

STANDARD BIDDING DOCUMENT
**PROCUREMENT OF STATIONERY, COMPUTER
STATIONERY, PRINTED ITEMS AND OTHER ITEMS FOR
HIGHER EDUCATION DEPARTMENT
(YEAR 2024-25)**



**GOVERNMENT OF THE
PUNJAB**
Higher Education Department

*Standard Bidding Document – Purchase of Stationery, Computer Stationery, Printed Items and Other Items
for the Year 2024-25*

*Government of the Punjab,
Higher Education Department
New Anarkali, Mall Road, Lahore
Ph. No. 042-99212528*

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Bid Form & List of documents to be attached with bid

Draft of Advertisement

Amount of Bid Security

Challan Form No. 32-A

Sample of Contract

Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

1. Invitation to Bid

1.1 PPRA Rules to be followed

Punjab Procurement Rules, 2014 will be strictly followed. These may be downloaded from PPRA's website <http://ppra.punjab.gov.pk> and www.punjab.eprocure.gov.pk. In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

1.2 Mode of Advertisement(s)

As per Rule 12(1&2), this Tender is being placed online at PPRA's website.

The bidding document carrying all details can be downloaded from Higher Education Department's website <http://www.hed.punjab.gov.pk> and PPRA's website <http://ppra.punjab.gov.pk> and www.punjab.eprocure.gov.pk. All prospective bidders are required to register themselves with PPRA - e-Pak Acquisition Disposal System (EPADS).

1.3 Type of Open Competitive Bidding

As per Rule 38(2)(a), **Single Stage - Two Envelope** Bidding Procedure shall be followed. The said procedure is reproduced as follows:

- (i) electronics bid shall be submitted online on PPRA - EPADS;
- (ii) electronics bid shall be single package consisting of two separate folders, containing separately the financial and the technical proposals;
- (iii) the folders shall be named as "**Financial Proposal**" and "**Technical Proposal**";
- (iv) in the first instance, the "Technical Proposal" shall be opened and the folder named as "Financial Proposal" shall be retained unopened till the finalization of technical evaluation report;
- (v) 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;
- (vi) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (viii) The financial bids found technically nonresponsive shall be remained un-open; and
- (ix) The lowest evaluated bidder shall be awarded the contract.

2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by Bid Security, as per provisions of this tender document clause "Bid Security" of this document in favor of "**Section Officer (General), Higher**

Education Department". The bids along with the Security, Tender Forms, Affidavits, etc., must be submitted online on PPRA - EPADS on or before **26.11.2024 (Tuesday) 11:00 AM**. 5% CDR must be attached with technical bid, whereas, the original of the same must be submitted by hand on or before **26.11.2024 (Tuesday) 11:00 AM**. The Technical bids shall be publically opened on the same day at **12:00 PM** in the presence of the representatives of all participated firms. In case the last date of bid submission falls in / within the official holidays / weekends, the last date for submission of the bids shall be the next working day.

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding "**Determination of Responsiveness of Bid**" and "**Rejection / Acceptance of the Tender**" for making their bids substantially responsive to the requirements of the Bidding Document.

It will be imperative for each Bidder(s) to familiarize itself/ themselves with the prevailing socio-economic, political, and legal situation for the execution of contract. Purchaser shall not entertain any request for clarification from the Bidder regarding such aspects of submission of the Bid.

It will be the responsibility of the Bidder 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 Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser. The purchaser reserves the right of inspection of supplied items at any place, bidder premises or at the desired / specified place.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Section Officer (General)
Higher Education Department
Phone.042-99212528
New Anarkali, Mall Road, Lahore

Secondary Contact

Deputy Secretary (General)
Higher Education Department
Phone.042-99214482
New Anarkali, Mall Road, Lahore

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact, 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, the bidder may alternatively direct their enquiries through the Secondary Contact.

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.

The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

TERMS AND CONDITIONS OF THE BID

- I. Single Stage Two Envelop bidding procedure would be adopted.
- II. The bidders should quote price of all items of one or all five LOTs i.e. Stationery, Printed Items, Computer Stationery Items, Cost of Other Store Items and Other Items, as per specifications mentioned in this bidding documents and submitted online on PPRA - EPADS on **26.11.2024 (Tuesday) at 11:00AM**. The samples of each item as mentioned in list shall also be provided for verification by the Departmental Purchase Committee.
- III. The bidder shall submit electronic bids via PPRA – EPADS (e-Pak Acquisition and Disposal System) within stipulated time period.
- IV. The validity of frame work contract of items would be till 30th June, 2025 extendable up to 30th September, 2025.
- V. The supply orders will be issued on monthly basis as per monthly requirement of the Department and non-availability of proper store / space. The delivery period of items would be 7 days from the date of issuance of supply order at consignee's end free of cost.
- VI. Department reserves the right to reject less quantity and substandard items, by withholding the payment and forfeiting of the earnest money.
- VII. Conditional offer / quotation shall not be accepted.
- VIII. The firm must be registered with Income Tax Department, General Sales Tax Department and Punjab Revenue Authority.
- IX. The bidders will submit Tender Form along with their Company Profile, Registration Certificate of Punjab Revenue Authority, NTN, GST/Income Tax and Professional Tax Certificates. FBR active tax payer serial number list for the current financial year, Bank Account Statement of last 01 year, Income Tax Returns of last 03 years and any other essential documents.
- X. The Rates of items offered by the firm will be received only on prescribed list of items duly verified/signed and stamped by the Chief Executive of the firms.
- XI. The rates of items offered by the firm should include all Government Taxes and levies. All the taxes and levies will be deducted as per rules from the bills and the

supplier will be bound to provide receipts of all the taxes at the time of receiving payment.

- XII. The electronic bid along with call deposit @ 5% of total amount of budget of **each LOT** will be submitted online on PPRA - EPADS on **26.11.2024 (Tuesday)** (original CDR must be submitted by hand) on or before **11:00 A.M**, which will be opened on the same day **at 12:00 P.M** in the presence of the representatives of all participated firms. The total amount of budget or quantity of items may be increased or decreased as per requirement of the department.
- XIII. The purchases will be made from time to time during the Current Financial Year 2024-25 from the lowest bidders who fulfill all the terms and conditions and the supply orders will be issued from time to time during the Current Financial Year as per requirement of respective items.
- XIV. Blacklisted firms should not submit tender. In case of detection as black listed at any stage, Government may forfeit earnest money of the said firm.
- XV. The Competent Authority reserves the right to reject all bids or proposals at any stage prior to acceptance of a bid or proposal, under rule 35 of Punjab Procurement Rules 2014 (Amended).

