

Government of Pakistan
Office of the Controller General of Accounts
Islamabad



BIDDING DOCUMENTS

FOR THE PURCHASE OF COMPUTER STATIONARY

CGA Complex behind SBP, Sector G-5/2, Islamabad. Ph: 051-9207213

BIDDING DOCUMENTS
FOR THE PURCHASE OF COMPUTER STATIONARY

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ANNEX

Form-A - Detail of computer stationary (toners)/Format for Financial Proposal 7-9

1. **INTRODUCTION**

The Government of Pakistan has allocated funds for purchase of computer stationary (toners) under head of account A03955 for office of the Controller General of Accounts (CGA), Islamabad during the current financial year 2023-24. The office invites bids to purchase the computer stationary (Toners) through open competitive bidding procedure.

This Invitation for Bids is open to all original Manufacturers/ their authorized Supplier and in case of imported goods their authorized agents/ importer/ Suppliers in Pakistan for supply of computer stationary (toners).

2. **CONTRACT**

Contract means agreement between the parties i.e. the purchaser (CGA on behalf of the President) and the seller / supplier (accepted for the purpose).

3. **DETAILS OF COMPUTER STATIONARY (TONERS)**

As per Form-A.

4. **RECEIPTS AND OPENING OF TENDER**

Sealed tenders should reach this office on **12.10.2023** by **1100** hours and will be opened on the same day at **1130** hours in the presence of the bidders or their authorized representatives.

For any clarification or further information if deemed, the bidders may contact with Mr. Tauheedullah Jan, Accounts Officer (General), office of the CGA, Islamabad on Phone No. 051-9207213.

5. **BIDDING PROCEDURE**

- a) Single stage one envelope procedure will be adopted to evaluate the offers.
- b) Financial proposal/bid should be placed in a separate sealed cover/envelop marked as **“PURCHASE OF COMPUTER STATIONARY (TONERS)”** as per Form-A.
- c) All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.

6. **EVALUATION**

All the bids submitted would be evaluated by a committee constituted for the purpose. Criteria of evaluation will be assessed from bidder's experience, reputation and compliance to the specifications commitment and comprehensive statement of expenditure for current year 2023-24 based on approximated quantities.

7. RATES

Bidders should quote their rates in Pak. Rupee inclusive of Government Taxes (where applicable). Sales Tax may be shown separately as per Form-A. Rates would be valid for the financial year 2023-24. No cutting/amendment in the rates will be accepted. Rates included in the contract shall be fixed and shall not be subject to any increase as a result of any fluctuation/escalation or increase in contractor cost, Government Taxes or any change in currency exchange rates.

8. EARNEST MONEY

Bids may also be accompanied 3% of the complete bid/offer (cost with GST (if applicable) as Earnest Money (refundable) in the shape of Pay Order, Call Deposit or Bank Draft in favour of D.D.O., office of the Controller General of Accounts, Islamabad.

9. RIGHT RESERVED

The CGA reserves the right to accept / reject any or all tenders after assigning due reason.

Besides cancellation of contract, money will be forfeited if the quality is not maintained according to the spirit of tender.

10. DISQUALIFICATION

Offers are liable to be rejected if there is any deviation found from any of the instruction as depicted in the bid documents.

11. SUPPLY

- a) Supply will have to be made within five days of supply order at CGA Islamabad. However emergent demands if any will be fulfilled with in a day or next day positively.
- b) All defective / substandard items will be replaced immediately at supplier's risk and cost.

12. TERMS OF PAYMENT

- a) The payment will be made through cross cheque after satisfactory delivery and inspection of items against invoices/ demands.
- b) Income Tax will be deducted as per existing rules / orders issued from time to time by the Government of Pakistan.

13. GENERAL INFORMATION TO BE PROVIDED

The firms are required to submit following documents alongwith their proposal:

- a) Company & proprietor name and address and copy of CNIC.
- b) Year of Establishment (experience).
- c) Contact numbers i.e telephone of office/ mobile of proprietor etc.
- d) List of support team
- e) List of branches/outlets
- f) Certificate of Income Tax and, Sales Tax Registration
- g) Authorized dealership certificate from the Manufacturer/Principal suppliers
- e) Minimum three supply orders of the similar item(s)/product preferable in government organization.

14. GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1. Only those firms are allowed to participate in the tender who are registered General Sales Tax (GST), having National Tax Number (NTN) and are exists on Active Tax Payer List of the Federal Board of Revenues (FBR).
2. Bidders must have sound financial position, sufficient experience, well reputation and capacity for timely completion of supply.
3. The specifications, standard and quality of the items mentioned in the documents are final and unchangeable, if any firm submits its offer with itself changing in the above mentioned specifications will not be entertained and will be deemed to have violation of specifications, standards and quality mentioned in tender documents.
4. Bid(s) without Earnest Money will not be considered and shall be turned down.
5. Bid(s) Earnest Money in the form of Cheque shall not be accepted.
6. Firm(s) must certify/undertake that it has not been blacklisted from any government organization etc.
7. No bidder will be allowed to submit its second or third offer with the same bid.
8. Only those bid(s) will be considered which would be submitted on the CGA's bidding documents forms/annexes.
9. The offered price of item(s) should be inclusive of General Sales Tax if applicable. Income Tax will be deducted at the time of payment.
10. Validity of Bid shall be upto **30th June, 2024**.
11. The successful bidder will ensure timely warranty claims if /when required by Procuring Agency.
12. A separate agreement shall be executed with the successful bidder.
13. The quantity of items can vary subject to availability of funds or requirements.
14. Sample of each items (non-brajnded) shall recall to this office with bids to present to committee for selection.
15. All items shall be inspected at CGA office, FBC Building, 5th Floor Sector G-5/2, Islamabad.
16. Item(s) not found according to required specification/standard shall be returned at supplier's risk and cost.
17. Refurbished, obsolete, damaged etc. item(s) will not be accepted.
18. In case any of the term and condition of the agreement is violated, the responsibility for loss or damage will be borne by the firm/supplier.

15. SAMPLE CONTRACT FORM

THIS CONTRACT is made at _____ on ____ day of _____ 2023, between the President of the Islamic Republic of Pakistan through the O/o the Controller General of Accounts, Islamabad, Government of Pakistan (hereinafter referred to as the "Purchaser") of the First Part; and M/s (*firm name*) a firm registered under the laws of Pakistan and having its registered office at (*address of the firm*) (hereinafter called the "Supplier") of the Second Part (hereinafter referred to individually as "Party" and collectively as the "Parties").

WHEREAS the Purchaser invited bids for procurement of goods, in pursuance whereof M/s (*firm name*) being the Manufacturer/ authorized Supplier/ authorized Agent of (*item name*) in Pakistan and ancillary services offered to supply the required item (s); and
Whereas the Purchaser has accepted the bid by the Supplier for the supply of (*item name*) and services in the sum of Rs (*amount in figures and words*) cost per unit, the total amount of (*quantity of goods*) shall be Rs (*amount in figures and words*).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

- 1) In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as "Contract":
- 2) The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:-
 - a. the Price Schedule submitted by the Bidder,
 - b. the Schedule of Requirements;
 - c. the Technical Specifications;
 - d. the General Conditions of Contract;
 - e. the Special Conditions of Contract;
 - f. the Purchaser's Notification of Award; and
 - g. the Purchase Order
- 3) In consideration of the payments to be made by the Purchaser to the Supplier/ Manufacturer as hereinafter mentioned, the Supplier/ Manufacturer hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
- 4) The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
- 5) [*The Seller/ Supplier*] hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.
- 6) Without limiting the generality of the foregoing, [*the Seller/ Supplier*] represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.
- 7) [*The Seller/ Supplier*] certifies that has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
- 8) [*The Seller/ Supplier*] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, Contract or other instrument, be voidable at the option of GoP.
- 9) Notwithstanding any rights and remedies exercised by GoP in this regard, [*The Seller/ Supplier*] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [*The Seller/ Supplier*] as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.
- 10) In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Secretary, Law, Justice and Human Rights or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
- 11) This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.
- 12) If the firms provide substandard item and fail to provide the item, the payment of risk purchase (which will be purchased by the GoP) the price difference shall be paid by the Firm.
- 13) Incase of supply of substandard product the destruction cost will be borne by the firm i.e burning, dumping, inceration.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at _____ (the place) and shall enter into force on the day, month and year first above mentioned.

