

**Bidding Document for  
PURCHASE  
OF STATIONERY AND COMPUTER STATIONERY  
ITEMS**

**(FOR THE FINANCIAL YEAR 2024-25)**

**(Procurement Shall be done as per E-Pak  
Procurement Regulations 2023)**

**National Competitive Bidding  
through EPADS**



**National Forensic Agency (NFA)  
Ministry of Interior  
GOVERNMENT OF PAKISTAN**

**March, 2025**

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**SECTION I**  
**Invitation for e-Bids**  
**As per**  
**E-Pak Procurement**  
**Regulations 2023**



**NATIONAL FORENSICS AGENCY  
MINISTRY OF INTERIOR  
INVITATION FOR E-BIDDING – SUPPLY OF STATIONERY &  
COMPUTER STATIONERY ITEMS**

**IFB No: 1(8)/2024-25/NFA**

National Forensics Agency, Ministry of Interior, Government of Pakistan invites bids through EPADS (e-Pakistan Acquisition and Disposal System) from eligible bidders having representative office in Rawalpindi/ Islamabad and registered with Income Tax and Sales Tax Departments and also on the Active Tax Payers List of FBR, for the supply of Stationery and Computer Stationery items as mentioned in Section III of Bidding Document.

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/ rejection of bids, performance guarantee are available at <https://eprocure.gov.pk/>.

3. **SINGLE STAGE-ONE ENVELOP PROCEDURE** shall apply. “**Technical**” & “**Financial**” Bids respectively shall be submitted by the bidders through EPADS. The bids shall be prepared in accordance with the instructions in the bidding documents and must be submitted through EPADS before 2:00 **p.m. on 7<sup>th</sup> April, 2025**. Late submission of bids on EPADS will not be accepted. Further, any bids not submitted through EPADS shall stand rejected as per PPRA’s **S.R.O No. 296(1)/2023**. The S.R.O available at PPRA’s website ([www.ppra.org.pk/doc/epnotif.pdf](http://www.ppra.org.pk/doc/epnotif.pdf)).

4. “**Technical & Financial Bids**” will be opened at the same day **on 7<sup>th</sup> April, 2025 at 2:30 p.m.** in the presence of the bidders or their authorized representatives, who may choose to be present physically or online during live opening session.

5. This advertisement is available on PPRA’s website i.e. [www.ppra.org.pk](http://www.ppra.org.pk) and also available at Ministry’s website i.e. [www.nfa.gov.pk](http://www.nfa.gov.pk).

Assistant Director  
National Forensics Agency  
**Islamabad**  
Phone No: 051-9257807



## **SECTION II**

# **Instructions to Bidders**

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully



Government of Pakistan  
Ministry of Interior  
National Forensics Agency



## Scope of Bid

1.1 National Forensics Agency, Ministry of Interior, Government of Pakistan invites bids through EPADS for supply of Stationery and Computer Stationery items

1.2 All further queries relating to Instructions for bidders (IFB) should be clarified through call or email to NFA, Plot No. 1,2,27 & 28 opp Police Line H-11/4, Islamabad. [admin@nfa.gov.pka](mailto:admin@nfa.gov.pka), 051-9257807 at least 7 days before the opening of the technical bids.

## 2. Source of Funds

Government of Pakistan

## 3. Eligible Bidders

3.1 This Invitation for Bids is open to all Stationery and Computer Stationery items providers in Pakistan for supply of Stationery and Computer Stationery items who must be registered (NTN, GST, on Active Tax payers List of FBR etc.). Requirements for eligibility of bidders are specified below: -

1. Bidder(s) must have **at-least three (03) years** of experience of similar nature as requisitioned in the bids regarding.
2. The bidder(s) must provide copies of **Five (05) supply orders to establish the required experience;**
3. Bidder(s) must provide complete **List of Clients** including **details of at least two (02) current clients along-with their contact information;**
4. Bidder(s) shall provide **National Tax No. and Sales Tax No. The bidder should be on Active Taxpayers List (ATL) of General Sales Tax of FBR;**
5. Bidder(s) must provide / upload the **leaflets/ brochures/ catalogs of the quoted brand** with the bid;
6. The bidders are required to submit three (03) years bank statements;
7. The **bid and price schedule should be submitted on the prescribed format on company's letterhead.** Both must be properly signed and stamped by the authorized person.
8. **Earnest Money** as mentioned at ITB clause 20.1 must be furnished from scheduled Bank of Pakistan;
9. Bidders must provide **an Affidavit on judicial stamp paper of Rs. 100/-** that bidder is not blacklisted by any Ministry/Division and public sector organization;
10. Bids shall remain valid for the period of **120 days** as mentioned at ITB clause 14.1;
11. The bidder must have proper Business setup i.e. shop, outlet or branch office in Rawalpindi/Islamabad and landline telephone facility, which should be mentioned on the bidder's letter head;



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12. All the documents submitted with the bid must be signed and stamped by the designated authorized officer of the bidder.

3.2 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are **NOT ELIGIBLE**. Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also **NOT ELIGIBLE**.

4. **Corruption and Fraud**

4.1 The Government of Pakistan defines Corrupt and Fraudulent Practices as “corrupt and fraudulent practices” which 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.

4.2 Indulgence in corrupt and fraudulent practices is liable to result in rejection of bids, cancellation of contracts, debarring and blacklisting of the bidder, for a stated or indefinite period of time.

5. **Eligible Goods and Services**

All goods and related services to be supplied under the contract shall conform to the policies of the Government of Pakistan in vogue. All expenditures made under the contract shall be limited to such goods and services.

For purposes of this clause, (a) the term “Goods” includes any goods that are the subject of this Invitation for Bids and (b) the term “Services” includes related ancillary services such as transportation, insurance, installation, after sale service, support and trainings etc.

