



**WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT
REGIONAL OFFICE, FAISALABAD.**

**Bidding Documents for Procurement of Stationery & Other Miscellaneous
Stores and IT Items on Annual Contract Basis for the
Financial Year 2022-23**

INSTRUCTIONS TO BIDDERS (ITB)

Bidders are advised to read the Instruction to Bidders (ITB) carefully as elaborated below;-

1. Scope of Bid.

1.1 The Office of Wafaqi Mohtasib Secretariat R.O. Faisalabad invites sealed bids for Supply of Stationery and other stores items as specified in detail, Schedule of Requirements. The successful bidders will be required to supply best quality items to WMS as per term and conditions specified in this bidding document.

2. Eligible Bidders.

2.1 This Invitation for Bids is open to all original manufacturers/ their authorized agents/ general order suppliers/stockist/stationers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods who possess NTN, GST No. and on Active Tax payers List of FBR etc.

2.2 Not blacklisted under the provision of Rule 19 of PPRA Rules 2004.

3. Preparation of Bids and Applicable Bidding Procedure.

3.1 **The bidding procedure** is governed by Public Procurement Rule 36 "Procedures of Open Competitive Bidding" sub-rule (a) "**Single stage – One Envelop procedure**". Each bid shall be comprised of one single envelope containing financial proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

3.2 **Language of Bid:** - The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency, shall be written in English.

3.3 **Bid Form;**- The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the Goods to be supplied, a brief description of the Goods and prices.

3.4 **Bid Currencies;** - Prices shall be quoted in Pak Rupees.

4. Bid Security:-

4.1 The Bidder shall furnish, as part of its bid, a bid security in the amount of Rs. 18,000/- in shape of pay order.

4.2 The bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 4.6.

4.3 Any bid not secured in accordance with ITB Clauses 4.1 will be rejected by the Procuring Agency as nonresponsive.

4.4 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible after the award of contract to the successful bidder/bidders.

4.5 The successful Bidder's bid security will be converted into Security Deposit which will be retained with the Wafaqi Mohtasib Secretariat R.O. **FAISALABAD** till 30.06.2023.

- 4.6 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity specified in the Clause 5.2(iii);
 - (b) if a bidder is found indulged in fraudulent/ corrupt practices/concealment of facts ;
 - (c) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance with the contract agreement form.
 - (ii) fails to deliver the Goods within stipulated time period as per Schedule of Requirements.

5. Evaluation and Qualification Criteria.

5.1 Subject to preliminary examination of the bidders/bids to determine their responsiveness to the eligibility criteria specified in this bidding document the Evaluation Criteria for the subject procurement shall be based on mandatory compliance of the Specifications and requirements subject to the most advantageous bid. In other words the contract shall be awarded to the responsive bidder whose bid will be determined as the most advantageous bid of every item.

5.2 The following mandatory documents will be required for eligibility and qualification of the bidders:-

- i. NTN & GST Certificate.
- ii. Proof of on active Tax payers List of FBR.
- iii. Undertaking regarding Bid validity period of one year i.e till **30.06.2023**.
- iv. Submission of pay order as bid security with bid.
- v. Bidding documents duly signed/stamped.
- vi. Certificate regarding not blacklisted under the provision of Rule 19 of PPRA Rules 2004.
- vii. Location & address of the shop/company/firm in Faisalabad.

6. Period of Validity of Bids:-

6.1 Bids shall remain valid for the period specified in Clause 5.2(iii) i.e. **30.06.2023** after the date of bid opening prescribed by the Procuring Agency in the invitation to bids/tender notice. A bid valid for a shorter period shall be rejected by the Procuring Agency as nonresponsive.

7. Modification and Withdrawal of Bids:-

7.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring Agency prior to the deadline prescribed for submission of bids.

7.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. A withdrawal notice may also be sent by fax or email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

7.3 No bid may be modified after the deadline for submission of bids.

7.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 4.6.

