

**F.No.4(16)/2024-General**  
**GOVERNMENT OF PAKISTAN**  
**SECRETARIAT OF COUNCIL OF COMMON INTERESTS**  
**5<sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad.**

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**TENDER NOTICE**

Sealed bids are invited from the original manufactures / authorized dealers / reputed stationers / general order suppliers registered with Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock in Islamabad/ Rawalpindi for supply of following head of accounts to Secretariat of Council of Common Interests (CCI), Government of Pakistan, Islamabad during the Financial Year 2024-25: -

Sr. #	Tender Description	Bid Security / Earnest Money (not exceeding 5%)
1.	Purchase of Stationery	Rs.100,000/-
2	Purchase of Computer Stationery	Rs.75,000/-
3.	Purchase of Other / Misc. items	Rs.150,000/-

2. Tender bids would be collected and opened as per following schedule:-

Closing date, time and place of collection of documents and receiving of sealed proposals	From <b>22.09.2024</b> to <b>09.10.2024</b> , bidding documents shall be collected through E-Pak Acquisition & Disposal System (EPADS) and all prospective bidders shall apply for tender 2024-25 through EPADS. <b>No manual bids/hard copies shall be accepted.</b>
Date, Time & Place of opening of sealed proposals	<b>On 09-10-2024 at 12:00 P.M.</b> , Committee Room of Secretariat of CCI, 5 <sup>th</sup> Floor, New Secretariat, Kohsar Block, Islamabad in the presence of bidders or their representatives who may choose to be present in terms of Rule 28 of PPRA, 2004.

3. Interested eligible bidders are requested to register themselves on the EPADS (<https://eprocure.gov.pk>) and submit their documents on EPADS. The interested eligible bidders may obtain bidding documents containing list of items, specifications of required items and detailed terms and conditions from the websites of Secretariat of CCI, PPRA and from EPADS.

4. Single stage-one envelop procedure as contained in Rule 36(a) of PPR, 2004 shall apply. Earnest money in the shape of Pay Order / Demand Draft/Call Deposit in favour of Section Officer (General), Secretariat of CCI while bid documents should be uploaded through EPADS (scanned copy) on/or before 11:00 A.M by 09.10.2024 (<https://eprocure.gov.pk>). Bids will be opened on the same date at 12:00 P.M.

5. This Tender Notice is also available on the website of Secretariat of CCI [www.cci.gov.pk](http://www.cci.gov.pk), PPRA [www.ppra.gov.pk](http://www.ppra.gov.pk) and EPADS (<https://eprocure.gov.pk>). The procuring agency reserves the rights to accept or reject any or all bids / proposals in accordance with Rule-33 of PPRA Rules-2004.

**(ARFAN ALI SIDDIQUI)**  
SECTION OFFICER (GENERAL)  
Ph: 051-9211946

8 SCC 199 - 910 - *Ref*

**F.No.4(16)/2024-General**  
**GOVERNMENT OF PAKISTAN**  
**SECRETARIAT OF COUNCIL OF COMMON INTERESTS**  
**ISLAMABAD**  
Tel: 051-9211946



**TENDER FORM /BIDDING DOCUMENTS**

**FINANCIAL YEAR 2024-2025**

<b>Sr. #</b>	<b>Tender Description</b>	<b>Bid Security / Earnest Money (not exceeding 5%) in favor of DDO, Secretariat of CCI</b>
1.	Purchase of Stationery items	Rs. 100,000/-
2.	Purchase of Computer Stationery	Rs. 75,000/-
3.	Purchase of Other / Misc. items	Rs. 150,000/-

Sr.No.

**F.No.4(16)/2024-General**  
**GOVERNMENT OF PAKISTAN**  
**SECRETARIAT OF COUNCIL OF COMMON INTERESTS**  
**ISLAMABAD**  
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**TENDER DOCUMENTS / FORM**

Note:- **PLEASE READ CAREFULLY ALL THE CONDITIONS SPECIFIED IN THE INSTANT TENDER DOCUMENT/FORM BEFORE SUBMISSION OF THE BID/QUOTATION.**

<b>Part-I</b> (Section-I)	<p>➤ <b>Instructions to Bidders / Firms (ITB)</b></p> <ul style="list-style-type: none"><li>• Introduction</li><li>• Terms and Conditions</li><li>• Bid Currencies</li><li>• Bid Prices</li><li>• Bid Security</li><li>• Forfeiture of Earnest Money and Blacklisting of Firm / Vendor</li><li>• Submission and opening of Bids</li><li>• Evaluation and comparison of bids</li><li>• Award of Procurement Contract</li><li>• Delivery of Items</li><li>• Payments</li><li>• Corrupt or Fraudulent Practices</li></ul>
<b>Part-I</b> (Section-II)	<p>➤ Check List</p> <p>➤ Standard Bid Form</p> <p>➤ Price Schedule in Pak Rupees for Stationery Items</p> <p>➤ Price Schedule in Pak Rupees for Computer Stationery</p> <p>➤ Price Schedule in Pak Rupees for Other / Misc. Items.</p> <p>➤ Contract Form</p>
<b>Part-II</b> (Section-I)	<p>➤ General Conditions of Contract (GCC)</p>
<b>Part-II</b> (Section-II)	<p>➤ Special Conditions of Contract (SCC)</p>

