

# Ministry of Privatisation



GOVERNMENT OF PAKISTAN

Tender document for	Computer Stationery
Total Pages	07
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**Government of Pakistan**  
**Ministry of Privatisation**  
**Privatisation Division**  
4<sup>th</sup> floor, Kohsar Block, Pak Secretariat,  
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**TENDER NOTICE**

Ministry of Privatisation invites sealed bids from registered firms/general order supplier / companies having office in Islamabad/Rawalpindi and registered with Income Tax and Sales Tax Departments for supply of computer stationery. Tender Documents shall be submitted on or before **4<sup>th</sup> October, 2024 at 10:30 hours** and will be opened **same day at 11:30 hours** in the Committee Room of the Ministry in presence of bidders/representatives of firms.

**Terms and Conditions:**

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

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(Khalid Mahmood)  
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Ministry of Privatisation  
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Government of Pakistan  
Ministry of Privatisation

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

24.	No advance payment will be made for any kind of invoice. However, Ministry of Privatisation will arrange expeditious payments on submission of invoices to AGPR.
25.	A separate agreement shall be executed with successful bidder (Sample of Agreement is provided in tender documents and uploaded on PPRA and Ministry website as well alongwith tender documents)
26.	The firm/agency shall provide prescribed items till 30 <sup>th</sup> June, 2025 as per contract awarded.
27.	Bidders shall provide the documents as mentioned /required in the Annexures. Any short coming in the said requirements shall render the bid disqualified.
28.	During the examination, evaluation and comparison of the proposals, the Ministry of Privatisation at its sole discretion may ask any applicant for clarifications of its proposal. Reply must be received in given timelines, failing which the proposal/ bid will be rejected.
29.	The request for clarification and the response shall be in writing / email.

(SIGNATURE & SEAL OF BIDDER)

LIST OF MANDATORY DOCUMENTS.

1. Legal status of firm /company along with year of establishment and applicable supporting documents including license, registered partnership deed, incorporation certificate etc.
2. Complete firm/ company profile including name, registered office address, telephone, fax and e-mail address and web address (if any), complete contact details of the contact person, details of branch offices and staff details (branch-wise).
3. Proof of office setup in Islamabad or Rawalpindi.
4. Copy of NTN and GST certificates.
5. Last 3 years Audited Financial Statement / Bank certificate.
6. List of Clients. Must have at least 5 clients to its credit. (Attach performance certificates of referred clients).
7. Signed Affidavit/ Undertaking that firm is not blacklisted.
8. Proof that firm has active account with the AGPR.

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CONTRACT AGREEMENT

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

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

NOW this agreement witnesses as follow:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Ministry of Privatisation  
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Bid proposal for Computer Stationary/ (Toners)

|                     |                            |
|---------------------|----------------------------|
| NAME OF FIRM:       |                            |
| COMPLETE ADDRESS:   |                            |
| Telephone & Fax No. | National Tax Number (NTN)  |
| Vender No.          | Sales Tax Registration No. |

| S#            | Name of Items                            | Qty. | Price without GST. | Price Including GST |
|---------------|------------------------------------------|------|--------------------|---------------------|
| 1.            | Summary Paper A4 Size 80 Gram (Double A) | 100  |                    |                     |
| 2             | Summary Paper A3 Size 80 Gram (Double A) | 03   |                    |                     |
| <b>Toners</b> |                                          |      |                    |                     |
| 1.            | HP Toner with Chip 76-A                  | 05   |                    |                     |
| 2.            | HP Toner 80-A                            | 20   |                    |                     |
| 3.            | HP Toner Refill Powder                   | 05   |                    |                     |

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

(SIGNATURE & SEAL OF BIDDER)

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| DETAIL OF FINANCIAL INSTRUMENTS/CHECK LIST               |                                                                                                                                             |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| i                                                        | Pay Order/Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____ dated _____ of Bank _____ is attached in original as bid Security. |
| ii                                                       | Validity of Bid is by _____                                                                                                                 |
| iii                                                      | Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).                                       |
| iv                                                       | Bank Account No _____<br>Name of Bank _____<br>Address _____                                                                                |
| v                                                        | Payment will be claimed on completion of 100% supply as per approved quality standards /specifications.                                     |
| CHECK LIST OF DOCUMENTS REQUIRED TO BE ATTACHED WITH BID |                                                                                                                                             |
| 1                                                        | Legal Status of the Firm. <span style="float: right;">Yes No</span>                                                                         |
| 2                                                        | Company/ Firm Complete Profile. <span style="float: right;">Yes No</span>                                                                   |
| 3                                                        | Copy of National Tax Number (NTN) certificate. <span style="float: right;">Yes No</span>                                                    |
| 4                                                        | Copy of Sales Tax Registration certificate <span style="float: right;">Yes No</span>                                                        |
| 5                                                        | Pay Order/ Bank Draft of Bid Security <span style="float: right;">Yes No</span>                                                             |
| 6                                                        | Undertaking on the Stamp Paper that firm is not black listed <span style="float: right;">Yes No</span>                                      |
| 7                                                        | Last 3 years annual turnover <span style="float: right;">Yes No</span>                                                                      |
| 8                                                        | Proof of office in Islamabad / Rawalpindi <span style="float: right;">Yes No</span>                                                         |
| 9                                                        | Proof of active account with AGPR <span style="float: right;">Yes No</span>                                                                 |

(SIGNATURE & SEAL OF BIDDER)