

KISSAN SUPPORT SERVICES (PVT) LIMITED
(A subsidiary of Zarai Taraqati Bank Limited)



TENDER DOCUMENT
BIDS REQUIRED FOR PROCUREMENT OF STATIONERY &
MISCELLANEOUS ITEMS

HEAD PROCUREMENT COMMITTEE
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The execution of the Project is subject to issuance of Purchase order by the KSSL after completion of codal and regulatory requirements including signing of contract. The KSSL or any of its employee holds no responsibility for the cost(s) incurred by the bidder on preparation of proposal, submission of earnest money, retention of earnest money by the KSSL or any other costs involved in bid submission by the bidder.

Standard Bidding Documents for Procurement of General Goods

PART-A - BIDDING PROCEDURE & REQUIREMENTS

Section I - Invitation to Bids

Section II- Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their Bids. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts. *This Section contains provisions that are to be used without modifications.*

Section III- Bid Data Sheet (BDS)

This Section includes provisions specific to procurement and to supplement Section-II, Instructions to Bidders. This section may be customized where option is available, in accordance with the requirements of the Procuring Agency.

Section IV - Eligible Countries

This Section contains information regarding eligible countries.

Section V - Technical Specifications, Schedule of Requirements

This Section includes the details of specifications for the goods to be procured and schedule of requirements.

Section VI - Standard Forms

This Section includes the standard forms for the Bid Submission, Price Schedules, and Bid Security etc. These forms are to be completed and submitted by the Bidder as part of its Bid.

PART-B -CONTRACT FORMS

Section VII - Contract Forms

This Section contains forms which, once completed, will become part of the Contract. The forms for **Performance Security** will be submitted by the successful bidder to whom Letter of Acceptance is issued, before the award of contract

PART-A
BIDDING PROCEDURE & REQUIREMENTS

**SECTION I - INVITATION TO
BID**



KISSAN SUPPORT SERVICES (PVT) LIMITED
(A subsidiary of Zarai Taraqiati Bank Limited)



Bid No. KSSL-02-2025

For

PROCUREMENT OF STATIONERY & MISCELLANEOUS ITEMS

Invitation to Bids

Date: February 24, 2025

1. Electronic bids through EPADS are invited from the original manufacturers/suppliers registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers list of the Federal Board of Revenue, for supply of Stationery Items.
2. The bidding shall be conducted in line with the Single Stage One Envelope Bidding procedure by adopting least cost basis techniques of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time).
3. Bid shall be accompanied by Rs. 35,000/- earnest money for Lot-I and Rs 15,000/- for Lot-2 in shape of Bank Draft/Call Deposit in favour of Kissan Support Services (Pvt) Limited which will be refundable on request to the unsuccessful bidders. The original Bid Security must be delivered at the address mentioned below on or before the bid submission deadline i.e. 11:00 am on March 17, 2025. The bids will be opened on same date at 11:30 am.

Note: Bid Document and Notification of the GRC constituted in terms of Rule-48 of PPRA rules,2004 is provided on EPADS at www.eprocure.gov.pk as well as PPRA (www.ppra.org.pk) and Company website (www.kssl.ztbl.com.pk).

HEAD PROCUREMENT COMMITTEE
KISSAN SUPPORT SERVICES (PVT) LIMITED,
ZTBL F-9 BLOCK BUILDING, G-7/2, ISLAMABAD
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SECTION II: INSTRUCTION TO BIDDERS (ITBs)

A. Introduction

1. Scope of Bid	1.1	KSSL invites Bids for the provision of Stationery & Misc Items as specified in the BDS and Section V - Technical Specifications & Schedule of Requirements . The successful Bidders will be expected to deliver the Stationery & Misc Items within the specified period and timeline(s) as stated in the BDS .
2. Source of Funds	2.1	The procurement will be funded by the Company from its own sources, for which budget has also been allocated for the year 2025.

<p>3. Eligible Bidders</p>	<p>3.1 Proof of the registration of firm with Income Tax and Sales Tax Departments Proof of firm/individual registration with relevant registration Authority, if any. Proof of the bidder that it is listed on the Active Tax Payer(ATL) lists of FBR for both Income as well as Sales Tax. An Affidavit on Rs.100/-value stamp paper duly attested by Notary Public, stating that the firm is not blacklisted by the government /semi government department. Further stating that the firm will provide only original/ genuine and brand-new products/ items and not the substandard, counterfeited or fake products/ items (where applicable) as per specimen at Form 5. Experience in supply of stationery items of minimum 3 years, supported by Completion Certificates/Contracts/Supply or Purchase Orders alongwith 5 satisfactory certificates.</p> <p>3.2 The invitation for Bids is open to all prospective supplier, manufacturers or authorized agents/dealers subject to any provisions of incorporation or licensing by the respective National Incorporating Agency or Statutory Body established for that particular trade or business.</p>
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	3.3	<p>A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:</p> <ul style="list-style-type: none">a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the KSSL to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.b) have controlling shareholders in common; orc) receive or have received any direct or indirect subsidy from any of them; ord) have the same legal representative for purposes of this Bid; ore) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the KSSL regarding this Bidding process; orf) Submit more than one Bid in this Bidding process.
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	3.4	<p>A Bidder may be ineligible if -</p> <ul style="list-style-type: none"> (a) he is declared bankrupt or, in the case of company or firm, insolvent; (b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property; (c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property; (d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct; (e) the Bidder is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration. (f) The firm, supplier and contractor is blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them.
	3.5	<p>Bidders shall provide to the KSSL evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.</p>
	3.6	<p>Bidders shall provide such evidence of their continued eligibility to the satisfaction of the KSSL, as PPRA shall reasonably request.</p>