3. Definitions

- 3.1 In this document, unless there is anything repugnant in the subject or context:
- 3.2 **"Authorized Representative"** means any representative appointed, from time to time, by the Purchaser or the Contractor / Bidder.
- 3.3 **"Availability and Reliability"** means the probability that suppliers shall be operationally ready to perform its function when called upon at any point in time.
- 3.4 **"Bidder/Tenderer"** means the interested Firm/Company/Supplier/Distributors/ individual / AOP that may provide or provides the Stationery, Computer Stationery, Printed Items and Other Items and related services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.
- 3.5 **"Commencement Date of the Contract"** means the date of signing of the Contract between the Purchaser and the Contractor.
- 3.6 **"Contract"** means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.7 **"Contractor / Vendor"** means the Bidder whose Bid has been accepted and awarded Letter of Acceptance for a specific item followed by the Contract signed by the Purchaser.
- 3.8 **"Contract Price"** means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- 3.9 **"Defects Liability Expiry Certificate"** means the certificate to be issued by the purchaser to the Contractor, in accordance with the Contract.
- 3.10 **"Day"** means calendar day.
- 3.11 **"Defects Liability Period"** means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damage in Goods and Services provided, under the Contract.
- 3.12 **"Force Majeure"** means an event beyond the control of the Contractor and not involving the Contractor'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, revolutions, fires, floods, epidemics, quarantine restrictions, and freight

embargoes.

- 3.13 **"Goods"** means Stationery, Computer Stationery, Printed Items and Other Items which the Contractor is required to supply to the Purchaser under the Contract.
- 3.14 **"Person"** includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- 3.15 **"Prescribed"** means prescribed in the Tender Document.
- 3.16 **"Purchaser"** means the Higher Education Department or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- 3.17 **"Origin"** shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.18 **"Services"** means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.19 **"Works"** means work to be done by the Contractor under the Contract.
- 3.20 **"Eligible"** is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan

4. **Headings and Titles**

In this document, headings and titles shall not be construed to be part thereof or be taken into consideration in the interpretation of the document and words importing the singular only shall also include the plural and vice versa where the context so requires.

5. **Notice**

- 5.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor and the Purchaser, the same shall be:
 - 5.1.1 in writing;
 - 5.1.2 issued within reasonable time;
 - 5.1.3 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and
 - 5.1.4 The words "notify", "certify", "order", "consent", "approve", "instruct", shall be construed accordingly.

6. **Tender Scope**

- 6.1 Higher Education Department (HED), (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Tenders") for supply, of Stationery, Computer Stationery, Printed Items and Other Items.

7. **Tender Eligibility/Qualification Criteria**

- 7.1 Eligible Bidder who:
 - 7.1.1 Has a registered individual/incorporated company/firm in Pakistan with relevant business experience.
 - 7.1.2 Must be registered with PPRA e-PADS and Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with Sales Tax, Income Tax, Professional Tax and Punjab Revenue Authority Departments and having sound financial strengths can participate);
 - 7.1.3 Has valid Registration of General Sales Tax (GST), National Tax Number (NTN), Punjab Revenue Authority & Professional Tax registration;
 - 7.1.4 Experienced in sales or supply business such as "Stationery, Computer Stationery, Printed Items and Other Items".
 - 7.1.5 Is authorized dealer/distributor/agent, if required
 - 7.1.6 Has not been blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority;

- 7.1.7 Has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.
- 7.1.8 Is provider of authorized Services or authorized dealer / agent of original manufacturer of Goods or provider of Services, where applicable
- 7.1.9 Conforms to the clause of "Responsiveness of Bid" given herein this tender document.
- 7.1.10 Goods and Services can only be supplied / sources / routed from "origin" in "eligible" member countries.
 - a. "**Eligible**" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
 - b. "**Origin**" shall be considered to be the place where the Goods are produced or from which the Services are provided. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

Note: Verifiable documentary proof for all above requirements is a mandatory requirement.

8. **Tender Cost**

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the Purchaser shall in no case be responsible / liable for those costs / expenses.

9. **Joint Venture**

Joint venture is not eligible for this tender.

10. **Examination of the Tender Document**

The Tenderer is expected to examine the Tender Document, including all instructions and terms and conditions.

11. **Clarification of the Tender Document**

The Bidder may require further information or clarification of the Bid Document, **within 02 (Two) calendar days** of issuance of tender in writing. The clarification and its reply will be shared with all prospective bidders.

Bidders should note that during the period from the receipt of the bid and until further notice from the Primary Contact given herein this document, all queries should be communicated via the Primary Contact and in writing. In the case of an urgent situation where the Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.

12. **Amendment of the Tender Document**

12.1 The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend this standard bidding Document, on any account, for any reason. All amendment(s) shall be part of this standard bidding Document and binding on the Bidder(s).

12.2 The Purchaser shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.

12.3 The Purchaser may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule-25(4) of Punjab Procurement Rules, 2014.

12-A No amendment will be permissible in the bid by the bidder / tenderer after its submission.

13. **Preparation / Submission of Tender**

13.1 The bidder may provide bid for any item, mentioned in Stationery, Printed Items, Computer Stationery, Cost of Other Store Items and Other Items, whereas, they shall provide bids for **Each Head** mentioned in Stationery, Computer Stationery, Printed Items and Other Items. The bidder may participate in one or all heads.

13.2 The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Purchaser, shall be in English or Urdu. Any printed literature furnished by the Tenderer in another language shall be accompanied by an English

translation which shall govern for purposes of interpretation of the Tender.

- 13.3 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted.
- 13.4 The Tender shall be in two parts i.e. the technical proposal and the financial proposal.
- 13.5 Technical Proposal may comprise the following, **without quoting the price**. Quoting of price in technical bid shall be rejected.
- 13.6 Technical Proposal Form
 - 13.6.1 All Bid Documents duly signed and stamped by authorized representative.
 - 13.6.2 Certificate from the bidder regarding genuineness of items.
 - 13.6.3 Evidence of eligibility of the Tenderer and the Goods
 - 13.6.4 Certificate of conformity of the Goods / the Services to the Tender Document
 - 13.6.5 Undertaking and evidence that the quoted Goods are genuine, brand new, non- refurbished, un-altered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials if applicable.
 - 13.6.6 Technical Brochures / Literature
 - 13.6.7 Details of Warranty and After-Sale Service at office of Higher Education Department, Lahore/District office concern.
 - 13.6.8 Submission of undertaking that the firm is not blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority.
 - 13.6.9 The Contractor's financial capacity to mobilize and sustain the Supply of goods is imperative. In the Proposal, the Bidder is required to provide information about its financial status. This requirement can be met with by submission of income tax return for the last one (01) year.
 - 13.6.10 The statement must be signed by the authorized representative of the Bidder
 - 13.6.11 Valid Registration Certificate for Income Tax, Sales Tax, Professional Tax and Punjab Revenue Authority.

13.7 The Financial Proposal shall comprise the following:

- 13.7.1 Financial Proposal Form
 - 13.7.2 Quoted Price detail list
 - 13.8 The Tenderer shall follow the same process for the Financial Bid / Tender.
 - 13.9 The Tender shall be submitted online on PPRA – EPADS, up to due date and time.
 - 13.10 This is made obligatory to affix authorized signatures with official seal on all documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the tenderer.
- 14. Tender Price**
- 14.1 The quoted price shall be for all items mentioned in each desired category and also shall be:
 - 14.1.1 Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
 - 14.1.2 In Pak Rupees;
 - 14.1.3 Inclusive of all taxes, duties, levies, insurance, freight, etc.
 - 14.1.4 Including all charges up to the delivery point as provided by procuring agency.
 - 14.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
 - 14.3 In case of locally produced Equipment/Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw

materials used in the manufacture or assembly of the item.

