



FEDERAL SERVICE TRIBUNAL

47, Ataturk Avenue, G-5/2, Islamabad.

Phone: 051-9216214 Fax: 051-9216215, NTN No. 9012502-9

TENDER FOR SUPPLY OF STATIONERY AND MISC. ITEMS

Tender No. F.5(1)/2014(S&M)-FST Dated: 30th July, 2024.

Federal Service Tribunal invites sealed bids from **Islamabad based dealers** for supply of “**Stationery and Miscellaneous Items**” to the FST, Islamabad during the **Financial year 2024-25**.

Interested bidders duly registered with registrar firms and FBR are eligible to apply for the tender.

The bidders shall submit their bids as per **Single Stage-Single Envelope Procedure (closed framework)** of PPRA Rules, 2004 alongwith **Rs.30,000/-** Bid Security in shape of Pay Order in favor of DDO, Federal Service Tribunal, Islamabad.

The bids must reach the office of the undersigned on **19th August, 2024 at 11:00 A.M** which shall be opened on the same day at **11:30 A.M**.

Blacklisted firms or bidders shall not apply. Incomplete, partial, and conditional bids shall not be accepted. Any bids received after due date and time shall not be accepted. The Tribunal may cancel procurement process in accordance with PPRA Rules, 2004.

ASSISTANT REGISTRAR (ADMIN)

Federal Service Tribunal

Islamabad

051-9217822

8 FST 317 - 198 . P



Tender No.F.5(1)/2014 (S&M)-FST Dated: 30th July, 2024.

FEDERAL SERVICE TRIBUNAL

47, Ataturk Avenue, G-5/2, Islamabad.

Phone: 051-9216217 Fax: 051-9216215, NTN No. 9012502-9

TENDER FOR SUPPLY OF STATIONERY AND MISCELLANEOUS ITEMS

Deadline for Submission: 19th August, 2024 at 11:00 AM.

Date of Bid Opening: 19th August, 2024 at 11:30 AM.

INVITATION FOR BIDS

Federal Service Tribunal, Islamabad invites sealed bids from **Islamabad based dealers** for supply of “**Stationery and Miscellaneous Items**” to the FST, Islamabad **during the financial year 2024-25** as per specifications given in the schedule of requirements. Interested bidders, duly registered with registrar firms and FBR may submit their bids along-with **Rs.30,000/- Bid Security** as per **Single Stage-Single Envelope Procedure** of PPRA Rules, 2004 on the above given date and time at the office of **Superintendent, Federal Service Tribunal, Islamabad.**

INSTRUCTIONS FOR BIDDERS

Scope of Bid:

The qualified bidder shall supply and deliver “Stationery and Miscellaneous Items” to the premises of this Tribunal **during of financial year 2024-25 (Date of Agreement till 30th June 2025) as and when required through supply orders.** The supplier shall deliver the items as per specifications required within three days of receiving the supply order.

Eligible Bidders:

The Bidders must fulfill the below listed criteria.

- i. The interested bidders must have office or distribution facility in Islamabad.
- ii. The business must be registered with governmental authority i.e., Registrar Firms in case of Sole Proprietorship and Partnership business and Stock Exchange Commission of Pakistan (SECP) in case of limited liability Company.
- iii. Must be registered with Federal Board of Revenue (FBR) and have valid NTN and STRN Numbers alongwith respective Registration Certificates.
- iv. Must have Vendor Number duly registered with AGPR, Islamabad.
- v. Must have experience of supplying similar kind of products and services to Federal government departments.
- vi. Must possess performance certificates and Letters of Acceptance or contract agreements of Federal government departments.
- vii. Must have never been blacklisted by PPRA.

Eligible Goods:

The quoted items must be genuine, brand new, and as per standard quality required in the statement of requirements. The quoted products must also have their origin in eligible source countries.