6. **Cost of Bidding**

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. **Bidding for Selective Items**

The bidder must bid for all items of a lot specified in the Schedule of Requirements (**Section III**) and provide turnkey solution for lot 1 and any other lot, if required. Bidding for a few/partial items within a Lot (i.e. not



covering all items in a Lot) is strictly prohibited and will result in the rejection of the bid. However, a bidder can bid for more than one Lot by submitting bid security for each lot.

## Survey

8.1 Vendor may conduct Survey of the Building for installations of photocopier and Desktop Computers before Opening of the Technical Bid, preferably at-least 7 days before the date of opening of the technical bids.

## The Bidding Procedure Through EPADS

9. **The Governing Rules** The Bidding procedure shall be executed through EPADS as per S.R.O. 296(I)/2023 (E-Pak-Procurement Regulation, 2023) governed by the Public Procurement Rules-2004 issued and amended from time to time, by the Public Procurement Regulatory Authority (PPRA).

### Applicable Bidding Procedure

10.1 The bidding procedure is governed by Public Procurement Rule 36(a) “**Single stage – One Envelope procedure**”. Bidders are advised to also refer to the Invitation for Bids at **Page 4** to conform to the Bidding procedure applicable in the present bidding process.

### “Single Stage One Envelope Procedure” at EPADS

- i) The bidders/suppliers or shortlisted applicants or pre-qualified suppliers through the system shall fill the standard entries of the technical and financial proposals forms and allied sections including bid securing section, however, the same shall be encrypted electronically as one encrypted package with decryption timeline. After passing the encrypted timeline, the Procurement Committee shall have the simultaneous access to both the proposals.
- ii) The Procuring Agency shall access to the encrypted proposals and bid securing section after lapse of defined timeline (not less than thirty (30) minutes and not crossing 23:30 Hours) on the date of proposal submission deadline configured in the system
- iii) The Procuring Agency through the System shall fill the entries of the Proposal Opening Sheet and shall post the tender opening sheet and allied record on the system.

**TECHNICAL & FINANCIAL PROPOSALS** shall be opened on 7<sup>th</sup> April, 2025 at 2:30 pm in the National Forensics Agency (NFA), Plot No. 1,2,27 & 28 opp Police Line H-11/4, Islamabad. as the date and time prefixed in the Invitation for Bids (IFB)/ Notice for receipt/submission of bids in the presence of the bidders or their authorized representatives, who may choose to be present physically or online session. The “**FINANCIAL PROPOSAL**” of the **technically qualified bidder** shall be opened at the same day online through EPADS





after technical evaluation of the Technical Proposals submitted by the bidders.

- i) The bid bond/ bid guarantee shall be submitted by the bidder in a small sealed envelope to the National Forensics Agency (NFA), Plot No. 1,2,27 & 28 opp Police Line H-11/4, Islamabad., Ministry of Interior, on or prior to the submission of technical bids through EPADS.
- ii) The **Most Advantageous Bid** as per PPRA Rules shall be accepted.

## The Bidding Documents

11. **Contents of the Bidding Documents**
  - 11.1 The goods required, applicable bidding procedures, and Contract Terms are prescribed in this Bidding Documents. In addition to the Invitation for Bids, this Bidding Document includes:
    - a) Instructions to Bidders (ITB);
    - b) Schedule of Requirements;
    - c) Technical Specifications;
    - d) Evaluation Criteria;
    - e) Bid Forms (including technical forms and financial forms);
    - f) Draft Standard Contract including Special Conditions of Contract (with Annexures) and General Conditions of the Contract, and Integrity pact.
  - 11.2 The “**Invitation for Bids**” (IFB) Notice is not a formal part of the Bidding Documents and is included as a reference only. In case of discrepancies between the IFB Notice and the Bidding Documents listed in 11.1 above, the Bidding Documents shall take precedence.
  - 11.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect shall be at the Bidder’s risk and shall result in the rejection of its bid.
12. **Clarification(s) on Bidding Documents.** A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives no later than seven (7) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency’s response (including an explanation of the query but without identifying the source of inquiry)



shall be sent to all prospective Bidders that have received the Bidding Documents.

13. **Amendment(s)  
to the Bidding  
Documents.**

13.1 At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).

13.2 All prospective Bidders that have received the Bidding Documents shall be notified of the amendment(s) in writing through Post, e-mail or fax and at EPADS Portal and shall be binding on them.

13.3 In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

## Preparation of Bids

14. **Language of  
Bids.**

14.1 All correspondences, communications, associated with preparation of Bids, clarifications, amendments, submissions shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English or Urdu, in which case, for purposes of interpretation of the Bid, the said translation shall take precedence.

15. **Documents  
comprising the  
Bids.**

15.1 The Bid shall comprise of the Bid Forms of this Bidding Document and all that ancillary documentation submitted through EPADS that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Bid Forms in **Section V**.

15.2 The Bidder shall complete the Bid Forms and an appropriate Price Schedule furnished in the bidding documents submitted through EPADS, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

16. **Bid Price**

16.1 The Bidder shall indicate on the appropriate form through EPADS prescribed in this Bidding Document the unit prices and total bid price of the goods, he proposes to supply under the Contract.



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Ministry of Interior  
National Forensics Agency**



16.2 Form prescribed for quoting of prices through EPADS, should be typed and printed on the bidder's letterhead. Any alteration/correction must be initialed. Every page of the bid is to be signed and stamped at the bottom.

16.3 The Bidder should quote the prices of goods according to the technical specifications as provided in **Section III** of this document. The technical specifications of goods, different from the required specifications, shall straightaway be rejected.

16.4 The Bidder is required to offer a competitive price. All prices must include all the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract.

