

Government of Pakistan

MINISTRY OF ENERGY

POWER DIVISION

NATIONAL COMPETITIVE BIDDING

BIDDING DOCUMENT

for

**PROCUREMENT OF STATIONERY,
TONERS, IT EQUIPMENT, ELECTRICAL
APPLIANCES AND MISCELLANEOUS ITEMS (OTHERS)**

July, 2023

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Government of Pakistan
Ministry of Energy
Power Division



INVITATION FOR BIDS

Ministry of Energy, Power Division invites sealed bids from well-reputed bidders/ suppliers having valid NTN and STRN and placed at Active Taxpayers List (ATL) of FBR, preferably stationed at Islamabad/Rawalpindi having their own offices /stock /manpower /expertise, for following procurements for FY 2023-24 **showing rates including GST.** Details are as under:-

Name of Procuring Agency	Ministry of Energy, Power Division
Number of Works	Five (05)
Title of Procurement	i. Stationery ii. Computer Stationery (Toners) for Printers, Photocopiers and Fax Machines iii. Plant & Machinery iv. Computer Equipment-Hardware v. Others (Miscellaneous Items)
Contact Officer	Section Officer (General) Ph: 051-9209620
Closing Time and Date & Place for receiving of bids	Upto 1100 hrs, 05-07-2023, Room No. 225, Power Division, A-Block, Pak Secretariat, Islamabad.
Time & Place of publicly opening of bids	1130 hrs, 05-07-2023, Room No.225, Power Division, A-Block, Pak Secretariat, Islamabad.

2. Bids Security amounting to Rs. 300,000/- in the shape of a pay order/ demand draft/ call deposit/ bank guarantee (refundable) in favour of Section Officer (General), Power Division, Islamabad must be attached with each bid (item lot/ list) separately. Bids not supported with the security deposit shall not be entertained.

General Terms and Conditions:-

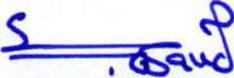
- a) Samples of the items such as Toners, Paper, File Cover, File Board, Ball Points/ Pens / Pencil, Envelopes, Stapler Machine, Stapler Pin, Gum Stick, Highlighter, Peon Book, Scotch Tape, Air Freshener, Extension Lead, Tissue papers, and other items should accompany the bid, which will be returned to the bidder in case of non-acceptance of the bid.
- b) Rates offered in the bid shall be valid up to 30th June, 2024.
- c) This Division reserves the right to extend the deadline or reject any or all bids as per rules 27 & 33(1) of the Public Procurement Rules, 2004 respectively.
- d) The sealed bid must be delivered to the address given below before the closing date for the bids i.e. 05-07-2023. Electronic / late bidding document shall not



be permitted/ accepted. Bids will be publicly opened on the last date of submission of bids at 1130 hours, in presence of the bidders or their authorized representatives, in Room No. 225 "A" Block, Pak Secretariat, Ministry of Energy, Power Division, Islamabad.

- e) If bid closing/opening date is declared as local/national holiday, the date of bid closing/opening shall be the next working day on the same time and venue.
- f) The bidding shall be conducted in line with the Single Stage One Envelope Procedure of the Public Procurement Rules 2004.

3. Bidding document showing all details about the bidding process is available on the website (power.gov.pk) of Power Division which can be downloaded.


(Shah Saud)

Section Officer (General)
Ministry of Energy, Power Division
"A" Block (Ground Floor)
Pak Secretariat, Islamabad
Tele: # 051-9209620

INSTRUCTIONS TO THE BIDDERS

1. GENERAL

1.1 Introduction

- 1.1.1 Ministry of Energy, Power Division hereinafter referred to as "Power Division" intends to procure the products enlisted in Schedule of Items/ Technical Specification at **Annex-F** at Power Division, A-Block Pak Secretariat, Islamabad.
- 1.1.2 Bidding shall be conducted under "Single Stage - One Envelope" method laid down in Public Procurement Rules, 2004. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal. All bids received shall be opened and evaluated in the manner prescribed in this bidding document.

1.2 Scope of Work

- 1.2.1 Timely supply of Stationery, Toners, Computers, Printers & IT Equipment, Electrical Appliances and Miscellaneous items as per Schedule of Items/ Technical Specifications mentioned at **Annex-F** of this document.
- 1.2.2 The contractor shall provide warranty of all items supplied, where applicable.

1.3 Source of Funds

- 1.3.1 The Power Division possesses Public Funds as per details given below against each item (as per Government of Pakistan Rules): -

Head of Account	Amount (Rs. in million)
i. Stationery	3.50
ii. Computer Stationery (Toner for Printers), Photocopiers and Fax Machines	2.80
iii. Plant & Machinery	5.50
iv. Computer Equipment-Hardware	1.00
v. Others (Miscellaneous Items)	6.00

2. ELIGIBLE BIDDERS

Bidding process is open to all the suppliers who meet the criteria given as under: -

- 2.1. Application/ letter of Intent for participation in bidding process as per specimen at **Annex-E**.
- 2.2. Have relevant experience of at least three (3) years for supplies with leading government departments/ organizations or public sector companies (copies of supply orders etc. must be attached).
- 2.3. Registered with income tax and sales tax departments of Pakistan (copies must be attached).
- 2.4. Office details with Phone Numbers/Addresses.
- 2.5. Duly signed and stamped Compliance Certificate as mentioned vide **Annex-B** of this document.

- 2.6. An Affidavit on Rs. 100/- value Stamp Paper duly attested by Oath Commissioner that the firm is not black listed by any Government department/ organization as per specimen at **Annex-C**.
- 2.7. An Affidavit on Rs. 100/- value Stamp Paper duly attested by Oath Commissioner, that the bidder will provide only Original / Genuine and Brand-New Products / Items and not the substandard, counterfeited or fake products / items (where applicable) as per specimen at **Annex-D**.
- 2.8. Bidder should be an authorized dealer / distributor / reseller of the offered products, where applicable. Copies of valid distributorship / dealership / reseller Certificate in this regard must be attached.