Documents Required:

A. Bids shall comprise the following documents.

- i. Bid Form.
- ii. Certificate of Registration from Registrar Firms/ SECP.
- iii. Sales Tax Registration Certificate from FBR.
- iv. Active Taxpayer List from FBR.
- v. Proof of Office or delivery facility in Islamabad.
- vi. Proof of Financial Strength (Audit Report/ Tax Returns).

- vii. Letters of Acceptance and contract agreements duly signed with the Federal government for supply of the said or similar products.
- viii. Provide references of the Federal Govt. department representatives along with contact details with whom the contracts have been undertaken.
- ix. Performance Certificates from Federal Government Departments.
- x. Undertaking on stamp paper that the company has never been blacklisted by PPRA.
- xi. **Schedule of Requirements (All prices shall be clearly stated)**
- xii. **Rs.30,000/- Bid Security.**

Bid Prices:

Bid Prices shall be quoted in the “*Schedule of Requirements*” against each item duly filled in, stamped and signed by authorized representative of the bidder. Prices must be quoted in Pak Rupees (PKR) only as per format of the price schedule. Bidders shall quote the prices on Delivered Duty Paid basis. Therefore, the quoted prices shall include all taxes, duties, and delivery charges. The quoted price of the items shall remain valid for a period of **One year** over the **financial year 2024-25** from the date of opening the bids.

Bid Validity:

Bids shall remain valid for the period of 90 days after the Date of Bid Opening.

Bid Security:

The bid must be accompanied with **Rs.30,000/- Bid Security** in the form of Payment Order from any scheduled bank in favor of **Drawing and Disbursing Officer, Federal Service Tribunal, Islamabad**. The bid security shall be valid for a period 90 days over the Bid Validity period. Any bid not accompanied by an acceptable bid security shall be rejected by the Tribunal as non-responsive. The bid securities of unsuccessful bidders will be returned after award of the contract to the successful bidder.

Submission of Bids:

Bids must reach to the office of **Registrar, Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad** on the prescribed time and date as given above and the same will be opened accordingly. Any Bid received by the Tribunal after the deadline for submission of bids will be returned unopened to such bidder

Bidding Process:

The Tribunal shall use **Single Stage-Single Envelope Bidding Procedure** in accordance with Public Procurement Rules, 2004, therefore, each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal along with all the required documents. The bids received shall be opened and evaluated in the manner prescribed in the PPRA Rules, 2004.

Evaluation Criteria:

Bids shall be evaluated on the basis of following criteria:-

- i. Technical Strength of the Company.
- ii. Financial Strength of the Company.
- iii. Performance Certificates, Letter of Acceptances, Contract Agreements, Purchase Orders provided by the Bidder.
- iv. Quality and prices of the quoted items.

Non-responsive and incomplete bids shall be returned instantaneously to the respective bidders. The bidder with the **lowest evaluated price bid and advantageous bid**, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract.

Signing of Contract:

After nominating the successful bidder by the Purchase Committee, a Letter of Acceptance shall be issued to the supplier along with a copy of Performance Guarantee wherein he will be directed to sign agreement within 14 days from the date of furnishing the LOA. If the successful

bidder fails to sign agreement with the Tribunal within 14 days, his earnest money will be forfeited by the Tribunal and the contract will be awarded to the next successful bidder. The successful bidder shall not transfer the obligations of the contract to any other contractor or supplier through sub-contracting. The contractor shall be bound to supply and deliver the required items to the Tribunal as and when required during the financial year from the date of agreement till 30th June, 2025 as per terms and conditions of the contract.

Rejection of Bids:

Tribunal reserves the right to 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 except that the grounds for rejection of all bids shall upon request be communicated to any Bidder who submitted a bid, without justification of grounds. Rejection of all bids shall be notified to all Bidders promptly.

Redressal of Grievances by the Tribunal:

In case of grievances of the bidders, the Tribunal shall constitute a committee to address the complaints of bidders that may occur prior to the entry into force of the procurement contract. Any bidder feeling aggrieved by any act of the Tribunal after the submission of his bid may lodge a written complaint concerning his grievances not later than **07 days** after receiving rejection letters from the Tribunal. The committee shall investigate and decide upon the complaint within **14 days** of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process. Any bidder not satisfied with the decision of the committee of the Tribunal may lodge an appeal in the relevant court of jurisdiction.

