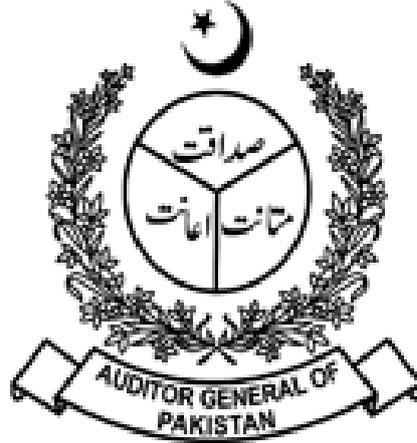


Tender Reference No: Gen. St /2024-25

TENDER DOCUMENTS

FOR PURCHASE OF GENERAL & COMPUTER STATIONERY
ITEMS



Assistant Auditor General (P)
Audit House, Constitution Avenue,
Islamabad Phone No.9202505,

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Office of the
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue
Islamabad

BIDDING DOCUMENTS
Guideline Lines for Bidders

FURTHER TO OUR ADVERTISEMENT ON THE PPRA WEBSITE FOR PURCHASE OF GENERAL & COMPUTER STATIONERY ITEMS, BIDS IN THE LIGHT OF DETAILS GIVEN BELOW BE FURNISHED FOR EVALUATION IN THE LIGHT OF PPRA RULES

(1). GENERAL CONDITIONS FOR BIDDING

1.1 Invitation to Bid

Office of the Auditor General of Pakistan intends to purchase General & Computer Stationery items for the Financial year 2024-25 for which sealed Bids are invited from bidders on single stage two envelope Bidding procedure. The Procurement will be governed by the Public Procurement Rules,

1.2 RECEIPTS AND OPENING OF TENDER

Sealed tenders should reach this office on 12.08.2024 by 11:00 am and will be opened on the same day at 11:30 am. Bids should be placed in separate sealed cover marked as **'BID FOR PURCHASE OF GENERAL & COMPUTER STATIONERY ITEMS'**. For any clarification or further information, if necessary, the bidders may contact Audit Officer (Admin-III), Office of the Auditor General of Pakistan, Islamabad on Phone No: 051- 9224084 during office hours.

1.3 CLARIFICATION OF BIDDING DOCUMENTS

- a) A prospective bidder requiring any clarification(s) in respect of the Bidding Document may contact in writing the Assistant Auditor General (P), Office of the Auditor General of Pakistan.
- b) The Assistant Auditor General (P) will respond to any query for clarification which he/she receives three (03) working days prior to the deadline for the submission of

Bids.

1.4 AMENDMENT OF BIDDING DOCUMENTS

- a) At any time prior to the deadline for submission of Bids, the office of the AGP may, for any reason, modify the Bidding Document by issuing addendum.
- b) Any addendum thus issued shall be part of the Bidding Document and shall be made available online on the official websites of PPRA and office of the AGP.
- c) The office of the AGP may at its discretion extend the deadline for submission of Bids.

1.5 ELIGIBLE BIDDERS

Bidding is open to all firms meeting the following criteria:

- a) The bidder should be legally registered as a Firm, Sole Proprietor, and Company dealing in stationery items. Certificate of incorporation/Registration be attached with the bidding documents.
- b) Bidder should have at least three years' experience of providing stationery items to government organizations.
- c) The bidder should not be Blacklist by any relevant Authority.
- d) The bidder should be on Active Taxpayer List (ATL) of FBR.
- e) The bidder should be registered with the Income Tax and Sales Tax Department having NTN, GST and Vendor number of AGPR.

1.6 DOCUMENTS COMPRISING THE BID

The bid shall comprise of the following components:

- a) Cover letter.
- b) Forms duly filled, signed and sealed, each and every page be signed & stamped.
- c) Each page of Bid should be duly signed & stamped.
- d) Rs.500,000/- of the bid price as Earnest Money/Bid Security.
- e) Validity of bid Should be 120 days
- f) Documentary evidence of completed contract/work order during last three years.
- g) Certificate from Client in sport of satisfactory performance during las Five years.
- h) Declaration by the supplier that the firm/company is not blacklisted
- i) Copies of NTN, GST and Vendor Number certificates.

