



WAFAQI MOHTASIB SECRETARIAT, REGIONAL OFFICE, KARACHI

Issue Date: 06/10/2023

Due Date: 26/10/2023

Receiving Date: 06/10/2023

Opening Date: 26/10/2023

TENDER NOTICE NO. 1 (2023-24)

PURCHASE OF STATIONERY & OTHER MISCELLANEOUS STORES ITEMS ON ANNUAL CONTRACT BASIS FOR FINANCIAL YEAR 2023-24


Wafaqi Mohtasib's Secretariat, Regional Office, Karachi intends to purchase stationery and other miscellaneous stores items on the basis of annual running contract on "as and when" required basis, for the financial year **2023-24** from the date of award of the contract and **up to 30th June, 2024** from 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 Number and on Active Tax payers List of FBR etc and maintaining proper Shops/Offices located in Karachi.

2. List of the items with specifications and terms & conditions are given in the tender document. The tender document can be obtained free of cost from this Secretariat, on any working day during office hours by submitting a written request on the firm/company letter head. The tender document can also be downloaded from www.mohtasib.gov.pk.

3. Interested bidders may submit their bids & tender documents duly signed/sealed along with covering letter on firm/company's letter head on or before **26.10.2023 by 11:30 A.M.** positively in the office of the undersigned. Bids will be opened at **12:00 noon** on the same day in the presence of bidders or their representatives who prefer to be present. Bids offered on other than tender documents will not be acceptable. The annual running contract will be awarded to successful bidder(s) after scrutiny by the committee as per criteria laid down in tender document and in accordance with PPRA Rules, 2004.

4. Each bid should be accompanied bid security equal to 4% of the total contract value which is **(Rs.36,000/-)** in the shape of pay order in favor of Wafaqi Mohtasib's Secretariat, Regional Office, Karachi. The bids without bid security shall not be entertained.

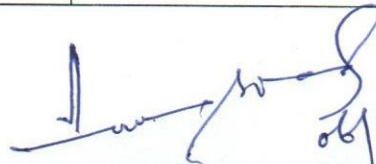
5. The firms should be active tax payer and registered with income tax/sales tax departments. The payment of all the taxes is the responsibility of the firms. The competent authority may reject all bids or any prior to the acceptance in accordance with Rule 33 of Public Procurement Rules, 2004.


(Rashid Ahmed Shaikh)
Director (Admn)
Pho: 021-99202118

SCHEDULE OF REQUIREMENT


WAFAQI MOHTASIB SECRETARIAT REGIONAL OFFICE, KARACHI
LIST OF STATIONERY, MISCELLANEOUS AND IT ITEMS

S.No.	Item/Description alongwith specification /Make or Equivalent	Unit Price without GST (Rs).
(A) STATIONERY ITEMS		
1.	Ball Point regular Picasso original	
2.	Ball Point Dollar Clipper	
3.	Drafting Pad A/5 1238 (spiral)Alfalah	
4.	Short Hand Book 100 sheets Lucky	
5.	Calculator (12 Digit medium) Casio JS 20LA-W	
6.	Stapler Pin (1000 Nos. 24/6 (Dollar)	
7.	Envelope SE-5 khaki Per 100 (9 x 4 size) (Centre 80 gms))	
8.	Envelope SE-6 khaki Per 100 (11 x 5 size) (Centre (80 gms))	
9.	Envelope SE-8 khaki Per 100 (15 x 12 size) (golden craft 80 gm)	
10.	File Board (A-4 size) Shaheen	
11.	Stapler Machine (M&G ABS92791)	
12.	Stapler Machine (heavy duty ABS92840)	
13.	Gum Stick (Medium) 21 gm Sensa	
14.	Senior Officer Pen (Schneider)	
15.	Officer Pen (UniSigno)	
16.	Marker Highlighter (All Colours) Schneider job Germany made	
17.	Note Sheet Pad- 40 sheets Offset Paper(80gms Imported)	
18.	Paper Offset 70 gms A-4 (Imported)-500 sheets	
19.	Paper Offset 70 gms Legal (Imported)-500 sheets	
20.	Paper Offset 80 gms Legal (Imported) 500 sheets F14 (8.5 X 14)	
21.	Paper Pin 50 gms Good quality	
22.	Paper Clip 36 mm Super three flower	
23.	Pencil Lead Rubber Tip (HB) Goldfish (6000/7000)	
24.	Punch Single hole KW- trio 097DO	
25.	Punch Double hole KW- trio-09880	


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AZIZUDDIN MASOOD
Assistant Director
Wafaqi Mohtasib Secretariat
Regional Office, Karachi

S.No.	Item/Description alongwith specification/Make or Equivalent	Unit Price without GST (Rs).		
26.	Scale steel 12inch Good quality			
27.	Crystal Classic Stamp Pad (blue, black & red)			
28.	Staple Pin Remover (KW-5080)			
29.	Uni Correction Pen CLP-300(8ml)			
30.	Tag Cotton (8 inch) Good Quality			
31.	Tag Cotton (12inch) Good Quality			
32.	Toner for Photocopier (Konica Minolta Bizhub-550i)TN628 Toner			
33.	Toner for Photocopier (Canon-2520)			
34.	Printer Toner for HP Laser Jet 2035			
35.	Printer Toner for HP Laser Jet 2055			
36.	Printer Toner for HP Laser Jet Pro 400			
37.	Printer Toner for HP LaserJet Pro 400n			
38.	Printer Toner for HP LaserJet M1500			
39.	Printer Toner for Lexmark Ms-312dn			
	Raffling of Toner Cartridges of Printers	Rate		Unit Price without Sindh Sales Tax (Rs.)
		Price withdrum	Price without drum	
40.	Toner for HP Laser Jet 2035			
41.	Toner for HP Laser Jet 2055			
42.	Toner for HP Laser Jet Pro 400			
43.	Toner for HP LaserJet Pro 400n			
44.	Toner for HP LaserJet M1500			
45.	Toner for Lexmark Ms-312dn			


