

PUBLIC PROCUREMENT REGULATORY
AUTHORITY (PPRA)

CONTRACT AWARD PROFORMA – I

To Be Filled And Uploaded on PPRA Website In Respect of All
Public Contracts of Works, Services and Goods Worth Fifty
Million or More

- NAME OF THE ORGANIZATION/DEPTT. universal Service Fund
- FEDERAL / PROVINCIAL GOVT. Federal
- TITLE OF CONTRACT supply of stationery, Toner Miscellaneous Item
- TENDER NUMBER USE/TPRS/ADMIN/Stationary/2024-25/09
- BRIEF DESCRIPTION OF CONTRACT supply of stationery Toner
Miscellaneous Item
- TENDER VALUE Shirozi Tinding Lot As per financial Proposal Attached
- ENGINEER'S ESTIMATE N/A
(for civil Works only)
- ESTIMATED COMPLETION PERIOD _____
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL
PROCUREMENT PLAN? Yes Yes / No
- ADVERTISEMENT :
- (i) PPRA Website TSS49929E Yes / No
(Federal Agencies) (If yes give date and PPRA's tender number)
- (ii) News Papers daily Express davis Express Yes /
No
(If yes give names of newspapers and dates)
- TENDER OPENED ON (DATE & TIME) 13-Nov-24 at 11:30 AM
- NATURE OF PURCHASE Local Local / International
- EXTENSION IN DUE DATE (If any) No Yes / No

- NUMBER OF TENDER DOCUMENTS SOLD N/A
(Attach list of Buyers)
- WHETHER QUALIFICATION CRITERIA
WAS INCLUDED IN BIDDING/TENDER DOCUMENTS yes Yes / No
(If yes enclose a copy).
- WHETHER BID EVALUATION CRITERIA
WAS INCLUDED IN BIDDING/TENDER DOCUMENTS yes Yes / No
(If yes enclose a copy).
- WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)
- a) SINGLE STAGE – ONE ENVELOPE PROCEDURE ☒
- b) SINGLE STAGE - TWO ENVELOPE PROCEDURE. ☐
- c) TWO STAGE BIDDING PROCEDURE. ☐
- d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE. ☐
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS
ADOPTED WITH BRIEF REASONS (i.e EMERGENCY, DIRECT
CONTRACTING, NEGOTIATED TENDERING ETC.)
- WHO IS THE APPROVING AUTHORITY CEO
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED
FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING.
- NUMBER OF BIDS RECEIVED Five
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER Yes / No
- WHETHER INTEGRITY PACT WAS SIGNED N/A Yes / No

PUBLIC PROCUREMENT REGULATORY
AUTHORITY (PPRA)

CONTRACT AWARD PROFORMA – II

To Be Filled And Uploaded on PPRA Website In Respect of All
Public Contracts of Works, Services & Goods Worth Fifty
Million Rupees or More

- NUMBER OF BIDDERS PRESENT AT THE TIME OF
OPENING OF BIDS 3
- NAME AND ADDRESS OF THE SUCCESSFUL BIDDER Mr. Malik Atif
MLS Shitozi Trading Plat No 41 Ataturk
Avenue East End Block, Blue Area Islamabad.
- RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATED BID).
1st
- NEED ANALYSIS (Why the procurement was necessary?) As per
The Policy of SF Approved Budget and
Requirement of the Department.
- IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE
REASONS (Briefly describe) N/A

➤ WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ
OUT AT THE TIME OF OPENING OF BIDS yes Yes / No

➤ DATE OF CONTRACT SIGNING signing of contracts 26th Dec To 26^{dec} 25
(Attach a copy of agreement)

➤ CONTRACT AWARD PRICE _____

➤ WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL
BIDDERS yes Yes / No
(Attach copy of the bid evaluation report)

➤ ANY COMPLAINTS RECEIVED No Yes / No
(If yes result thereof)

➤ ANY DEVIATION FROM SPECIFICATIONS GIVEN
IN THE TENDER NOTICE/DOCUMENTS No Yes / No
(If yes give details)

➤ DEVIATION FROM QUALIFICATION CRITERIA No Yes / No
(If yes give details)

➤ SPECIAL CONDITIONS, IF Any
(Give Brief Description)

No

Universal Service Fund
Evacuee Trust Complex, F-5/1
Islamabad.