3. COST OF TENDERING

The bidder/ vendor shall bear all costs /expenses associated with the preparation and submission of its bid and procuring agency, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. CLARIFICATIONS OF BIDDING DOCUMENT

A bidder requiring any clarification(s) may notify to Power Division or an Officer authorized on its behalf in writing. This Division or concerned Officer authorized on its behalf will respond to any request for clarification of the bidding document, which is received well before (approximate **05 working days** or more) to the deadline set for the submission of bids. Copies of Power Division's response will be forwarded to all respective bidders that have formally received the bidding documents, (if not already clarified in this document or deemed necessary for the bidder).

5. AMENDMENT OF BIDDING DOCUMENT

- 5.1 At any time prior to the deadline for submission of bids, the Power Division may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify this document by issuing addendum, without substantially changing nature of the procurement.
- 5.2 Any addendum thus issued shall form eternal part of this document. To afford bidders a reasonable time frame in which to take an addendum into account in preparing their bids, the Power Division may at its discretion extend the deadline for submission of bids.

6. LANGUAGE OF DOCUMENTS

- 6.1 Bid documents and related correspondence will always be in the English language.
- 6.2 The bid should have a covering letter on printed letter head of the bidder. All pages of the bid shall be numbered, initiated / signed and shall bear official seal of the person(s) authorized to sign/ endorse.

7. COUNTRY OF ORIGIN & TECHNICAL LITERATURE

The bidder shall clearly mention the country of origin of the offered items / parts. All the relevant technical literature in English language should be attached with the bid.

8. PRICE

- 8.1 Prices should be quoted in Pak Rupees.

- 8.2 The price quoted should be firm, final and clearly written/ typed without any ambiguity.
- 8.3 The price should also include all the government applicable taxes, duties and installation charges etc.
- 8.4 The rates/ prices shall be quoted in the price schedule at **Annex-G**. The prices/ rates will be entered against each item along with Genuine Serial Number of the item mentioned in Schedule of Items at **Annex-F**.

9. **BID SECURITY / EARNEST MONEY**

- 9.1 All bids must be accompanied by a Bid Security / Earnest Money of **Rs 300,000/-** in the shape of a pay order/ demand draft/ call deposit/ bank guarantee (refundable) in favour of Section Officer (General) Power Division, Islamabad.
- 9.2 Any bid not accompanied by an acceptable bid security shall liable to be rejected by the Power Division as nonresponsive.
- 9.3 The bid securities/ earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier. The bid securities of bidders, who seem to fall short of the conditions, can be returned earlier if supported by a formal request of intenders requirement.
- 9.4 The bid security of the successful bidder(s) will be returned when the bidder(s) submits the required Performance Security.
- 9.5 The bid security / earnest money may be forfeited:
- i. If a bidder withdraws his bid during the period of bid validity.
 - ii. If the bidder does not accept the correction of his bid price, in case of error/ omission/ ambiguity.
 - iii. In the case of a successful bidder, if he fails to furnish the required performance security or supply the requisite products/ items.
 - iv. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.
- 9.6 A bidder submitting quotes for multiple items lot/ list under the scope of work (**Annex-F**) must submit separate bid security with his bid for items in each lot/ list.

10. **VALIDITY OF BIDS**

Bid shall remain valid for a period of 120 days from the date of opening of the bids prescribed by the procuring agency, a bid valid for a shorter period shall be rejected by the procuring agency as non-responsive.

11. **DEADLINE FOR SUBMISSION OF BID**

- 11.1 The bid shall be delivered in person or sent by Registered mail / Courier service which should reach, the Power Division, Room No. 225, Power Division, A-Block, Pak Secretariat, Islamabad, on or before **11:00 AM on 05th July, 2023.**
- 11.2 Sealed bids will be kept in safe custody at Power Division, Islamabad on or before the prescribed bid opening time on given date.

- 11.3 Bid should be submitted in sealed envelope containing necessary information regarding Invitation for Bid and warning message **“DO NOT OPEN BEFORE 05th July, 2023”**.
- 11.4 Open/unsealed, e-mailed or faxed bids will not be accepted.
- 11.5 Any bid received by the Power Division after the deadline shall be returned unopened to such a bidder.

12. MODIFICATION & WITHDRAWAL OF BID

- 12.1. Any bidder may modify or withdraw his bid after bid submission provided that a written notice of the modification or withdrawal is received by the concerned officer prior to the deadline for submission of bids.
- 12.2 No bid will be allowed for modification or withdrawal by a bidder after the deadline for submission of bids had expired.
- 12.3 After opening of technical or financial bids, no bidder will be allowed to alter / modify (to become the lowest bidder). If such a case happens, the bid will be deemed as rejected and bid security / earnest money of the concerned bidder will be confiscated.

13. OPENING OF BID

- 13.1 The procuring agency will open all bids at **11:30 AM on 05th July, 2023** in the presence of bidders' representatives who choose to attend, at the time and date specified in this document.
- 13.2 The bidder's name, bid prices, any discount, the presence or absence of bid security and such other details as the committee at its discretion may consider appropriate, will be announced at the time of bid opening.
- 13.3 The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing. The procuring agency will prepare minutes of the bid opening
- 13.4 The Power Division reserves the right to reject any one or all bids as per Public Procurement Rules, 2004.

14. COMPLIANCE CERTIFICATE

The bidder should agree with the terms and conditions as mentioned in **Annex-B**.

15. AWARD CRITERIA & POWER DIVISION'S RIGHT

- 15.1 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 "Most Advantageous Bid".
- 15.2 Power Division reserves the right to accept or reject any bid as per Public Procurement Rule, 2004 and to annul the bidding process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Power Division's action.

16. **PERFORMANCE GUARANTEE: -**

- 16.1 The successful bidder shall furnish to the Power Division, a performance guarantee/ equivalent to **two per cent (2%)** of the contract in the form of a Deposit at Call / Bank Draft / Pay Order or Demand Draft in favour of Power Division, Islamabad to be discharged/ released after completion of warranty/guarantee period and satisfactory performance.
- 16.2 The performance guarantee shall be further extended if the delivery is delayed subject to circumstances beyond the control of bidder.

17. **CONTRACTORS RESPONSIBILITIES**

- 17.1 The bidder shall supply the items strictly in accordance with the contract/ supply order.
- 17.2 The bidder shall neither subcontract whole of the supply order nor subcontract any part of the supply order.
- 17.3 Transportation for delivery of all items at final destination will be the responsibility of the supplier. Supplier shall ensure proper / international packing of parts to avoid deterioration of parts etc.

