

# **TENDER DOCUMENTS**

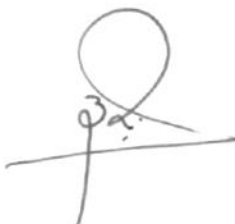
**PROCUREMENT OF STATIONARY &  
MISCELLANEOUS ITEMS FOR FIA HQ DURING  
FY 2024-25.**

**FEDERAL INVESTIGATION AGENCY (FIA)  
ACADEMY, Islamabad.**

Peshawar Morr Sector G-9/4, Islamabad. Phone No.051-9041347

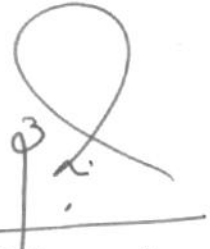
## GENERAL TERMS AND CONDITIONS

1. Public Procurement Regulatory Authority Rules 2004 will be applicable.
2. The firm must provide the NTN, GST and Active Tax Payer Certificates with technical proposal.
3. The Income Tax and General Sale Tax will be deducted at the time of payment of bill as per rules.
4. The bidding firm must provide an affidavit on stamp paper that the firm is not blacklisted with technical proposal.
5. The bidder must provide the sealed samples of Stationery, Computer Stationery & Miscellaneous items with technical proposal. The bid without samples shall not be entertained.
6. The bidding firm must provide the bank draft/pay order of any schedule bank @ 3% (refundable) of the total value of quoted items in favour of Principal FIA Academy Islamabad.
7. Bid money of the unsuccessful bidders will be returned as soon as the scrutiny of the tenders is completed. However, Bid money of the successful bidders will be retained until the contract is finalized. Bid money will be forfeited in case the quotation is withdrawn before the expiry of its validity date.
9. The announcement of technically rejected firms will be floated at PPRA and financial bids of technically qualified firms only will be considered for the "Financial Bid Opening" process.
10. Supply order shall be placed according to the requirements of the department and availability of budget. Quantity of required items may be increased or decreased by the purchaser at any time. The supplier undertakes to have no objection and right to appeal for any change in the quantity of supply order.
11. The supplier shall deliver the items at Store Branch FIA Academy, Sector G-9/4, Islamabad from the date of supply order within the time period prescribed in the supply order.
12. The Supplier clearly undertakes that supply will be completed within the time period mentioned in the supply order and the supplied items would be exactly as per approved specifications, samples, quality and absolutely free from the all sort of defects.
13. Inspection Committee FIA Academy shall examine and inspect the supplied items at FIA Academy HQ.



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14. Warranty/Guarantee (if applicable) of the items as prescribed by the manufacturer shall be from the date of supply. Any kind of immature mortality of items within warranty period shall be replaced by the supplier free of cost.
15. The amount mentioned in the supply order shall be processed immediately after delivery and inspection of items subject to availability of the funds.
16. The quoted rates shall be valid till 30<sup>th</sup> June 2025. All taxes and duties shall be paid by the supplier. However, any change in current taxes / duties by the Government shall be adjusted in the rate accordingly to which the supplier shall have no objection and no right of appeal.
17. If the firm breaches any of the clause of the tender documents/ signed agreement or failed to complete the supply as per approved specification & required standard within the stipulated time period mentioned in the supply order, the department reserves the right to adopt any or all of the following options:
  - i. Accept the supply by imposing the liquated damages charges @ 2 to 5% per month total cost of the awarded tender.
  - ii. Forfeiture of the earnest money (The firm shall be bound to revalidate the earnest money (If required)).
  - iii. Blacklisting of the firm.
  - iv. Confiscation of the supplied items.
18. The bidding firm must provide an undertaking on letter head that the firm has agreed all the terms & conditions mentioned in tender documents.
19. **The Bid Closing date will be 21<sup>st</sup> of January 2025, at 12:00 pm.**
20. **The Bid Opening date will be 21<sup>st</sup> of January 2025, at 12:30 pm.**



(Mian Robnawaz)  
Deputy Director FIA Academy

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## What is there to fear?

Fear of detection

Fear of consequences

Previous dealings with authorities

Trainer to cover:

Fear of detection – Being caught brings detention, further questioning, judicial process, incarceration

Fear of Consequences – risk or threat to others (common in trafficking)

Behaviours driven by previous treatment at the hands of authorities. You are combating pre-conceived ideas on the part of the interviewee.

