



TENDER DOCUMENTS

For Procurement of

- I. Stationery Items**
- II. Cost of Other Store Items**
- III. IT Equipment**
- IV. Computer Stationery (Tonners)**

GOVERNMENT OF PAKISTAN
Ministry of Aviation
Islamabad

FY-2024-25

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SECTION -I

J. J. J.

Government of Pakistan
Ministry of Aviation
Islamabad

TENDER NOTICE

[For Purchase of {Stationery items, Cost of Other Store items, IT Equipment & Computer Stationery (Tonners)}] for the FY-2024-25 under Tender Enquiry No. 5-1/2024/Gen

Ministry of Aviation invites sealed bids / proposals from the original manufacturers / authorized distributors / suppliers etc., registered with Income Tax & Sales Tax Departments and who are on Active Taxpayer List of FBR and stationed at Islamabad / Rawalpindi for supply of stationery items, cost of other store items, IT Equipment & computer stationery (Tonners).

2. The Tender Documents containing detailed information, terms and conditions, etc. are available on e-Pak Acquisition & Disposal System (EPADS) as well as the websites of PPRA (www.ppra.org.pk) and Ministry of Aviation (www.aviation.gov.pk). **It may be noted that the submission of bids will only be entertained/ processed through e-Pak Acquisition & Disposal System (EPADS). Therefore, all prospective bidders are requested to apply on EPADS ONLY.**

3. The bidders will be required to submit a bid security in shape of Pay Order payable at Islamabad, amounting to Rs.164,000/- (Rupees One Hundred Sixty-Four Thousand only) in favour of Drawing & Disbursing Officer (DDO), Ministry of Aviation, Islamabad. Cheques are not acceptable.

4. Under Rule 36 (b) of PPRA-2004, Single Stage Two envelope procedure will be adopted. Bids, as per the instructions in the bidding documents, must be submitted on EPADS on / or before **1100 hours by 22nd July, 2024.**

5. Technical Bids will be opened on the same day i.e. 22nd July, 2024 at 1200 hours in the presence of bidders or their authorized representative. Whereas, the date and time for opening of Financial Bids of the Technically qualified bidders will be communicated later.

Section Officer (General)
8th Floor Ministry of Aviation,
Kohsar Block,
New Pakistan Secretariat.
ISLAMABAD
Ph: 051- 9246090

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SECTION -II

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INSTRUCTIONS TO BIDDERS

[For Stationery items, Cost of Other Store Items, IT Equipment and Computer Stationery (Tonners)] for the FY-2024-25 under Tender Enquiry No. 5-1/2024/Gen

Ministry of Aviation invites sealed bids / proposals from the original manufacturers /authorized distributors/suppliers etc., registered with Income Tax & Sales Tax Departments and who are on Active Taxpayer List of FBR and stationed at Islamabad, Rawalpindi for supply of Stationery Items, Cost of Other Store Items, IT Equipment & Computer Stationery (Tonners).

GENERAL TERMS & CONDITIONS:

1. The bidder should submit a single package containing two separate sealed envelopes. One envelope should contain the Technical Proposal (**Annex-I**) and the other envelope should contain the Financial Proposal (**Annex-II**), both showing the tender enquiry **No.5-1/2024/Gen** and marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” respectively.
2. The firm should be registered with Income Tax and Sales Tax Departments along with active Taxpayer List (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).
3. The firm should have a minimum of Three (03) years’ experience in supplying requisite items to well reputed firms/originations, and should have a proper office in Islamabad/Rawalpindi.
4. The bidder will be required to submit Bid Security of Rs.164,000/- (Rupees One Hundred Sixty- Four Thousand only) in shape of **Pay Order** payable in favour of Drawing & Disbursing Officer (DDO), Ministry of Aviation, Islamabad along with the Technical Proposal, the same will be treated as performance bond of the firms who technically qualifies for the whole period.
5. An original and latest undertaking on judicial paper stating that currently a firm is not blacklisted by any Government, Semi Government, Autonomous or State-owned organization.
6. The firms are required to quote for minimum 70% of entirely listed items (**Annex-II**) otherwise the financial bid shall not be considered for evaluation.
7. The sealed bid / proposals are required to be submitted on **e-Pak Acquisition & Disposal System (EPADS)** on / or before **22nd July, 2024** by **1100 AM**. The Procurement Committee of Ministry of Aviation will open the Technical proposals (**Annex-I**) in the first instance on the same date i.e. **22nd July, 2024** at **1200 PM** in the presence of the bidders or their authorized representatives, who may like to be present. Subsequently, Technical Proposals will be evaluated by Ministry of Aviation Procurement Committee as per evaluation / assessment criteria given at **Annex-III**.
8. The Procurement Committee will open the Financial Proposals (**Annex-II**) of the bidders who are considered Technically qualified, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives, who may like to be present.
9. The bid validity period shall be effective for one year i.e. from 01-07-2024 to 30.06.2025.
10. During the contract, the supplier will be bound to deliver the approved quality items at the approved rates within seven (07) days after the receipt of purchase order from Ministry of Aviation. In case of failure to fulfill the above said delivery, Ministry of Aviation reserves the right to forfeit the bid security and declare the firm as blacklisted.



