



GOVERNMENT OF PAKISTAN
DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)
3rd FLOOR, CUSTOM HOUSE,
MAUVE AREA, G-9/1,
ISLAMABAD



TENDER NOTICE

The Directorate of Post Clearance Audit (North), Islamabad invites sealed bids from firms/suppliers/contractors, registered with Sales Tax / Income Tax Departments, for the following procurement during CFY-2024-25:

| | | |
|---|--|--|
| Name of Procuring Agency | Directorate of Post Clearance Audit (North), Islamabad | |
| Number of Tenders | Three (03) | |
| Method of Procurements | Single Stage - One Envelope | |
| Title of Procurements | 1) | Procurement of Computer Stationery /Toners |
| | 2) | Procurement of Stationery Items |
| | 3) | Procurement of Miscellaneous Items |
| Contact Officer | Deputy Director (HQ) Ph: 051-9106298 | |
| Closing Time and Date & Place for receiving of bids | Up to <u>11:00 AM</u> , on <u>21.10.2024</u> , at Directorate of Post Clearance Audit (North), Islamabad | |
| Time & Place of publicly opening of bids. | At <u>11:30 AM</u> , on <u>21.10.2024</u> , at Directorate of Post Clearance Audit (North), Islamabad | |

2. Bids Security/ earnest money @ 5% of the bid value in the form of a Pay Order/Demand Draft in favour of “**DDO Directorate of PCA (North), Islamabad**” must be attached with the bid.
3. Tender documents, list and detail of items/equipment and detailed terms/conditions can be obtained (free of cost) from the office of PCA (North), Islamabad during office hours and can also be downloaded from the official website of PPRA (www.ppra.org.pk).
4. PCA (North) reserves rights to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules-2004.

(SADIA USMAN)
Deputy Director

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1/10/24

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BIDDING DOCUMENTS



PROCUREMENT OF COMPUTER STATIONERY/TONERS, STATIONERY ITEMS & MISCELLANEOUS ITEMS ETC.

FY 2024-2025



GOVERNMENT OF PAKISTAN
DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)
3rd FLOOR, CUSTOM HOUSE,
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ISLAMABAD



INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the purchase of various items for PCA (North), Islamabad. Interested bidders (firms/suppliers/contractors) may download the tender document from the PPRA's websites. The qualified bidders with the having most advantageous bid in term of price and quality and subject to approval of samples will be awarded purchase contract. The detail evaluation criteria have been prepared and attached with these instructions.

2. **DATE, TIME & ADDRESS FOR SUBMITTING BIDS**

| | |
|------------------------------------|--|
| Name of Procuring Agency | Directorate of Post Clearance Audit (North), Islamabad. |
| Last date for response submission: | 21.10.2024 at 11:00 AM |
| Opening Date & Time: | 21.10.2024 at 11:30 AM |
| Opening Place: | Conference Room, Directorate of Post Clearance Audit (North), Islamabad. |
| Contact Person: | Deputy Director (HQ) |
| Phone: | 051-9106298 |

3. This document contains the following: -

- Terms and conditions for each tender.
- Evaluation Criteria.
- Detail of the items' quantity and specifications.

(a) **TERMS & CONDITIONS FOR TENDER SUBMISSION.**

- Tender should be filled in carefully (**preferably typed**). No correction/alteration is allowed. Each page must be signed and stamped. Incomplete forms will not be accepted.
- Single Stage-One Envelope Bidding Procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. Bid Security not less than **5% of quoted price** as mentioned in Tender Documents in the shape of **Pay Order/Bank Draft** is required in the name of **“DDO Directorate of PCA (North), Islamabad”**. Neither personal Cheque nor the bids received without earnest money will be accepted.
- Bid validity period till **30-06-2025** must be clearly mentioned in the bid.

Bidder's Signature: _____

Official Stamp/Seal: _____

- iv) In case, the tender is accepted by the competent authority, the earnest money will be retained till completion of the agreement period.
- v) For each items the **manufacturers/company name/brand name** must be quoted. Firms should offer rates for at least **50%** items mentioned in each tender.
- vi) The offered rates should include GST/Government taxes.
- vii) The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- viii) **National Tax No., GST Registration Number and Vendor Number and bank account number must be indicated by each bidder.**
- ix) The bidder will have to submit an affidavit on stamp paper of **Rs.20/-** that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization.
- x) **If any item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstances.**
- xi) **Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.**
- xii) Bidders are requested to quote the good quality and final price.
- xiii) The contract will be awarded to the most advantageous bidder in terms of price and quality **after approval/successful inspection of samples by the Purchase/Tender Committee**, whose decision will be treated as **final**.
- xiv) The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules bid.
- xv) The interested firms/suppliers/contractors suppliers must give full address of their Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xvi) Income Tax/any other tax, if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government.
- xvii) The Successful firms/suppliers/contractors shall have to complete the supply within **07 days of receipt of the Supply/work Order**.
- xviii) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded the next most advantageous bid.
- xix) **Following documents must be attached with respect to each tender: -**
 - a. Copy of GST & NTN Certificate
 - b. Vendor No. Issued by AGPR
 - c. Bank Account details
 - d. Affidavit on Stamp Paper Rs.20/- that firm is not black listed.