1.7 SUFFICIENCY OF BID

Each bidder shall satisfy himself before Bidding as to the correctness of his Bid and of

the prices entered for the proper completion of bid.

1.8 SCOPE OF BID

- i. Bidders can participate in one or more than one lot (s).
- ii. Bidders participating in one list is required to offer rate for each item in the respective list.
- iii. The bidder has to quote only one rate as per tender specifications. Two or more prices will be treated as non-responsive.
- iv. The items will be purchased through work order on need basis periodically during the year 2024-25..

1.9 COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its bid and the office of the Auditor General of Pakistan will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.10 FORMAT OF SECURITY

- (a) Each bidder shall furnish Rs.500,000/- of the bid amount as Earnest Money/Bid Security in the shape of Bank Draft / Pay Order of the quoted value in favor of the office of the Auditor General of Pakistan, valid for a period up to twenty eight (28) days beyond the bid validity date. No cheque will be entertained.
- (b) Any bid not accompanied by an acceptable earnest money shall be rejected by the office of the AGP as non-responsive.
- (c) The earnest money of unsuccessful bidders will be returned upon award of contract to the successful bidder.
- (d) The bid security of the successful bidder may be forfeited if he fails to sign the contract agreement, fails to complete work within specified time, withdraws his bid during the period of bid validity or does not accept the correction of his Bid Price.

1.11 CONDITIONAL BID

Any bid found as conditional will be rejected.

1.12 DETAIL OF STANDARD FOR ASSESSING THE QUALITY AS PER SPECIFICATION/SAMPLE.

- a) The items delivered should be new and in no case be used or refurbished.
The supplier will be solely responsible for payment of all government taxes applicable on the specified items

1.13 DISQUALIFICATION

Offer may be rejected if:

- (a) Tender is submitted without the required Earnest Money/Bid Security.
- (b) Bid/Tender is received after specified date and time of receipt.
- (c) Specifications and other requirements are not properly adhered to.
- (d) GST/NTN certificate is not attached.
- (e) Eligibility criteria is not met
- (f) Any other discrepancy found in the proposal.

(2) INSTRUCTIONS TO BIDDERS

- a) The Bidder is expected to follow all instructions and specifications in the bidding document. Failure to furnish all information required in the bidding document or to submit a bid not substantially responsive to the bidding document will be at the Bidder's risk and may result in the rejection of bid.
- b) Bid shall remain valid for the period stipulated in the "Bidding Data Form".
- c) No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions are not fully complied with, the bid may be rejected.
- d) The Bid shall be signed by a person or persons duly authorized to sign. This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bidder to act for and on behalf of the bidder. All pages of the bid shall be initialed and official seal be affixed by the person or persons signing the bid.
- e) A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- f) The Bid shall be delivered in person or received by registered mail at the address given in Bidding Data Form not later than the time and date stipulated therein.
- g) The (inner and outer envelopes) should be addressed to the Assistant Auditor General (P), office of the Auditor General of Pakistan. The name and address of the Bidder should also be available on the envelopes to enable the bid to be returned unopened in case it is declared "Late`
- h) Bid submitted through FAX or Email shall not be considered.

- i) Any bid received after the deadline will be returned unopened to such bidder.
- j) No bidder shall be allowed to alter or modify his bid after the bids have been opened.

However, the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.

- k) Any request for clarification in the bid, made by the procuring agency shall invariably be in writing. The response to such request shall also be in writing.
- l) Bid shall be submitted inclusive of all relevant taxes.

(3) BID EVALUATION CRITERIA

- a. Tender will be evaluated according to para 36(a) **Single Stage-Two envelope procedure.**
- b. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
- c. The bids will be opened in the presence of bidders or their representatives who choose to attend, at the time, date and location stipulated in the Bidding Data Form.
- d. The bidder's name, Bid Prices, any discount, the presence or absence of Earnest Money/Bid Security, and such other details will be announced at the time of Bid opening. Representatives of the bidders who choose to attend the bid shall sign the attendance sheet.
- e. Any Bid Price or discount which is not read out and recorded at bid opening will not be taken into account in the evaluation of bid.
- f. To assist in the examination, evaluation and comparison of Bids **the office of the Auditor General of Pakistan** may, at its discretion, ask the bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.
- g. A substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Document without material deviations.
- h. A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
- i. The Purchase Committee will evaluate and compare the bids which have been determined to be substantially responsive.
- j. The Bids will be evaluated as per specifications. The bids which do not conform to prescribed specifications and terms and conditions of tender, will not be accepted.

