

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LTD
HEAD OFFICE (COMMERCIAL WING) 11 - KASHMIR ROAD LAHORE

Tender Notice

OFFICE STATIONARY ITEMS & PRINTING OF FIELD STATIONARY ITEMS-2022

PASSCO invites bids for “Office Stationary Items & Printing of Field Stationary Items-2022” as per specifications / samples “or Equivalent” inclusive of all taxes & duties on delivered basis at PASSCO Head Office, 11- Kashmir Road, Lahore and PASSCO Complex, Manga Mandi, Multan Road, Lahore.

2. Tender documents , which contain detailed terms & conditions method of procurement , procedure for submission of bids , bid security , bid validity, guarantee etc. Tender Documents are available from 21.01.2022 upto 07.02.2022, by 1700 hours at the office of Manager (Cash) PASSCO Head Office 11-Kashmir Road Lahore. Price of the bidding document is Rs.2,000/- (non-refundable). Bidding documents can also be viewed on the website of PASSCO www.passco.gov.pk and PPRA website www.ppra.org.pk.

3. Rates should be quoted against each item mentioned in Annexure-A of Tender Documents "inclusive of all taxes and duties etc." on delivered basis at PASSCO Head Office, 11- Kashmir Road and PASSCO Complex, Manga Mandi, Multan Road, Lahore. Sealed bids should reach the office of A/General Manager (Comm) PASSCO, Head Office, 11 - Kashmir Road, Lahore by 1100 hours on **04.02.2022**. Bids will be opened at **1130** hours the same day in the presence of bidders or their authorized representatives who care to be present at the time of opening of tenders. The offer shall remain valid for 60 days from the date of opening of tender. Bidding shall be conducted under Rule 36 (b) of PPRA Rules “**Single Stage Two Envelope Procedure**”. Each bid shall comprise two separate envelopes containing Technical Proposal and Financial Proposal.

- a. Technical Proposal will be opened on 04.02.2022 at 1130 hours.**
- b. Financial proposal will be opened on 08.02.2022 at 1130 hours.**

4. Bidders must inspect / examine samples mentioned in tender documents at Sr. “**23, 24, 25**” lying at Commercial Wing, Sr. “**45, 46, 47, 48**” at It (Cell) and “**Documents**”, “**Registers / Ledgers & Reports / Returns**” lying at S&C Wing, PASSCO, Head Office, Lahore at any time before dropping the tender in tender box. Thereafter, no excuse shall be entertained / accepted at all.

5. PASSCO, as a procuring agency, may reject all bids or proposals at any time prior to acceptance of a bid or proposal under rule 33 of PPRA.

6. Interested bidders can obtain further information from the office of A/General Manager (Commercial) during office hours (0900 hours to 1700 hours) on Telephone No. 042-99201466.

A/General Manager (Commercial)
Pakistan Agricultural Storage & Services Corporation Limited (PASSCO)
Head Office, 11 Kashmir Road, Lahore
Phone No.042-99201461-62
Website: www.passco.gov.pk

Tender Documents

HEAD OFFICE 11 - KASHMIR ROAD, LAHORE.

TERMS AND CONDITIONS

1. GENERAL:

1.1 Introduction

- 1.1.1 **Pakistan Agricultural Storage and Services Corporation Limited** hereafter referred to as “**PASSCO**” desires to **invite** / seek bids / rates inclusive of all taxes, duties etc. from well-reputed, experienced firms / parties / contractors for purchase of “**Office Stationary Items and Printing of Field Stationary Items-2022**”, as per specifications / samples “**or Equivalent**” on “**Delivered**” Basis at PASSCO Head Office 11- Kashmir Road, Lahore and PASSCO Complex, Manga Mandi, Multan Road, Lahore. Delivery period will be 40 (Forty) days including 10 days LD period from the date of issuance of acceptance letter.
- 1.1.2 Bidding shall be conducted under **Rule 12 (2)** and **Rule 36 (b) of PPRA Rules**. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
- 1.1.3 Bidders will have to submit representative samples of all items mentioned in Bidding Documents at the Time of Bid submission. Bids of those, who will not submit representative samples, shall not be entertained at all.

