivalent | 55-No's | |
| 21. | Dish washing detergent powder polybag 400 grams Vim or equivalent | 610- Nos | |
| 22. | Laundry powder Surf sachet of 35 gram (S) Surf Excel or equivalent | 275 Pack | |
| 23. | Laundry powder Surf polybag 1000 gram Surf Excel or equivalent | 85 -Nos | |
| 24. | Tumblers (Glass) (Six in one pack) Toyo Nasic or equivalent | 40-pack | |
| 25. | Air Freshener Standard Delite or equivalent | 460-Nos | |
| 26. | Small Battery Cells Wall Clock/Remote Power Plus/Toshiba or equivalent | 750-Nos | |
| 27. | Dustbin Plastic made fine quality (25cm* 22cm) | 70-Nos | |
| 28. | Insect Killer Spray Kingtox or equivalent | 290-Nos | |
| 29. | Basta Cotton fine quality (60 * 60) | 700-Nos | |
| 30. | Phenyl Tablets fine quality | 70-pack | |
| 31. | Phenyl Liquid Bottle standard size Doctor Phenyl or equivalent | 230-Nos | |
| 32. | Bulb 18/w Philips or equivalent | 35-Nos | |
| 33. | Umbrella (Superior Quality) Large | 10-Nos | |
| 34. | Extension Lead (Fine Quality) | 40-Nos | |
| 35. | LED Bulb 40/w Philips or equivalent | 60-Nos | |

| | | | |
|---|---|---|---|
| 36. | Towels white fine quality (standard size large) (2 * 4 ft.) | 25-No's | |
| 37. | Anti-Scaling Solutions for smooth functioning & Cleaning of filter plant (30-litre each Cain) Flocon or equivalent | 04-Cain | |
| 38. | Subbi Jali stainless steel Small Size local made fine quality | 350-No's | |
| 39. | Subbi Foam Small Size Scotch Bright or equivalent | 400-No's | |
| 40. | Hand wash liquid 200ml Life Buoy or equivalent | 290-No's | |
| 41. | Lamination Role/Cling Film 45 CM (fine Quality) | 110-No's | |
| 42. | Electric Kettle National or Equivalent | 20-No's | |
| 43. | Thermos Rahber Eagle or Equivalent | 25-No's | |
| 44. | Large Cell 1.5V R20SG Size D Toshiba or equivalent | 35-No's | |
| 45. | Water Jug with lid Flora Omroc or equivalent | 30-No's | |
| 46. | Auto Air Freshener Dispenser of 300 ML Delux or equivalent | 06-No's | |
| 47. | Face Mask Box Surgical Mediplus (50 pieces) or equivalent | 40-box | |
| 48. | Foot mat carpet standard size fine quality | 25-No's | |
| 49. | Ewer plastic fine quality | 15-No's | |
| 50. | Water Cooler Plastic Rahaber Eagle Star or equivalent | 10-No's | |
| 51. | File Basket Standard size fine quality | 15-No's | |
| 52. | Flush Brush local made fine quality | 25-No's | |
| 53. | Wiper plastic standard size fine quality | 45-No's | |
| 54. | Ash tray fine quality | 05-No's | |
| 55. | Electric Insect Killer LED lamp West point or equivalent | 05-No. | |
| 56. | Water Bucket for bath large size fine quality | 15-No | |
| 57. | Bath Mug large size fine quality | 15-No. | |
| 58. | Bathing Stool large size fine quality | 10-No. | |
| 59. | Bone China Tea Set (12-pcs in each set) fine quality | 10-No | |
| 60. | Praying mat large size fine quality | 08-No. | |

**Note:** **One sample of each item must be provided by the bidders at the time of bid opening for inspection of items to ascertain the required quality and specifications. Testing charges for the sample will be borne by the bidders. Items of poor quality that do not meet the requisite specifications and quality would be rejected.**