- k. In case of same rate offered by two or more bidders, the deciding factor will be longer period of warranty, and services, maintenance after completion of the project.
- l. Results of Bid Evaluation in the form of a report giving justification for acceptance or rejection of bids at least 10 days prior to the award of contract shall be displayed on notice board.

(4) AWARD OF CONTRACT

4.1 AWARD CRITERIA & RIGHT OF OFFICE OF THE AUDITOR GENERAL OF PAKISTAN

- a. **The office of the Auditor General of Pakistan** shall award the Contract to the bidder whose bid has been determined to be **substantially responsive** to the Bidding Document and who has offered the lowest evaluated Bid Price, provided that such bidder has been determined to be qualified to satisfactorily perform the contract.
- b. **The office of the Auditor General of Pakistan** reserves the right to increase or decrease the specification , accept or reject any bid, and to annual the bidding process and reject all bids, at any time prior to award of contract subject to PPRA Rules, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for **the Office of the Auditor General of Pakistan**'s action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders.

4.2 NOTIFICATION OF AWARD

Prior to expiry of the period of bid validity, the **office of the Auditor General of Pakistan** will notify the successful bidder in writing that his bid has been accepted.

4.3 PERFORMANCE GUARANTEE

The successful bidder shall be bound to furnish a performance guarantee of 5% of the contract amount in the form of bank guarantee which shall be retained till the expiry of warranty period.

4.4 PAYMENT AND CURRENCY

Payment shall be made in Pak. Rs. through AGPR.

4.5 ALL TAXES WILL BE DEDUCTED AT SOURCE AS PER GOVERNMENT RULES

(5) DELIVERY TIME

Items delivered within the specified time (As mentioned in the Bidding Data Form) at **the office of the Auditor General of Pakistan Constitution Avenue Islamabad** at the cost of the supplier and no further payments shall be claimed by the supplier in this regard.

5.1 WARRANTY

Comprehensive warranty period must be mentioned clearly in the bidding documents. Preference will be given to those who offer maximum warranty period. However, the warranty shall not be less than one year.

5.2 IMPORTANT INSTRUCTIONS

- a. No bidder shall contact any officer of **the office of the Auditor General of Pakistan** on any matter relating to his Bid from the time of the Bid opening to the time the bid evaluation till said result is announced.
- b. The evaluation result shall be announced at least ten (10) days prior to award of Contract.
- c. Any effort by a bidder to influence any officer of the **office of the Auditor General of Pakistan** in the Bid evaluation, Bid comparison or contract award decisions may result in the rejection of his Bid.
- d. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen (15) days after the announcement of the bid evaluation result, however, mere fact of lodging a complaint shall not warrant suspension of procurement process.

(6). BIDDING DATA FORM

The Office of the Auditor General of Pakistan

6.1 Please fill-in the blank space at sr# 1 to #7.

- | | |
|---|--|
| 1. Brief description of work: | Provision of General and Computer Stationery items. |
| 2. Bid Currency: | The payment shall be made in Pak. Rupees. |
| 3. Deadline for Submission of Bids: | 11:00 AM on 12.08.2024 |
| 4. Address for submission and opening of Bid: | Office of the Auditor General of Pakistan, Constitution Avenue, Islamabad. |
| 5. Date of Bid Opening: | Same as deadline for submission of bids |
| 6. Total amount of Earnest Money: | Rs. <u>500,000/-</u> |
| 7. Period of Bid Validity: | <u>For whole financial year 2024-25</u> |
| 8. Time frame for Completion: | within one week after issuance of work order |

(7). BIDDER'S INFORMATION

Please fill-in-the following details (Use Capital Letters.)

