

Most Immediate
By Special Messenger

GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH

...

F. No. 7-1/2023-24-GA

Islamabad, the 27th July, 2022

From: **ZEESHAN MUSTAFA,**
Section Officer (GA)
Ph # 9201270

To: **MR. RIZWAN MEHMOOD,**
Director (MIS/IT),
Public Procurement Regulatory Authority,
1st Floor, FBC Building, Near State Bank, Sector G-5/2,
Islamabad

Subject: - **PUBLICATION OF TENDER NOTICE**

Dear Sir,

I am directed to forward herewith a tender notice for purchase of Stationary, Computer Stationary and Other / Misc. Items during Financial Year 2023-24, for its publication on the website of Public Procurement Regulatory Authority (PPRA).

2. It is, therefore, requested that the enclosed tender notice may be uploaded on PPRA's Website. Bill in this regard may be furnished to this Ministry for arranging necessary payment.

Encls: **Tender Notice**

Yours faithfully


(ZEESHAN MUSTAFA)
Section Officer (GA)
Tel.051-9201270

Copy to:

- ✓ i. Web Master, M/o NFS&R for uploading of the tender notice on the website of M/o NFS&R and to provide a copy thereof to GA Section.

F. No. 7-1/2023-24-GA
Government of Pakistan
Ministry of National Food Security and Research

TENDER NOTICE

1. Sealed bids are invited from the original manufactures / authorized dealers / reputed stationers / general order suppliers registered with Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock in Islamabad / Rawalpindi for supply of following items to Ministry of National Food Security and Research (NFS&R), Government of Pakistan, Islamabad during the Financial Year 2023-24: -

Sr. #	Tender Description	Bid Security / Earnest Money (not exceeding 5%)
1.	Purchase of Stationery items	Rs. 100,000/-
2	Purchase of Computer Stationery i.e. Toners for Printers, Photocopiers and Fax Machines	Rs. 75,000/-
3.	Purchase of Other / Misc. items	Rs. 75,000/-

2. Tender bids would be collected and opened as per following schedule:-

Date of Collection of Tender Bidding Documents	From 01.08.2023 during office hours (on written request) from Room No. 412, 4 th Floor, B-Block, Pak-Secretariat, Islamabad.
Closing date, time and place for receiving of Sealed Tender Bids	Till 21.08.2023, upto 11:00 A.M. Room No. 412, 4 th Floor, B-Block, Pak-Secretariat, Islamabad.
Date, Time & Place of publicly opening of Tender Bids.	On 21.08.2023 at 02:00 P.M. , Committee Room of Ministry of NFS&R, 3 rd Floor, Pak-Secretariat, Islamabad.

3. Interested eligible bidders may obtain a complete set of bidding documents containing list of items, specifications of required items and detailed terms and conditions from Room No. 412, 4th Floor, B-Block, Pak-Secretariat, Islamabad on submission of written application on company letter head, duly supported by a copy of NTN & GST Certificates free of cost.

4. Single stage-one envelop procedure as contained in Rule 36(a) of PPR, 2004 shall apply. Sealed bids supported by earnest money, earmarked above in the shape of Pay Order / Demand Draft/Call Deposit in favour of SO (GA), M/o NFS&R should be submitted on or before **11:00 A.M** by **21.08.2023**. Bids will be opened on the same date at **02:00 P.M** in terms of Rule 28 of PPR 2004.

5. In order to ensure the quality and standard of required items, it is categorically highlighted that quoting of abnormal rates by any firm / vendor will straightaway lead to disqualification. This Tender Notice is also available on the websites of Ministry of NFS&R www.mnfsr.gov.pk and PPRA www.ppra.gov.pk. The procuring agency reserves rights to accept or reject any or all bids / proposals in accordance with Rule-33 of PPR-2004 amended from time to time.

(ZEESHAN MUSTAFA)
Section Officer (GA)
Ph: 9201270

F. No. 7-1/2023-24-GA
GOVERNMENT OF PAKISTAN
Ministry of National Food Security and Research
ISLAMABAD
Tel: 051-9201270



TENDER FORM /BIDDING DOCUMENTS

Sr. #	Tender Description	Bid Security / Earnest Money (not exceeding 5%) in favor of SO (GA), M/o NFS&R
1.	Purchase of Stationery items	Rs. 100,000/-
2.	Purchase of Computer Stationery i.e. Toners for Printers, Photocopiers and Fax Machines	Rs. 75,000/-
3.	Purchase of Other / Misc. items	Rs. 75,000/-

Sr.No.....

