

Invitation of Bids for Purchase of Computer Stationery Items

The Law and Justice Commission of Pakistan invites sealed bids from the manufacturers/authorized distributors/suppliers registered under the sales Tax Act for supply of Computer Stationery Items. All interested and reputable firms having experience in the supplying Computer Stationery Items are invited to submit their bids as per specification of this Secretariat within the response time.

The interested Bidders are requested to submit their bids through Single Stage – Single Envelope procedure as laid down in the Public Procurement Rules, 2004 on or before 12.02.2025 at 11:00 am and bid will be opened on the same day at 11:30 am in the presence of bidders or their representative in the conference room of LJCP Block-I, 2nd floor Supreme Court building, Constitution Avenue, Islamabad.

Complete bidding document may be downloaded from www.ppra.org.pk and www.ljcp.gov.pk websites or may be obtained from the secretariat of the Law and Justice Commission of Pakistan.

Section Officer (Admin)
Law & Justice Commission of Pakistan
Islamabad
Phone No.051-9209412

Law 271 - 122. P.

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1: GENERAL CONDITION FOR BIDDING

1.1 Clarification of Bidding Documents

- a) A prospective bidder requiring any clarification(s) in respect of the Bidding Document/s may contact the Deputy Secretary-Admin, Law and Justice Commission of Pakistan (LJCP) by email, fax or registered post at ljcp@ljcp.gov.pk, 051-9214797 and block-1, Second floor, Supreme court building, constitution avenue, Islamabad, respectively.
- b) The Deputy Secretary / Section Officer (Admin) will respond to any query for clarification prior to the deadline for submission of bid

1.2 Amendment of bidding document

- a) At any time prior to the dead line for submission of bid, the LJCP may, for any reason, modify the bidding document by issuing an addendum.
- b) Any addendum thus issued shall be part of the bidding document and shall be made available online on the official website of PPRA and LJCP.
- c) The LJCP may at it discretion extend the deadline for the submission of bids.

1.3 Eligible bidder

Bidding is open to all firms meeting the following criteria

- a) The Bidder shall be a manufacturer/authorized distributor/supplier/caterer.
- b) The bidder must have successfully completed at least three (03) contracts of a similar nature and size as requisitioned under the Bidding Document. Documentary evidence to this effect must be provided with the bid, which includes a copy of the contract/purchase order, certificate from the client for successful completion of contract.
- c) The Bidder should not be blacklisted.
- d) The Bidder should be on the Active taxpayer List (ATL) of Federal Board of Revenue (FBR).
- e) The Bidder should be registered under the Sales Tax Act with a National Tax Number (NTN), General Sales Tax (GST) and Vendor Number.

1.4 Documents Comprising the Bid

The bid shall comprise of the following documents:

- a) Bid Form (available in the Bidding Document).
- b) Bidder's information Form (available in the Bidding Document).
- c) Price Schedule Form (available in the Bidding Document).
- d) Power of attorney in accordance with section 2(2.4).
- e) Earnest Money/Bid Security.
- f) Declaration on stamp paper by the Bidder that his firm is not blacklisted.
- g) Copies of NTN, General Sales Tax, Vendor Number and ATL.
- h) Evidence of Tax Return.

1.5 Sufficiency of bid

- a) Each Bidder shall satisfy himself before Bidding as to the correctness of his bid and of the prices entered for the proper execution of the bid.
- b) Prior to the detailed evaluation of bids, the Law and Justice Commission will determine whether the Bidder fulfills all requirements of eligibility criteria as per section 1.3. If the Bidder does not fulfill any of these conditions, it will not be evaluated further.

1.6 Criteria for Bid Evaluation

- (a) The cost of bid should be inclusive of supply of the Goods/Services. No separate cost shall be entertained.
- (b) The bidder should quote one price for each item. Two or more prices for one item will be treated as non-responsive so far as it relates to that quoted item.
- (c) Bidder may bid for all Goods/Services as mentioned in the schedule of requirement form or may bid separately for any of the items.
- (d) Bidders cannot bid for partial quantities of an item in the schedule of requirement. THE BID MUST BE FOR THE WHOLE QUANTITY OF ANY ITEM REQUIRED IN THE SHCHEDULE OF REQUIREMENT.
- (e) Any bid found as conditional or in any manner whatsoever ambiguous will be treated as non-responsive and will be rejected.