INSTRUCTIONS TO THE BIDDERS

1.2 Scope of Work

- 1.2.1 Procurement / Purchase of “**Office Stationary Items and Printing Field Stationary Items -2022**” will be made as per requirements, specifications, as detailed at **Annex-A**
- 1.2.2 Bidders shall submit their bids with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annex or Tagging format.

1.3 Source of Funds

- 1.3.1 The procuring agency “**PASSCO**” will arrange needed funds to meet its cost etc, from its own resources.

2. COST OF TENDERING:

- 2.1 The company shall bear all costs associated with the preparation and submission of its documents, while PASSCO, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

3. CLARIFICATIONS OF TENDERING DOCUMENTS:

- 3.1 A prospective Company / Firm requiring any clarification (s) may notify to PASSCO or an Officer authorized on its behalf in writing. The PASSCO or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before (approximately **05 working days** or more) to the deadline set forth for the submission of bids. Copies of PASSCO

response will be forwarded to prospective companies (if not already clarified in the tender document or deemed necessary for the company / firm).

4. AMENDMENT OF TENDER / BIDDING DOCUMENT:

- 4.1 At any time prior to the deadline for submission of bids, the PASSCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective company / firm, modify the Tender / Bidding Document by issuing addendum.
- 4.2 Any addendum thus issued shall form Integral / Eternal Part of the Tender / Bidding Document. To afford Company's / Firm's a reasonable time frame in which to take an addendum into account in preparing their bids, the PASSCO may at its discretion extend the deadline for submission of bids.

5. LANGUAGE OF DOCUMENTS:

- 5.1 Tender / Bidding Documents and related correspondence will always be in the English language.
- 5.2 The Tender / Bid should have a covering letter on printed letterhead of the firm. All pages of the tender / bid shall be initiated / signed and shall bear official seal of the person(s) authorized to sign/endorse.

6. PRICE:

- 6.1 Price / bid / offer should be quoted in Pak Rupees.
- 6.2 **The bidder shall quote minimum Price / Rate for each item. The price / rate quoted should be firm, final and clearly written / typed without any ambiguity. The Bidder shall stand disqualified who will not quote the rate against each item mentioned at annex "A".**
- 6.3 The most advantageous bid shall be entertained as per PPRA rule 2(h).
- 6.4 The bid price should include all the government taxes, as per prevailing taxation rates of Provincial / Federal Governments etc (e.g., GST, Income Tax, Withholding Tax etc).
- 6.5 The price / bid offer shall be entered validated for the period of 60 days.
- 6.6 The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price / rate if required.

7. BID SECURITY / EARNEST MONEY:

- 7.1 The bidder shall furnish an Earnest Money equivalent to **2%** of the total value of Tender / Bid in the form of a Demand Draft, Pay Order and Banker's Cheque in favour of the PASSCO (**as per Rule 25 of PPRA Rules**). Cash/ Cheque/Call Deposit Receipt (CDR)/Security Deposit Receipt (SDR) shall not be accepted.
- 7.2 Any bid not accompanied by an acceptable earnest money / bid security in shape of Demand Draft, Pay Order and Banker's Cheque shall stand liable to be rejected by the PASSCO as non-responsive.

- 7.3 The Bid Securities / Earnest Money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid whichever expires earlier. The bid securities of bidders can be returned earlier if supported by a formal request on Company's letterhead duly signed.
- 7.4 The bid security of the successful bidder will be converted into Performance guarantee for completion of 7% required performance guarantee.
- 7.5 The Bid Security / Earnest Money may be forfeited / confiscated:
- i. If a bidder withdraws his bid during the period of bid validity.
 - ii. If the bidder does not accept the correction of his bid price.
 - iii. In case of a successful bidder, if he fails to deliver the required Office Stationery Items as per acceptance letter / Supply order and agreement.
 - iv. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

8. **VALIDITY OF BIDS:**

- 8.1 All bids shall remain valid for the period of 60 (Sixty) days from the opening date of Financial Proposal.