18. **TIME FOR COMPLETION**

- 18.1 The supplier shall deliver the required items as per demand within **02-week time** from the date of signing of contract or issuance of supply/ purchase order whichever is later and submit Bill along with all relevant documents after supply of all items prescribed with supply order.

18.2 **Late delivery / delay in Completion of Work:**

If the supplier fails to supply the items/ parts within time, the supplier shall be liable to the Power Division for such failure and shall pay @ 2% per week delayed delivery charges to a maximum of 10% of value for which he fails to complete the works.

19. **REPLACEMENT WARRANTY**

The supplier will warrant that the items supplied are un-used, and incorporate all recent improvements in design and materials and are of good quality. Power Division shall promptly notify the supplier in writing of any claims arising under this warranty and the supplier will replace the defective item/ part at reasonable speed without any cost effect.

20. **TERMS OF PAYMENT**

Payment of contract price shall be made in the following manners.

- 20.1 Relevant payment of each supply order shall be payable to the contractor upon successful delivery of items as per supply order which shall be proved by Acceptance Certificate(s) issued by Power Division.
- 20.2 All the payments shall be made through Accountant General Pakistan Revenues and in Pak Rupees.
- 20.3 Taxes will be deducted as per applicable fiscal laws of the Government at the time of payment.

21. **DEFAULT BY SUPPLIER**

- 21.1 If the contractor fails to supply the items, refuses or fails to comply with a valid instruction of the Power Division, the Power Division may give notice stating the default.
- 21.2 If the contractor has not taken all practicable steps to remedy the default within 14 days after receipt of Power Division's notice, Power Division may cancel the order and performance security / earnest money will be confiscated and further the firm may be declared as black-listed.

22. **EVALUATION OF BIDS**

- 22.1 The bidder(s) must provide copies of **supply orders to establish the required experience.**
- 22.2 The bidder(s) must provide **Complete List of Clientele including details of at least two (02) current clients along with their contact information.**
- 22.3 Bidder(s) shall provide **National Tax No. and Sales Tax No. The bidder should be on Active Taxpayers List (ATL) of both Income Tax and General Sales Tax of FBR.** Non-Active Tax Payer Bidders cannot participate in this procurement process including all those who were cleared in last 12 Months.
- 22.4 The bid submission form and price schedule should be submitted on the prescribed format on **firm/ company's letterhead.** Both must be properly signed and stamped by the authorized person.
- 22.5 **Bid Security** as mentioned at following ITB clause 9.1 must be furnished.
- 22.6 Bidders must provide **an Affidavit on non-judicial stamp paper of Rs. 100/- as per specimen at Annex-C** that bidder is not blacklisted by any public sector organization. Black listed Bidders cannot participate in this procurement process including all those who were cleared in last 12 Months.
- 22.7 Bid Validity period should be for **120 days.**
- 22.8 Bidder(s) must provide the leaflets/ brochures/ catalogs of the quoted brand with the bid, where applicable.
- 22.9 The bids shall be evaluated on item wise lowest price of each item.

23. **FORCE MAJEURE**

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- 23.1 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations 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.

24. RESOLUTION OF DISPUTES

The Procuring Agency and supplier shall designate a person by name or as the holder of an office who will act as arbitrator for adjudication of differences arising during the execution of the contract.

- 24.2 The proceedings of the Arbitration process will be governed under the provisions available in the Arbitration Act, 1940.

25. APPLICABLE LAW

The Contract shall be interpreted in accordance with PPRA Ordinance 2002, Public Procurement Rules, 2004 and other applicable laws of the Islamic Republic of Pakistan. If there is any discrepancy between the laws and this bidding documents, the provisions of the laws and rules will prevail.

26. NOTICES

- 26.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in bidding document.

- 26.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.



Contract Form

THIS CONTRACT OF DEED (THE AGREEMENT) is made at Islamabad on this ____ day of ____, 2023 between *Power Division* (hereinafter referred to as “the Procuring Agency”) through _____ of the one part and [*name of Supplier*] (hereinafter referred to as “the Supplier”) through _____ for [*Supply of _____*] valid for one year of the other part:

WHEREAS the Procuring Agency invited bids for procurement of [_____] has accepted a bid by the Supplier for the supply of those Goods for the prices quoted as per price schedule [*contract price as per Annex-G*] (hereinafter referred to as “the Contract Price”).

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 referred to.
2. The following documents shall be deemed to form and be read and construed as integral part of this Agreement as per financial proposal quoted by _____, viz:
 - (a) The General Conditions of Contract;
 - (b) The Special Conditions of Contract;
 - (c) The Schedule of Items/ Technical Specification;
 - (d) Price Schedule;
 - (d) The Procuring Agency’s Notification of Award;
 - (e) The Bid Form and Price Schedule submitted by the Bidder the;
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the Goods and to replace the defaulted items/units within two days of the complaint therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract. Provided that final payment shall only be processed subject to fulfillment of the contract as per the requirement/ satisfaction of the procuring agency.
5. This contract is for the period of one (01) year, with effect from the date of signing of contract.
6. This contract may be treated as the framework agreement in terms of Public Procurement Rules, 2004 and can be extended upto three years after mutual agreement of the parties on same terms and conditions.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Name: - _____

Name: - _____

Designation: - _____

Designation: - _____

On Behalf of the Procuring Agency _____

On Behalf of the Supplier _____

Witness No.1 _____

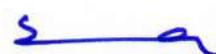
Witness No. 2 _____



Section (a).

The General Conditions of Contract

1. Definitions	<p>Notwithstanding, in this Contract, unless there is anything repugnant in the subject or context and in clash thereof the general laws, rules and principle shall apply, the following terms shall have the meaning ascribed thereto as provided below: -</p> <ul style="list-style-type: none">(a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. satisfactory(b) "The Contract Price" means the price which shall be payable to the Supplier under the Contract pursuant to the rates agreed at the time signing the contract subject to proper / satisfactory performance of its contractual obligations.(c) "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.(d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.(e) "GCC" means the General Conditions of Contract contained in this section.(f) "SCC" means the Special Conditions of Contract.(g) "The Purchaser" means the organization purchasing the Goods, as named in SCC.(h) "The Purchaser's country" is the country named in SCC.(i) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.(j) "Power Division" means the Power Division, Ministry of Energy or its successors, legal, representatives and permitted assignees.(k) "The Project Site," where applicable, means the place or places named in SCC.(l) "Day" means calendar day.
2. Application	2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
3. Standards	3.1 The Goods supplied under this Contract, shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.



