

Government of Pakistan
Ministry of Privatisation
Privatisation Division
4th floor, Kohsar Block, Pak Secretariat,

TENDER NOTICE

Ministry of Privatisation invites sealed bids from registered firms/general order supplier / companies having office in Islamabad/Rawalpindi and registered with Income Tax and Sales Tax Departments for supply of stationery items. Tender Documents shall be submitted on or before **27th September, 2024 by 01:30 PM** and will be opened same day at **02:30 PM** in the Committee Room of the Ministry in presence of bidders/representatives of firms.

Terms and Conditions:

1. **Single Stage: One Envelop** procedure as per Rule 36(a) of PPRA Rules will be adopted. The bidder who submits overall lowest financial bid will be selected.
2. Samples of items shall be approved by the Purchase Committee and kept in store/ General section of the Ministry for reference during the contract period.
3. The firm must supply items as per the given specification, quality and quantity.
4. Prices must be inclusive of all Government taxes and shall be effective till 30th June, 2025.
5. Income Tax will be deducted at source at the time of payment.
6. Details of Stationery items are available in tender document and also on Division's website www.privatisation.gov.pk and PPRA website www.ppra.org.pk.
7. Bidder(s) must attach Bank Draft/Pay Order / Call Deposit amounting to Rs.30,000/- in favor of **Drawing and Disbursing Officer, Ministry of Privatisation** which will be refundable in case of non-acceptance of bid(s).
8. Incomplete offer/bid and/or rate of one or more item(s) left unquoted will be rejected.
9. The items will be delivered to this office by the Firm/Vendor on their own expenses, within three days as and when supply order is placed by the Ministry.
10. Firm(s) must not be blacklisted from any Federal and /or Provincial Government organization.
11. Firms should be registered with AGPR and must have active account with AGPR.
12. In case of any further query, please contact on given number during office hours for clarification.

-sd-

(Khalid Mahmood)
Section Officer (Admin)
Ministry of Privatisation
4th Floor, Kohsar Block, Pak Secretariat, Islamabad
Ph:051-9205146-47-49

16
PC 169 - 279. P

**Government of Pakistan
Ministry of Privatisation**

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS FOR STATIONERY ITEMS	
1.	Only those firms will be allowed to participate in the tender who has office in Islamabad / Rawalpindi and are General Sales Tax (GST) registered and have active National Tax Number (NTN). Proof of office address, NTN certificate and GST registration must be attached with the bid
2.	Bidder(s) must have sound financial position. Details of annual turnover for the last three years must be provided with the bid. The bidder shall have sufficient experience, well reputation and have the facility of telephone and transport for the supply of store in time to this Division.
3.	Bidder(s) must attach Bank Draft/Pay Order / Call Deposit amounting to Rs 30,000/- in favour of D.D.O Privatisation Division which will be refundable in case of non-acceptance of bid. Bid(s) without bid security will not be considered at all and turned down. Cheques shall not be accepted.
4.	Firm(s) must provide a certificate on stamp paper that it has not been blacklisted by any Federal and/or Provincial Government organization.
5.	In case any clarification regarding quality and / or specification of item is required, the firm may approach General Section of the Ministry where reference items are available and can be inspected during office hours and before closing date of the bid.
6.	Only those Bid(s) will be considered which are submitted on the Ministry of Privatisation bid documents.
7.	Firm shall quote rates for each and every items. No item be left blank. In case rate of item (s) is left unquoted/blank, it will make the bid liable for cancellation and will be reject out rightly.
8.	The offered price shall be in Pak Rupees and inclusive of all Government Taxes. Income Tax will be deducted at source at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
9.	BID OPENING PROCEDURE.
10.	Single Stage One Envelop Basis procedure will be adopted to evaluate the offer(s) in terms of Rule 36(a) of PPRA rules 2004.
11.	The bid shall comprise a single package. All Bids received will be opened and evaluated in the light of rates quoted for the items as per quality standards/specification of the item
12.	The firm/agency who submits overall lowest financial bid will be selected
13.	Sample of items shall be provided where ever required. The list of items will be provided for provision of samples for consideration of the purchase committee
14.	Successful bidder shall be required to deposit guarantee of 7% of the contract in terms of Rule 39 of PPRA Rules,2000 before signing of the contract agreement.
15.	Successful bidders should ensure timely supply of items according to the approved quality/standards/ specifications for the tender period as mentioned in the tender notice.
16.	Submission of any false statement/Documents or concealing of information will disqualify the bidder.
17.	The quantity of the item(s) can vary as per the requirement / budget allocation of the Division
18.	The delivery shall be completed within 03 days from the date of issuance of purchase/supply order.
19.	All item(s) shall be delivered at the office of Ministry of Privatisation situated at 4th floor, New Secretariat, Kohsar Block, Islamabad and will be inspected before accepting the supplied item(s). Those not found according to required specifications/standard/sample, shall not be accepted and returned there and then.
20.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
21.	If the firm fails to supply any or all the items in time as per quality/specifications/standards and required quantity, security deposit will be forfeited and supply order of specific item(s) will be issued to next lowest bidder (s) at the risk and cost of the selected bidder. Simultaneously action for blacklisting of the firm will also be initiated.
22.	If the supplier fails to deliver the items of specified specification, quality and quantity within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum up to 20% on the total value of the contract, shall be charged.
23.	The employer will open the tenders in the presence of the tenderers or their representatives who choose to attend the process on date, time and venue mentioned in tender notice.
24.	The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderers, in which case such correction shall have initialed by the person or persons signing the contract.
25.	No advance payment will be made for any kind of invoice. However, Ministry of Privatisation will arrange expeditious payments on submission of invoices to AGPR.
26.	A separate agreement shall be executed with successful bidder (Sample of Agreement is provided in tender documents and uploaded on PPRA and Ministry website as well alongwith tender documents)
27.	The firm/agency shall provide prescribed items till 30 th June, 2025 as per contract awarded.
28.	Tenders will be opened in Committee Room of Ministry of Privatisation situated at 4 th Floor, Kohsar Block, Pak Secretariat, Islamabad.