16.5 The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.

16.6 Prices offered should be for the entire quantity of an item demanded in the Schedule of Requirement; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid.

16.7 While making a price quote, trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price, due to market fluctuation and/or rupee depreciation, in the cost of goods and services shall be entertained.

17. **Bid Currencies** Prices shall be quoted in Pak Rupees.
18. **Supporting Documents to judge specification** The bidder shall provide the leaflets/brochures/catalogs of quoted products with the bid through EPADS.
19. **Documentation on Eligibility of Bidders** Bidder shall furnish, as part of its bid (along-with Bid Forms & Price Schedule) following documentary evidence through EPADS, to establish their eligibility and qualifications to perform the Contract if his bid is to be accepted: -
- a) Minimum Three (03) years of experience in supplying of quoted items having proper Outlet/Office.
  - b) Registered with Income Tax and Sales Tax Departments and on the Active Tax Payers List of FBR.
  - c) Affidavit duly attested by the Oath Commissioner/Notary Public



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to the effect that the respective bidder is not blacklisted by any Government (Federal, Provincial or Local) or a public sector organization.

Details are covered in the **Section IV** containing Evaluation criteria.

20. **Bid Security**

20.1 The Bidder shall furnish, as part of its bid through EPADS, a Bid Security of **Rs. 30,000/- for Lot No. 1 and Rs. 60,000/- for Lot No. 2** in Pak Rupees in the shape of pay order/demand draft/ call deposit in the name of **Drawing & Disbursing Officer (DDO), National Forensics Agency**. Unsuccessful bidder's Bid Security shall be discharged or returned soon after announcement of the successful bids.

20.2 The Bid Security (in the shape of pay order/demand draft/ call deposit) shall be UPLOADED on the EPADS. However, the original Bid Security shall be submitted in a small envelope at address NFA, Plot No. 1,2,27 & 28 opp Police Line H-11/4, Islamabad.

20.3 The successful Bidder's Bid Security shall be discharged upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by the **National Forensic Agency** with the Bank of the successful bidder.

20.4 The bid Security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity;

or

(b) In the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance security (if any).

21. **Bid Validity**

21.1 Bids shall remain valid for 120 days after the date of opening of technical bid prescribed by the Procuring Agency. A bid having validity for a shorter period shall be rejected by the Procuring Agency as non-responsive.



21.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

21.3 Bidders who;

(a) agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and

(b) Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

## Submission of Bids

22. **Submission of Bid** 22.1 The "Technical Bid" and "Financial Bid" shall be submitted through EPADS (<https://eprocure.gov.pk>) on the date and time prefixed in the Invitation for Bids (IFB).

22.2 Bids submitted through Hard Copy, fax, email or any method other than EPADS shall not be entertained.

22.3 In case the Bidder is bidding for more than one Lot they will have to prepare separate price schedule for each Lo

23. **Deadline for Submission of Bids** 23.1 Bids must be submitted through EPADS (<https://eprocure.gov.pk/>) by the Bidder on/or before **2:00 p.m. by 7<sup>th</sup> April, 2025**.

23.2 The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 13 above, in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

24. **Late Bids** Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency pursuant to ITB Clause 23 shall not be submitted at EPADS.



25. **Withdrawal of Bids**
- 25.1 The Bidder may withdraw its bid after the bid's submission and prior to the deadline/closing time & date prescribed for submission of bids at EPADS.
- 25.2 No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this period may result in forfeiture of the Bid Security submitted by the Bidder, pursuant to the ITB Clause 20 above.

## Opening and Evaluation of Bids

26. **Opening & Evaluation of Technical & Financial Bid by the Procuring Agency**
- 26.1 The "Technical & Financial Bids" received through EPADS, shall be opened by the Procuring Agency publicly in the presence of the Bidders or their representatives who may choose to be present **in National Forensics Agency or online session on 7<sup>th</sup> April, 2025 at 2:30 p.m.**
- 26.2 All Bidders in attendance shall sign an attendance sheet.
- 26.3 Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of Technical Evaluation bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations, specifically Clauses: 14, 15, 16, 19, 20, 21 & 22. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, delivery schedule, taxes & duties etc. shall be deemed to be a material deviation for technical Bids and Bid Security for Financial Bids. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 26.4 The Technical Bids shall then be evaluated conforming compliance of the offered item's technical specifications with the demanded ones.
- 26.5 The Financial Bids of technically qualified (i.e. compliant to technical specifications and other terms & conditions) bidders shall be opened publicly on same date, time and venue.



26.6 The Procuring Agency shall open one Financial Bid at the same day of technically qualified bidders and read out aloud its contents which may include name of the Bidder, items bid for and unit prices and total amount of the Bid (if applicable). The Procuring Agency may choose to announce any other details which it deems appropriate if not in conflict with the Public Procurement Rules-2004, specifically Rule 28 (**Opening of Bids**).

26.7 In the Financial Bids the arithmetical errors shall be rectified on the following basis: -

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
- b) If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.

If there is a discrepancy between words and figures, the amount in words shall prevail.

## 27. **Rejection of Bids**

27.1 The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Public Procurement Rules (PPRA) 2004. The Procuring Agency may upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds as per PPRA Rules.

27.2 Bidder must not indicate directly or indirectly their financial bid anywhere in the technical bid. Any such disclosure, in any manner, shall result in summary rejection of entire bid of the concerned bidder, on spot.

27.3 Conditional or incomplete bid/bids shall be rejected.

27.4 The bid/bids received with over-writing, cutting and doubtful figure shall be rejected.

27.5 The Procuring Agency incurs no liability, solely by virtue of its invoking Rule 33 of PPRA Rules 2004, towards Bidders who have submitted bids.

