



GOVT. OF THE PUNJAB
CHIEF MINISTER'S INSPECTION TEAM
2-Bank Road, Lahore

PROCUREMENT OF

- i. LOT # 1 STATIONARY**
- ii. LOT # 2 COMPUTER STATIONERY**
- iii. LOT # 3 OTHERS**
- iv. LOT # 4 PRINTING & PUBLICATION**
- v. LOT # 5 COST OF OTHER STORES**
- vi. LOT # 6 R & M MACHINERY AND EQUIPMENT**

For

**CHIEF MINISTER' INSPECTION TEAM PUNJAB
GOVERNMENT OF THE PUNJAB**

Note: Procurement will be done under Framework Contract (Rule No.15) of Punjab Procurement Rules, 2014 (as amended) by adopting Single Stage Two Envelop method

December, 2024



GOVERNMENT OF THE PUNJAB
CHIEF MINISTER'S INSPECTION TEAM

TENDER NOTICE

PROCUREMENT OF STATIONERY, COMPUTER STATIONERY, OTHERS, PRINTING & PUBLICATION, COST OF OTHER STORES AND R & M MACHINERY AND EQUIPMENT UNDER FRAMEWORK CONTRACT

1. Chief Minister's Inspection Team' (CMIT), Government of the Punjab, invites E-Bids through EPAD system for purchase / provision of Stationery, Computer Stationery, Others, Printing & Publication, Cost of Other Stores and R&M Machinery and Equipment under Framework Contract (Single Stage Two Envelop Procedure) from Bidders i.e., firms, companies, suppliers, manufacturers or authorized agents / dealers / distributors etc. engaged in trading, registered with relevant Registration Authorities and Tax Departments / Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) through open competitive bidding (lot wise basis) for the Financial Year 2024-25.
2. Details of the procurement are as follows:

Lot No.	Items	Estimated Cost	2% Bid Security
1.	A03901-Stationery Items	PKR 977,000/-	PKR 19,540/-
2.	A03955-Computer Stationery	PKR 759,000/-	PKR 15,180/-
3.	A03970-Others	PKR 748,000	PKR 14,960/-
4.	A03902-Printing & Publication	PKR 500,000/-	PKR 10,000/-
5.	A03942 Cost of Other Stores	PKR 556,000/-	PRK 11,120/-
6.	A13101 R&M Machinery & Equipment	PKR 700,000/-	PKR 14,000/-
Total		PKR 4,240,000/-	

3. Please note that the subject procurement shall be:

- Carried out through EPADS of Punjab Procurement Regulatory Authority (PPRA) only. All interested applicants are required to register on EPADS to be eligible for participation. Tender Notice / Tender Document containing detailed requirements, terms and conditions is available for the registered bidders on EPADS at www.punjab.eprocure.gov.pk, Punjab Procurement Regulatory Authority (PPRA) Website www.ppra.punjab.gov.pk and Chief Minister's Inspection Team (CMIT) Website www.cmit.punjab.gov.pk/.
4. Each Lot-wise E-Bid shall comprise a single package containing Technical and Financial (inclusive of all taxes) and in complete conformity with bidding document must be submitted as per following schedule:

E-Bid Submission Last Date	23.12.2024 till 2:00 p.m.
E-Bid Opening Date & Time	23.12.2024 at 2:30 p.m.

5. In addition to the soft copy uploaded on e-PADS, original bid security 2% of the estimated cost as mentioned in above table must be submitted in an envelop clearly marked in shape of CDR/ Bank Guarantee/ Demand Draft/ Pay Order of any scheduled

bank in favour of Chief Minister's Inspection Team, Punjab, Lahore before E-Bid submission deadline.

6. The tendering process/ conditions will be as per Punjab Procurement Rules, 2014 "Single Stage Two Envelop" as explained in E-Bidding documents.
7. Bidders are advised to ensure uploading the Bid on E-PADS Portal, well before the submission deadline and not wait for the last date and time to upload the bid. Bid submission on E-PADS portal shall entirely be the responsibility of the bidder. CMIT shall not be held responsible for any issue thereof.
8. In case, the last date for submission of the Proposal Submission is declared a public holiday then the next working day will be considered for Proposal submission & opening.

SECTION OFFICER (ADMIN)
CHIEF MINISTER'S INSPECTION TEAM, PUNJAB
2-BANK ROAD LAHORE
Ph:042-99211758, email: soadmn.cmit@gmail.com

Table of Contents

1.	Invitation to Bid	3
2.	Bidding Details (Instructions to Bidders)	3
	TERMS AND CONDITIONS OF THE TENDER	5
3.	Definitions	6
4.	Headings and Titles	7
5.	Notice	7
6.	Tender Scope	7
7.	Tender Eligibility/Qualification Criteria	7
8.	Tender Cost.....	8
9.	Joint Venture	8
10.	Examination of the Tender Document	8
11.	Clarification of the Tender Document	8
12.	Amendment of the Tender Document	8
13.	Preparation / Submission of Tender	8
14.	Tender Price	9
15.	Bid Security	10
16.	Tender Validity	10
17.	Modification / Withdrawal of the Tender	10
18.	Opening of the Tender	10
19.	Clarification of the Tender.....	10
20.	Determination of Responsiveness of the Bid (Tender)	11
21.	Correction of errors / Amendment of Tender	11
22.	TECHNICAL EVALUATION CRITERIA	11
23.	FINANCIAL PROPOSAL EVALUATION	14
24.	Rejection / Acceptance of the Bid	14
25.	Award Criteria.....	15
26.	Acceptance Letter	15
27.	Performance Security	15
28.	Schedule of Delivery	
13		
29.	Award of Contract	
14		
30.	Redressal of Grievances by the Procuring Agency	16
	ANNEXURE-A	
	ANNEXURE-B	
	ANNEXURE-C	
	ANNEXURE-D	

Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

1. Invitation to Bid

1.1 PPRA Rules to be followed

Punjab Procurement Rules, 2014 will be strictly followed. These may be downloaded from PPRA's website <http://ppra.punjab.gov.pk> , www.punjab.eprocure.gov.pk and <https://cmit.punjab.gov.pk>. In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

1.2 Mode of Advertisement(s)

As per Rule 12(1&2), this Tender is being placed online at PPRA's website.

