

**STANDARD BIDDING DOCUMENT
FOR PROCUREMENT OF DIFFERENT STORE
ITEMS
(YEAR 2020 - 21)**



**GOVERNMENT OF THE
PUNJAB**
Office of the Prosecutor General Punjab Lahore

*Standard Bidding Document – Purchase of Different Store Items
for The Year 2020-21
Government of the Punjab,
Office of the Prosecutor General Punjab Lahore*

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Bid Form & List of documents to be attached with bid

Draft of Advertisement

Estimated Rates for purpose of Bid Security

Sample of Contract

Important Note:

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

Applicability of Punjab Procurement Rules, 2014

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

1. Invitation to Bid

1.1 PPRA Rules to be followed

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

1.2 Mode of Advertisement(s)

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

The bidding document carrying all details can be downloaded from PGP's website <http://www.pg.punjab.gov.pk> and PPRA's website www.ppra.punjab.gov.pk for information only. All prospective bidders are required to register themselves with the Assistant Director (F&B), O/o PGP after payment or depositing an amount of **Rs.1,000/-** in Government of the Punjab account.

1.3 Type of Open Competitive Bidding

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

- (i) the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
- (ii) the envelopes shall be marked as "Financial Proposal" and "Technical Proposal";
- (iii) in the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;
- (iv) the procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- (v) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vi) after the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- (vii) The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
- (viii) The lowest evaluated bidder shall be awarded the contract.

2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by Bid Security, as per provisions of this tender document clause "Bid Security" of this document in favor of "**PROSECUTOR GENERAL PUNJAB**". The bids along with the Security, Tender Forms, Affidavits, etc., must be delivered into the Tender Box, placed in the office of the Prosecutor General Punjab, 1st Floor Kasuri Tower, 4-Fane Road Lahore on or before 02:00 PM on **[06th, November, 2020]**. The Technical bids shall be publicly opened on the

same day at 03:00 PM on [06th, November, 2020]. In case the last date of bid submission falls in / within the official holidays / weekends, the last date for submission of the bids shall be the next working day.

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

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

It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

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

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

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

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

Primary Contact

Assistant Director (B&F)
Office of the Prosecutor General Punjab
Phone.042-99214868, 0300-4578223
1st Floor, Kasuri Tower, 4-Fane Road Lahore

Secondary Contact

Deputy Prosecutor General/DDO
Office of the Prosecutor General Punjab
Phone.042-99213092, 0300-9287779
1st Floor, Kasuri Tower, 4-Fane Road Lahore

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

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder’s authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection

with the preparation or delivery of bids.

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

TERMS AND CONDITIONS OF THE BID

3. Definitions

- 3.1 In this document, unless there is anything repugnant in the subject or context:
- 3.2 "**Authorized Representative**" means any representative appointed, from time to time, by the Purchaser or the Contractor / Bidder.
- 3.3 "**Availability and Reliability**" means the probability that suppliers shall be operationally ready to perform its function when called upon at any point in time.
- 3.4 "**Bidder/Tenderer**" means the interested Firm/Company/Supplier/Distributors/ individual / AOP that may provide or provides the Stationery Items, Printing & Publications, Computer Stationery, Electrical, Crockery, Toiletry Items and related services to any of the public/private sector organization under the contract and have registered for the relevant business thereof.
- 3.5 "**Commencement Date of the Contract**" means the date of signing of the Contract between the Purchaser and the Contractor.
- 3.6 "**Contract**" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- 3.7 "**Contractor / Vendor**" means the Bidder whose Bid has been accepted and awarded Letter of Acceptance for a specific item followed by the Contract signed by the Purchaser.
- 3.8 "**Contract Price**" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- 3.9 "**Defects Liability Expiry Certificate**" means the certificate to be issued by the purchaser to the Contractor, in accordance with the Contract.
- 3.10 "**Day**" means calendar day.
- 3.11 "**Defects Liability Period**" means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damage in Goods and Services provided, under the Contract.
- 3.12 "**Force Majeure**" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 3.13 "**Goods**" means Stationery Items, Printing & Publications, Computer Stationery, Electrical, Crockery, Toiletry Items which the Contractor is required to supply to the Purchaser under the Contract.
- 3.14 "**Person**" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- 3.15 "**Prescribed**" means prescribed in the Tender Document.
- 3.16 "**Purchaser**" means the office of the Prosecutor General Punjab or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- 3.17 "**Origin**" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.18 "**Services**" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is required to provide to the Purchaser under the Contract.
- 3.19 "**Works**" means work to be done by the Contractor under the Contract.