8. **Clarification of Bids:-**

8.1 During evaluation of the bids, the Procuring Agency 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 prices or substance of the bid shall be sought, offered, or permitted.

9. **Preliminary Examination:-**

9.1 The Procuring Agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

9.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, the bid will be rejected, and bid security shall be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

9.3 The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided that such waiver does not prejudice or affect the relative ranking of any Bidder.

9.4 The Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, **such as** those concerning Bid Security and Taxes and Duties will be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

9.5 If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

10. **Contacting the Procuring Agency:-**

10.1 Subject to ITB Clause 8, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring Agency, it should be done in writing.

10.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

11. **Award Criteria:** Subject to ITB Clause 12, the Procuring Agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

12. **Procuring Agency's Right to Accept/ Reject Bids:** The Procuring Agency reserves the right to accept or reject all bids, and to annul the bidding process and reject all bids at any time prior to acceptance of the bids, without thereby incurring any liability to the affected Bidder or bidders. The Procuring Agency will inform the affected Bidder or bidders of the grounds for the Procuring Agency's action, if so requested, but the Procuring Agency shall not be required to justify the grounds. It may also add or skip the items mentioned in schedule of requirement.

13. Notification of Award:

13.1 Prior to the expiration of the period of bid validity/extended bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or by cable, that its bid has been accepted.

13.2 The notification of award under ITB 13.1 will constitute the formation of the Contract.

14. Signing of Contract: At the same time as the Procuring Agency notifies the successful Bidder, the Procuring Agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

15. Corrupt or Fraudulent Practices:

15.1 The Procuring Agency observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Procuring Agency:

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.
- (b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a PPRA financed contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a PPRA financed contract.

16. Blacklisting:

16.1 The Procuring Agency may blacklist a bidder/firm found under obligation of the wrong doings vide clause 15.1 (a, b and c) or who consistently fails to perform satisfactorily.

16.2 Before blacklisting of the firm, show cause notice will be issued to the bidder followed by personal hearing, in case of non-resolution of issue. The nature of blacklisting of firm, whether temporary or permanent, will depend upon the gravity of offense.

Ever make or model is mentioned, the bidder may quote the rate of any other equivalent make/model of item.

Name of Firm, Signature & Seal _____

SCHEDULE OF DELIVERY: The items shall be delivered and installed in accordance with the following schedule.

S. No.	Description	Qty	Required Delivery Schedule from the Date of Supply Order	Location
1	Items mentioned in every supply order	As per supply order	Within three days	Wafaqi Mohtasib Secretariat, R.O. FAISALABAD

1. Bid Form

Date: _____
No: _____

To: **ASSISTANT REGISTRAR**
Wafaqi Mohtasib Secretariat
WMS, R.O. Faisalabad.

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *the goods* in conformity with the said bidding documents enclosed with Bid Security (4%) of the total contract value which is **Rs. 18,000/-**.

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

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form", will remain with the Procuring agency according to Clause 20 of the terms & conditions.

We also agree regarding Bid validity period till **30.06.2023** 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.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