<p>4. Inspections and Tests</p>	<p>4.1 The Purchaser shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any samples (representatives) retained for these purposes.</p> <p>4.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.</p> <p>4.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.</p> <p>4.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the Purchaser's delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' shipment from the factory/warehouse.</p> <p>4.5 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.</p>
<p>5. Packing</p>	<p>5.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>5.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.</p>
<p>6. Delivery and Documents</p>	<p>6.1 Delivery of the Goods shall be made by the Supplier in accordance with the Schedule of Requirements.</p> <p>6.2 For purposes of the Contract, DDP trade term is used to describe the obligations of the parties which means price inclusive of applicable taxes, transportation & delivery charges, insurances & warranties, if any, etc.</p>
<p>7. Transportation</p>	<p>7.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Purchaser's country, transport to such place of destination in the Purchaser's country, including</p>

	insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
8. Warranty	<p>8.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.</p> <p>8.2 Unless otherwise specified in the Special Conditions of Contract, the warranty shall remain valid till the warranty/subscription period as mentioned under Scope of Work after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.</p> <p>8.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>8.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.</p> <p>8.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.</p>
9. Payment	<p>9.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.</p> <p>9.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.</p> <p>9.3 Payment shall be contingent upon acceptance of goods by the Purchaser and payment will be released within 30 days upon acceptance of goods by the Purchaser.</p> <p>9.4 The currency of payment is Pak. Rupees.</p>
10. Prices	<p>10.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.</p>
11. Change Orders	<p>11.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 21, make changes within the general scope of the Contract in any one or more of the following:</p> <p>(a) drawings, designs, or specifications, where Goods to be</p>



	<p>furnished under the Contract are to be specifically manufactured for the Purchaser;</p> <p>(b) the method of packing;</p> <p>(a) the place of delivery.</p> <p>11.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) calendar days from the date of the Supplier's receipt of the Purchaser's change order.</p>
12. Contract Amendments	12.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
13. Assignment	13.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.
14. Performance Security	<p>14.1 Performance Guarantee: The Supplier, within 10 days of signing of this contract, shall provide to the Purchaser a Performance Guarantee equivalent to 10% of the total Contract amount on the prescribed format and in prescribed manner. This Performance Guarantee shall be released to the Supplier upon successful completion of the Contract.</p> <p>14.2 Supplier's Bid Security already submitted with the Bid shall only be released upon satisfactory submission of a Performance Guarantee in accordance with sub-clause 14.1 above.</p> <p>14.3 Failure to submit a Performance Guarantee shall result into forfeiture of Bid Security and Cancellation of Contract.</p>
15. Delays in the Supplier's Performance	<p>15.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.</p> <p>If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.</p> <p>15.2 15.3 Except as provided under GCC Clause 18, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 16, unless an extension of time is agreed upon pursuant to GCC Clause 15.2 without the application of liquidated damages.</p>

<p>16. Liquidated Damages</p>	<p>16.1 Subject to GCC Clause 16, if the Supplier fails to deliver any or all of the Goods or to perform the Services, as per satisfaction of Power Division or within the period specified in this Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC for late delivery for each day up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 17.</p>
<p>17. Termination for Default</p>	<p>17.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:</p> <ul style="list-style-type: none"> (a) if the Supplier fails to deliver any or all of the Goods within the period specified in this Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 15.2; or (b) if the Supplier fails to perform any other obligation(s) under the Contract. (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract. <p>For the purpose of this clause: “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.</p> <p>17.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 17.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p>
<p>18. Force Majeure</p>	<p>18.1 Notwithstanding the provisions of GCC Clauses 15, 16, and 17, the Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>18.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>18.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless</p>

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	otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations 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.
19. Resolution of Disputes	<p>19.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</p> <p>19.2 If negotiations fail or the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration subject to approval of the Secretary, Power Division.</p>
20. Governing Language	20.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 20, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
21. Applicable Law	21.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.
22. Notices	<p>22.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.</p> <p>21.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>
23. Taxes and Duties	23.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

Section (b)

The Special 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. The corresponding clause number of the GCC is indicated in parentheses.

1. **Definitions (GCC Clause 1)**

- GCC 1.1 (g)—**The Purchaser is:** Power Division
- GCC 1.1 (h)—**The Purchaser's country is:** Islamic Republic of Pakistan.
- GCC 1.1 (k)—**The Project Site is:** Power Division, A-Block, Pak. Secretariat, Islamabad.

2. **Inspections and Tests (GCC Clause 4)**

GCC 4.1—Inspection and tests prior to supply of Goods and at final acceptance are as follows:

The Purchaser or its representatives shall have the right to inspect and or to test the supplies to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. Final inspection of goods will be carried out on receipt of goods at site of delivery and payments shall be made against the Goods Receipt & Inspection Report duly signed by the purchaser on acceptance of goods.

3. **Packing (GCC Clause 5)**

GCC 5.2 – Packing & accessories: The bidder shall deliver the supplies at the destination in scratch less condition within the manufacturer supplied packing and manufacturer's manuals, booklets, accessories etc. Manufacturer's original Operating Manual must be provided.

4. **Warranty (GCC Clause 8)**

GCC 8.2 - In partial modification of the provisions, the replacement/warranty/subscription period of the supplied items **shall remain valid till the warranty/subscription period as mentioned under Scope of Work** from date of acceptance of the supplies.

GCC 8.4 & 8.5 - The period for correction of defects in the warranty period is: 05 (five) working days.

5. **Payment (GCC Clause 9)**

GCC 9.1 & 9.3 —The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

Payment shall be made in Pak. Rupees in the following manner:



- (i) **On Acceptance: Hundred (100)** percent payment of the supplies delivered, received and accepted shall be made within thirty (30) calendar days of submission of claim supported by the acceptance certificate issued by the purchaser.

A copy of the sales tax invoice, must be submitted along with the invoice besides receipt of original delivery challan(s), in duplicate duly completed in all respect. In case GST is not applicable on the Goods to be procured, the Bidder shall provide the documentary evidence to the said effect issued from the Competent Authority.

