

Government of Pakistan
Office of the Controller General of Accounts
Islamabad



BIDDING DOCUMENTS

FOR THE PURCHASE OF OFFICE STATIONARY

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ANNEX

Form-A - Detail of office stationary items / Format for Financial Proposal 7-11

1. **INTRODUCTION**

The Government of Pakistan has allocated funds for purchase of office stationary under head of account A03901 for office of the Controller General of Accounts (CGA), Islamabad during the current financial year 2023-24. The office invites bids to purchase the office stationary items 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 stationary items.

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 OFFICE STATIONARY ITEMS**

As per Form-A.

4. **RECEIPTS AND OPENING OF TENDER**

Sealed tenders should reach this office on **12.10.2022** 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 OFFICE STATIONARY ITEMS**” as per From-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
- 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-branded) 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 times 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, incineration.

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 OFFICE STATIONARY ITEMS

Name of Firm: _____

Vender No. _____

Complete address with telephone & Fax No. _____

S#	Item Description	Specification of item being Offered by Firm	Qty	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
1.	BALL POINT <u>Dollar BP-3 (B/B) or equivalent</u>		1000				
2.	UNI BALL EYE (Fine) <u>Uniball (B/B/Red) or equivalent</u>		300				
3.	Uni ball Eye (Micro) (B/B) <u>or equivalent</u>		100				
4.	Uni-ball vision Elite fine (0.8mm) (B/B) <u>or equivalent</u>		100				
5.	Roller ball pen Pilot (BXGPN-V10) Broad/large (1.0) Hi-techpoint V10 grip <u>or equivalent</u>		100				
6.	JET FLOW Hybrid ball pen (Dollar) (B/B) <u>or equivalent</u>		100				
7.	Signo Uni ball pen (0.7) B/B		250				
8.	Fountain Pen Best Quality		36				
9.	BINDER CLIP (MED 25MM) Best Quality		84				
10.	BINDER CLIP (Small 19mm) Best Quality		84				
11.	BINDER CLIP (Small 32mm) Best Quality		84				
12.	BINDER CLIP (Small 51mm) Best Quality		84				
13.	BINDING TAPE 1" Sensa <u>or equivalent</u>		96				
14.	BINDING TAPE 2" Sensa <u>or equivalent</u>		96				
15.	BINDING TAPE 3" Sensa <u>or equivalent</u>		96				
16.	CALCULATOR Casio original (12 digit) <u>or equivalent</u>		30				

S#	Item Description	Specification of item being Offered by Firm	Qty	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
17.	CALCULATOR <u>Casio original (16 digit) or equivalent</u>		24				
18.	CHIT STICKING/NOTES3 X3 <u>Sensa or equivalent</u>		72				
19.	CORRECTION PEN (7ML) <u>KITA or equivalent</u>		96				
20.	DAK PAD <u>Leather (Best Quality)</u>		12				
21.	DIARY REGISTER (PRINTED) 6 No. <u>Tayyaba or equivalent</u>		72				
22.	Simple Register No 06 <u>Tayaba or equivalent</u>		100				
23.	Attendance Register (02) <u>Tayaba or equivalent</u>		24				
24.	ENVELOP 11x5 (M) <u>Best Quality White</u>		7000				
25.	ENVELOP 9x4 (S) <u>Best Quality White</u>		7000				
26.	ENVELOP A4 Size <u>Best Quality</u>		1000				
27.	ENVELOP A4 Size (Cloth) <u>Best Quality White</u>		1000				
28.	ENVELOP A3 Size (cloth) <u>Best Quality White</u>		1000				
29.	ERASER SP 30 <u>Dux or equivalent</u>		100				
30.	VEHICLE LOG BOOK <u>Fine Quality</u>		18				
31.	VEHICLE LOG REPAIRING BOOK <u>Fine Quality</u>		18				
32.	VISITING CARD HOLDER ALBUM <u>Orion or equivalent</u>		24				
33.	WHITE FLUID WITH THINNER <u>Pelikan or equivalent</u>		48				

