

Bidding Document

TENDER NO. ACE/PROC/FIN//2024/2025

“PROCUREMENT OF STATIONERY, PRINTING, COMPUTER STATIONERY, COST OF OTHER STORE AND OTHER ITEMS”



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Anti-Corruption Estt:Punjab,

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Important Note

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without any discrepancy. Bids received without undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents are liable to be rejected at the initial stage itself. The valid documentary evidences as detailed hereinafter should be submitted by bidders for preliminary and detailed examination.

Applicability of Punjab Procurement Rules, 2014 (Amended till date of advertisement of the relevant ITB notice)

This Bidding Process will be governed under Punjab Procurement Rules 2014 as amended from time to time and following instructions of the Government of Punjab. In case any clause, term or condition of this bidding document is in conflict with Punjab Procurement Rules (Amended till date of advertisement of the relevant ITB notice), the provisions given in Punjab Procurement Rules (Amended till date of advertisement of the relevant ITB notice) will prevail to the extent of such clause, term or condition.

1 INVITATION TO BID

1.1 Punjab Procurement Rules to be followed

- 1.1.1** Punjab Procurement Rules 2014 (Amended till date of advertisement of the relevant ITB notice) will strictly be followed. These may be obtained from PPRA's website.
- 1.1.2** In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules 2014 (Amended till date of advertisement of the relevant ITB notice).

1.2 Mode of Advertisement(s)

- 1.2.1** Invitation to Bid Notice is advertised as per Rule 12(2) of Punjab Procurement Rules 2014 (Amended till date of advertisement of the relevant ITB notice)

1.3 Open Competitive Bidding

As per Rule 38(2)(a) of Punjab Procurement Rules 2014 (Amended till date of advertisement of the relevant ITB notice), Single Stage – Two Envelope Bidding Procedure shall be followed;

The procedure for single stage two envelopes shall be:

- 1.3.1.1** The bid shall be a single package consisting of two separate envelopes, **containing separately the financial and the technical proposals;**
- 1.3.1.2** The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”; Technical and Financial proposal of each lot shall be sealed separately. If a bidder intends to participate all or more than one lot, Financial and Technical proposal shall be prepared separately.
- 1.3.1.3** In the first instance, the “Technical Proposals” shall be opened and the envelope marked as “Financial Proposals” shall be retained unopened in the custody of the procuring agency;
- 1.3.1.4** 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;
- 1.3.1.5** During the technical evaluation no amendments in the technical proposal shall be permitted;
- 1.3.1.6** After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- 1.3.1.7** The financial proposal of the bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later. Provided that procuring agency may return the sealed financial proposal earlier if the disqualified or non-responsive bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency;
- 1.3.1.8** The lowest evaluated bidder will be awarded the contract.
- 1.3.1.9** In case of equal financial bids submitted by different bidders at the time of financial opening, bid of the bidder who has more experience shall be given preference and will be selected. Experience will be calculated from the date of registration with FBR for NTN. In case bidders are registered on same day, one with highest financial soundness as per transactions in bank statement of the past two financial years will be preferred and selected.

2 INSTRUCTIONS TO BIDDERS (ITB)

2.1 Bidding Details

- 2.1.1 All bids must be accompanied by Bid Security, as per provisions of this Bidding document clause “Bid Security” in favor of “**Accounts Officer / DDO**”. The complete, bids as required under this Bidding document, must be delivered into the Bid Box placed in the Committee room of DACE, HQ Lahore, not later than **Sep 20th, 2024 at 11:00 AM**. Late bids shall not be accepted.
- 2.1.2 Technical bids shall be publicly opened in DACE H.Q. Lahore in meeting room at **11:30 AM** on the last day of submission.
- 2.1.3 Queries of bidders (if any) for seeking clarifications relevant to this procurement must be received in writing to the Procuring Agency within seven (07) days of publication of the relevant ITB Notice and queries will be responded within ten (10) days of publication of the relevant ITB Notice. Any query received after the stipulated time may not be entertained. All queries shall be responded to within due time.
- 2.1.4 Bidders shall submit bid complying with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this bidding document clauses regarding “**Determination of Responsiveness of Bid**” and “**Rejection and Disqualification of the Bid**” for making their bids substantially responsive to the requirements of the Bidding Document.
- 2.1.5 It must be clearly understood that the Specifications, Terms and Conditions are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the contractor on the demand and approval of the Procuring Agency will be permitted throughout the period of completion of the contract.
- 2.1.6 The contractor should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency under this contract.
- 2.1.7 The Primary and Secondary contacts for all correspondence in relation to this bid are as follows:

Primary Contact

Name: Ghulam Mustafa
Designation: Accounts Officer/DDO
Contact No: 0345-4014000
Email: dgacepunjab@gmail.com

Secondary Contact

Name: Ali Saleem
Designation: Caretaker.
Contact No: 0321-4814845
Email: dgacepunjab@gmail.com

- 2.1.8 Bidders should note that during the period from the receipt of the bids and until further notice, all queries should be communicated via the Primary Contact and in writing only. In the case of an urgent situation where the Primary Contact cannot be contacted, bidders may alternatively direct their enquiries through the Secondary Contact.

- 2.1.9** 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.
- 2.1.10** Failure to supply required Goods and services within the specified time period will invoke penalty as specified in this document.

3 TERMS AND CONDITIONS OF THE TENDER

3.1 Definitions

In this document, unless there is anything repugnant in the subject or context:

- 3.1.1 "Commencement Date of the Contract" means the date of issuance of Acceptance Letter to the Contractor from the Procuring Agency.
- 3.1.2 "Day" means calendar day.
- 3.1.3 "Goods" mean items required in this bidding document" which bidders are required to supply to the Procuring Agency under the contract.
- 3.1.4 "Services" mean "Labor, transportation till delivery point, incidental services, complementary services, insurance, installation, commissioning, fixation etc. (if any)" associated with provision of goods which the Contractor is required to provide the Procuring Agency under the Contract.
- 3.1.5 "Written" means written in form of email or hard copy.

3.2 Notice

In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor and the Procuring Agency, the same shall be:

- 3.2.1 In writing;
- 3.2.2 Issued within reasonable time;
- 3.2.3 Served by sending the same by email/ courier/ post/ dispatch rider to their principal office in Pakistan or such other address as they shall notify for the purpose; and
- 3.2.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

3.3 ELIGIBILITY CRITERIA

Eligible bidder is a bidder who:

- 3.3.1 Is registered with Tax Authorities for NTN and GSTN/ PNTN as per relevant laws in Pakistan (whichever is applicable);
- 3.3.2 Undertaking on official letterhead that the bidder is not applying in capacity of joint venture for this tender;
- 3.3.3 Has not been blacklisted or in litigation with any of Provincial or Federal Government Department, Agency, Organization, Autonomous Body or Private Sector Organization anywhere in Pakistan from last 2 years.
- 3.3.4 Has purchased Bidding Document from the O/o Accounts Officer upon a formal request and cash payment of Rs.1000/- (non-refundable).
- 3.3.5 Provides copies of / work financial statements orders/ contracts/ MOUs, etc. for the FY 2023-24 depicting sound financial strength (minimum Rs.2 million turnover in a financial year)

Note: Verifiable documentary proof for all above requirements is mandatory, non-compliance shall lead to disqualification. Non-compliance of any term or condition mentioned in the relevant Invitation to Bid Notice or Bidding Document shall also lead to disqualification.