Ministry of Aviation, 8th Floor, New Pak Secretariat, Kohsar Block F-5/2, Islamabad, at the specified date and time to be intimated later.

12. The Ministry of Aviation shall retain the samples of firm(s) to whom the contract is awarded till completion of the supply period. However, samples of un-successful bidders shall be returned to them within seven (07) days after completion of process.
13. The proposals especially financial proposal shall not have any over writings or cutting. Ministry of Aviation reserves the right not to consider the proposal having aforementioned deficiencies.
14. Conditional Bid will not be accepted.
15. If any qualified firm intends to withdraw from competition, it can intimate in writing before accepting offer letter.
16. Payment of the bills will be subject to the deduction of all government taxes/levies.
17. In case the last date of submission of bids falls on closed official days / holidays, the date for submission and opening of the bids shall be the next working day.
18. Ministry of Aviation reserves the right to extend the opening date of the bids, cancel / reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rules 2004.
19. The successful firm/vendor/supplier shall not change/revise prices during the Financial Year 2024-25 and shall be responsible for supply of the items as per approved prices throughout financial years failing which Security Deposit will be forfeited and the firm will be blacklisted.
20. Successful bidder will deliver items be ordered at their own expenses.
21. The procuring agency reserves the right to accept or reject any or all bids wholly or partially.
22. **Penalties for Late deliveries of supplies:** The supplies shall be delivered in accordance with the Purchase Orders to be issued by the Ministry of Aviation. In case of late deliveries, penalty @ (1%) per day after given time period will be applicable (upto Maximum of 10% of the total contract value).



SECTION -III

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ANNEX-I

TECHNICAL PROPOSAL

[for Stationery items, Cost of Other Store Items, IT Equipment & Computer Stationery
Tonners] for the FY-2024-25 under Tender Enquiry No. 5-1/2024/Gen

Name of the Firm	
Address, Telephone, Fax & E-mail	
Year of Establishment	
Sales Tax Registration No. (attach documentary evidence)	
National Tax No. (attach documentary evidence)	
Bank Account Details	
Experience and Clientage related to supply items (certificates / purchase orders may be attached)	
Annual Turnover supported by documentary proof of the business (Income tax return of F.Y 2021-22, 2022-23 & 2023-24)	
Contract in hand	
Stock Position	
Whether Pay Order of Rs.164,000 /- as bid security is enclosed in the Technical Proposal.	
Proof of registration with PPRA	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Contact Person	<p>_____</p> <p>Name & Designation:</p> <p>_____</p> <p>Authorized Signature & Stamp:</p> <p>_____</p> <p>Cell Number / Office Number</p> <p>_____</p> <p>Date:</p>



SECTION -IV

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FINANCIAL PROPOSAL

Detail of Stationery Items, Cost of Other Store Items, IT Equipment & Computer Stationery (Tonners) to be supplied to Ministry of Aviation for the FY-2024-25 under Tender Enquiry No. 5-1/2024/Gen