**PART-I**

**(SECTION-I)**

**INSTRUCTIONS TO BIDDERS**

**Part-I (Section-1)**

**INSTRUCTIONS TO BIDDERS / FIRMS**

**Introduction**

1. Sealed bids are invited from the original manufactures / authorized dealers / reputed stationers / general order suppliers registered with Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock / manpower / expertise in Rawalpindi / Islamabad for supply of following items to Secretariat of Council of Common Interests (CCI Division), Government of Pakistan, Islamabad during the Financial Year 2024-25:-

1	2	3
Sr. #	Tender Description	Bid Security / Earnest Money (not exceeding 5%)
1.	Purchase of Stationery items	Rs.100,000/-
2	Purchase of Computer Stationery	Rs.75,000/-
3.	Purchase of Other / Misc. items	Rs.150,000/-

**Terms & Conditions**

2. Tendering process shall be carried out through EPADS.
3. Interesting eligible bidders must be registered on the EPADS (<https://eprocure.gov.pk>) and submit their documents on EPADS.
4. National Tax Number (NTN), General Sales Tax (GST) number and Vender Number with documentary proof will have to be provided by each bidder in the tender otherwise the bid shall be rejected.
5. The firm / bidder must have at least 02-years of experience of supply of similar nature items as requisitioned in this bid.
6. The firm / bidder must show demonstrated capability and completed at least 02 contracts of supply of similar nature items as requisitioned in this bid. Documentary evidence to this effect must be provided with the bid.
7. The firm / bidder shall furnish details of its premises i.e. full address, Telephone/Fax/Whatsapp No. and E-Mail. The Firms/bidders should have their proper office in Rawalpindi / Islamabad.
8. The bidder/manufacture/supplier/ will submit an undertaken in form of affidavit on stamps paper of Rs.100/- that their firm has not been blacklisted in the past on any ground by any government (Federal, Provincial) a local body or a public sector organization. On account of submission of false statement or concealment of facts the bidder/manufacture will be debarred from bid.
9. Single stage-one envelop procedure as contained in Rule 36(a) of PPRA, 2004 shall apply.
10. The purchaser reserves the right to accept or reject any or all the tender bids as per PPRA Rules, 2004 amended from time to time.
11. In case of any dispute, decision of the Chairman Purchase Committee shall be final.

12. No hard copies of the bids documents shall be accepted bids shall only be submitted through EPADS (<https://eprocure.gov.pk>)

### **Bid Currencies**

13. Prices shall be quoted in Pak Rupees.

### **Bid Prices**

14. The bid prices should be submitted/uploaded on EPADS.

15. The bid prices should be submitted on Original Bid Form issued by the Secretariat of Council of Common Interests (CCI Division) which is annexed herewith.

15. Tender Form is to be filled in very carefully, preferably typed. Any alteration/correction must be signed.

16. All prices must inclusive of all direct / indirect taxes/ General Sales Tax (GST) and other taxes and duties where applicable. If there is no mention of taxes, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties.

17. The prices/rates offered by the bidder shall be valid and binding on the bidder throughout the period of contract up to 30-06-2025. However, the procuring agency i.e. Secretariat of CCI shall be entitled to extend the contract period after 30-06-2025 till the next tender award but not more than 02 months, if required.

18. Every page of the tender documents is to be signed and stamped at the bottom.

19. The firms are required to quote for minimum 80% of the listed/documents items otherwise the bid shall not be considered.

### **Bid Security**

20. Tenders/Bids shall be accompanied by an earnest money in shape of a Bank Draft/Pay Order/Call deposit as per Tender Documents Clause 1 (Colum 3 of the table) which is not exceeding 5% of the bid in favour of DDO, Secretariat of Council of Common Interests (CCI Division). The scanned copy of same shall be uploaded on EPADS. The Tenders found deficient of the earnest money will not be considered and rejected straightway. The previous earnest money of any firm / vendor will not be considered for carried forward.

21. Unsuccessful bidders' (if none of the item quoted is approved) bid security will be discharged / returned as promptly as possible but not later than 30 days after the announcement of evaluation results.

### **Forfeiture of Earnest Money and Blacklisting of Firm / Vendor**

22. All kinds of required items shall be provided as per approved specifications especially all kinds of toners of original manufactured by the company concerned, not compatible or refilled or refurbished etc. otherwise the Securities Deposit / Earnest Money will be forfeited and the firm would also be disqualified/ blacklisted.