	3.7	Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten (10) percent of the Bid price is envisaged.
4. Eligible Goods and Related Services	4.1	All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services. For purpose of this Bid, ineligible countries are stated in the section-4 titled as "Eligible Countries".
	4.2	For purposes of this Clause, "origin" means the place where the goods are mined, grown, cultivated, produced, manufactured, or processed, or through manufacture, procession, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its imported components or the place from where the related services are/to be supplied.
	4.3	The nationality of the supplier that supplies, assembles, distributes, or sells the goods and services shall not determine the origin of the goods.
5. One Bid per Bidder	5.1	A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder.
	5.2	No bidder can be a sub-contractor while submitting a Bid individually in the same Bidding process.
	5.3	A person or a firm cannot be a sub-contractor with more than one bidder in the same bidding process.
6. Cost of Bidding	6.1	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the KSSL shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidding Documents

<p>7. Contents of Bidding Documents</p>	<p>7.1</p>	<p>The Goods required, bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation to Bids, the Bidding Documents which should be read in conjunction with any addenda issued in accordance with ITB 9.2 include:</p> <p>Section I -Invitation to Bids Section II Instructions to Bidders (ITBs) Section III Bid Data Sheet (BDS) Section IV Eligible Countries Section V Technical Specifications, Schedule of Requirements Section VI Forms - Bid Section VII General Conditions of Contract (GCC) Section VIII Special Conditions of Contract (SCC) Section IX Contract Forms</p>
	<p>7.2</p>	<p>The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all the information required in the Bidding Documents will be at the Bidder's risk and may result in the rejection of his Bid.</p>
<p>8. Clarification of Bidding Documents, Pre-Bid Meeting and Site Visit</p>	<p>8.1</p>	<p>A prospective Bidder requiring any clarification of the Bidding Documents may notify the KSSL through EPADS.</p>
	<p>8.2</p>	<p>KSSL will within three (3) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in ITB 23.1.</p>
	<p>8.3</p>	<p>Copies of the KSSL's response will be forwarded to all identified Prospective Bidders through an identified source of communication, including a description of the inquiry, but without identifying its source. In case of downloading of the Bidding Documents</p>

		from the website of the KSSL, the response of all such queries will also be available on the same link available at the website.
	8.4	Should the KSSL deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB 9 .
9. Amendment of Bidding Documents	9.1	Before the deadline for submission of Bids, the KSSL for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
	9.2	Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents pursuant to ITB 7.1 and shall be uploaded on Authority's Website and EPADS Provided that the bidder who had either already submitted their bid, shall have the right to withdraw his already submitted bid and submit the revised bid prior to the original or extended bid submission deadline
	9.3	To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the KSSL may, at its discretion, extend the deadline for the submission of Bids: Provided that the KSSL shall extend the deadline for submission of Bid, if such an addendum is issued within last three (03) days of the Bid submission deadline

C. Preparation of Bids

10. Language of Bid	10.1	The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the PPRA shall be written in the English language unless specified in the BDS. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English
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		language unless specified in the BDS , in which case, for purposes of interpretation of the Bidder, the translation shall govern.
11. Documents and Sample(s) Constituting the Bid	11.1	<p>The Bid prepared by the Bidder shall constitute the following components: -</p> <ul style="list-style-type: none"> a) Form of Bid and Bid Prices completed in accordance with ITB 14 and 15; b) Documentary evidence established in accordance with ITB 13 that the Bidder is eligible and/or qualified for the subject bidding process; c) Documentary evidence established in accordance with ITB 12 that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents; d) Bid security furnished in accordance with ITB 18; e) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and f) Any other document required in the BDS.
	11.2	<p>sample(s) is required by a procuring agency, the sample shall be:</p> <ul style="list-style-type: none"> (a) submitted as part of the bid, in the quantities, dimensions and other details requested in the BDS; (b) carriage paid; (c) received on, or before, the closing time and date for the submission of bids; and (d) evaluated to determine compliance with all characteristics listed in the BDS.

	11.3	<p>The Procuring Agency shall retain the Sample(s) of the successful Bidder. A Procuring Agency shall reject the Bid if the sample(s)-</p> <p>(a) do(es) not conform to all characteristics prescribed in the bidding documents; and</p> <p>(b) is/are not submitted within the specified time clearly mentioned in the Bid Data Sheet.</p>
	11.4	<p>Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby be limited to the extent of that article only.</p>
	11.5	<p>Samples made up from materials supplied by a Procuring Agency shall not be returned to a Bidder nor shall a Procuring Agency be liable for the cost of making them.</p>
	11.6	<p>All samples produced from materials belonging to an unsuccessful Bidder shall be kept by the Procuring Agency till thirty (30) days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority's Level or in some Court of Law).</p>
12. Documents Establishing Eligibility of Goods and Related Services and Conformity to Bidding Documents	12.1	<p>Pursuant to ITB 11, the Bidder shall furnish, as part of its Bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.</p>
	12.2	<p>The documentary evidence of the eligibility of the goods and related services shall consist of a statement in the Price Schedule of the country of origin of the goods and related services offered which shall be confirmed by a certificate of origin issued at the time of shipment.</p>