The bidding document carrying all details can be downloaded from Chief Minister's Inspection Team website <https://cmit.punjab.gov.pk> and PPRA's website <http://ppra.punjab.gov.pk> and www.punjab.eprocure.gov.pk. All prospective bidders are required to register themselves with PPRA - e-Pak Acquisition Disposal System (EPADS).

1.3 Type of Open Competitive Bidding

Framework Contract for Financial Year 2024-25 under **Single Stage - Two Envelope** Bidding Procedure shall be followed. The said procedure is reproduced as follows:

- (i) electronics bid shall be submitted online on PPRA - EPADS;
- (ii) electronics bid shall be single package consisting of two steps separately the financial and the technical proposals;
- (iii) in the first instance, the "Technical Proposal" shall be opened and "Financial Proposal" shall be retained unopened till the finalization of technical evaluation report;
- (iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- (v) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) The financial bids found technically nonresponsive shall be remained un-open;
- (viii) and the lowest evaluated bidder shall be awarded the contract.

2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by Bid Security, as per provisions of this tender document clause "Bid Security" of this document in favor of "**Section Officer (Admn.), Chief Minister's Inspection Team Punjab**". The bids along with the Security, Tender Forms, Affidavits, etc., must be submitted online on PPRA - EPADS on or before **23.12.2024 (Monday) 2:00 PM**. 2% CDR must be attached with technical bid, whereas, the original of the same must be submitted by hand on or before **23.12.2024 (Monday) 2:00 PM**. The Technical bids shall be publically opened on the same day at **2:30 PM** in the presence of the representatives of all participated firms. In case the last date of bid submission falls in / within the official holidays / weekends, the last date for submission of the bids shall be the next working day.

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding "**Determination of Responsiveness of Bid**" and "**Rejection / Acceptance of the Tender**" for making their bids substantially responsive to the requirements of the Bidding Document.

It will be imperative for each Bidder(s) to familiarize itself/ themselves with the prevailing socio-economic, political, and legal situation for the execution of contract. Purchaser shall not entertain any request for clarification from the Bidder regarding such aspects of submission of the Bid.

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser. The purchaser reserves the right of inspection of supplied items at any place, bidder premises or at the desired / specified place.

The Bidder may Contact for all correspondence in relation to this bid:

Section Officer (Admn.)
Chief Minister's Inspection Team Punjab
Phone.042-99211758
2-Bank Road, Lahore

Bidders should note that during the period from the receipt of the bid and until further notice all queries should be communicated via the Contact and in writing only.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

TERMS AND CONDITIONS OF THE BID

- I. Framework Contract – Single Stage Two Envelop bidding procedure would be adopted.
- II. The bidders should quote price of all items of one or all six LOTs i.e. Stationery, Printed Items, Computer Stationery Items, Cost of Other Store Items and Other Items, R&M Machinery & Equipment as per specifications mentioned in this bidding documents and submit online on PPRA - EPADS till **23.12.2024 (Monday) at 2:00 P.M.** The samples of each item as mentioned in list shall also be provided for verification by the Departmental Purchase Committee.
- III. The bidder shall submit electronic bids via PPRA – EPADS (e-Pak Acquisition and Disposal System) within stipulated time period.
- IV. The validity of frame work contract of items would be till 30th June, 2025 extendable up to 30th September, 2025.
- V. The supply orders will be issued as per requirement of the Department and non-availability of proper store / space. The delivery period of items would be 7 days from the date of issuance of supply order at consignee's end free of cost.
- VI. Department reserves the right to reject less quantity and substandard items, by withholding the payment and forfeiting of the earnest money.
- VII. Conditional offer / quotation shall not be accepted.
- VIII. The firm must be registered with Income Tax Department, General Sales Tax Department and Punjab Revenue Authority.
- IX. The bidders will submit Tender Form along with their Company Profile, Registration Certificate of Punjab Revenue Authority, NTN, GST/Income Tax and Professional Tax Certificates. FBR active tax payer serial number list for the current financial year, Bank Account Statement of last 01 year, Income Tax Returns of last 03 years and any other essential documents.
- X. The Rates of items offered by the firm will be received only on prescribed list of items duly verified/signed and stamped by the Chief Executive of the firms.
- XI. The rates of items offered by the firm should include all Government Taxes and levies. All the taxes and levies will be deducted as per rules from the bills and the supplier will be bound to provide receipts of all the taxes at the time of receiving payment.
- XII. The electronic bid along with call deposit @ 2% of total amount of budget of **each LOT** will be submitted online on PPRA - EPADS on **23.12.2024 (Monday)** (original CDR must be submitted by hand) on or before **2:00 P.M.**, which will be opened on the same day **at 2:30 P.M** in the presence of the representatives of all

participated firms. The total amount of budget or quantity of items may be increased or decreased as per requirement of the department.

- XIII. The purchases will be made from time to time during the Current Financial Year 2024-25 from the lowest bidders who fulfill all the terms and conditions and the supply orders will be issued from time to time during the Current Financial Year as per requirement of respective items.
- XIV. Blacklisted firms should not submit tender. In case of detection as black listed at any stage, Government may forfeit earnest money of the said firm.
- XV. The Competent Authority reserves the right to reject all bids or proposals at any stage prior to acceptance of a bid or proposal, under rule 35 of Punjab Procurement Rules 2014 (Amended).

