



**DIRECTORATE GENERAL AUDIT
FEDERAL GOVERNMENT
FEDERAL EMPLOYEES BENEVOLENT &
GROUP INSURANCE FUNDS BUILDING, ZERO POINT
ISLAMABAD
Ph # 051-9252217**

TENDER NOTICE

Directorate General of Audit (FG) invites **SEALED TENDER** from only GST registered firms for purchase of Office Stationery, Office Computer Stationery and Miscellenous Store items as per specifications given in the tender documents.

TERMS AND CONDITIONS

- a. Evaluation criteria shall be as prescribed in the bidding documents.
- b. All taxes shall be deducted as per rules.
- c. A certificate and affidavit that firm is not blacklisted must be submitted with the documents.
- d. 3% of the quoted value must be deposited in the form of Demad Draft/Pay Order in favor of DDO Directorate General Audit (Federal Government), Islamabad as earnest money needs to be attached alongwith the bid.
- e. The office reserves the right to accept/reject any bid as per PPRA Rule 33(1).
- f. The bid should reach this office by 11:00 am on 12-08-2024. The technical bid will be opened at 11:30 am on the same day in the presence of representatives of frms at the office of Directorate General of Audit (FG), Federal Employees Benevolent & Group Insurance Building, Zero Point, Islamabad.

**(Muhammad Kashif Tahir)
Audit Officer (Admn)**

13 Feb 247 - 128 . G

**DIRECTORATE GENERAL AUDIT
FEDERAL GOVERNMENT
Federal Employees Benevolent & Group Insurance Fund Building
Zero Point, Islamabad
Telephone: 051-9252208, Fax: 051-9262256**



TENDER DOCUMENTS

**FOR PURCHASE OF OFFICE STATIONERY, OFFICE
COMPUTER STATIONERY & MISCELLANEOUS STORE ITEMS
FOR THE FINANCIAL YEAR 2024-25**

Tender document Fee	NIL
Total Pages	14
Detail of Pages	Page 1-2 General Instructions for Bidders Page 2-5 Evaluation Criteria Page 6-9 Technical Proposal Page 10-13 Financial Proposal

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN).
2	Bidder (s) must have sound financial position, sufficient experience, good reputation and capability for timely completion of supply.
3	Bidder shall attach 3% of the total cost as Security Deposit (Refundable) in the shape of Pay Order, Call Deposit Receipt, Bank Draft. The same shall be attached with the Financial Bid.
4	Bid(s) found without Security Deposit in the shape of Pay Order, Call Deposit Receipt and Bank Draft will not be considered, and will stand rejected.
5	Bid(s) with Security Deposit in the form of Cheque shall not be accepted.
6	No bidder will be allowed to submit his/her second or third offer with the same bid.
7	Only those Bid(s) will be considered which will be submitted as per pattern of documents finalized by this office.
8	Bid opening Procedure.
	Single stage- two envelope procedure will be adopted to evaluate the offers.
	The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Technical Proposal and Financial Proposal in bold and legible letters to avoid confusion.
	Initially only the Technical Proposal will be opened to evaluate the offer(s) with the specification(s) and required criteria mentioned in the tender documents.
	Financial Proposal will be opened only of those firms whose offer(s)/items would be found as per specification/sample and laid down criteria.
9	The offered unit price of item(s) should be inclusive of General Sales Tax, Income Tax and all applicable Taxes. G.S.T and Income Tax will be deducted at source according to Government's order.
10	A separate agreement shall be executed with successful bidder.
11	The quantity of items(s) can vary subject to availability of funds. Moreover Office reserves all the rights to reject any or all the tenders, without assigning any reason or to accept full or part of the tender at its discretion.
12	Liquidated Damages:- If the supplier fails to deliver any or all the items of the specified standard within the specified time period, the supplier shall deposit, without prejudice to other remedies under the contract, liquidated damages i.e. sum equivalent to 0.5% per week and maximum up to 20% on the total value of contract.
13	Penalty for failure of Supply:- If firm fails to supply any or all the items as per specification and required standard, action for blacklisting of the firm will be initiated.
14	All items (s) shall be inspected before payment.
15	Item(s) which will not be found according to required specifications/standard, shall not be accepted.
16	In case, any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.
17	Technical bid will be opened at Office of the Directorate General Audit (Federal Government), Benevolent Fund and Group Insurance Building, Zero Point, Islamabad.
	The Financial Proposal of technically successful bidders will be open publically at Office of the Directorate General Audit (Federal Government), Benevolent Fund and Group Insurance Building, Zero Point, Islamabad.
18	The specifications, standard and quality of the items mentioned in the document are final and unchangeable, if any firm submits its rates with a change in the above mentioned specifications, the same will not be accepted.