**Stamp & Signature of Bidder** _____

## 8.10. Financial Bid Form/Price Schedule

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

**Specification & Quantity of Office and Computer Stationery Items for Financial Proposal.**

| Sr | Name of Items with Specs. | Qty/ Unit of Measure | Quoted Brand/Company/ Manufacturer | Quoted Unit Rates (including taxes) |
|---|---|---|---|---|
| 1 | Ball Points Piano crystal 0.8 fine quality (10-of each Pack) /Dollar Clipper or equivalent | 420 Packet | | |
| 2 | Piano Jelfo Ball Point Gel Pen,, 0.7mm liquid ink fine quality (10 of each pack or equivalent) | 80 Packet | | |
| 3 | Blue Paper 13.5" x 8.5" 500 Sheet 80Gsm Made in Indonesia/or equivalent | 280 Reams | | |
| 4 | Brown Envelops Size 10" x 4.5" local made | 2400 No's | | |
| 5 | Brown Envelops Size 13.5" x 17.5" | 1600 No's | | |
| 6 | Brown Envelops Size 10" x 12" | 550 No's | | |
| 7 | White large envelops with layer of Malmal cloth 14" x 17" | 650 No's | | |
| 8 | Damper Plastic Silver-X or equivalent (12-in each pack) | 10 Pack | | |
| 9 | Fluid set Pelican/or equivalent | 100 Set | | |
| 10 | Gum stick Dollar/or equivalent 35grms(12-in each pack) | 10 Pack | | |
| 11 | Highlighter Dollar/or equivalent (10-in each pack) | 20 Pack | | |
| 12 | Lead Pencil Bahadur /Deer /Goldfish/or equivalent (12-in each pack) | 120 Packet | | |
| 13 | Photostat Paper Ream Legal size (70 gsm IK copy paper F4A) (216 x 343 mm) (500 sheets) or equivalent | 340 Reams | | |
| 14 | Pasting stitching flag colour flag (3pads/75*25mm in one pack) Three Flower/or equivalent | 300 Packet | | |
| 15 | Pencil red and blue goldfish/or equivalent (12-in each pack) | 30 Packet | | |
| 16 | Poker (Superior quality steel) local made steel | 15 No's | | |
| 17 | Punch Machine single hole (Superior quality) Local Made/or equivalent | 40 No's | | |
| 18 | Register No. 40 (minimum 200 Pages) (Hero) /or equivalent | 90 No's | | |
| 19 | Register No. 20 (minimum 80 pages) (Hero) /or equivalent | 290 No's | | |
| 20 | Scissor Small stainless steel (Sensa) /or equivalent | 20 No's | | |
| 21 | Scotch tape "1.8-inch" Deer/or equivalent | 190 No's | | |
| 22 | Short Hand Note Book (Fine Binding) "8.5*5.5"(100-pages in each book) | 350 No's | | |
| 23 | Soft Eraser Pelican AL30 white/or equivalent (30-in each pack) | 8 Pack | | |
| 24 | Stamp ink crystal/Butterfly 28.5ml/or equivalent (12-in each pack) | 10 Pack | | |
| 25 | Stamp Pad crystal/Butterfly/or equivalent 4.75*3.2 (12-in each pack) | 3 Pack | | |
| 26 | Stapler Machine Dux/Opal HD 45N or equivalent | 90 No's | | |
| 27 | Stapler Pin Dollar X1000-24/6/or equivalent (20-in each pack) | 30 Pack | | |
| 28 | Long Tag size 36" (Superior Quality) containing 50 piece local made | 280 No's | | |
| 29 | Uni-Ball Pen Vision ELLITE or equivalent (12-in each pack) | 55 Pack | | |
| 30 | Cut Marker Black Dollar/or equivalent (12-in each pack) | 16 Pack | | |