Bidders must submit bid security of Rs.50,000/-per Lot as per bid security clause of this document else their bids will be rejected. Bid security instrument may be enclosed either with technical or financial proposal.

3.4 Cost Related to Bid Preparation and Submission

Bidders shall bear all costs/ expenses associated with the preparation and submission of bids and the Procuring Agency shall in no case be responsible/ liable for those costs/ expenses.

3.5 Examination of the Bidding Document

Bidders are expected to examine the Bidding Document, including all instructions and terms and conditions.

3.6 Clarification of the Bidding Document

Bidders may require further information or clarification of the Bidding Document, within 7 days after uploading tender notice on website of PPRA.

3.7 Amendment of the Bidding Document

3.7.1 The Procuring Agency may, at any time prior to the deadline for submission of bids, at its own initiative or in response to a clarification requested by a bidder, amend the Bidding Document, on any account, for any reason. All amendment(s) shall be part of the Bidding Document and binding on bidders.

3.7.2 The Procuring Agency shall notify the amendment(s) to the prospective bidders.

3.7.3 The Procuring Agency may, at its exclusive discretion, amend the Bidding Document to extend the deadline for the submission of the bid as per Rule 29 of Punjab Procurement Rules, 2014 (Amended till date of advertisement of the relevant ITB notice).

3.8 Preparation/ Submission of Bid

Bid and all the accompanied documents submitted by a bidder shall be in paper form and shall either be in Urdu or English or both. The bid shall be filled in/ accompanied by the required Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. (whichever is applicable) which shall be completely filled in, stamped and signed by bidder or his authorized representative. This is made obligatory to affix authorized signatures with official stamp on all documents, annexure, copies, certificates, letters, forms and all relevant documents as part of the bids submitted by bidders.

Technical and Financial Proposals will be considered incomplete if any of the following documents are missing from them. Procuring Agency reserves the right and shall reject any bid submitted without any of the documents mentioned below:

3.8.1 Technical Proposal shall comprise the following:

3.8.1.1 Undertaking on stamp paper of **Rs.100/-** (all terms and conditions and qualifications listed anywhere in this bidding document have been satisfactorily vetted and bidder has not been blacklisted or in litigation with any of Provincial or Federal Government Department, Agency, Organization, Autonomous Body or Private Sector Organization anywhere in Pakistan from last 2 years) (**Annexure-A**);

3.8.1.2 Covering letter duly signed and stamped by authorized representative on official letter head of bidder (**Annexure-B**);

3.8.1.3 Compliance with technical specifications of required goods on official letterhead of bidder as evidence that the bidder will provide goods as per requirements of procuring agency;

3.8.1.4 Checklist of the required documents (**Annexure-C**);

3.8.1.5 Proof of registration with tax authorities for NTN and GSTN/ PNTN as per relevant laws in Pakistan (whichever is applicable);

3.8.1.6 Undertaking on official letterhead that the bidder is not applying in capacity of joint venture for this tender;

3.8.1.7 Copy of bidding document purchase slip

3.8.1.8 Duly signed and stamped copy of bidding document to ensure that the participating bidder certifies that each page has been read, understood and all terms and conditions on each page have been accepted unconditionally. (Only the copy of the signed and stamped bidding document issued by ACE to of the participating bidder will be accepted. The copy uploaded on PPRA website is just for information purposes and will not be accepted without bidding document purchase slip).

3.8.2 Financial Proposals shall comprise the following:

3.8.1.1 Price Schedule (**Annexure-D**). of each lot may be attached separately.

3.8.1.2 While quoting price of any item, complete describing/ specification of item including its make, brand, model, original brochure etc. if any, shall be mentioned / attached.

Note: Bid security may be attached either with technical or financial proposal. In case bid security is attached with financial proposal, photocopy of the same shall be attached with technical proposal.

3.8.2 Bidders shall seal the Technical Proposal in an envelope duly marked as under:

Technical Proposal

Bid No. [Number of Bid and Title]

[Name of the Procuring Agency]

[Address of the Procuring Agency]

[Name of bidder]

[Address of bidder]

[Phone No. of bidder]

3.8.3 Bidders shall seal the Financial Proposal in an envelope duly marked as under:

Financial Proposal

Bid No. [Number of Bid and Title]

[Name of the Procuring Agency]

[Address of the Procuring Agency]

[Name of bidder]

[Address of bidder]

[Phone No. of bidder]

3.8.4 The Bid shall be dropped by hand, courier or through registered mail to reach the Procurement Section of the Procuring Agency's office at 2-Farid Kot House, Lahore not later than due date and time for submission of bids. No late bid shall be accepted and procuring Agency shall be responsible for late delivery of bid, whatever the cause may be.

3.9 Taxes and Duties

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed, make inquiries on income and sales taxes to the concerned authorities of Income and Sales Taxes.

3.10 Bid Price

The quoted price shall be:

- 3.10.1** Best/ final/ fixed and valid until completion of all obligations under the Contract i.e. not subject to variation/ escalation;
- 3.10.2** In Pak Rupees;
- 3.10.3** Inclusive of all taxes, duties, levies, insurance, freight, labor, transportation till delivery point, incidental services, complementary services, etc. (whichever is applicable); If a bidder quotes price of goods without inclusion of taxes, it would be considered that the bid is inclusive of all applicable taxes.
- 3.10.4** The Procuring Agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids;
- 3.10.5** Technical proposal should not contain any mention of prices. Price Schedule shall only be submitted with the sealed financial Proposal.
- 3.10.6** The Procuring Agency will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates of direct taxes or structure of applicable direct taxes. All differences arising out as above shall be fully borne by the Successful Bidder.
- 3.10.7** The Contractor shall not charge prices for the goods delivered and for other obligations discharged, under the Contract, varying from the prices quoted by the Contractor in the Price Schedule.
- 3.10.8** It will be the responsibility of bidders 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 Procuring Agency. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by a bidder.
- 3.10.9** Bidders are responsible for the correctness and sufficiency of the Bid and price quoted in the Bid shall be deemed to cover all obligations under this Bidding Process.
- 3.10.10** Bid shall be checked for any arithmetic errors which shall be rectified, as follows:
 - 3.10.10.1** If there is a discrepancy between the amount in figures and the amount in words for the Total Bid Price entered in the price schedule, the actual sum of itemized total prices will be considered as the Total Bid Price.
 - 3.10.10.2** If there is a discrepancy in the actual sum of the itemized total prices (if applicable) and the total bid price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
 - 3.10.10.3** 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.
 - 3.10.10.4** The Bid price as determined after arithmetic corrections shall be termed as the **Corrected Total Bid Price**, which shall be binding upon the bidder.
 - 3.10.10.5** No credit shall be given for offering delivery period earlier than the specified period.