9. **CLARIFICATIONS / CORRECTIONS OF TENDER / BID:**

- 9.1 To assist in the examination, evaluation and comparison of the bids; the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price / rate or substance of the bid shall be sought, offered or permitted.
- 9.2 Arithmetical errors will be rectified on the following basis:-
- i. If there is a discrepancy between unit Price / Rate and total price / Amount that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
 - ii. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

10 **RESPONSIVENESS OF TENDERS / BIDS:**

- 10.1 The valid Bid Security / Earnest Money is submitted.
- 10.2 The bid is valid till required period.
- 10.3 The bid prices are firm during its validity and inclusive of all taxes, duties etc on "delivered" basis at PASSCO Head Office Lahore.
- 10.4 Compliance to all important terms and conditions of this bidding document on specified formats.
- 10.5 The bidder is eligible for bidding and possesses the requisite experience.
- 10.6 The bid does not deviate from basic requirements.
- 10.7 The bidder must attach valid bank statement showing financial stability.
- 10.8 The tender / bid is generally in order etc.

11. DEADLINE FOR SUBMISSION OF BID DOCUMENTS:

11.1 The bids (Technical Proposal and Financial Proposal) shall reach the office of A/General Manager (Commercial), PASSCO, Head Office, 11 Kashmir Road, Lahore, up to **11:00 am** on **04.02.2022**.

11.2 Technical Proposal;-

The Tender / Bids, which meet the following minimum requisite requirement / criteria, would be declared eligible / qualified. Requisite documents must be attached in respect thereof. Bidders must provide the under mentioned documents:

- a. Letter of intent to participate in the tender / bid.
- b. Letter of authorization of representative.
- c. Firm must have valid experience in delivering and supplying of Office Stationery items.
- d. Firm must attach valid bank statement in original showing financial stability of the firm.
- e. Copy of Income Tax / Sales Tax Registration.
- f. Affidavit on Stamp Paper of Rs.100/- that the firm is not black listed by any Government / Semi Government Department as per **Specimen at Annex-B**.
- g. Certificate on company's letter head pad that the firm shall deliver all "**Stationery Items – 2022**". Noncompliance to the same may result in immediate termination of "**Acceptance / Supply Order and agreement**" leading to forfeiture of earnest money / performance security and blacklisting of firm as per **Specimen at Annex-C**.
- h. Representative Samples of all items mentioned in these bidding documents which will be delivered to Technical Evaluation Committee.
- j. Original "**Cash Receipt**" issued by PASSCO in consideration of sale of Bidding Documents.

11.3 Financial Proposal shall consist / include of:-

- a. The bidding documents duly signed and stamped by the party.
- b. Pay Order / Demand Draft / Banker's Cheque against 2% Earnest Money (Rule 25 of PPRA Rules). CDR/SDR shall not be accepted.
- c. **Annexure – "A"** containing per item quoted Offer / Price / Rate inclusive of all taxes, duties etc on delivered basis at PASSCO Head Office Lahore and PASSCO Complex, Manga Mandi, Multan Road, Lahore.

11.4 Bids should be submitted in sealed envelope containing necessary information regarding Invitation to Bid and warning message "**DO NOT OPEN BEFORE 08.02.2022 AT 11:30 am**".

11.5 Opened, e-mailed or faxed bids will not be accepted.

11.6 Any bid received by the PASSCO after the date and time of tender opening will not be entertained and returned as unopened to sender / bidder.

12. OPENING OF BID:

12.1 PASSCO's relevant committee (Tender Committee) will open all bids at **11:30 am** on **04.02.2022** in the presence of parties, firms / company's owner or their authorized representatives who choose to be present at PASSCO Head Office Lahore at scheduled date and time.

12.2 The bidders shall drop the **Bidding Documents** completed in all respects duly signed in sealed envelope marked as "**Bid for Stationery Items – 2022**" on

"delivered" basis in bold and legible letters to avoid confusion in the tender box placed at Commercial Wing PASSCO, Head Office, Lahore by **1100 hours on 04.02.2022**.

a. Technical Proposal will be opened on 04.02.2022 at 1130 hours.

b. Financial proposal will be opened on 08.02.2022 at 1130 hours.