November 12, 2024
Quot # 253540036
NTN : 0712130-0
GST: 12-00-9009-001-64

Your Ref: USF/TDRS/ADMIN/STATIONARY/2024-25/09

QUOTATION FOR TONER/CARTRIDGES

Dear Sir,

We are pleased to inform you that we are the **Only Authorized Distributors** of Canon Plain Paper Copiers, Fax Machines, Canofile and their supplies in Pakistan and have our own sales & service net work with high dedicated **SALES FORCE** and factory trained **SERVICE ENGINEERS** through out the country.

We wish to quote below the prices for following Canon Copiers accessories/ consumables for your kind perusal.

LOT - 2 : Canon Toners / Cartridges (Original)

Sr. #	Description	UOM	Qty.	Unit Price Without Tax (Rs.)	Total Price without Tax (Rs.)	Tax Rate (18%)	Total Price Including Tax (Rs.)
2	Cartridge 039 for Canon Printer imageCLASS LBP351X, LBP352X (Original)	Each	1	63,720	63,720	11,470	75,190
11	Toner NPG-50 for Canon Copier iR2535/iR2545 (Original)	Each	1	29,560	29,560	5,321	34,881
12	Cartridge 057 for Canon Printer mageCLASS LBP226dw, LBP161dn, LBP162dw, MF261d, MF264dw, MF264dw II, MF266dn, MF266dn II, MF269dw, MF269dw II (Original)	Each	1	43,536	43,536	7,836	51,372
13	Cartridge 055 (Black) for Canon Printer LBP664Cx, MF746 Cx (Original)	Each	1	33,139	33,139	5,965	39,104
	Cartridge 055 (Cyan) for Canon Printer LBP664Cx, MF746 Cx (Original)	Each	1	41,120	41,120	7,402	48,522
	Cartridge 055 (Magenta) for Canon Printer LBP664Cx, MF746 Cx (Original)	Each	1	41,120	41,120	7,402	48,522
	Cartridge 055 (Yellow) for Canon Printer LBP664Cx, MF746 Cx (Original)	Each	1	41,120	41,120	7,402	48,522

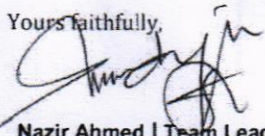
Validity: The Prices are valid till **End of Agreement**.

Delivery: till End of Agreement

Please call us should you need more information.

Assuring you of our best services.

Yours faithfully,



Nazir Ahmed | Team Lead - Svc (North Zone)
T +92-51-2271457, 2275766 F +92-51-2278265
E nazir@stc.atlas.pk W www.stc.atlas.pk



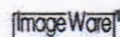
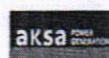
Shirazi Trading Company (Private) Limited

Plot # 41, Ataturk Avenue, East End Block, Blue Area, Islamabad. **PABX** : +92 51 2206349, 2823172, 2821464, 2871831-5
UAN : +952 51 111 782 242 **FAX** : +92 51 2278265 **E-mail**: stcisb@stc.atlas.pk **Website**: www.stc.atlas.pk