	12.3	<p>The documentary evidence of conformity of the goods and related services to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:</p> <ul style="list-style-type: none"> a) a detailed description of the essential technical specifications and performance characteristics of the Goods; b) an item-by-item commentary on the KSSL's Technical Specifications demonstrating substantial responsiveness of the Goods and Services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications; c) any other procurement specific documentation requirement as stated in the BDS.
	12.4	<p>The Bidder shall also furnish a list giving full particulars, including available sources and current prices of goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the BDS following commencement of the use of the goods by the KSSL.</p>
	12.5	<p>For purposes of the commentary to be furnished pursuant to ITB 12.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the KSSL in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its Bid, provided that it demonstrates to the KSSL's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.</p>
	12.6	<p>The required documents and other accompanying</p>

		documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.
13. Documents Establishing Eligibility and Qualification of the Bidder	13.1	Pursuant to ITB 11 , the Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its Bid is accepted.
	13.2	The documentary evidence of the Bidder's eligibility to Bid shall establish to the satisfaction of the KSSL that the Bidder, at the time of submission of its bid, is from an eligible country as defined in Section-4 titled as "Eligible Countries".
	13.3	The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall establish to the satisfaction of the KSSL that: <ul style="list-style-type: none"> a) in the case of a Bidder offering to deliver goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to deliver the goods in Pakistan; b) the Bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in BDS. c) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
14. Form of Bid	14.1	The Bidder shall fill the Form of Bid furnished in the Bidding Documents. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted.
15. Bid Prices	15.1	The Bid Prices quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below in ITB Clause 15 or exclusively mentioned hereafter in the bidding

		documents.
	15.2	All items in the Statement of Work must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced, their prices shall be construed to be included in the prices of other items.
	15.3	The Bid price to be quoted in the Form of Bid in accordance with ITB 15.1 shall be the total price of the Bid.
	15.4	The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the goods it proposes to deliver under the contract.
	15.5	Prices quoted by the Bidder shall be fixed and all items during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price and some items not quoted will be treated as non-responsive and shall be rejected, pursuant to ITB 28.
	15.10	The bidder having quoted the minimum total bid amount in each Lot will be considered successful and sign a separate Contract/Agreement with the Purchaser for each Lot.
16. Bid Currencies	16.1	Prices shall be quoted in Pakistani Rupees. The quoted price should be firm, final and clearly written / typed both in digits and in words without any ambiguity The price should include all government applicable taxes, duties, delivery and installation charges etc. The rates/ prices against each item shall be entered against each item with Genuine Serial Numbers as per details attached.
17. Bid Validity Period	17.1	Bids shall remain valid for the period specified in the BDS after the Bid submission deadline. A Bid valid

		for a shorter period shall be rejected as non-responsive.
	17.2	Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the PPRA may request the Bidders' consent to an extension of the period of validity of their Bids only once, for the period not more than the period of initial bid validity. The request and the Bidders responses shall be made in writing or in electronic forms that provide record of the content of communication. The Bid Security provided under ITB 18 shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security for the period of the extension, and in compliance with ITB 18 in all respects.
18. Bid Security	18.1	Pursuant to ITB 11 , unless otherwise specified in the BDS , the Bidder shall furnish as part of its Bid, a Bid Security in form of fixed amount not exceeding five percent of the estimated value of procurement determined by the PPRA and in the amount and currency specified in the BDS in the format provided in Section VI (Standard Forms) .
	18.2	The Bid Security is required to protect the PPRA against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB 18.9 .
	18.3	The Bid Security shall be denominated in the local currency, and it shall be in the form specified in the BDS which shall be in any of the following: a) a bank guarantee, or another form acceptable to the PPRA and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bid Validity is extended. In either case, the form must include the complete name of the Bidder;

		<p>b) a cashier's or certified cheque; or</p> <p>c) another security if indicated in the BDS</p>
	18.4	The Bid Security shall be in accordance with the Form of the Bid Security included in Section VI (Standard Forms) or another form approved by the PPRA prior to the Bid submission.
	18.5	The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in ITB 18.9 are invoked.
	18.6	Any Bid not accompanied by a Bid Security in accordance with ITB 18.1 or 18.3 shall be rejected by the PPRA as non-responsive, pursuant to ITB 28 .
	18.7	<p>Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the PPRA pursuant to ITB 17. The PPRA shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:</p> <p>(a) the expiry of the Bid Security;</p> <p>(b) the entry into force of a procurement contract and the provision of a performance security (or guarantee), for the performance of the contract if such a security (or guarantee), is required by the Bidding documents;</p> <p>(c) the rejection by the PPRA of all Bids;</p> <p>(d) the withdrawal of the Bid prior to the deadline for the submission of Bids, unless the Bidding documents stipulate that no such withdrawal is permitted.</p>
	18.8	The successful Bidder's Bid Security will be discharged upon the Bidder signing the contract pursuant to ITB

		41 , or furnishing the performance security (or guarantee), pursuant to ITB 42 .
	18.9	The Bid Security may be forfeited: <ul style="list-style-type: none"> a) if a Bidder: <ul style="list-style-type: none"> i) withdraws its Bid during the period of Bid Validity as specified by the KSSL, and referred by the bidder on the Form of Bid except as provided for in ITB 17.2; or ii) does not accept the correction of errors pursuant to ITB 30.3; or b) in the case of a successful Bidder, if the Bidder fails: <ul style="list-style-type: none"> i) to sign the contract in accordance with ITB 41; or ii) to furnish performance security (or guarantee) in accordance with ITB 42.
19. Alternative Bids by Bidders	19.1	Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic Bidder's technical design as indicated in the specifications and Schedule of Requirements. Alternatives will not be considered, unless specifically allowed for in the BDS . If so allowed, ITB 19.2 shall prevail.
	19.2	When alternative schedule for delivery of goods is explicitly invited, a statement of that effect will be included in the BDS as will the method for evaluating different schedule for delivery of goods.
	19.3	If so allowed in the BDS , Bidders wishing to offer technical alternatives to the requirements of the Bidding Documents must also submit a Bid that complies with the requirements of the Bidding Documents, including the basic technical design as indicated in the specifications. In addition to submitting the basic Bid, the Bidder shall provide all

		information necessary for a complete evaluation of the alternative by the Procuring Agency, including technical specifications, breakdown of prices, and other relevant details. Only the technical alternatives, if any, of the Most Advantageous Bidder conforming to the basic technical requirements (without altering the bid price) shall be considered by the Procuring Agency.
20. <i>Withdrawal, Substitution, and Modification of Bids</i>	20.1	Before bid submission deadline, any bidder may withdraw, substitute, or modify its Bid after it has been submitted through within EPADS request.