| | | | | |
|---|---|---|---|---|
| 31 | **Paper cutter local made fine stainless steel** | **20 No's** | | |
| 32 | **Small tag (Superior Quality) containing 50 pieces local made** | **200 No's** | | |
| 33 | **Sharpener Dux or equivalent** | **210 No's** | | |
| 34 | **Paper Clip Stainless Steel 30 MM (Three Flowers or equivalent)** | **20 No's** | | |
| 35 | **Scale Stainless Steel (12 inch) Sensa or equivalent** | **35 No's** | | |
| 36 | **Carbon Paper 100 sheets pack (210*33M)or equivalent** | **50 Pack** | | |
| 37 | **Officer Pen Dux or equivalent** | **5- No's** | | |
| 38 | **Officer Pen Stand Set KALGION or equivalent** | **5 -No's** | | |
| 39 | **Pencil Tray plastic made fine quality** | **5 -No's** | | |
| 40 | **Pasting stitching flag colour flag (Medium) Three Flower/or equivalent** | **40 -No's** | | |
| 41 | **Pasting stitching flag colour flag (3in*5in- 100 sheets) 76*127mm Polo/or equivalent** | **18 -No's** | | |
| 42 | **Attendance Register Kohi-Noor or equivalent (30-sheets)** | **8 -No's** | | |
| 43 | **White paper sheet (27*17) local made** | **80- No's** | | |
| 44 | **Pen Ink pot dollar or equivalent** | **12 -No's** | | |
| 45 | **File Board with flapper (Green Colour)** | **300 -No's** | | |
| 46 | **Staple Remover with lock button fine quality** | **15 -No's** | | |
| 47 | **Judges Writing Pad 11.5 x 8 with pad header of high court fine quality** | **70- No's** | | |
| 48 | **Judges Writing Pad 8 x 5 with pad header of high court fine quality** | **65 -No's** | | |
| | Name of Items with Specs.<br>**Computer Stationery Items** | Qty/ Unit of Measure | | |
| 49 | **Computer paper Ream A4 80 Gsm (500-Sheets) Copymate/Select One or equivalent** | **550-reams** | | |
| 50 | **Red paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm)** | **206-packets** | | |
| 51 | **Yellow paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm)** | **504-packets** | | |
| 52 | **Light green paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm)** | **112-packets** | | |
| 53 | **Light pink paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm)** | **83-Nos packets** | | |
| 54 | **Peach paper (100 pages each) A4 80 gsm, Spectra Colour or equivalent (210 x 297mm)** | **83-Nos packets** | | |
| | | | **Grand Total Rs.** | |