(SIGNATURE & SEAL OF BIDDER)

Government of Pakistan
Ministry of Privatisation

DETAIL OF FINANCIAL INSTRUMENTS/CHECK LIST			
i	Pay Order/Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____ dated _____ of Bank _____ is attached in original as bid Security.		
ii	Validity of Bid is by _____		
iii	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).		
iv	Bank Account No _____ Name of Bank _____ Address _____		
v	Payment will be claimed on completion of 100% supply as per approved quality standards /specifications.		
CHECK LIST OF DOCUMENTS REQUIRED TO BE ATTACHED WITH BID			
1.	Copy of National Tax Number (NTN) certificate	Yes	No
2.	Copy of Sales Tax Registration certificate	Yes	No
3.	Pay Order/ Bank Draft of Bid Security	Yes	No
4.	Undertaking on the letter head that firm is not black listed	Yes	No
5.	Last 3 years annual turnover	Yes	No
6.	Proof of office in Islamabad / Rawalpindi	Yes	No
7.	Proof of active account with AGPR	Yes	No

(SIGNATURE & SEAL OF BIDDER)

CONTRACT AGREEMENT

This Contract Agreement (hereinafter called the "Agreement") made on the day of _____ between Ministry of Privatisation, 4th Floor, Kohsar Block, Pak Secretariat, Islamabad, hereinafter refer to as the purchaser/employer of the one part and _____ hereinafter refer to as the Supplier/contractor of the second part.

WHEREAS the purchaser is desirous that certain purchase of stationery shall be provided by the supplier and has accepted the offer / bid of supplier for the provision of such items till 30th June, 2025 and the supplier has agreed to supply the items to the Ministry at the quoted rates and as per specification/quality/standard .

NOW this agreement witnesses as follow:

The terms and conditions of the agreement is as under: -

Clause 1 **Delivery:** The supplier shall deliver the items in accordance with the supply order at the office of Ministry of Privatisation situated at 4th Floor, Kohsar Block, Pak Secretariat, Islamabad within (3) days from the date of issuance of Purchase Order/Supply Order.

Clause 2 **Inspection:** The assigned officer of Ministry of Privatisation shall examine and inspect the items at above mentioned address before accepting the supply.

Clause 3 **Supplier's Guarantee:** Supplier clearly undertakes that the items being supplied by it would be absolutely free from material and manufacturing defects and is in accordance with the specifications/approved sample and quality. Items not found according to required specifications/standard/quality in accordance with the approved sample, as provided by supplier, shall not be accepted.