27.6 Notice of the rejection of any or all bids shall be given promptly to the concerned Bidders that submitted bids.

## 28. **Re-Bidding**

28.1 If the Procuring Agency rejected all bids in pursuant to ITB Clause 27, it may call for a re-bidding as per PPRA Rule 34.



28.2 The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

29. **Announcement of Evaluation Report** Announcement of Evaluation Report will be as per PPRA, 2004.
30. **Contacting the Procuring Agency**
- 30.1 No Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Evaluation Report. If a Bidder wishes to bring additional information to the notice of the Procuring Agency, it should do so in writing.
- 30.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or Contract award may result in the rejection of the Bidder's bid. Canvassing by any Bidder at any stage of the bid evaluation is strictly prohibited. Any infringement shall lead to disqualification.

## Award of Contract

31. **Acceptance of Bid and Award Criteria** The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in **Section IV** and having the most advantageous bid, if not in conflict with any other law, rules, regulations or policy of the Government of Pakistan, shall be awarded the Contract, within the original or extended period of bid validity.
32. **Procuring Agency's Right to vary quantities at the time of Award** The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity of goods up to 15% as originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
33. **Notification of Award**
- 33.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.
- 33.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.
- 33.3 The enforcement of the Contract shall be governed by Rule 44 of the PPRA, 2004.





34. **Signing of Contract**

34.1 After the notification of award, the Procuring Agency shall send the successful Bidder the Contract Form provided in the bidding documents

34.2 The Contract shall become effective upon affixation of signature of the Procuring Agency and the selected Bidder on the Contract document.

34.3 If the successful Bidder, after completion of all codal formalities shows an inability to sign the Contract then its Bid Security shall stand forfeited and the firm may be blacklisted and de-barred from future participation, whether temporarily or permanently. In such situation the Procuring Agency may award the contract to the next lowest evaluated Bidder or call for new bids.

35. **Performance Guarantee**

35.1 On the date of signing of Contract, the successful Bidder shall furnish a Performance Guarantee @ 10% of the total Contract Cost of Lot/Lots, on the Form and in the manner prescribed by the Procuring Agency.

35.2 The Bid Security submitted by the successful bidder at the time of submitting its bid shall be returned to the Bidder upon signing of contract, successful delivery of goods, furnishing of the performance/bank guarantee and confirmation of the performance/bank guarantee by the National Forensics Agency with the Bank of the successful bidder.

35.3 Failure to provide a Performance Guarantee by the successful Bidder is a sufficient ground for annulment of the award and forfeiture of Bid Security. In such event the Procuring Agency may award the contract to the most advantageous bidder or call for new bid.



# **SECTION III**

## **SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS**



## Schedule of Requirements:

The equipment shall be delivered and installed in accordance with the following schedule of requirements: -

STATIONERY (LOT No. 01)				
Sr.#	Description	Unit	Qty	Specifications
1	Paper A-4 size 70g	Ream	50	Size: A4 (210mm x 297mm) Weight: 70 GSM (Grams per Square Meter) Color: Bright White Brightness: $\geq 92\%$ Opacity: $\geq 90\%$ (Ensures minimal show-through)
2	Paper A-4 size 80g	Ream	30	Size: A4 (210mm x 297mm) Weight: 80 GSM (Grams per Square Meter) Color: Bright White Brightness: $\geq 96\%$ Opacity: $\geq 94\%$ (Ensures minimal show-through)
3	Paper Legal Size	Ream	10	Size: Legal (8.5 inches x 14 inches / 216mm x 356mm) Weight Options: 70 GSM / 75 GSM / 80 GSM (as per requirement) Color: Bright White Brightness: $\geq 95\%$ Opacity: $\geq 94\%$
4	Letter Head Pads	Pages.	8000	Monogram printed and water marked on best quality-Imported paperA4 size
5	Executive/ Personalized Diary Cover with Organization Logo with note pad	Nos	30	<ul style="list-style-type: none"><li>• cards slots</li><li>• Document Pocket</li><li>• Note pad</li><li>• Pen holder to hold pen</li><li>• High quality leather</li><li>• A5 size (5.8 x 8.3 Inches)</li></ul> as per sample provided
6	Bubble Envelopes	Nos	800	NFA Monogram embedded Size 7x11 1/2 antistatic self sealed bubble bags (3/16 inches thick) <b>As per sample provided</b>
7	Bubble Envelopes	Nos	750	NFA Monogram embedded Size 12x11 1/2 antistatic self sealed bubble bags (3/16 inches thick)



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8	Gel Pen (Blue/Green/Red/Black)	Pkts	2	Signo or alternate best quality.
9	Plain Plastic Sticky Notes, Shape : Rectangular Flags	Pkts	150	POST-IT PAD WITH CUT SENSEA 3X4 inch
10	File Tag-small	Bundle	100	Best quality 6 inch
11	File Tag-large	Bundle	100	Best quality 12 inch
12	Parachuet Bag for Dispatch rider with Organization Monogram	Nos.	3	Material Parachuet, Size; 15.6 inch Laptop File BAG
13	White Board	Nos.	6	2-Sided Whiteboard with U-shaped stand Size: 24 × 36 Inches (2 x 3 Feet) or 600 × 900 mm Mobile usage for anywhere Material: Dry Erase Board + Fiber Board + Dry Erase Board
14	Calculator	Nos	4	12 Digit Dual Power Big LCD Display Desktop Office Calculator Check &Correct Extra Large Display, 120 Steps Check Profit Margin % Dual Power LR 44- Size Battery & Solar Power
15	Shields	Nos.	10	Shape: Classic police/military-style shield (Pentagonal, Round-Edged, or Oval) Slightly curved for ergonomic fitting on uniform/clothing or as a standalone award Material: Metal Alloy (Brass, Zinc, or Stainless Steel) – for durability Electroplated Gold, Silver, or Matte Black finish for premium look Scratch-resistant and anti-corrosion coating Dimensions: Height: 3.5 to 4.5 inches (90mm – 115mm) Width: 3 to 4 inches (75mm – 100mm) Thickness: 3mm – 5mm Embedded Monogram & Text: NFA official monogram embossed/engraved at the center Fixing & Mounting Options: Pin-back attachment Weight: 120g – 250g (lightweight yet sturdy) Color & Finish Options: Gold/Silver Plated with Black Enamel Details Matte Finish for professional & minimalistic appeal <b>As per sample provided</b>
16	Table Set Wooden	Nos.	4	Multi-purpose desk organizer Table set