15. **Bid Security**

15.1 The Tenderer shall furnish the Bid Security as under:

15.1.1 For a sum equivalent to **5%** of the **Estimated Price of Desirous Head** mentioned against each category in price schedule in the form of Demand Draft / Pay Order / Call Deposit Receipt (CDR), issued by a scheduled bank operating in Pakistan, in the name of the Section Officer (General) Higher Education Department, as per the format provided in the Tender Document;

15.1.2 Denominated in Pak Rupees;

15.1.3 **As part of electronic Technical Bid**, 5% bid security should be attached with technical failing which will cause rejection of bid.

15.1.4 Have a minimum validity period of Ninety **(90) days** from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.

15.2 The Bid Security shall be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:

15.2.1 If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or

15.2.2 If the Tenderer does not accept the corrections of his Total Tender Price; or

15.2.3 If the Tenderer, have been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

15.3 The Bid security shall be returned to the technically nonresponsive firm while the unsuccessful bidders of financial bid opening procedure will be returned the Bid Security only. The Bid Security shall be returned to the successful Tenderer upon furnishing of the Performance Security.

16. **Tender Validity**

The validity of framework contract of items would be till **30th June, 2025** extendable up to **30th September, 2025**. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

17. **Modification / Withdrawal of the Tender**

17.1 The Tenderer may, by written notice served on the Purchaser, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

17.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity, shall result in forfeiture of the Bid Security.

18. **Opening of the Tender**

18.1 Electronic Bids shall be opened on PPRA – EPADS at 12:00 PM on the last date of submission of bids i.e. **26.11.2024 (Tuesday)**. In case the last date of bid submission falls in / within the official holidays, the last date for submission of the bids shall be the next working day.

18.2 The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

19. **Clarification of the Tender**

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted

except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser

20. Determination of Responsiveness of the Bid (Tender)

20.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:

20.1.1 meets the eligibility criteria given herein this tender document/ the Goods ;

20.1.2 meets the Technical Specifications for the Goods against each item;

20.1.3 meets the delivery period / point for the Goods against each item;

20.1.4 in compliance with the rate and limit of liquidated damages;

20.1.5 offers fixed price quotations for the Goods against each item;

20.1.6 Is accompanied by the required Bid Security as part of financial bid folder.

20.1.7 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document clause-13;

20.1.8 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.

20.2 A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Tenderer's obligations under the Contract.

20.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

21. Correction of errors / Amendment of Tender

21.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:

21.1.1 if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.

21.1.2 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.

21.1.3 if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.

21.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.

21.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.

21.4 No credit shall be given for offering delivery period earlier than the specified period.

22. TECHNICAL EVALUATION CRITERIA

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.

22.1 The Eligible/Technically Qualified Bidders will be considered for further evaluation.

22.2 The Technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria against each item:

CRITERIA FOR TECHNICAL EVALUATION OF THE TENDER

The bid will evaluate on the following basis:

Sr. No.	Description	Requirements/Points
1	LEGAL (MANDATORY)	
	a. Profile or proof of business	Mandatory
	b. Valid Income Tax Registration	Mandatory
	c. Valid General Sales Tax Registration (A.T. payer)	Mandatory
	d. Valid PPRA - EPADS Registration	Mandatory
	e. Undertaking on Judicial Paper that the firm is not blacklisted and not involved in litigation with any of provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan. In case involved in any litigation process, proof of dispute resolution is required.	Mandatory
	f. Conformity with Specifications.	Mandatory
	g. Minimum 03 years relevant experience	Mandatory
2	TECHNICAL SPECIFICATIONS OF THE REQUIRED ITEMS (AS per BOQ)	Mandatory
	a. As per Required Technical Specification of the Stationery, Computer Stationery, Printed Items and Other Items	

TECHNICAL EVALUATION CRITERIA

Description	Ranges	Marks Division	Total 100 Marks
1. Annual Turnover	01-05 Million	15	35
	06-10 Million	25	
	Above 10 Million	35	
1. Supply of respective goods during last 03 financial years			35
	01-05 Million	15	
	06-10 Million	25	
	Above 10 Million	35	
2. Human Resource (In house technical capabilities)			30
	05-10 Persons	10	
	11-15 Persons	20	
	Above 15 Persons	30	
Total			100

Note;

- 1. Above mentioned Technical Criteria (mandatory only) is for LOT-I to LOT-V.**
- 2. Technical evaluation criteria of 100 marks is for LOT-I to LOT-V.**
- 3. Minimum Technical qualification 65 marks out of 100 marks for LOT-I to LOT-V.**

23. FINANCIAL PROPOSAL EVALUATION

- 23.1 Electronic Financial Bids of Technically qualified/successful bidder(s)/Tenderer(s) shall be opened online on PPRA – EPADS, within the bid validity period.
- 23.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- 23.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- 23.2.2 The rates of each item will be considered on the basis of aggregate basis of each LOT.
- 23.2.3 The bidder must quote rates of each & every item of desirous LOT, otherwise the bid will be rejected by the procuring agency.
- 23.2.4 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;
- 23.2.5 In evaluation of the price of articles/goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes and any other.
- 23.2.6 Delivery Expenditures should be included in offered rates as per delivery schedule provided by the purchaser at Lahore or any other city of the Punjab.
- 23.3 The Purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

24. Rejection / Acceptance of the Bid

- 24.1 The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions. The Purchaser may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).
- 24.2 The Tender shall be rejected if it is:
- 24.2.1 substantially non-responsive in a manner prescribed in this tender document clause-20; or
- 24.2.2 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
- 24.2.3 incomplete, un-signed, printed (hand written), partial, conditional, alternative, late; or
- 24.2.4 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
- 24.2.5 the Tenderer refuses to accept the corrected Total Tender Price; or

- 24.2.6 the Tenderer has conflict of interest with the Purchaser; or
- 24.2.7 the Tenderer tries to influence the Tender evaluation / Contract award; or
- 24.2.8 the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
- 24.2.9 the Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-7);
- 24.2.10 the Tenderer fails to meet the evaluation criteria requirements (clause-22);
- 24.2.11 the tenderer has been blacklisted by any public or private sector organization;
- 24.2.12 the tendered has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- 24.2.13 there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- 24.2.14 the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.
- 24.2.15 The bidder must quote rates of each & every item of desirous LOT, otherwise the bid will be rejected by the procuring agency

25. Award Criteria

- 25.1. At first step, eligible bidder(s)/tenderer(s) as per clause-7 of Tender Eligibility of this tender document fulfilling the qualification and technical evaluation criteria against each item will stand technically qualified.
- 25.2. At second step, technically qualified and successful bidder(s)/tenderer(s) 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 codal formalities against each item, irrespective of their score in the previous step.

26. Acceptance Letter

As per provisions of Rule (55) of Punjab Procurement Rules 2014, the Purchaser shall issue the Acceptance Letter to the successful Tenderer, at least after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract against each item.