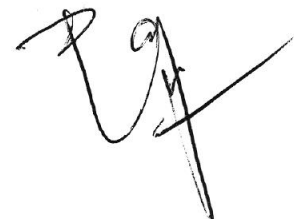
F. No.7-1/2023-24-GA
GOVERNMENT OF PAKISTAN
Ministry of National Food Security and Research

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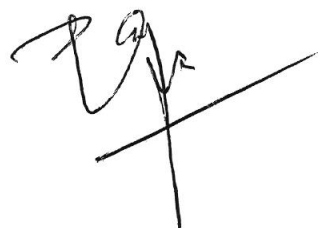
TENDER DOCUMENTS / FORM

Note:- **PLEASE READ CAREFULLY ALL THE CONDITIONS SPECIFIED IN THE INSTANT TENDER DOCUMENT/FORM BEFORE SUBMISSION OF THE BID/QUOTATION.**

Part-I (Section-I)	➤ Instructions to Bidders / Firms (ITB) <ul style="list-style-type: none">• Introduction• Terms and Conditions• Bid Currencies• Bid Prices• Bid Security• Forfeiture of Earnest Money and Blacklisting of Firm / Vendor• Submission and opening of Bids• Evaluation and comparison of bids• Award of Procurement Contract• Delivery of Items• Payments• Corrupt or Fraudulent Practices
Part-I (Section-II)	➤ Check List <ul style="list-style-type: none">➤ Standard Bid Form➤ Price Schedule in Pak Rupees for Stationery Items➤ Price Schedule in Pak Rupees for Computer Stationery➤ Price Schedule in Pak Rupees for Other / Misc. Items.➤ Contract Form
Part-II (Section-I)	➤ General Conditions of Contract (GCC)
Part-II (Section-II)	➤ Special Conditions of Contract (SCC)



PART-I
(SECTION-I)
INSTRUCTIONS TO BIDDERS

A handwritten signature or set of initials in black ink, located in the bottom right corner of the page. The signature is stylized and appears to consist of several overlapping strokes.

Part-I (Section-I)

INSTRUCTIONS TO BIDDERS / FIRMS

Introduction

1. Sealed bids are invited from the original manufactures / authorized dealers / reputed stationers / general order suppliers registered with Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock / manpower / expertise in Islamabad / Rawalpindi for supply of following items to Ministry of National Food Security and Research (NFS&R), Government of Pakistan, Islamabad during the Financial Year 2023-24:-

1	2	3
Sr. #	Tender Description	Bid Security / Earnest Money (not exceeding 5%)
1.	Purchase of Stationery items	Rs. 100,000/-
2	Purchase of Computer Stationery i.e. Toners for Printers, Photocopiers and Fax Machines	Rs. 75,000/-
3.	Purchase of Other / Misc. items	Rs. 75,000/-

Terms & Conditions

2. National Tax Number (NTN), General Sales Tax (GST) number and Vender Number with documentary proof will have to be provided by each bidder in the tender otherwise the bid shall be rejected.
3. The firm / bidder must have at least 05-years of experience of supply of similar nature items as requisitioned in this bid.
4. The firm / bidder must show demonstrated capability and completed at least 02 contracts of supply of similar nature items as requisitioned in this bid. Documentary evidence to this effect must be provided with the bid.
5. The firm / bidder shall furnish details of its premises i.e. full address, Telephone/Fax/Whatsapp No. and E-Mail. The Firms/bidders should have their proper office in Islamabad / Rawalpindi.
6. The bidder/manufacturer/supplier/ will submit an undertaken in form of affidavit on stamps paper of Rs.100/- that their firm has not been blacklisted in the past on any ground by any government (Federal, Provincial) a local body or a public sector organization. On account of submission of false statement or concealment of facts the bidder/manufacturer will be debarred from bid.
7. Single stage-one envelop procedure as contained in Rule 36(a) of PPR, 2004 shall apply.
8. In order to ensure the quality and standard of required items, it is categorically highlighted that quoting of abnormal rates by any firm /vender will straightaway lead to its disqualification.
9. The purchaser reserves the right to accept or reject any or all the tender bids as per PPR, 2004 amended from time to time.
10. In case of any dispute, decision of the Chairman Purchase Committee shall be final.



Bid Currencies

11. Prices shall be quoted in Pak Rupees.

Bid Prices

12. The bid prices should be submitted on Original Bid Form issued by the Ministry of National Food Security and Research (NFS&R) which is annexed herewith.

13. Tender Form is to be filled in very carefully, preferably typed. Any alteration/correction must be signed.

14. All prices must inclusive of all direct / indirect taxes/ General Sales Tax (GST) and other taxes and duties where applicable. If there is no mention of taxes, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties.

15. The prices/rates offered by the bidder shall be valid and binding on the bidder throughout the period of contract up to 30-06-2024. However the procuring agency i.e. M/o NFS&R shall be entitled to extend the contract period after 30-06-2024 till the next tender award but not more than 02 months, if required.