## 1. TECHNICAL BID DOCUMENT REQUIRED

1	NTN Certificate
2	GST Certificate
3	Affidavit original on stamp paper that firm is not blacklisted.
4	Active Tax payer Certificate.
5	A certificate on firm's letter head that the firm has accepted all terms & conditions mentioned in tender documents. (Prescribed Format is given in tender documents (Annex-A)
6	Vendor details of AGPR (i.e. Vendor Number, Bank A/C, Branch Name, IBAN) on firms letter head.
7	All the documents must be verified by the firm with proper stamp & signature.
8	The bidding firm must provide samples of stationery, computer stationery and miscellaneous items with technical proposal.
9	Any other document mentioned in tender documents.

## 2. FINANCIAL BID DOCUMENTS REQUIRED

1	Financial offer as prescribed format given in tender documents.
2	Pay order original @ 3% of total value of participated items.
3	The quoted rates should be inclusive of all taxes.
4	Any other document mentioned in tender documents.

  
(Mian Rabnawaz)  
Deputy Director FIA Academy

(SPECIMEN)

ACCEPTANCE OF TERMS & CONDITIONS CERTIFICATE BY THE BIDDER

It is undertaken that M/S \_\_\_\_\_ have carefully read the tender documents including all terms and conditions for participating in the tender of Federal Investigation Agency (FIA) Academy, Islamabad. M/S \_\_\_\_\_ hereby accepts and agrees to abide by all terms & conditions.

Sign of authorized person \_\_\_\_\_

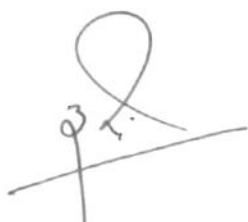
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No(s) \_\_\_\_\_

Fax No(s) \_\_\_\_\_

Mobile No(s) \_\_\_\_\_

Stamp of the firm \_\_\_\_\_

A handwritten signature in black ink, consisting of a large loop at the top and a vertical line extending downwards, crossing a horizontal line.

## EVALUATION CRITERIA

<b>Technical Evaluation Criteria</b>	<p>Technical Evaluation will be carried out by two stage procedure as follows:</p> <ul style="list-style-type: none"><li>i. Initial Screening of Documents.</li><li>ii. Detail Technical Evaluation Process.</li></ul> <p><b>i. Initial Screening of Documents:</b></p> <p>At initial stage all the required documents as mentioned in tender documents will be checked by the Technical Committee. The bids with incomplete documents shall be rejected at initial stage. The bids with complete documents will be evaluated in detail technical evaluation process.</p> <p><b>ii. Detail Technical Evaluation Process:</b></p> <p>In second stage the detail specification and samples of the items will be checked by the Technical Committee. The bids having compliance of specifications and samples will be considered for financial opening process.</p>
<b>Financial Evaluation Criteria</b>	<p>The financial bids of technical qualified firms will be opened only.</p> <p>The required earnest money will also be checked in financial process.</p> <p>Shortlisting of the technically qualified lowest bidder for consideration of awarding of the tender.</p>

  
(Mian Rabnawaz)  
Deputy Director FIA Academy

**Subject: PURCHASE OF STATIONARY ITEMS / OTHERS FOR FIA ACADEMY FOR THE FINANCIAL YEAR 2024-2025.**

**Category A – Stationary items**

S. No	Name of Item	Required Quantity	Stock in Store	Justification
1.	Paper Rim (A-4)	25 Box of 5 Reams each	Nil	For use in 04 classrooms of Training Branch, AD Admn. & Staff, Accounts Branch APS to Director /Lab /Instructors etc
2.	Paper Rim Legal	08 Box of 5 Reams each	04 Ream	-do-
3.	Stapler pens	06 Box	02 box	-do-
4.	File Tags	100 Bundles	06 bundles	-do-
5.	Stapler Pins Large	5 Box	Nil	-do-
6.	Ball Points (blue, black, red)	50 Pkt's.	20 No's	-do-
7.	Peon book	03	01	-do-
8.	Note Sheets	24	02	-do-
9.	Stock Registers	02	05	-do-
10.	Double Hole Punch	02	Nil	-do-
11.	Single Hole Punch	10	02	-do-
12.	Dairy Register	02	01	-do-
13.	Flip Chart	200	15	-do-
14.	Post it Pad (Yellow)	20	02	-do-
15.	Ink Blue/Black/Red/Green	04	04	-do-
16.	Water Dumber	05	Nil	-do-
17.	Stamp Pad Ink	10	02	-do-
18.	Ink Removers	10	Nil	-do-
19.	File Board		200	-do-
20.	Gum Bottle	24	05	-do-
21.	Permanent Marker (Blue, Black, Red)	05 Box	04box	-do-
22.	USB (16 GB)	12	05	-do-
23.	Envelops (9x4) Printed	1000	330	-do-
24.	Envelop (11x5) Printed	1000	55	-do-
25.	Envelop (File Size) Printed	500	20	-do-
26.	Dak Folder	02	01	-do-
27.	Green Hand Folder	12	Nil	-do-
28.	Paper Clip	10 box	03box	-do-
29.	Hand Note Books	24	06	-do-
30.	Paper Pins	50	8	-do-
31.	Gum Stick Medium	36	06	-do-
32.	Led Pencils	20 Pkts.	02 Pkt.	-do-
33.	Uni Ball Point (Blue, Black)	10 Box	02	-do-
34.	Sharpener	24	25	-do-
35.	Ruled Register	12	05	-do-
36.	Stapler Machine Medium	24	03	-do-
37.	Scale Steel	12	05	-do-
38.	File cover	1000	325	-do-
39.	Table Set	03	Nil	-do-