19	Validity of Bid will be 30-06-2025
20	Bidder (s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).

Required Documents

Annexure-A

S#	Organizational Information	
	Required Information	Response
1.	Legal Name of the Firm/Vendor	
2.	Year of Registration/Establishment	
3.	National Tax No.	
4.	Sales Tax Registration No.	
5.	Name and Designation of the Head of Organization	
	Mobile #	
	Telephone #	
	Address	
	E-mail	
6.	Name and Designation of "Contact/Focal Person"	
	Mobile #	
	Telephone #	
	Address	
	E-mail	
7.	Bank Account # (IBAN)	
8.	Name of Bank	

Eligibility Criteria

S.#	Eligibility Criteria Details	Response/Elaboration/ Proof Required	Attached Supporting Documents/Proof	
			Yes	No
1.	The bidder must have local presence/office in Isbd/Rwp			
2.	The bidder must not be blacklisted by any government/semi government/autonomous body			
3.	Provide copy of Tax return of last year 2023-24			
4.	Provide NTN, GST details			

Technical Evaluation Criteria

S.No.	Description	Total Points	Categorized Points	Remarks
1	Client Portfolio	20		
	Worked with 10 or more government/semi government/autonomous bodies for Providing Office Stationery, Computer Stationery or General Items		20	Documentary Proof (copies of contract or purchase orders) should be furnished
	Worked with less than 5 but less than or equal to 9 government/semi government/autonomous bodies for Providing Office Stationery, Computer Stationery or General Items		15	
	Worked with 3 but less than or equal to 5 government/semi government/autonomous bodies for Providing Office Stationery, Computer Stationery or General Items		10	
2	Work Experience	20		
	Providing Office Stationery, Computer Stationery or General Items for more than 04 years		20	Documentary Proof (copies of contract or purchase orders) should be furnished
	Providing Office Stationery, Computer Stationery or General Items for more than 03 years		15	
	Providing Office Stationery, Computer Stationery or General Items for more than 02 years		10	
3	Financial Capability	20		
	Annual turnover of company should be greater than Rs. 4 million		20	Copy of 23-24 financial audit report by registered auditing firm or tax returns of last year
	Annual turnover of company should be greater than Rs. 3 million		15	
	Annual turnover of company should be greater than Rs. 2 million		10	
4	Inspection of Samples as per specifications	40		Provision of samples
5	Total Points Awarded	100		

Technical Proposal
Lot 1. Stationary Items

S.No	Items Name	Specifications	Estimated Annual Requirement
1.	Attendance Register	Superior quality	6
2.	Ball Point (Push)	Picasso or Equivalent	400
3.	Box Files	Fine quality imported	12
4.	Dak pad folder	Fine quality	6
5.	Document Tray	3 Tier Steel Black	24
6.	Engagement Stand	A-4 fine Quality	6
7.	Eraser	(AL 30) Fine Quality	50
8.	File Board	Legal Size (Fine Quality)	500
9.	Flags Posting	Z type	48
10.	Flags Sticky Notes	3 M or equivalent	24
11.	Gum Stick	UHU 21 gram or equivalent	48
12.	Highlighter	1-4.5mm broad point Pelican or equivalent	50
13.	Lead pencil	Piano, ORO or equivalent	150
14.	Marker White Board	Fine Quality	12
15.	Meeting Folder	Single Green Color	36
16.	Offset Paper (Legal)	80 gram imported (500 Sheet) AA or Equivalent	12
17.	Offset Paper A4	210*297mm, 80gm ,Double AA or equivalent	500
18.	Page Separator Set of 10	Fine Quality	12
19.	Paper Clip	(26mm,30 mm, 36mm)	12
20.	Paper Cutter	Fine Quality	12
21.	Pencil Jar	Steel Black	24
22.	Pencil Sharpener	good fine quality	100
23.	Permanent Marker	(Permanent) 70/90	24
24.	Pointer	Uniball eye, signo or Equivalent	100
25.	Register Diary	# 6	6
26.	Register Log Book	Fine Quality	5
27.	Register Ruled	(Size-10,12,14,16,18 & 20) Imported paper	48
28.	Scissor	Steel 9" (Superior)	18
29.	Short hand Book	80 Sheets Fine Quality	6
30.	Single Hole Punch	Large Size Heavy Duty Local	24