16. Every page of the tender documents is to be signed and stamped at the bottom.

17. The firms are required to quote for minimum 80% of the listed items otherwise the bid shall not be considered.

Bid Security

18. Tenders/Bids shall be accompanied by an earnest money in shape of a Bank Draft/Pay Order/Call deposit as per Tender Documents Clause 1 (Column 3 of the table) which is not exceeding 5% of the bid in favour of SO (GA), M/o NFS&R. Tenders found deficient of the earnest money will not be considered and rejected straightway. The previous earnest money of any firm / vendor will not be considered for carried forward.

19. Unsuccessful bidders' (if none of the item quoted is approved) bid security will be discharged / returned as promptly as possible after announcement and publication of evaluation result/report.

Forfeiture of Earnest Money and Blacklisting of Firm / Vendor

20. All kinds of required items shall be provided as per approved specifications otherwise the Securities Deposit / Earnest Money will be forfeited and the firm would also be disqualified/ blacklisted.

Submission and opening of Bids

Date of Collection of Tender Bidding Documents	From 01.08.2023 during office hours (on written request) from Room No. 412, 4 th Floor, B-Block, Pak-Secretariat, Islamabad.
Closing date, time and place for receiving of Sealed Tender Bids	Till 21.08.2023, upto 11:00 A.M. Room No. 412, 4 th Floor, B-Block, Pak-Secretariat, Islamabad.
Date, Time & Place of	On 21.08.2023 at 02:00 P.M. , Committee Room of Ministry of



publicly opening of Tender Bids.	NFS&R, 3 rd Floor, Pak- Secretariat, Islamabad.
Late bids	Any bid received after the dead line will be rejected and returned unopened to the bidder.

Evaluation and comparison of bids

21. The Purchase Committee will evaluate and compare the bids which have been determined to be substantially responsive and lowest. Result of bid evaluation in the form of a report giving justification for acceptance or rejection of bids (Minutes of the Meeting of Purchase Committee) at least 10 days prior to the award of procurement contract will also be announced in terms of Rule 35 of PP Rules, 2004.

Award of Procurement Contract

22. The procuring agency / purchaser i.e. M/o NFS&R will award the contract to the successful bidders / firms whose bids have been determined to be substantially responsive and have been determined to be the lowest evaluated bid (item wise).

23. The notification of award of contract of successful items will be issued in favour of lowest bidders / firms.

24. Within 07 days of receipt of notification of award, the successful bidders and the procuring agency / purchaser shall sign the contract agreement on stamp paper worth Rs. 100/-. Specimen annexed herewith.

Delivery of Items

25. The supplies shall be delivered at the address given in the supply order, even on a short notice in the risk and cost of the supplier. The entire supplies will be delivered within time frame as given in the supply order. In case no supply is made within the time frame specified in the supply order, the contract to the extent of non-delivered portion of supply will stand cancelled without formal notice to this effect. No supplies will be accepted and earnest money to extent of non-delivered portion will be forfeited. If the firm fails to supply the whole consignment, the entire earnest money against the accepted value will be forfeited and the firm will be blacklisted for future participation.

26. All the supplies / products will be acceptable subject to physical examination to be carried after receipt of supplies at the Office of Ministry of NFS&R in accordance with the required specification. If any item is found to be against the required specification, the purchaser may reject the goods and the supplier shall replace the rejected goods to meet the required specification free of cost. This opportunity will be provided only once. In case, after replacement of supplies, the inspection report again declare the item as of against the required specification, the stock will not be accepted and the firm will be blacklisted for future participation, including forfeiture of their earnest money.

Payments

27. Payments will be made on receipt of original delivery challans/bills and invoices in duplicate duly completed in all respect. Payment for supplied items shall be made after satisfactory inspection report by the concerned Incharge. Income Tax and sales tax at Government rate/rules will be deducted from each invoice.



Corrupt or Fraudulent Practices

28. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

(i) defines, for the purposes of this provision, the terms set forth below as follows:

“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

(ii) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(iii) will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Ministry being procuring agency.

I / We have read and agree with the above mentioned terms and conditions.

Name of Bidder/Firm

Signature. _____

Date:

Seal



PART-I
(SECTION-II)

- **Check List**
- **Standard Bid Form**
- **Price Schedule in Pak Rupees for Stationery Items**
- **Price Schedule in Pak Rupees for Computer Stationery**
- **Price Schedule in Pak Rupees for Other / Misc. Items.**
- **Contract Form**



Part-I (Section-II)

CHECK LIST

Name of Firm _____

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No
1	Earnest money	
2	NTN No. with copy of certificate	
3	GST No. with copy of certificate	
4	Copy of Active Taxpayer List	
5	Bank Account No.	
6	Documentary Proof of having 05 years' experience alongwith copies of two successful contracts	
7	Stamp paper /declaration about black listing	
8	Whether rates quoted on prescribed form	
9	Signature and Stamp on Tender Documents	
10	Address of firm alongwith Landline Telephone / Fax Numbers and other contact details.	
11	Whether the firm / vendor has quoted abnormal rates	

Name of Bidder/Firm.....