1.7 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid and the Law and Justice Commission of Pakistan will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.8 Earnest Money/Bid Security

- (a) Each Bidder shall furnish the required Earnest Money/Bid Security (Rs.14,000/-) in favour of the Law and Justice Commission of Pakistan. The Earnest Money/Bid Security shall be valid for a period as specified in the Bidding Data Form.
- (b) Any bid not accompanied by Earnest Money/Bid Security shall be rejected by the LJCP treating it as non-responsive.
- (c) The Earnest Money/Bid Security of an unsuccessful Bidder will be returned to him after the award of the contract.
- (a) The Earnest Money/Bid Security of the successful Bidder(s) will be returned on satisfactory performance of job or supply of relevant item(s).
- (b) The Earnest Money/Bid Security of the successful Bidder(s) may be forfeited, if he fails to timely deliver the good(s) or provision of services.
- (c) The Earnest Money/Bid Security of the successful Bidder(s) may be forfeited, if he withdraws his bid during the period of bid validity or does not accept the correction of his bid price.

1.9 The Goods

- (a) The Goods delivered should be new and in no case used or refurbished.
- (b) If the concerned officers of the LJCP reject any Good during its opening due to any justifiable reason, then the successful Bidder will be bound to replace it within the delivery period at his own cost.

1.10 The Services

- (a) The bidder has to ensure supply of the specified quantity and quality.

1.11 Dispute Resolution

In the case of a dispute between the LJCP and the successful Bidder, the dispute shall be decided by the Grievance Redressal Committee (GRC) in accordance with the laws of the Islamic Republic of Pakistan.

1.12 Rejection of Bids

Bid may be rejected If:

- (a) Eligibility criteria is not met as per section 1.3.
- (b) Bid is submitted without the required Earnest Money/Bid Security.
- (c) Bid is received after the specified date and time as per the Bidding Data Form.
- (d) If the Bidder has no GST or NTN or Vendor Number.
- (e) Any other Major Discrepancy found in the proposal.

2: SUBMISSION OF BID (Instructions to Bidders)

- 2.1 The bidder is expected to follow all instructions and specification in the bidding document.
- 2.2 Failure to furnish all information required in the bidding document or to submit a bid not substantially responsive to the bidding document will be at the bidder's risk and may result in the rejection of the bid.
- 2.3 The bid shall remain valid for the period stipulated in the bidding data form.
- 2.4 A bid submitted with an adjustable price quotation will be treated as non-responsive and be rejected.
- 2.5 The bid should be submitted through EPADS.
- 2.6 The prices shall be fixed and must be inclusive of all relevant taxes.
- 2.7 If these instructions to bidders are not complied with, the bid may be rejected.

3. Bid Opening, Clarification and Evaluation

- 3.1 The bids will be processed through EPADS
- 3.2 A substantially responsive bid is one which conforms to all the terms and conditions of the bidding document.
- 3.3 A bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
- 3.4 LJCP will evaluate and compare the bids which have been determined to be substantially responsive.
- 3.5 The LJCP shall announce the result of the bid evaluation at least ten days prior to the award of contract on the official website of LJCP and PPRA.
- 3.6 The LJCP will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 3.7 Bids will be opened at the time and date as mentioned in the Bidding Data Form.
- 3.8 Bid shall be signed by the person or persons duly authorized to sign. This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the Bidder to act for and on behalf of the Bidder.
- 3.9 To assist in the examination, evaluation and comparison of bids, the LJCP may, at its discretion, 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 or substance of the bid shall be sought, offered or permitted.
- 3.10 The bids will be evaluated as per specifications laid down for each item/ service proposed for purchase. The bids which do not conform to the prescribed specifications and terms and conditions of tender, will not be accepted.
- 3.11 If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and figures, the amount in word shall prevail. If the bidder does not accept the corrected bid price, his bid will be rejected and his bid security shall be forfeited.