**Signed/ Sealed by the Manufacturer/
authorized Supplier/ authorized Agent**

Signed/ Sealed by Purchaser

Signe: _____
Name: _____
CNIC: _____
Designation: _____

Sign: _____
Name: _____
CNIC: _____
Designation: _____

Witness 1:

Witness 2:

FINANCIAL PROPOSAL FOR COMPUTER STATIONARY (TONERS)

Name of Firm: _____

Vender No. _____

Complete address with telephone & Fax No. _____

S#	Item Description	Specification of item being Offered by bidder	Qty	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
1.	Toner for Printer hp1010 & hp1020 & hp3050, <u>12A</u> (Original HP or equivalent)		20				
2.	Toner for Printer hp1102, <u>85A</u> (Original HP or equivalent)		36				
3.	Toner for Printer hp137FNW (106A) (Original HP or equivalent)		06				
4.	Toner for Printer hp137, <u>107A</u> (Original HP or equivalent)		06				
5.	Toner for Printer hp1320, <u>49A</u> (Original HP or equivalent)		20				
6.	Toner for Printer hp2015, <u>53A</u> (Original HP or equivalent)		12				
7.	Toner for Printer hp2055, <u>05A</u> (Original HP or equivalent)		12				
8.	Toner for Printer hp400, <u>80A</u> (Original HP or equivalent)		05				
9.	Toner for Printer hp127FN, <u>83A</u> (Original HP or equivalent)		12				

S#	Item Description	Specification being Offered by bidder	Qty	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
10.	Toner for Printer hp1505, <u>36A (Original HP or equivalent)</u>		05				
11.	Toner for Printer hp402dn, <u>26A (Original HP or equivalent)</u>		10				
12.	Toner for Printer hp130FN, <u>17A & 19A (Complete Set) (Original HP or equivalent)</u>		02				
13.	Toner for Printer HP-CP1215, <u>Set of 4-125A (Original HP or equivalent)</u>		02				
14.	HP Laser MFP-135A (107A) <u>(Original HP or equivalent)</u>		18				
15.	Toner for Printer hp150A, <u>117A (Complete Set) (Original HP or equivalent)</u>		06				
16.	HP Laser Jet Pro 404DNW <u>(Original HP or equivalent)</u>		06				
17.	Toner for Printer Pantum P2500W <u>(Pantum original or equivalent)</u>		12				
18.	Toner Printer Pantum P6000W <u>(Pantum original or equivalent)</u>		12				
19.	Toner for PHOTOCOPIER MACHINE CANON IR 2022 <u>(Canon original or equivalent)</u>		06				
20.	Toner for PHOTOCOPIER PANASONIC 8035 <u>(Panasonic original or equivalent)</u>		06				
21.	Toner for PHOTOCOPIER SAMSUNG MX K7500LX <u>(Samsung original or equivalent)</u>		06				
22.	Toner for PHOTOCOPIER KONICA MINOLTA 454E <u>(Konica Minolta original or equivalent)</u>		08				
GRAND TOTAL							

(SIGNATURE & SEAL OF BIDDER)

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DOCUMENTS CHECKLIST FOR VENDOR

S #	Documents	Attached (Please tick)
1.	Request Letter for Tender Documents	
2.	CNIC copy	
3.	Company Profile	
4.	List of Support Team	
5.	Bid Security	
6.	Minimum 03 work orders for the supply of the similar item/product (in government organizations)	
7.	Financial Proposal (bid offer on above format)	
8.	Legal Status Undertaking (Company is not blacklisted)	
9.	Vendor Details (NTN, GST certificates etc)	
10.	IBAN, Bank A/c., Mobile No. & Email address.	

(SIGNATURE & SEAL OF BIDDER)

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Government of Pakistan

OFFICE OF THE CONTROLLER GENERAL OF ACCOUNTS

CGA Complex, FBC Building, Sector G-5/2, Islamabad.

Ph.No. 051-9207213

Website: www.cga.gov.pk

INVITATION TO BID

Stationery, Computer Stationery, Other/Misc items

Office of the Controller General of Accounts a Federal Government organization invites sealed bids from suppliers / firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and having registered office, for supply of **Office Stationery, computer stationery (Toners etc.) and other Misc items.**

2. Bidding documents, containing detailed terms and conditions, can be obtained from the undersigned on any working day. Bidding documents can also be downloaded from PPRA website free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at office of the Controller General of Accounts Room No.511, 5th Floor, FBC Building Sector G-5/2 Islamabad on or before 12.10.2023 11.00 AM. Bids will be opened on the same day at 11.30 AM.

(Tauheedullah Jan)

Accounts Officer (General)

**Office of the Controller General
of Accounts, Room No. 511, 5th
Floor,
Sector G-5/2 Islamabad.**