Signature. _____

Date:

Seal.....



Part-I (Section-II)

1. BID FORM

(To be printed on letter head)

Section Officer (GA)

Ministry of National Food Security and Research,
Islamabad

Tender No. 7-1/2023-24-GA

Date: _____

Sir,

Having examined the terms and conditions contained in tender notice as well as in bidding documents and specifications of tender, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to install, supply and deliver (description of goods and services) in conformity with said bidding documents and specifications mentioned therein on the unit rates quoted in our price schedule, attached hereto, if stand lowest, till 30th June, 2024, validity which may be further extended till finalization of next tender, if desired so, by the procuring agency.

If our bid is accepted, we shall deliver the equipment mentioned in the tender documents within time frame given in the purchase / supply order.

We agree to abide by the terms and conditions of the tender for the period till 30.06.2024 further extendable upto 02 months and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

Until a formal purchase order(s) is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand, that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons thereof

Date this ----- day of ----- 20-----

Signature ----- in the capacity of ----- duly authorized to sign tender for and on behalf of

(NAME OF FIRM IN BLOCK CAPITALS)

Complete


Address: _____

Fax No. _____ Telephone No. _____

Signature

Witness:

1. _____
2. _____



Part-I (Section-II)
2. Price schedule in Pak Rupees

List of Stationery Items

S.No.	Items	Specifications	Unit (Packet/Each)	Rate Per Unit with GST
1.	Computer Paper (500 Sheets)	80 Grams A-4 AA or Equivalent		
2.	Computer Paper (500 Sheets)	80 Gram (Legal Size) AA or Equivalent		
3.	Computer Paper (500 Sheets)	80 Gram A-3 AA or Equivalent		
4.	Ball Point 0.8 Grip (Blue & Black)	Blue Color Click Type		
5.	Peon Book	Upto 60 Pages		
6.	Diary Register	No.8		
7.	Stock inward & outward Register	No. 08		
8.	Register imported Per No.	Ruled		
9.	Attendance Register	---		
10.	File Register	---		
11.	Drafting Pad	Small		
12.	Drafting Pad (Large)	Size: A4		
13.	Spiral Ring Pad	A-7 (100 Sheets)		
14.	Spiral Ring Pad	A-7 (200 Sheets)		
15.	File Separator (Plastic)	A to Z		
16.	File Separator (Plastic)	1 to 10		
17.	File Separator (Plastic)	1 to 50		
18.	Dak Pad with Lock	Rexene, two fold		
19.	Post IT Pads	Size: 3/3"		
20.	Stapler Pin (Medium)	Size: 24/6" Dollar OR Equivalent		
21.	Stapler Pin Remover	KW OR Equivalent		
22.	Stapler Machine (Medium)	Size: 24/6" KW OR Equivalent		
23.	Heavy Duty Stapler Machine	Size: 23/10" KW OR Equivalent		
24.	Heavy Duty Stapler Machine	Size: 23/17" KW OR		

S.No.	Items	Specifications	Unit (Packet/Each)	Rate Per Unit with GST
		Equivalent		
25.	Heavy Duty Stapler Machine	Size: 23/24" KW OR Equivalent		
26.	Heavy Duty Stapler Pins	Size: 23/10" KW OR Equivalent		
27.	Heavy Duty Stapler Pins	Size: 23/17" KW OR Equivalent		
28.	Heavy Duty Stapler Pins	Size: 23/24" KW OR Equivalent		
29.	Punch Machine Double	Small upto 25 Sheets KW OR Equivalent		
30.	Punch Machine Double	Medium up to 80 Sheets KW OR Equivalent		
31.	Punch Single Hole	Small		
32.	Punch Single Hole	Large		
33.	Punch Single Hole Steel	Small		
34.	Gum Stick	21 Grams Dollar OR Equivalent		
35.	Gum Stick	40 Grams Dollar OR Equivalent		
36.	Stamp Pad (Blue Ink)	Size: 5m		
37.	Ink for Stamp Pad (Blue & Black)	Endorsing Ink, 30 Grams		
38.	Pointer (Blue & Black)	0.3mm Dollar OR Equivalent		
39.	Uniball (Blue, Black, Green & Red)	Micro Eye		
40.	Uniball(Blue, Black, Green & Red)	Vision Elite		
41.	Gel Pen (Blue, Black)	0.7m Dollar OR Equivalent		
42.	Schneider (Blue& Black)	Business One (0.5mm)		
43.	White Board Marker (Blue & Black)	Dollar OR Equivalent		
44.	Paper Pin	-		
45.	Paper Clip	-		
46.	Permanent Marker (Blue & Black)	Dollar OR Equivalent		