4: Time for completion of contract and warranty (Instructions to Bidders)

4.1 Supply of Goods and Services

- a) Items shall be procured quarter-wise as per quarterly release of budget by the office of AGPR.
- b) Goods/Services shall be delivered/provided at the LJCP office or any other notified place within the specified time as mentioned in the Bidding Data Form at the cost of the successful Bidder.
- c) If the Bidder fails to deliver or provide any or all the Goods/Services within the period specified, the LJCP shall, without prejudice to its other remedies under the Contract, deduct from the tender price as liquidated damages at the rate of ten percent (10%) of the tender price of the delayed goods and LJCP reserves the right to adopt any course permissible and the firm shall be backlisted.
- c) If any fault/defect occurs in the Goods or quality of services, it will be replaced/rectified by the Bidder at his own risk and cost

5: Process to be Confidential (Instructions to Bidders)

- 5.1 No Bidder shall contact any officer of the LJCP on any matter relating to his bid from the time of the bid opening to the time the bid evaluation result is announced. The evaluation result shall be announced at least ten (10) days prior to Award of Contract.
- 5.2 Any effort by a bidder to influence any officer of the LJCP in the bid evaluation, bid comparison or contract award decisions may result in the rejection of his bid.
- 5.3 Whereas, any Bidder feeling aggrieved may lodge a written complaint to the Grievance Redressal Committee after the announcement of the bid evaluation result. However, a mere fact of lodging a complaint shall not warrant suspension of the procurement process.
- 5.4 No bidder may ask for sharing the information/documents of other bidders participating the process.

6: Award of Contract

6.1 Award criteria and right of the Law and justice Commission of Pakistan

- a) The LJCP shall award the contract to the Bidders whose bid has been determined to be substantially responsive to the bidding Document
- b) The LJCP reserves the right to: -
 - i. Increase or decrease the quantity of the Goods/Services without any change in the unit price or other terms and conditions.
 - ii. accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the LJCP's action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds.
 - iii. notice of the rejection of bids shall be given to the Bidders.
- c) The LJCP observes the highest standard of ethics during the procurement and will reject a bid at any stage if it determines that the bidder recommended for award has engaged in any corrupt or fraudulent practice in competing for the contract in question.

6.2 Notification of Award

Prior to expiry of the period of bid validity, the LJCP will notify the successful bidder in writing that this bid has been accepted.

6.3 Performance Guarantee

The successful Bidder shall be bound to furnish a performance guarantee as provided in the Bidding Data Form.

6.4 Payment and Currency

Payment shall be made in Pak. Rupees after successful delivery of the Goods/services.

6.5 Deduction of Tax

All applicable taxes shall be deducted at source as per Government Rules.

6.6 Signing of the Contract Form

As the Law and Justice Commission of Pakistan notifies the successful Bidder that its bid has been accepted, the LJCP will send the Bidder the Contract Form Provided in the Bidding Document incorporating all agreements between the parties.

- 6.7 The successful Bidder shall sign and date the Contract Form and return it to the LJCP on the same day of the receipt of the said Contract Form.

7. Bidding Data Form

1.	Brief Descript of Work:	Supply of stationery and Miscellaneous items etc.
2.	Bid Currency:	The bid to be quoted in Pak. Rupees and the payment shall also be made in Pak.Rupees
3.	Deadline for Submission of bid:	11:00 AM on 12.02.2025
4.	Address for submission and opening of bid:	Online through EPADS
5.	Time and date of Technical bid Opening:	11:30 AM on 12.02.2025
6.	Validity of Bid:	Ninety (90) days from the date of bid opening.
7.	Value of Earnest Money:	14,000/- Draft/Pay Order (only)
8.	Validity of Earnest:	One Year
9.	Timeframe for completion:	Successful Bidder shall be bound to supply the Goods/Services at location and time as specified in the Schedule of Requirement Form.
10.	Delivery location:	The Secretariat of Law & Justice Commission of Pakistan, Block #1, 2 nd Floor, Supreme Court of Pakistan Building, Islamabad

8: Bid Form

LJCP Tender Reference No _____

Bid Reference No. _____

To:

The Deputy Secretary Admin,
Law and Justice Commission of Pakistan
Supreme Court Building, Islamabad