S. No	Items Name	Spec.	Unit	Rate (In Rs.)	GST	Rate with (GST)
STATIONERY ITEMS						
1.	Paper A-4 (70 GSM) AA "or equivalent"	As per Sample	Per Ream			
2.	Paper Legal (70 GSM) AA "or equivalent"	As per Sample	Per Ream			
3.	Color Paper (Officer ACR)	-	Packet			
4.	Legal Paper Green	-	Per Ream			
5.	Manager Paper A4	Good Quality	Per Ream			
6.	Draft Pad Officer (Green) With Office Name and Logo	As Per Requirement	No.			
7.	Spiral Note Pad A4	As Per Sample	No.			
8.	Spiral Note Pad A5	As Per Sample	No.			
9.	Dak Pad (Leather)	As Per Sample	No.			
10.	Officer Pen Uni Ball Signo "or equivalent"	As Per Sample	No.			
11.	Officer Pen Uni Ball Eye "or equivalent"	As Per Sample	No.			
12.	Officer Pen Schneider (One Business) "or equivalent"	As Per Sample	No.			
13.	Ball Point Piano Crystal with Cap "or equivalent"	As Per Sample	No.			
14.	Led Pencil (Gold Fish) "or equivalent"	As Per Sample	No.			
15.	Gum Stick Dollar 20g "or equivalent"	As Per Sample	No.			
16.	Paper Clip Color	Good Quality	Box			
17.	Highlighter (Piano) "or equivalent"	As Per Sample	No.			
18.	Correction Fluid Pen (Picasso) "or equivalent"	As Per Sample	No.			
19.	Yellow Slips (Postit Pads) (2x3)	Good Quality	No.			
20.	Yellow Slips (Postit Pads) (3x3)	Good Quality	No.			
21.	Yellow Slips (Postit Pads) (3x5)	Good Quality	No.			
22.	Fountain Pen	As Per Sample	No.			
23.	Register# 10 imported "or equivalent"	As Per Sample	No.			
24.	Register# 12 imported "or equivalent"	As Per Sample	No.			
25.	Register# 14 imported "or equivalent"	As Per Sample	No.			
26.	Register# 16 imported "or equivalent"	As Per Sample	No.			
27.	Diary register 10 No.	As Per Sample	No.			
28.	Dak Register 06 No.	As Per Sample	No.			
29.	Cash Book	As Per Sample	No.			
30.	File Binder	As Per Sample	No.			
31.	Envelope Brown (SE-5)	As Per Sample	No.			
32.	Envelope Brown (SE-6)	As Per Sample	No.			
33.	Envelope Brown (SE-8)	As Per Sample	No.			
34.	Envelope Brown (SE-10)	As Per Sample	No.			
35.	Envelope White (SE-5)	As Per Sample	No.			
36.	Envelope White (SE-6)	As Per Sample	No.			
37.	Envelope White (SE-8)	As Per Sample	No.			
38.	Draft Pad A4	As Per Sample	No.			
39.	Draft Pad A5	As Per Sample	No.			



40.	Eraser (Dux) "or equivalent"	As Per Sample	No.			
41.	Scale Plastic 12 Inch	Good Quality	No.			
42.	Steel Scale	Good Quality	No.			
43.	Schedule Stand A4 Size	As Per Sample	No.			
44.	Pin Plugger/Remover	As Per Sample	No.			
45.	Scissor Medium Size (M&G) 6" "or equivalent"	As Per Sample	No.			
46.	Scissor Large Size (M&G) 8" "or equivalent"	As Per Sample	No.			
47.	Binding Tape 2 Inch (Stick Master) 8 yds"or equivalent"	Good Quality	No.			
48.	Shorthand Note Book 80 Pages A5 Size	As Per Sample	No.			
49.	Stapler Machine (Deli Stapler E0326) "or equivalent"	As Per Sample	No.			
50.	Stapler Machine Heavy Duty (KW-Trio 050LB) "or equivalent"	As Per Sample	No.			
51.	Deli Colorful Binder Clip 25mm E8554A "or equivalent"	As per Sample	Box			
52.	Deli Colorful Binder Clip 51mm E8551A "or equivalent"	As Per Sample	Box			
53.	Box File	As Per Sample	No.			
54.	Color Flags for Signature	Good Quality	Packet			
55.	Desk Organizer (wooden)	As Per Sample	No.			
56.	Desk Pen Stand	As Per Sample	No.			
57.	Double Whole Punch (Deli E0101) "or equivalent"	As Per Sample	No.			
58.	Double Whole Punch Heavy Duty for 200 Sheets	As Per Sample	No.			
59.	Desk Diary Calendar	As Per Sample	No.			
60.	File Register 10 No.	As Per Sample	No.			
61.	File Separator Sheet	Good Quality	No.			
62.	File Tag	Good Quality	No.			
63.	File Basket (Plastic)	Good Quality	No			
64.	Ink Bottles (Dollar) "or equivalent"	Good Quality	No.			
65.	Log Book 03 No.	Good Quality	No.			
66.	Management File	Good Quality	No.			
67.	Marker	As Per Sample	No.			
68.	Paper Cutter SDI "or equivalent"	As Per Sample	No.			
69.	Single Whole Punch (kw-trio slot punch) "or equivalent"	As Per Sample	No.			
70.	Pen Holder	Good Quality	No.			
71.	Peon Book	Good Quality	No.			
72.	Spiral Ring	Good Quality	No.			
73.	Stamp Pad	As Per Sample	No.			
74.	Paper Weight	Good Quality	No.			
75.	Stapler Pins 24/6 Dollar "or equivalent"	Good Quality	Box			
76.	Stapler Pins 13/17 Dollar "or equivalent"	Good Quality	Box			
77.	Plastic Sheet L Folder (A4)	Good Quality	No.			
78.	Table Set / Accessories Senator	As Per Sample	No.			
79.	Sharpener (Plastic Dux) "or equivalent"	As Per Sample	No.			
80.	Scotch Tape 1 Inch (Stick Master) 08 yds"or equivalent"	As Per Sample	No.			
81.	Tape Dispenser	Good Quality	No.			
82.	Spiral Note pad 7x5 inch	As Per Sample	No.			