Bidder's Signature: _____

Official Stamp/Seal: _____

(b) **EVALUATION CRITERIA**

Sealed bids should reach the PCA (North), Islamabad, 3rd Floor, Custom House, Mauve Area, G-9/1, Islamabad as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on aforementioned prescribed criteria.

3. I/We have read and agree with the above mentioned terms and condition.

Date: _____

Name of Firms/suppliers/contractors _____

Signature: _____

Official stamp/Seal: _____



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ISLAMABAD



TENDER NO. 01/2024-25

COMPUTER STATIONARY ITEMS

- Note:**
- 1) **Unit Rate & Brand** of each item must specifically be mentioned. No compromise on quality shall be made; and
 - 2) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
 - 3) Attach copies of **documents** as listed **Para 3(a)(xix)** of Terms & Conditions.

| Sr. # | Name of Items & Specifications | Qty | Unit | Brand / Make & Model | Unit Price (Rs.) Including taxes | Total Amount (Rs.) |
|---|------------------------------------|-----|------|----------------------|----------------------------------|--------------------|
| A. | PRINTER TONERS | | | | | |
| 1. | TONER HP 05A (2055-2035N) | 10 | | | | |
| 2. | TONER HP 12A (1020) | 10 | | | | |
| 3. | TONER HP 305A (M 300-351 A) | 10 | | | | |
| 4. | TONER HP 35A (1005) | 10 | | | | |
| 5. | TONER HP 17A (102) | 10 | | | | |
| 6. | TONER HP 107A (137fnw) | 10 | | | | |
| 7. | TONER HP 53A (P2015) | 10 | | | | |
| 8. | TONER HP 80A(M400-401) | 10 | | | | |
| 9. | TONER HP 83A (M127FN) | 10 | | | | |
| 10. | TONER HP 85A (1102) | 10 | | | | |
| 11. | TONER HP 151A (4003dw) | 10 | | | | |
| B. | PHOTOCOPIER MACHINES TONERS | | | | | |
| 1. | TONER CANON NPG-51 (2520/2525) | 5 | | | | |
| 2. | TONER GESTETNER MP 2501SP | 5 | | | | |
| 3. | TONER GESTETNER M 3055P | 5 | | | | |
| Total amount including GST (Rs.) | | | | | | |

Date: _____

Name of Bidder/Firm/Supplier _____

Signature: _____

Official stamp/Seal: _____



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DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)
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ISLAMABAD



TENDER NO. 02/2024-25

STATIONARY ITEMS

- Note:**
- 1) **Unit Rate & Brand** of each item must specifically be mentioned. No compromise on quality shall be made; and
 - 2) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
 - 3) Attach copies of **documents** as listed **Para 3(a)(xix)** of Terms & Conditions.

| Sr. # | Name of Items & Specifications | Qty | Unit | Brand / Make & Model | Unit Price (Rs.) Including tax | Total Amount (Rs.) |
|-------|--|----------|------|----------------------|--------------------------------|--------------------|
| 1. | Ball point piano | 10 Pkt | | | | |
| 2. | Ball point dollar clipper | 10 Pkt | | | | |
| 3. | Calculator (Citizen) 14 digits or equivalent | 12 Nos | | | | |
| 4. | Dak Pad rexine | 05 Nos | | | | |
| 5. | Diary register No.6 | 10 Nos | | | | |
| 6. | Draft pad Full size | 24 Nos | | | | |
| 7. | Draft pad Small | 24 Nos | | | | |
| 8. | Envelopes Brown with cloth 10x12 | 500 Nos | | | | |
| 9. | Envelopes Brown 9x4 | 1000 Nos | | | | |
| 10. | Envelopes Brown 9x6 | 1000 Nos | | | | |
| 11. | Envelopes white 8x10 | 1000 Nos | | | | |
| 12. | File Board (Big) | 100 Nos | | | | |
| 13. | File flapper | 100 Nos | | | | |
| 14. | File tray plastic | 12 Nos | | | | |
| 15. | Transparent L-type file folder | 12 Nos | | | | |
| 16. | Green folder large | 12 Nos | | | | |
| 17. | Gum Stick Medium 21gm | 04 Box | | | | |
| 18. | Gum stick Small 8gm | 04 Box | | | | |
| 19. | High Lighter Multi Color mercury | 05 Pkt | | | | |
| 20. | Ink Bottle Medium, (blue/black) | 02 Pkt | | | | |
| 21. | Lead pencil Goldfish or equivalent | 10 Pkt | | | | |