27. Performance Security

- 27.1 The successful Tenderer/The Contractor against shall furnish Performance Security as under:
 - 27.1.1 within five (05) days of the receipt of the Acceptance Letter from the Purchaser;
 - 27.1.2 in the form of Call Deposit Receipt (CDR) issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document;
 - 27.1.3 for a sum equivalent to **10%** of the contract value;
 - 27.1.4 denominated in Pak Rupees;
 - 27.1.5 have a minimum validity period until the date of expiry of warranty period i.e. **01 Year** support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.
- 27.2 The Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:
 - 27.2.1 If the Contractor commits a default under the Contract;
 - 27.2.2 If the Contractor fails to fulfill the obligations under the Contract;
 - 27.2.3 If the Contractor violates any of the terms and conditions of the Contract.
- 27.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall retain by the purchaser till expiry of warranty period of supplied items and be returned to the Tenderer within thirty working days after the expiry of its validity & warranty period on written request from the Contractor.

27.4 In case the Contractor fails to furnish Performance security in the shape of Call Deposit Receipt (CDR) within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the said contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Contractor.

28 Schedule of Delivery

28.1 The delivery period shall be **07 days** for supply of Stationery, Computer Stationery, Printed Items and Other Items w.e.f. the date of issuance of Supply / Purchase Order (without penalty) in the office Section Officer (General), Higher Education Department New Anarkali, Mall Road, Lahore. The supply orders will be issued on monthly basis as per monthly requirement of the department. The bidder would bear transportation charges. The delivery period may be extended by the Procuring Agency if necessary but it shall not be more than 03 days.

28.2 However, in special cases, delivery period can be fixed shorter or higher than the above-mentioned schedule of requirement as deem appropriate by the Procuring Agency.

28.3 In case of late delivery of goods beyond the periods specified in the supply order, penalty @ 0.25% per day of the total cost of the purchase order/contract value for late delivered supply shall be imposed upon the Supplier.

28.4 In case of late delivery, the delivery period will be started from the date of issuance of Purchase/ supply order to the supplier.

Award of Contract

29. Acceptance of Bid and Award criteria

29.1 The Bidder with successfully technically evaluated and lowest financial bid, if not in conflict with any other law, rules & regulations, policy of the Government or having less Bid Security shall be awarded the Contract, within the original or extended period of bid validity.

29.2 The Procuring Agency reserves the right at the time of Contract award to increase or decrease the quantity of goods originally specified in the Price Schedule and Schedule of Requirements without any change in unit price or other terms and conditions.

29.3 Notification of Award

29.3.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing by registered letter or through personal receiving by the bidder representative that its bid has been accepted.

29.3.2 The notification of Award shall constitute the formation of the Contract.

29.4 Signing of Contract

29.4.1 At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency shall send the Bidder the Contract form provided in the bidding documents and contract will be signed on stamp paper provided by the bidder @ **0.25%** of the total value of the contract. In pursuance of rule 2(sa) & 15 of the Punjab Procurement Rules, 2014, the procuring agency may sign contract with successful bidder.

30 Redressal of grievances by the procuring agency

30.1 The procuring agency shall constitute 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.

30.2 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 **five days** after the announcement of the technical bid evaluation report and **ten days** after the announcement of the financial bid evaluation report.

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

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

30.5 Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

**List of Stationery Items
(Estimated Cost Rs.7,150,000/-)**

Sr. No.	Name of Items with Specifications	Unit	Quantity	Per Unit Rate (including all taxes)
1	Pencil Lead Goldfish/Equivalent	Per Dozen	500	
2	Pencil Short Hand Goldfish/Equivalent	Per Dozen	150	
3	Ink Stamp Dollar/Equivalent	Per Dozen	40	
4	White Fluid Peliken/Equivalent	Per Set	120	
5	Gum Stick Large Size 40 gm UHU/Equivalent	Per Piece	840	
6	Pen Ink (Parker Genuine)/Equivalent	Per Piece	180	
7	Laces 36" Twisted/Equivalent	Per Guchi	180	
8	Tags 6" Twisted/Equivalent	Per Guchi	1200	
9	Ball Point Picasso/Equivalent	Per Packet	720	
10	Permanent Marker No. 90 Snowman/Equivalent	Per Piece	300	
11	White Board Marker Snowman/Equivalent	Per Piece	120	
12	White Board Duster Plastic	Per Piece	20	
13	Post it Pad Size 3" x 5" (3-M)/Equivalent	Per Packet	720	
14	Marker Uni Ball Delux/Equivalent	Per Dozen	600	
15	Marker Schneider/Equivalent	Per Dozen	120	
16	Paper Cutter SDI/Equivalent	Per Piece	300	
17	Paper Weight Round Marble	Per Piece	120	
18	Paper Clip 36mm 3-Flower/Equivalent (Colored)	Per Pkt.	480	
19	Paper Pin Superior Quality China/Equivalent	Per Pkt	300	
20	Stapler Pin 24/6 Dollar/Equivalent	Per Pkt	1200	
21	Stapler Pin, Size 23/17 Heavy Duty Dollar/Equivalent	Per Pkt.	72	
22	Stapler Machine 24/6 Max Genuine/Equivalent	Per Piece	300	

23	Sharpener Kum Germany/Equivalent	Per Dozen	84	
24	Peon Book Printed Paper Size 6.5x8.5	Per Book	360	
25	Table Set Plastic 9p (fine quality)	Per Set	25	
26	Table Set rexion 9p (fine quality)	Per Set	20	
27	Table set Leather 9p (fine quality)	Per Set	15	
28	Pen Holder Parker/Equivalent	Per Piece	120	
29	Pin Cussion steel body Superior Quality	Per Piece	48	
30	Paper Punch (Single) Steel Fine Quality	Per Piece	360	
31	Double Punch Machine Big Size KW/Equivalent	Per Piece	60	
32	Eraser Large Size Peliken/Equivalent	Per Dozen	84	
33	Scissor Steel Fine quality	Per Piece	360	
34	Stamp Pad Large Size Launcer/Equivalent	Per Piece	300	
35	Poker (Steel) Fine Quality	Per Piece	120	
36	Pin Remover KW/Equivalent	Per Piece	300	
37	Highlighter Marker Peliken/Equivalent	Per Piece	840	
38	White Fluid Pen 7ml Uni/Equivalent	Per Piece	720	
39	Gum Liquid 142gm Dollar/Equivalent	Per Dozen	12	
40	Fax Roll 50 meter Panasonic/Equivalent	Per Roll	12	
41	Hard Box File imported Fiber Large Size with imported Clip	Per Piece	240	
42	Hard Box File imported Fiber A-4 size with imported Clip	Per Piece	240	
43	Ring File Cover imported plastic fine quality A-4 size	Per Piece	480	
44	Scotch Tape 1" Deer/Equivalent	Per Piece	360	
45	Steel Foot 12" fine	Per Piece	60	
46	Blank / Lined Register 80 gm Paper Flying Full Scape.	Per Register	360	