STORE & OTHER MISC. ITEMS

1.	Surf 1/2 Kg (Surf Excel) "or equivalent"	Good Quality	Packet			
2.	Tissue Box Rose Patel Popup "or equivalent"	As Per Sample	Box			
3.	Tissue Box Rose Patel Multi Colors "or equivalent"	As Per Sample	Box			
4.	Tissue Roll Rose Patel 2 ply "or equivalent"	As Per Sample	Box			
5.	Hygienic Tissue White (Rose Patel) 75 sheets "or equivalent"	As Per Sample	Pkt			
6.	Air Freshener Delite Original 300 ML "or equivalent"	As Per Sample	No.			



7.	Air Freshener for Air Wick Machine (175)	As Per Sample	No.		
8.	Duster Falalain 36X38 Multi Color	As Per Sample	No.		
9.	Dustbin (Small)	Good Quality	No.		
10.	Dustbin (Medium)	Good Quality	No.		
11.	Dustbin (Large)	Good Quality	No.		
12.	Tea Cup with Saucer	As Per Sample	No.		
13.	Extension Lead (03 Mtr 4 Sockets) Clopal "or equivalent"	As Per Sample	No.		
14.	Ashtray Glass Medium	As Per Sample	No.		
15.	Back Care Cushion Molty for chair "or equivalent"	Best Quality	No.		
16.	Table Flag with Stand	Best Quality	No.		
17.	Battery Cell AA Toshiba, Sony (Original) "or equivalent"	As Per Sample	No.		
18.	Battery Cell AAA Toshiba, Sony (Original) "or equivalent"	As Per Sample	No.		
19.	Packing Tape 2 Inch Brown 08 yds (Stick Master) "or equivalent"	As Per Sample	No.		
20.	Bleach Liquid (Robin) "or equivalent"	Good Quality	Bottle		
21.	Car Duster Special Micro Fibre 2 Ply "or equivalent"	As Per Sample	No.		
22.	Cockroach Killer Spray (Kingtox Aik Classic 325 ML) "or equivalent"	As Per Sample	No.		
23.	Dustbin Net Medium	Best Quality	No.		
24.	Dustbin Net Large	Best Quality	No.		
25.	Dettol 1 liter	Good Quality	Bottle		
26.	Face Mask (White)	As Per Sample	Box		
27.	Phenyl Finis (Mop White) 2.9L For Tile "or equivalent"	As Per Sample	Bottle		
28.	Furniture Polish Kiwi Revive-All (250ml) "or equivalent"	As Per Sample	Bottle		
29.	Glass Tumbler (220 ML Deli) "or equivalent"	As per Sample	No.		
30.	Glass Tumbler (Toyo Nasic) "or equivalent"	As per sample	No.		
31.	Water Jug with Top Cover (Flora Jug, ToyoNasic) "or equivalent"	As Per Sample	No.		
32.	Glass Cleaner 500 ML (Glint) "or equivalent"	As per sample	Bottle		
33.	Hand Sanitizer Gel 200 ML	As Per Sample	Bottle		
34.	Hand Sanitizer Gel 5 Ltr	As Per Sample	Bottle		
35.	Car Body Polish Cosmic (Original) "or equivalent"	As Per Sample	Box		
36.	Harpic Acid Toilet Cleaner (500 ML) "or equivalent"	Good Quality	Bottle		
37.	Lemon Max Liquid "or equivalent"	As Per Sample	Bottle		
38.	Lemon Max Long Bar "or equivalent"	Good Quality	No.		
39.	Liquid Hand Wash 5 Liter (Fresco) "or equivalent"	As Per Sample	Gallon		
40.	Liquid Hand Wash 200 ML (Dettol) "or equivalent"	As Per Sample	Bottle		
41.	Liquid Soap Dispenser (Steel Body)	As Per Sample	No.		
42.	Luster Spray (7 CF) "or equivalent"	As Per Sample	No.		
43.	Peon Bell Electric	As Per Sample	No.		
44.	Fruit Knife Medium	Good Quality	No.		
45.	Umbrella (Imported)	Good Quality	No.		
46.	Scotch Brite Sponge	As Per Sample	No.		
47.	Cotton Towel White 650gsm 27X54 inch	As Per Sample	No.		