Contd...

| Sr. # | Name of Items & Specifications | Qty | Unit | Brand / Make & Model | Unit Price (Rs.) Including tax | Total Amount (Rs.) |
|-------|--|--------|------|----------------------|--------------------------------|--------------------|
| 22 | Lead pencil Dux with rubber | 10 Pkt | | | | |
| 23 | Log book # 3 | 12 Nos | | | | |
| 24 | Marker Permanent # 70/90 (blue/black) | 05 Pkt | | | | |
| 25 | Marker white board | 05 Pkt | | | | |
| 26 | Marker Dollar (blue / black) | 06 Pkt | | | | |
| 27 | Movement register #4 | 12 Nos | | | | |
| 28 | Note sheet pad A/4 | 50 Nos | | | | |
| 29 | Notice board pins | 05 Pkt | | | | |
| 30 | PVC yellow packing tape | 12 Nos | | | | |
| 31 | Binding tape blue 2" inch | 12 Nos | | | | |
| 32 | Deer brand Scotch tape 1" inch | 12 Nos | | | | |
| 33 | Deer brand Scotch tape 2" inch | 12 Nos | | | | |
| 34 | Paper clip 26mm | 05 Pkt | | | | |
| 35 | Paper Cutter | 12 Nos | | | | |
| 36 | Paper double-A 80gms A/4 | 50 Nos | | | | |
| 37 | Paper double-A, Legal | 50 Nos | | | | |
| 38 | Paper HP-70gms A/4 | 50 Nos | | | | |
| 39 | Paper One- 80gms A/4 | 50 Nos | | | | |
| 40 | Paper photo copy A/4 | 50 Nos | | | | |
| 41 | Paper pin | 05 Pkt | | | | |
| 42 | Pencil jar | 12 Nos | | | | |
| 43 | Peon Dak Book | 12 Nos | | | | |
| 44 | Post it pads/sticky notes multi colour | 12 Pkt | | | | |
| 45 | Punch machine Double hole KW#988 | 12 Nos | | | | |
| 46 | Punch single hole heavy duty | 12 Nos | | | | |
| 47 | Red paper seal | 05 Nos | | | | |
| 48 | Register ruled # 20 70gm | 10 Nos | | | | |
| 49 | Register ruled #10 70gm | 10 Nos | | | | |
| 50 | Rubber pelikan AL#30 or equivalent | 05 Pkt | | | | |
| 51 | Scale steel Large 12" | 12 Nos | | | | |
| 52 | Scissor 6" | 12 Nos | | | | |
| 53 | Sharpener machine KW No. 307 A | 12 Nos | | | | |

Contd...

| Sr. # | Name of Items & Specifications | Qty | Unit | Brand / Make & Model | Unit Price (Rs.) Including tax | Total Amount (Rs.) |
|---|---|--------|------|----------------------|--------------------------------|--------------------|
| 54 | Stamp pad | 12 Nos | | | | |
| 55 | Stamp pad ink (blue / black) | 12 Nos | | | | |
| 56 | Staple pin Dollar 24/6 or equivalent | 06 Pkt | | | | |
| 57 | Stapler machine KW-Trio #5820 or equivalent | 06 Nos | | | | |
| 58 | Stapler Pin H/D | 06 Pkt | | | | |
| 59 | Stapler pin remover | 12 Nos | | | | |
| 60 | Table set Rexine kaligon No.8 or equivalent | 06 Nos | | | | |
| 61 | Tag Cotton 10" | 01 Pkt | | | | |
| 62 | Tag Cotton 6" | 01 Pkt | | | | |
| 63 | Uni ball signo or equivalent | 10 Pkt | | | | |
| 64 | Uniball eye micro or equivalent | 10 Pkt | | | | |
| 65 | White Fluid pen | 10 Pkt | | | | |
| 66 | Flash drive 4 GB (Kingston) or equivalent | 12 Nos | | | | |
| 67 | Flash drive 16 GB (Kingston) or equivalent | 12 Nos | | | | |
| 68 | Flash drive 8 GB (Kingston) or equivalent | 12 Nos | | | | |
| Total amount including GST (Rs.) | | | | | | |