3. Definitions

- 3.1 In this document, unless there is anything repugnant in the subject or context:
- 3.2 **"Authorized Representative"** means any representative appointed, from time to time, by the Purchaser or the Contractor / Bidder.
- 3.3 **"Availability and Reliability"** means the probability that suppliers shall be operationally ready to perform its function when called upon at any point in time.
- 3.4 **"Bidder/Tenderer"** means the interested Firm/Company/Supplier/Distributors/ individual / AOP that may provide or provides the Stationery, Computer Stationery, Printed Items and Other Items and related services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.
- 3.5 **"Commencement Date of the Contract"** means the date of signing of the Contract between the Purchaser and the Contractor.
- 3.6 **"Contract"** means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.7 **"Contractor / Vendor"** means the Bidder whose Bid has been accepted and awarded Letter of Acceptance for a specific item followed by the Contract signed by the Purchaser.
- 3.8 **"Contract Price"** means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- 3.9 **"Defects Liability Expiry Certificate"** means the certificate to be issued by the purchaser to the Contractor, in accordance with the Contract.
- 3.10 **"Day"** means calendar day.
- 3.11 **"Defects Liability Period"** means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damage in Goods and Services provided, under the Contract.
- 3.12 **"Force Majeure"** means an event beyond the control of the Contractor and not involving the Contractor'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, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 3.13 **"Goods"** means Stationery, Computer Stationery, Printed Items and Other Items which the Contractor is required to supply to the Purchaser under the Contract.
- 3.14 **"Person"** includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- 3.15 **"Prescribed"** means prescribed in the Tender Document.

- 3.16 **"Purchaser"** means the Chief Minister's Inspection Team Punjab or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- 3.17 **"Origin"** shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.18 **"Services"** means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.19 **"Works"** means work to be done by the Contractor under the Contract.
- 3.20 **"Eligible"** is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan

4. **Headings and Titles**

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

5. **Notice**

- 5.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor and the Purchaser, the same shall be:
- 5.1.1 in writing;
- 5.1.2 issued within reasonable time;
- 5.1.3 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and
- 5.1.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

6. **Tender Scope**

- 6.1 Chief Minister's Inspection Team (CMIT), (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Tenders") for supply, of Stationery, Computer Stationery, Printed Items and Other Items.

7. **Tender Eligibility/Qualification Criteria**

- 7.1 Eligible Bidder who:
- 7.1.1 Has a registered individual/incorporated company/firm in Pakistan with relevant business experience.
- 7.1.2 Must be registered with PPRA e-PADS and Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with Sales Tax, Income Tax, Professional Tax and Punjab Revenue Authority Departments and having sound financial strengths can participate);
- 7.1.3 Has valid Registration of General Sales Tax (GST), National Tax Number (NTN), Punjab Revenue Authority & Professional Tax registration;
- 7.1.4 Experienced in sales or supply business such as "Stationery, Computer Stationery, Printed Items Other Items, Other Stores and R&M Machinery & Equipment".
- 7.1.5 Is authorized dealer/distributor/agent, if required
- 7.1.6 Has not been blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority;
- 7.1.7 Has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.
- 7.1.8 Is provider of authorized Services or authorized dealer / agent of original manufacturer of Goods or provider of Services, where applicable
- 7.1.9 Conforms to the clause of "Responsiveness of Bid" given herein this tender document.
- 7.1.10 Goods and Services can only be supplied / sources / routed from "origin" in "eligible" member countries.

- a. **"Eligible"** is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
- b. **"Origin"** shall be considered to be the place where the Goods are produced or from which the Services are provided. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

8. **Tender Cost**

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

9. **Joint Venture**

Joint venture is not eligible for this tender.

10. **Examination of the Tender Document**

The Tenderer is expected to examine the Tender Document, including all instructions and terms and conditions.

11. **Clarification of the Tender Document**

The Bidder may require further information or clarification of the Bid Document, **within 02 (Two) calendar days** of issuance of tender in writing. The clarification and its reply will be shared with all prospective bidders.

Bidders should note that during the period from the receipt of the bid and until further notice from the Contact given herein this document, all queries should be communicated via the Contact and in writing.

12. **Amendment of the Tender Document**

12.1 The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend this standard bidding Document, on any account, for any reason. All amendment(s) shall be part of this standard bidding Document and binding on the Bidder(s).

12.2 The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.

12.3 The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-25(4) of Punjab Procurement Rules, 2014.

12-A No amendment will be permissible in the bid by the bidder / tenderer after its submission.

13. **Preparation / Submission of Tender**

13.1 The bidder may provide bid for any item, mentioned in Stationery, Printed Items, Computer Stationery, Cost of Other Store Items and Other Items, whereas, they shall provide bids for **Each Head** mentioned in Stationery, Computer Stationery, Printed Items and Other Items. The bidder may participate in one or all heads.

13.2 The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Purchaser, shall be in English or Urdu. Any printed literature furnished by the Tenderer in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.

13.3 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted.

13.4 The Tender shall be in two parts i.e. the technical proposal and the financial proposal.

13.5 Technical Proposal may comprise the following, **without quoting the price**.
Quoting of price in technical bid shall be rejected.

13.6 Technical Proposal Form

- 13.6.1 All Bid Documents duly signed and stamped by authorized representative.
 - 13.6.2 Certificate from the bidder regarding genuineness of items.
 - 13.6.3 Evidence of eligibility of the Tenderer and the Goods
 - 13.6.4 Certificate of conformity of the Goods / the Services to the Tender Document
 - 13.6.5 Undertaking and evidence that the quoted Goods are genuine, brand new, non- refurbished, un-altered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials if applicable.
 - 13.6.6 Technical Brochures / Literature
 - 13.6.7 Details of Warranty and After-Sale Service at office of Chief Minister's Inspection Team, Lahore.
 - 13.6.8 Submission of undertaking that the firm is not blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority.
 - 13.6.9 The Contractor's financial capacity to mobilize and sustain the Supply of goods is imperative. In the Proposal, the Bidder is required to provide information about its financial status. This requirement can be met with by submission of income tax return for the last one (01) year.
 - 13.6.10 The statement must be signed by the authorized representative of the Bidder
 - 13.6.11 Valid Registration Certificate for Income Tax, Sales Tax, Professional Tax and Punjab Revenue Authority.
- 13.7 **The Financial Proposal shall comprise the following:**
- 13.7.1 Financial Proposal Form
 - 13.7.2 Quoted Price detail list
- 13.8 The Tenderer shall follow the same process for the Financial Bid / Tender.
- 13.9 The Tender shall be submitted online on PPRA – EPADS, up to due date and time.
- 13.10 This is made obligatory to affix authorized signatures with official seal on all documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the tenderer.
14. **Tender Price**
- 14.1 The quoted price shall be for all items mentioned in each desired category and also shall be:
 - 14.1.1 Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
 - 14.1.2 In Pak Rupees;
 - 14.1.3 Inclusive of all taxes, duties, levies, insurance, freight, etc.
 - 14.1.4 Including all charges up to the delivery point as provided by procuring agency.
 - 14.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
- 14.4 In case of locally produced Equipment/Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item.
15. **Bid Security**
- 15.1 The Tenderer shall furnish the Bid Security as under:
 - 15.1.1 For a sum equivalent to **2%** of the **Estimated Price of Desirous Head** mentioned against each category in price schedule in the form of Demand Draft / Pay Order / Call Deposit Receipt (CDR), issued by a scheduled bank operating in Pakistan, in the name of the Section Officer (Admin) Chief Minister's Inspection Team Punjab, as per the format provided in the Tender Document;
 - 15.1.2 Denominated in Pak Rupees;
 - 15.1.3 **As part of electronic Technical Bid**, 2% bid security should be attached with technical failing which will cause rejection of bid.