## Specification & Quantity of General Store and Misc. Items for Financial Proposal.

| Sr | Name of Items with Specs. | Qty/Unit of Measure | Quoted Brand/Company/ Manufacturer | Quoted Unit Rates (including taxes) |
|---|---|---|---|---|
| 1. | Duster flalian yellow Large size 18.5x29.5 fine quality | 1450-No's | | |
| 2. | Hanger Plastic (Champion Brand 666 or equivalent) | 330-No's | | |
| 3. | Lock 38mm imported Tribest or equivalent | 150-No's | | |
| 4. | Insect killer Machine refilling bottle (Mortine or equivalent) | 45-No's | | |
| 5. | Phool Jaharoo Local Made | 30-No's | | |
| 6. | Pucharry Cotton Large Size Wiper Local made | 50-No's | | |
| 7. | Bath soap (98 grams) lux or equivalent | 820-Nos | | |
| 8. | Remote control wireless Bell (Econ or equivalent) | 30-No's | | |
| 9. | Roomi Ticky Air freshener Roomi or equivalent (12 in Each Packing) | 22-Box | | |
| 10. | Toilet rolls (White) Rose petal or equivalent | 480-No's | | |
| 11. | Surface cleaner 500ml Dettol or equivalent | 110-No's | | |
| 12. | Hygiene Tissue packet Rose petal or equivalent | 60-No's | | |
| 13. | Acid local for cleaning of washroom (Liter Bottle) | 450-litre | | |
| 14. | Hand wash Sofi Soap (Packing of 6 each 600Grams/or equivalent) | 23 packets | | |
| 15. | Glass Cleaning Spray 500ml Glint or equivalent | 145-No's | | |
| 16. | Insect Killer Powder 125 grams Tiger or equivalent | 30-No's | | |
| 17. | Auto Air freshener Machine Refills 300 ML Air Fresh or equivalent | 45-No's | | |
| 18. | Multi-Colour Tissue box (2ply) Rose petal or equivalent | 45-No's | | |
| 19. | Tissue paper box simple luxury three ply Rose petal or equivalent | 1500-No's | | |
| 20. | Harpic (Bath Cleaner) 500ml or equivalent | 55-No's | | |
| 21. | Dish washing detergent powder polybag 400 grams Vim or equivalent | 610- Nos | | |
| 22. | Laundry powder Surf sachet of 35 grams Surf Excel or equivalent | 275 Pack | | |
| 23. | Laundry powder Surf polybag 1000 gram Surf Excel or equivalent | 85 -Nos | | |
| 24. | Tumblers (Glass) (Six in one pack) Toyo Nasic or equivalent | 40-pack | | |
| 25. | Air Freshener Standard Delite or equivalent | 460-Nos | | |
| 26. | Small Battery Cells Wall Clock/Remote Power Plus/Toshiba or equivalent | 750-Nos | | |
| 27. | Dustbin Plastic made fine quality (25cm* 22cm) | 70-Nos | | |
| 28. | Insect Killer Spray Kingtox or equivalent | 290-Nos | | |
| 29. | Basta Cotton fine quality (60 * 60) | 700-Nos | | |
| 30. | Phenyl Tablets fine quality | 70-pack | | |
| 31. | Phenyl Liquid Bottle standard size Doctor Phenyl or equivalent | 230-Nos | | |
| 32. | Bulb 18/w Philips or equivalent | 35-Nos | | |
| 33. | Umbrella (Superior Quality) Large | 10-Nos | | |
| 34. | Extension Lead (Fine Quality) | 40-Nos | | |
| 35. | LED Bulb 40/w Philips or equivalent | 60-Nos | | |
| 36. | Towels white fine quality (standard size large) (2 * 4 ft.) | 25-No's | | |
| 37. | Anti-Scaling Solutions for smooth functioning & Cleaning of filter plant (30-litre each Cain) Flocon or equivalent | 04-Cain | | |

| | | | | |
|---|---|---|---|---|
| 38. | Subbi Jali stainless steel Small Size local made fine quality | 350-No's | | |
| 39. | Subbi Foam Small Size Scotch Bright or equivalent | 400-No's | | |
| 40. | Hand wash liquid 200ml Life Buoy or equivalent | 290-No's | | |
| 41. | Lamination Role/Cling Film 45 CM (fine Quality) | 110-No's | | |
| 42. | Electric Kettle National or Equivalent | 20-No's | | |
| 43. | Thermos Rahber Eagle or Equivalent | 25-No's | | |
| 44. | Large Cell 1.5V R20SG Size D Toshiba or equivalent | 35-No's | | |
| 45. | Water Jug with lid Flora Omroc or equivalent | 30-No's | | |
| 46. | Auto Air Freshener Dispenser of 300 ML Deluxe or equivalent | 06-No's | | |
| 47. | Face Mask Box Surgical Medi plus (50 pieces) or equivalent | 40-box | | |
| 48. | Foot mat carpet standard size fine quality | 25-No's | | |
| 49. | Ewer plastic fine quality | 15-No's | | |
| 50. | Water Cooler Rahaber Eagle Star or equivalent | 10-No's | | |
| 51. | File Basket Standard size fine quality | 15-No's | | |
| 52. | Flush Brush local made fine quality | 25-No's | | |
| 53. | Wiper plastic standard size fine quality | 45-No's | | |
| 54. | Ash tray fine quality | 05-No's | | |
| 55. | Electric Insect Killer LED lamp West point or equivalent | 05-No. | | |
| 56. | Water Bucket for bath large size fine quality | 15-No | | |
| 57. | Bath Mug large size fine quality | 15-No. | | |
| 58. | Bathing Stool large size fine quality | 10-No. | | |
| 59. | Bone China Tea Set (12-pcs in each set) fine quality | 10-No | | |
| 60. | Praying mat large size fine quality | 08-No. | | |
| | | | Grand Total Rs. | |

Total Bid value (against which a Bid shall be evaluated) in figure.
Total Bid value (against which a Bid shall be evaluated) in words.