48.	File Tray Two Layer Plastic	Good Sample	No.			
49.	Dry Mop	As Per Sample	No.			
50.	Flower Broom	As Per Sample	No.			
51.	Mop Refill 700gsm	As Per Sample	No.			
52.	Mop Set Complete 700gsm	As Per Sample	No.			
53.	Garbage Bag 30x50 inch	Good Quality	Kg			
54.	Garbage Bag 18x26 inch	Good Quality	Kg			
55.	Garbage Bag 15x18 inch	Good Quality	Kg			
56.	Romi Air Freshener (Tiki)	Good Quality	No.			
57.	Rain Suit (Dominance) "or equivalent"	As Per Sample	No.			
58.	Hardware Tool Kit Complete	As Per Sample	No.			
59.	Bath Soap (Lux) 175gm "or equivalent"	As Per Sample	No.			
60.	Steel Wiper Large	As Per Sample	No.			
61.	Mirror Cleaning Wiper	Good Quality	No.			
62.	Insulating Mat	As Per Sample	No.			
63.	Roach Killing (Gel) "or equivalent"	As Per Sample	No.			
64.	Toilet Brush	Good Sample	No.			
65.	Wall Clock	As Per Sample	No.			
66.	Electric Kettle Steel (DN-521) "or equivalent"	As Per Sample	No..			
67.	Telephone Set Panasonic "or equivalent"	As Per Sample	No.			
68.	Telephone Steno Set Panasonic "or equivalent"	As Per Sample	No.			
69.	Calculator 14 Digit (Deli) "or equivalent"	As Per Sample	No.			
70.	Muslim Showers (Master) "or equivalent"	As Per Sample	No.			
71.	19 Ltr Water Bottle Pump (DADA) "or equivalent"	As Per Sample	No.			
72.	Tea Spoon Steel	As Per Sample	No.			
73.	Rice Spoon Steel	As Per Sample	No.			
74.	Sugar Port	As Per Sample	No.			
75.	Quarter Plates Bone China "or equivalent"	As Per Sample	No.			
76.	Curry Plates Bone China "or equivalent"	As Per Sample	No.			
77.	Rice Plates Bone China "or equivalent"	As Per Sample	No.			
78.	Led Bulb 6W E27	As Per Sample	No.			
79.	Led Bulb 12W E27	As Per Sample	No.			

IT EQUIPMENT

1.	Mouse Pad	Good Quality	No.			
2.	USB 32 GB (Kingston) Original "or equivalent"	As Per Sample	No.			
3.	USB 64 GB (Kingston) Original "or equivalent"	As Per Sample	No.			
4.	Wireless Keyboard (A4 Tech) "or equivalent"	As Per Sample	No.			
5.	Keyboard (A4 Tech) "or equivalent"	As Per Sample	No.			
6.	Wireless Mouse (A4 Tech) "or equivalent"	As Per Sample	No.			
7.	Mouse (A4 Tech) "or equivalent"	As Per Sample	No.			
8.	Printer Data Cable 3M	As Per Sample	No.			
9.	Power Cable 3 Pin	As Per Sample	No.			
10.	VGA Cables	As Per Sample	No.			
11.	RJ 45 Connectors	As Per Sample	No.			
12.	CAT 6 Cables D Link "or equivalent"	As Per Sample	Roll			