D. Submission of Bids

21. <i>Deadline for Submission of Bids</i>	21.1	Bids shall be received by the PPRA through EPADS no later than the date and time specified in BDS.
	21.2	The KSSL may, in exceptional circumstances and at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents in accordance with ITB 9 , in which case all rights and obligations of the KSSL and Bidders previously subject to the deadline will thereafter be subject to the new deadline.
22. <i>Late Bids</i>	22.1	The system does not provide option for late bid submission.
23. <i>Withdrawal of Bids</i>	23.1	A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the KSSL prior to the deadline for submission of Bids.
	23.2	Revised bid may be submitted after the withdrawal of the original bid in accordance with the provisions referred in ITB 22 .

E. Opening and Evaluation of Bids

24. <i>Opening of Bids</i>	24.1	The KSSL will open all Bids through EPADS, in
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		public, in the presence of Bidders' or their representatives who choose to attend, at the place, on the date and at the time, specified in the BDS . The Bidders' representatives present shall sign a register as proof of their attendance.
	24.2	Bidders are advised to send in a representative with the knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any unread information by the sent Bidder's representative shall indemnify the KSSL against any claim or failure to read out the correct information contained in the Bidder's Bid.
	24.3	The KSSL shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder, the Bid price if applicable, and the presence or absence of a Bid Security.
	24.4	The Bidders' representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders.
	24.5	A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.
25. <i>Confidentiality</i>	25.1	Information relating to the examination, clarification, evaluation and comparison of Bids and recommendation of contract award shall not be disclosed to Bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.
	25.2	Any effort by a Bidder to influence the KSSL processing of Bids or award decisions may result in the rejection of its Bid.
	25.3	Notwithstanding ITB 27.2 from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the KSSL on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.

26. Clarification of Bids	26.1	To assist in the examination, evaluation and comparison of Bids (and post-qualification if applicable) of the Bidders, the KSSL may, ask any Bidder for a clarification through EPADS of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the KSSL shall not be considered.
	26.2	The request for clarification and the response shall be in writing through EPADS. Only the correction of arithmetic errors discovered by the KSSL in the evaluation of Bids should be sought in accordance with ITB 31 .
	26.3	The alteration or modification in the Bid which in any affect the following parameters will be considered as a change in the substance of a bid: <ul style="list-style-type: none"> a) evaluation & qualification criteria; b) required scope of work or specifications; c) all securities requirements; d) tax requirements; e) terms and conditions of bidding documents. f) change in the ranking of the bidder
	26.4	From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the KSSL on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.
27. Preliminary Examination of Bids	27.1	Prior to the detailed evaluation of Bids, the KSSL will determine whether each Bid: <ul style="list-style-type: none"> a) meets the eligibility criteria defined in ITB 3 and ITB 4; b) has been prepared as per the format and contents defined by the KSSL in the Bidding Documents; c) is accompanied by the required securities; and

		<p>d) is substantially responsive to the requirements of the Bidding Documents.</p> <p>The KSSL's determination of a Bid's responsiveness will be based on the contents of the Bid itself.</p>
	27.2	The PPRA will confirm that the documents and information specified under ITB 11, 12 and 13 have been provided in the Bid. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the Bid shall be rejected.
	27.3	If a Bid is not substantially responsive, it will be rejected by the KSSL and may not subsequently be evaluated for complete technical responsiveness.
28. Examination of Terms and Conditions; Technical Evaluation	28.1	The KSSL shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
	28.2	The KSSL shall evaluate the technical aspects of the Bid submitted in accordance with ITB 22 , to confirm that all requirements specified in Section V - Schedule of Requirements, Technical Specifications of the Bidding Documents have been met without material deviation or reservation.
	28.3	If after the examination of the terms and conditions and the technical evaluation, the KSSL determines that the Bid is not substantially responsive in accordance with ITB 29 , it shall reject the Bid.
29. Correction of Errors	29.1	<p>Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -</p> <p>a) if there is a discrepancy between unit prices 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, unless in the opinion of the KSSL there is an obvious misplacement of the</p>

		<p>decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and</p> <p>c) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.</p> <p>d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.</p>
	29.2	<p>The amount stated in the Bid will, be adjusted by the KSSL in accordance with the above procedure for the correction of errors and, with, the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited in accordance with ITB 18.9.</p>
30. Conversion to Single Currency	30.1	<p>To facilitate evaluation and comparison, the Procuring Agency will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.</p>
	30.2	<p>The currency selected for converting Bid prices to a common base for the purpose of evaluation, along with the source and date of the exchange rate, are specified</p>

		in the BDS .
31. Evaluation of Bids	31.1	The KSSL shall evaluate and compare only the Bids determined to be substantially responsive, pursuant to ITB 29 .
	31.2	The KSSL's evaluation of a Bid will take into account: a) in the case of goods manufactured in Pakistan or goods of foreign origin already imported in Pakistan, Income Tax, General Sales Tax and other similar/applicable taxes, which will be payable on the goods if a contract is awarded to the Bidder;
	31.3	In evaluating the Bidders, the evaluation committee will, in addition to the Bid price quoted in accordance with ITB 15.1, take account of one or more of the following factors as specified in the BDS , and quantified in ITB 32.5: a) delivery schedule offered in the Bid; b) deviations in payment schedule from that specified in the Special Conditions of Contract; c) the cost of components, mandatory spare parts, and service; d) other specific criteria indicated in the TBS and/or in the Technical Specifications.
32. Domestic Preference	32.1	If the BDS so specifies, the Procuring Agency will grant a margin of preference to certain goods in line with the rules, regulations, regulatory guides or instructions issued by the Authority from time to time.
33. Determination of Most Advantageous Bid	33.1	Overall least Cost Based Evaluation Technique for each Lot shall be adopted for determining the most advantageous bid. All items in a lot should be quoted.
34. Post-qualification of Bidder and/or Abnormally Low Financial Proposal	34.1	Where the Total Bid price is considered abnormally low, the KSSL shall perform price analysis either during determination of Most Advantageous Bid or as a part of the post-qualification process. The following process shall apply:

(a) The KSSL may reject a Bid if the KSSL has determined that the price in combination with other constituent elements of the Bid is abnormally low in relation to the subject matter of the procurement (i.e. scope of the procurement or ancillary services) and raises concerns as to the capability and capacity of the respective Bidder to perform that contract;

(b) Before rejecting an abnormally low Bid the KSSL shall request the Bidder an explanation of the Bid or of those parts which it considers contribute to the Bid being abnormally low; take account of the evidence provided in response to a request in writing; and subsequently verify the Bid or parts of the Bid being abnormally low;

(c) The decision of the KSSL to reject a Bid and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the Bidder concerned;

(d) The KSSL shall not incur any liability solely by rejecting abnormally low Bid; and

(e) An abnormally low Bid means, in the light of the KSSL's estimate and of all the Bids submitted, the Bid appears to be abnormally low by not providing a margin for normal levels of profit.

Guidance for
KSSL:

In order to identify the Abnormally Low Bid (ALB) following approaches can be considered to minimize the scope of subjectivity:

(i) Comparing the bid price with the cost estimate;

(ii) Comparing the bid price with the bids offered by other bidders submitting substantially responsive bids; and

(iii) Comparing the bid price with prices paid in similar contracts in the recent past either government- or development partner-funded.

	34.2	The KSSL will determine to its satisfaction whether the Bidder that is selected as having submitted the most advantageous Bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB 13.3.
	34.3	The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 13.3, as well as such other information as the PPRA deems necessary and appropriate. Factors not included in these Bidding Documents shall not be used in the evaluation of the Bidders' qualifications.
F. Award of Contract		
35. Criteria of Award	35.1	<p>Subject to ITB 36 and 38, the KSSL will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has been declared as Most Advantageous Bidder, provided that such Bidder has been determined to be:</p> <ul style="list-style-type: none"> a) eligible in accordance with the provisions of ITB 3; b) is determined to be qualified to perform the Contract satisfactorily; and c) Successful negotiations have been concluded, if any.
36. Negotiations	36.1	<p>Negotiations may be undertaken with the Most Advantageous Bid relating to the following areas:</p> <ul style="list-style-type: none"> (a) a minor alteration to the technical details of the statement of requirements; (b) reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Biding documents;

		<p>(c) a minor amendment to the special conditions of Contract;</p> <p>(d) finalizing payment arrangements;</p> <p>(e) delivery arrangements;</p> <p>(f) the methodology for provision of related services;</p> <p>or</p> <p>(g) clarifying details that were not apparent or could not be finalized at the time of Bidding;</p>
	36.2	Where negotiation fails to result into an agreement, the KSSL may invite the next ranked Bidder for negotiations. Where negotiations are commenced with the next ranked Bidder, the KSSL shall not reopen earlier negotiations.
37. KSSL's Right to reject All Bids	37.1	Notwithstanding ITB 37 , the KSSL reserves the right to reject all the bids, and to annul the Bidding process at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders.
	37.2	Notice of the rejection of all Bids shall be given promptly to all Bidders that have submitted Bids.
	37.3	The KSSL shall upon request communicate to any Bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.
38. KSSL's Right to Vary Quantities at the Time of Award	38.1	The KSSL reserves the right at the time of contract award to increase or decrease the quantity of goods or related services originally specified in these Bidding Documents (schedule of requirements) provided this does not exceed quantity as specified in BDS , without any change in unit price or other terms and conditions of the Bid and Bidding Documents.
39. Notification of Award	39.1	Prior to the award of contract, the PPRA shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.

	39.2	Where no complaints have been lodged, the Bidder whose Bid has been accepted will be notified for the award by the KSSL prior to expiration of the Bid Validity period through EPADS. The Letter of Acceptance will state the sum that the PPRA will pay the successful Bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).
	39.3	The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security (or guarantee) in accordance with ITB 43 and signing of the contract in accordance with ITB 42.2 .
	39.4	Upon the successful Bidder's furnishing of the performance security (or guarantee) pursuant to ITB 43 , the PPRA will promptly notify each unsuccessful Bidder, the name of the successful Bidder and the Contract amount and will discharge the Bid Security of the Bidders pursuant to ITB 18.7 .
40. Signing of Contract	40.1	Promptly after notification of award, Procuring Agency shall send the successful Bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.
	40.2	Immediately after the Redressal of grievance by the GRC, and after fulfillment of all conditions precedent of the Contract Form, the successful Bidder and the Procuring Agency shall sign the contract.
	40.3	Where no formal signing of a contract is required, purchase order issued to the bidder shall be construed to be the contract.

<p>41. Performance Security (or Guarantee)</p>	<p>41.1</p>	<p>After the receipt of the Letter of Acceptance, the successful Bidder, within the specified time, shall deliver to the Procuring Agency a Performance Security (or Guarantee) in the amount and in the form stipulated in the BDS and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.</p>
	<p>41.2</p>	<p>If the Performance Security (or Guarantee) is provided by the successful Bidder and it shall be in the form specified in the BDS</p> <p>Any Performance Security (or guarantee) submitted shall be enforceable in Pakistan</p>
<p>42. annulment of the award and forfeiture of the Bid Security</p>	<p>42.1</p>	<p>Failure of the successful Bidder to comply with the requirement of ITB 43.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the Procuring Agency may make the award to the next ranked Bidder or call for new Bids.</p>
<p>43. Advance Payment</p>	<p>43.1</p>	<p>The advance payment will not be provided in normal circumstances.</p>
<p>44. Arbitrator</p>	<p>44.1</p>	<p>The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the SCC.</p>
<p>45. Corrupt & Fraudulent Practices</p>	<p>45.1</p>	<p>Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.</p>