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COMPUTER STATIONERY (LOT NO. 2)				
Sr.#	Description	Unit	Qty	Specifications
1	Toner Photocopier Machine	Nos.	6	Ricoh 888169, 885288, 841337, TYPE 2120D Savin 9870, TYPE 2522 Gestetner 89870, TYPE 2212 Lanier 480-0068, 717-0035 Nashuatec TYPE 2120D
2	Toner-HP Laserjet Pro200	Sets.	4	131-A CMYK Set
3	Toner HP 400 Printer	Nos.	12	HP 80A Black High Quality
4	Toner HP Laserjet Pro M102a	Nos.	2	HP 17A 19A Black Original LaserJet Toner Cartridge(CF217A)
5	Toner HP Printer m402d	Nos.	10	Genuine High Capacity Black HP 26X/26A Toner Cartridge Twin Pack - (CF226XD)
6	Toner Canon Printer 325 Starter	Nos.	4	325 Starter
7	Four (04) Color Ink Bottles	Nos.	2	CMYK Ink for Epson L310 Printer Bottle (250ml)
8	Toner NPG-51, Canon Photocopier I.R 2520	Nos.	2	Black Toner For Canon IR2520i, IR2525i, GRAM : 700G
9	Toner-HP Laser Jet MFP M428-FDW	Nos.	2	HP 76A Black Original LaserJet Toner Cartridge (~3,000 pages)
10	Toner- HP Laser Jet MFP 135-W	Nos.	6	HP 106A Black Original Laser Toner Cartridge
11	Toner-Panasonic Fax Machine	Nos.	2	Toner Kx-FL422
12	Toner- HP Laserjet Pro M252dw 4 Colors	Sets.	1	HP 201A/201X CMYK Original LaserJet Toner Cartridge
13	Toner- HP color laserjet 1215	Sets.	1	HP 125A CMYK Original LaserJet Toner Cartridge
14	Toner- HP Color 1510a (CMYK)	Sets.	1	HP 119A CMYK Original LaserJet Toner Cartridge
15	USBs 64GB	Nos.	12	SanDisk or equivalent
16	USBs 128GB	Nos.	12	SanDisk or equivalent
17	External hard drive/SSD	Nos.	4	Transcend or equivalent 4TB External HD Interface: USB 3.1 Gen 1 Dimensions: 5.11" (L) x 3.22" (W) x 0.94" (H) Weight: 0.66 lbs
18	USB Switch/Hub	Nos.	12	Best Quality
19	Mobile Cables	Nos.	12	Android / C-Type Best Quality
20	Wi-Fi adapter	Nos.	8	TP Link or equivalent



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21	Wireless Mobile Charger	Nos.	12	Best Quality
22	Normal Mobile Chargers	Nos.	12	Best Quality (USB-A Chargers and USB-C Chargers)
23	Smartphone stand/holder	Nos.	12	Best Quality
24	Small Desktop USB Speakers	Nos.	8	Best Quality
25	Headphones/Headsets	Nos.	8	Best Quality
26	Keyboard	Nos.	6	Keyboard Type: Standard Connectivity: Wired Interface: USB
27	Mouse with Pad	Nos.	7	Mouse Type: Standard Connectivity: Wired Interface: USB
28	Wireless Keyboard & Mouse Combo	Nos.	8	<b>Keyboard</b> Spill-resistant design 1 Tested under limited conditions (maximum of 60 ml liquid spillage). Do not immerse the keyboard in liquid. Tilt legs 10-Key Number pad Special Keys: 15 function keys Up to 5 million keystrokes 2 AAA batteries Battery life: 36 months <b>Mouse</b> Sensor technology: Smooth Optical tracking Number of buttons: 3 (Left/Right-click, Middle click) Scrolling: line-by-line Scroll Wheel: Yes, 2D, optical Connect/Power: On/Off power button 1 AA batteries Battery life: 12 months
29	Card Reader-Multiple Input	Nos.	12	Best Quality



# SECTION IV

## EVALUATION CRITERIA



## Evaluation Criteria and Scoring Scale along with Weightage

Technical Bids shall be evaluated as per the following Evaluation Criteria.

1. NTN Certificate.
2. GST Certificate.
3. **On Active Tax Payers List of FBR. (I.T & GST)**
4. Registration/Incorporation/Business Certificate and number of business years in Pakistan.
5. Complete Company profile with Technical Team/ Professionals.
6. The bidder should be a company/firm having operational office in Islamabad/ Rawalpindi.
7. Minimum Three (03) years' experience.
8. Copies of previous at-least 5 supply orders.
9. Bid Validity period of 120 days.
10. Affidavit on legal paper to the effect that not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization/Division/ Ministry.
11. Compliance with schedule of requirements and technical specifications (Yes/No).
12. Submission of required amount of bid security Rs. 30,000/- for Lot No. 1 and Rs. 60,000/- for Lot No. 2.





Weightage: Technical 20% and Financial 80%.