### **Submission and opening of Bids**

Closing date, time and place of collection of documents and receiving of sealed proposals	From <b>22.09.2024</b> to <b>09.10.2024</b> , bidding documents shall be collected through E-Pak Acquisition & Disposal System (EPADS) and all prospective bidders shall apply for tender 2024-25 through EPADS. <b>No manual bids/hard copies shall be accepted.</b>
Date, Time & Place of opening of sealed proposals	<b>On 09-10-2024 at 12:00 P.M.</b> , Committee Room of Secretariat of CCI, 5 <sup>th</sup> Floor, New Secretariat, Kohsar Block, Islamabad in the presence of bidders or their representatives who may choose to be present in terms of Rule 28 of PPRA, 2004.
Late bids	Any bid received after the dead line will be rejected and returned unopened to the bidder.

### **Evaluation and comparison of bids**

23. The Purchase Committee will evaluate and compare the bids which have been determined to be substantially responsive and lowest. Result of bid evaluation in the form of a report giving justification for acceptance or rejection of bids (Minutes of the Meeting of Purchase Committee) at least 10 days prior to the award of procurement contract will also be announced in terms of Rule 35 of PPRA Rules, 2004.

### **Award of Procurement Contract**

24. The procuring agency / purchaser i.e. Secretariat of CCI will award the contract to the successful bidders / firms whose bids have been determined to be substantially responsive and have been determined to be the lowest evaluated bid (item wise).

25. The notification of award of contract of successful items will be issued in favour of lowest bidders / firms.

26. Within 07 days of receipt of notification of award, the successful bidders and the procuring agency / purchaser shall sign the contract agreement on stamp paper worth Rs. 100/-. Specimen annexed herewith.

### **Delivery of Items**

27. The supplies shall be delivered at the address given in the supply order, even on a short notice in the risk and cost of the supplier. The entire supplies will be delivered within time frame as given in the supply order. In case no supply is made within the time frame specified in the supply order, the contract to the extent of non-delivered portion of supply will stand cancelled without formal notice to this effect. No supplies will be accepted and earnest money to extent of non-delivered portion will be forfeited. If the firm fails to supply the whole consignment the entire earnest money against the accepted value will be forfeited to the Secretariat of CCI account and the firm will be blacklisted for future participation.

28. All the supplies / products will be acceptable subject to physical examination to be carried after receipt of supplies at the Office of Secretariat of CCI in accordance with the required specification. If any item is found to be against the required specification, the purchaser may reject the goods and the supplier shall replace the rejected goods to meet the required specification free of cost. This opportunity will be provided only once. In case, after replacement of supplies, the inspection report again declare the item as against the required specification, the stock will not be accepted and the firm will be blacklisted for future participation, including forfeiture of their earnest money to the Secretariat of Council of Common Interests Account.

**Payments**

29. Payments will be made on receipt of original delivery challans/bills and invoices in duplicate duly completed in all respect. Payment for supplied items shall be made after satisfactory inspection report by the concerned Incharge. Income Tax and Sales Tax at Government rate/rules will be deducted from each invoice.

**Corrupt or Fraudulent Practices**

30. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

(i) defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; 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, non-competitive levels and to deprive the procuring agencies 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

(ii) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(iii) will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Secretariat of CCI being procuring agency.

**I / We have read and agree with the above mentioned terms and conditions.**

Name of Bidder/Firm

Signature. \_\_\_\_\_

\_\_\_\_\_   
 Date:

Seal



**PART-I**  
**(SECTION-II)**

- **Check List**
- **Standard Bid Form**
- **Price Schedule in Pak Rupees for Stationery Items**
- **Price Schedule in Pak Rupees for Computer Stationery**
- **Price Schedule in Pak Rupees for Other / Misc. Items.**
- **Contract Form**

**Part-I (Section-II)**

**CHECK LIST**

Name of Firm \_\_\_\_\_

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No
1.	Registered on EPADS.	
2.	Earnest money	
3.	NTN No. with copy of certificate	
4.	GST No. with copy of certificate	
5.	Copy of Active Taxpayer List	
6.	Bank Account No.	
7.	Documentary Proof of having 02-years experience alongwith copies of two successful contracts	
8.	Stamp paper /declaration about black listing	
9.	Whether rates quoted on prescribed form	
10.	Signature and Stamp on Tender Documents	
11.	Address of firm alongwith Landline Telephone / Fax Numbers and other contact details.	
12.	Experience Certificate	

Name of Bidder/Firm \_\_\_\_\_

Signature. \_\_\_\_\_

Date: \_\_\_\_\_

Seal

Part-I (Section-II)

1. BID FORM

(To be printed on letter head)

Section Officer (General)

Secretariat of Council of Common Interests  
Islamabad

TenderNo.4 (16)/2024-General  
Date: \_\_\_\_\_

Sir,

Having examined the terms and conditions contained in tender notice as well as in bidding documents and specifications of tender, the receipt of which is here by duly acknowledged, we, the undersigned, offer to install, supply and deliver (description of goods and services) in conformity with said bidding documents and specifications mentioned therein on the unit rates quoted in our price schedule, attached hereto, if stand lowest, till 30<sup>th</sup> June, 2025, validity which may be further extended till finalization of next tender, if desired so, by the procuring agency.