G. Grievance Redressal & Complaint Review Mechanism

<p>46. Constitution of Grievance Redressal</p>	<p>46.1</p>	<p>KSSL shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee.</p>
<p>47. GRC Procedure</p>	<p>47.1</p>	<p>Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.</p>
	<p>47.2</p>	<p>Any Bidder feeling aggrieved by any act of the PPRA after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.</p>
	<p>47.3</p>	<p>If the bidder has filed grievance on the technical part the procurement proceedings shall be stopped</p>
	<p>47.4</p>	<p>The GRC shall investigate and decide upon the complaint within ten days of its receipt.</p>
	<p>47.5</p>	<p>The GRC shall investigate and decide upon the complaint within ten days of its receipt.</p>
	<p>47.6</p>	<p>Any bidder not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority (PPRA) on prescribed format after depositing the Prescribed fee.</p>

	47.7	The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.
	47.8	The committee shall call the record from the concerned GRC, and the same shall be provided within prescribed time.
	47.9	The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
	47.10	The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.
H. Mechanism of Blacklisting		
48. Mechanism of Blacklisting		Mechanism defined Public Procurement Rule-19 and “Regulations for Mechanism for Blacklisting and Debarment of Bidders or Contractors Regulations, 2024” shall be applicable.

SECTION III: BID DATA SHEET

Bid Data Sheet (BDS)

The following specific data for the Stationery & Misc Items to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITBs). Whenever there is a conflict, the provisions herein shall prevail over those in ITBs.

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
A. Introduction		
1.	1.1	<p>Name of Procuring Agency: KISSAN SUPPORT SERVICES (PVT) LIMITED(KSSL)</p> <p>The subject of procurement is: Procurement of Stationery& Misc Items.</p> <p>Period for delivery of goods: 25 days <i>after issuing of supply/purchase order</i></p> <p>Commencement date for delivery of Goods: 5 days <i>after signing the contract</i></p> <p><i>The contract shall be valid for a period of one year extendable up to same tenure with the mutual consent of both the parties and on the same price, terms and condition.</i></p>
2.	2.1 & 2.2	<p>Financial year for the operations of the Procuring Agency:2025-26</p> <p>Description: KSSL desires to procure Stationery & Misc Items for KSSL Head Office, located at Sector G-7/2, Islamabad.</p> <p>Name of financing institution: KISSAN SUPPORT SERVICES (PVT) LIMITED(KSSL)</p>

3.	4.6	Demonstration of authorization by manufacturer: <i>required</i>
4.	8.1	Clarification may be sought through EPADS
B. Preparation of Bids		
5.	10.1	The Language of all correspondences and documents related to the Bid is English.
6.	11	<p>Evaluation of bids:</p> <p>Eligibility/ Mandatory Requirement:</p> <p>Proof of the registration of firm with Income Tax and Sales tax departments</p> <p>Proof of firm/individual registration with relevant registration Authority, if any.</p> <p>Proof of the bidder that it is listed on the Active Tax Payer(ATL) lists of FBR for both Income as well as Sales Tax.</p> <p>An Affidavit on Rs.100/-value stamp paper duly attested by Notary public, stating that the firm is not blacklisted by the government /semi government department. Further stating that the firm will provide only original/ genuine and brand-new products/ items and not the substandard, counterfeited or fake products/ items (where applicable) as per specimen at Form 5.</p> <p>Copy of CNIC of the bidder, in case the bidder is not registered with SECP or any other registration authority.</p> <p>Experience in supply of stationary items of minimum 3</p>

		<p>years, supported by Completion Certificates/Contracts/Supply or Purchase Orders alongwith 5 satisfactory certificate.</p> <p>Note: In case of tie of total items rates between the bidders, the contract shall be awarded to the bidder having more experience.</p>
7.	11.2	The bidders are required to submit sample of their products before submission deadline to the Convener General Procurement Committee, for evaluation. The bidder failing to submit sample will be awarded zero marks in the evaluation.
8.	15.7 (a)	The price quoted shall include the transportation charges from the warehouse to the KSSL's head office, Islamabad.
9.	15.9	The quantities stated below are estimated quantities. The Authority reserve the right to increase or decrease the quantities at the time of signing of the contract. The limit for increase/decrease is upto to 15%.
10.	16.1 (a)	a) The currency of the Bid shall be <i>Pakistani Rupees</i> ;
11.	17.1	The Bid Validity period shall be 120 days.
12.	18.1	<p>The amount of Bid Security shall be Rs. 35,000/- for Lot-I and Rs 15,000/- for Lot-2 in shape of Bank Draft/Call Deposit in favour of Kissan Support Services (Pvt) Limited which will be refundable on request to the unsuccessful bidders.</p> <p>The Bid Security in hard form shall be submitted</p>

		<p>to the following address before submission deadline. Bid security shall not be accepted after submission deadline and the Bid shall be rejected.</p> <p style="text-align: center;">Convener Procurement Committee KSSL F-9 Block Building G-7/2 Islamabad</p> <p>The currency of the Bid Security shall be: Pak. Rupees</p>
13.	18.3	The Bid Security shall be in the form of: bank draft / pay order
14.	21.2	Written confirmation of authorization are: <i>Written authorization signed and stamped by the head of the company on its official letterhead is required.</i>
C. Submission of Bids		
15.	22.2 (a)	The Online Bids shall be submitted at https://eprocure.gov.pk . Bidder are required to get themselves registered at e-Procurement portal to be eligible to apply for the bid. Bids not submitted through EPADS will not be considered.
16.	22.2 (b)	Title of the subject Procurement: <i>Procurement of Stationery & Misc Items</i> ITB title and No: KSSL-02-2025 Time and date for submission: 11:00am on 13 March 2025
17.	23.1	The deadline for Bid submission is <ul style="list-style-type: none"> a) Day : Thursday b) Date: 17 March 2025 c) Time: 11:00am