12.3 Bids will be entertained, in the light of Rule 12 (2) and Rule 36 (b) of PPRA Rules.

12.4 The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.

12.5 The PASSCO reserves the right to reject all bids / proposals as per Rule 33 of PPRA rules.

13. EVALUATION OF BIDS:

13.1 A bid determined as non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.

13.2 The relevant Committee will evaluate and compare only the bids previously determined to be responsive. The bids will be evaluated as a whole.

13.3 It will be examined in detail whether the Items offered by the company complies with the General / Technical Specifications, as provided in this Tender Document including specimen / prototype samples. For this purpose, the company's data will be compared with the Bidding document eligibility and evaluation criteria along with visit to company facilities / offices for physical inspection.

13.4 It will be examined in detail whether the documents comply with the conditions of the Bidding Document. It is expected that no major deviation / stipulation shall be taken by the company / firm.

13.5 Any minor informality or non-conformity or irregularity in the documents, which does not constitute a material deviation, may be waived by PASSCO (if deemed appropriate), provided such waiver does not prejudice or affect the relative ranking of any other company.

14. PROCESS TO BE CONFIDENTIAL:

14.1. No company / firm shall contact PASSCO on any matter relating to its tendering process from the time of opening to the time of tendering announcement.

14.2 Any effort by a bidder to influence PASSCO in the evaluation, comparison or selection, decision may result in the rejection of its bid.

15. TECHNICAL EVALUATION COMMITTEE

15.1 The Technical Proposal submitted by the bidder will be evaluated against the aforementioned technical requirements by a Technical Evaluation Committee constituted by Commercial Wing.

- 15.2 Physical Inspection of Stationery Items samples provided by the parties will be carried out by Technical committee as per required specification given in Tender Documents at Annexure-A.
- 15.3 Furthermore the Committee will take all appropriate measures / actions as deemed fit to complete the assigned task.
- 16. AWARD CRITERIA & PASSCO's RIGHT:**
- 16.1 The contract will be awarded to most advantageous bidder as per PPRA rules provided that; such bidders have been determined to perform the contract satisfactorily. The selected company / firm will have to sign an agreement on stamp paper worth Rs.1,200/- duly purchased in favour of PASSCO. Company / firm so selected will have to furnish in the light of Rule 39 of PPRA Rules an amount as performance money / security @ **5%** of total bid price in shape of banking instrument except CDR / SDR in addition to 2% earnest money already submitted.
- 16.3 The PASSCO reserves the right to reject all submitted bids, as per Rule 33 of PPRA Rules and to annul the tendering process, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the PASSCO's action.
- 16.4 PASSCO Management also reserves the right to serve party, firm & company a repeat order (+,-15%) in the light of PPRA Rule 42 c (IV), if required.
- 17. REQUIREMENT / FORMAT OF BID:**
- 17.1 All bidders shall quote their Price / Rates as per Annex - "A" along with **2%** Bid Security / Earnest Money of the total bid price till bid validity period in the shape of Pay Order / Demand Draft / Banker's Cheque as per this Tender Document requirement / obligations. CDR / SDR shall not be accepted.
- 17.2 Bidders will have to submit representative samples of all items mentioned in Bidding Documents at the time of bid submission. Bids of those, who will not submit representative samples, shall not be entertained at all.
- 18. FIRM'S RESPONSIBILITIES:**
- 18.1 The Firm shall supply the required items promptly in accordance with Acceptance Letter / Supply Order and Agreement.
- 18.2 The firm shall not subcontract the Acceptance Letter / Supply Order and Agreement at all.
- 18.3 Transportation for delivery of "**Stationery Items - 2022**" at destinations will be the responsibility of the firm. The firm shall ensure proper packing of stationery items to avoid deterioration thereof etc.
- 19. TIME FOR COMPLETION:**
- 19.1 The supplier shall adhere to time frame set forth hereunder and deliver the required office stationery items within **40 days (without penalty 30 days and with 2% penalty 10x days)** as per demand of procuring agency (PASSCO) from the date of issuance of acceptance letter.