- 15.1.4 Have a minimum validity period of Ninety **(90) days** from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
- 15.2 The Bid Security shall be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:
- 15.2.1 If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
- 15.2.2 If the Tenderer does not accept the corrections of his Total Tender Price; or
- 15.2.3 If the Tenderer, have been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
- 15.3 The Bid security shall be returned to the technically nonresponsive firm while the unsuccessful bidders of financial bid opening procedure will be returned the Bid Security only. The Bid Security shall be returned to the successful Tenderer upon furnishing of the Performance Security.

16. Tender Validity

The validity of framework contract of items would be till **30th June, 2025** extendable up to **30th September, 2025**. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

17. Modification / Withdrawal of the Tender

- 17.1 The Tenderer may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.
- 17.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

18. Opening of the Tender

- 18.1 Electronic Bids shall be opened on PPRA – EPADS at 2:30 PM on the last date of submission of bids i.e. **23.12.2024 (Monday)**. In case the last date of bid submission falls in / within the official holidays, the last date for submission of the bids shall be the next working day.
- 18.2 The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

19. Clarification of the Tender

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser

20. Determination of Responsiveness of the Bid (Tender)

- 20.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:
- 20.1.1 meets the eligibility criteria given herein this tender document/ the Goods ;
- 20.1.2 meets the Technical Specifications for the Goods against each item;
- 20.1.3 meets the delivery period / point for the Goods against each item;

- 20.1.4 in compliance with the rate and limit of liquidated damages;
- 20.1.5 offers fixed price quotations for the Goods against each item;
- 20.1.6 Is accompanied by the required Bid Security as part of financial bid folder.
- 20.1.7 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document clause-13;
- 20.1.8 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.
- 20.2 A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Tenderer's obligations under the Contract.
- 20.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

21. Correction of errors / Amendment of Tender

- 21.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
 - 21.1.1 if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
 - 21.1.2 if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
 - 21.1.3 if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 21.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.
- 21.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 21.4 No credit shall be given for offering delivery period earlier than the specified period.

22. TECHNICAL EVALUATION CRITERIA

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.

- 22.1 The Eligible/Technically Qualified Bidders will be considered for further evaluation.
- 22.2 The Technical proposals shall be evaluated by the Committee in the light of following evaluation criteria:

CRITERIA FOR TECHNICAL EVALUATION OF THE TENDER

The bid will be evaluated on the following basis:

Sr. No.	Description	Requirements/Points
1	LEGAL (MANDATORY)	
	a. Profile or proof of business	Mandatory

	b. Valid Income Tax Registration	Mandatory
	c. Valid General Sales Tax Registration (A.T. payer)	Mandatory
	d. Valid PPRA - EPADS Registration	Mandatory
	e. Undertaking on Judicial Paper that the firm is not blacklisted and not involved in litigation with any of provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required.	Mandatory
	f. Conformity with Specifications.	Mandatory
	g. Minimum 02 years relevant experience	Mandatory
2	TECHNICAL SPECIFICATIONS OF THE REQUIRED ITEMS	Mandatory
	a. As per Required Technical Specification of the Stationery, Computer Stationery, Printed Items, Other Items, Other Stores and R&M Machinery & Equipment	

23. FINANCIAL PROPOSAL EVALUATION

23.1 Electronic Financial Bids of Technically qualified/successful bidder(s)/Tenderer(s) shall be opened online on PPRA – EPADS, within the bid validity period.

23.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

23.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

23.2.2 The rates of each item will be considered on the basis of aggregate basis of each LOT.

23.2.3 The bidder must quote rates of each & every item of desirous LOT, otherwise the bid will be rejected by the procuring agency.

23.2.4 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;

23.2.5 In evaluation of the price of articles/goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes and any other.

23.2.6 Delivery Expenditures should be included in offered rates as per delivery schedule provided by the purchaser at Lahore or any other city of the Punjab.

23.3 The Purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

24. Rejection / Acceptance of the Bid

24.1 The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions. The Purchaser may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

24.2 The Tender shall be rejected if it is:

24.2.1 substantially non-responsive in a manner prescribed in this tender document clause-20; or

24.2.2 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or

24.2.3 incomplete, un-signed, printed (hand written), partial, conditional, alternative, late; or

24.2.4 subjected to interlineations / cuttings / corrections / erasures / overwriting; or

24.2.5 the Tenderer refuses to accept the corrected Total Tender Price; or

24.2.6 the Tenderer has conflict of interest with the Purchaser; or

24.2.7 the Tenderer tries to influence the Tender evaluation / Contract award; or

24.2.8 the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;

24.2.9 the Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-7);

24.2.10 the Tenderer fails to meet the evaluation criteria requirements (clause-22);

24.2.11 the tenderer has been blacklisted by any public or private sector organization;

24.2.12 the tendered has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.

24.2.13 there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.

24.2.14 the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.

24.2.15 The bidder must quote rates of each & every item of desirous LOT, otherwise the bid will be rejected by the procuring agency

25. Award Criteria

25.1. At first step, eligible bidder(s)/tenderer(s) as per clause-7 of Tender Eligibility of this tender document fulfilling the qualification and technical evaluation criteria against each item will stand technically qualified.