WAFAQI MOHTASIB'S SECRETARIAT, REGIONAL OFFICE FAISALABAD

(B) MISCELLANEOUS ITEMS

No.	Item/Description	Specification Make/Brand Name	Rate
1	Air Freshner 300ml	Johnson Glade or equivalent	
2	Water Glass	Ocean or equivalent	
3	Tea Cup with Saucer and Spoon	Good quality	
4	Bulb (LED) 14 watt	Phillps or equivalent	
5	Cell (AA1.5V) for wall clock	Toshiba or equivalent	
6	Cell (AA1.5V) for remote	Toshiba or equivalent	
7	Cell (Full large size)	Good quality	
8	Commode Brush	Good quality	
9	Duster Cotton	Good quality	
10	Electric tube Rod	Phillps or equivalent	
11	LED 30 Watts	Phillps or equivalent	
12	LED 18 Watts	Phillps or equivalent	
13	Glint Spray 500 ml	Glass Cleaner or equivalent	
14	Lota Plastic	Good quality	
15	Phenyl Liquid	Good quality	
16	Wash room Acid	Good quality	
17	Soap Toilet (70 grams)	Dove or equivalent	
18	Soap Liquid (Hand wash)	Dettol or equivalent	
19	Sanitizer	Dettol or equivalent	
20	Wiper Plastic	Good quality	
21	Washing Powder	Surf Excell	
22	Tissue Rool Big Size	Rose petal or equivalent	
23	Tissue Box (100 X 2 ply	Roase Petal or equivalent	
24	Pool Jharoo	Good quality	
25	Simple Jharoo	Good quality	
26	Scotch brite cotton	Good quality	
27	Towel large size	Good qualitiy	
28	Air Freshner Machine	Good quality	
29	Dishwash BAR	Lemon Max or equivalent	
30	Insect Killer spray	Mortein or equivalent	
31	Cronavirus illness check machine	Good quality	
32	Fly killer Stick	Good quality	
33	Office Table set	Marbel	
34	Door Bell Wireless	Good quality	
35	Led Bulb 50watt	Good quality	



42	Post-it pad (size 3 X 3)	3M or equivalent
43	Post-it pad size 3X5)	3M or equivalent
44	Register No 08	Lucky Exclusive or equivalent
45	Register No 10	Lucky Exclusive or equivalent
46	Register No 16	Lucky Exclusive or equivalent
47	Register No 20	Lucky Exclusive or equivalent
48	Toner IR 1024	Original Tonner
49	Toner Lezer Jet Printer HP 2055	Re filling & re cycling
50	Toner Lezer Jet Printer HP 2015	Re filling & re cycling
51	Toner Lezer Jet Printer HP 1320	Re filling & re cycling
52	Toner Lezer Jet Printer HP 2050	Re filling & re cycling
53	Toner Lezer Jet Printer HP M400	Re filling & re cycling
54	Toner Sharp AR6031	Original Tonner
55	Tap Sheesha	Good quality
56	Toner Lazer Jet Pro M402DN	Re filling & re cycling
57	Toner Fax Machine HP MFP137	Original Tonner
58	Konica Minolta Biz hub 266i	Original Tonner