- 19.2 The supplier shall submit verified bill along with all relevant documents through Inspection Committee. Details are:-
- a. General Sales tax invoice,
 - b. Delivery Challan / Acknowledgement (Original).
 - c. Inspection certificate,
- 19.3 Seller shall also indicate separately the amount of Sales tax along with Sales Tax Registration number issued by the Sales Tax Department, in the sales tax invoice.

20. Late Delivery / Delay in Completion of Work:

- 20.1 If the supplier fails to supply the “stationery items” within the time for completion, the supplier liability to the PASSCO for such failure shall be to pay 2% LD charges for a period of 10x days, on delayed items.

21. REPLACEMENT WARRANTY:

- 21.1 The supplier will warrant that the required “stationery items” so delivered are unused and incorporate all recent improvements in design and materials and are of good quality.
- 21.2 PASSCO shall promptly notify the supplier in writing of any claims arising under this warranty and the supplier will replace the defective delivered office stationery items or part thereof at reasonable speed without any cost effect.

22. INSPECTION:

- 22.1 After successful delivery of “Stationery Items”, PASSCO Inspection Board will evaluate, check and inspect the delivered Stationery Items as per Specifications / Parameters mentioned in Annex-“A”.
- 22.2 Furthermore, the board will also take other appropriate measures as deemed fit to complete the assigned task.

23. TERMS OF PAYMENT:

- 23.1 Payment against submitted bill along with other allied documents duly verified shall be payable to the Company / firm upon successful delivery of the required Office Stationery Items as per acceptance letter, supply order and agreement which shall be proved by Acknowledgement and Acceptance / Inspection Certificate (s) issued by PASSCO or its Inspection Committee.
- 23.2 All the payment shall be made through crossed Cheque in the Pak Rupees.
- 23.3 Taxes will be deducted as per government rules at the time of payment.

24. DEFAULT BY SUPPLIER:

- 24.1 If the firm fails to deliver the required Stationery Items, refuses or fails to comply with a valid instruction of the PASSCO, the PASSCO may give notice and stating the default.
- 24.2 If the firm has not taken all practicable steps to remedy the default within **07 days** after receipt of PASSCO’s notice, PASSCO may cancel the order and performance security / earnest money will be confiscated, leading further towards Blacklisting of the Firm.

25. FORCE MAJEURE:

- 25.1 Force majeure shall mean any event, act or other circumstances or considerations not being an event, act or circumstances under the control of the PASSCO or of the Firm i.e., Earthquake, Flood, or any other Severe Climatic circumstances. Non-availability of material and those Items ancillary to material or any other event leads towards clear negligence of the firm shall not constitute Force majeure.
- 25.2 If by reasons of Force Majeure, the items cannot be delivered by the due delivery date, then the delivery date may be extended appropriately by the PASSCO on case to case basis keeping in view its all the circumstances and requirements.
- 25.3 The firm shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations is the result of an event of Force Majeure.
- 25.4 If a Force Majeure situation arises, the Firm shall, by written notice served on the PASSCO, indicate such condition and the cause thereof. Unless otherwise directed by the PASSCO in writing, the firm shall continue to perform under the supply order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26. ARBITRATION

In case of any difference or dispute between the parties arising out of this contract agreement or in the matter enumerated therein, the same shall be referred to the sole arbitration of the Managing Director PASSCO for the time being of Pakistan Agricultural Storage and Services Corporation Limited (PASSCO) or any person nominated by him whose award / decision shall be final and binding on the parties to this contract agreement.

27. JURISDICTION OF COURT:

Regarding the issue of jurisdiction in case of litigation between parties, the court at Lahore shall have the exclusive jurisdiction to entertain such dispute.