47	Dak Pad with clip Fine Quality Rexion	Per Pad	120	
48	Flapper Size 4x26.5 (Rexion) Fine Quality 38" Doori	Per Piece	48000	
49	Photostat Paper BLC 80gm imported Legal Size / Equivalent	Per Ream	360	
50	Photostat Paper BLC 80gm imported A-4 Size / Equivalent	Per Ream	2400	
51	Tonner Photo State Machine Toshiba E-studio 3028-A	Per Piece	30	
52	Toner for Photo State Machine Genuine (2060 Toshiba)	Per Piece	04	
53	Toner for Fax Machine Canon genuine FX 9(140)	Per Piece	24	
54	Toner for Photo State Machine Toshiba 455 Genuine	Per Piece	60	
55	Toner Photo State Machine Toshiba 450 Genuine	Per Piece	48	
56	Toner Photo State Machine Toshiba 356 Genuine	Per Piece	6	
57	Stapler Machine Heavy Duty Max/Equivalent	Per Piece	10	
58	Double Punch Machine Heavy Duty KW/Equivalent	Per Piece	10	

List of Printed Items
(Estimated Cost Rs.4,510,000/-)

Sr. No.	Name of Items with Specifications	Unit	Quantity	Per Unit Rate (including all taxes)
1	Dak Envelope 80 gm Local Size 9x4 Golden paper/Equivalent	Per 1000	24000	
2	Dak Envelope 80 gm Local Size 11x5 Golden paper/Equivalent	Per 1000	24000	
3	Dak Envelope 80 gm Local Size 10x12 A-4 Golden paper/Equivalent	Per 100	18000	
4	Dak Envelope File Size 80 gm Local Size 12x15 Golden paper/Equivalent	Per 100	18000	
5	Dak Envelope 18x13 printed with Cloth Binding White imported/Equivalent	Per Piece	7200	
6	Telephone Index (Big Size)	Per Piece	30	
7	Pay Bill Form Gazetted (80 gm Fine Printing)	Per Pad	10	
8	Pay Bill Form Non Gazetted (80 gm Fine Printing)	Per Pad	10	
9	T.A Bill Form, Gazetted (80 gm Fine Printing)	Per Pad	10	
10	T.A Bill Form, Non Gazetted (Nobel)	Per Pad	10	
11	Change Form, F1 (80 gm Fine Printing)	Per Pad	10	
12	Change Form, F2 (80 gm Fine Printing)	Per Pad	10	
13	Change Form, F3 (80 gm Fine Printing)	Per Pad	5	
14	Contingent Bill Form (80 gm Fine Printing)	Per Pad	5	
15	Computer Sheet (80 gm Fine Printing)	Per Pad	10	
16	Acknowledgement (80 gm Fine Printing)	Per Pad	10	
17	Magic Flapper rexion imposed printing Golden Mono with "Higher Education Department"	Per Piece	12000	
18	Short Hand Book 80 gm paper with Board Binding	Per Book	360	
19	Ring Note Book Printed on 80 gm imported paper 100 sheets	Per Pad	480	
20	Table Diary (fine paper) 80 gm imported paper	Per Piece	35	

21	ACR Form BS-16 & Above(80 gm Fine Printing)	Per Form	300	
22	ACR Form BS-5 to 15 (80 gm Fine Printing)	Per Form	400	
23	ACR Form BS 1 to 4 (80 gm Fine Printing)	Per Form	200	
24	D.O Envelope printing imported paper 80 gm (9x4) Higher Education Department (white paper)	Per 100	3600	
25	Slips different color printing Size 3x5 on imported art card 300 gm "Urgent, Immediate, Top Priority, Time Limit, Court Case & Enquiry Case Pension Case"	Per Piece	2400	
26	Pakka File Cover printed with Lamination Fine Quality Board	Per Jori	1200	
27	Attendance Register printed A-4 size 80gm paper	Per Register	50	
28	Diary / Dispatch Register Fullscape Printed on 80 gm paper (Flying)	Per Register	600	
29	Slip Book Printed (size 6x8) 80 gm imported paper 100 sheets	Per Book	840	
30	Slip Book Cover Rexion Fine Quality Printed with imposed printing golden	Per Cover	480	
31	D.O Paper with imposed Printing on 100 gm imported paper A-4 Size	Per Pad	20	
32	Log Book Printed with Binding 80gm Paper	Per Book	60	
33	File Cover "Higher Education Department" with printing on Imported Albaster Card 360gm and creasing Legal size	Per File Cover	36000	
34	File Cover "Higher Education Department" with printing on Imported Albaster Card 360gm and creasing A-4 size	Per File Cover	30000	
35	File Cover "Summary for Chief Minister", with printing on imported albaster card 360 gm & creasing A-4 Size	Per File Cover	3600	
36	Routine Sheet Fullscape printed on 80 gm imported Paper	Per Ream	300	

**List of Computer Stationery Items
(Estimated Cost Rs.5,060,000/-)**

Sr. No.	Name of Items with Specifications	Unit	Quantity	Per Unit Rate (including all taxes)
1	Computer Paper 80gm Legal Size Double A/Equivalent	Per Ream	360	
2	Computer Paper 80 Gm A-4 Size Double A/Equivalent	Per Ream	2400	
3	Printer Toner Genuine HP1100	Per Piece	6	
4	Printer Toner Genuine HP-1200 & 15A	Per Piece	18	
5	Printer Toner Genuine HP-1300	Per Piece	18	
6	Printer Toner Genuine 12-A HP-1010	Per Piece	60	
7	Printer Toner Genuine HP-P 2015	Per Piece	24	
8	Printer Toner Genuine DELL-1130	Per Piece	6	
9	Printer Toner Genuine LaserJet P-1005	Per Piece	36	
10	Printer Toner Genuine HP 1320 (49A)	Per Piece	180	
11	Printer Toner 4 Color Genuine laser jet HP 1025	Per Piece	2	
12	Printer Toner Genuine laser jet HP-1102	Per Piece	48	
13	Printer Toner Genuine Laser Jet P-3005x	Per Piece	15	
14	Printer Toner Genuine Laser Jet HP-402dn	Per Piece	18	
15	Printer Toner Genuine HP Laser MFP-135a	Per Piece	96	
16	Printer Toner Genuine HP Laser 107w	Per Piece	24	
17	Printer Toner Genuine HP Laser Jet Pro 4003dw	Per Piece	36	
18	Printer Toner Genuine Laser Jet HP-404	Per Piece	12	
19	Printer Toner Brother HL-L 3270 CDW (Color Printer)	Per Piece	4	
20	Printer Toner Brother Black HL-LJ 200 DW Black	Per Piece	6	
21	Printer Toner 80-A Genuine for printer HP Pro 400	Per Piece	12	

22	Printer Toner 05-A Genuine for printer HP 2035	Per Piece	12	
23	Printer Toner 79-A Genuine for printer HP M12A	Per Piece	6	
24	USB Flash Drive 32GB HP/Equivalent	Per Piece	144	
25	USB Flash Drive 16 GB HP/Equivalent	Per Piece	240	
26	USB Flash Drive 08 GB HP/Equivalent	Per Piece	24	
27	DVD R/Writable Sony/Equivalent	Per Piece	20	
28	Key Board USB Pin Dell/Equivalent	Per Piece	72	
29	Mouse USB Pin Dell/Equivalent	Per Piece	180	
30	Mouse Pad Superior Quality	Per Piece	20	
31	Computer Power Cable	Per Piece	96	
32	Printer Cable	Per Piece	96	
33	Computer Cable Male/Female	Per Piece	60	