S#	Item Description	Specification of item being Offered by Firm	Qty	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
34.	FILE BOX REX <u>Fine Quality</u>		48				
35.	FILE FLAG DIFFERENT COLORS <u>Pronoti or equivalent</u>		250				
36.	FILE FLAPPER CLOTH LINED <u>Fine Quality</u>		12				
37.	FILE SEPARATOR SET (10, 20 & 30 PIECES) <u>Cosmo or equivalent</u>		40				
38.	OFFICE FILE Size (9.75" x 13.5") White Art Card (As per sample)		5000				
39.	FOOT SCALE STEEL 12" <u>Dux or equivalent</u>		48				
40.	GUM STICK 20 GRM <u>Deli or equivalent</u>		100				
41.	HEAVY DUTY PUNCHER POWER (190 SHEETS) <u>Best Quality</u>		04				
42.	HIGHLIGHTER (different colour) <u>Mercury or equivalent</u>		200				
43.	LEAD Pencil <u>Mercury or equivalent</u>		200				
44.	MARKER WHITE BOARD <u>Piano or equivalent</u>		50				
45.	PAPER A-4 SIZE 80 GRAM <u>Double A or equivalent</u>		1000				
46.	PAPER LEGAL SIZE 80 GRAM <u>Double A or equivalent</u>		300				
47.	ACR Paper A4 size (different colour) 80gm <u>Best quality</u>		20				
48.	Thumb pin <u>Best Quality</u>		300				

S#	Item Description	Specification of item being Offered by Firm	Qty	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
49.	Paper Clip Box 28mm <u>Three Flower or equivalent</u>		100				
50.	PAPER CUTTER <u>Deli or equivalent</u>		96				
51.	PAPER PUNCH LARGE (SINGLE HOLE) <u>Fine Quality</u>		48				
52.	PAPER PUNCH MEDIUM (DOUBLE HOLE) <u>Fine Quality</u>		36				
53.	PENCIL SHARPENER (Plastic) <u>Dux or equivalent</u>		72				
54.	PERMANENT MARKER (BLACK, BLUE) <u>Mercury or equivalent</u>		96				
55.	PLASTIC FILE FOLDER A-4 <u>Cosmo or equivalent</u>		500				
56.	PLASTIC FILE FOLDER LEGAL SIZE <u>Cosmo or equivalent</u>		300				
57.	Rubber Band 20GM <u>Best Quality</u>		30				
58.	SCISSOR (MEDIUM) <u>Best Quality</u>		50				
59.	SCISSOR (Large) <u>Best Quality</u>		50				
60.	SCOTCH TAPE 1" <u>Best Quality</u>		200				
61.	SCOTCH TAPE 2" <u>Best Quality</u>		200				
62.	PVC Solution tape <u>Osaka or equivalent</u>		24				
63.	SCOTCH TAPE DISPENSOR LARGE (Deli) <u>or equivalent</u>		24				
64.	STAMP PAD (BLUE, black, green, red) <u>Lancer or equivalent</u>		36				
65.	STAMP PAD INK MEDIUM (Blue, Black, Red, Green) <u>Dollar or equivalent</u>		50				

S#	Item Description	Specification of item being Offered by Firm	Qty	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
66.	Pen Ink small bottle (black, blue, red, green) <u>Dollar or equivalent</u>		84				
67.	STAPLER MACHINE, 25 SHEETS CAPACITY, 24/6 <u>M&G or equivalent</u>		96				
68.	STAPLER PIN H. DUTY 23/17 <u>Dollar or equivalent</u>		05				
69.	STAPLER PIN H. DUTY 23/24 <u>Dollar or equivalent</u>		05				
70.	STAPLER PIN H. DUTY 23/8 <u>Dollar or equivalent</u>		05				
71.	STAPLER PIN (DOLLAR 24/6) <u>Dollar or equivalent</u>		500				
72.	STOCK REGISTER No.10 <u>Tayyaba or equivalent</u>		02				
73.	STOCK REGISTER No.20 <u>Tayyaba or equivalent</u>		02				
74.	TABLE SET (Leather) <u>Fine Quality</u>		24				
75.	TAG BUNDLE T-Shape <u>Fine Quality, 6", 03mm</u>		100				
76.	Note Book 4 1/2" X 7" (printed) Best Quality		200				
77.	Note book 3" X 5" (10 pages) Best Quality		300				
Grand T O T A L							

(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.