25.2. At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities against each item, irrespective of their score in the previous step.

26. Acceptance Letter

As per provisions of Rule (55) of Punjab Procurement Rules 2014, the Purchaser shall issue the Acceptance Letter to the successful Tenderer, at least after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity

period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract against each item.

27. Performance Security

- 27.1 The successful Tenderer/The Contractor against shall furnish Performance Security as under:
- 27.1.1 within five (05) days of the receipt of the Acceptance Letter from the Purchaser;
 - 27.1.2 in the form of Call Deposit Receipt (CDR) issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document;
 - 27.1.3 for a sum equivalent to **10%** of the contract value;
 - 27.1.4 denominated in Pak Rupees;
 - 27.1.5 have a minimum validity period until the date of expiry of warranty period i.e. **01 Year** support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.
- 27.2 The Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:
- 27.2.1 If the Contractor commits a default under the Contract;
 - 27.2.2 If the Contractor fails to fulfill the obligations under the Contract;
 - 27.2.3 If the Contractor violates any of the terms and conditions of the Contract.
- 27.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall retain by the purchaser till expiry of warranty period of supplied items and be returned to the Tenderer within thirty working days after the expiry of its validity & warranty period on written request from the Contractor.
- 27.4 In case the Contractor fails to furnish Performance security in the shape of Call Deposit Receipt (CDR) within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the said contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Contractor.

28 Schedule of Delivery

- 28.1 The delivery period shall be **07 days** for supply of Stationery, Computer Stationery, Printed Items and Other Items w.e.f. the date of issuance of Supply / Purchase Order (without penalty) in the office Section Officer (Admn.), Chief Minister's Inspection Team, 2-Bank Road, Lahore.
- 28.2 However, in special cases, delivery period can be fixed shorter or higher than the above-mentioned schedule of requirement as deem appropriate by the Procuring Agency.
- 28.3 In case of late delivery of goods beyond the periods specified in the supply order, penalty @ 0.25% per day of the total cost of the purchase order/contract value for late delivered supply shall be imposed upon the Supplier.
- 28.4 In case of late delivery, the delivery period will be started from the date of issuance of Purchase/ supply order to the supplier.

Award of Contract

29. Acceptance of Bid and Award criteria

- 29.1 The Bidder with successfully technically evaluated and lowest financial bid, if not in conflict with any other law, rules & regulations, policy of the Government or having less Bid Security shall be awarded the Contract, within the original or extended period of bid validity.
- 29.2 The Procuring Agency reserves the right at the time of Contract award to increase or decrease the quantity of goods originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions.
- 29.3 **Notification of Award**

29.3.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing by registered letter or through personal receiving by the bidder representative that its bid has been accepted.

29.3.2 The notification of Award shall constitute the formation of the Contract.

29.4 **Signing of Contract**

29.4.1 At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency shall send the Bidder the Contract form provided in the bidding documents and contract will be signed on stamp paper provided by the bidder @ **0.25%** of the total value of the contract. In pursuance of rule 2(sa) & 15 of the Punjab Procurement Rules, 2014, the procuring agency may sign contract with successful bidder.

30 Redressal of grievances by the procuring agency

30.1 The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

30.2 Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than **five days** after the announcement of the technical bid evaluation report and **ten days** after the announcement of the financial bid evaluation report.

30.3 The committee shall investigate and decide upon the complaint within **fifteen days** of the receipt of the complaint.

30.4 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

30.5 Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

SCHEDULE OF REQUIREMENT

LOT # 1 (A03901-STATIONERY)

Sr. No.	Items	Unit	Estimated Quantity required	Per Unit Price (including all taxes)
1	Pencil Lead Gold Fish/Equivalent	Per Piece	600	
2	White Fluid Correction Pen Dux/Equivalent	Per Piece	90	
3	Gum Stick 30 gm	Per Piece	200	
4	Tags 6" Fine Quality	Per Gucchi	200	
5	Ball Point Piano or equal (Crystal) Blue, Black, Red & Green	Per Piece	1000	
6	Envelope 80 gm paper size 9x4 (khaki)	Per Pkt.	100	
7	Envelope 80 gm paper size 11x5 (khaki)	Per Pkt.	100	
8	Envelope 80 gm paper Size 10x12 (khaki)	Per piece	500	
9	Envelope File Size 80 gm paper size 12x15 Fine Quality	Per piece	300	
10	Marker pointer Dollar/Equivalent	Per Piece	400	
11	Paper Clip 36mm nickel Fine Quality	Per Pkt.	100	
12	Stapler Pin Fine Quality	Per Pkt.	200	
13	Stapler Machine Deli or equal	Per Piece	36	
14	Stapler Machine (Heavy Duty)	Per Piece	2	
15	Sharpener Fine Quality	Per Piece	240	
16	Peon Book on 80 gm paper with board binding Size 6.5x8.5 Fine Quality	Per Piece	50	
17	office supplies desk organizer 4 compartment	Per Set	10	
18	Paper Punch (Single) Fine Quality	Per Piece	40	
19	Paper punch (Double) Fine Quality	Per Piece	20	
20	Rubber Pelikan B-20 Fine Quality	Per Piece	200	
21	Scissor 06" Steel Fine Quality	Per Piece	50	
22	Stamp Pad L/Size Fine Quality	Per Piece	50	
23	Pin Remover Fine Quality	Per Piece	60	
24	Short Hand Book line paper 80 grm with Board Binding(100 sheets per book) Fine Quality	Per Piece	72	
25	Poker (Steel) Fine Quality	Per Piece	30	
26	Highlighter Marker Dollar/Equivalent	Per Piece	200	
27	Steel Scale 12" Fine Quality	Per Piece	50	
28	Steel Scale 6" Fine Quality	Per Piece	50	
29	Attendance Register 50 sheet printed paper A-4 size Fine Quality	Per Piece	12	