Raf

S.No.	Items	Specifications	Unit (Packet/Each)	Rate Per Unit with GST
47.	Lead pencils	Rubber Top		
48.	Shorthand Pencil	Fine Quality		
49.	Sharpener	Dux OR Equivalent		
50.	Sharpener Machine	KW OR Equivalent		
51.	Eraser	PelikanOR Equivalent		
52.	Scissor 9"	Large		
53.	Scissor	Medium		
54.	Paper Cutter	Stainless Steel with Plastic body		
55.	Steel Scale	12"		
56.	Envelops	SE-05 Size:9x4"		
57.	Envelops	SE-06		
58.	Envelops	A-4		
59.	Envelops	Legal Size		
60.	Envelops with Cloth (white)	Legal Size		
61.	Correction Pen / White Fluid	Fine Quality / Pen Style		
62.	D-Ring Folder	Imported, Size 52mm WW-252D, (As per sample)		
63.	D-Ring Folder	Imported, Size 38mm WW-238D, (As per sample)		
64.	Top Transparent File Cover	White		
65.	Strip Folders	Transparent		
66.	L- Shape Folder (12 pcs)	A4 Size		
67.	Calculator 12 Digits	CASIO OR Equivalent		
68.	Calculator Large Size	CASIO OR Equivalent		
69.	File flapper	Rexene		
70.	Scotch Tap	1"		
71.	Scotch Tap	3"		
72.	Packing Tap	3"		
73.	Binding Tap	3"		
74.	DVD-RW	Sony or Maxell (Single		

S.No.	Items	Specifications	Unit (Packet/Each)	Rate Per Unit with GST
		with hard case)		
75.	Highlighter	Dollar OR Equivalent		
76.	Table Set	Wooden		
77.	Table Set	Leather		
78.	Table Set	Marble		
79.	Telephone Index	Large		
80.	Shorthand Note Book	-		
81.	Pen/Pencil Holder	Steel		
82.	Movement/Petrol Register	Per No.		
83.	Log Book	Per No.		
84.	Note Sheet	A-4 80 Grams		
85.	File Tag	Bundle		
86.	File Board	Legal		
87.	File Cover As per Sample	Legal with single color printing		
88.	Table Diary	-		
89.	Table Calendar	-		
90.	Binding clip 1"	-		
91.	Binding clip 2"	-		
92.	Binding clip 3"			

Name of Bidder/Firm.....

Signature. _____

Date:.....

Seal.....



Part-I (Section-II)

3. Price schedule in Pak Rupees

List of Computer Stationary

S.No	Description	Rate Per Unit with GST of Original toner	Rate Per Unit with GST of Compatible toner
1.	Toner Printer HP-1000		
2.	Toner HP-1005		
3.	Toner Printer HP-1010		
4.	Toner Printer HP-1018		
5.	Toner Printer HP-1020		
6.	Toner Printer HP-1100		
7.	Toner Printer HP-1102		
8.	Toner Printer HP-1200		
9.	Toner Printer HP-1212		
10.	Toner Printer HP-1300		
11.	Toner Printer HP-1320		
12.	Toner Printer HP-2015		
13.	Toner Printer HP-2035		
14.	Toner Printer HP-2055		



15.	Toner Printer HP MFN 127 NF		
16.	Printer HP 600 (Toner 90-A)		
17.	Toner Printer HP MFN 130 NF		
18.	Toner Printer HP-LaserJet PRO M12 A		
19.	Toner Printer HP-LaserJet PRO-400 M 401A		
20.	Toner Printer HP-LaserJet PRO-400 M 401DN		
21.	HP LJ Pro 402d (26-A)		
22.	HP LJ Printer 1505		
23.	HP LJ Toner 107-A		
24.	HP Pro 200m Color 251 nw (131-A) (SET)		
25.	HP LJ Toner 135-A		
26.	HP Color 150 NW (Toner 120-A)		
27.	HP LJ Pro 404 Toner (76-A)		
28.	HP LJ Pro Color 470 FDW		
29.	Toner HP CP 1215 Color Set		
30.	Toner HP Color Laser Jet CP 6015 XH		
31.	Toner HP Color LaserJet 2600 n		
32.	Toner HP Color LaserJet CM 2320 nf MFP		
33.	Canon Printer (Toner 15-A)		
34.	Toner Fax Machine Panasonic FXL-612		
35.	Toner Fax TX Panasonic XY-FL-402		

36.	Toner Fax Machine Panasonic KX-F90		
37.	Toner Fax Machine Canon T Super G3		
38.	Toner Fax Machine Panasonic KX-FL-422		
39.	Panasonic Fax Film KX-FP342		
40.	Toner Canon Fax Printer L 180/L 3805/L3985		
41.	Toner Photocopier Machine Canon IR-3530		
42.	Toner Photocopier Machine Canon 6255i		
43.	Toner Photocopier Toshiba Studio 18		
44.	Toner Photocopier Ricoh 2501		
45.	Toner Photocopier Konica Minolta Bizhub 215		
46.	Toner Samsung ML-2250		

Name of Bidder/Firm

Signature. _____

Date:.....