D. Opening and Evaluation of Bids		
18.	26.1	The Bid opening shall take place at: Convener Procurement Committee KSSL F-9 Block Building G-7/2 Islamabad Day : Thursday Date: 17 March 2025 Time : 1130 Hours
19.	32.2	The currency that shall be used for Bid evaluation is Pakistani Rupee.
20.	35	Evaluation Techniques Least Cost Based Selection (LCBS) Bidders who fulfill the criteria of technical evaluation 100% i.e. who have submitted the requisite supporting document, will be eligible for financial opening. The technically qualified bidder overall offering lowest lot wise cost shall be declared as most advantageous bidder.100% items in lot are required to be quoted.
21.	33.5 (b)	Delivery schedule. The successful supplier shall supply the required Stationery & Misc Items within 25 days of issuance of letter of acceptance / purchase order.
E. Award of Contract		
22.	43.1	The Performance Security (or guarantee) 5% of contract price.
23.	43.2	The Performance Security (or guarantee) shall be in the form of bank draft / pay order and return after one month of the delivery of all items.
24.	44.1	The Advance Payment is not permissible
25.	45.1	Arbitrator shall be appointed by mutual consent of the both parties.

F. Review of Procurement Decisions

26.	49.1	The address of the Public Procurement Regulatory Authority: Convener Grievance Redressal Committee KSSL F-9 Block Building G-7/2 Islamabad
27.		The Address of Appellate Redressal Committee to Submit a copy of grievance: Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority KSSL F-9 Block Building G-7/2 Islamabad

SECTION IV: SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

Schedule of Requirements and Specification

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery at PPRA premises. The quantities stated below are estimated quantities. The Authority reserve the right to increase or decrease the quantities at the time of signing of the contract. The limit for increase/decrease is upto to 15%.

Lot-01

Sr. #	Items	Specification	Estimated Qty Required
1.	Paper Reams A-4 (210x297 mm) 80GSM 500 Sheets	Double A, Paper One, HP Paper or Equivalent (As per Sample)	120
2.	Paper Reams A-4 (210x297 mm) 70GSM 500 Sheets	-do-	140
3.	Paper Reams Legal Size (216x356 mm) 80GSM 500 Sheets	-do-	40
4.	Paper Reams Legal Size (216x356 mm) 70GSM 500 Sheets	-do-	40
5.	Note Sheet (50pg) F/S Size. White Paper 70 GSM	(As per sample)	110

Sr. #	Items	Specification	Estimated Qty Required
6.	Register Minimum 100 Pages Minimum 70GSM paper	Hardboard white paper As per Sample	100
7.	Ring Folder Legal Size in Transparent Plastic	As per sample	50
LOT-02			
Sr. #	Items	Specification	Estimated Qty Required
1.	File Covers(14x10 inches)	As per Sample	1000
2.	KSSL Letter Head Pads A4 Size on 80 GSM imported quality page Each pad to have 100 pages	As per sample.	50

Delivery Schedule: Within 25 days of the supply order in ordinary cases.

**SECTION V: STANDARD
FORMS**

**A. STANDARD FORMS FOR
(Single Stage One Envelope
Procedure)**

- Form 1:** Form of Bid
- Form 2:** Price Schedule Form
- Form 3:** Letter of Acceptance
- Form 4:** Bid Security Form
- Form 5:** Blacklisting and Undertaking Certificate

Form 1: Form of Bid

Date:

To: Gentlemen and/or Ladies:

Having examined the Bidding Documents including Addenda Nos: *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver *[description of goods and services]* in conformity with the said Bidding Documents for the sum of *[total Bid Amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We declare that our Bidding price did not involve agreements with other Bidders for the purpose of Bid suppression.

We are hereby confirming *[insert the name of the Appointing Authority]*, to be the Appointing Authority, to appoint the adjudicator in case of any arisen disputes in accordance with **ITB Clause 45.1**

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a Performance Security (or Guarantee) in the form, in the amounts, and within the times specified in the Bidding Documents.

We declare that, as Bidder(s) we do not have conflict of interest with reference to **ITB Clause 3.7**.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS 19**, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Bidders, in more than one Bid in this Bidding process, other than alternative offers in accordance with the Bidding Documents.

Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Government of Pakistan under Pakistan's laws or official regulations.

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.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause 3** of the Bidding Documents

Dated this _____ day of _____ 20_____.

(Name)_____ [signature]
[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Form 2: Price Schedule Form

(LOT-01)						
Sr. #	Items	Specification	Estimated Qty	Unit Price	GST	Total Price inclusive of all taxes
1.	Paper Reams A-4 (210x297 mm) 80GSM 500 Sheets	Double A, PaperOne, HP Paper or Equivalent (As per Sample)	120			
2.	Paper Reams A-4 (210x297 mm) 70GSM, 500 Sheets	-do-	140			
3.	Paper Reams Legal Size (216x356 mm) 80GSM 500 Sheets	-do-	40			
4.	Paper Reams Legal Size (216x356 mm) 70GSM 500 Sheets	-do-	40			
5.	Note Sheet (50pg) F/S Size. White Paper 70 GSM	(As per sample)	110			
6.	Ring Folder Legal Size in Transparent Plastic,	As per sample	50			
7.	Register Minimum 100 Pages Minimum 70GSM	Hardboard white paper As per sample	100			
LOT-02						
1.	KSSL Letter Head Pads A4 size on 80 GSM imported quality page Each pad to have 100 pages	as per sample.	50			

2.	File Covers	As per Sample	1000			
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Name of Bidder

Name in the capacity of

.....

Signature of Bidder: _____

Duly authorized to sign the Bid for and on behalf of

.....

Dated on day of 20

.....

Note: the bidder are required to fill this form as part of Financial proposal.