TERMS OF CONTRACT

These terms and conditions shall form an integral part of the contract and both the contractor and the Purchaser shall be bound by all the provisions contained hereunder.

- i. The Goods supplied under this Contract shall conform to the authoritative latest industry standards and as promised by the supplier in the technical specifications. In case the products found ingenuine, refurbished, altered, of low quality, and inefficient, the products supplied shall be returned to the supplier and his performance guarantee shall be forfeited and the supplier shall also be blacklisted.
- ii. The contractor shall be bound to supply and deliver the required goods to the Tribunal within three days of receiving the supply order from the authorized officer of this Tribunal.
- iii. The contractor will bear all costs associated with the supply and delivery of the items required and the Tribunal will in no case be responsible or liable for those costs.
- iv. The Contractor shall not charge prices for the items supplied and for other obligations discharged, under the contract, varying from the prices quoted by the Contractor in the price schedule.
- v. The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax/ sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.
- vi. The supplier shall be bound to supply and deliver the items as per approved rates of the purchase committee of the Tribunal. No escalation in prices shall be acceptable in case of increase in inflation and dollar exchange rates or any other taxes or duties. All such increase in prices shall be borne by the supplier at his own cost. The supplier shall not be allowed to leave the contract due to escalation of prices unless his security deposit shall be forfeited, and the firm shall also be blacklisted.
- vii. The supplier will make such arrangements to ensure safe delivery of items. Any damage sustained during transportation/ delivery will be rectified by the supplier at his own cost.
- viii. The Purchase Committee shall check the quality and quantity of the items supplied to the Tribunal. If the goods supplied were not as per technical specifications and quantity required by the Tribunal, the same shall not be accepted and will be returned to the supplier.
- ix. Items to be supplied to the Tribunal under the Contract shall become the property of the Tribunal. Defective components supplied under the Contract shall become the property of the supplier as and where it lies.
- x. The supplier shall provide at least one year warranty for the goods and services supplied under the contract. The supplier shall also warrant that the good supplied conform to the specifications and are fit for the purposes for which such goods are ordinarily used. The Supplier shall confirm that the goods supplied under this contract are new, unused, and of current manufacture. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the purchaser's office.
- xi. In case the products supplied under the contract fails to function and get damaged during the warranty period, the Tribunal shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within ten days at his own cost.
- xii. After supplying the products, the contractor shall furnish the bill along with delivery Challan and Sales Tax invoice for payment of the items supplied. The bill shall be put up for approval of the Competent Authority and thereafter sent to AGPR, Islamabad for processing the bill and issuance of cheque. After deducting 5% income tax of gross amount of the bill and 20% of the GST, the AGPR will issue the cheque. After receiving the cheque from AGPR by the Tribunal, the supplier will be contacted to receive the same from Accounts Branch of the Tribunal. The Tribunal shall in no case make payment in cash to the supplier or make advance payment to the supplier.
- xiii. If the Contractor fails/ delays in performance of any of the obligations, under the Contract/ violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract

the Tribunal may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector.

xiv. In case of disputes between the contractor and the Tribunal, both the parties will make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract. If both parties became unable to resolve amicably a contract dispute, either party may require the dispute be referred by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with the said law. The place of arbitration shall be Islamabad, Pakistan. The award shall be final and binding on the parties.

xv. The Contract shall be governed by and interpreted in accordance with the laws of Islamic Republic of Pakistan. The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Purchaser indemnified against all penalties and liability of any kind for breach of any of the same. The Courts at Islamabad shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

BID FORM
(On Letter Head of Company)