M/S: (Name of Business) _____

Business Owner's Name: _____

Business Address: _____

National Tax Number (NTN): _____

Sales Tax Registration #: _____

Vendor Number: _____

Date of Registration:

		-			-				
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Owner's CNIC #:

					-								-	
--	--	--	--	--	---	--	--	--	--	--	--	--	---	--

Telephone #: _____

Fax #: _____

Authorized Person's Name: _____

Authorized Person's Designation: _____

Authorized Person's Signature: _____

LIST OF GOODS TO BE PROCURED

S.No	Item Description	Quantity	Unit Rate (Excl. of Taxes)	Total Tax per unit	Total Cost per unit (incl. of taxes)	Total Cost of units (incl of taxes)
1.	Ball Point Crystal Gel Piano or equal	5000 Nos				
2.	Binding Tap 1' (50 yards)	200 Nos.				
3.	Binding Tap 2' (50 yards)	200 Nos.				
4.	Book/File Ends	50 Nos.				
5.	Box File (Imported best quality)	1000 Nos.				
6.	Box File (Fiber)	1000 Nos.				
7.	Calculator 12 Digit (12 step Check)	36 Nos.				
8.	Calculator 14 Digit (12 step Check)	12 Nos.				
9.	Correction Pen 7 ml	800 Nos.				
10.	Diary Register No.6	300 Nos.				
11.	Draft Pad (Small) 60 Sheets (6x8)	200 Nos.				
12.	Envelope Khaki (4x9)	12000 Nos				
13.	Envelope Khaki (5x11)	12000 Nos				
14.	Envelope Khaki (A4-size)	6000 Nos				
15.	Envelope Khaki large size/File size	6000 Nos				
16.	Envelope Khaki large size/File size with Cloth	6000 Nos				
17.	Envelope White (4x9)	6000 Nos				
18.	Envelope White (5x11)	6000 Nos				
19.	Envelope White (A4-size)	3000 Nos				
20.	Envelope White large size/File size	6000 Nos				
21.	Envelope White large size/File size with Cloth	6000 Nos				
22.	File Tag Cotton 6" Bunches	1000				

23.	Flag (Different color)	500 Packets				
24.	File Binders	100				
25.	Gum Stick (Medium) 22 gm	1000 Nos.				
26.	Heavy Duty Stapler (Large size)	05 Nos.				
27.	High Lighter (Different Color)	1000 Nos				
28.	Lead Pencil	2500 Nos.				
29.	Marker Permanent 1.0 mm (Black, Blue &	150 Nos.				
30.	Plastic Bag FC Size	100 Bags				
31.	Pen Stand	12 Nos				
32.	Plastic File (Front Transparent) Managem	1000 Files				
33.	Post it Pad 3x3 (3 Colors)	500PK				
34.	Post-it-Pad (2X3)	500 Nos.				
35.	Punch (Double Heavy Duty)	10 Nos.				
36.	Punch (Single Heavy Duty)	50 Nos.				
37.	Ring Binder (A/4)	100 Nos.				
38.	Rubber	1000 Nos.				
39.	Ruled Register No.10	50 Nos.				
40.	Scale 12" Steel Best Quality	50 Nos.				
41.	Scissors 6"	250 Nos.				
42.	Scotch Tape 1" (75 yards)	200 Nos.				
43.	Scotch Tape 2" (75 yards)	200 Nos.				
44.	Separator Set (a to z Color A-4) Multi hole	200 Sets				
45.	Sharpener (Chrome Body)	500 Nos.				
46.	Spiral Binding Pad 5-1/2x9 (Writing/Draft	250 Nos.				
47.	Spiral Binding Pad 5x7 (Writing/Drafting	250 Nos.				
48.	Stamp Pad	100 Nos.				
49.	Stamp Pad Ink	100 Nos.				
50.	Stapler Machine No.0306	200 Nos.				
51.	Staples Pins 24/6	800 Boxes				
52.	Stapler Pins 23/13	20 Boxes				

53.	Stapler Pins 23/15	20 Boxes				
54.	Stapler Pins 23/17	20 Boxes				
55.	Stapler Pins 23/20	20 Boxes				
56.	Stapler Pins 23/24	20 Boxes				
57.	Stock Register No.6	05 Nos.				
58.	Table Set Wooden Fine	5 Sets				
59.	Stapler Machine Large size Heavy Duty	10 Nos.				
60.	Transparent Card Jacket	200 Nos.				
61.	Uni-ball Eye, Segno or equaling	4000 Nos.				
62.	Uni-ball Fine Micro, or equaling	1000 Nos				
63.	Uni-ball Schneider Business-I or equaling	500 Nos				
64.	Paper A4 size 80GMS Imported or equita	2500 Ream				
65.	Paper Legal size 80GMS Imported	100 Ream				
66.	Paper A4 size Different Colors (ACR)	50 Ream				
67.	Paper Cutter	200 Pkt				
68.	Paper Clip Small size	200 Pkt				
69.	Paper Clips Colors	50 Pkt				
70.	Paper Clips Batter fly	50 Pkt				
71.	Meeting/Engagement Stand	24-Nos				