Dear Sir,

- (1) Having examined the Bidding Document, we, the undersigned, being a company doing business under the name of and address _____ and being duly incorporated under the laws of Pakistan hereby offer to supply the bid for Goods/Services.
- (2) We, the undersigned, offer to supply and deliver the bid for Goods/Services in conformity with the said Bidding Document for the sum of Rs. _____
- (3) As security for due performance of the undertakings an obligation of this bid, we submit herewith Earnest Money/Bid Security as provided in clause 10 of the Bidding Data Form.
- (4) We undertake to deliver and complete the supply of Goods/Services within the time as provided in the Schedule of Requirement Form.
- (5) We agree to abide by this bid upto its validly period as mentioned in the Bidding Date Form and it shall remain binding upon us and may be accepted by LJCP at any time before the expiry of that period.
- (6) We understand that you are not bound to accept the lowest or any bid you may receive.
- (7) We do hereby declare that the bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid.

Dated _____ 2024

Signature _____

Name of Bidder: _____

Address: _____

Mobile#: _____

Seal: _____

9: Bidder's Information Form

Please fill in the following details:

M/s: _____

Company Owner's Name: _____

Company's Business Address: _____

National Tax Number (NTN) and Date of Registration: _____

Sales Tax Registration Number and Date of Registration: _____

Vendor Number and Date of Registration: _____

Owner's CNIC #:

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Telephone #: _____

Fax #: _____

Authorised Person's Name: _____

Authorised Person's Signature: _____

Seal: _____

10: Contract Form

THIS AGREEMENT made the _____ day of _____ 2024 between the Law and Justice Commission of Pakistan (hereinafter called the "Purchase") and [_____ name of Supplier _____] (hereinafter called the "Supplier").

WHEREAS the Purchaser invited bids for the Goods/Services (as set out in the schedule of requirement form) and has accepted the bid of the Supplier for the supply of all of the Goods/Services in the sum of [_____ contract price in words and figures _____]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the GENERAL CONDITIONS OF CONTRACT referred to.
2. The following documents collectively referred to as "the Bidding Document" shall be deemed to form and be read and construed as part of this agreement, viz:
 - a. The Bid Form and the Price Schedule Form submitted by the Bidder;
 - b. The Schedule of Requirements;
 - c. General Conditions of Contract;
 - d. The Award of Contract;
 - e. Earnest Money/ Bid Security; and
 - f. Performance Guarantee.
3. In consideration of the payments to be made by the Purchaser to the Supplier, the Supplier hereby covenants with the Purchaser to provide the Goods/Services in conformity in all respects with the provisions of the Bidding Document.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods/Services, the tender price.

IN WITNESS whereof the purchaser and the supplier hereto have caused this agreement to be executed in accordance with the relevant laws the day and year first above written.

Signature of the Purchaser: _____

Signature of the Supplier: _____

Date: _____

Date: _____

Seal: _____

Seal: _____

Address: _____

Address: _____

Witness 1: _____

Witness 2: _____

Designation: _____

Designation: _____

CNIC: _____

CNIC: _____

Address: _____

Address: _____

11. Price Schedule Form

i. List of Stationery Items.

S.No	Items	Quantity	Unit cost	Cost of all applicable taxes (Rs.)	Cost Inclusive of taxes (Rs.)	T. Cost (inclusive all taxes (Rs.)
Col(1)	Col(2)	Col(3)	Col(4)	Col(6)	Col(7)	Col(9)
1.	Photo State Papers A-4 Size 70 GM imported	350 Reams				
2.	Photo State Papers large Size F/S 70 GM imported	200 Reams				
3.	Note Sheet Pad F/S 80 GM Imported paper	100 Pad				
4.	Envelop White /Brown (SE-6) Size (11 x 5)	3000 Nos.				
5.	Envelop White (SE-8) F/S 100 GM	500 Nos.				
6.	Envelop White A-4 Size	1000 Nos.				
7.	High Lighters (three colors) (yellow, Red, Blue) 10 each	30 Nos.				
8.	(fine pointer) (Blue, Black and Green) 15 each	45 Nos.				
9.	Diary Registers	5 Nos.				
10.	Dispatch Register for R & I Branch	5 Nos.				
11.	Short Hand Copy	10 Nos.				
12.	Short Hand Pencil	80 Nos.				
13.	Lead Pencil	500 Nos.				
14.	Ball Point 0.8 mm (Red)	50 Nos.				
15.	Ball Point 0.8 mm (Blue)	500 Nos.				
16.	Stapler Pin Size 23/6	80 Packet				
17.	Stapler Machine	10 Nos.				
18.	File Separator Sets	600 Sets.				
19.	Envelop Brown SE-8 Large size fine 70gm	200 Nos.				
20.	Toner for Panasonic Fax Machine Model KXFL-422 or equal	2 Nos.				
21.	Stapler Pin size 23x10"	4 Nos.				
22.	Stapler Pin size 23x13"	4 Nos.				
23.	Stapler Pin size 23x17"	4 Nos.				
24.	Stapler Pin size 23x24"	4 Nos.				
25.	Register 10 QRS (Fine Quality)	8 Nos.				
26.	Register 12 QRS (Fine Quality)	8 Nos.				
27.	Register 16 QRS (Fine Quality)	8 Nos.				
28.	File Board F/S	800 Nos.				