Tax(s) if any, shall be deducted at source as per applicable taxation laws, while making the payments to the Supplier.

6. Prices (GCC Clause 10)

GCC 10.1—**Prices shall be:** Fixed.

7. Performance Guarantee (GCC Clause: 14)

The Supplier, within 10 days of signing of this contract, shall provide to the Purchaser a Performance Guarantee (*valid till expiry of warranty/replacement/subscription period*) from any scheduled Bank of Pakistan equivalent to 10% of the total Contract amount or to the amount of bid money whichever is greater, in the shape of unconditional Bank Guarantee on the prescribed format as provided in the Bidding document (**Annex-G**).

Supplier's Bid Security already submitted with the Bid shall only be released upon satisfactory submission of a Performance Guarantee in accordance with provision mentioned above. Failure to submit a Performance Guarantee shall result in to forfeiture of Bid Security and Cancellation of Contract.

The Performance Bank Guarantee shall be released upon completion of Contract period or support and after sales services including all the warranties of hardware.

8. Liquidated Damages (GCC Clause 16)

GCC 16.1—**Applicable rate:** The applicable rates on account of late delivery or unperformed Services including change of defective/ sub-standard items, etc., shall be 0.01% per day and up to maximum 10 % of the contract price.

9. Termination for Default (GCC Clause17)

If during the currency of the period it is found that supplied items are sub –standard or defective,

If the Supplier fails to deliver any or all of the Goods within the period specified in this Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 15.2;

If the Supplier fails to perform any other obligation(s) under the Contract or

If the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract, the contract will be cancelled and Security Deposit will be forfeited and the firm will also be blacklisted.

10. Resolution of Disputes (GCC Clause 19)

GCC 19.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 19.2 shall be as follows:

In the case of a dispute between BISP and the Supplier, the dispute shall be resolved amicably between the parties. In case amicable settlement is not arrived in 30 days, Secretary Power Division shall be the sole arbitrator, besides invoking provision of Public Procurement Rules, 2004 and the relevant laws of the Islamic Republic of Pakistan.

11. Governing Language (GCC Clause 20)

GCC 19.1—The Governing Language shall be: English.

12. Notices (GCC Clause 23)

GCC 21.1—Purchaser’s address for notice purposes:

Section Officer (General)

Power Division, A-Block,

Pak. Secretariat, Islamabad

Supplier’s address for notice purposes:

COMPLIANCE CERTIFICATE

1. **Terms & Conditions**

The bids must accompany:

- a) Copies of income tax and sales tax certificate.
- b) Company Profile having Office details with Phone Numbers/Addresses.
- c) Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed/ debarred by any Government department/ organization as per Specimen at **Annex-C**.
- d) The earnest money / bid security as per tender requirement.

1.1 The bidders will be bound to make supply the items as per specification at A- Block Power Division, Islamabad.

1.2 Bidders who supply re-conditioned/sub-standard/used items and having poor performance may not submit their bids. Mode of payment based on credit and taxes will be applicable as per Government Policy amended from time to time. The bidder should clearly show whether GST is included or excluded in the offered rates.

1.3 Terms and conditions must be signed and attached with the bid if agreed upon.

The bidders;

- i. Must have its established office with Phone No./Address, Bank A/c No., at the same vicinity.
- ii. Will be bound to supply the items within specified time.

1.4 The Power Division reserves the right to accept or reject any or all bids as per Public Procurement Rules, 2004.

Name of Firm.....

Name of Owner.....

Mailing Address with Phone

Signature / Seal of the Company.....

(Must be Printed on Rs. 100/- Stamp Paper)

BLACK-LISTING CERTIFICATE.

CERTIFIED THAT M/S. _____ HAS NOT BEEN
BLACK-LISTED/DEBARRED BY ANY PUBLIC OR PRIVATE SECTOR
ORGANIZATION IN PAKISTAN.

M/s. _____

Contact Person: _____

Address: _____

Tel #: _____ Mobile #: _____ Fax #: _____

Email: _____

Signature: _____ Dated: _____

Agency Seal:

ATTESTED BY OATH COMMISSIONER

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(Must be Provided on a Value of Rs. 100/- Stamp Paper)

UNDERTAKING / CERTIFICATE.

The firm will provide only original / genuine and brand-new products and not substandard, poor quality, fake / counterfeited products / items (wherever applicable).

If provided items / information is found false, or the firm is found Black Listed/ Debarred by any Government department/ organization in Pakistan, or any criminal proceedings are found in any court of law, the contract of the firm will be immediately TERMINATED without assigning any reason and making any refund / payment. Further the performance security submitted by the firm will also be confiscated and blacklisting/ debarment proceedings may also be initiated against the firm

M/S. _____

Authorized Contact Person Name: _____

Address: _____

Tel #: _____ Mobile #: _____ Fax #: _____

CNIC # _____ Email: _____

Signature & Thumb Impression: _____ Dated: _____

Firm's Seal:

ATTESTED BY OATH COMMISSIONER

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BID SUBMISSION FORM

Letter of Intention

Bidder's Ref No.

Name of the Contract / Work: {Add name}

To: *[Name and address of Procuring Agency]*

Dear Sir,

Having examined the bidding documents, including Addenda Nos [insert numbers & Date of individual Addendum (if applicable)] the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Services & Description under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule provided in Financial Bid or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of financial bid.

We undertake, if our Financial Bid is accepted, to provide the required Services in accordance with the Scope of Work (ITB 1.2).

If our Financial Bid is accepted, we undertake to provide a performance security/ guaranty in the form, in the amounts, and within the times specified in the bidding document.

We agree to abide by this bid, for the Bid Validity period of **120 days** as specified in the Bid document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Financial Bid you may receive. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the **eligibility requirements as per ITB clause 2** of the bidding document and has duly provided earnest money equal to Rs.300,000/- with each bid (item lot/ list) separately, in the shape of pay order/demand draft/ call deposit bearing No. _____ dated _____ 2022 in the name of _____ with our Financial Bid.

Dated the *[insert: number]* day of *[insert: month]*, *[insert: year]*.