**The Scoring Scale:**

Sr. #.	Attribute / Parameters	Total Score	Category Score	Score Dist.	Remarks
<b>1</b>	<b>Company Profile</b>	<b>20</b>			
1.1	<i>Financial Strength (to be gauged on the basis of annual audit accounts of preceding year.</i>		5	5	More than or equal to 10 million annual turnover
				3	5-10 million annual turnover
				1	Up to 5 million
1.2	<i>Company Established (No. of years Since Incorporation)</i>		5	5	10 or more years
				3	5-10 years
				1	Up to 5 years
1.3	<i>Experience of Supply of Stationery &amp; Computer Stationery Items</i>		5	5	Up to 10 projects
				3	Up to 7 projects
				1	Up to 5 projects
1.4	<i>Location of Offices</i>		5	5	Office at Islamabad and in any other provincial capital
				1	Office at any other location

**i. Financial Bid**

**80 Marks**

**Total Score**

**100 Marks**

**Bidders obtaining minimum 70% marks in technical evaluation shall be considered eligible for financial evaluation.**

**Financial Evaluation: -**

The lowest Financial Proposal will be given the maximum financial score of 80 marks. Financial Score shall be calculated as follows: (Lowest Bidder's total cost/ Bidder's total cost) x 80.

The most advantageous bid will be accepted after technical and financial evaluation. The bidder who obtained higher total marks (Total Marks = Technical Marks + Financial Marks) shall be reflected as **Most Advantageous Bid** as per PPRA Rules.



# **SECTION V BID FORM**



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**BID FORM1**

**Letter of Intent**

*Bid Ref No. 1(8)/2024-25/NFA*

*Date of the Opening of Bid*

*Name of the Contract: {Add name}*

To: *[NFA, Islamabad]*

Dear Sir,

Having examined the bidding documents, including Addenda Nos. [insert numbers& Date of individual Addendum], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods 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 this bid.

We undertake, if our Financial Bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our Financial Bid is accepted, we undertake to provide a performance security/guarantee in the form, in the amounts, and within the time lines specified in the bidding documents.

We agree to abide by this bid, for the Bid Validity Period specified in the bidding documents 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 clauses 18 &19 of the bidding documents and have duly provided bid security of Rs. 30,000/- for Lot No. 1 and Rs. 60,000/- for Lot No. 2, in the shape of pay order/demand draft/ call deposit in the name of \_\_\_\_\_ with our Financial Bid.

\*We also confirm that if our bid is accepted, that all partners of the joint venture shall be liable jointly and severally for the execution of the contract and the composition on the constitution of the joint venture shall not be altered without the prior consent of the **National Forensic Agency**

\*[This clause does not apply if bidder is a single firm]

Dated this *[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]*



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**BID FORM 2**

Name of the Firm:

Bid Reference No: **1(8)/2024-25/NFA**

Date of opening of Bid.

Documentary Evidence for Determining Eligibility of the Bidders & Evaluation of bids

Required Documentation <i>(To Be Filled by the Procuring Agency)</i>		Checklist <i>(To be initialed by the Bidder against each document)</i>	Relevant Page Number in the Bid <i>(To be filled by the Bidder)</i>	Supporting Documents <i>(To be filled by the Bidder with name of the documents that are submitted to meet the requirement)</i>
S#	Column:1	Column:2	Column:3	Column:4
	NTN Certificate			
	GST Certificate			
	On Active Tax Payers List of FBR (I.T & GST)			
	Registration/Incorporation/Business Certificate			
	Complete Company profile			
	Operational Office in Islamabad/Rawalpindi			
	Firm's past performance i.e. Minimum Three years' experience in supplying stationery and computer stationery items.			
	Copy of 5 Supply orders			
	Bid Validity period of 120 days			
	Affidavit duly attested by the Oath Commissioner/Notary Public to the effect that the respective bidder is not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government  (Federal, Provincial or Local) or a public sector			



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	organization.			
	Compliance with schedule of Requirements			
	Submission of required amount of bid security of Rs. 30,000/- for Lot No. 1 and Rs. 60,000/- for Lot No. 2			

Bidders should only initial against those requirements that they are attaching with the form. In case they do not have any document to attach the corresponding cell in column 2 should be left blank.

Bidders are required to mention the exact page number of relevant document(s) placed in the Bid.

Bidders are advised to attach all Supporting documents with this form in the order of the requirement as mentioned in column 1.



**BID FORM 3**

**Firm's Past Performance.**

Name of the Firm:

Bid Reference No:1(8)/2024-25/NFA

Date of opening of Bid:

Assessment Period: (**Minimum Three to Five Years** as per Evaluation Criteria)

Name of the Purchaser/Institution	Purchase Order No.	Description Of Order	Value of Order	Date of Completion	Purchaser's Certificate

Bidders may use additional Sheets if required.  
All certificates are to be attached with this form.

\_\_\_\_\_



**FINANCIAL BID FORM 4**

**Price Schedule**

*User Note: This form is to be filled by the Bidder for each individual item and shall submit with Financial Bid.*

Name of the Firm:

Bid Ref. No: **1(8)/2024-25/NFA**

Date of opening of Bid.

S. #.	Name of the Item	Unit Price (Inclusive of all applicable taxes) *	Qty.	Final Total Price (Inclusive of all applicable taxes)
1	2	3	4	5
				(3*4)
Total Price (Inclusive of all applicable taxes)				

Note: The quoted price should include the delivery/installation charges.