S.No	Items	Quantity	Unit cost	Cost of all applicable taxes (Rs.)	Cost Inclusive of taxes (Rs.)	T. Cost (inclusive all taxes (Rs.))
29.	Sharpener Steels	60 Nos.				
30.	Tag Small (Superior)	80 Nos.				
31.	Scotch Tape 1"	30 Nos.				
32.	Correcting Pen (White Fluid)	50 Nos.				
33.	Gum Stick (Large size) 36 g	60 Nos.				
34.	Eraser (Soft)	50 Nos.				
35.	Color sticky note	30 Nos.				
36.	Adhesive Notes pad I.T (yellow) Size 3"x 4"	60 Nos.				
Total						

ii. List of Miscellaneous Items.

S.No	Items	Quantity	Unit cost	Cost of all applicable taxes (Rs.)	Cost Inclusive of taxes (Rs.)	T. Cost (inclusive all taxes (Rs.))
Col(1)	Col(2)	Col(3)	Col(4)	Col(6)	Col(7)	Col(9)
1	Anti-bacterial hand Wash 5 Litters cane	15 Nos.				
2	Air Fresheners 300ml	20 Nos.				
3	Cells AA size	300 Nos.				
4	Cell (AAA) Size	100 Nos.				
5	Dusters (white) large size	60 Nos.				
6	Dusters (Yellow) large size	60 Nos.				
7	Extension leads (fine quality)	12 Nos.				
8	Glass (Tumbler)	72 Nos.				
9	Glass (Superior for meeting use)	48 Nos.				
10	Spray medium size (insect killer)	12 Nos.				
11	Plastic Doori Roll for (library branch)	60 Nos.				
12	Tissues Papers Box Perfumed	150 Nos.				
13	Toilet Rolls	500 Nos.				
14	Hygiene Tissue	400 Nos.				
15	Thermos Flask (China) size 1 liter	10 Nos.				
16	Washing Powders for kitchen 450 gm	30 Nos.				
17	Detergent small size 300 Gm	60 Nos.				
Total						

iii. List of Computer Stationery Items.

S.No	Items	Quantity	Unit cost	Cost of all applicable taxes (Rs.)	Cost Inclusive of taxes (Rs.)	T. Cost (inclusive all taxes (Rs.)
Col(1)	Col(2)	Col(3)	Col(4)	Col(6)	Col(7)	Col(9)
1.	Toner Cartridge (13-A) for Laser Jet Printer hp-1300	08 Nos.				
2.	Toner Cartridge (49-A) for Laser Jet Printer hp-1320	12 Nos.				
3.	Toner Cartridge (80-A) of Laser Jet Printer Pro 400 (M401a)	12 Nos.				
4.	Toner Cartridge Set Color (305-A) Laser Jet Printer Pro M451dn	6 Sets of each color				
5.	Toner Cartridge (26-A) for Laser Jet Printer hp-402dw	30 Nos.				
Total						

Signature: _____

Seal: _____

12. Schedule of Requirement Form:

i. List of Stationery Items.