Signed: In the capacity of [insert: title or position] Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]



LOT/ LIST OF TENDER ITEMS (STATIONERY) FOR FY 2022-23

S.#	Name of Stationery Articles	Qty	Rate
1	Ball Point (Picasso/ Dux/ Piano/ or similar)	Per Pkt	
2	Gell Pen (Schneider/ Uni-ball/ or similar) One Business	Per No	
3	Gell Pen (Schneider/ Uni-ball/ or similar) One Hybrid - C	Per No	
4	Ball Point 0.50 (Uniball / Dux/ or similar (eye)	Per Pkt	
5	Ball Point 0.75 (Uniball / Dux/ or similar (eye)	Per Pkt	
6	Ball Point Expert Gel 1.0 M&G/ Dux/ / Uni-ball/ or similar (Stick Gel Pen)	Per Pkt	
7	Ball Point Stick Gel Pen (Dollar/ Picasso/ Dux/ Piano/ or similar)	Per Pkt	
8	Ball Point UNI-Ball Vision Elite (UB-200) / or similar	Per Pkt	
9	Binder Clip 0.6"(15mm) (12 pcs box) (Kw-trio) or equivalent	Pkt	
10	Binder Clip 0.75"(19mm) (12 pcs box) (Kw-trio) or equivalent	Pkt	
11	Binder Clip 1"(25mm) (12 pcs box) (Kw-trio) or equivalent	Pkt	
12	Binder Clip 1.25"(32mm) (12 pcs box) (Kw-trio) or equivalent	Pkt	
13	Binder Clip 1.6"(41mm) (12 pcs box) (Kw-trio) or equivalent	Pkt	
14	Binder Clip 1"	Per doz	
15	Binder Clip 2"	Per doz	
16	Binding Tape 2" 10 Meter	Per No	
17	Cloth Binding Tape 2"x 10 Yard (Sensa, Delta) or equivalent 3" 10 Meter	Per No	
18	Dak Pad	Per No	
19	Diary Register No.8	Per No	
20	Diary Register No.10	Per No	
21	Diary Register No.12	Per No	
22	DO Letter Head (Ministry) A4 Size Paper 500 Sheets 80gram (as per specimen)	Ream	
23	Pointer (Dollar/ Picasso/ Dux/ Piano/ or similar)	Per No	
24	Envelopes SE-5 (Brown Paper) 80GM	Per 1000	
25	Envelopes SE-6 (Brown Paper) 80GM	Per 1000	
26	Envelopes SE-8 (Brown Paper) 80GM	Per 1000	
27	Envelope SE-8 (Inside Cloth)	Per No	
28	Eraser Peliken/ Dollar/ Picasso/ or similar)	Per doz	
29	File Board Legal Size (with Rexene flapper)	Per No	
30	File Cover White Tag -310 Gm Art Card 14x9.5	Per 100	
31	File Cut Box	Per No	
32	File Flapper (Rexine)	Per 100	
33	File Folder D Ring Plastic	Per No	
34	File Register No.06	Per No	
35	File Register No.08	Per No	
36	File Separator Part-12 Plastic	Per No	
37	File Separator Part-20-PVC	Per No	
38	File Separator A to Z PVC	Per No	
39	Gum Stick (UHU/ Dollar/ Piano/ or similar) (21 grm)	Per doz	
40	High Lighter Pelikan /Dollar/ Picasso/ Dux/ Piano/ or similar	Per doz	
41	Hole Punch (Single Hole)	Per No	
42	Hole Punch (Double Hole)	Per No	
43	Ink Dollar/ Picasso/ Dux/ Piano/ Pelikan/ or similar	Per No	
44	L Shape Folder (Plastic)	Per No	

S.#	Name of Stationery Articles	Qty	Rate
45	Log Book No.8 (Vehicle)	Per No	
46	Marker Permanent Dollar/ Picasso/ Dux/ Piano/ or similar	Per Pkt	
47	Marker White Board Dollar/ Picasso/ Dux/ Piano/ or similar	Per Pkt	
48	Note Sheet 80-Gm White A-4 (80-Sheets)	Per doz	
49	Paper 80 Gm White (Imp)A-4 (500.Sheets)	Per Ream	
50	Paper 70 Gm White (Imp)A-4 (500.Sheets)	Per Ream	
51	Paper 70 Gm (Imp) Legal size (500.Sheets)	Per Ream	
52	Paper 80 Gm White (Local) A-4 (500.Sheets)	Per Ream	
53	Paper 70 Gm White (Local) A-4 (500.Sheets)	Per Ream	
54	Paper 70 Gm (Local) Legal size (500.Sheets)	Per Ream	
55	Paper Clip 100 in box 26mm	Per doz	
56	Paper Cutter medium size	Per No	
57	Pencil Lead (Goldfish/ Dollar/ Dux/ Piano/ or similar	Per Box	
58	Pencil Lead with Eraser	Per Box	
59	Peon Book Legal Size (200-Pages)	Per No	
60	Plastic File One Side Transparent	Per No	
61	Post it Flag Colour Plastic	Per Pkt	
62	Post it pad Yellow 2 X 3	Per No	
63	Post it pad Yellow 3 X 4	Per No	
64	Pencil Jar Metal (B-802A) Black Color Best quality (as per sample)	Each	
65	Printy Stamp No.4912 Trodat / Shiny (as per specimen)	Each	
66	Printy Stamp No.4914 Trodat / Shiny or equivalent	Each	
67	Printy Stamp No.S-844 Shiny or equivalent	Each	
68	Ruled Register No.4	Per No	
69	Ruled Register No.6	Per No	
70	Rubbers Bands Pure Latex 20gm (Q band) 2.25 size or equivalent	Pkt	
71	Scale Steel 12"	Per No	
72	Scissor Medium size	Per No	
73	Scotch Tape 1"x10 yd	Each	
74	Scotch Tape 1"x50 yd (Olympia) / (Deli) (as per sample)	Each	
75	Sharpener Plastic	Per doz	
76	Short Hand Book 100 Pages	Per No	
77	Stamp Pad Ink Bottle 28.5ml (Nokia) or equivalent	Per No	
78	Stamp Pad Large	Per No	
79	Stapler Machine Medium	Per No	
80	Staple Pin Dollar/ Picasso/ Dux/ or similar 1000 in Pkt 24/6	Per No	
81	Staple Remover	Per No	
82	Stapler Heavy Duty M&G Model ABS92806 / or similar	Per No	
83	Stapler Pin Heavy Duty 23/10	Per No	
84	Stapler Pin Heavy Duty 23/15	Per No	
85	Stapler Pin Heavy Duty 23/20	Per Pkt	
86	Summary File Cover White Tag -310 Gm Art Card A-4	Per No	
87	Tag Cotton Bunch (Red & White Thread)	Per 100	
88	Tape Dispenser 3311 (KW-trio) or equivalent	Each	
89	White Fluid Pen	Per doz	
90	Wrapping Paper	Per doz	