Seal.....



Part-I (Section-II)

List of Other / Miscellaneous Items

S. No	Items	Specification	Unit (Packet/Each)	Rate Per Unit with GST
1.	Air- Freshener	300 mlDelight OR Equivalent		
2.	Air- Freshener	300 ml Cobra		
3.	Phenyl	Large Bottle (3 liters) Finis OR Equivalent		
4.	Tissue Paper Box	Rose petal OR Equivalent		
5.	Toilet Roll (Maxob)	Rose Petal OR Equivalent		
6.	Hygine Tissue	Rose Petal OR Equivalent		
7.	Duster Phylane	Yellow ,Good Quality		
8.	Duster Phylane	White , Good Quality		
9.	Duster Cotton	White , Good Quality		
10.	Soap	110 gram Lux OR Equivalent		
11.	Hand Wash Liquid	500ml Safeguard OR Equivalent		
12.	Liquid Soap Gallon	05 liter		
13.	Liquid Hand Wash Machine	Fine Quality		
14.	Harpic	500 ml OR Equivalent		
15.	Towel (100% Cotton)	Large Size 27x54		
16.	Air-Freshener Machine	Fresco		
17.	Air-Freshener Refill	300ml Fresco OR Equivalent		
18.	RomiTicki Air freshener	-		
19.	Call Bell	Single frequency		
20.	Dust Bin	Plastic Standard		
21.	Ash Try Large	Crystal		
22.	Extension Lead (Fine Quality)	Nine socket Wire Length 3meter		



S. No	Items	Specification	Unit (Packet/Each)	Rate Per Unit with GST
23.	Extension Lead (Fine Quality)	Nine socket Wire Length 5meter		
24.	Glint Spray	Glint (500ml)		
25.	Vim Liquid	275 ml Lemon Max OR Equivalent		
26.	Vim Powder	400 Grams Lemon Max OR Equivalent		
27.	Surf	65grms		
28.	Dust Mop (Large)	Microfiber super Duster		
29.	Pachara (Large)	With long threads		
30.	Wiper	Good Ruber Wiper Steel Rod		
31.	Broom (Phool)	Large		
32.	Broom (Tinka)	Large		
33.	Insect Killer	300 ml Mortein		
34.	Insect Killer	300 ml Cobra OR Equivalent		
35.	Car Polish	Cosmic		
36.	Micro Fiber Duster for Cars	Superior Quality		
37.	Revive all Luster	Revive all		
38.	Acid for washroom	01 Liter Bottle		
39.	Toilet Brush	Fine quality		
40.	Garbage Bag Plastic Large Size Per KG	Fine Quality		
41.	Bucket Plastic	Large Size		
42.	Electric kettle 2.0 Litter	01 year warranty Black &Dacker OR Equivalent		
43.	Electric kettle 5.0 Litter	01 year warranty Black &Dacker OR Equivalent		
44.	Jug for water	Fine Quality		
45.	Glass for water	Fine quality		

S. No	Items	Specification	Unit (Packet/Each)	Rate Per Unit with GST
46.	Tea Cup with Saucers	Imported quality		
47.	Quarter & Large Plate (Both)	Melamine		
48.	Tea Spoon	Imported quality		
49.	Rice Spoon	Imported quality		
50.	Tea Tray Large	Melamine imported quality		
51.	Milk & Sugar Pot (Set)	Crystal - Imported quality		
52.	USB Original	16 GB HP OR Equivalent		
53.	USB Original	32 GB HP OR Equivalent		
54.	USB Original	64 GB HP OR Equivalent		
55.	Key Board	A-4 Tech OR Equivalent		
56.	Mouse	A-4 Tech OR Equivalent		
57.	Mouse Pad	Fine quality		
58.	Wire Less Keyboard & Mouse	A-4 Tech OR Equivalent		
59.	Two Pin Shoe	Fine quality		
60.	Three Pin Shoe	Fine quality		
61.	Power Plug	Fine quality		
62.	Light Plug	Fine quality		
63.	Multi Plug (round-pin)	Fine quality (As per sample)		
64.	Telephone Set with CLI (01 Year Warranty)	Original Panasonic OR Equivalent		
65.	Telephone Steno Set with CLI	01 Year Warranty		
66.	Engagement Stand (A-4)	Plastic		
67.	Table Glass per sq.ft	Fine quality		
68.	Table Cloth per Meter	Fine quality		
69.	Wall Clock	Superior quality		
70.	Cell AA	Energizer OR Equivalent		
71.	Cell AAA	Energizer OR Equivalent		