Name of the Bidder			
CNIC No.			
Address of the office			
Status	Stationers <input type="checkbox"/>	General Trader <input type="checkbox"/>	
Date of Establishment			
Registration Authority			
Experience	More than 5 years <input type="checkbox"/>	More than 3 years <input type="checkbox"/>	More than 1 year <input type="checkbox"/>
NTN No. & Registration Date			
STRN No. & Registration Date			
AGPR Vendor No.			
Bank Name and Branch Code			
Bank Account Title			
IBAN Number	PK		
Number of Employees (attach complete detail of employees with designation and contacts)			
Detail of Office Capacity, Service Center and Go down etc.			
Fixed Assets	Rs.		
Current Assets	Rs.		
➤ Cash	Rs.		
➤ Inventory	Rs.		
Long term Liabilities	Rs.		
Current Liabilities	Rs.		
Total number of contracts awarded by the federal govt. departments within last 5 years.			
Average Annual Sales of last 5 years	Rs.		
Average Annual Profit of last 5 years	Rs.		
Average Tax Paid in last 5 years	Rs.		
Total worth of Purchase Orders attached with the bid	Rs.		
Total number of similar contracts done with the Federal Govt. departments (provide references along with contact details)			
Bid Security (Yes/No)			

(Name, Signature, Stamp, and Date)

**CONTRACTS COMPLETED / ONGOING DURING LAST 5 YEARS WITH THE FEDERAL
GOVT. DEPARTMENTS**

(To be submitted on Bidder's letter head)

Note: - Attach documentary evidence.

Sr.#	Title and Ref. No. of Tender along with date	Name of Procuring Agency	Date of Award	Total Worth	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

SCHEDULE OF REQUIREMENTS

STATIONERY ITEMS				
S.No.	Name of Item	Specification	Unit	Price without G.S.T
1	Ball Point	Piano <i>Jeflo</i> or equiv.	01 No.	
2	Binding Tape	3 inch high quality Binding Tape	01 No.	
3	Calculator	Casio DJ-220D Plus or equiv.	01 No.	
4	Dak Book	High Quality	01 No.	
5	Diary Register No.6	Tayyaba or equiv.	01 No.	
6	Envelope SE-5	Khaki 80 gm	01 No.	
7	Envelope SE-5	White 80 gm	01 No.	
8	Envelope SE-6	Khaki 80 gm	01 No.	
9	Envelope SE-7	Khaki 80 gm	01 No.	
10	Envelope SE-8	Khaki 80 gm	01 No.	
11	Eraser	Pelikan AL-30 or equiv.	01 No.	
12	Fax Film Roll	Panasonic KX FAT88 Black Toner (OEM)	01 No.	
13	Fax Film Roll	Panasonic KX MB 2170 Black Toner (OEM)	01 No.	
14	File Board (Legal Size)	Fine Quality Plastic Clip board	01 No.	
15	File Flapper	Best quality Rexine 2-inch high quality cotton Thread	01 No.	
16	File Tag	High Quality long Cotton Thread	01 No.	
17	Fluid Pen	Piano or equiv.	01 No.	
18	Gum Bottle	Nafees 142 gm or equiv.	01 No.	
19	Gum Stick	UHU 21 gm or equiv.	01 No.	
20	Highlighter	Piano HI-Lit or equiv.	01 No.	
21	Ink Bottle	Dollar 30 ml or equiv.	01 No.	
22	Log Book No.6	Tayyaba or equiv.	01 No.	
23	Marker Pen	Dollar or equiv.	01 No.	
24	Note Book	Lucky or equiv.	01 No.	
25	Note Sheet Pad	Best Quality Paper	01 No.	
26	Packing Tape 2 Inch	Nichiban/ equiv.	01 No.	
27	Paper Clips Steel	Stainless Steel HQ	01 No.	
28	Paper Cutter	SDI 426 or equiv.	01 No.	
29	Paper Pin	Stainless Steel HQ	01 pkt.	
30	Paper Punch Heavy Duty	KW-Trio 592 or equiv.	01 No.	
31	Paper Punch Single Hole	High Quality Stainless Steel	01 No.	
32	Paper Ream	AA Legal Size 80 gm (Imported) or equiv.	01 Ream.	
33	Paper Ream	AA A4 Size 80 gm (Imported) or equiv.	01 Ream.	
34	Paper Ream	Copy Laser Legal Size 80 gm (Imported) or equiv.	01 Ream.	
35	Paper Weight	High Quality Stainless Steel	01 No.	