If our bid is accepted, we shall deliver the equipment mentioned in the tender documents within time frame given in the purchase / supply order.

We agree to abide by the terms and conditions of the tender for the period till 30.06.2025 further extendable upto 02 months and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

Until a formal purchase order(s) is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand, that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons thereof

Date this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized to sign tender for and on behalf of

-----  
(NAME OF FIRM IN BLOCK CAPITALS)

Complete Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Witness:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

\_\_\_\_\_  
Signature

**Part-I (Section-II)**  
**2. Price schedule in Pak Rupees**

**List of Stationery Items**

S.No.	Items	Specifications	Unit (Packet/Each)	Rate Per Unit with GST
1.	Toner Photocopier Toshiba e studio 2505	Standard		
2.	Ball Point 0.8 Grip (Blue & Black)	Blue Color Click Type		
3.	Peon Book	Upto 60 Pages		
4.	Diary Register	No.08		
5.	Stock inward & outward Register	No. 08		
6.	Register imported Per No.	Ruled		
7.	Attendance Register	---		
8.	File Register	---		
9.	Drafting Pad	Small		
10.	Drafting Pad (Large)	Size: A4		
11.	Spiral Ring Pad	A-7 (100 Sheets)		
12.	Spiral Ring Pad	A-7 (200 Sheets)		
13.	File Separator (Plastic)	A to Z		
14.	File Separator (Plastic)	1 to 20		
15.	File Separator (Plastic)	1 to 50		
16.	Dak Pad with Lock	Rexene, two fold		
17.	Lock (Unity)	Medium Size		
18.	Post IT Pads	Size: 3/3"		
19.	Stapler Pin (Medium)	Size: 24/6" Dollar		
20.	Stapler Pin Remover	KW <b>OR</b> Equivalent		
21.	Stapler Machine (Medium)	Size: 24/6" KW <b>OR</b> Equivalent		
22.	Heavy Duty Stapler Machine	Size: 23/10" KW <b>OR</b> Equivalent		
23.	Heavy Duty Stapler Machine	Size: 23/17" KW <b>OR</b> Equivalent		
24.	Heavy Duty Stapler Machine	Size: 23/24" KW <b>OR</b> Equivalent		
25.	Heavy Duty Stapler Pins	Size: 23/10" KW <b>OR</b> Equivalent		
26.	Heavy Duty Stapler Pins	Size: 23/17" KW <b>OR</b> Equivalent		
27.	Heavy Duty Stapler Pins	Size: 23/24" KW <b>OR</b> Equivalent		
28.	Punch Machine Double	Small upto 25 Sheets KW <b>OR</b> Equivalent		
29.	Punch Machine Double	Medium up to 80 Sheets KW <b>OR</b> Equivalent		
30.	Punch Single Hole	Small		
31.	Punch Single Hole	Large		
32.	Punch Single Hole Steel	Small		
33.	Gum Stick	21 Grams UHU <b>OR</b> Equivalent		
34.	Gum Stick	40 Grams UHU <b>OR</b> Equivalent		
35.	Stamp Pad ( Blue Ink)	Size: 5m		
36.	Ink for Stamp Pad (Blue & Black)	Endorsing Ink, 30 Grams		
37.	Pointer (Blue & Black)	0.3mm Dollar <b>OR</b>		

S.No.	Items	Specifications	Unit (Packet/Each)	Rate Per Unit with GST
		Equivalent		
38.	Laser Pen (Red & Green)	Fine Quality		
39.	Uniball (Blue, Black, Green & Red)	Micro Eye		
40.	Uniball (Blue, Black, Green & Red)	Vision Elite		
41.	Gel Pen (Blue, Black)	0.7m Dollar <b>OR</b> Equivalent		
42.	Schneider (Blue, Black, Red & Green)	Business One (0.5mm)		
43.	Schneider (Blue, Black, Red & Green)	One Hybrid C (0.5mm)		
44.	White Board Marker (Blue & Black )	Dollar <b>OR</b> Equivalent		
45.	Paper Pin	-		
46.	Paper Clip	-		
47.	Permanent Marker (Blue & Black)	Dollar <b>OR</b> Equivalent		
48.	Lead pencils	Hb 5000 Gold Fish <b>OR</b> Equivalent		
49.	Shorthand Pencil	Fine Quality		
50.	Sharpener	Dux <b>OR</b> Equivalent		
51.	Sharpener Machine	KW <b>OR</b> Equivalent		
52.	Eraser	-		
53.	Scissor 9"	Large		
54.	Scissor	Medium		
55.	Paper Cutter	-		
56.	Steel Scale	12"		
57.	Envelops	SE-05 Size:9x4"		
58.	Envelops	SE-06		
59.	Envelops	A-4		
60.	Envelops	Legal Size		
61.	Envelops with Cloth (white)	Legal Size		
62.	Correction Pen / White Fluid	Fine Quality / Pen Style		
63.	D-Ring Folder	Imported, Size 52mm WW-252D, (As per sample)		
64.	D-Ring Folder	Imported, Size 38mm WW-238D, (As per sample)		
65.	Top Transparent File Cover	White		
66.	Strip Folders	Transparent		
67.	L- Shape Folder (12 pcs)	A4 Size		
68.	Calculator 12 Digits	CASIO <b>OR</b> Equivalent		
69.	Calculator Large Size	CASIO <b>OR</b> Equivalent		
70.	File flapper	Rexene		
71.	Scotch Tap	1"		
72.	Scotch Tap	3"		
73.	Packing Tap	3"		
74.	Binding Tap	3"		
75.	Highlighter	Dollar <b>OR</b> Equivalent		
76.	Table Set	Wooden		
77.	Table Set	Leather		
78.	Table Set	Black Steel		