3.11 Bid Security

Bidders shall furnish the Bid Security as under:

- 3.11.1** Shall be in the form of CDR / DD / PO / BC in the name of Accounts Officer, Anti-Corruption Establishment, Punjab;
- 3.11.2** Personal or business cheque shall not be entertained in any case.
- 3.11.3** Bid security may be attached either with technical or financial proposal. Technical bid must accompany original or photocopy of bid security.
- 3.11.4** Bidders are required to submit bid security **Rs.50,000/-** per lot as per bid security Rule of Punjab Procurement Rules 2014 (Amended till date of advertisement of the relevant ITB notice). For each lot, separate bid security will be submitted.
- 3.11.5** Denominated in Pak Rupees;
- 3.11.6** Having a minimum validity period of one hundred and twenty (120) days from the last date for submission of the Bid or until furnishing of the Performance Guarantee, whichever is later;
- 3.11.7** The bid security shall be returned to the technically disqualified bidders with their unopened/ sealed financial bid while the unsuccessful bidders shall be returned the bid security only. The Bid Security may be returned to the successful bidder on furnishing the Performance Guarantee.
- 3.11.8** Bid security will not be adjustable against any payment or performance guarantee.
- 3.11.9** Punjab Anti-Corruption Establishment is not responsible to pay any interest/ benefit on the amount submitted as bid security against this bid that could accumulate in the same period by investing/ depositing in any bank or any other such institution/ organization;
- 3.11.10** Bid security submitted by a bidder may be forfeited if:
 - 3.11.10.1** Bidder has been found involved in the concealment of facts.
 - 3.11.10.2** Any false / misleading information is provided in the submitted bid.
 - 3.11.10.3** Bidder backs out from fulfilling the obligations of bid after opening of the bid.

3.12 Bid Validity

The Bid shall have a minimum validity period of 120 days from the last date for submission of the Bid. The Procuring Agency may solicit the consent of the bidders to an extension of the validity period of the bid. The request and the response thereto shall be made in writing. If a bidder agrees to extension of validity period of the bid, the validity period of the Bid Security shall also be suitably extended. A bidder may refuse extension of validity period of the Bid, without forfeiting the Bid security as per **Clause 28(4) (c) (Amended till date of advertisement of the relevant ITB notice)**.

3.13 Modification/ Withdrawal of the Bid

- 3.13.1** A bidder may, by written notice served on the Procuring Agency, modify or withdraw the bid after submission of the bid, prior to the deadline for submission of the bid.
- 3.13.2** The bid, withdrawn after the deadline, for submission of the bid and prior to the expiration of the period of the bid validity, shall result in forfeiture of the Bid Security.

3.14 Clarification of the Bid

The Procuring Agency shall have the right, at its exclusive discretion, to require, further information or clarification of the Bid, from any or all the bidders. The procuring agency may, if necessary, after the opening of the bids, seek and accept such clarifications of the bid as do not change the substance of the bid as per Rule 33 (2) of Punjab Procurement Rules (Amended till date of advertisement of the relevant ITB notice). No change in the price or substance of the Bid shall be sought, offered or permitted except as required to include the corrections of arithmetical errors discovered in the Bid. Acceptance of any such correction is sole discretion of the Procuring Agency.

3.15 Determination of Responsiveness of the Bid

The Procuring Agency shall determine the substantial responsiveness of the Bid to the Bidding document, prior to the Bid evaluation, based on the contents of the Bid itself without recourse to extrinsic evidence. A substantially responsive Bid is one which:

- 3.15.1** Meets the eligibility criteria given herein this Bidding document;
- 3.15.2** Offers fixed price (inclusive of taxes) for all goods and services as per Price Schedule;
- 3.15.3** Conforms to all terms and conditions of the documents issued by Procuring Agency in reference to this bidding procedure. These include but are not limited to the Bidding Document, Invitation to Bid Notice, Corrigendum, Addendum, etc. (whichever is applicable), without material deviation or reservation;
- 3.15.4** A material deviation or reservation is one, which affects the scope, quality of goods or limits the Procuring Agency's rights or a bidder's obligations under the Contract.
- 3.15.5** The Bid determined as not substantially responsive shall not subsequently be made responsive by a bidder by correction or withdrawal of the material deviation or reservation.

3.16 Rejection and Disqualification of the Bid

The Procuring Agency may reject all bids or proposals at any time prior to the acceptance (issuance of Acceptance Letter). The Procuring Agency shall upon a written request communicate to any bidder, the grounds for rejecting all bids or proposals, but shall not be required to justify those grounds. The Procuring Agency shall incur no liability, solely, by virtue of rejection of bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).

Likewise, Procuring Agency shall upon a written request communicate to any bidder, the grounds for its technical disqualification, but shall not be required to justify those grounds. A bid shall be rejected/ disqualified if it is:

- 3.16.1** Substantially non-responsive in a manner prescribed in this document especially to the clause '**Determination of Responsiveness of the Bid**'; or
- 3.16.2** Submitted in other than prescribed forms, annexes, documents by other than specified mode and language; or
- 3.16.3** Incomplete, partial, conditional, alternative, late; or
- 3.16.4** Bidder has conflict of interest with the Procuring Agency; or
- 3.16.5** Bidder tries to influence the Bid evaluation/ Contract award; or
- 3.16.6** Bidder engages in corrupt or fraudulent practices in competing for the Contract award;
- 3.16.7** Bidder fails to meet the requirements of Bid Eligibility/ Qualification Criteria;
- 3.16.8** Bidder fails to meet the Technical and financial evaluation of Proposal;
- 3.16.9** There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity, inconsistency, informality or irregularity in the submitted bid.
- 3.16.10** Bidder submits any financial condition as part of its bid, which is not in conformity with bidding document.

3.16.11 Bidder does not enclose bid security instrument in the envelope of Technical Proposal or Financial Proposal as the case may be. In case bid security is attached with financial bid, photocopy of the same is not attached with technical bid.

3.16.12 Bidder discloses price in the Technical Proposal.

3.17 TECHNICAL AND FINANCIAL EVALUATION OF PROPOSAL

The bidders who have duly complied with the Bid Eligibility/ Qualification Criteria will be eligible for further processing.