S.No	Items	Quantity	Schedule of Delivery
Col(1)	Col(2)	Col(3)	
1.	Photo State Papers A-4 Size 70 GM imported	350 Reams	Within 15 Days
2.	Photo State Papers large Size F/S 70 GM imported	200 Reams	Within 15 Days
3.	Note Sheet Pad F/S 80 GM Imported paper	100 Pad	Within 15 Days
4.	Envelop White /Brown (SE-6) Size (11 x 5)	3000 Nos.	Within 15 Days
5.	Envelop White (SE-8) F/S 100 GM	500 Nos.	Within 15 Days
6.	Envelop White A-4 Size	1000 Nos.	Within 15 Days
7.	High Lighters (three colors) (yellow, Red, Blue) 10 each	30 Nos.	Within 15 Days
8.	(fine pointer) (Blue, Black and Green) 15 each	45 Nos.	Within 15 Days
9.	Diary Registers	5 Nos.	Within 15 Days
10.	Dispatch Register for R & I Branch	5 Nos.	Within 15 Days
11.	Short Hand Copy	10 Nos.	Within 15 Days
12.	Short Hand Pencil	80 Nos.	Within 15 Days
13.	Lead Pencil	500 Nos.	Within 15 Days
14.	Ball Point 0.8 mm (Red)	50 Nos.	Within 15 Days
15.	Ball Point 0.8 mm (Blue)	500 Nos.	Within 15 Days
16.	Stapler Pin Size 23/6	80 Packet	Within 15 Days
17.	Stapler Machine	10 Nos.	Within 15 Days
18.	File Separator Sets	600 Sets.	Within 15 Days
19.	Envelop Brown SE-8 Large size fine 70gm	200 Nos.	Within 15 Days
20.	Toner for Panasonic Fax Machine Model KXFL-422 or equal	2 Nos.	Within 15 Days
21.	Stapler Pin size 23x10"	4 Nos.	Within 15 Days
22.	Stapler Pin size 23x13"	4 Nos.	Within 15 Days
23.	Stapler Pin size 23x17"	4 Nos.	Within 15 Days
24.	Stapler Pin size 23x24"	4 Nos.	Within 15 Days
25.	Register 10 QRS (Fine Quality)	8 Nos.	Within 15 Days
26.	Register 12 QRS (Fine Quality)	8 Nos.	Within 15 Days
27.	Register 16 QRS (Fine Quality)	8 Nos.	Within 15 Days
28.	File Board F/S	800 Nos.	Within 15 Days
29.	Sharpener Steels	60 Nos.	Within 15 Days
30.	Tag Small (Superior)	80 Nos.	Within 15 Days
31.	Scotch Tape 1"	30 Nos.	Within 15 Days
32.	Correcting Pen (White Fluid)	50 Nos.	Within 15 Days
33.	Gum Stick (Large size) 36 g	60 Nos.	Within 15 Days

S.No	Items	Quantity	Schedule of Delivery
34.	Eraser (Soft)	50 Nos.	Within 15 Days
35.	Color sticky note	30 Nos.	Within 15 Days
36.	Adhesive Notes pad I.T (yellow) Size 3"x 4"	60 Nos.	Within 15 Days

ii. List of Miscellaneous Items.

S.No	Items	Quantity	Schedule of Delivery
Col(1)	Col(2)	Col(3)	
1	Anti-bacterial hand Wash 5 Litters cane	15 Nos.	Within 15 Days
2	Air Fresheners 300ml	20 Nos.	Within 15 Days
3	Cells AA size	300 Nos.	Within 15 Days
4	Cell (AAA) Size	100 Nos.	Within 15 Days
5	Dusters (white) large size	60 Nos.	Within 15 Days
6	Dusters (Yellow) large size	60 Nos.	Within 15 Days
7	Extension leads (fine quality)	12 Nos.	Within 15 Days
8	Glass (Tumbler)	72 Nos.	Within 15 Days
9	Glass (Superior for meeting use)	48 Nos.	Within 15 Days
10	Spray medium size (insect killer)	12 Nos.	Within 15 Days
11	Plastic Doori Roll for (library branch)	60 Nos.	Within 15 Days
12	Tissues Papers Box Perfumed	150 Nos.	Within 15 Days
13	Toilet Rolls	500 Nos.	Within 15 Days
14	Hygiene Tissue	400 Nos.	Within 15 Days
15	Thermos Flask (China) size 1 liter	10 Nos.	Within 15 Days
16	Washing Powders for kitchen 450 gm	30 Nos.	Within 15 Days
17	Detergent small size 300 Gm	60 Nos.	Within 15 Days

iii. List of Computer Stationery Items.