WAFAQI MOHTASIB SECRETARIAT, REGIONAL OFFICE, FAISALABD.**(A) Stationery items**

Sr. No.	Items / Description	Specification Make / Brand Name
1	Dak/Peon Book-96 Sheet	Tayyaba or equivalent
2	Dak Pad Rexine F/S size	Orion or equivalent
3	Diary/Dispatch Register	Good quality
4	Eraser DG-50	Pelikan or equivalent
5	Eraser-AL-30	Pelikan or equivalent
6	Envelope SE-5 khaki Per 100 (9 X 4 size)	Golden Craft (80 gms)
7	Envelope SE-6 khaki Per 100 (11 X 5 size)	Golden Craft (80 gms)
8	Envelope File Zize (Full)	Golden Craft (80 gms)
9	Envelope Cloth lined A/4 per 100 (10 X 12 size)	White 100gms imprtd paper (As per sample)
10	File Binder Rexine	Good quality
11	File Board (A-4 size)	Shaheen or equivalent
12	File Board (Legal)	Shaheen or equivalent
13	File Binder Rexine	Good quality
14	Gum Bottle 5-oz (142 gms)	Pelkan or equivalent
15	Gum Stick (Medium)	Dollar or equivalent
16	Ink (Fountain pen) blue, black & Red	White 100gms imprtd paper
17	Marker bold (Black & White)	Compo or equivalent
18	Uniball vision Elite, Piano Super Gel	Uniball vision Elite, Piano Super Gel or equivalent
19	Marker	Uniball eye or equivalent
20	Ball Point regular	Picasso or equivalent
21	Ball Point superior	Piano 0.8 mm or equivalent
22	High lighter all colours	Pelikan or equivalent
23	Uni Correction Pen	Mitsubishi or equivalent
24	Pencil Lead HB	Dux, Doller or equivalent
25	Stamp pad large size (blue and black)	Crystal Classic or equivalent
26	Stamp bad Ink (blue & blak)	Crystal Classic or equivalent
27	Shorthand Book 100 Sheets	Lucky or equivalent
28	Paper Cutter Knife	Good quality
29	Paper Offset 80 gms A-4 imported (500 sheets)	Good quality
30	Paper Offset 70 gms legal imported (500 sheets)	Good quality
31	Paper Offset 70 gms legal (500 sheets)	Good quality
32	Paper Coloured Imported 80 gms A-4 size	Good quality
33	Paper Coloured Imported 80 gms legal size	Good quality
34	Punch Single hole	Good quality
35	Stapler Machine	Deli No. 0306 or equivalent
36	Staple Pin Remover	KW-5080 or equivalent
37	Staple Pins (100 Nos 24/6)	Good quality
38	Paper Pin 50 gms	Three Flowers or equivalent
39	Paper Clip 30 mm (80 Pieces)	White 100gms imprtd paper (As per sample)
40	Tag Cotton (8 inch)	Good quality
41	Sharpener Plastic	Dux or equivalent

2. Contract Agreement Form

(On the stamp paper of worth Rs.50/-)

AGREEMENT

This agreement is made the -----day of ----- 2022 between **Wafaqi Mohtasib (Ombudsman)'s Secretariat, R.O. Faisalabad** (hereinafter called the purchaser) and M/S - _____ (hereinafter called "the supplier/vendor"), whenever the context as permits shall be deemed to include his legal representatives, and assigns) of the one part and the purchaser of the other part.

Whereas the supplier/ vendor has agreed to supply the items with reference to Wafaqi Mohtasib Secretariat's Award of Contract No. ----- dated-----

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Purchaser's Notification to the Supplier of Award of Contract (Supply Order);
 - (b) The Form of Bid and the Price Schedules submitted by the Supplier;
 - (c) The Term & Conditions of Contract;
 - (d) The Schedule to Bid (requirement);
 - (e) Specifications (if any);

3. Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

- a) **Agreement Period.** The agreement will be valid from the date of award of contract till 30th June 2023.
- b) **Supply of Goods.**
 - i) The approved items of the tender will be supplied on free delivery basis at Wafaqi Mohtasib Secretariat **P-21, NEW CIVIL LINES, JAIL ROAD, NEAR TOTAL PETROL PUMP, FAISALABAD** on, as and when required basis, throughout the financial year 2022-23.
 - ii) All the supplies will be new and strictly in accordance with the specifications as laid down in the tender documents.
 - iii) Partial supply is not admissible
- c) **Inspection and Tests.**
 - i). After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity and quality of goods.
 - ii. The Inspection Committee of Wafaqi Mohtasib Secretariat, Faisalabad will carry out detailed physical examination of stocks and can reject, any item if found not according to the approved sample etc. Moreover, the Supplier will also be responsible to replace the same without any further charges.

d). Packing & accessories: All the items to be provided are in proper company packing.

e). Transportation and delivery requirements. i. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.

ii. The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination.

iii. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.

f). Warranty. The warranty period (if any of the items is) of the supplied goods shall be one year from the date of delivery of the supplies at the purchaser's premises.

g) Payments. Payment to the successful bidder/Supplier will be made subject to:

Satisfactory delivery of items as per approved sample.

100% payments on delivery of items will be made through cross cheque by AGPR/DAO, Faisalabad.

Payment of GST and other taxes etc. is the responsibility of the firms. If any item is exempted from GST, documentary proof is required to be furnished.

h) Security Deposit: The bid securities of the successful bidder(s), will be converted into Security Deposit which will be retained with the Wafaqi Mohtasib Secretariat till 30.06.2023.