3.17.1 During the technical evaluation no amendments in the technical proposal shall be permitted;

3.17.2 The bids with technical proposals conforming to terms and conditions of this bid document, invitation to bid notice, corrigendum, addendum (whichever applicable) will be considered for financial evaluation and thus, only their financial proposal will be opened.

3.17.3 The bidders are required to deposit samples of the quoted items within seven days of opening of the bid. In case of failure, technical bid shall be deemed to be non-responsive and financial bid will be returned unopened.

3.17.4 Samples of only successful bidder will be retained by the procuring agency and their prices shall be paid unsuccessful bidder are required to collect their samples within 15 days of announcement of evaluation of technical and financial proposal. After this period procuring agency shall not be responsible for any loss / deterioration etc.

3.17.5 After evaluation of the technical proposals, financial proposals of the technically responsive/ qualified bids will be opened, publicly at a time, date and venue which will be announced and communicated to the bidders in advance, within the bid validity period;

3.17.6 The financial bids found technically non-responsive shall be returned un-opened to the respective bidders;

3.17.7 All bidders may check results (bid evaluation) at website of PPRA.

3.18 Award Criteria

The eligible bidder fulfilling the qualification and technical evaluation criteria 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 formalities mentioned in the relevant Invitation to Bid and this Bidding Document.

3.19 Acceptance Letter and Work Order

As per provisions of Rule (55) of Punjab Procurement Rules 2014 (Amended till date of advertisement of the relevant ITB notice), the Procuring Agency shall issue the Acceptance Letter to the Successful Bidder, at least after 10 days of announcement of bid evaluation reports (Rule-37 of Punjab Procurement Rules, 2014) and prior to the expiry of the original validity period or extended validity period of the Bid, which shall constitute a Contract, until execution of the formal Contract. Formal Contract will be signed within three working days of issuance of Acceptance Letter subject to submission of performance guarantee and signing of contract. After signing of the formal contract, work order will be issued to contractor. For the purpose contract agreement, stamp duty or the other charges with this regard shall be borne by the bidder.

3.20 Restarting Bidding Process from any Prior Stage

As per provision in Rule 35 (5), the procuring agency may, for reasons to be recorded in writing, restart bidding process from any prior stage if it is possible without violating any principle of procurement contained in rule 4 and shall immediately communicate the decision to the bidders.

3.21 Redressal of Grievances by the Procuring Agency

The Procuring Agency has constituted 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.

3.21.1 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 ten days after the announcement of the bid evaluation report.

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

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

3.22 Language of Bid

The bid and all documents relating to the bid, exchanged between a bidder and Procuring Agency, shall either be in Urdu or English or both. The bidder shall bear all costs of translation to English or Urdu and all risks of the accuracy of such translation.

3.23 Eligible Goods

If imported, all goods to be supplied under the contract materials used in the production of those goods shall be imported via eligible source countries and all expenditures made under the contract shall be limited to such goods. For this purpose, the term “Goods” includes any goods that is the subject of the relevant Invitation to Bid Notice.

TERMS & CONDITIONS OF THE CONTRACT

Contract Title:

[Name of Contractor]

Dated:

This CONTRACT AGREEMENT (this “Contract”) made as of the [day] of [month], [year], between Accounts Officer/DDO, Directorate General of Anti-Corruption Establishment, Punjab (the “Procuring Agency”), on one part,

and

[full legal name of Contractor & Address], on the other part severally liable to the Procuring Agency for all of the Contractor’s obligations under this Contract and is deemed to be included in any reference to the term “the Contractor.”

RECITALS

WHEREAS,

- (a) The Procuring Agency intends to spend a part of its budget / funds for making eligible payments under this contract. Payments made under this contract will be subject, in all respects, to the terms and conditions of the Contract in lieu of the goods and services as described in the contract.
- (b) The Procuring Agency has requested the Contractor to provide certain goods as described in the relevant Invitation to Bid notice and Bidding Document; and
- (c) The Contractor, having represented to the Procuring Agency that it has the required professional skills, personnel and technical resources, has agreed to provide such goods on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

- 1. The Contractor hereby covenants with the Procuring Agency to supply the goods and to remedy damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Procuring Agency to the Contractor.
- 2. The Procuring Agency hereby covenants with the Contractor to pay the Contractor, the Contract Price as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of provision of goods and remedying of damage therein.
- 3. The following shall be deemed to form and be read and construed as part of this Contract:
 - a. The Bidding Document
 - b. Terms and Conditions of the Contract
 - c. Bidder’s Proposal
 - d. The Scope of Work
 - e. Price Schedule
 - f. Affidavit(s)
 - g. Performance Guarantee
- 4. This Contract shall prevail over all other documents. In the event of any discrepancy/ inconsistency within the Contract, the above Documents shall prevail in the order listed above.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

For **ACE**:

Name :(As per CNIC) -----
Father Name: -----
CNIC Number: -----
Designation: -----
Address: -----
Signature: -----
Thumb Impression: -----

WITNESSES:

(First Party)

Name: (As per CNIC) -----
Father Name: -----
CNIC Number: -----
Designation: -----
Address: -----
Signature: -----
Thumb Impression: -----

For **[full legal name of the Contractor]**:

Name :(As per CNIC) -----
Father Name: -----
CNIC Number: -----
Designation: -----
Address -----
Signature: -----
Thumb Impression: -----

WITNESSES:

(Second Party)

Name: (As per CNIC) -----
Father Name: -----
CNIC Number: -----
Designation: -----
Address -----
Signature: -----
Thumb Impression: -----

4 SPECIAL CONDITIONS OF THE CONTRACT

4.1 Bid Scope

- 4.1.1 Anti-Corruption Establishment, Punjab, an attached department of Services and General Administration Department, Government of the Punjab invites bids for Procurement of Stationery, Printing Items, Computer Stationery, Cost of Other Store, Other Items and Hardware / I.T. Equipment for official use of ACE. Detailed specifications are given in **Annexure – D**.
- 4.1.2 The goods bearing any defect, inferior in quality or not meeting the specifications given in this bidding document will not be accepted and no payment shall be made against such goods. Moreover, the contractor will be bound to replace such goods onsite without any additional payment. Contractor will be bound to replace goods onsite having defects and/ or not meeting specifications of the bidding document without any additional payment. In case of inferior quality goods, the performance guarantee may also be forfeited.

4.2 Contract Duration

The contract duration shall be for the Financial Year 2024-25 i.e., till 30th June, 2025 from the signing of contract agreement. Provided, any work awarded before the expiry of contract duration shall be completed even after the contract duration is expired. Contractual liabilities and obligations will remain binding on the contractor even after the expiry of duration of contract.