**LOT/ LIST OF TENDER ITEMS (COMPUTER STATIONERY -
TONERS) FOR FY 2022-23**

S #	Name of Equipment for Computer Stationery - Toners	Qty	Price quoted by firm Rate Original	Price quoted by firm (China Made)
TONERS FOR PRINTERS				
1	HP Laser jet P-1102	Per No		
2	HP Laser jet 106a	Per No		
3	HP Laser jet 107a	Per No		
4	HP Laser jet 1320	Per No		
5	HP Laser jet 1300	Per No		
6	HP Laser jet 1200	Per No		
7	HP Laser jet P-2055	Per No		
8	HP Laser jet 1005	Per No		
9	HP Laser jet Pro 400	Per No		
10	Pro MFP M-127fn	Per No		
11	HP Laser jet Pro M-12w	Per No		
12	HP Laser jet Pro M-12a (79A)	Per No		
13	HP Laser jet Pro M 404dn (76A)	Per No		
14	HP Laser jet 30a	Per No		
15	Color Laser jet Pro M-252n (201)	Per No		
16	Canon 337	Per No		
17	Color Laser jet Pro M255dw (207A)	Per No		
18	Color Laser jet Pro MFP M175nw	Per No		
19	Color Laser jet 500 MFP M575	Per No		
20	HP Laser jet P-2015	Per No		
21	HP Laser Jet Color 100-MFP/M175mw	Per No		
22	HP Laser Jet Color 127-MFP	Per No		
23	HP Laser Jet Color 500 MFP M575	Per No		
TONERS FOR COPIERS				
1	RICOH MP-2000	Per No		
2	RICOH MP-2702	Per No		
3	RICOH MP-2014	Per No		
4	RICOH MP-4001	Per No		
5	RICOH MP-4500	Per No		

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S #	Name of Equipment for Computer Stationery - Toners	Qty	Price quoted by firm Rate Original	Price quoted by firm (China Made)
6	Panasonic 8045	Per No		
7	Panasonic DP- 8020P	Per No		
8	RICOH MP-3352	Per No		
TONERS FOR FAX MACHINES				
1	PANASONIC KX MB-2120	Per No		
2	PANASONIC KX FL-402	Per No		
3	PANASONIC KX FL-422	Per No		
4	PANASONIC KX FL-512	Per No		
5	CANAN 78 A	Per No		

LOT/ LIST OF OTHERS (MISCELLANEOUS) TENDER ITEMS
FOR FY 2022-23

S #	Name of Others (Misc.) Tender Items	Qty	Rate
1	Acid (Tiger/ Sweep/ or similar) for Washrooms	Per No	
2	Air Freshener Sultan/ Cobra/ Aseel/ Jasmine 300 ML	Per No	
3	Air Fresher for auto-Dispenser (Fresco-Lemon/ or similar)	Per No	
4	Glass Ashtray	Per No	
5	Balti / Bucket (Plastic) with cover (Large size)	Per No	
6	Battery Cell (AA) (Toshiba/Power Plus/ or similar)	Per doz	
7	Battery Cell (AAA) (Toshiba/Power Plus/ or similar)	Per doz	
8	Battery Cell "D" Size (Toshiba/Power Plus/ or similar)	Per No	
9	Calculator (12 Digit)	Per No	
10	Cleaning Brush and Dust Pan Set Best Quality	Per No	
11	Cleaning Brush	Per No	
12	CD Re-Writeable	Per doz	
13	CD-Writeable	Per doz	
14	CLI Device	Per No	
15	Coaxial Cable for TV	Per Meter	
16	Coffee Beater	Per No	
17	Computer Speaker Small/ Medium	Per Set	
18	Tea Set (Cup with Saucers only)	Per Set	
19	Data Cable for Printer	Per No	
20	Dettol 250 ml	Per No	
21	Dust Bin Medium Size - Metallic	Per No	
22	Dust Bin Medium Size - Plastic	Per No	
23	Duster Yellow Large	Per doz	
24	DVD Writeable Sony, Maxell 700MB X-48 / or similar	Per doz	
25	DVD Re-Writeable Sony , Maxell 700MB X-48/ or similar	Per doz	
26	Eclectic Heater (Double Rod)	Per No	
27	Eclectic Heater (Single Rod)	Per No	
28	Electric Fan Heater Plastic Body 1000Wwith 1 year warranty	Per No	
29	Electric Fan Heater Plastic Body 2000W with 1 year warranty	Per No	
30	Electric Bell	Per No	
31	Electric Remote Bell	Per No	
32	Electric Kettle Steel (1.7 Ltr)	Per No	
33	Electric Kettle Plastic (1.7 Ltr)	Per No	
34	Engagement Stand Plastic (A-4)	Per No	
35	Extension Lead	Per No	
36	Bracket Fan (GFC /Royal/ Pak / or similar)	Per No	
37	Ceiling Fan (GFC /Royal/ Pak/ or similar)	Per No	
38	Exhaust Fan 8" Plastic body (copper winding)	Per No	
39	Exhaust Fan 10" Plastic body (copper winding)	Per No	
40	Exhaust Fan 12" Steel body (copper winding)	Per No	
41	Exhaust Fan 18" Steel body (copper winding)	Per No	
42	Pedestal Fan (GFC /Royal/ Pak/ or similar)	Per No	
43	Fork (Kanty)	Per doz	
44	Glass Tumbler (Superior)	Per doz	
45	Glint Kiwi / or similar (500 ml)	Per No	
46	Hand Wash Dettol /Lifebouy/ or similar 150 ML	Per No	
47	Hand Wash Superior Quality 5 Ltr	Per No	
48	Harpic/ or similar 250 ML	Per No	