S.No.	Name of Item	Specification	Unit	Price without G.S.T
36	Pen Holder Set	High Quality	01 No.	
37	Pen Jar	High Quality	01 No.	
38	Pencil	Pencil with high quality lead and Eraser at tip.	01 No.	
39	Pencil Sharpener	Dux (Metal) or equiv.	01 No.	
40	Permanent Marker	Dollar or equiv.	01 No.	
41	Post-it Pad	3M or equiv.	01 pkt.	
42	Printer Toner Cartridge for HP-107a	China Best Quality	01 No.	
43	Printer Toner Cartridge for HP-135a	China Best Quality	01 No.	
44	Printer Toner Cartridge for HP-M402 dn	China Best Quality	01 No.	
45	Printer Toner Cartridge for HP-P1102	China Best Quality	01 No.	
46	Register No. 12	Tayyaba or equiv.	01 No.	
47	Register No. 16	Tayyaba or equiv.	01 No.	
48	Register No. 24	Tayyaba or equiv.	01 No.	
49	Roller-Ball Pen	Uni-Ball eye or equiv.	01 No.	
50	Scale	High Quality Stainless Steel	01 No.	
51	Scotch Tape 1 inch	Olympia or equiv.	01 No.	
52	Scotch Tape 1/2 inch	Olympia or equiv.	01 No.	
53	Shorthand Copy	Lucky 80 pages/ equiv.	01 No.	
54	Stamp Pad	Dollar 2M or equiv.	01 No.	
55	Stamp Pad Ink	Crystal or equiv.	01 No.	
56	Staple Pin Remover	SDI 1163 or equiv.	01 No.	
57	Staple Pins 24/6	Dollar or equiv.	01 pkt.	
58	Stapler Heavy Duty	Fuji HD-23S17 or equiv.	01 No.	
59	Stapler Machine with Pin Remover	deli or equiv.	01 pkt.	
60	Staples Pins 23/13-H 13mm	Whashin or equiv.	01 pkt.	
61	Water Damper	Crystal or equiv.	01 No.	

MISCELLANEOUS ITEMS				
S.No.	Name of Item	Specification	Unit	Price Without G.S.T
1	Air Freshener	Cobra 300 ml or equiv.	01 No.	
2	Aroma Mothballs	Roomi or equiv.	01 No.	
3	Battery Cell AA	Power Plus or equiv.	01 No.	
4	Battery Cell AAA	Power Plus or equiv.	01 No.	
5	Battery Cell AAAA	Power Plus or equiv.	01 No.	
6	Car Wax Polish	Cosmic or equiv.	01 No.	