30	Routine Sheet Fullscape on 80 gm paper A-4size Fine Quality	Per Ream	10	
31	Dispatch Register Full scape Printed on 80 gm paper Fine Quality	Per Piece	20	
32	Diary Register with line printing on 80 gm paper Fine Quality	Per Piece	20	
33	Flapper Size 4x26.5 (Raxion) 38" Doori (two color) Fine Quality	Per Piece	1500	
34	Scotch Tap 1" Fine Quality	Per Piece	36	
35	Paper cutter Fine Quality	Per Piece	50	
36	Toner Photocopy Machine (-----) China	Per Piece	10	
37	Photocopy Paper A-4 size 70 gm Double A/ Equivalent	Per Ream	150	
38	Photocopy Paper Legal size 70 gm Double A/ Equivalent	Per Ream	10	
39	Uni-Ball Blue/Black/Red/Green (signo)/Equal	Per Piece	600	
40	Uni-Ball (eye) Blue/Black/Red/Green or equal	Per Piece	50	
41	Permanent Marker Fine Quality	Per Piece	50	
42	Log Books 100 Sheet 80 gms paper with board binding Fine Quality	Per Piece	20	
43	Calculator 12 Digit Fine Quality Casio or equal	Per Piece	5	

LOT # 2 (A03955-COMPUTER STATIONERY)

Sr. No.	Items	Unit	Quantity required	Per Unit Price (including all taxes)
1	Toner printer for printer HP LaserJet Pro M402N (China)	Per Piece	20	
2	Toner Printer HP LaserJet 1320 (China)	Per Piece	12	
3	Computer Paper 80 gm A-4 imported Double A/Equal	Per Ream	200	
4	Computer Paper 80 gm Legal imported Double A/Equal	Per Ream	5	
5	Data Traveler USB 32 GB	Per Price	20	
6	Computer Keyboard (wired USB)	Per Piece	10	
7	Computer Mouse (wired USB)	Per Piece	10	
8	Data Cable for Printers HP MN402N, HP 1320	Per Piece	10	
9	VGA Cable	Per Piece	10	

LOT # 3 (A03970-OTHERS)

Sr. No.	Items	Unit	Quantity required	Per Unit Price (including all taxes)
1	Pop-up Tissue Paper Rose petal or Equal	Per Pkt.	450	

2	Air freshener Jasmine/Equal	Per Piece	200	
3	Automatic Air Freshener fine quality	Per Piece	8	
4	Cartridge for Automatic Air Freshener fine quality	Per Piece	16	
5	Duster Cloth Microfiber or equal	Per Piece	500	
6	Soap safeguard or equal (150 gm)	Per Piece	150	
7	Soap Desi	Per Piece	150	
8	Fly Killer Morten 250ml or equal	Per Piece	80	
9	Tissue Roll Rose petal or Equal	Per Piece	100	
11	Vim pkt. or equal 1/2 kg	Per Packet	100	
12	Surf 01 kg pkt. Express/Equal	Per Packet	100	
13	Toilet Air Freshner	Per Piece	36	
14	Gillint Bottle fine quality	Per Piece	25	
15	Harpic Bottle 500ml or equal	Per Piece	50	
17	Wiper fine quality	Per Piece	20	
18	Floor Mop fine quality	Per Piece	24	
19	Finis 3 ltr. with pump or equal	Per Piece	15	
20	Broom fine quality	Per KG	20	
21	Dustbin for office room	Per Piece	40	
22	Brush for tyre cleaning fine quality	Per Piece	40	
24	Acid (Tezab) fine quality	Per litre	200	
25	Commode Brush fine quality	Per Piece	40	
26	Dettol bottle 1000ml or equal	Per Piece	12	
27	Shampoo for hand wash dispenser	Per kg	12	

LOT # 4 (A03902-PRINTING & PUBLICATION)

Sr. No.	Items	Unit	Quantity required	Per Unit Price (including all taxes)
1	Dak folder green printed rexion CMIT Department with Golden Monogram	Per Piece	15	
2	File cover A-4 printed CMIT Department with Green Monogram (As per sample)	Per Piece	3000	
3	Note book cover printed rexion CMIT Department with Golden Monogram (As per sample)	Per Piece	50	

4	Ring notebook 80 gm paper (Imported) (as per Note book cover) CMIT Department with Monogram	Per Piece	100	
5	Magic flapper printed rexion CMIT Department with golden monogram	Per Piece	1000	
6	To-do pad (size 6"x3") printed 'Chief Minister's Inspection Team Punjab' with monogram 80 gm Per Piece	Per Piece	100	

LOT # 4 (A03942-COST OF OTHER STORES)

Sr. No.	Name of Items with Specifications	Unit	Quantity	Per Unit Price (including all taxes)
1	Wall Clock Battery Cell	Per Piece	250	
2	AC Remote Cell	Per Piece	100	
3	Water Glass Fine Quality	Per Piece	100	
4	Tea Cup Set Fine Quality	Per Set	8	
6	Water Jug Fine Quality	Per Piece	6	
7	Tea Spoon Steel	Per Piece	100	
8	Rice Spoon Steel	Per Piece	100	
9	Bowl (Glass) Medium size Fine Quality	Per Piece	7	
10	Plate Large Fine Quality	Per Piece	72	
12	Plate Medium Fine Quality	Per Piece	72	
13	Milk Pot Fine Quality	Per Piece	10	
14	Sugar Pot	Per Piece	10	
15	Sauce Pan Steel 1-Liter	Per Piece	6	
16	Ash Tray (Fine Quality)	Per Piece	6	
17	Wall Clock	Per Piece	10	
18	Lock (China) 50 mm	Per Piece	6	
19	Lock (China) 32 mm	Per Piece	6	
20	Dak Bag Leather	Per Piece	1	
21	Telephone Set CLI	Per Piece	2	
22	Steno Set CLI	Per Piece	4	

23	Power Plug Fine Quality	Per Piece	10	
24	Light Plug Fine Quality	Per Piece	10	
25	Electric Kettle	Per Piece	12	
26	Emergency Light Fine Quality	Per Piece	1	
27	Electric Heater Fine Quality	Per Piece	5	
28	Umbrella	Per Piece	6	
29	Tray	Per Piece	10	
30	Two Pin shoe plug	Per Piece	12	
31	Three Pin shoe plug	Per Piece	12	
32	Multi Plug	Per Piece	6	
33	Extension Lead	Per Piece	20	
34	Remote Bell	Per Piece	12	
35	Jay Nimaz	Per Piece	6	
36	Coat Hanger	Per Piece	3	
37	Foot Rest	Per Piece	5	
38	Quaid e Azam Portrait	Per Piece	5	
39	Table Flag	Per Piece	6	