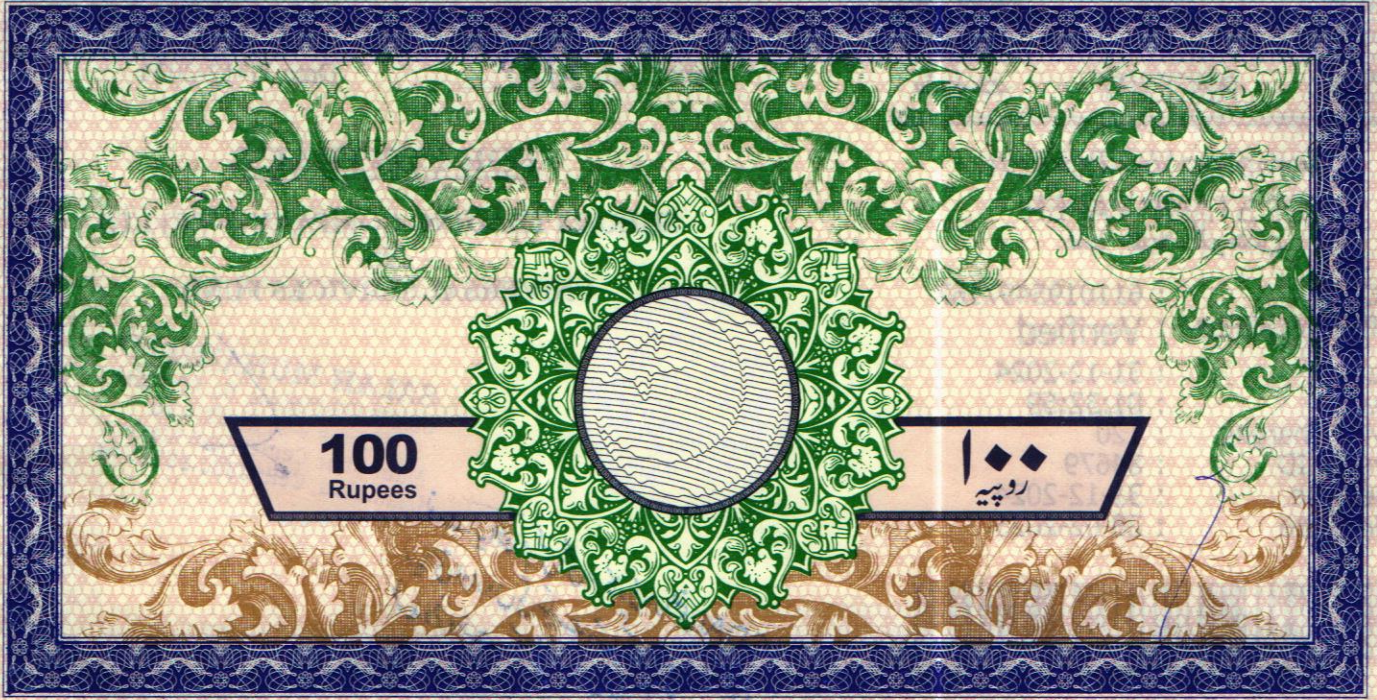
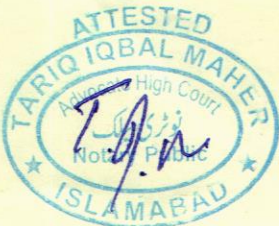
Canon

Pitney Bowes



SONY



**CONTRACT AGREEMENT****FOR*****SUPPLY OF STATIONERY, TONERS AND OTHER MISCELLANEOUS ITEMS*****TENDER ID; "USF/TDRS/ADMIN/STATIONARY/2024-25/09"
(LOT 2- CANON CARTRIDGE)****BY AND BETWEEN****UNIVERSAL SERVICE FUND****AND****M/S SHIRAZI TRADING****MADE AS OF****31st DAY OF DECEMBER, 2024****AT ISLAMABAD**



NADRA



سہولت

RECEIPT

Serial No. 2186

Date 31-12-2024

Biometric Verification
ICT STAMP PAPER
نام: عبید الرحمن

CNIC : 6110195497167
Verification Status : Verified
Date : 31-12-2024
Time : 01:32:59
Service Charges : 120
eSahulat ID : 84679
Issue Date : 31-12-2024
Expiry Date : 28-02-2025



8467924123111041420

FOR CONTRACT

SHIRAZI TRADING COMPANY (PVT.) LTD
VS
UNIVERSAL SERVICES FUND

SALAH MUHAMMAD
STAMP VENDOR Lic No. 404/DRA
Shop # 9-D Block # 16
Main Civic Center G-6 Markaz
Islamabad, Cell. 0300-5636549

نوٹ: یہ اشعار کسی بھی سرکاری ادارے یا
ریاستی اداروں کی ملکیت میں کسی دوسری ادارے
خرید و فروخت کے لیے جاری نہیں کیا گیا۔

CONTRACT AGREEMENT

FOR

SUPPLY OF STATIONERY, TONERS AND OTHER MISCELLANEOUS ITEMS

TENDER ID: "USVTR/ADMINISTRATION/2024-2509"
(LOT-2-CANON CARTRIDGE)

BY AND BETWEEN

UNIVERSAL SERVICE FUND

AND

M/S SHIRAZI TRADING

MADE AS OF

31ST DAY OF DECEMBER, 2024

AT ISLAMABAD



or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment or to any obligation of the Supplier to indemnify the USF with respect to patent infringement.