List of Computer Stationery items

Item No.	Item Description (Toners Chaina)	Quantity	Unit Rate (Excl. of Taxes)	Total Tax per unit	Total Cost per unit (incl. of taxes)	Total Cost of units (incl of taxes)
1.	Brother Fax 2840	20				
2.	Brother HL5340D	20				
3.	HP 402 Printer (26-A)	60				
4.	HP 604 Heavy Duty Printer (81-A)	03				
5.	HP Color Laser Jet 254 NW Printer	05				
6.	HP Printer 15 (48-A)	10				
7.	HP-1005 (35-A)	20				
8.	HP-1020 (12-A)	25				
9.	HP-1320 (49-A)	30				
10.	HP-2055d (05-A)	80				
11.	HP-P1102 (85-A)	15				
12.	HP-P1505n (36-A)	25				
13.	HP-P2015 (53-A)	20				
14.	HP-M130 Pro (17-A)	20				
15.	Ricoh Color Printer Tonner (C440DN)	05				
16.	Ricoh Fax Toner (SF- 210)	10				
17.	Ricoh Fax Toner (SP- 311)	15				
18.	HP-401 Toner 80-A	04				
19.	Ricoh Fax Toner (SP- 3610SF)	10				
20.	Samsung Printer (ML- 3710,3310)	05				
21.	Samsung Printer (ML- 2571N)	05				
22.	Samsung Printer (ML- 3050/3051N)	05				
23.	404DN (76-A)	05				
24.	Xerox 3330 Printer	25				
25.	Xerox printer B-615	06				
26.	Panasonic photocopier 8045	08				

27.	Xerox 5865	08				
28.	Toshiba E-Studio 6508	04				
29.	HP-Color Laser Jet Pro M254nw (203-A)	10-Sets				
30.	Canon LBP674cx	24-Sets				
31.	Key Boards HP or Equalent	50				
32.	Mouse	50				
33.	Mouse Pad	50				
34.	USB 32 GB	36				
35.	USB 64 GB	12				
36.	VGA Cable	36				
37.	Data Cable for Printer	36				
38.	Power Cable	36				

LIST OF MISC ITEMS FOR TENDER 2024-25

S/No	Items	Size	Qty/ Monthly
1	Glint Glass Cleaner or Equivalent	500-ml	24/PM
2	Vim Dish Washing Powder or Equivalent	500-gm	24/PM
3	Lux Soap or Equivalent	150-gm	24/PM
4	Cobra Air Freshener Spray or Equivalent	300-ml	48/PM
5	Power Plus Insect Killer Spray or Equivalent	Spray 300-ml	24/PM
6	Yalow Duster Cloth	Cloth XL	156/PM
7	Dettol Hand Wash or Equivalent	250-ml	24/PM
8	Power Plus Cell or Equivalent	AA-Size	72/PM
9	Power Plus Cell or Equivalent	AAA-Size	48/PM
10	Power Plus Cell 23-A, 12-V, or Equivalent	23-A, 12-V	12/PM
11	Rose Petal Luxury Ultra Soft Facial Tissue Box or Equivalent	100 Sheets	36/PM
12	Rose Petal Tissue Pop Up Facial Tissue Box or Equivalent	150 or 300 Sheets	108/PM
13	Rose Petal Max Single Toilet Roll or Equivalent		60/PM
14	Rose Tetal Hi-Jjeen Tissue White- 75 Pulls or Equivalent	75-Pulls	60/PM
15	Express Washing Powder or Equivalent	Small 35-gm	84/PM
16	Comic Car Body Polish or Equivalent		24/PM
17	Car Polish Cloth		24/PM
18	Dove Car Wash Shampoo		72/PM
19	7C Car Dash Board Polish or Equivalent		24/PM
20	Aroma Gel Arion or Equivalent		24/PM