IN WITNESS the parties hereto have caused this Agreement to be executed in accordance with the laws of PPRA Rules 2004 on the day, month and year indicated above.

Signature of the Supplier

Signature of the Purchaser

(Seal)

(Seal)

Term and Conditions of Contract.

TERMS & CONDITIONS

1. The bidders must have their own retail/whole sale shop/office located in Faisalabad.
2. The firms should be active tax payers and registered with Income Tax and GST Departments.
3. Two options of prices quoted for the same item will be rejected in accordance with PPRA Rules 2004. Only one price should be quoted for each item.
4. The approved items of the tender will be supplied on free delivery basis at Wafaqi Mohtasib Secretariat P-21, New Civil Lines, Jail Road, near Total Petrol Pump, Faisalabad on, as and when required basis, throughout the financial year 2022-23.
5. Bids will be evaluated on the basis of prescribed specifications. Samples of all the items will have to be provided on demand. Approved samples of approved bidders will be retained till 30.6.2023.
6. All the supplies must be new and strictly in accordance with the specifications as laid down in the tender documents.
7. Rates offered shall remain valid for a period of one year from the date of contract and till 30th June, 2023.
8. Bids must be accompanied with bid security of Rs.18,000/- equal to 4% of the tender value in the shape of pay order in favour of Wafaqi Mohtasib Secretariat, Faisalabad.
9. Bills of the inspected and accepted supplies must be furnished in triplicate appended with active tax payer list. After necessary scrutiny and verification of such bills, the payments will be made through AGPR, Islamabad by cross cheque subject to furnishing of bill/GST invoice along with active tax payer list by the company. All the taxes levied by the Government of Pakistan from time to time will be deducted from the bills
10. Wafaqi Mohtasib's Secretariat reserves the right to impose cut on prices proportionately in case the supplies found not in conforming to the specifications.
11. The competitive rates quoted must commensurate/match with the quality/standard of supply.
12. At any stage during tender period any prospector/proprietor whose firm previously was black-listed but he deceitfully succeeds in getting his other firm registered with new name, then this other firm too will automatically stand black listed.
13. Each bidder must possess its Vendor number, GST number, National Tax Number. & Telephone /mobile number etc.
14. All successful bidders will have to furnish active tax payer certificate from FBR.
15. In case of non-supply of requisite items within stipulated period (3 days), Wafaqi Mohtasib's Secretariat will either purchase these items from open market at the risk and cost of the supplier and difference (if any) will be charged to the supplier concerned OR contract will be cancelled and his bid security will be forfeited.
16. Partial supply is not admissible.
17. Any tender/bid received after due date/time given in the tender notice will not be accepted.
18. Payment of GST and other taxes etc. is the responsibility of the firms. If any item is exempted from GST, documentary proof is required to be furnished.

19. The Competent Authority of Wafaqi Mohtasib Secretariat may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with rule 33 of Public Procurement Rules, 2004.
20. The bid securities will be returned/released to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it can be converted into Security Deposit which will be retained till 30.06.2023.
21. In case of dispute/confusion, the decision of the Chairman, Purchase Committee will be final.
22. The purchase procedures are subject to observance of PPRA Rules, 2004.

We, M/S _____ have read, understood and bound to abide by the above mentioned terms & conditions.

NAME OF FIRM, SIGNATURE & SEAL _____

FIRM/COMPANY'S PROFILE

FIRM'S NAME: _____

ADDRESS: _____

TELEPHONE NO. _____ FAX NO. _____

BANK A/C NO. _____

BANK NAME/BRANCH. _____

SALES TAX REGISTRATION NO. _____

NATIONAL TAX NO. _____

AGPR'S VENDOR NO. _____

NAME OF FIRM, SIGNATURE & SEAL. _____

End of Document