Signatures: _____

Name of Bidder _____

Name of Firm _____

Address: _____

Stamp of the Firm:_____

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LTD**REQUIRED ITEMS & SPECIFICATIONS**

I/We do hereby submit / quote the price / rates against each item inclusive of all taxes & duties for supply of “Office Stationery Items and Printed Field Stationery Items - 2022 as per specifications / samples “or Equivalent” on delivered” basis at PASSCO Head Office, 11 Kashmir Road, Lahore and PASSCO Complex Manga Mandi, Lahore.

1. OFFICE STATIONERY ITEMS - 2022					
Sr.	Name of Items	Qty	Quantity per No,s /Pkt/Set	Rate Per item	Total Amount (Rs)
1.	Adhesive/ Scotch Tape (2” 25- Yard)	273	NOs		
2.	Ball Point Blue (Dollar Clipper) “or Equivalent”	3420	NOs		
3.	Ball Point Black (Dollar Clipper) “or Equivalent”	2500	NOs		
4.	Ball Point Red (Dollar Clipper) “or Equivalent”	1230	NOs		
5.	Carbon Paper (Butterfly)	160	Pkt’s (100)		
6.	Duster Cloth Thick 28" x 28" (White Cotton)	519	NOs		
7.	Duster Falalin	210	NOs		
8.	Double Punch Opal 480 S “or Equivalent”	180	NOs		
9.	Drafting Pad Small (Ideal 60) “or Equivalent”	182	NOs		
10.	Drafting Pad Medium (Ideal 60) “or Equivalent”	187	NOs		
11.	Damp Water Pad (Round steel)	150	NOs		
12.	Dak folder Rexene (green)	50	NOs		
13.	Envelops Brown Postal Size (China Craft paper 11x 5)	11550	NOs		
14.	Envelops Brown A-4 Size (China Craft paper)	3850	NOs		
15.	Envelops Brown Legal Size (China Craft paper 15 x 11)	1500	NOs		
16.	Envelop White Postal Size (11 x 5)	2081	NOs		
17.	Envelop White A-4 Size	1080	NOs		
18.	Envelop White Legal Size (15 x 11)	700	NOs		
19.	Flapper Rexine	850	NOs		
20.	Foot Ruler (Wooden-Patri wala) 12”	120	NOs		
21.	Foot Ruler (Steel) 12”	182	NOs		
22.	Fax Roll Thermal Paper (210 mm x 30m)	41	NOs		
23.	File Cover Passco Printed White A4 Size	1000	NOs		
24.	File Cover Passco Printed White Large	1200	NOs		
25.	File Cover Passco Printed Large (Different Colors)	5500	NOs		
26.	Gum Bottle Crystal 142 Grams “or Equivalent”	110	NOs		
27.	Gum Stick (Large) UHU “or Equivalent”	290	NOs		