S.No.	Items	Specifications	Unit (Packet/Each)	Rate Per Unit with GST
79.	Table Set	Marble		
80.	Telephone Index	Large		
81.	Shorthand Note Book	-		
82.	Pen/Pencil Holder	Steel		
83.	Movement/Petrol Register	Per No.		
84.	Log Book	Per No.		
85.	Note Sheet	A-4 80 Grams		
86.	File Tag	Bundle		
87.	File Board	Legal		
88.	File Cover As per Sample	Legal with single color printing		
89.	Table Diary	-		
90.	Table Calendar	-		
91.	Binding clip 1"	-		
92.	Binding clip 2"	-		
93.	Binding clip 3"			

Name of Bidder/Firm

Signature. \_\_\_\_\_

Date:

Seal

Part-I (Section-II)

3. Price schedule in Pak Rupees

List of Computer Stationary

Note: The purchaser will purchase Compactable manufactured by the company concerned. In case the supply found against the original, the earnest money will be forfeited and the firm will be black listed.

S. No	Description	Specification	Rate Per Unit with GST
1.	HP LJ Pro M404dn (59A)	Standard	
2.	HP LJ Pro 400M401a (80-A)	Standard	
3.	HP LJ Pro 404dn Toner (76-A)	Standard	
4.	HP LJ Pro 402d (26-A)	Standard	
5.	HP Pro 200 Color M251n (131-A) (SET)	Standard	
6.	HP LJ P2015d Toner (53-A)	Standard	
7.	HP LJ 1320 Toner (49-A)	Standard	
8.	Toner Fax Machine KX FL422 Panasonic	Standard	
9.	Computer Paper (500 Sheets)	80 Grams A-4 AA or Equivalent	
10.	Computer Paper (500 Sheets)	80 Gram (Legal Size) AA or Equivalent	
11.	Computer Paper (500 Sheets)	80 Gram A-3 AA or Equivalent	
12.	DVD-RW	Sony or Maxell (Single with hard case)	

Name of Bidder/Firm

Signature, \_\_\_\_\_

Date:

Seal

**Part-I (Section-II)**

**List of Other / Miscellaneous Items**

S. No	Items	Specification	Unit (Packet/Each)	Rate Per Unit with GST
1.	Air- Freshener	300 ml Aseel <b>OR</b> Equivalent		
2.	Air- Freshener	300 ml Delit <b>OR</b> Equivalent		
3.	Phenyl	Large Bottle (3 litters) Finis <b>OR</b> Equivalent		
4.	Tissue Paper Box	Rose Petal Luxury <b>OR</b> Equivalent		
5.	Toilet Roll (Maxob)	Rose Petal <b>OR</b> Equivalent		
6.	Hygine Tissue	Rose Petal <b>OR</b> Equivalent		
7.	Duster Phylane	Yellow ,Good Quality		
8.	Duster Phylane	White , Good Quality		
9.	Duster Cotton	White , Good Quality		
10.	Soap	115 gram Safeguard / Dettol / Lifebuoy		
11.	Soap Dispenser	Purell		
12.	Hand Wash Liquid	500ml Safeguard <b>OR</b> Equivalent		
13.	Liquid Soap Gallon	05 liter		
14.	Liquid Hand Wash Machine	Fine Quality		
15.	Harpic	500 ml <b>OR</b> Equivalent		
16.	Towel (100% Cotton)	Large Size 27x54		
17.	Air-Freshener Machine	Air Wick		
18.	Air-Freshener Refill	300ml Air Wick		
19.	RomiTicki Air freshener	-		
20.	Call Bell	Single frequency		
21.	Dust Bin	Plastic Standard		
22.	Ash Try Large	Crystal		
23.	Extension Lead (Fine Quality)	Nine socket Wire Length 3meter		
24.	Extension Lead (Fine Quality)	Nine socket Wire Length 5meter		
25.	Glint Spray	Glint (500ml)		
26.	Vim Liquid	275 ml Lemon Max <b>OR</b> Equivalent		
27.	Vim Powder	400 Grams Lemon Max <b>OR</b> Equivalent		
28.	Surf	65grms		
29.	Dust Mop (Large)	Microfiber super Duster		
30.	Pachara (Large)	Good Quality With long threads		
31.	Wiper	Good Ruber Wiper Steel Rod		
32.	Broom (Phool)	Large		
33.	Broom (Tinka)	Large		
34.	Insect Killer	300 ml Mortein <b>OR</b> Equivalent		
35.	Insect Killer	300 ml Cobra <b>OR</b> Equivalent		
36.	Car Polish	Cosmic		
37.	Micro Fiber Duster for Cars	Superior Quality		
38.	Revive all Luster	KIWI Original		
39.	Acid for washroom	01 Liter Bottle		
40.	Toilet Brush	Fine quality		
41.	Garbage Bag Plastic Large Size Per KG	Fine Quality		
42.	Bucket Plastic	Large Size		
43.	Electric kettle 2.0 Litter	01 year warranty Anex <b>OR</b> Equivalent		
44.	Electric kettle 5.0 Litter	01 year warranty Anex		