S. No	Items	Specification	Unit (Packet/Each)	Rate Per Unit with GST
72.	Battery Cell (D)	Energizer OR Equivalent		
73.	Stamp Printy Machine	Fine quality (lowest rate for both items will be awarded to single firm)		
74.	Stamp with Handel per line rate			
75.	Comb	Fine quality		
76.	Hair Brush	Fine quality		
77.	Name Plate	As per sample		
78.	Telephone Adapter	Superior quality		
79.	Thermos Flask 01 liter	Superior quality		
80.	Thermos Flask 05 liter	Superior quality		
81.	Wall looking Mirror	2x3 Size Superior quality		
82.	Table Flag with Stand	Superior quality		
83.	Electric Fan Heater 2000 W	Black & Decker OR Equivalent		
84.	Tube Rod Small 18 W	18 W Phillips OR Equivalent		
85.	LED Bulb	13W Phillips		
86.	LED Bulb	18W Phillips		
87.	Electric Wire (copper)	(3/29)		
88.	Electric Wire (copper)	(3/36)		
89.	Electric Wire (copper)	(7/29)		
90.	Electric Wire (copper)	(110/76)		
91.	Dettol Bottle	01 Litter		
92.	Face Mask	3 lyre Imported Quality		
93.	Face Mask	N-95 Original		
94.	Hand Gloves	Medicated with Powder		
95.	Hand Gloves	Medicated without Powder		
96.	Hand sanitizer	500 ml 70% Alcohol		
97.	Hand sanitizer	01 Litre 70% Alcohol		

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S. No	Items	Specification	Unit (Packet/Each)	Rate Per Unit with GST
98.	Hand sanitizer	05 Liter 70% Alcohol		
99.	DSL Separator	Fine quality		
100.	Line Card (Six wire) Per meter with connector	Fine quality		
101.	Line Card (Four wire) Per meter with connector	Fine quality		
102.	Telephone Hand Set Card	-		
103.	Wireless Wi-Fi Device	Alfa with Antenna		
104.	Molty Back Care	Molty Foam OR Equivalent		
105.	Seat Cane	Imported		
106.	Umbrella	Fine quality		
107.	Multimedia Speaker 2.5"	Audionic OR Equivalent		
108.	Wireless Headphone	-		
109.	Network Cable (CAT-6) Roll	3M OR Equivalent		
110.	Network Patch Cables 1meter	3M OR Equivalent		
111.	Network Patch Cables 2meter	3M OR Equivalent		
112.	Network Patch Cables 5meter	3M OR Equivalent		

Name of Bidder/Firm.....

Signature. _____

Date:.....

Seal.....



Part-I (Section-II)

3. Contract Form

THIS AGREEMENT made the _____ day of _____ 20____ between **Ministry of National Food Security and Research (NFS&R)**, Government of Pakistan, having its principal place of business at 4th Floor, B-Block, Pak Secretariat, Islamabad (hereinafter referred to as the "NFS&R", which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the one part) and (name of the firm), a firm duly registered, having its head office at (complete address) (hereinafter referred to as "Supplier", which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the other part):

WHEREAS the Purchaser invited rates for Purchase of Stationery, Computer Stationery, Misc. Items, of firms / vendors and has accepted the following unit rates that shall remain valid till 30th June 2024 by the Supplier for the supply of items which shall be asked for through "Supply Orders" having therein the requisite items, quantities, delivery schedule & rate of liquidated damages against late deliveries, and shall be issued from time to time, nonetheless, the validity of selected rates may be further extended till finalization of next tender, if desired so, by mutual consent:-

S.No	Item with brand name	Unit Rate (Pak. Rs.) (with GST)
1.		
2.		

NOW THIS AGREEMENT WITNESSED 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) The Bid Form and the Price Schedule submitted by the Bidder;
 - (b) The General Conditions of Contract;
 - (c) The Special Conditions of Contract;
 - (d) The Purchaser's Notification of Award; and
 - (e) Purchase Orders which shall be issued by IPC time to time
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and 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.

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

Signed, sealed, delivered by _____ the _____ (for the Purchaser)

Signed, sealed, delivered _____ the _____ (for the Supplier)



Part-II

(Section-I)

General Conditions of Contract

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Part-II (Section-I)