4.3 Performance Guarantee

The successful contractor shall furnish Performance Guarantee as under:

- 4.3.1 Within **Three (03)** working days of the receipt of the Acceptance Letter from the Procuring Agency;
 - 4.3.2 In the form of CDR / PO/ DD / BC issued by a scheduled bank operating in Pakistan;
 - 4.3.3 Personal or business cheque shall not be entertained in any case.
 - 4.3.4 For a sum equivalent to **05% (Five Percent)** of the value of the contract.
 - 4.3.5 Will be retained for a period from signing of contract agreement and subject to Satisfactory Completion Certificate issued by the concerned department.
 - 4.3.6 In Pak Rupees;
 - 4.3.7 Performance guarantee will not be adjustable against any payment;
 - 4.3.8 Anti-Corruption Establishment Foundation is not responsible to pay any interest/benefit on the amount submitted as Performance Guarantee against this bid that could accumulate in the same period by investing/ depositing in any bank or any other such institution/ organization;
 - 4.3.9 The proceeds of the Performance Guarantee may be payable to the Procuring Agency, on occurrence of any/ all of the following conditions:
 - 4.3.9.1 If the contractor commits a default under the Contract;
 - 4.3.9.2 If the contractor fails to fulfill any of the obligations under the Contract;
 - 4.3.9.3 If the contractor violates any of the considerable terms and conditions of the Contract.
- The contractor shall cause the validity period of the Performance Guarantee to be extended for such period(s) as the contract performance may be extended.

4.4 Delivery

- 4.4.1 The contractor will have to deliver the Goods within **07 days** after final approval.
- 4.4.2 Delivery will be made at 2-Farid Kot House, Lahore.
- 4.4.3 The contractor shall provide the required goods all the safety, which is sufficient to prevent the damage or deterioration during storage and transit to their final destination as indicated in the contract.
- 4.4.4 The goods shall remain at the risk and under the physical custody of the contractor until the delivery and taking over of the goods is completed.
- 4.4.5 The contractor shall ensure that the goods shall be delivered complete and as per schedule of delivery. If it shall appear to the Procuring Agency that the goods have been or are likely to be delayed because of incomplete delivery or for any other reasons, it may require the contractor at the expense of the contractor to dispatch the right items.
- 4.4.6 To ensure storage arrangements for the intended supplies, the contractor shall inform the Procuring Agency at least one (01) day in advance. However, in case no space is available at the Procuring Agency's premises at the time of supply, the Procuring Agency shall, at least two (02) days prior to such situation, shall inform the contractor, in writing, of the possible time frame of availability of space by which the supplies can be made. In case the contractor abides by the given period, it shall not be penalized for delay.

4.5 Extensions in Time for Performance of Obligations under the Contract

If the Contractor encounters conditions impeding timely performance of any of the obligations, under the Contract, at least two days before delivery time, the Contractor shall, by written notice served on the Procuring Agency, promptly indicate the facts of the delay, the likely duration and its cause(s). As soon as practicable after receipt of such notice, the Procuring Agency shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Contractor, extend the Contractor's time for performance of its obligations under the Contract.

4.6 Liquidated Damages

In case extension in time under clause 4.5 is not granted by the Competent Authority of ACE, 0.5% of the value of contract may be imposed as penalty per day. However, the penalty shall not exceed 10% of the total contract value. After 30 days of continuous non-compliance, ACE reserves a right to confiscate performance guarantee in addition to imposition of Liquidated Damage Charges. ACE might also blacklist and debar the contractor from participating in public procurements in case of unnecessary delay in the execution of contract.

4.7 Payment

- 4.7.1 The Procuring Agency shall pay the amount verified within thirty (30) days from the date of delivery subject to Satisfactory Work Completion Certificate by the concerned department. Delivery note issued by the concerned store keeper / Caretaker.
- 4.7.2 Payment shall not be made in advance and for partial deliveries against the issued work order.
- 4.7.3 The Procuring Agency shall make payment for the complete and defect free goods and service supplied, to the Contractor, as per Government policy, in Pak Rupees, through cheque / PO/DD/CDR.
- 4.7.4 All payments shall be subject to all taxes, duties and levies applicable under the laws of Pakistan.
- 4.7.5 All type of Government duties and taxes shall be dealt as per applicable laws of Pakistan at the time of payment. ACE shall not be responsible for increase in deduction of direct taxes due to change in laws of Pakistan.

4.8 Contract Amendment

- 4.8.1 The Procuring Agency may at any time, by written notice served to the Contractor, alter or amend the contract for any identified need/ requirement in the light of prevailing rules and regulations.
- 4.8.2 The Contractor shall not execute any Change until and unless the Procuring Agency has allowed the said Change, by written order served on the Contractor.
- 4.8.3 The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change.
- 4.8.4 No variation or modification in the Contract shall be made, except by written amendment signed by both the Procuring Agency and the Contractor.

5 GENERAL CONDITIONS OF CONTRACT

5.1 Contract

The successful bidder shall, after submitting the Performance Guarantee, sign the Framework Contract of the lowest evaluated bid (item wise) within three days of receiving of Acceptance Letter from the Procuring Agency.

5.2 Contract Cost

The Contractor shall bear all costs/ expenses associated with the preparation of the Contract and the Procuring Agency shall in no case be responsible/ liable for those costs/ expenses. The successful bidder shall provide legal stamp papers of relevant value according to Govt. rules and regulations for signing of the formal contract.

5.3 Contract Documents and Information

The Contractor shall not, without the Procuring Agency's prior written consent, make use of the Contract, or any provision thereof, or any document(s), specifications or information furnished by or on behalf of the Procuring Agency in connection therewith, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Contractor in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

5.4 Contract Language

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Procuring Agency, shall be either in Urdu or English or both. The Contractor shall bear all costs of translation to English or Urdu and all risks of the accuracy of such translation.

5.5 Standards

The goods provided under this Contract shall conform to the authoritative latest industry standards.

5.6 Patent Right

The Contractor shall indemnify and hold the Procuring Agency harmless against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the goods or any part thereof.

5.7 Inspection and Verification

- 5.7.1 The Procuring Agency may reject the goods if they fail to conform to the specifications, in any inspection(s) and the Bidder may be allowed to make all alteration necessary to meet the specifications in coordination with Procuring Agency's concerned department, free of cost to the Procuring Agency.
- 5.7.2 The Procuring Agency or its representative shall have the right to inspect and/or to test the goods and to confirm their conformity to the contract specifications at no extra cost to the Procuring Agency. All costs associated with testing shall be borne by the contractor.
- 5.7.3 The Procuring Agency's right to inspect, test and, where necessary, reject the goods either at contractor's premises or upon arrival at Procuring Agency's destination shall in no way be limited or waived by reason of the goods having previously been inspected tested, and passed by the Procuring Agency or its representative prior to the goods delivery from the point of Supply or manufacturing.

5.8 Packing

The contractor shall provide such packing of the goods, which is sufficient to prevent their damage or deterioration during storage / transit to their final destination as indicated in the contract. The contractor shall arrange and pay for the packing of goods for delivery to the destination as specified in the contract, and the related cost shall be included in the quoted bid.