S. No	Items	Specification	Unit (Packet/Each)	Rate Per Unit with GST
45.	Jug for water	Fine Quality		
46.	Glass for water	Fine quality		
47.	Water Cooler (Rahber) 8 ltr.	Fine quality		
48.	Water Cooler (Rahber) 12 ltr.	Fine quality		
49.	Hot Pot	Fine Quality as per sample		
50.	Tea Cup with Saucers	Imported quality		
51.	Quarter& Large Plate (Both)	Melamine		
52.	White Bowl Salan	Imported quality		
53.	Tea Spoon	Imported quality		
54.	Rice Spoon	Imported quality		
55.	Fork	Imported quality		
56.	Stainless Steel Food Tong	Small as per sample		
57.	Tea Tray Large	Melamine imported quality		
58.	Kinfe Steel Fruits	Kiwi		
59.	Milk & Sugar Pot (Set)	<b>Crystal</b> - Imported quality		
60.	Table Round World Globe	25/27 cm		
61.	USB Original	16 GB HP <b>OR</b> Equivalent		
62.	USB Original	32 GB HP <b>OR</b> Equivalent		
63.	USB Original	64 GB HP <b>OR</b> Equivalent		
64.	Key Board	A-4 Tech <b>OR</b> Equivalent		
65.	Mouse	A-4 Tech <b>OR</b> Equivalent		
66.	Mouse Pad	Fine quality		
67.	Wire Less Keyboard & Mouse	A-4 Tech <b>OR</b> Equivalent		
68.	Two Pin Shoo	Fine quality		
69.	Three Pin Shoo	Fine quality		
70.	Power Plug	Fine quality		
71.	Light Plug	Fine quality		
72.	Multi Plug (round-pin)	Fine quality (As per sample)		
73.	Telephone Set with CLI (01 Year Warranty)	Original Panasonic <b>OR</b> Equivalent		
74.	Telephone Steno Set with CLI	01 Year Warranty		
75.	Engagement Stand (A-4)	Plastic		
76.	Table Glass per sq.ft	Fine quality		
77.	Table Cloth per Meter	Fine quality		
78.	Wall Clock	Superior quality		
79.	Cell AA	Energizer <b>OR</b> Equivalent		
80.	Cell AAA	Energizer <b>OR</b> Equivalent		
81.	Battery Cell (D)	Power Plus <b>OR</b> Equivalent		
82.	Stamp Printy Machine	Fine quality ( <i>lowest rate for both items will be awarded to single firm</i> )		
83.	Stamp with Handel per line rate			
84.	Comb	Fine quality		
85.	Hair Brush	Fine quality		
86.	Name Plate	As per sample		
87.	Telephone Adapter	Superior quality		
88.	Thermos Flask 01 liter	Superior quality		
89.	Thermos Flask 05 liter	Superior quality		
90.	Wall looking Mirror	2x3 Size Superior quality		
91.	Table Flag with Stand	Superior quality		
92.	Bracket Fan Standard	Pak Fan (Plastic Body)		
93.	Electric Fan Heater 2000 W	Black & Decker <b>OR</b> Equivalent		
94.	Coffee Maker	Annex / West Point		
95.	Tube Rod Small	Philips (40 Watt)		
96.	LED Light 48 Watt	Hoover		
97.	Tube Rod Small 18 W	18 W Phillips <b>OR</b> Equivalent		
98.	LED Bulb	13W Phillips / Osaka		