GENERAL CONDITIONS OF CONTRACT

1. Definitions	<p>1.1 In this Contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none">(a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.(b) "The Contract Price" means the price which shall be payable to the Supplier under the Contract pursuant to the rates agreed in it, against the "Supply Orders" which shall be issued from time to time, for the full and proper performance of its contractual obligations.(c) "The Goods" means all of the stationery items, toners, equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract against the "Supply Orders" which shall be issued from time to time.(d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.(e) "GCC" means the General Conditions of Contract contained in this section.(f) "SCC" means the Special Conditions of Contract.(g) "The Purchaser" means the organization purchasing the Goods, as named in SCC.(h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
2. Application	<p>2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.</p>
3. Standards	<p>3.1 The Goods supplied under this Contract against the "Supply Orders" which shall be issued from time to time, shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.</p>
4. Inspections and Tests	<p>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>
<p>5. Packing</p>	<p>5.1 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.</p>
<p>6. Delivery and Documents</p>	<p>6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms which shall be specified in the Schedule of Requirements of the respective "Supply Order" that shall be issued from time to time.</p>
<p>7. Warranty</p>	<p>7.1 The Supplier warrants that the Goods especially "Toners" supplied under the Contract are 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>7.2 This warranty shall remain valid for twelve (12) months 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>7.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>7.4 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>7.5 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>
8. Payment	<p>8.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.</p> <p>8.2 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>8.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.</p> <p>8.4 The currency of payment is Pak. Rupees.</p>
9. Prices	<p>9.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.</p>
10. Contract Amendments	<p>10.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.</p>
11. Assignment	<p>11.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.</p>
12. Delays in the Supplier's Performance	<p>12.1 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>12.2 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>
13. Termination for Default	<p>13.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:</p> <p>(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; or</p>

	<p>(b) if the Supplier fails to perform any other obligation(s) under the Contract.</p> <p>(c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract.</p> <p>For the purpose of this clause:</p> <p>“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.</p> <p>13.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 17.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p>
<p>14. Force Majeure</p>	<p>14.1 Notwithstanding the provisions of GCC Clauses 12 and 13, the Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>14.2 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>14.3 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>
<p>15. Resolution of Disputes</p>	<p>15.1 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>15.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to</p>

	resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.
16. Governing Language	16.1 The Contract shall be written in the language specified in SCC. 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.
17. Applicable Law	17.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.
18. Notices	18.1 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. 18.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
19. Taxes and Duties	19.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

Part-II

(Section-II)

Special Conditions of Contract

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Part-II (Section-II)

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:** Ministry of National Food Security and Research,
4th Floor, B-Block, Pak-Secretariat, Islamabad.

2. Inspections and Tests (GCC Clause 4)

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

The Purchaser or its representative shall have the right to inspect and or to test the supplies at the destination to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. In this regard, a "Supply Order" shall be issued from time to time as per needs of IPC having therein Schedule of Requirements & Technical Specifications of the demanded items which shall be provided by the supplier. **Besides, for the delivery of toners, the Supplier shall provide the ID. Nos. printed on the packing boxes of the toners in their delivery challan for online verification of the same through original manufacturers' websites.**

3. Packing (GCC Clause 5)

GCC 5.2 – **Packing & accessories:** The bidder shall deliver the supplies as per the "supply Order", issued from time to time, at the destination in scratch less condition within proper packing with the entire manufacturer supplied accessories. With respect to toners, the same must be supplied in original packing having seal with ID. Nos. of original respective manufacturer.

4. Warranty (GCC Clause 7)

GCC 8.2—In partial modification of the provisions, the warranty period of the supplied goods, especially toners shall be **12 (Twelve) months** from date of acceptance of the supplies. The Supplier shall, in addition, comply with the performance and / or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

(a) Make such changes, modifications, and / or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 2.

5. Payment (GCC Clause 8)

GCC 8.1& 8.3 —The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

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



- (i) **On Acceptance:** Hundred (100) percent payment of the supplies delivered and received as per the respective "Supply Order", shall be made within sixty (60) working days of submission of claim supported by the acceptance certificate issued by the purchaser.

6. Prices (GCC Clause 9)

GCC 9.1—Prices shall be: Fixed.

7. Termination for Default (GCC Clause 13)

If during the currency of the period it is found that supplied items are sub –standard, defective or not genuine or from grey channel, the contract will be cancelled and Security Deposit will be forfeited and the firm will also be blacklisted

8. Resolution of Disputes (GCC Clause 15)

GCC 15.2—The dispute resolution mechanism to be applied pursuant to GCC Clause 15.2 shall be as follows:

In the case of a dispute between NFS&R and the Supplier, the dispute shall be addressed and settled in accordance with provisions of Public Procurement Rules, 2004 amended from time to time and the relevant laws of the Islamic Republic of Pakistan.

9. Governing Language (GCC Clause 16)

GCC 16.1—The Governing Language shall be: English.

10. Notices (GCC Clause 18)

GCC 18.1—Purchaser's address for notice purposes:

Section Officer (GA)
Room No. 412, 4thFloor,
B-Block, Pak-Secretariat, Islamabad
Tele: 051-9201270

—Supplier's address for notice purposes:


ZEESHAN MUSTAFA
Section Officer
M/o National Food Security & Research
Government of Pakistan
Islamabad