31.	Spiral	(6, 8,12,16 mm)	36
32.	Stamp Pad	Blue	12
33.	Stapler	50 sheets Deli or Equivalent	36
34.	Stapler	(Heavy Duty) Made in Japan kw equivalent	3
35.	Stapler Pin Remover	Fine quality	24
36.	Stock Register/Physical Asset Register	As per sampled	2
37.	Toner Canon LBP226dw	(China Highest Quality)	6
38.	Toner Canon Color Image Class LBP 674Cx	(China Highest Quality)	1
39.	Toner Drum Kit HP Laser Jet Pro MFP M130fn 19A	(China Highest Quality)	8
40.	Toner HP Color Laser Jet Pro M254 nw	(China Highest Quality)	1
41.	Toner HP Laser Jet 1320	(China Highest Quality)	2
42.	Toner HP Laser Jet 2015	(China Highest Quality)	2
43.	Toner HP Laser Jet 402dn	(China Highest Quality)	15
44.	Toner HP Laser Jet Pro MFP M130fn	(China Highest Quality)	8
45.	Toner Panasonic DP-8045 (photocopy machine)	Original	1
46.	Toner Panasonic FX 422 (Fax)	Original	2
47.	Toner Samsung ML-3710	(China Highest Quality)	12
48.	Toner Xerox 5865 (photocopy machinery)	Original	4
49.	Toner Xerox 5865 (photocopy machine)	Original	

Technical Proposal
Lot 2. Other Miscellaneous Store Items

S.No	Items Name	Specifications	Estimated Annual Quantity
1.	Air Freshener	Flower 300ml, Admiral 400 ml	150
2.	Ash Tray	Glass	12
3.	Bathroom Cleaning Acid	1.5 liter local	48
4.	Binding Tape	2" inch	12
5.	Broom (Per KG)	Fine Quality	6
6.	Calculator (14 digit)	GT9300	12
7.	Cell	AA	200
8.	Cell	AAA	100
9.	Cell	For remote bell	12
10.	Vehicle Body Polish	Cosmic or equivalent	12
11.	Cup Saucer	Fine Quality	48
12.	Dish washing powder	(Vim) Small	24
13.	Door Lock China	(Medium & Large)	36
14.	Duster (Flannel/Yellow)	20"X20	200
15.	Extension Board	(Camelion or equivalent 5/6 sockets)	12
16.	Glass Cleaning Spray	Fine quality	36
17.	Harpic	Fine quality Original	48
18.	Insect Killer Spray	300 ml 400 ml	24
19.	Jug	(Glass)	12
20.	Kitchen Roll	Rose Petal or equivalent	12
21.	Packing Tape	2" inch	6
22.	Phenyl	2.75 liters , Finis or equivalent	12
23.	Remote Bell	(Cell) (Export)	6
24.	Revive All	250 ml Kiwi or equivalent	24
25.	Scotch Tape	1inch, 2 inch	12
26.	Soap	Small Size Lux or equivalent	50
27.	Sun of Gun	Fine Quality	12
28.	Table set	Wooden Quality	3
29.	Tissue Paper	Rose petal Luxury or equivalent	200
30.	Toilet Brush	(Plastic)	12
31.	Toilet Roll	Rose Petal or equivalent	200
32.	Towel	Large Size	12
33.	Towel	Medium Size	12
34.	Tumbler	(Ordinary) Glass	36
35.	USB Flash Drive 16 GB	Kingston or Equivalent	20
36.	USB Flash Drive 8 GB	Kingston or Equivalent	20

37.	Wall Clock	Fine quality	20
38.	Washing wire	Scotch Bright or Equivalent	48
39.	Washing Powder	(Surf Excel/Ariel) Small	100
40.	Waste paper Basket	Steel Back Color 12 inch	24
41.	Wiper	(Steel Rod)	6
42.	Wiper	(Steel Rod)	6
43.	Wireless Mouse	A4 Tech or equivalent	30

FINANCIAL PROPOSALS
Lot No. 1 Stationery Items

S.No	Items name	Specifications	Rate inclusive of all the taxes
1.	Attendance Register	Superior quality	
2.	Ball Point (Push)	Picasso or equivalent	
3.	Box Files	Fine quality imported	
4.	Dak pad folder	Fine quality	
5.	Document Tray	3 Tier Steel Black	
6.	Engagement Stand	A-4 fine quality	
7.	Eraser	(AL 30) fine quality	
8.	File Board	Legal Size (Fine quality)	
9.	Flags Posting	Z type	
10.	Flags Sticky Notes	3 M or equivalent	
11.	Gum Stick	UHU 21 gram or equivalent	
12.	Highlighter	1-4.5 mm broad point Pelican or equivalent	
13.	Lead pencil	Piano, ORO or equivalent	
14.	Marker White Board	Fine quality	
15.	Meeting Folder	Single Green Color	
16.	Offset Paper (Legal)	80 gram imported (500 Sheet) AA or equivalent	
17.	Offset Paper A4	210*297 mm, 80 gm, Double AA or equivalent	
18.	Page Separator Set of 10	Fine quality	
19.	Paper Clip	26 mm, 30 mm, 36 mm	
20.	Paper Cutter	Fine quality	
21.	Pencil Jar	Steel Black	
22.	Pencil Sharpener	Good fine quality	
23.	Permanent Marker	(Permanent) 70/90	
24.	Pointer	Uniball eye, signo or equivalent	
25.	Register Diary	# 6	
26.	Register Log Book	Fine quality	
27.	Register Ruled	(Size-10,12,14,16,18 & 20) Imported paper	
28.	Scissor	Steel 9" (Superior)	
29.	Short hand Book	80 Sheets fine quality	
30.	Single Hole Punch	Large Size Heavy Duty Local	