**Note:**

In case of difference between unit price and total price, unit price shall prevail and total price shall be "final". (Please refer ITB clause 2.5.6).

In case of difference between amount in "words" and amount in "figures", amount in "words" shall be considered final.

**Stamp & Signature of Bidder** _____

## 8.11. Bid Security Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Financial Bid]

Whereas [name of the Bidder] (hereinafter called "the Bidder") has submitted its Bid dated [date of submission of Bid] for the supply of [name and/or description of the goods] (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE[name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called "the Bank"), are bound unto [name of Procuring Agency] (hereinafter called "the Procuring Agency") in the sum of for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; or

2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring Agency during the period of Bid validity:

   (a) fails or refuses to execute the Contract Form, if required; or
   (b) fails or refuses to furnish the Performance Guarantee, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

_____

[Signature of the bank]

[The Procuring Agency may alter or modify the details of this form in accordance with PPR-14 keeping in view its requirements, nature of procurement i.e. Bulk/Framework, item wise/package wise and form of contract to be adopted (i.e. DDP, CIF, C&F, FOR, FOP etc. if applicable) However, for a standard procurement/contract contents of a generalized this Form may be as provided above.]

# Section IX- Check List

[To be signed and stamped and presented on Bidder's letter head pad]

The provision of this checklist is essential prerequisite along with submission of tenders (with technical proposal).

| Sr. # | Detail | Responsive | Non-responsive |
|---|---|---|---|
| 1 | Submission of completely filled Tender Documents along with Standard Bidding Documents. | | |
| 2 | 02% Bid Security for relevant lot as per estimated cost of articles / items given by the department. The Bid security must be submitted with technical proposal (soft copy) as well as submitted one hour before the closing date. | | |
| 3 | All required samples (if demanded) have been submitted in [name of the Procuring Agency] sample store. | | |
| 4 | Active Registration with Income Tax Authorities (National Tax Number NTN) | | |
| 5 | Copy of with Sales Tax Authorities (STRN) | | |
| 6 | Copy of active Registration (Professional Tax Certificate) | | |
| 7 | Bidder s JV Member information as **perform 8.2 (Not mandatory)** | | |
| 8 | At least 100,000 of similar nature having similar cost or above have been performed / executed in public organization during last 02 years | | |
| 9 | Technical Bid Form (as per **form 8.9** of Bidding documents) on letter head of the firm duly signed and stamped. | | |
| 10 | Financial Bid Form (as per **form8.1 of** Bidding documents) on letter head of the firm, duly signed and stamped. | | |
| 11 | Bid Security Form (as per **form8.11**of Bidding documents) on letter head of the firm, duly signed and stamped. | | |
| 12 | Performance Guarantee Form (as per**form8.7** of Bidding documents) on letter head of the firm, duly signed and stamped. | | |
| 13 | General Information Form (as per **form 8.5**of Bidding documents) on letter head of the firm duly signed and stamped. | | |
| 14 | Affidavit (as per **form 8.6**) on non-judicial Stamp Paper of Rs. 100/-<br>(i) The firm is not currently blacklisted by the Procuring Agency i.e. Lahore high court Lahore, its Allied Benches & PPRA.<br>(ii) The documents/photocopies provided with e-Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws.<br>(iii) Affidavit for correctness of information.<br>(iv) ****omitted*** | | |

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| | Affidavit for correction of information Form (as per form of Bidding documents) on letter head of the firm, duly signed and stamped. | | |
| 15 | i. Work order / supply order / purchase order of previous relevant experience.<br>ii. Company profile. Staff list along with location and address [where applicable].<br>iii. Income Tax Returns/Audited Financial Statement, National tax number Certificate, General Sale Tax Number Certificate (last 03 year).<br>iv. Bidders profile Form (as per **form** of Bidding documents) on letter head of the firm, duly signed and stamped. | | |

**Stamp & Signature of Bidder** _____