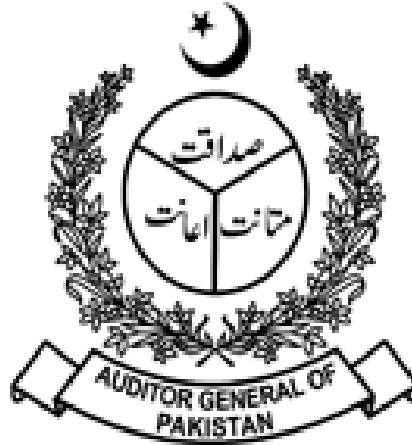


Tender Reference No; Gen. St /2022-23

TENDER DOCUMENTS

FOR PURCHASE OF GENERAL & COMPUTER STATIONERY ITEMS



Assistant Auditor General (Log)
Audit House, Constitution Avenue, Islamabad
Phone no.9202505, Fax No. 051-9224085

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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 (at page 12) for next 12 months for which sealed tenders are invited from bidders on single stage one envelope procedure. The procurement will be governed by the public Procurement Rules, 2021

1.2 RECEIPTS AND OPENING OF TENDER

Sealed tenders should reach this office on 25.07..2022 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 documents.
- b) Bidder should have at least three years experience of providing stationery items to government organizations.
- c) The bidder should not be blacklisted 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.
- d) 5% of the bid price as Earnest Money/Bid Security.
- e) Validity of bid Should be 120 days.
- f) Documentary evidence of completed contracts/work orders during last three years.
- g) Certificates from client in support of satisfactory performance during last three years.
- h) Declaration by the supplier that the firm/company is not blacklisted.
- i) Copy of Bank Statement for last financial year should be attached.

j) 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 lot is required to offer rate for each item in the respective lot.
- 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.

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 5% 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

- a) The items delivered should be new and in no case be used or refurbished.

- b) 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 major 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 (Log), 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 e-mail 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 exclusive of all relevant taxes.
- m) For any further clarification, Assistant Auditor General (Log) may be contacted.

(3) BID EVALUATION CRITERIA

- a. Tender will be evaluated according to para 36(a) **Single Stage-One 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.
- m. Bids should be evaluated on lot basis.

(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 annul 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 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 serial #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 25.07.2022
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 5% Earnest Money: Rs. _____
7. Period of Bid Validity: 120 days _____
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 #:

					-								-	
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Telephone #: _____

Fax #: _____

Authorized Person's Name: _____

Authorized Person's Designation: _____

Authorized Person's Signature: _____

(8). LIST OF GOODS TO BE PROCURED

Lot-I

Sr. No.	Name of Item	Estimated Quantity	Unit Rate (RS)
1.	Envelope Brown 80 gms (11x5)	5000 Nos.	
2.	Envelope Brown 80 gms (9x4)	5,000 Nos.	
3.	Envelope Brown 80 gms (11x15)	5,000 Nos.	
4.	Envelope White 80 gms (10x12)	5,000 Nos.	
5.	Envelope White 80 gms (11x15)	2,000 Nos.	
6.	Envelope White 80 gms (11x5)	1000 Nos.	
7.	Envelope White 80 gms (9x4)	1000 Nos.	
8.	Envelope with Cloth Brown Color File Size (11x15)	1000 Nos.	
9.	Envelope with Cloth White Color File Size (11x15)	500 Nos.	
10.	Envelope Brown 80 gms (10x12)	3,000 Nos.	

Lot –I1

Sr. No.	Name of Item	Estimated Quantity	Unit Rate (RS)
1.	AGP office Card Cover	100 Nos	
2.	Ball Point Crystal Gel or equal	6000 Nos.	
3.	Binding Tap 1' (50 yards)	200 Nos.	
4.	Binding Tap 2' (50 yards)	200 Nos.	
5.	Book/File Ends	50 Nos.	
6.	Box File (Local)	550 Nos.	
7.	Box File (Fiber)	350 Nos.	
8.	Calculator 12 Digit (12 step Check)	36 Nos.	
9.	Calculator 14 Digit (12 step Check)	24 Nos.	

10.	Correction Pen 7 ml	525 Nos.	
11.	Dak Pad Fine	20 Nos.	
12.	Diary Register No.10	100 Nos.	
13.	Diary Register No.6	100 Nos.	
14.	Diary Register No.8	100 Nos.	
15.	Draft Pad (Small) 60 Sheets (6x8)	200 Nos.	
16.	Engagement/Meeting Stand Crystal (9x12)	20 Nos.	
17.	File Board with Rexene Flapper (10x14)	6000 Nos.	
18.	File Tag Cotton 6"	2000 Bunches	
19.	Gum Stick (Medium) 22 gm	850 Nos.	
20.	Heavy Duty Stapler (Large size)	15 Nos.	
21.	High Lighter (Different Color)	450 Nos	
22.	Lead Pencil	2000 Nos.	
23.	Mark Permanent 1.0 mm (Black, Blue & Red)	300 Nos.	
24.	Plastic Bag FC Size	24 Bags	
25.	Pen Stand	12 Nos	
26.	Plastic File (Front Transparent) Management file	1700 Files	
27.	Post it Pad 3x3 (4 Colors)	500 Nos.	
28.	Post-it-Pad (2X3) (4 Colors)	500 Nos.	
29.	PP Binding Cover A4 size (Semi clear light Blue, light Black, White) (100 Pcs)	2000 Sheets	
30.	Punch (Double Heavy Duty)	5 Nos.	
31.	Punch (Single Heavy Duty)	100 Nos.	
32.	Ring Binder (A/4)	200 Nos.	
33.	Rubber	500 Nos.	
34.	Ruled Register No.10	100 Nos.	
35.	Scale 12" Steel	24 Nos.	
36.	Scissors 6"	200 Nos.	
37.	Scotch Tape 1" (75 yards)	200 Nos.	
38.	Scotch Tape 2" (75 yards)	200 Nos.	