LOT # 6 (A13101-R & M MACHINERY AND EQUIPMENT)

Sr. No.	Items	Unit	Quantity required	Per Unit Price (including all taxes)
1	Battery for UPS 180 Amp Osaka/AGS/Excide or equival	Per Piece	08	
2	UPS 1000 Watts (China)	Per Piece	4	

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-B

Technical Proposal Submission Form

[Location, Date]

To _ (Name and address of Purchaser)_

Dear Sir,

We, the undersigned, offer to provide the _ (insert title of assignment) _ in accordance with your Request for Proposal/Tender Document No. _____ dated _(insert date)_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal.

We undertake, if our Proposal is accepted, to provide supply of _____ related to the assignment.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand that you are not bound to accept any Proposal, you receive.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

ANNEXURE-C

Financial Proposal Submission Form (Part of Financial Bid)

[Location, Date]

To (Name and address of Purchaser)

Dear Sir,

We, the undersigned, offer to provide the (Insert title of assignment) in accordance with your Request for Proposal No. dated (insert date) and our Technical Proposal. Our attached Financial Proposal is for the sum of (insert amount in words and figures) . This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand that you are not bound to accept any Proposal, you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

ANNEXURE-D

Price Schedule (LOT-WISE)

Name of Bidder: _____

Tender No.: _____

Sr. No.	Name of Items with Specifications	Unit	Unit Rate (Inclusive all Taxes)
1			
2			

Sign and Stamp of Bidder _____

Note: 1. In case of discrepancy between unit price and total price, the unit price shall prevail.

Note: 2. No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

BID FORM

Date:- _____

Tender No: _____

To,

The Section Officer (Admn)
Government of the Punjab
Chief Minister's Inspection Team
2-Bank Road, Lahore

Respected Sir

After examining the Bidding Documents, the receipt of tender is hereby duly acknowledged and offer the supply and delivery of the items specified in enclosed list in conformity with the said Bidding Documents for the sum of [**Total Bid Amount.....**], [**Bid Amount in words.....**] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, we will deliver the goods in accordance with the delivery schedule specified in the relevant documents.

If our bid is accepted, we shall obtain an unconditional guarantee of a bank in the sum of Rs.----- 10 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to abide by this bid till **30.06.2025** from the date fixed for bid opening 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.

We understand that you are not bound to accept the lowest or any bid you may receive.

Name and address of bidder **Total Amount of Bid Rs.** **Dated this**
day of ,, 202---

Signature

(In the capacity of)

Duly authorized to sign bid for and on behalf of **Attachment**

PROFILE OF THE BIDDER

Sr.#	Particulars	
1.	Name of the company / firm	
2.	Registered Office	
	Address	
	Office Telephone Number	
	Fax Number	
3.	Contact Person	
	Name	
	Personal Telephone Number	
	Email Address	
4.	Local office if any	
	Address	
	Office Telephone Number	
	Fax Number	
5.	Bid Signing Authority	
	Name	
	Address	
	Personal Telephone Number	
	Email Address	
	Please enclose Authorization or Power of Attorney to sign and submit the Bidding	
6.	Address for communication under the current Bidding	
7.	Registration Details	
	NTN Registration Number	
	GST Registration Number	
	Banker's Name, Address and IBAN Numbers	

PROPOSED CONTRACT FORM

(Procuring agency reserves right to alter the terms & conditions of the contract at the time of execution)

This contract (hereinafter called the "Contract") is made on -----.

BETWEEN

Government of the Punjab through CHIEF MINISTER'S INSPECTION TEAM PUNJAB, (hereinafter referred as the "First Party" which expression shall include his successors in office and assignees) of the "**First Party**":

AND

----- (hereinafter referred as the "Second Party" which expression shall include his successors in office and assignees) of the "**Second Party**".

First Party and Second Party shall hereinafter be referred to individually as "**The party**" or collectively as "**The Parties**".

RECITALS -----

Now, therefore, the parties agree as follows:

1. The contract on having been signed by the parties shall constitute a binding contract between the parties and shall remain in force till expiry of warranty period.
2. The Second Party agrees to supply of ----- of amounting to **Rs. - -----/-** (----- **Rupees Only**) within ----- day's i.e ----- (as requested by the second party) as per delivery schedule in specific quantities and at the designated places provided by the First Party (delivery schedule enclosed). The duties and taxes or fees as applicable at the time of supply shall be born by the Second Party. However, the First Party would not be liable or responsible of the increase in duties or taxes as above. The enhanced / decreased quantity of goods as ordered, after acceptance of bid document shall also be deemed to be part of contract as originated from bid document and will not be called in question at any subsequent stage in any manner.
3. **Performance Guarantee:**
Subject to the award of contract, the bid security in the form of CDR shall be returned to the Second Party against submission of the ten percent (10%) performance guarantee of the total cost of the bid in the form of CDR.
4. **Supply and Commissioning**
 - 4.1 **Packing and Storage**
 - a. the packing and storage expenses for the ----- items shall be borne by the Second Party; and
 - b. Second party shall ensure the safe packing loading and delivery of the -----items. Any damage to the ----- items

during and till the completion of delivery shall be remedied by the Second Party.

4.2 Delivery of the ----- items

- a. Delivery of the ----- shall be made by the second party in the office Section Officer (General), New Anarkali, Mall Road, Lahore as per delivery schedule, provided by the procuring agency as per given address to be provided to the Second Party by the First Party.
- b. The items shall be delivered at the designated place and shall be handed over to the authorized persons / officials concerned at the locations; and
- c. Insuring the goods in transit is the responsibility of the Second Party; and

5. Acceptance

- 5.1 The head of the designated office or their authorized person or team will make suitable arrangement for verifying the -----items supplied and accepting the same. Suitable guidelines may be issued in this regard by the First Party.
- 5.2 The authorized persons /acceptance team will issue the acceptance certificate in the prescribed format based on which a letter would be issued by the first party regarding receiving of goods upon which payment will be made.