5.9 Labeling

The goods supplied under the contract, shall be clearly labeled which shall correspond to the delivery documentation, with proper labeling scheme for identification of goods.

5.10 Satisfactory Completion Certificate for Goods

The Procuring Agency will issue Satisfactory Completion Certificate to the Contractor upon successful completion of delivery of goods, which the Contractor is liable to provide in consideration of this Contract.

5.11 Warranty

- 5.11.1 The Contractor shall warrant to the procuring agency that the goods supplied by the Contractor, under the Contract are brand new, non- refurbished, un-altered in any way, of the most recent specifications and incorporate all recent improvements in design, unless provided otherwise in the Contract.
- 5.11.2 The Contractor shall further warrant that the goods supplied by the Contractor, under the Contract shall have no defect, arising from mishandling by the Contractor.
- 5.11.3 Free, on site replacement of defective/ damaged goods.
- 5.11.4 The Procuring Agency shall, by written notice served on the Contractor, promptly indicate any claim(s) arising under the warranty.
- 5.11.5 The Contractor shall, within the prescribed time period, after receipt of such notice, replace the defective / damaged goods thereof on site, without any cost to the procuring agency.

5.12 Assignment / Subcontract

- 5.12.1 The Contractor shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with the Procuring Agency's prior written consent.
- 5.12.2 The Contractor shall guarantee that any and all assignees of the Contractor shall, for performance of any part/ whole of the goods under the contract, comply fully with the terms and conditions of the Contract applicable to such part/ whole of the goods under the contract.

5.13 Blacklisting

The Procuring Agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or work practices;
- (b) Consistently failed to perform his/her obligation under the contract;
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any corrupt practice.

5.14 Termination for Default

- 5.14.1 If the Contractor fails or delays the performance of any of the obligations, under the Contract, violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract the Procuring Agency may, at any time, without prejudice to any other right of action/ remedy it may have, by written notice served on the Contractor, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Contractor. Provided that the termination of the Contract shall be resorted to only if the Contractor does not cure its failure/ delay, within fifteen working days of intimation (or such longer period as the Client may allow in writing).
- 5.14.2 If the Procuring Agency terminates the Contract for default, in whole or in part, the Procuring Agency may procure, upon such terms and conditions and in such manner as it deems appropriate, goods, similar to those undelivered, and the Contractor shall be liable to the Procuring Agency for any excess costs for such similar goods. However, the Contractor shall continue performance of the Contract to the extent not terminated.

5.15 Termination for Convenience

- 5.15.1 The Procuring Agency may, at any time, by written notice served on the Contractor, terminate the Contract, in whole or in part, for its convenience, without any compensation to the Contractor.
- 5.15.2 The goods, which are complete or to be completed by the Contractor, within seven working days after the receipt of such notice, shall be accepted by the Procuring Agency.
- 5.15.3 For the remaining goods, the Procuring Agency may elect:
- 5.15.3.1 To have any portion thereof completed and delivered; and/or
- 5.15.3.2 To cancel the remainder and pay to the Contractor an agreed amount for partially supplied goods, together with a reasonable allowance for overhead and profit.

5.16 Termination for Insolvency

If the Contractor becomes bankrupt or otherwise insolvent, the Procuring Agency may, at any time, without prejudice to any other right of action/ remedy it may have, by written notice served on the Contractor, indicate the nature of the insolvency and terminate the Contract, in whole or in part, without any compensation to the Contractor.

5.17 Force Majeure

For the purpose of this contract “Force Majeure” means an event which is beyond the reasonable control of the contractor and which makes contractor’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies.

- 5.17.1 The Contractor shall not be liable for liquidated damages, blacklisting for future bids, if and to the extent its failure/ delay in performance/discharge of obligations under the Contract is the result of an event of Force Majeure.

5.17.2 If a Force Majeure situation arises, the Contractor shall, by written notice served on the Procuring Agency, indicate such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Contractor shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5.17.3 Force Majeure shall not include:

5.17.3.1 Any event which is caused by the negligence or intentional action of bidder or its agents or employees, nor

5.17.3.2 Any event, which the bidder could reasonably have expected to:

5.17.3.3 Take into account at the time of the conclusion of this Contract and;

5.17.3.4 Avoid or overcome in the carrying out of its obligations here under.

5.17.3.5 Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

5.18 Dispute Resolution

5.18.1 The Procuring Agency and the Contractor shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

5.18.2 If after thirty working days, from the commencement of such informal negotiations, the Procuring Agency and the bidder have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred to Arbitration Committee of ACE. The decision of Arbitration Committee shall be final and binding on the parties.

5.19 Statutes and Regulations

5.19.1 The Contract shall be governed by and interpreted in accordance with the laws of Pakistan.

5.19.2 The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Procuring Agency indemnified against all penalties and liability of any kind for breach of any of the same.

5.20 Authorized Representative

5.20.1 The Procuring Agency or the Contractor may, at their exclusive discretion, appoint their Authorized Representative and may, from time to time, delegate any/ all of the duties/ authority, vested in them, to their authorized Representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation.

5.20.2 The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to him/her, by the Procuring Agency or the Contractor.

5.20.3 Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.

5.20.4 Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though the principal had given it.

IN WITNESS where of the Parties here to have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

For ACE:

Name :(As per CNIC) -----

Father Name: -----

CNIC Number: -----

Designation: -----

Address: -----

Signature: -----

Thumb Impression: -----

For **[full legal name of the Contractor]**:

Name :(As per CNIC) -----

Father Name: -----

CNIC Number: -----

Designation: -----

Address -----

Signature: -----

Thumb Impression: -----

WITNESSES:

(First Party)

Name: (As per CNIC) -----

Father Name: -----

CNIC Number: -----

Designation: -----

Address: -----

Signature: -----

Thumb Impression: -----

WITNESSES:

(Second Party)

Name: (As per CNIC) -----

Father Name: -----

CNIC Number: -----

Designation: -----

Address -----

Signature: -----

Thumb Impression: -----

SPECIAL STIPULATIONS (BID DATA SHEET)		
Reference (Clause of this document)	Description	Details
Clause 1.3	Bidding procedure	Single stage – Two Envelope Procedure
Clause 2.1.1	Last date and time for the Submission of bidding document.	11:00 A.M. on September 20th, 2024 at 2-Farid Kot House, Lahore.
Clause 2.1.2	Date, time and venue of opening of technical	11:30 A.M on September 20th, 2024 at 2-Farid Kot House, Lahore.
Clause 3.11	Bid Security	Rs. =50,000/- per Lot
Clause 3.12	Bid validity period	F.Y. 2024-25 i.e. upto 30th June, 2025
Clause 3.22	Language of bid	Urdu or English or both
Clause 4.3	Performance Guarantee	As per relevant clause
Clause 4.4	Delivery	As per relevant clause
Clause 4.6	Liquidated damages for failure / delay in supply of goods by the Contractor	As per relevant clause
Clause 2.1.7	Contact Person for Communication	Name: Ghulam Mustafa Designation: Accounts Officer/DDO Contact No: 0345-4014000 Email: dgacepunjab@gmail.com

6 ANNEXURES

ANNEXURE-A (Attach with Technical Proposal)

To be submitted on Legal Stamp Paper of Rs. 100/- with Technical Proposal

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of Bid and are liable to any punitive action for furnishing false information/ documents.

