



Please read tender document  
carefully while filling up rates,  
product specification etc.

Tender document for	<u>STATIONERY &amp; Miscellaneous Items</u>
Tender document No.	<u>188/AD(Admin)/IPO-Pak/2023</u>
Total Pages	15
Detail of Pages	Page-1 General Instructions/Terms & Conditions for Bidders. Page-4 Form "A" & "B" Financial Proposal. Document Check list Annex C

IPO-Pakistan  
New NTC Building, 3<sup>rd</sup> Floor, Sector G-5/2, Islamabad  
Telephone No.051-9245602

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## GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered, have National Tax Number (NTN) and are active on Active Tax Payer List of FBR.
2.	Company profile with detail of contracts undertaken should be submitted.
3.	Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion of supply.
4.	Bidder(s) must attach 3% of the complete bid/offer (cost with GST, if applicable) as Earnest Money (refundable) in the shape of Pay Order, Call Deposit Receipt or Bank Draft in favor of Director General, IPO-Pakistan.
5.	Bid(s) found without 3% of the complete bid/offer (cost with GST, if applicable) as Earnest Money in the shape of Pay Order, Call Deposit Receipt or Bank Draft will not be considered and turned down.
6.	Firm(s) must certify that it has not been blacklisted from any government organization.
7.	Bid(s) with 3% Earnest Money <i>in the form of Cheque</i> shall not be accepted.
8.	No bidder will be allowed to submit its second or third offer with the same bid.
9.	Only those Bid(s) will be considered which would be submitted on the IPO-Pakistan's tender documents Form.
10.	Prices should be quoted in Pak Rupees basis inclusive of Delivery Charges.
11.	The price quoted should be firm, final, and clearly written/typed without any ambiguity.
12.	The Bidder shall furnish sample(s) of all inexpensive items, specially papers / envelopes, with the bid for evaluation purposes. For expensive items, sample can be provided later on.
13.	The bid shall be delivered in person or sent by the registered mail which should reach office of the Director (Admin), IPO-Pakistan Head Office 3rd Floor, New NTC Building, G-5/2 Islamabad on or before 1100 hours on after 15 days of advertisement.
14.	Bid should be submitted in sealed envelope having necessary information regarding tender notice and warning message "DO NOT OPEN BEFORE 1130 Hours on after 15 days of advertisement. No open, e-mailed or faxed bid will be accepted.
15.	Modification or withdrawal of bids after the deadline for submission of bids will not be allowed.
16.	<b>Bid opening Procedure.</b>
	Single stage- one envelope procedure will be adopted to evaluate the offer(s).
17.	The IPO-Pakistan tender committee will open the bids at 1130 hours after 15 days of advertisement in the presence of bidders /representatives.
18.	Offer(s)/item(s) which will not be found according to the standard/specification(s) and evaluation criteria shall not be accepted.
19.	The offered price of item(s) should be inclusive of General Sales Tax if applicable. Income Tax will be deducted at the time of payment.
20.	The specifications, standard and quality of the items mentioned in the document are final and unchangeable, if any firm submits its offer with itself changing in the above mentioned specifications will not be accepted and will be deemed for the same specifications, standard and quality mentioned in the tender document.
21.	IPO-Pakistan reserves the right to increase/decrease quantities of any item, besides addition/deletion of any item.
22.	The successful bidder shall furnish sample(s) of all stationery items, for which he is awarded the work, for approval. The approved sample(s) shall be retained for inspection purposes. Any costly sample submitted by contractor shall only be returned / adjusted on successful completion of contract period.
23.	Director (Admin) / Assistant Director (Admin) IPO-Pakistan shall place order on contractor for the stationery items and Miscellaneous items on monthly basis OR as and when required.
24.	If the contractor fails to deliver the store within specified time, the contractor's only liability to the IPO-Pakistan for such failure shall be to pay an amount equivalent to 0.5% per week maximum to 10% value of the items for which he fails to deliver.

25.	Payment will be made after complete delivery.
26.	Supply will have to be made within one week of Supply Order at IPO-Pakistan Head Office. However, emergent demand(s) if any, will be fulfilled within a day or next day positively during the financial year 2023-2024.
27.	Only that/those Bid(s) will be considered which would be submitted on the IPO's tender document.
28.	Validity of Bid shall be upto <u>30 June, 2024.</u>
29.	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
30.	Bank Account No _____ Vender No. _____ Name of Bank _____ Address _____
31.	Pay Order/Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____ dated _____ of Bank _____ is attached in original as 5% earnest money in favor of Director General, IPO-Pakistan.
32.	Successful bidder(s) shall deposit 5% of the total value of contract money as performance warranty in shape of Pay Order, Call Deposit Receipt or Bank Draft which will be retained by the department till expiry of warranty period for one year from the date of delivery of item(s).
33.	A separate agreement shall be executed with successful bidder.
34.	The quantity of items(s) can vary subject to availability of funds.
35.	All item(s) shall be inspected at IPO-Pakistan Head Office, New NTC Building, 3 <sup>rd</sup> Floor, Sector G-5/2, Islamabad.
36.	Item(s) which will not be found according to required specifications/standard shall not be accepted.
37.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.
38.	IPO'S shall have the right at any stage to change the required quantity of the items subject to availability of funds or cancel the agreement without assigning the reason thereof.
39.	Initially contract for one year will be signed; however it can be extended for one more year on mutual agreement of both parties subject to satisfactory performance of the contractor. If extension in contract is required then the same will be made as per initial contract rates and the same terms & conditions.
40.	<b>Evaluation of Bids</b> All bids shall be evaluated as per item standard/ specification on lowest rate as well as most advantageous bids

(SIGNATURE & SEAL OF BIDDER)

**FINANCIAL PROPOSAL FOR STATIONERY ITEMS**

Name of Firm								
Complete address with telephone & Fax No.								
Sr#	Item Description	Specification of item being Offered by bidder	UOM	Qty	Unit Price without GST	GST	Total Unit Price with GST	Total Bid Cost
1	Ball Point Blue +Black + Red <b><u>Staedtler or equivalent</u></b>		Per Piece	250				
2	Ball Point Blue +Black + Red <b><u>Mercury/ signature or equivalent</u></b>		Per Piece	250				
3	Uniball (Blue + Black + Green + Red) <b><u>Delux or equivalent</u></b>		Per Piece	500				
4	Binder Clips (MED 25MM) <b><u>Best Quality</u></b>		Pack of 12	25				
5	Binder Clips (Small 19MM) <b><u>Best Quality</u></b>		Pack of 12	25				
6	Binding Tape 2.5 x 10Y <b><u>Sensa or equivalent</u></b>		Per Piece	10				
7	Box File Large <b><u>Fine Quality</u></b>		Per Piece	50				
8	Calculator 16 Digits Heavy Duty <b><u>Casio or equivalent</u></b>		Per Piece	5				
9	Cash Book 8-No <b><u>Tayyba or equivalent</u></b>		Per Piece	10				
10	Paper Clip (28 mm) <b><u>Three Flower or equivalent</u></b>		Pack	40				