39.	Scotch Tape Dispenser	10 Nos.	
40.	Separator Set (a to z Color A-4) Multi hole	200 Sets	
41.	Sharpener (Chrome Body)	300 Nos.	
42.	Spiral Binding Pad 5-1/2x9 (Writing/Drafting Pad)	250 Nos.	
43.	Spiral Binding Pad 5x7 (Writing/Drafting Pad)	250 Nos.	
44.	Stamp Pad	100 Nos.	
45.	Stamp Pad Ink	100 Nos.	
46.	Stapler Machine No.0306	150 Nos.	
47.	Stapler Pins Remover	200 Nos.	
48.	Staples Pins 24/6	800 Boxes	
49.	Stapler Pins 23/13	50 Boxes	
50.	Stapler Pins 23/15	50 Boxes	
51.	Stapler Pins 23/17	50 Boxes	
52.	Stapler Pins 23/20	50 Boxes	
53.	Stapler Pins 23/24	50 Boxes	
54.	Stock Register No.10	20 Nos	
55.	Stock Register No.8	10 Nos.	
56.	Table Set Wooden Fine	5 Sets	
57.	Transparent Card Jacket	200 Nos.	
58.	Uni-ball Eye Fine or equaling	1000 Nos.	
59.	Uni-ball Signo or equaling	3000 Nos.	
60.	Visiting Card holder yoyo (Blue and Black)	200 Nos.	
61.	Visiting Card Neck Ribbon (Blue, Green)	200 Nos.	
62.	Paper A4 size 80GMS Navigator or equitant	1500 Ream	
63.	Paper Legal size 80GMS Navigator or equitant	100 Ream	
64.	Different Colors (Yellow, Green & Pink) Paper A4 size	100 Ream	

Lot-III (Rates for New Toners) China

Sr. No.	Name of Item	Estimated Quantity	Unit Rate (RS)
1.	Brother Fax 2840	12	
2.	Brother HL5340D	20	
3.	HP 402 Printer (26-A)	15	

4.	HP 604 Heavy Duty Printer (81-A)	1	
5.	HP Color Laser Jet 254 NW Printer	10	
6.	HP Printer 15-A (48-A)	10	
7.	HP-1005 (35-A)	5	
8.	HP-1020 (12-A)	25	
9.	HP-1320 (49-A)	15	
10.	HP-2055d (05-A)	25	
11.	HP-P1102 (85-A)	5	
12.	HP-P1505n (36-A)	20	
13.	HP-P2015 (53-A)	5	
14.	HP-M102A Pro (17-A)	20	
15.	HP-M102A Pro (19-A)	20	
16.	Lexmark 310d	10	
17.	Ricoh Color Printer Toner (C440DN)	2	
18.	Ricoh Fax Toner (SF-210)	10	
19.	Ricoh Fax Toner (SP-311)	5	
20.	Ricoh Fax Toner (SP-3610SF)	4	
21.	Samsung Printer (ML-3710,3310)	4	
22.	Samsung Printer (ML-2571N)	4	
23.	Samsung Printer (ML-3050/3051N)	4	
24.	Toshiba Studio 6508A	4	
25.	USB 16 GB	30	
26.	USB 32 GB	30	
27.	USB 64 GB	5	
28.	404DN (76-A)	08	
29.	Xerox 3330 Printer	15	
30.	Multi-Function Printer 8565	20	
31.	Xerox Printer B615	10	

STATIONERY FOR THE FINANCIAL YEAR 2022-23 & CONSTITUTION OF PURCHASE & BID EVALUATION COMMITTEE.

1. PUC is Tender Document, the stationery section of this office deals with items as mentioned on the subject and purchase are being made in every Financial Year through Tender and avoiding purchasing through quotations system except on emergent nature work.
2. The Tender documents have been prepared duly shown the items along with their specification to be purchased for the year 2022-23. & Constitution of Tender & Bid Evaluation Committee as purposed below:-

Tender/Bid Evaluation Committee

- | | |
|------------------------------|-------------------|
| 1. Director (Policy) | Chairman |
| 2. Deputy Director (policy) | Member |
| 3. Audit Officer (QAIM) | Member |
| 4. Audit Officer (Admin.III) | Member /Secretary |

3. The Additional Auditor General-I/PAO is requested to accord approval for up-loading the Tender for purchase of Computer & General Stationery along with constitution of Tender/Bid Evaluation Committee.
4. Submitted for approval, please.