Clause 4 **Rates:** - Rates offered in the bid and approved by employer shall be valid up to 30th June, 2025. The contract period shall be extendable for a period of six months at the same rate(s) without any change in rate of items with the mutual consent of the supplier and employer.

Clause 5 **Contract Guarantee:** -Successful bidder shall be required to deposit guarantee of 7% of the contract in terms of Rule 39 of PPRA Rules,2000 before signing of the contract agreement.

Clause 6 **Warranty/Guarantee:** Warranty/Guarantee of the items shall be one (01) year, from the date of supply. Malfunctioning of item(s) within warranty period shall be replaced by the firm free of cost.

Clause 7 **Payment:** Payment will be made within one month after the receipt of invoices. No advance payment will be made for any kind of invoice. However, Ministry of Privatisation will arrange expeditious payments clearance from AGPR on submission of invoices.

Clause 8 **Penalty for failure of Supply:** If the firm fails to supply any or all the items as per supply order the security amount will be forfeited. Incomplete -supplied items will be purchased on the risk and cost of the supplier. Besides, this the process for blacklisting of the firm will also be / initiated.

Clause 9 **Liquidated Damages:** If the supplier fails to deliver the items of specified specification and quality within the specified time, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum upto 20% on the total value of the contract, shall be charged.

Clause 10 The Supplier will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed terms of the agreement.

Clause 11 The employer may suspend the performance of any or all of the agreed terms and conditions by giving one month notice in writing to the agency.

IN WITNESS WHEREOF the parties here to have caused this Agreement to executed the day and the year first before written in accordance with their respective Laws.

Signature of the Supplier/contractor	Signature of Purchaser/Employer
Name: - _____ CNIC:- _____ M/s _____	Section Officer (Admin) Privatisation Division Islamabad
<u>Witness No. 1</u>	<u>Witness No. 2</u>
Signature:- _____	Signature:- _____
Name:- _____	Name:- _____
CNIC:- _____	CNIC: _____

Government of Pakistan
Ministry of Privatisation

List of Stationery Items with Tentative Quantity

Sr. No	Particulars (Stationery Items)	Qty Required.	Quoted Rate	Quality / Specification Being offered	Price Including GST
1.	Pencil with Eraser (HB)	40 Pkt	Per Pack		
2.	Ball Point (Blue /Black) (Click)	48Pkt	Per Pack		
3.	Schneider 0.6 One Business (Blue/ Black) or equivalent	10 Pkt	Per Pack		
4.	Register No. 14	05 Nos	Each Nos		
5.	Tag	10 Bundle	Each Bundle		
6.	Stapler Pin 24/6	03 Box	Per Box		
7.	Stapler Pin No.10-1M	01 Box	Per Box		
8.	Envelope SE -6 Khaki	700 Nos	Each Nos		
9.	File Flappers	200 Nos	Each Nos		
10.	Note/ Drafting Pad Small	50 Nos	Each Nos		
11.	Gum Stick 40 Gm (UHU or equivalent)	50 Nos	Each Nos		
12.	Scotch Tape 1x72	24Nos	Each Nos		
13.	Paper Clip (30mm)	24 Nos	Each Nos		
14.	L Shape Folder (A-4 16 C)	50Pkt	Per Pack		
15.	Colors Flag (Set)	30 Set	Each Set		
16.	Separator Set (10 Sheets)	50 Set	Per Set		
17.	Highlighter (1-5mm)	05Pkt	Per Pack		
18.	Fluid Pen	05 Pkt	Per Pack		
19.	Gel Pen	30 Pkt	Per Pack		
20.	Diary Register 12 Number	05 Nos	Each Nos		
21.	Dak book 70 Page	30Nos	Each Nos		
22.	Log book copy Size	05Nos	Each Nos		
23.	Color paper (Pink, Green, Yellow) (80 Gram)	15 Pkt	Per Pack		
24.	Box files (A-4)	20 Nos	Each Nos		
25.	Table Set (8 Piece Set) (File holder, Pen holder, Pin holder, Chit pad holder, Diary holder, Pencil holder, Paper wait, Card holder,	05 Nos	Each Nos		
26.	Scissor (plastic head superior steel) Small	10 Nos	Each Nos		
27.	Pencil Sharpener	01 Packet (50Piece)	Per Pack		
28.	Nokia A 4 file	50 Nos	Each Nos		

- The quantity of the item(s) can vary as per the requirement / budget allocation of the Division.

(SIGNATURE & SEAL OF BIDDER)