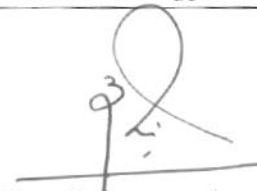


40.		Certificate folder	1000	1000	Nil
41.	C	Certificate	1000	1000	1285
42.		Whitener Fluid Pen	06 Box	01 Box	-do-
43.		Stamp Pad (Blue, Black)	20	Nil	-do-
44.		Log Book	03	Nil	-do-
45.		Multi Color Flags	10	Nil	-do-
46.		Duster (for white board)	10	Nil	

Category B – Miscellaneous / others items

S.No	Name of Item	Make	Quantity	Available in store	Justification
1	Air Freshener	Black Cobra	4 Dozen	08	For 04 classrooms are functional and branches Training, OS, Account and Admin/Lab/Instructors ETC
2	Mosquito Spray		12	04	-do-
3	Anti-Termite Spray		03	01	-do-
4	Surf ½ kg	Excel	50	12	-do-
5	Vim 1/2 kg		50	06	-do-
6	Hand Wash Liquid bottle		10Liter	06 liter	-do-
7	Led Bulb 40 Watt		30	04	-do-
8	Cell AA		10 Pkt.	2 Pkt.	-do-
9	Cell AAA		10 Pkt.	1 Pkt.	-do-
10	Pipe Clips		20 box	03	-do-
11	Socket/Button		24	Nil	-do-
14	Fan Dimmer		12	Nil	-do-
15	Towel		20	02	-do-
16	Fan Cap aster		12	Nil	-do-
17	Rowel		100	Nil	-do-
18	Osaka Tape		12	01	-do-
19	Wire Clips		4 Dozen	Nil	-do-
20	Door Bell with button		05	05	-do-
21	Door Name/Desg. Plates		15	Nil	-do-
22	Tissue Box		200	25	-do-
25	Light Plug		12	Nil	-do-
26	Power Plug		06	03	-do-
27	Multi Show		06	01	-do-
28	Electric Show		06	Nil	-do-
29	Tube Rod Small		24	Nil	-do-
30	Extension Lead		12	05	-do-
31	Door Locks		12	01	-do-
32	Mike Batteries		20	Nil	-do-
33	Water Filter Cartridge		100	05	-do-
34	Wire 7/29		01 bundle	Nil	-do-
35	Wire 7/36		01 bundle	Nil	-do-
36	Wire 3/29		01 bundle	Nil	-do-
37	Wall clock		05	01	-do-
38	Screw ½-1/3-1/4		06 box	Nil	-do-
39	Steel Nails ½-1/3-1/4		06 box	Nil	-do-
40	Duster cloth		300	200	-do-
41	Switch Kid		05	04	do

42	Switch Kid power plug		06	01	do
43	LED Tube Lights		50	03	do
44	Starter s2-s10		24	03	-do-
45	Table Cloths (Green/White)		10	Nil	do
46	Soap		50	03	do
47	Hi-Jeen Tissue		24	Nil	-do-
48	Dettol		36	04	do
49	Tissue roll		12pkt	06	dp
50	Lux soap		4 Dozen	11	do
51	Max bar		3 Dozen	Nil	do
52	Plastic shopper(for dust been)		4 Dozen	09	do
53	Morten spray		4 Dozen	04	do

  
**(Mian Raibnawaz)**  
 Deputy Director FIA Academy