The bidder are required to quote prices inclusive of all taxes. This Authority shall deduct applicable taxes from the quoted price and pay the remaining amount to the bidders.

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

Form 3: Letter of Acceptance

*[Letter head paper of the
Procuring Agency]*

[date]

To: *[name and address
of the Supplier]*

This is to notify you that your Bid dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

We hereby confirm *[insert the name of the Appointing Authority]*, to be the Appointing Authority, to appoint the Arbitrator in case of any arisen disputes in accordance with **ITB 45.1**.

You are hereby informed that after you have read and return the attached draft Contract the parties to the contract shall sign the vetted contract within fourteen (14) working days.

You are hereby required to furnish the Performance Guarantee/Security in the form and the amount stipulated in the Special Conditions of the Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance.

Authorized Signature:

Name and Title of Signatory: Name of Agency: Attachment: Contract
Copy: Appointing Authority and Supplier

Form 4: Bid Security Form

To: [name of the Procuring Agency]

Whereas [name of the Bidder] (hereinafter called "the Bidder") has submitted its Bid dated [date of submission of Bid] for the delivery of [name and/or description of the goods] (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE [name of Financial Institution] of [name of

country], having our registered office at [address of Financial Institution] (hereinafter called "the Bank"), are bound unto [name of PA] (hereinafter called "the Procuring Agency") in the sum of [amount] for which payment well and truly to be made to the said Procuring Agency, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this ____ day of 20____. THE CONDITIONS of this obligation are:

1. If the Bid
 - (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
 - (b) Disagreement to arithmetical correction made to the Bid price; or
 - (c) having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.
2. We undertake to pay to the Procuring Agency up to the above amount upon receipt of its first written demand, without the Procuring Agency having to substantiate its demand, provided that in its demand the Procuring Agency states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty-eight (28) days after the period of Bid Validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name:..... in the capacity of

signed

_____ [Signature of the Bank]

Dated on day of 20

Form-5: Blacklisting and Undertaking Certificate

1. Terms & Conditions

The bids must accompany:

- a) Copies of income tax and sales tax certificate.
- b) Company Profile having Office details at Islamabad/Rawalpindi with Phone Numbers/Addresses.
- c) Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed/debarred by any government / semi government Department as per Specimen at **clause 1.5 to 1.7.**
- d) The bid security as per Bid requirement.

- 1.1 The firms will be bound to make supply the items as per specification at KSSL HQs, Islamabad.
- 1.2 . Mode of the payment based on credit and taxes will be applicable as per Government Policy amended to time and again. The firm should clearly show whether GST is included or excluded in the offered rates.
- 1.3 Terms and conditions must be signed and attached with the Tender document if agreed upon.

The firms;

- i. Must have its established office at Islamabad/Rawalpindi with Phone No./Address, Bank A/c No., at the same vicinity.
 - ii. Will be bound to supply the items within specified time.
- 1.4 KSSL reserves the right to accept or reject any or all bids as per PPRA rules.
 - 1.5. Certified that M/S. _____ has not been black-listed/debarred by any public or private sector organization in Pakistan

- 1.6. The firm will provide only original / genuine and brand new products and not substandard, poor quality, fake / counterfeited products / items (wherever applicable).
- 1.7. If provided items / information found false, or the firm found Black Listed/Debarred by any organization in Pakistan and any international organization, or any criminal proceedings found in any court of law, the contract of the firm will be immediately TERMINATED without assigning any reason and making any refund / payment. Further the performance security given by the firm will also be confiscated and blacklisting/debarment proceedings may also be initiated against the firm

Name _____ of
 Firm.....
 Name of
 Owner.....
 Mailing Address with Phone

 Signature / Seal of the
 Company.....

Agency Seal :

ATTESTED BY NOTARY PUBLIC

PART-B -CONTRACT FORMS

Contract

THIS AGREEMENT made the ___day of _____20___ between [name and address of Procuring Agency] of Pakistan (hereinafter called "the Procuring Agency") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring Agency invited Bids for certain goods and-related services, viz., [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and related services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract 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 Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-
 - (h) This form of Contract;
 - (i) the Form of Bid and the Price Schedule submitted by the Bidder;
 - (j) the Schedule of Requirements;
 - (k) the Technical Specifications;
 - (l) the Special Conditions of Contract as per PPRA Standard Bid Document;
 - (m) the General Conditions of the Contract as per PPRA Standard Bid Document;
 - (n) the Procuring Agency's Letter of Acceptance; and
 - (o) [add here: any other documents as required by procuring agency]
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.
5. The quantities stated below are estimated quantities. The Authority reserve the right to increase or decrease the quantities at the time of signing of the contract. The limit for increase/decrease is upto to 15%.
- 6.

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

Signed, sealed, delivered by _____ the _____
Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____
Procuring Agency) (for the (for the

Witness to the signatures of the Supplier:

.....

Performance Security (or guarantee) Form

To: *[name of Procuring Agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* to delivery *[description of goods and services]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as 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.

Signature and seal of
the Guarantors

[name of bank or financial institution]

[address]

[date]



(A Subsidiary of ZTBL)

KISSAN SUPPORT SERVICES (PVT) LTD.

Head Office, Islamabad

No. KSSL/Admin/4(26)/12/

Dated:- 22 May 2024

NOTIFICATION

It is notify that the following Grievance Redressal Committee has been constituted for the hiring of Contractor/firm to provide uniforms to KSSL non-clerical staff deputed at ZTBL Head Office Islamabad:-

- Khawaja Shabbir - Convener
Manager (IAD), KSSL.
- Lt Col ® Javed Iqbal - Member
Security Officer KSSL.
- Mr. Abid Ali - Member
Deputy Manager (F&A), KSSL.

S/d
Brig (R) Muhammad Zia Abid Bajwa
Managing Director/CEO

All Concerned