28.	High Lighter Yellow Hi Glow (ORO) “or Equivalent”	200	NOs		
29.	High Lighter Green Hi Glow (ORO) “or Equivalent”	179	NOs		
30.	High Lighter Orange Hi Glow (ORO) “or Equivalent”	185	NOs		
31.	Lead Pencil (Autocrat HB 5000 Goldfish) “or Equivalent”	2200	NOs		
32.	Marker No. 70 Dollar Black “or Equivalent”	498	NOs		
33.	Marker No.70 Dollar Blue “or Equivalent”	500	NOs		
34.	Office Pin Wt. 50grms chrysanthemum	100	Per pkt’s		
35.	Paper Clip	240	Per pkt’s		
36.	Pin Cushion (Steel Round)	100	NOs		
37.	Paper Cutter (Blade wala)	180	NOs		
38.	Paper Waste Basket Round (Plastic Medium)	80	NOs		
39.	Peon Book 96 leaf 68 Grams	70	NOs		
40.	Pointer Signo Blue “or Equivalent”	720	NOs		
41.	Pointer Signo Black “or Equivalent”	768	NOs		
42.	Pointer Signo Red “or Equivalent”	240	NOs		
43.	Plastic Cover (Transparent)	240	NOs		
44.	Plastic Paper Fastener (Cy325150 Sets-80mm)	110	NOs		
45.	Paper A-4 70 Grams (Imported, No local packing, No local brand)	740	Reams		
46.	Paper A-4 80 Grams (Imported, No local packing, No local brand)	702	Reams		
47.	Paper Legal 70 Grams (Imported, No local packing, No local brand)	246	Reams		
48.	Paper Legal 80 Grams (Imported, No local packing, No local brand)	266	Reams		
49.	Register Dispatch 96 Leaf, 68 Grams	100	NOs		
50.	Register Receipt 96 leaf, 68 Grams	75	NOs		
51.	Register Ruled 96 Leaf, 68 Grams	190	NOs		
52.	Rubber / Eraser Pelikan “or Equivalent”	270	NOs		
53.	Stapler Machine Opal HD 30 “or Equivalent”	190	NOs		
54.	Stapler Pin (Dollar 24/6) “or Equivalent”	560	Pkts		
55.	Stapler Pin Remover	170	NOs		
56.	Sharpener Single Hole Dux (Steal) “or Equivalent”	220	NOs		
57.	Sticky Index Tab Small	180	Per pkt’s		
58.	Sticky Index Tab Large	80	Per pkt’s		
59.	Stamp Pad Medium Blue (Crystal) “or Equivalent”	140	NOs		
60.	Stamp Pad Ink Blue	130	NOs		
61.	White Fluid Set (Pelikan Blanco Original) “or Equivalent”	170	Per Set		

2. DOCUMENTS					
Sr.	Title	One Book Contains Leaves.	Qty. to be Printed.	Rate per item (Rs.)	Total Amount (Rs)
1.	Stock Transfer Note	6 x 50	600		
2.	Daily Labour work Slip	3 x 50	250		
3.	Transfer Advice	6 x 50	50		
4.	Stack Card	1 x 1	1150		
5.	Gate Pass In	2 x 50	850		
6.	Gate Pass Out	2 x 50	800		

Note: Quality of paper for item '01' to '6' will be local 45 grams, coloured or white. Except Item No. '4' White colour only.

3. REGISTER/LEDGER					
Sr.	Title	One Book Contains Leaves.	Qty. to be Printed.	Rate per item (Rs.)	Total Amount (Rs)
1.	Transfer out Register	1 x 26	620		
2.	Consumable/Dead Stock/Gunji Kits Register	1 x 10 x 3	250		
3.	Labour Payment Register	1 x 26	100		
4.	Inspection Book	1 x 26	160		
5.	Attendance Register	1 x 16	120		
6.	Foqiat Register for Issue of Bardana	1 x 100	60		
7.	Dry Ration Register	1 x 26	160		

Note For all items Sr. No. '01' to '07' green or white local paper 59 grams with binding of card board Gatta, Cotton and Abri cover paper.

4. REPORTS & RETURNS					
Ser.	Title	One Book Contains Leaves.	Qty. to be Printed.	Rate per Item (Rs.)	Total Amount (Rs)
1.	Weekly Stock Position of wheat	4 x 50	210		
2.	Weekly Stock Position of Gunny Bags	4 x 50	350		
3.	Weekly Dispatch Statement of Zone	3 x 50	20		
4.	Monthly Consumable Item Reports	4 x 50	10		
5.	Monthly Dead Stock Item Reports	4 x 50	40		
6.	Monthly Gunji Kits Report	4 x 50	120		
7.	Monthly Inspection Performance Report	3 x 50	20		
8.	Fortnightly Condition Wheat Stock In Urdu	1 x 50	120		

Grand Total Amount

Note: For all items (Sr. No. '01' to '08', white or coloured local papers of 45 grams used

I/we have inspected / examined samples at Sr. "23, 24, 25" at Commercial Wing , Sr. "45, 46, 47, 48" at (Cell) and "Documents", "Registers / Ledgers & "Reports / Returns" lying at S&C PASSCO, Head Office, Lahore before dropping the tender in tender box and I / we accepted the same.