Date: _____

Name of Bidder/Firm/Supplier _____

Signature: _____

Official stamp/Seal: _____



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DIRECTORATE OF POST CLEARANCE AUDIT (NORTH)
3rd FLOOR, CUSTOM HOUSE,
MAUVE AREA, G-9/1,
ISLAMABAD



TENDER NO. 03/2024-25

MISCELLANEOUS ITEMS

- Note:**
- 1) **Unit Rate & Brand** of each item must specifically be mentioned. No compromise on quality shall be made; and
 - 2) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
 - 3) Attach copies of **documents** as listed **Para 3(a)(xix)** of Terms & Conditions.

| Sr. # | Name of Items & Specifications | Qty | Unit | Brand / Make & Model | Unit Price (Rs.) Including tax | Total Amount (Rs.) |
|-------|---|---------|------|----------------------|--------------------------------|--------------------|
| 1. | Acid Bottle | 60 Nos | | | | |
| 2. | Air freshener cobra or equivalent | 60 Nos | | | | |
| 3. | Bath room Freshener | 12 Nos | | | | |
| 4. | Phool jharu broom | 12 Nos | | | | |
| 5. | Wireless doorbell | 12 Nos | | | | |
| 6. | Plastic buckets | 12 Nos | | | | |
| 7. | Cell Sony medium or equivalent | 12 Pkt | | | | |
| 8. | Cell Sony small or equivalent | 12 Pkt | | | | |
| 9. | Dettol Multi surface Cleaner 1L | 24 Nos | | | | |
| 10. | Plastic dustbin | 12 Nos | | | | |
| 11. | Foot-operated dustbin | 12 Nos | | | | |
| 12. | Duster cotton | 100 Nos | | | | |
| 13. | Flannel yellow duster | 100 Nos | | | | |
| 14. | Dawlance Electric kettle plastic body or equivalent | 06 Nos | | | | |
| 15. | Jute door mat | 12 Nos | | | | |
| 16. | Glass 300ml or equivalent | 24 Nos | | | | |
| 17. | Glint spray 250ML or equivalent | 24 Nos | | | | |
| 18. | Protex Hand Wash family Liquid 250ml | 24 Nos | | | | |
| 19. | Harpic toilet cleaner 500ml | 24 Nos | | | | |
| 20. | Mortein Flying Insect Killer Spray 230ml | 12 Nos | | | | |
| 21. | Lota Plastic | 12 Nos | | | | |
| 22. | Wilsons Cotton Flat Mop & Handle 80cm Blue Colour (Dry mop set) | 12 Nos | | | | |

Contd...

| Sr. # | Name of Items & Specifications | Qty | Unit | Brand / Make & Model | Unit Price (Rs.) Including tax | Total Amount (Rs.) |
|---|-------------------------------------|-----------|------|----------------------|--------------------------------|--------------------|
| 23 | Dry mop set refill | 06 Nos | | | | |
| 24 | Finis Phenyle 2.9L | 24 Nos | | | | |
| 25 | Plastic Scraper | 06 Nos | | | | |
| 26 | Soap LUX or equivalent | 24 Nos | | | | |
| 27 | Surf excels small or equivalent | 24 Nos | | | | |
| 28 | Table spoon | 24 Nos | | | | |
| 29 | Tea cup along with saucer set (Six) | 06 Nos | | | | |
| 30 | Tea cup mate | 12 Nos | | | | |
| 31 | Tea spoon | 12 Nos | | | | |
| 32 | Tissue paper Rose Petal luxury | 06 Cutton | | | | |
| 33 | Toilet brush | 06 Nos | | | | |
| 34 | Toilet roll Rose Petal | 06 Cutton | | | | |
| 35 | Towel Medium size | 12 Nos | | | | |
| 36 | Vim powder 500g or equivalent | 60 Nos | | | | |
| 37 | Wiper | 12 Nos | | | | |
| 38 | Dettol Antiseptic liquid 1L | 12 Nos | | | | |
| 39 | Rose petal pop-up | 06 Cutton | | | | |
| 40 | Hi-jeen Tissues | 04 Cutton | | | | |
| 41 | Lemon Max liquid 457ml | 12 Nos | | | | |
| Total amount including GST (Rs.) | | | | | | |

Date: _____

Name of Bidder/Firm/Supplier _____

Signature: _____

Official stamp/Seal: _____