13.	HDMI Cable (10 Mtr)	As Per Sample	No.			
14.	D Port to VGA Converter	As Per Sample	No.			
15.	SATA SSD Drive Samsung 512 GB "or equivalent"	As Per Sample	No.			
16.	External Hard Drive 500 GB	As Per Sample	No.			
17.	RAM DDR 4 (8GB)	As Per Sample	No.			
18.	RAM DDR 3 (8GB)	As Per Sample	No.			
19.	D Port Cable For PC	As Per Sample	No.			
20.	Mac Multiport Hub	As Per Sample	No.			
21.	HDMI Splitter 1x4	As Per Sample	No.			
22.	Rack PDU 6 Pin for 24U	As Per Sample	No.			
23.	External Case for SATA-SSD & HDD	As Per Sample	No.			
24.	3 Meter Cat 6 Patch Cable	As Per Sample	No.			
25.	1 Meter Cat 6 Patch Cable	As Per Sample	No.			
26.	Lan Master Engineer Tool Kit by proskit	As Per Sample	No.			
27.	TP Link Access point TL-WA 3001	As Per Sample	No.			
28.	TL-SD 1008 MP 8-Port Gigabit desktop rack mount switch with 8-port POE +	As Per Sample	No.			
29.	Fiber Patch Port LC to LC	As Per Sample	No.			
30.	SFP Module	As Per Sample	No.			

COMPUTER STATIONERY (TONNERS)

1.	Toner Hp Pro 400 (80-A) "or equivalent"	As Per Sample	No.			
2.	Toner Hp Pro MFN 127n FN (83-A) "or equivalent"	As Per Sample	No.			
3.	Toner Hp Pro M402 (26-A) "or equivalent"	As Per Sample	No.			
4.	Smart 50 Ribbon	As Per Sample	No.			
5.	HP Toner (17-A) "or equivalent"	As Per Sample	No.			
6.	Cannon Fax Machine HP Toner (328) "or equivalent"	As Per Sample	No.			
7.	Toner HP Laser Jet MFP 137 FNW (107) "or equivalent"	As Per Sample	No.			
8.	Toner Hp Pro M118DW (94-A) "or equivalent"	As Per Sample	No.			
9.	Toner Hp Pro M118DW (32-A) "or equivalent"	As Per Sample	No.			
10.	Toner Konica Minolta 751 TN-710 Original "or equivalent"	As Per Sample	No.			

Note:

- (i) Bidders are advised in their best interest to maintain the required quality and not to quote for counterfeited or sub-standard items, as the authority will ensure the quality of products at the time of supply of items.

Name of the Firms _____

Signature with Stamps _____



SECTION -V

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ANNEX-III

ASSESSMENT / EVALUATION CRITERIA

The Technical proposals will be evaluated as per the following criteria:

Grading	Marks
Profile of Firm (Introduction, AGPR vendor number, STRN, NTN, Bank A/c maintenance certificate)	25
Clientage & Experience in relevant business	25
Annual Turnover (attach copies as evidence)	20
Contracts in hand	15
Stock Position	15
Total	100

Note: Minimum score required to pass for Pre-qualification is 70%



SECTION -VI

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Bid Form-01

LETTER OF INTENTION/COVER LETTER

Date: _____

No: _____

To: Section Officer (General)
Ministry of Aviation,
Islamabad.

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *the goods* in conformity with the said bidding documents for the sum of Rs.-----.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form" will remain with the Purchaser according to Instructions to Bidders.

We also agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening under relevant Clause of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



Bid Form-02

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 2024 between **Ministry of Aviation** (hereinafter called "the Purchaser") of the one part and {name of Supplier} (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited bids for certain Goods and has accepted a bid by the supply of those Goods in the sum of {contract price in words and figures} (hereinafter called "the Contract Price").

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 Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Bid Form and the Price Schedule submitted by the Bidder;
 - (b) The Schedule of Requirements;
 - (c) The Specification;
 - (d) The General Conditions of Contract;
 - (e) The Special Conditions of Contract;
 - (f) The Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the for the Purchaser)

Signed, sealed, delivered by _____ the for the Supplier)



BID FORM-03

PERFORMANCE GUARANTEE

To: Ministry of Aviation
Islamabad.

Whereas [*Name of Supplier*] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. [number] dated [date] to supply [description of goods] (hereinafter called "the Contract"). And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as a Security for compliance with the Supplier's performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of _____, 20____

Signature and Seal of the Guarantors/ Bank Address Date