35. Notices

- 35.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or in electronic forms that provide record of the content of communication and confirmed in writing or in electronic forms that provide record of the content of communication to the other party's address specified in SCC.
- 35.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

36. Taxes and Duties

- 36.1 A foreign Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Pakistan.
- 36.2 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in Pakistan the USF shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
- 36.3 A local Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the USF.

M

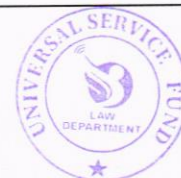


Special Conditions of Contract (SCC)

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

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the GCC
		Definitions (GCC 1)
1.	1.1	The Procuring Agency is: <i>Universal Services Fund</i> .
2.	1.1(j)	The Supplier is: <i>M/S Shirazi Trading</i> , Plot No. 41, Ataturk Avenue, East End Block, Blue Area, Islamabad
3.	1.1(q)	The title of the subject procurement or The Project is: <i>Supply of Stationery, Toners and other Miscellaneous Items</i> USF/TDRS/ADMIN/STATIONARY/2024-25/09
		Governing Language (GCC 4)
4.	4.1	The Governing Language shall be <i>English</i>
		Applicable Law (GCC 5)
5.	5.1	The Applicable Law shall be: Laws of <i>Pakistan</i>
		Country of Origin (GCC 6)
6.	6.1	Country of Origin is <i>Pakistan</i>
		Performance Security (or guarantee) (GCC 10)
7.	10.1	N.A
8.	10.4	N.A
		Inspections and Tests (GCC 11)
9.	11.1	Inspection and tests prior to shipment of Goods and at final

4



		<p>acceptance are as follows:</p> <p>Quality and quantity inspection shall be carried out prior to shipment of Goods by the manufacturer(s) at the supplier's own expense and responsibility in terms of the items specified in the specifications.</p>
	Packing (GCC Clause 12)	
10.	12.2	<p>The following SCC shall supplement GCC Clause 12.2:</p> <p>The Goods shall be packed properly in accordance with standard export packing/ specified by the USF in the RFP/TOR's.</p>
	Delivery and Documents (GCC Clause 13)	
11.	13.1	<p>For Goods supplied from abroad:</p> <p>DDP method is followed, as mentioned in RFP</p>
12.	13.3	<p>For Goods from within Pakistan:</p> <p>DDP method is followed, as mentioned in RFP</p>
	Insurance (GCC Clause 14)	
13.	14.1	N.A
	Related Services (GCC Clause 16)	
14.	16.1	N.A
	Spare Parts (GCC Clause 17)	
15.	17.1	N.A
	Warranty (GCC Clause 18)	
16.	18.2	N.A



17.	18.4 & 18.5	The period for correction of defects is: 7 days
	Payment (GCC Clause 19)	
18.	19.1	<p>The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p>Payment for Goods supplied from abroad: Payment of foreign currency portion shall be made in</p> <p>(i) Advance Payment: N.A</p> <p>(ii) On Shipment: N.A</p> <p>(iii) On Acceptance:</p> <p>100% of invoice Payment shall be paid to the Supplier within Fifteen (15) days after the date of the receipt of for the respective delivery of Items.</p>



		<p>Payment for Goods and Services supplied from within Pakistan:</p> <p>Payment for Goods and Services supplied from within Pakistan shall be made in Pakistani Rupees, as follows:</p> <p>(i) Advance Payment: N.A</p> <p>(ii) On Delivery: N.A.</p> <p>(iii) On Acceptance: 100% of invoice Payment shall be paid to the Supplier within Fifteen (15) days after the date of the receipt of for the respective delivery of Items.</p>
19.	19.3	Rate to be used for paying the Supplier's interest on the late payment made by USF shall be [<i>As per Annex C</i>].
	Prices (GCC 20)	
20.	20.1	<p>Prices shall be adjusted in accordance with provisions in the Attachment to SCC.</p> <p>[<i>as per GCC 26 & TOR'S.</i>]</p>
	Liquidated Damages (GCC Clause 26)	
21.	25.1	Applicable rate:



		<p>Maximum deduction: (20%) of purchase order value.</p> <p><i>Note: 0.5% of Purchase order value per day till actual delivery.</i></p>
		Procedure for Dispute Resolution (GCC Clause 32)
23.	32.3	<p>Dispute Resolution</p> <p><u>(a) For Contracts to be entered with foreign Contractor/ Service Provider:</u></p> <p>All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules.</p> <p><u>(b) For Contracts to be entered with nationals of Pakistan:</u></p> <ol style="list-style-type: none"> 1. If any dispute of any kind whatsoever shall arise between the USF and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract– whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 7 (seven) days following a notice sent by one Party to the other Party in this regard. 2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties. 3. At the event of failure of mediation to resolve the



4

		<p>dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in [Islamabad] and proceedings will be conducted in – [English] language.</p> <p>4. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.</p> <p>5. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after delivery of goods.</p> <p>6. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the USF shall pay the Supplier any monies due to the Supplier.</p>
	Notices (GCC Clause 35)	
26.	35.1	<p>— USF's address for notice purposes:</p> <p style="text-align: center;">Universal Services Fund 3rd Floor, Evacuee Trust Complex, Agha Khan Road, Islamabad, Pakistan</p> <p>—Supplier's address for notice purposes:</p> <p style="text-align: center;">M/S Shirazi Trading, Plot No. 41, Ataturk Avenue, East End Block, Blue Area, Islamabad,</p>



Form of Contract

This Agreement for "**Supply of Stationery, Toners and other Miscellaneous Items**", made on the 31st day of December, 2024, at Islamabad.

By and Between

Universal Services Fund a company incorporated under Section 42 of Companies Act 2017 (Previously known as the Companies Ordinance, 1984), having its registered office at 3rd Floor, Evacuee Trust Complex, Agha Khan Avenue, Islamabad, Pakistan (hereinafter referred to as "USF" which expression shall, unless repugnant to the context and contrary to the meaning thereof shall include its successors-in-interest, administrators, legal representatives, executors and assigns) of the FIRST PART.

And

M/S Shirazi Trading, company incorporated under Companies Act 2017 (Previously known as the Companies Ordinance, 1984), Having its registered office @ Plot No. 41, Ataturk Avenue, East End Block, Blue Area, Islamabad, Pakistan (hereinafter referred to as the "**Service Provider**" or "**Supplier**" which expression shall where the context so allows include his/its successors-in-interest, executors, administrators, heirs and permitted assigns) of the Other Part.

(USF and the Service Provider shall hereinafter be collectively referred to as 'Parties' and individually as 'Party' as the context of this Contract requires or permits).

WHEREAS the USF invited Bids for **Supply of Stationery, Toners and other Miscellaneous Items** and has accepted a Bid by the Supplier for the supply of those goods in the sum of [as per Attached List in Annex C] (hereinafter called "the Contract Price"). The Contract shall be valid for a period of One (01) year from the date of Signing of Contract.

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 Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-
 - a) This form of Contract;
 - b) the Form of Bid and the Price Schedule submitted by the Bidder;
 - c) the Schedule of Requirements/TOR's; (if any)
 - d) the Technical Specifications;
 - e) the Special Conditions of Contract;
 - f) the General Conditions of the Contract;
 - g) Letter of Intent & Acceptance;
 - h) [add here: any other documents]




4

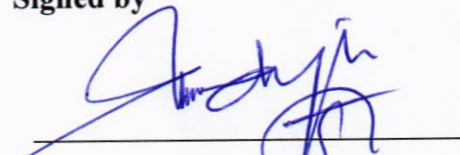
3. In consideration of the payments to be made by the USF to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the USF to provide the goods to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The USF hereby covenants to pay the Supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed by

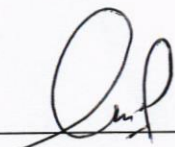

 For and on behalf of
Universal Service Fund

Signed by


 For and on behalf of
M/S Shirazi Trading,



Witnesses:

1. 

Name: Zaki Hussain

Title: Chief Law Officer

CNIC No: 35202-2185657-1

Witnesses:

1. 

Name: EJAZ AHMED

Title: Sr. Management Executive

CNIC No: 37405-0302485-1



M