FINAL TOTAL PRICE (in words): -----

Signature: -----

Designation: -----

Date: -----

Official Stamp: -----



**BID FORM 5**

**Performance Guarantee**

To: [*National Forensics Agency, Islamabad*]

Whereas [*Name of Supplier*] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [*number*] dated [*date*] to supply [*description of goods*] (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 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 cavil or 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 \_\_\_\_\_, 2024/2027

Signature and Seal of the Guarantors/ Bank  
Address  
Date





**SECTION VI**

**DRAFT STANDARD  
CONTRACT**



## CONTRACT

**THIS AGREEMENT** is made on \_\_\_\_\_ day of \_\_\_\_\_, 2024 between

a. National Forensics Agency (NFA), Ministry of Interior, Government of Pakistan (hereinafter called the “**Purchaser**”), having its office at NFA, Plot No. 1,2,27 & 28 opp Police Line H-11/4, Islamabad. and

b. \_\_\_\_\_ (hereinafter called the “**Supplier**”), having its registered office at \_\_\_\_\_.

(Both individually referred to as “**Party**” and collectively as the “**Parties**”)

**WHEREAS** the Purchaser invited bids for Supply of Stationery and Computer Stationery items through an advertisement and has accepted a bid by the Supplier for the supply and installation of following goods and services in the sum of Rs \_\_\_\_\_ - (Rupees \_\_\_\_\_) (herein after called “the Contract Price”)

S. No	Item/ Product	Qty.	Unit Price (RS.)	Total Price (RS.)
<b>Total (RS.)</b>				

**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 part of this Agreement, viz:
  - a) Annex-I: The Bid Form and the Price Schedule submitted by the Supplier through EPADS.
  - b) Annex-II: The Schedule of Requirements;
  - c) Annex-III: The Technical Specifications;
  - d) Annex-IV: The Purchaser's Notification of Award;
  - e) Annex-V: Purchase Order issued by the Purchaser;
  - f) Annex-VI: The Special Conditions of Contract;
  - g) Annex-VII: The General Conditions of Contract; and
  - h) Annex-VIII: Integrity Pact [Incase contract is of Rs. 10.0 million and above]
3. The Supplier shall provide to the Purchaser the items mentioned on the agreed cost more specifically



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described in the Price Schedule submitted by the Supplier. The Unit Cost in the Price Schedule, is inclusive of all taxation and costs associated with transportation and other incidental charges.

4. The Supplier shall provide to the Purchaser a Performance Guarantee equivalent to 10% of the total Contract Price in the format prescribed in the bidding document. This Performance Guarantee shall be released to the Supplier upon successful completion of **warranty** period. Supplier’s Bid Security of Rs. 30,000/- for Lot No. 1 and Rs. 60,000/- for Lot No. 2 submitted with the Bid shall be released upon satisfactory submission of a Performance Guarantee. Failure to submit a satisfactory Performance Guarantee shall result in forfeiture of Bid Security and Cancellation of Contract.
  
5. The Supplier hereby covenants with the Purchaser to provide the Goods and to remedy defects therein, in conformity in all respects with the provision of the Contract.
  
6. The Purchaser hereby covenants that 100% payment to the Supplier will be made through AGPR, Islamabad upon satisfactory completion of delivery, submission of invoice by the Supplier and issuance of acceptance certificate from the Purchaser.
  
7. This contract shall remain valid till completion **warranty period** after the delivery of supplies.

In WITNESS whereof the parties here to have caused this Agreement to be executed on the day and year written above.

For & on behalf of the Purchaser

In the Presence of

\_\_\_\_\_

\_\_\_\_\_

Name:  
Title:

Name:  
Title:

For & on behalf of the Supplier

In the Presence of

\_\_\_\_\_

\_\_\_\_\_

Name:  
Title:

Name:  
Title:



**Annex. A**

**Schedule of Requirements**

Detail of schedule of requirement is given in Section III.



**Technical Specifications and Ancillary Services**

a). **Product Specifications.**

*(Detailed technical specifications, given in Section III, will be followed)*



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**Annex. C**

**Price Schedule submitted by the Bidder.**

*(The approved price schedule submitted by the Bidder will be attached)*



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**Annex. D**

**Purchaser's Notification of Award**

*(Copy of the final letter will be attached)*



**Purchase Order.**

*(Specimen Sample of PO)*

National Forensics Agency  
Islamabad

1	Purchase Order No	
	Date	
2	Supplier/Firm Name	
3	Supplier/Firm's Address	
4	Firm Contact No	
5	Conditions of the Contract:	As already communicated in the Bidding Document & Contract
6	Particulars of Stores:	As per detail given below

Item No.	Item Name	Approved Specifications	Unit Price in PKR (As per contract)	Quantity	Total Cost (PKR)

Additional instructions:

- 1.
- 2.
- 3.

Signature: -----

Designation: -----

Date: -----

Official Stamp: -----





## Integrity Pact

**Contract No:**

**Dated:**

**Contract Value:**

**Contract Title:**

*[Supplier/firm]*, hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

2. Without limiting the generality of the foregoing, *[Supplier/firm]*, represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

3. *[Supplier/firm]*, certifies that it has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.

4. *[Supplier/firm]*, accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Procuring Agency under any law, contract or other instrument, be voidable at the option of Procuring Agency.

5. Notwithstanding any rights and remedies exercised by Procuring Agency in this regard, *[Supplier/firm]*, agrees to indemnify Procuring Agency for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Procuring Agency in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by *[Supplier/firm]*, as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

---

Name:  
Designation:  
[For Purchaser]

---

Name:  
Designation:  
[For Supplier]



## 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: **National Forensic Agency Ministry of Interior Islamabad**

GCC 1.1 (i)-The Project Site is: National Forensic Agency, Plot No. 1,2,27 & 28 opp Police Line H-11/4, Islamabad.

### 2. Inspection and Tests (GCC Clause 4)

- i. After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity, quality, specifications of goods.
- ii. The Inspection Committee of **National Forensic Agency** will carry out detailed physical examination of stocks and can reject, any item if found not according to the approved technical specifications etc. Moreover, the Supplier will also be responsible to replace the same without any further charges.