6. Liquidated damages;

- 6.1 This is a time bound project. Any delay may affect the project deliverables. Hence if the Second Party fails to deliver the goods as per schedule specified, the liquidated damages (LD) hereinafter mentioned shall be applied.
- 6.2 In the event of non-fulfillment of the delivery schedule, liquidated damages at the rate of 10% on the quoted or approved value of the undelivered quantity of the order will be levied per month and LD will be counted on daily basis. The amount of the liquidated damages will be automatic deducted from the payment.

7. Payment terms

- 7.1 Payment shall be made after satisfactory inspection report, submitted by the designated inspection committee.
- 7.2 All payments will be made in currency of Pakistan only.
- 7.3 The terms and conditions of the contract shall be mutually agreed between the Second Party and the First Party. In case of difference of opinion the decision of First Party shall prevail.
- 7.4 The Second Party shall have full and exclusive liability for payment of all duties, taxes and other statutory payment payable under any or all of the statues/laws/acts etc. now or hereinafter imposed in Pakistan. However the principle of proportionate will apply of the delivered goods with in due time.

8. Retained Money;

- 8.1 The performance guarantee amount (an amount equal to 10% of total amount of bid) shall be retained as performance guarantee and this amount shall be kept by the first party until issuance of warranty

completion certificate by the first party as part security for second party's due diligent, honest and timely performance of the contract.

- 8.2 The first party shall have unconditional and unequivocal authority to utilize the whole retained money (performance guarantee) or any part thereof to compensate itself any loss or damage or over payment, if any that the first party may suffer due to the default/act of the second party during the warranty period, after informing second party. The retained money, after deductions, if any, will be refunded by the first party to the second party on the application by the second party after satisfactory completion of the warranty period and on production of warranty completion certificate issued by the first party.

9. **Warranty**

- 9.1 The -----items supplied shall be under warranty for a period of twelve (12) months with effect from the date of delivery of the ----- ---- items to the end users.
- 9.2 The free Warranty of ----- items covers breakages, polish or paint of furniture termite and breakdowns due to manufacturing defects or during its transit at user end (place of delivery) , but does not include physical damage by the end user.
- 9.3 Irrespective of the warranty obligations, the Second Party is liable for replacing faulty items due to any manufacturing defect within seven (7) days from the date of delivery user end.
- 9.4 The warranty shall cover all the materials and goods supplied by the Second Party under this contract irrespective of the fact whether these have been manufactured by the Second Party or not.
- 9.5 In case for Second Party fails to carry out the warranty obligation, the First Party would engage any other operator and carry out the service or replacement and deduct the amounts form the amount retained (performance guarantee) by the First Party as per the payment terms or from their pending bills or any amount due or payable if any.

10. **Force Majeure**

- 10.1 In a Force Majeure situation which directly and materially hinders or hampers the bidder ability to perform its obligations under the contract, the parties will be excused from performance of their respective obligations under the contract until the existence or persistence of the force majeure event.
- 10.2 For purposes of this clause, "Force Majeure" means an event beyond the control of Second Party and not involving the Second Party's fault or negligence or not reasonably foreseeable. Such events are restricted to Acts of God, Wars, Acts of Terrorism, Fires, Floods and epidemics.
- 10.3 If a force majeure situation arises, the Second Party shall promptly notify the First Party in writing of such condition & the cause thereof. Unless otherwise directed by the First Party in writing, the Second Party shall continue to perform its obligations under the Contract as far as the reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- 10.4 If a force majeure event persists for more than a week from the date of the notice, the Second Party may apply to the First Party seeking termination of the Contract. If the First Party agrees, the Contract may be terminated.
- 10.5 If a force majeure event persists for more than a week from the date of the notice, First Party may at its own absolute discretion terminate the Contract.
- 10.6 In the event of termination, the Second Party shall be entitled to receive such part of the Contract price as pertains to the goods which have been delivered, which has been, as on the date of termination, implemented in accordance with the terms of the Contract.
- 10.7 In case, at the time of termination, any action is pending on the part of the Second Party regarding delivery and acceptance of the goods or warranty and maintenance support or services as required under the contract which cannot be completed, the First Party shall be entitled to utilize the Performance guarantee or demand additional sum for such goods or services to ensure continues provisioning thereof. This shall be without prejudice to any other rights and remedies which the First Party may have under the Contract or under the relevant laws.

11 Termination of Contract

11.1 Termination for default

- (a) First Party may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of seven (7) days, sent to the Second Party, terminate the contract in whole or part: If
 - (i) the Second Party fails to deliver any or all of the goods within the time period (s) specified in the Contract, or fails to supply the items as per the delivery schedule or within any extension thereof granted by the Purchase; or
 - (ii) the Second Party fails to deliver the goods and services as per its technical specifications offered in the bid; or
 - (iii) the Second Party fails to perform any of the obligation (s) under the contract; or
 - (iv) the Second Party, in the judgment of the First Party, has engaged in fraudulent and corrupt practices in competing for or in executing the Contract; and
 - (v) in the event of any breach of the contract at any time on the part of the Second Party, the contract shall be terminated by the First Party without compensation to the Second Party.
- (b) In the event, the First Party terminates the contract due to above conditions in whole or in part, the First Party may procure, upon terms and in such manner as it deems fit appropriate at the risk and cost of the second party, the goods and services similar to those delivered and the Second Party shall be liable to the first party for any additional costs for such similar goods. However, the Second Party shall continue the performance of the contract to the extent not terminated.

11.2 Terminations for Convenience

The First Party may by written notice of seven days period sent to the Second Party, terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the First Party's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective. On termination, the Second Party is not entitled to any compensation whatsoever.

In witnesses whereof, the parties hereto have signed this contract by their duly authorized representatives on the day, month and year first mentioned above.

**1. Chief Minister's Inspection Team
Government of the Punjab**

**2. M/s -----
Through -----**

1. WITNESS

2. WITNESS