S. No	Items	Specification	Unit (Packet/Each)	Rate Per Unit with GST
99.	LED Bulb	18W Phillips / Osaka		
100.	Electric Wire (copper)	(3/29)		
101.	Electric Wire (copper)	(3/36)		
102.	Electric Wire (copper)	(7/29)		
103.	Electric Wire (copper)	(110/76)		
104.	Dettol Bottle	01 Litter		
105.	Face Mask	3 lyre Imported Quality		
106.	Face Mask	N-95 Original		
107.	Hand Gloves	Medicated with Powder		
108.	Hand Gloves	Medicated without Powder		
109.	Hand sanitizer	500 ml 70% Alcohol		
110.	Hand sanitizer	01 Litre 70% Alcohol		
111.	Hand sanitizer	05 Litre 70% Alcohol		
112.	DSL Separator	Fine quality		
113.	Line Card (Six wire) Per meter with connector	Fine quality		
114.	Line Card (Four wire) Per meter with connector	Fine quality		
115.	Telephone Hand Set Card	-		
116.	Wireless Wi-Fi Device	Alfa with Antenna		
117.	Molty Back Care	Molty Foam <b>OR</b> Equivalent		
118.	Seat Cane	Imported		
119.	Umbrella (Small)	Fine quality		
120.	Umbrella (Large)	Fine quality		
121.	Multimedia Speaker 2.5"	Audionic <b>OR</b> Equivalent		
122.	Wireless Headphone	-		
123.	Network Cable (CAT-6) Roll	3M <b>OR</b> Equivalent		
124.	Network Patch Cables 1meter	3M <b>OR</b> Equivalent		
125.	Network Patch Cables 2meter	3M <b>OR</b> Equivalent		
126.	Network Patch- Cables 5meter	3M <b>OR</b> Equivalent		

Name of Bidder/Firm

Signature. \_\_\_\_\_

Date:

Seal

## Part-I (Section-II)

### 3. Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between **Secretariat of Council of Common Interests (CCI Divion)**, Government of Pakistan, having its principal place of business at 5<sup>th</sup> Floor, New Secretariat, Kohsar Block, Islamabad (hereinafter referred to as the "CCI", which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the one part) and (name of the firm), a firm duly registered, having its head office at (complete address) (hereinafter referred to as "Supplier", which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the other part):

WHEREAS the Purchaser invited rates for Purchase of Stationery, Computer Stationery, Misc. Items, of firms / vendors and has accepted the following unit rates that shall remain valid till 30<sup>th</sup> June 2025 by the Supplier for the supply of items which shall be asked for through "Supply Orders" having therein the requisite items, quantities, delivery schedule & rate of liquidated damages against late deliveries, and shall be issued from time to time, nonetheless, the validity of selected rates may be further extended till finalization of next tender, if desired so, by mutual consent:-

S.No	Item with brand name	Unit Rate (Pak. Rs.) (with GST)
1.		
2.		

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - The Bid Form and the Price Schedule submitted by the Bidder;
  - The General Conditions of Contract;
  - The Special Conditions of Contract;
  - The Purchaser's Notification of Award; and
  - Purchase Orders which shall be issued by CCI time to time
- In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier 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 the Contract
- 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 the contract at the times and in the manner prescribed by the Contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Purchaser)

Signed, sealed, delivered \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

# **Part-II**

## **(Section-I)**

### **General Conditions of Contract**

## Part-II (Section-I)

### GENERAL CONDITIONS OF CONTRACT

<b>1. Definitions</b>	<p>1.1 In this Contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none"><li>(a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</li><li>(b) "The Contract Price" means the price which shall be payable to the Supplier under the Contract pursuant to the rates agreed in it, against the "Supply Orders" which shall be issued from time to time, for the full and proper performance of its contractual obligations.</li><li>(c) "The Goods" means all of the stationery items, toners, equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract against the "Supply Orders" which shall be issued from time to time.</li><li>(d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.</li><li>(e) "GCC" means the General Conditions of Contract contained in this section.</li><li>(f) "SCC" means the Special Conditions of Contract.</li><li>(g) "The Purchaser" means the organization purchasing the Goods, as named in SCC.</li><li>(h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.</li></ul>
<b>2. Application</b>	<p>2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.</p>
<b>3. Standards</b>	<p>3.1 The Goods supplied under this Contract against the "Supply Orders" which shall be issued from time to time, shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.</p>
<b>4. Inspections and Tests</b>	<p>4.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall</p>

	<p>notify the Supplier in writing, in a timely manner, of the identity of any samples (representatives) retained for these purposes.</p> <p>4.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.</p> <p>4.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.</p> <p>4.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the Purchaser's delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' shipment from the factory/warehouse.</p> <p>4.5 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.</p>
<b>5. Packing</b>	<p>5.1 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.</p>
<b>6. Delivery and Documents</b>	<p>6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms which shall be specified in the Schedule of Requirements of the respective "Supply Order" that shall be issued from time to time.</p>
<b>7. Warranty</b>	<p>7.1 The Supplier warrants that the Goods <b>especially "Toners"</b> supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.</p> <p>7.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.</p> <p>7.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p>