Signatures: _____	
Name of Firm _____	Mobile _____
Address: _____	<u>Detail of earnest money:</u>
_____	DD/PO No. _____ date _____
_____	Amount Rs. _____
	Bank & Branch _____

Telephone No. Office: _____ Fax No. _____
Mobile No.: _____ E mail address: _____
Income Tax Registration No. _____ Sales Tax Registration Number _____
<u>Paste Over Leaf / Attached Original Cash Receipt</u>

Receipt No. _____ Date: _____ Amount Rs.2000/- (Two Thousand only)

Note:

1. Office stationery items mentioned at serial No 01 to serial No. 61 are to be delivered at PASSCO Head office 11- Kashmir Road, Lahore.
2. All other Items to be delivered at PASSCO Complex Manga Mandi, Lahore.

(Must be Printed on Rs. 100/- Stamp Paper)

BLACK-LISTING CERTIFICATE .

THE BIDDER SHALL ATTACH HERewith AN AFFIDAVIT STATING THAT

- a. "CERTIFIED THAT I/WE HAVE NEITHER DEFAULTED OF ANY CONTRACT / AGREEMENT WITH ANY FEDERAL / PROVINCIAL / LOCAL GOVERNMENT NEITHER INCLUDING ITS DEPARTMENTS / BODIES / SUBSIDIARIES AND/OR ORGANIZATIONS / INSTITUTIONS IN LAST TWO YEARS, NOR BLACKLISTED BY ANY ONE OF THOSE ELUCIDATED ABOVE.
- b. IF, AT LATER STAGE, AFFIDAVIT IS FOUND FABRICATED / FACTIOUS, SECURITY ALREADY DEPOSITED MAY BE FORFEITED BY PASSCO".

M/S. _____

Contact Person: _____

Address: _____

Tel #: _____ Mobile #: _____ Fax #: _____

Email: _____

Signature: _____ Dated: _____

Agency Seal:

ATTESTED BY NOTARY PUBLIC

(Must be Printed on Rs. 100/- Stamp Paper) .

UNDERTAKING / CERTIFICATE .

IF DELIVERED / PROVIDED REQUIRED “STATIONERY ITEMS” - 2022 WERE FOUND REFURBISHED, SUBSTANDARD, OR OF POOR QUALITY, THE SUPPLY ORDER OF THE FIRM WILL BE IMMEDIATELY TERMINATED WITHOUT ASSIGNING ANY REASON AND WILL NOT MAKE ANY REFUND / PAYMENT. FURTHER, THE PERFORMANCE / BID SECURITY GIVEN BY THE FIRM WILL ALSO BE FORFEITED / CONFISCATED AND THE FIRM WILL BE DECLARED BLACK LISTED.

M/S. _____

Contact Person: _____

Address: _____

Tel #: _____ Mobile #: _____ Fax #: _____

Email: _____

Signature: _____ Dated: _____

Agency Seal:

ATTESTED BY NOTARY PUBLIC

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LTD
HEAD OFFICE 11-KASHMIR ROAD LAHORE

C E R T I F I C A T E

I / WE DO HEREBY CONFIRM TO HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF TENDER FOR **STATIONERY ITEMS – 2022** ALL OTHER DETAILS CONTAINED IN THE TENDER DOCUMENTS. I/WE THEREFORE, SIGN HEREUNDER AND EACH PAGE OF THE DOCUMENT IN TOKEN OF HAVING ACCEPTED ALL WHAT IS ELUCIDATED THEREIN.

Note:

I/we have inspected / examined samples mentioned at Sr. “23, 24, 25” lying at Commercial Wing , Sr. “45, 46, 47, 48” at It (Cell) and “Documents”, “Registers / Ledgers & “Reports / Returns” lying at S&C Wing, PASSCO, Head Office, Lahore before dropping the tender in tender box and I / we accepted the same.

Signatures: _____

Name of Bidder: _____

Name of Firm: _____

Address: _____

Stamp of the firm: _____

Telephone No. Office: _____

Mobile No.: _____

Fax No. _____ **E mail address** _____

CNIC No. _____ **Income Tax Registration No.** _____

Sales Tax Registration Number _____