Cost of Other Store Items
(Estimated Cost Rs.1,461,000/-)

Sr. No.	Name of Items with Specifications	Unit	Quantity	Per Unit Rate (including all taxes)
1	Battery Cell	Per Piece	980	
2	Sui Gas Pipe	Per Meter	1000	
3	Plastic Bucket Large	Per Piece	300	
4	Basket (Dustbin) Large	Per Piece	300	
5	Water Set Fine Quality	Per Piece	50	
6	Water Glass Fine Quality	Per Piece	600	
7	Tea Cup Set Fine Quality	Per Set	60	
8	Tea Cup Saucer	Per Piece	1000	
9	Water Jag Fine Quality	Per Piece	24	
10	Water Jag Plastic Fine Quality	Per Piece	24	
11	Water Cooler 35 Liter	Per Piece	50	
12	Tea Spoon Steel	Per Piece	800	
13	Rice Spoon Steel	Per Piece	800	
14	Doanga fine quality	Per Piece	30	
15	Plate Large Fine Quality	Per Piece	800	
16	Plate Small Fine Quality	Per Piece	800	
17	Plate Quarter Fine Quality	Per Piece	800	
18	Milk Pot Fine Quality	Per Piece	50	
19	Sugar Pot	Per Piece	50	
20	Sauce Pan Steel 3-Liter	Per Piece	30	
21	Ash Tray (Fine Quality)	Per Piece	30	
22	Mirror with stand	Per Piece	10	
23	Wall Clock	Per Piece	50	

24	Lock (China) 50mm	Per Piece	100	
25	Lock (China) 32mm	Per Piece	100	
26	Dak Bag Leather	Per Piece	12	
27	Laptop Bag Leather	Per Piece	100	
28	Telephone Set CLI	Per Piece	40	
29	Steno Set CLI	Per Piece	20	
30	Exhaust Fan	Per Piece	20	
31	Bracket Fan	Per Piece	20	
32	Stabilizer 15000w	Per Piece	10	
33	Tube Rod Fine Quality 40w	Per Piece	50	
34	Tube Rod Fine Quality 20w	Per Piece	50	
35	Chock Fine Quality 40w	Per Piece	50	
36	Chock Fine Quality 20w	Per Piece	50	
37	Electric Air Freshener	Per Piece	10	
38	Starter Fine Quality S-2	Per Piece	20	
39	Starter Fine Quality S-10	Per Piece	20	
40	Single Patti Fine Quality	Per Piece	20	
41	Bulb 100 watt	Per Piece	50	
42	Spot Bulb	Per Piece	40	
43	LED Light Frame 2x2	Per Piece	40	
44	Air Freshener Machine	Per Piece	20	
45	Energy Saver Fine Quality 25w	Per Piece	50	
46	Energy Saver Fine Quality 45w	Per Piece	50	
47	Energy Saver Fine Quality 11w	Per Piece	50	
48	Power Plug Fine Quality	Per Piece	40	
49	Light Plug Fine Quality	Per Piece	40	

50	Light Bush	Per Piece	10	
51	Two Pin Show	Per Piece	40	
52	Three Pin Show	Per Piece	40	
53	Multi Plug	Per Piece	40	
54	Piano Switch	Per Piece	40	
55	Piano Satchet	Per Piece	40	
56	Electric Wire 7/44 Full Gage	Per Meter	10	
57	Electric Wire 7/36 Full Gage	Per Meter	10	
58	Electric Wire 7/29 Full Gage	Per Meter	10	
59	Electric Wire 3/29 Full Gage	Per Meter	10	
60	Circuit Breaker 6 Ampere Fine Quality	Per Piece	5	
61	Circuit Breaker 10 Ampere Fine Quality	Per Piece	5	
62	Circuit Breaker 16 Ampere Fine Quality	Per Piece	5	
63	Circuit Breaker 20 Ampere Fine Quality	Per Piece	5	
64	Circuit Breaker 32 Ampere Fine Quality	Per Piece	5	
65	Circuit Breaker 64 Ampere Fine Quality	Per Piece	5	
66	Circuit Breaker 100 Ampere Fine Quality	Per Piece	5	
67	Circuit Breaker 200 Ampere Fine Quality	Per Piece	5	
68	Extension Lead	Per Piece	500	
69	Electric Board for Computer	Per Piece	100	
70	Capacitor 3.5	Per Piece	12	
71	Dimmer	Per Piece	12	
72	Remote Bell	Per Piece	120	
73	Remote Battery Cell	Per Piece	250	
74	Electric Bell Ding Dong	Per Piece	40	
75	Bell Bush	Per Piece	12	

76	Table Lamp	Per Piece	12	
77	Electric Kettle	Per Piece	60	
78	Electric Jug	Per Piece	60	
79	Emergency Light Fine Quality	Per Piece	10	
80	Electric Heater Fine Quality	Per Piece	20	
81	Umbrella	Per Piece	60	
82	Sui Gas Heater Fine Quality	Per Piece	60	
83	Plastic Water Pipe 1 3/4	Per Meter	100	
84	Water Pipe fine quality 3/4 plastic	Per Meter	100	
85	Tray	Per Piece	40	

List of Other Items
(Estimated Cost Rs.1,833,000/-)

Sr. No.	Name of Items with Specifications	Unit	Quantity	Per Unit Rate <small>(including all taxes)</small>
1	Hand Wash Fine Quality	Per Piece	60	
2	Flush Brush	Per Piece	30	
3	Loata	Per Piece	30	
4	Phool Jharoo	Per Piece	30	
5	Tissue paper perfumed large size	Per Piece	2000	
6	Tissue paper simple large size	Per Piece	2000	
7	Tissue Roll	Per Piece	1200	
8	Air Freshener Large	Per Piece	450	
9	Mortein Spray	Per Piece	400	
10	Fins Oil Large	Per Piece	10	
11	Spray Pump	Per Piece	05	
12	Bath Soap	Per Piece	400	
13	Surf Arial	250 gram	250	
14	Vim Max Large	Per Piece	400	
15	Washing Soap	Per Piece	300	
16	Glint Spray	Per Piece	200	
17	Insta Cleaner	Per Piece	10	
18	Phenyl Perfume	Per Piece	480	
19	Phenyl Tablet	Per Pkt	10	
20	Wiper	Per Piece	20	
21	Broom	Per KG	20	

22	Farshi Towel	Per Piece	40	
23	Tat	Per Piece	40	
24	Acid (1 Liter)	Per Piece	84	
25	Towel	Per Piece	120	
26	Harpic Cleaner	Per Piece	60	
27	Water Filter Cartridge	Per Piece	10	
28	Towel Large	Per Piece	120	
29	Duster Large	Per Piece	1440	
30	Brush (Vehicle)	Per Piece	110	
31	Vim Gel	Per Piece	10	
32	Car Body Polish	Per Piece	110	
33	Tyre Polish	Per Piece	110	
34	Dash Board Polish	Per Piece	110	
35	Car Bumper Polish	Per Piece	55	
36	Air Freshener Cartridge	Per Piece	40	

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-B

Technical Proposal Submission Form

[Location, Date]

To _ (Name and address of Purchaser)_

Dear Sir,

We, the undersigned, offer to provide the _ (insert title of assignment) _ in accordance with your Request for Proposal/Tender Document No._____ dated _(insert date)_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal.