	<p>7.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.</p> <p>7.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.</p>
<b>8. Payment</b>	<p>8.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.</p> <p>8.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.</p> <p>8.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.</p> <p>8.4 The currency of payment is Pak. Rupees.</p>
<b>9. Prices</b>	<p>9.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.</p>
<b>10. Contract Amendments</b>	<p>10.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.</p>
<b>11. Assignment</b>	<p>11.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.</p>
<b>12. Delays in the Supplier's Performance</b>	<p>12.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.</p> <p>12.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.</p>
<b>13. Termination for Default</b>	<p>13.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:</p>

	<p>(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the respective "Supply Order" which shall be issued from to time to time under this Contract, or within any extension thereof granted by the Purchaser; or</p> <p>(b) if the Supplier fails to perform any other obligation(s) under the Contract.</p> <p>(c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract.</p> <p>For the purpose of this clause:</p> <p>"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; 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, non-competitive levels and to deprive the procuring agencies 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.</p> <p>13.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 17.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p>
<p><b>14. Force Majeure</b></p>	<p>14.1 Notwithstanding the provisions of GCC Clauses 12 and 13, the Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>14.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>14.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>



<p><b>15. Resolution of Disputes</b></p>	<p>15.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</p> <p>15.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.</p>
<p><b>16. Governing Language</b></p>	<p>16.1 The Contract shall be written in the language specified in SCC. The version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.</p>
<p><b>17. Applicable Law</b></p>	<p>17.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.</p>
<p><b>18. Notices</b></p>	<p>18.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.</p> <p>18.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>
<p><b>19. Taxes and Duties</b></p>	<p>19.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.</p>

# **Part-II**

## **(Section-II)**

### **Special Conditions of Contract**

## Part-II (Section-II)

### SPECIAL CONDITIONS OF CONTRACT

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

#### 1. Definitions (GCC Clause 1)

GCC 1.1 (g)—**The Purchaser is:** Secretariat of Council of Common Interests, 5<sup>th</sup> Floor, New Secretariat Kohsar Block, Islamabad.

#### 2. Inspections and Tests (GCC Clause 4)

GCC 4.1—**Inspection and tests prior to supply of Goods and at final acceptance are as follows:**

The Purchaser or its representative shall have the right to inspect and or to test the supplies at the destination to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. In this regard, a "Supply Order" shall be issued from time to time as per needs of Secretariat of CCI having therein Schedule of Requirements & Technical Specifications of the demanded items which shall be provided by the supplier. **Besides, for the delivery of toners, the Supplier shall provide the ID. Nos. printed on the packing boxes of the toners in their delivery challan for online verification of the same through original manufacturers' websites.**

#### 3. Packing (GCC Clause 5)

GCC 5.2 – **Packing & accessories:** The bidder shall deliver the supplies as per the "supply Order", issued from time to time, at the destination in scratch-less condition within proper packing with the entire manufacturer supplied accessories. With respect to toners, the same must be supplied in original packing having seal with ID. Nos. of original respective manufacturer.

#### 4. Warranty (GCC Clause 7)

GCC 8.2—In partial modification of the provisions, the warranty period of the supplied goods, especially toners shall be **12 (Twelve) months** from date of acceptance of the supplies. The Supplier shall, in addition, comply with the performance and / or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

(a) Make such changes, modifications, and / or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 2.

#### 5. Payment (GCC Clause 8)

GCC 8.1& 8.3.—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

**Payment for Goods supplied:**

Payment shall be made in Pak. Rupces in the following manner:

- (i) **On Acceptance: Hundred (100)** percent payment of the supplies delivered and received as per the respective "Supply Order", shall be made within sixty (60) working days of submission of claim supported by the acceptance certificate issued by the purchaser.

**6. Prices (GCC Clause 9)**

GCC 9.1—Prices shall be: Fixed.

**7. Termination for Default (GCC Clause 13)**

If during the currency of the period it is found that supplied items are sub-standard, defective or not genuine or from grey channel, the contract will be cancelled and Security Deposit will be forfeited and the firm will also be blacklisted

**8. Resolution of Disputes (GCC Clause 15)**

GCC 15.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 15.2 shall be as follows:

In the case of a dispute between Secretariat of CCI and the Supplier, the dispute shall be addressed and settled in accordance with provisions of Public Procurement Rules, 2004 amended from time to time and the relevant laws of the Islamic Republic of Pakistan.

**9. Governing Language (GCC Clause 16)**

GCC 16.1—The Governing Language shall be: English.

**10. Notices (GCC Clause 18)**

GCC 18.1—Purchaser's address for notice purposes:

Section Officer (General)  
Room No. 542, 5<sup>th</sup> Floor,  
New Secretariat, Kohsar Block, Islamabad  
Tele: 051-9211946

—Supplier's address for notice purposes:

\_\_\_\_\_  
\_\_\_\_\_