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B) MISCELLENUOUS ITEMS

S.No.	Item/Description	Unit Price without GST (Rs).
46.	Air Freshener – 300ml Cobra	
47.	Air Freshener – 300ml Fresco-Anti Bacterial	
48.	Harpic 1000 ml	
49.	Bucket medium Plastic good quality	
50.	Bucket Large Plastic good quality	
51.	Cell D (1.5V) Toshiba	
52.	Cell (AAA 1.5v) for Remote	
53.	Commode Brush (Nylon) good quality	
54.	Electric extension lead small size 4 port (standard quality)	
55.	Electric extension lead medium size 8 port	
56.	Tissue Box (300 sheets) Rose Petal pop-up Ultra soft	
57.	Phenyl 1000 ml Finis	
58.	Phenyl ball per kg good quality	
59.	Soap Toilet (70grams- Safeguard)	
60.	Soap Toilet (70grams- Dettol)	
61.	Scotch Brite 3m Double Foam	
62.	Tissue Roll (Big size) Rose Petal	
63.	Paper towel tissue	
64.	Vim bottle 450 gms good quality	
65.	Floor cleaning brush	
66.	Morten Spray 375 ml	
67.	Disinfection spray (Dettol)	



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68.	Sanitizer 500ml	
69.	Hand Sanitizer 50ml	
70.	Hand Gloves	
71.	Brooms Tinka 1 kg good quality	
72.	Duster Cotton (18 x 30) good quality	
73.	Duster Fulalain Thick superior (18 x30) good quality	
74.	Insect Killer 300 ml mortein	
75.	Mop with handle	
76.	Wiper PVC Pipe Handle Good quality	
77.	Towl (medium) size good quality	
78.	Remote Call bell Good quality	


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Assistant Director
Wafaqi Mohtasib Secretariat
Regional Office, Karachi

Instructions to Bidders

Bidders are advised to read the contents of the Instruction carefully.

1. Scope of Bid.

1.1 The office of Wafaqi Mohtasib Secretariat Karachi 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 Wafaqi Mohtasib Secretariat 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/ suppliers 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. 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 comprise one single envelope containing financial proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

4. Evaluation Criteria.


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.

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

1. NTN & GST Certificate.
2. Proof of on active Tax payers List of FBR.
3. Undertaking regarding Bid validity period of one year **i.e till 30.06.2024.**
4. Submission of pay order as bid security with bid.
5. Bidding documents duly signed/stamped.
6. Certificate regarding not blacklisted under the provision of Rule 19 of PPRA Rules 2004.
7. Location & address of the shop/company/firm in Karachi.

Note: In case of non-compliance of above specification, bid shall be subject to rejection. Further, where 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 _____


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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, Block-4B. Pak. Secretariat, Saddar, Karachi

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

Contract Agreement Form

AGREEMENT

This agreement is made the -----day of ----- 2023 between **Wafaqi Mohtasib (Ombudsman)'s Secretariat, Regional Office, Karachi** (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 WITNESS 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.


AZIZUDDIN MASOOD
Assistant Director
Wafaqi Mohtasib Secretariat
Regional Office, Karachi

a) **Agreement Period.** The agreement will be valid from the date of award of contract till 30th June 2024.

b) **Supply of Goods.** i) **The approved items of the tender will be supplied on free delivery basis at Wafaqi Mohtasib Secretariat, Block-4B, Pak. Secretariat, Saddar, Karachi on, as and when required basis, throughout the financial year 2023-24.**

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, Karachi 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 Karachi.
- 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 30.06.2024.

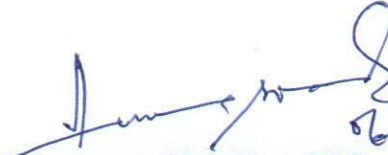
IN WITNESS the parties hereto have caused this Agreement to be executed in accordance with the laws of PPRA Rules 2004 on the day, month and year indicated above.

Signature of the Supplier

Signature of the Purchaser

(Seal)

(Seal)


AZIZUDDIN MASOOD
Assistant Director
Wafaqi Mohtasib Secretariat
Regional Office, Karachi
06/10/2023

Term and Conditions of Contract .

TERMS & CONDITIONS

1. The bidders must have their own retail/whole sale shop/office located in Karachi.
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, Block-4B. Pak. Secretariat, Saddar, Karachi on, as and when required basis, throughout the financial year 2023-24.
5. Bids will be evaluated on the basis of prescribed specifications and samples provided by the bidders. Samples of all the items will have to be provided on demand. Approved samples of approved bidders will be retained till 30.6.2024.
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, 2024.
8. Bids must be accompanied with bid security of **Rs.36,000/-** equal to 4% of the tender value in the shape of pay order in favour of Wafaqi Mohtasib Secretariat, Karachi.
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, Karachi 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.



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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 30.06.2024.
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



[Handwritten Signature]
06/05/2023

AZIZUDDIN MASOOD
Assistant Director
Wafaqi Mohtasib Secretariat
Regional Office, Karachi