We undertake, if our Proposal is accepted, to provide supply of _____ related to the assignment.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand that you are not bound to accept any Proposal, you receive.

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

ANNEXURE-C

Financial Proposal Submission Form (Part of Financial Bid)

[Location, Date]

To _(Name and address of Purchaser)_

Dear Sir,

We, the undersigned, offer to provide the _(Insert title of assignment)_ in accordance with your Request for Proposal No. _____ dated _(insert date)_ and our Technical Proposal. Our attached Financial Proposal is for the sum of (insert amount in words and figures)_. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal, i.e. before the date indicated in _____ of the Proposal Data Sheet.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand that you are not bound to accept any Proposal, you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

ANNEXURE-D

Price Schedule

Name of Bidder: _____

Tender No.: _____

Sr. No.	Name of Items with Specifications	Unit	Unit Rate (Inclusive all Taxes)
1			
2			

Sign and Stamp of Bidder _____

Note: 1. In case of discrepancy between unit price and total price, the unit price shall prevail.

Note: 2. No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

BID FORM

Date:-

Tender No:

To,

The Section Officer (General)
Government of the Punjab
Higher Education Department
New Anarkali, Mall Road, Lahore

Respected Sir

After examining the Bidding Documents, the receipt of tender is hereby duly acknowledged and offer the supply and delivery of the items specified in enclosed list in conformity with the said Bidding Documents for the sum of **[Total Bid Amount.....]**, **[Bid Amount in words....]** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, we will deliver the goods in accordance with the delivery schedule specified in the relevant documents.

If our bid is accepted, we shall obtain an unconditional guarantee of a bank in the sum of Rs.----- 10 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring Agency.

We agree to abide by this bid till **30.06.2025** from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Name and address of bidder

Total Amount of Bid Rs.

Dated this day of ,, 202---

Signature

(In the capacity of)

Duly authorized to sign bid for and on behalf of

Attachment

PROFILE OF THE BIDDER

Sr.#	Particulars	
1.	Name of the company / firm	
2.	Registered Office	
	Address	
	Office Telephone Number	
	Fax Number	
3.	Contact Person	
	Name	
	Personal Telephone Number	
	Email Address	
4.	Local office if any	
	Address	
	Office Telephone Number	
	Fax Number	
5.	Bid Signing Authority	
	Name	
	Address	
	Personal Telephone Number	
	Email Address	
	Please enclose Authorization or Power of Attorney to sign and submit the Bidding	
6.	Address for communication under the current Bidding	
7.	Registration Details	
	NTN Registration Number	
	GST Registration Number	
	Banker's Name, Address and IBAN Numbers	



**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

TENDER NOTICE

Higher Education Department, Lahore invites electronics bids on EPADS at www.punjab.eprocure.gov.pk from the bidders i.e. general order suppliers/manufactures/firms registered with relevant Authorities/Tax Departments (Income Tax, Sales Tax), having professional tax certificate for the fiscal year 2024-25 from Excise & Taxation Department and registered on EPADS. The bids should be submitted as per rule 38(2)(a) PPR-2014 single stage two envelope procedures description mentioned in the Tender Documents:

Sr. No.	Head	Description	12 Months Allocation (estimated)	Amount of Bid Security @ 5%
1.	A03901	Stationary	7,150,000	357,500
2.	A03902	Printing	4,510,000	225,500
3.	A03955	Computer Stationary	5,060,000	253,000
4.	A03942	Cost of Other Store	1,461,000	73,000
5.	A03970	Others	1,833,000	91,650

All electric Bids must be accompanied by a scanned Bid Security of 5% of the estimated price in the name of Section Officer (General), Higher Education Department in the form of CDR/Demand Draft/Pay Order. The original instrument of bid security must be delivered in HED office prior to closing date of submission of bids.

The complete electronic bid must be submitted online at www.punjab.eprocure.gov.pk, as per the following schedule:

Bid Submission Date & Time	26.11.2024 (Tuesday) 11:00 AM
Bid Opening Date & Time	26.11.2024 (Tuesday) 12:00 PM

Bidding Documents are immediately available after date of publication. Higher Education Department Punjab will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or online submission of bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding Documents carrying all details can also be downloaded from the website of Punjab Procurement Regulatory Authority <http://ppra.punjab.gov.pk> and www.punjab.eprocure.gov.pk.

All prospective bidders shall be required to quote rate of each / every item in the package/LOT. Any item mentioned without quoting rate shall make the bid non-responsive. The lowest evaluated bidder shall be determined on the cumulative quoted rate of the entire lot/package.

SECTION OFFICER (GENERAL)
GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT
NEW ANARKALI, MALL ROAD, LAHORE
PHONE NO. 042-99212528

AMOUNT OF BID SECURITY

Sr. No.	Description	Total Amount per head	Bid Security @ 5%
1	Stationary	7,150,000	357,500
2	Printing	4,510,000	225,500
3	Computer Stationary	5,060,000	253,000
4	Cost of Other Store	1,461,000	73,000
5	Others	1,833,000	91,650

PROPOSED CONTRACT FORM

(Procuring agency reserves right to alter the terms & conditions of the contract at the time of execution)

This contract (hereinafter called the "Contract") is made on -----.

BETWEEN

Government of the Punjab through Higher Education Department, (hereinafter referred as the "First Party" which expression shall include his successors in office and assignees) of the "**First Party**":

AND

----- (hereinafter referred as the "Second Party" which expression shall include his successors in office and assignees) of the "**Second Party**".

First Party and Second Party shall hereinafter be referred to individually as "**The party**" or collectively as "**The Parties**".

RECITALS

Now, therefore, the parties agree as follows:

1. The contract on having been signed by the parties shall constitute a binding contract between the parties and shall remain in force till expiry of warranty period.
2. The Second Party agrees to supply of ----- of amounting to **Rs. -----/- (----- Rupees Only)** within ----- day's i.e ----- (as requested by the second party) as per delivery schedule in specific quantities and at the designated places provided by the First Party (delivery schedule enclosed). The duties and taxes or fees as applicable at the time of supply shall be born by the Second Party. However, the First Party would not be liable or responsible of the increase in duties or taxes as above. The enhanced / decreased quantity of goods as ordered, after acceptance of bid document shall also be deemed to be part of contract as originated from bid document and will not be called in question at any subsequent stage in any manner.
3. **Performance Guarantee:**
Subject to the award of contract, the bid security in the form of CDR shall be returned to the Second Party against submission of the ten percent (10%) performance guarantee of the total cost of the bid in the form of CDR.
4. **Supply and Commissioning**
 - 4.1 **Packing and Storage**
 - a. the packing and storage expenses for the ----- items shall be borne by the Second Party; and
 - b. Second party shall ensure the safe packing loading and delivery of the -----items. Any damage to the ----- items

during and till the completion of delivery shall be remedied by the Second Party.