We undertake that we are not blacklisted or in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan from last 2 years.

Dated this ____ day of _____ 2024

Signature

(Official Stamp)

In the capacity of: _____

Duly authorized to sign bids for and on behalf of:

(Attestation by Notary Public/ Oath Commissioner)

ANNEXURE-B (On Official Letter Head with Technical Proposal)

FORMAT FOR COVERING LETTER

To,

Accounts Officer/DDO,
Anti-Corruption Establishment, Punjab
2- Farid Kot House, Lahore

Subject: TENDER FOR PROCUREMENT OF MACHINERY & EQUIPMENT

Dear Concerned,

- a) Having examined the Bidding document, emails sent for information and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said goods on terms of reference to be signed upon the award of Contract for the sum indicated as per Price Schedule.
- b) We undertake that the financial proposal submitted by us includes price of all the items as per the technical specifications and requirements of this Bidding document. No item is mentioned as an option for which additional price will be demanded afterwards in addition to the financial bid.
- c) We undertake, if our proposal is accepted, to provide the goods mentioned in the Contract within period specified, starting from the date of receipt of notification of award from the client Department / Office.
- d) We agree to abide by this proposal for the period of 120 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- e) We agree to execute a Contract in the form as provided in the bidding document incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to justify for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Name and Designation of Signatory

Authorized Signatures with Official Stamp

ANNEXURE-C

(Checklist for the Attached Documents in Technical Proposal)

Sr. #	Description of Documents	Attached (Yes/No)
1	Undertaking on stamp paper of Rs.100/- (All terms and conditions and qualifications listed anywhere in this bidding document have been satisfactorily vetted and the bidder is not blacklisted or in litigation with any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan from last 2 years.) (Annexure –A).	
2	Covering letter duly signed and stamped by authorized representative on official letterhead of bidder (Annexure – B).	
3	Compliance with technical specifications of required goods on official letterhead of bidder as evidence that the bidder will provide goods as per requirements of procuring agency.	
4	Checklist of the required documents (Annexure – C).	
5	Proof of registration with tax authorities for NTN and GSTN/ PNTN as per relevant laws in Pakistan (whichever is applicable).	
6	Undertaking on official letterhead that the bidder is not applying in capacity of joint venture for this tender;	
7	Duly signed and stamped copy of bidding document to ensure that the participating bidder has read the bidding document and agrees with all the terms and conditions mentioned therein. (Only the copy of the signed and stamped bidding document issued by ACE to a representative or the participating bidder will be accepted. The copy uploaded on PPRA website is just for information purposes and will only be accepted if it is accompanied by a receipt of Rs.1000/- issued by ACE).	
8	Copy of bidding document purchase slip.	

Checklist for the Attached Documents in Financial Proposal)

Sr. #	Description of Documents	Attached (Yes/No)
1	Price Schedule (Annexure – D).	

Note: Bid security may be attached either with technical or financial proposal. However Technical Proposal must accompany photocopy of bid security if is attached with financial proposal, original.

ANNEXURE-D (To be submitted on Official Letter Head)
(Attach with Financial Proposal)

PRICE SCHEDULE

Sr. #	Goods / Description	Specifications (Mentioned below or equivalent or above)	Unit Price Including all Taxes (PKR)
Lot No. 1 STATIONERY ITEMS			
1.	Uni Ball Pencil	Signo or equivalent	
2.	Ball Pencil	0.8, Piano or equivalent	
3.	Uni Ball Pencil	Micro (Signo) or equivalent	
4.	Gel Pen	Schnider or equivalent	
5.	Led Pencil 2HB	(Goldfish) or equivalent	
6.	Marker (Permanent)	(Dollar) or equivalent	
7.	Fluid Set with thinner	(Pelikan) or equivalent	
8.	Highlighter	(Pelikan) or equivalent	
9.	Sharpener	Dux or equivalent	
10.	Eraser	(Dux) or equivalent	
11.	Steel Ruler	(Thick)(12 inch x 01inch)	
12.	Gum Stick	21 Grm (UHU) or equivalent	
13.	Gum Chit	(Pronoti) (3x1) or equivalent	
14.	Colorful Gum Chit	(Pronoti) (3x1) or equivalent	
15.	Liquid Gum (Small Bottle)	145 gms Bottle	
16.	Tag	Strong (6 Inch)	
17.	Stamp Pad	(Dollar) or equivalent	
18.	Stamp Ink	Dollar or equivalent	
19.	Ink 60ml	60ml, Dollar or equivalent	
20.	Table Diary	Fine Quality	
21.	Table Calendar	Fine Quality	
22.	Short Hand Book	50 Pages, Fine Paper	
23.	Log Book	50 Pages, Fine Paper	
24.	Stapler Machine	Opal HD 30, Mapped or equivalent	
25.	Stapler Pin	24/6 x 1000, Dollar or equivalent	
26.	Paper Pin	Fine Quality	

Sr. #	Goods / Description	Specifications (Mentioned below or equivalent or above)	Unit Price Including all Taxes (PKR)
27.	Paper Clip	30mm x 80 pieces, Fine Quality	
28.	Water Damper	Fine Quality	
29.	Pin Cushion	Fine Quality	
30.	Box File	Imported (A4 size)	
31.	Box File	Imported (Legal size)	
32.	TT Plastic File Cover (A4)	A4 Size	
33.	One Hole Punch	(DL Dingli, DL-1101)	
34.	Single Hole Puncher (Suwa)	(Thick) (Heavy Duty)	
35.	Double Punch	(Heavy Duty)	
36.	TT Plastic File Cover	(Legal Size)	
37.	Flapper Folder (Raxien)	(Legal Size)	
38.	Envelop	Khaki (Legal Size)	
39.	Envelop	Khaki (11x5)	
40.	Envelop	Khaki (A4 Size)	
41.	Paper Cutter	(Heavy Duty) (Fine Quality)	
42.	Stapler Pin Remover	(Fine Quality)	
43.	Carbon paper	(KCR) or equivalent	
44.	Planner	(Table Calendar)	
45.	Register	(Small) (Legal Size) 40 Nnbr, 70 Gram paper	
46.	Register	(Big) (Legal Size) 60 Nnbr 70 Gram paper	
47.	Dairy Dispatch Register	(Size 16 inch x13 inch (one page/Leaf), 250 page in one register, 70 gram page)	
48.	Noting Paper Legal size	(80 Grm Imported, 500 sheet in one ream)	
49.	Scotch Tape Deer	Deer (3 Inch)	
50.	Scotch Tape Deer	Deer (1 Inch)	