31.	Spiral	(6, 8,12 and16 mm)	
32.	Stamp Pad	Blue	
33.	Stapler	50 sheets Deli or equivalent	
34.	Stapler	(Heavy Duty) Made in Japan Kw equivalent	
35.	Stapler Pin Remover	Fine quality	
36.	Stock Register/Physical Asset Register	As per sampled	
37.	Toner Canon LBP226dw	(China highest quality)	
38.	Toner Canon Color Image Class LBP 674Cx	(China highest quality)	
39.	Toner Drum Kit HP Laser Jet Pro MFP M130fn 19A	(China highest quality)	
40.	Toner HP Color Laser Jet Pro M254 nw	(China highest quality)	
41.	Toner HP Laser Jet 1320	(China highest quality)	
42.	Toner HP Laser Jet 2015	(China highest quality)	
43.	Toner HP Laser Jet 402 dn	(China highest quality)	
44.	Toner HP Laser Jet Pro MFP M130fn	(China highest quality)	
45.	Toner Panasonic DP-8045 (Photocopy machine)	Original	
46.	Toner Panasonic FX 422 (Fax)	Original	
47.	Toner Samsung ML-3710	(China highest quality)	
48.	Toner Xerox 5865 (Photocopy machine)	Original	
49.	Toner Xerox 5865 (Photocopy machine)	Original	

FINANCIAL PROPOSALS
Lot No. 2 Other Miscellaneous Items

S.No	Items Name	Specifications	Rate inclusive of all the taxes
1.	Air Freshener	Flower 300ml, Admiral 400 ml	
2.	Ash Tray	Glass	
3.	Bathroom Cleaning Acid	1.5 liter local	
4.	Binding Tape	2" inch	
5.	Broom (Per KG)	Fine Quality	
6.	Calculator (14 digit)	GT9300	
7.	Cell	AA	
8.	Cell	AAA	
9.	Cell	For remote bell	
10.	Vehicle Body Polish	Cosmic or equivalent	
11.	Cup Saucer	Fine Quality	
12.	Dish washing powder	(Vim) Small	
13.	Door Lock China	(Medium & Large)	
14.	Duster (Flannel/Yellow)	20"X20	
15.	Extension Board	(Camelion or equivalent 5/6 sockets)	
16.	Glass Cleaning Spray	Fine quality	
17.	Harpic	Fine quality Original	
18.	Insect Killer Spray	300 ml 400 ml	
19.	Jug	(Glass)	
20.	Kitchen Roll	Rose Petal or equivalent	
21.	Packing Tape	2" inch	
22.	Phenyl	2.75 liters , Finis or equivalent	
23.	Remote Bell	(Cell) (Export)	
24.	Revive All	250 ml Kiwi or equivalent	
25.	Scotch Tape	1 inch, 2 inch	
26.	Soap	Small Size Lux or equivalent	
27.	Sun of Gun	Fine Quality	
28.	Table set	Wooden Quality	
29.	Tissue Paper	Rose petal Luxury or equivalent	
30.	Toilet Brush	(Plastic)	
31.	Toilet Roll	Rose Petal or equivalent	
32.	Towel	Large Size	
33.	Towel	Medium Size	
34.	Tumbler	(Ordinary) Glass	
35.	USB Flash Drive 16 GB	Kingston or Equivalent	

36.	USB Flash Drive 8 GB	Kingston or Equivalent	
37.	Wall Clock	Fine quality	
38.	Washing wire	Scotch Bright or Equivalent	
39.	Washing Powder	(Surf Excel/Ariel) Small	
40.	Waste paper Basket	Steel Back Color 12 inch	
41.	Wiper	(Steel Rod)	
42.	Wiper	(Steel Rod)	
43.	Wireless Mouse	A4 Tech or equivalent	