4.2 Delivery of the ----- items

- a. Delivery of the ----- shall be made by the second party in the office Section Officer (General), New Anarkali, Mall Road, Lahore as per delivery schedule, provided by the procuring agency as per given address to be provided to the Second Party by the First Party.
- b. The items shall be delivered at the designated place and shall be handed over to the authorized persons / officials concerned at the locations; and
- c. Insuring the goods in transit is the responsibility of the Second Party; and

5. Acceptance

5.1 The head of the designated office or their authorized person or team will make suitable arrangement for verifying the -----items supplied and accepting the same. Suitable guidelines may be issued in this regard by the First Party.

5.2 The authorized persons /acceptance team will issue the acceptance certificate in the prescribed format based on which a letter would be issued by the first party regarding receiving of goods upon which payment will be made.

6. Liquidated damages;

6.1 This is a time bound project. Any delay may affect the project deliverables. Hence if the Second Party fails to deliver the goods as per schedule specified, the liquidated damages (LD) hereinafter mentioned shall be applied.

6.2 In the event of non-fulfillment of the delivery schedule, liquidated damages at the rate of 10% on the quoted or approved value of the undelivered quantity of the order will be levied per month and LD will be counted on daily basis. The amount of the liquidated damages will be automatic deducted from the payment.

7. Payment terms

7.1 Payment shall be made after satisfactory inspection report, submitted by the designated inspection committee.

7.2 All payments will be made in currency of Pakistan only.

7.3 The terms and conditions of the contract shall be mutually agreed between the Second Party and the First Party. In case of difference of opinion the decision of First Party shall prevail.

7.4 The Second Party shall have full and exclusive liability for payment of all duties, taxes and other statutory payment payable under any or all of the statues/laws/acts etc. now or hereinafter imposed in Pakistan. However the principle of proportionate will apply of the delivered goods with in due time.

8. Retained Money;

8.1 The performance guarantee amount (an amount equal to 10% of total amount of bid) shall be retained as performance guarantee and this amount shall be kept by the first party until issuance of warranty

completion certificate by the first party as part security for second party's due diligent, honest and timely performance of the contract.

- 8.2** The first party shall have unconditional and unequivocal authority to utilize the whole retained money (performance guarantee) or any part thereof to compensate itself any loss or damage or over payment, if any that the first party may suffer due to the default/act of the second party during the warranty period, after informing second party. The retained money, after deductions, if any, will be refunded by the first party to the second party on the application by the second party after satisfactory completion of the warranty period and on production of warranty completion certificate issued by the first party.

9. Warranty

- 9.1** The -----items supplied shall be under warranty for a period of twelve (12) months with effect from the date of delivery of the -----items to the end users.
- 9.2** The free Warranty of ----- items covers breakages, polish or paint of furniture termite and breakdowns due to manufacturing defects or during its transit at user end (place of delivery) , but does not include physical damage by the end user.
- 9.3** Irrespective of the warranty obligations, the Second Party is liable for replacing faulty items due to any manufacturing defect within seven (07) days from the date of delivery user end.
- 9.4** The warranty shall cover all the materials and goods supplied by the Second Party under this contract irrespective of the fact whether these have been manufactured by the Second Party or not.
- 9.5** In case for Second Party fails to carry out the warranty obligation, the First Party would engage any other operator and carry out the service or replacement and deduct the amounts form the amount retained (performance guarantee) by the First Party as per the payment terms or from their pending bills or any amount due or payable if any.

10. Force Majeure

- 10.1** In a Force Majeure situation which directly and materially hinders or hampers the bidder ability to perform its obligations under the contract, the parties will be excused from performance of their respective obligations under the contract until the existence or persistence of the force majeure event.
- 10.2** For purposes of this clause, "Force Majeure" means an event beyond the control of Second Party and not involving the Second Party's fault or negligence or not reasonably foreseeable. Such events are restricted to Acts of God, Wars, Acts of Terrorism, Fires, Floods and epidemics.
- 10.3** If a force majeure situation arises, the Second Party shall promptly notify the First Party in writing of such condition & the cause thereof. Unless otherwise directed by the First Party in writing, the Second Party shall continue to perform its obligations under the Contract as far as the reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

- 10.4** If a force majeure event persists for more than a week from the date of the notice, the Second Party may apply to the First Party seeking termination of the Contract. If the First Party agrees, the Contract may be terminated.
- 10.5** If a force majeure event persists for more than a week from the date of the notice, First Party may at its own absolute discretion terminate the Contract.
- 10.6** In the event of termination, the Second Party shall be entitled to receive such part of the Contract price as pertains to the goods which have been delivered, which has been, as on the date of termination, implemented in accordance with the terms of the Contract.
- 10.7** In case, at the time of termination, any action is pending on the part of the Second Party regarding delivery and acceptance of the goods or warranty and maintenance support or services as required under the contract which cannot be completed, the First Party shall be entitled to utilize the Performance guarantee or demand additional sum for such goods or services to ensure continues provisioning thereof. This shall be without prejudice to any other rights and remedies which the First Party may have under the Contract or under the relevant laws.

11 Termination of Contract

11.1 Termination for default

- (a) First Party may, without prejudice to any other remedy for breach of contract, by written notice of default with a notice period of seven (7) days, sent to the Second Party, terminate the contract in whole or part: If
- (i) the Second Party fails to deliver any or all of the goods within the time period (s) specified in the Contract, or fails to supply the items as per the delivery schedule or within any extension thereof granted by the Purchase; or
 - (ii) the Second Party fails to deliver the goods and services as per its technical specifications offered in the bid; or
 - (iii) the Second Party fails to perform any of the obligation (s) under the contract; or
 - (iv) the Second Party, in the judgment of the First Party, has engaged in fraudulent and corrupt practices in competing for or in executing the Contract; and
 - (v) in the event of any breach of the contract at any time on the part of the Second Party, the contract shall be terminated by the First Party without compensation to the Second Party.
- (b) In the event, the First Party terminates the contract due to above conditions in whole or in part, the First Party may procure, upon terms and in such manner as it deems fit appropriate at the risk and cost of the second party, the goods and services similar to those delivered and the Second Party shall be liable to the first party for any additional costs for such similar goods. However, the Second Party shall continue the performance of the contract to the extent not terminated.

11.2 Terminations for Convenience

The First Party may by written notice of seven days period sent to the Second Party, terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the First Party's convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective. On termination, the Second Party is not entitled to any compensation whatsoever.

In witnesses whereof, the parties hereto have signed this contract by their duly authorized representatives on the day, month and year first mentioned above.

1. **Higher Education Department
Government of the Punjab**

2. **M/s -----
Through -----**

1. **WITNESS**

2. **WITNESS**