Lot No. 2 COMPUTER STATIONERY			
51.	Computer Paper	(Legal size 80 Gram page, 500 Sheet in one Ream) AA or equivalent	
52.	Computer Paper	(A4 size 80 Gram page, 500 Sheet in one Ream) AA or equivalent	
53.	Computer Paper	(A4 size 100 Gram page, 500 Sheet in one Ream) AA or equivalent	
54.	Computer Paper	(Legal size 100 Gram page, 500 Sheet in one Ream) AA or equivalent	
55.	Photo-Copier Toner	(3508,Toshiba) Original.	
56.	Photo-Copier Toner	(T-5018P, Toshiba) Original. (eSTUDIO-3518a)	
57.	HP Printers Toner with chip	Model-05A	
58.	HP Printers Toner with chip	Model-12A	
59.	HP Printers Toner with chip	Model-35A	
60.	HP Printers Toner with chip	Model-85A	
61.	HP Printers Toner with chip	Model-26A	
62.	HP Printers Toner with chip	Model-81A	
63.	HP Printers Toner with chip	Model-49A	
64.	HP Printers Toner with chip	Model-53A	
65.	HP Printers Toner with chip	Model-2015	
66.	HP Printers Toner with chip	Model-2035	
67.	HP Printers Toner with chip	Model-76A	
68.	Canon Printer with chip	Model-LB pb030	
69.	HP Printer Toner with chip	Model-79A	
70.	HP Printer Toner with chip	Model-30A	
71.	HP Printers Toner with chip	Model-M277 (Color Toner)	
72.	HP Printers Toner with chips	Model-500 (Color Toner) CE400A,CE401A,CE402A,CE403A	

Lot No. 3 PRINTING ITEMS			
73.	File Cover	400-Gram Art Card (Departmental, two color Printing with Govt. of Punjab Logo)	
74.	Magic Flapper	(Double Rexien, Strong Magic) with Golden color Printing (Govt. of Punjab Logo)	
75.	Flapper (Dorri)	(Rexien, Strong Door) with Golden color Printing (Govt. of Punjab Logo)	
76.	D.O. Pad Cover	(Rexien Green Color) with Golden Color Printing (Govt. of Punjab Logo)	
77.	D.O. Pad (Small)	(Size 5.5 X 8.0 inch) with printing (Departmental Name & Logo)	
78.	D.O. Pad (A4 Size)	Page 80-Gram Page with printing (Departmental Name & Logo)	
79.	D.O. Pad (Legal Size)	Page 80-Gram Page with printing (Departmental Name & Logo)	
Lot No. 4 OTHER ITEMS			
80.	Tissue Roll	Rose Petal or equivalent	
81.	Air Freshener	Afridi, Cobra & Frey or equivalent	
82.	Soap	Dettol or equivalent	
83.	Liquid (Dish wash)	Vim or equivalent	
84.	Spray (Insect Killer)	Kingtox or equivalent	
85.	Duster	Medium Size	
86.	Microfiber Towel (Car Cleaning Towel)	Original Drive Shine 2 in 1 microfiber E&C. (size 30"x12") Voxbel or equivalent	
87.	LED Bulb (Choori Wala)	45-Watt, with Warranty	
88.	Perfumed white Phenyl	(2.9 liters) Finis or equivalent	
89.	Broom	Fine Quality	
90.	Harpic (Large)	Harpic or equivalent	
91.	Wiper	Fine Quality	
92.	Mop Wiper	Fine Quality	
93.	Garbage Bags	Size of each bag 24"x36" Easy to carry Best quality Material (Rate, Per Kg)	

94.	Hand wash	200ml, Dettol or equivalent	
95.	Dash Board Polish	450ml, Cosmic or equivalent	
96.	Car Body Polish	Cosmic or equivalent	
97.	Basket (Dust Bin)	Medium Size (12 Inch x10 Inch) Fine Quality	
98.	Towel	For surface cleaning	
99.	Towel	Medium Size (24"x36"), Fine Quality Cotton, For Face cleaning	
100.	Multi-Color Tissue	(300 sheets, 150x2PLY) Rose Patel or equivalent	
101.	POP-UP Tissue	(300 sheets, 150x2PLY) Rose Patel or equivalent	
102.	Electric Extension	(15 feet, 3x29 double wire) (multi-Socket 2, simple socket 3, on/off Button 1) (Mettle wiring) Fine Quality	
103.	Hand Sanitizer1000ml/800ml/600ml/300ml & 100ml.	Dettol, HiClean or equivalent	
104.	Scotch Brite	Green Kitchen Scourer Sponge with Nail Saver	
105.	Vim Powder	Lemon Max or equivalent	
106.	Phenyl tablets	Fine Quality	
107.	Bansi Broom	Fine Quality	
108.	Toilet Brush	Fine Quality	
109.	Ceiling Brush	Fine Quality	

Lot No. 5 COST OF OTHER STORE ITEMS			
110.	Dak Box	Leather	
111.	Calculator 14-Digit	Casio or equivalent	
112.	Office Table Stand	Wooden, Fine Quality	
113.	Telephone Set	With CLI & warranty	
114.	Steno Set	Panasonic Original or equivalent with warranty	
115.	Electric Kettle	2.2 litre, Steel Body	

116.	Cup with Saucer (6-Pieces Set)	Ceramic, Fine Quality	
117.	Plate (Pottage)	Ceramic, Medium Size, Fine Quality	
118.	Plate (Rice)	Ceramic, Large Size, Fine Quality	
119.	Water Glass (6-Pieces Set)	Fine Quality	
120.	Spoon (Rice)	Stainless Steel, Fine Quality	
121.	Spoon (Tea)	Stainless Steel, Fine Quality	
122.	Milk Pot with spoon	Air Tight, Ceramic, Fine Quality	
123.	Sugar Pot with spoon	Air Tight, Ceramic, Fine Quality	
124.	Fork	Stainless Steel, Fine Quality	
125.	Electric Fan Heater	2 heating settings 1000W / 2000W cool / warm / hot wind (Made in Japan with warranty)	

❖ **Samples of all items will be deposited in Store / Care Taker Branch, at DACE, H.Q. Lahore after having proper receipt.**

Notes:

- The price shall include all applicable taxes like Income Tax, GST, PST, etc. (Whichever is applicable.)
- The price will include all related expenses (e.g. incidental services, labor, transportation charges to delivery point, etc.).

• Price schedule must be enclosed only with financial proposal.