S.No.	Name of Item	Specification	Unit	Price without G.S.T
8	Dish Washing Powder	Vim 450 gm or equiv.	01 No.	
9	Disinfectant	Dettol 500 ml or equiv.	01 No.	
10	Door Closer	High Quality Metal	01 No.	
11	Dry Mop	Microfiber Flat Steel Base	01 No.	
12	Duster	White Cotton Cloth (large size)	01 No.	
13	Electric Kettle (2 Litre)	Philips Electric Kettle HD9318/21 or equiv.	01 No.	
14	Extension Lead	99.9 % Copper Wire, 4 Slots,800 Watts, 220 Volts, 11 feet Wire	01 No.	
15	Face Mask	Double Ply Surgical Masks	01 No.	
16	Flash Drive USB	Samsung 60 GB or equiv.	01 No.	
17	Floor Swab	High Quality Cotton Wet	01 No.	
18	Floor Wiper	Heavy Duty High Quality Squeegee	01 No.	
19	Garbage Bags	20×30 inches-Pack of 1 Kg-30 pcs	01 No.	
20	Glass Cleaner	Glint Spray 500 ml or equiv.	01 No.	
21	Hand Sanitizer	500 ml High Quality	01 No.	
22	Hand Wash (Liquid)	5 Liter High Quality	01 No.	
23	Hard Broom (<i>Narial Jharo</i>)	High Quality Coconut Fibre	01 No.	
24	Insecticide Spray	Mortein 375 ml or equiv.	01 No.	
25	Keyboard	Dell or Lenovo (OEM) or equivalent.	01 No.	
26	Kitchen Duster	White Cotton Cloth (large size)	01 No.	
27	LED Bulb	Philips 14 Watt or equiv.	01 No.	
28	LED Bulb	Philips 25 Watt or equiv.	01 No.	
29	LED Bulb	Philips 40 Watt or equiv.	01 No.	
30	LED Tube Light	Philips 40 Watt or equiv.	01 No.	
31	Optical Mouse	Dell or Lenovo (OEM) or equivalent.	01 No.	
32	Pakistan National Flag	Table Flag with Steel Base	01 No.	
33	Pakistan National Flag	Standard Size Pure Silk Cloth	01 No.	
34	Phenyl	Finis 3 L or equiv.	01 No.	
35	Plastic Bucket	30 litre Pure Quality Transparent Plastic	01 No.	
36	Plastic Dustbin	Pure Quality Full Plastic	01 No.	
37	Plastic Lota (Vessel)	Pure Quality Plastic	01 No.	
38	Plastic Mug	Pure Quality Transparent Plastic	01 No.	
39	Polishing Towel for Cars	Microfibre body shine Towel 30×30	01 No.	
40	Rat Poison	Mortein or equiv.	01 No.	
41	Scissors	Medium Size High Quality Stainless Steel	01 No.	
42	Scraper	Pure Quality Plastic	01 No.	
43	Seat Backcare	Molty Foam or equiv.	01 No.	
44	Soap	Lux (Large Size) or equiv.	01 No.	
45	Soft Broom (<i>Phool Jharo</i>)	High Quality Straw Grass	01 No.	
46	Surf	Ariel 35 gm (original) or equiv.	01 No.	

S.No.	Name of Item	Specification	Unit	Price without G.S.T
48	Tissue Paper Box	Rose Petal Multi ultrasoft 300s or equiv.	01 No.	
49	Tissue Roll	Rose Petal Maxob or equiv.	01 No.	
50	Toilet Brush	High Quality Plastic	01 No.	
51	Toilet Cleaning Acid	Zik 550 ml or equiv.	01 No.	
52	Tumbler (Drinking Glass)	Toyo 250 ml or equiv.	01 No.	
53	Washroom Cleaning Sweep	1000 ml Say's Sweep or equivalent	01 No.	
54	Water Cooler	10 Litre High Quality Plastic and Insulator	01 No.	
55	Door Lock Handle	Best Quality	01 No.	
56	Floor Brush	Best Quality	01 No.	
57	Floor Duster	Best Quality	01 No.	
58	Harpic or equiv.	500 ml	01 No.	

INDEX

S.No.	Description	Attached Yes/No.	Page No.
1.	Bid Form		
2.	Certificate of Company Registration/ Incorporation from SECP		
3.	NTN & STRN Registration Certificate		
4.	Income Tax & Sales Tax Returns		
5.	Company Profile: Detail of Proprietors/ Directors, Staff, Office Capacity, Inventory capacity, Service Center, Delivery facilities etc.		
6.	Audit Report		
7.	Letters of Acceptance and Purchase Orders		
8.	Performance Certificates from Government and Semi Government Departments.		
9.	Undertaking on stamp paper that the company has never been blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.		
10.	Samples of Quoted items		
11.	Rate list/ Financial proposal		
12.	Bid Security (Pay Order Rs.30,000/-)		
Total Number of Pages with the Tender Pages			

Note: The Bidder must attach the index along with the Tender. All the above documents and any other supporting documents must be numbered and page number must be mentioned in the column specified for the purpose.