S #	Name of Others (Misc.) Tender Items	Qty	Rate
49	Insect Killer Cobra / Power Plus / Mortien/ or similar (200 gm)	Per No	
50	Broom (Jharoo - Bans)	Per No	
51	Broom (Jharoo - Phool)	Per No	
52	Laser pointer	Per No	
53	LED Bulb (8w)	Per No	
54	LED Bulb (12w)	Per No	
55	LED Bulb (20w)	Per No	
56	Light Plug (10 Amp)	Per No	
57	Lock (Talla)	Per No	
58	Mineral Water 19 Ltr (New)	Per Bottle	
59	Mineral Water 19 Ltr (Refil)	Per Bottle	
60	Molty/ Five Star / or similar Back Care	Per No	
61	Multi Plug	Per No	
62	Name Plate Acrylic (New)	Per No	
63	Name Plate Acrylic (Re-Write)	Per No	
64	Network Cable Cat 6	Per Meter	
65	Phenyl / Finis/ or similar (2.75 Ltr)	Per No	
66	Puchara Chimta (Dry Mop)	Per No	
67	Puchara Rope	Per No	
68	Plastic Dori (50 Meter)	Per No	
69	Plates (Curry)	Per 6 No	
70	Plates (Quarter)	Per 6 No	
71	Plates (Rice)	Per 6 No	
72	Power Cable (Computer, Printer etc)	Per No	
73	Power Plug (15 Amp)	Per No	
74	Remote Bell	Per No	
75	Sanitizer (1 Ltr)	Per Bottle	
76	Shoe (2-Pin)	Per No	
77	Shoe (3-Pin)	Per No	
78	Soap Dove/ Pears/ or similar (135 gm)	Per No	
79	Soap Lux / Palmolive/ Capri / or similar(85 gm)	Per doz	
80	Soap Dettol/ Safeguard/ or similar (85 gm)	Per doz	
81	Sockets (Three Pin)	Per No	
82	Sockets (Two Pin)	Per No	
83	Spoon (Serving)	Per doz	
84	Spoon (Table)	Per doz	
85	Spoon (Tea)	Per doz	
86	Steno Telephone Set	Per No	
87	Surf Excel/ Ariel/ or similar (50 GM)	Per doz	
88	Surface Cleaner (Dettol / or similar) (1-Litre)	Per No	
89	Table set (Leather)	Per No	
90	Table set (Marble)	Per No	
91	Tea Cups Bone China(Superior)	Per Set	
92	Telephone Set (CLI)	Per No	
93	Tissue Box Rose Petal/ Bijan/ Fay/ or similar (Regular)	Per No	
94	Tissue Paper (Hand Towel) for Tissue Holder	Per No	
95	Tissue Paper Pop-up 150x2ply	Per No	
96	Tissue Roll (toilet roll) Rose Petal/ or similar	Per No	
97	Towel White Normal Quality (Large Size)	Per No	
98	Towel White Superior Quality (Large Size)		
99	Towel White Normal Quality (Medium Size)		

S #	Name of Others (Misc.) Tender Items	Qty	Rate
100	Towel White Superior Quality (Medium Size)	Per No	
101	Tube Light Rod (36w)	Per No	
102	Tube Light Rod (18w)	Per No	
103	Tube Light Rod (14w)	Per No	
104	Tube Light LED Large (complete set)	Per No	
105	Tube Light LED Small (complete set)	Per No	
106	Umbrella (Large)	Per No	
107	Vim/ Max Powder or similar (500-gram)	Per Pkt	
108	Wall Clock Champion / or similar	Per No	
109	Washroom Cleaner Brush	Per No	
110	Water Cooler (8 Liter)	Per No	
111	Door Lock Superior Quality (as per sample)	Per No	
112	Door Lock Regular Quality (as per sample)	Per No	

S a

LOT/ LIST OF PLANT & MACHINERY TENDER ITEMS FOR
FY 2022-23

S #	Name of Plant & Machinery (Electrical) Items	Qty	Rate
1	Air Conditioner 1 ton Inverter Heat and Cool, Energy Efficient (Gree/ Haier/ Dawlance / or similar)	Per No	
2	Air Conditioner 1.5 ton Inverter Heat and Cool, Energy Efficient (Gree/ Haier/ Dawlance / or similar)	Per No	
3	Air Conditioner 2 ton Inverter Heat and Cool, Energy Efficient (Gree/ Haier/ Dawlance / or similar)	Per No	
4	A/C Bracket for installation of outdoor unit	Per No	



**LOT/ LIST OF TENDER ITEMS (COMPUTER EQUIPMENT-
HARDWARE) FOR FY 2022-23**

S #	Name of Computer Equipment-Hardware Items	Qty	Rate
1	Desktop Computer, Processor Core i7 with 3.00 GHz CPU or better, 9th Generation, 8GB RAM, HDD =1TB with 17" LED Display and branded Key Board Mouse	Per No	
2	USB 8-GB	Per No	
3	USB 16-GB	Per No	
4	USB 32-GB	Per No	
5	USB 64-GB	Per No	
6	Key Board (Dell/HP/Lenovo / or similar)	Per No	
7	Key Board (Wireless)	Per No	
8	Mouse (Dell / HP/ Lenovo / or similar)	Per No	
9	Mouse Pad	Per No	
10	Wireless Mouse	Per No	



PRICE SCHEDULE

Name of the Bidder:

Note: This form must cover all the costs associated to deliver the required products/ items on Delivered Duty Paid (DDP) basis. Sr. No. in below table should be entered as per Sr. No. mentioned in the Schedule of Items of respective product/ items listed at **Annex-F**.

Sr. No.	Item description	Unit Price without applicable indirect taxes (GST)	Unit Price with applicable indirect taxes (GST) taxes

Signature: -----
Designation: -----
Date: -----
Official Stamp: -----



Form of Performance Security/ Bank Guarantee

To: [Name & Address of the Procuring Agency]

Whereas [Name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No.[number] dated [date] to supply [description of Services] (hereinafter called "the Contract").

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount or to the amount equivalent to the bid money whichever is greater, as a Security for compliance with the Supplier's performance obligations in accordance with the Contract.

And whereas we have agreed to give the Supplier a Guarantee:

Therefore we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [Amount of the Guarantee in Words and Figures] and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without caviler argument, any sum or sums within the limits of [Amount of Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____, 2024

Signature and Seal of the Guarantors/ Bank Address Date