### 3. Packing (GCC Clause 5)

GCC 5.2 - **Packing & accessories:** All the items to be provided in proper company packing with brochures and CDs.

### 4. Transportation and delivery requirements (GCC Clauses 6& 7)

- i. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.
- ii. The Supplier shall arrange such transportation of the Goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
- iii. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.

### 5. Warranty (GCC Clause 8)

GCC 8.4 & 8.5 **Onsite support services will be provided and defects will be corrected within 24 hours.**

### 6. Payments (GCC Clause 9)

Payment to the successful bidder/Supplier will be made subject to:

- Satisfactory delivery, inspection, testing and configuration of items.



- Completion of Scope of Work.
- Upon submission of required documents.
- On submission of invoice for payment through AGPR, Islamabad after fulfilling codal formalities.
- 100% payments will be made after successful testing and commission through cross cheque by AGPR Islamabad.

**7. Prices (GCC Clause 10)**

GCC 10.1 - **Prices shall be:** Fixed.

**8. Liquidated Damages (GCC Clause 15)**

**GCC .15.1 - Applicable rate:** Penalties for delayed delivery Stationery and Computer Stationery items shall be as under:

<b>Mode of Penalty</b>	<b>100% Quantity as per Purchase Order</b>	<b>Total delivery period</b>
Without penalty	28 days	28 days
With penalty @ 0.5 % per day after 28 days from date of issuance of Purchase Order up to maximum of 10% of the total Contract Price	20 days	48 days

**9. Resolution of Disputes (GCC Clause 18)**

**CCC 18.2 - The dispute resolution mechanism to be applied pursuant to GCC Clause 18.2 shall be as follows:**

In the case of any dispute concerning the interpretation and/or application of this contract shall be settled through arbitration. The **DG National Forensic Agency** or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the parties.

**11. Notices (GCC Clause 21)**

**CCC 21.1 - Purchaser's address for notice purposes:**

**National Forensic Agency NFA, Plot No. 1,2,27 & 28 opp Police Line H-11/4, Islamabad.**

**Supplier's address for notice purposes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone#  
Fax#



## General Conditions of Contract (GCC)

<b>1. Definitions</b>	<p>1.1 In this Contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none"><li>(a) “The Contract” means the agreement entered into between the Purchaser (<b>National Forensic Agency</b>) and the Supplier, as recorded in the Agreement/ Contract signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</li><li>(b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its Contractual obligations.</li><li>(c) “The Goods” means all those equipment, machinery and/or other material which the Supplier is required to supply to the Purchaser under the Contract.</li><li>(d) “The Services” means those services ancillary to the supply of the goods, such as transportation of goods up to the desired destinations, 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.</li><li>(e) “GCC” means the General Conditions of Contract contained in this section.</li><li>(f) “SCC” means Special Conditions of the Contract.</li><li>(g) “The Purchaser” means the organization purchasing the Goods, as named in the SCC.</li><li>(h) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.</li><li>(i) “The Project Site”, where applicable, mean the place or places named in the SCC.</li><li>(j) “Day” means calendar day.</li></ul>
<b>2. Application</b>	<p>2. These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.</p>
<b>3. Standards</b>	<p>3. The Goods supplied under this Contract against the “Purchase Order”, shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards</p>



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	<p>appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.</p>
<b>4. Inspections and Tests</b>	<p>4.1 The Purchaser or its representative 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>
<b>5. Packing</b>	<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, as shall be indicated in the Contract. 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>
<b>6. Delivery and Documents</b>	<p>6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements.</p>



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	<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 &amp; delivery charges, insurances &amp; warranties, if any, etc.</p>
<b>7. Transportation</b>	<p>7.1 The Supplier is required under the Contact 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 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.</p>
<b>8. Warranty</b>	<p>8.1 The Supplier warrants that the Goods supplied under the Contract are original, new, unused, of the most recent or current models, and that 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 This warranty shall remain valid for one year 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>
<b>9. Payment</b>	<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 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.</p> <p>9.4 The currency of payment is Pak. Rupees.</p>



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<b>10. Prices</b>	10 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.
<b>11. Change Orders</b>	<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> <ul style="list-style-type: none"><li>(a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;</li><li>(b) the method of packing;</li><li>(c) the place of delivery.</li></ul> <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) working days from the date of the Supplier's receipt of the Purchaser's change order.</p>
<b>12. Contract Amendments</b>	12.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
<b>13. Assignment</b>	13 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.
<b>14. Delays in the Supplier's Performance</b>	<p>14.1 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>14.2 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>14.3 Except as provided under GCC Clause 17, 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 15, unless an extension of time is agreed upon pursuant to GCC Clause 14.2 without the application of liquidated damages.</p>



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<b>15. Liquidated Damages</b>	15.1 Subject to GCC Clause 17, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the 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 of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, 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 16.
<b>16. Termination for Default</b>	16.1 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:  (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the respective “Supply Order” which shall be issued from time to time under this Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 14.2; 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.  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.  16.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, 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.
<b>17. Force Majeure</b>	17.1 Notwithstanding the provisions of GCC Clauses 14, 15, and 16, 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





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	<p>other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>17.2 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>17.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless 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.</p>
<b>18. Resolution of Disputes</b>	<p>18.1 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>18.2 If, after thirty (30) days from the commencement of such informal negotiations, 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.</p>
<b>19. Governing Language</b>	<p>19 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.</p>
<b>20. Applicable Law</b>	<p>20 The Contract shall be interpreted in accordance with the laws of the country.</p>
<b>21. Notices</b>	<p>21.1 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>
<b>22. Taxes and Duties</b>	<p>22 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.</p>

End of the Contract

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