S.No	Items	Quantity	Schedule of Delivery
Col(1)	Col(2)	Col(3)	
1.	Toner Cartridge (13-A) for Laser Jet Printer hp-1300	08 Nos.	Within 15 Days
2.	Toner Cartridge (49-A) for Laser Jet Printer hp-1320	12 Nos.	Within 15 Days
3.	Toner Cartridge (80-A) of Laser Jet Printer Pro 400 (M401a)	12 Nos.	Within 15 Days
4.	Toner Cartridge Set Color (305-A) Laser Jet Printer Pro M451dn	6 Sets of each color	Within 15 Days
5.	Toner Cartridge (26-A) for Laser Jet Printer hp-402dw	30 Nos.	Within 15 Days

13: General Conditions of the Contract

1. Definitions:

In this Contract, the following terms shall be interpreted as indicated:

- a) "The Bidding Document" shall include the following documents and forms:
 - I. Invitation to Bid;
 - II. General Conditions for Bidding;
 - III. Instructions to Bidders;
 - IV. Bidding Data Form;
 - V. Schedule of Requirement Form;
 - VI. Bid Form;
 - VII. Price Schedule Form;
 - VIII. Contract Form;
 - IX. General Conditions of Contract;
- b) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the Purchaser and Supplier, including all attachments and appendices thereto and all documents incorporated by reference therein.
- c) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations
- d) "The Goods/Services" means Office Supplies and Catering Services for Women Conference for which the Supplier is required to supply to the Purchaser under the Contract.
- e) "GCC" means the General Conditions of Contract contained in this section.
- f) "The Purchaser" means the organization / department purchasing the Goods/Services.
- g) "The Supplier" means the entity supplying the Goods/Services
- h) "Day" means calendar day.
- i) "The Supply site" is the law and Justice Commission of Pakistan or any other notified place.

2. Application:

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract

3. Standards:

The Good/Services supplied under this Contract shall conform to the standards mentioned in the Bidding Document

4. Inspection:

- 4.1 The Purchaser or its representative shall have the right to impact and/or to test the Goods/Services to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The Bidder shall provide sample of each item to be procured along with text to be printed which will be retained by the purchaser
- 4.2 Should any inspected or tested Goods/Services fail to conform to the Specifications, the Purchaser may reject the Goods/Services Supplier shall replace the rejected Goods to meet specification requirements free of cost to the Purchaser.

4.3 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

5. Delivery and document: Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirement Form.

6. Transportation: The Supplier is required under the Contract to transport the Goods/Services to LJCP at specified place.

7. Payment: 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 fulfilment of other obligations stipulated in the Contract

8. Contract Amendments: No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the Purchaser and the Supplier.

9. Delays in the Performance: 9.1 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 Requirement Form

9.2 Delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 10

10. Liquidated Damages: If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall without prejudice to its other remedies under the Contract, LICP shall deduct from the tender price, as liquidated damages, at the rate of ten (10) percent of the tender price of the delayed Good(s)/Services and LJCP reserves the right to adopt any course permissible to blacklist the firm.

11. Termination: 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:

- (a) If the Supplier fails to deliver any or all of the Goods within the Contract period specified in the contract, or
- (b) If the Supplier fails to perform any other obligation(s) under the Contract or
- (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 for the purpose of this clause

"corrupt and fraudulent practices" include 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.

12. Force Majeure:

12.1 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 of revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes

12.2 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

13. Notices:

13.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party's address

13.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later

Purchaser's address for notice purposes:

Name of Officer: Section Officer - Admin

Complete Address: The Law and Justice Commission of Pakistan Second floor, Supreme Court Building Constitution Avenue, Islamabad

Phone Number: 051-9209412

Supplier's address for notice purposes:

Name of Office: _____

Complete Address: _____

Phone Number: _____

14. Taxes and Duties

Supplier shall be entirely responsible for all taxes, duties etc., incurred until delivery of the contracted Goods/Services to the Purchaser

15. Governing Language

Contract shall be written in English language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language

16. Applicable Law

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.