- 3.20 “**Eligible**” is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan

4. Headings and Titles

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

5. Notice

- 5.1 In this document, unless otherwise specified, wherever provision is made for exchanging notice, certificate, order, consent, approval or instructions amongst the Contractor and the Purchaser, the same shall be:

5.1.1 in writing;

5.1.2 issued within reasonable time;

5.1.3 served by sending the same by courier or registered post to their principal office in Pakistan or such other address as they shall notify for the purpose; and

5.1.4 The words "notify", "certify", "order", “consent”, “approve”, "instruct", shall be construed accordingly.

6. Tender Scope

- 6.1 Prosecutor General Punjab (PGP), (hereinafter referred to as “the Purchaser”) invites / requests Proposals (hereinafter referred to as “the Tenders”) for supply, of different store items “Stationery, Printing & Publication, Computer Stationery, Crockery, Electrical, Lubricants, Auto Parts and Toiletry Items etc.”).

7. Tender Eligibility/Qualification Criteria

7.1 Eligible Bidder/Tenderer is a Bidder/Bidder who:

7.1.1 Has a registered individual/incorporated company/firm in Pakistan with relevant business experience.

7.1.2 Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate);

7.1.3 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN) & professional tax registration;

7.1.4 Experienced in sales or supply business such as “Stationery, Printing & Publication, Computer Stationery, Crockery, Electrical and Toiletry Items etc.”).

7.1.5 Is authorized dealer/distributor/agent if required.

7.1.6 Has not been blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority;

7.1.7 Has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.

7.1.8 Is provider of authorized Services or authorized dealer / agent of original manufacturer of Goods or provider of Services, where applicable.

7.1.9 Conforms to the clause of “Responsiveness of Bid” given herein this tender document.

7.1.10 Goods and Services can only be supplied / sources / routed from “origin” in “eligible” member countries.

a. “**Eligible**” is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.

b. "**Origin**" shall be considered to be the place where the Goods are produced or from which the Services are provided. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

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

8. Tender Cost

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

9. Joint Venture

Joint venture is not eligible for this tender.

10. Examination of the Tender Document

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

11. Clarification of the Tender Document

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

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

12. Amendment of the Tender Document

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

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

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

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

13. Preparation / Submission of Tender

13.1 The bidder shall provide bids for **each item** mentioned in **each lot** separately. The bidder may participate in one or more or all lots but he has to provide all items mentioned in desired lot.

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

13.3 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Tenderer or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted.

13.4 The Tender shall be in two parts i.e. the technical proposal and the financial proposal.

13.5 Technical Proposal shall comprise the following, **without quoting the price**. Quoting of price in technical bid shall be rejected.

13.6 Technical Proposal Form

13.6.1 All Bid Documents duly signed and stamped by authorized representative.

13.6.2 Certificate from the bidder regarding genuineness of items.

13.6.3 Evidence of eligibility of the Tenderer and the Goods

13.6.4 Certificate of conformity of the Goods / the Services to the Tender Document

13.6.5 Undertaking and evidence that the quoted Goods are genuine, brand new, non-refurbished, un-altered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials if applicable.

13.6.6 Technical Brochures / Literature

13.6.7 Details of Warranty and After-Sale Service at office of Prosecutor General Punjab, Lahore.

13.6.8 Submission of undertaking that the firm is not blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority.

13.6.9 The Contractor's financial capacity to mobilize and sustain the Supply of goods is imperative. In the Proposal, the Bidder is required to provide information about its financial status. This requirement can be met with by submission of income tax return for the last one (01) year.

13.6.10 The statement must be signed by the authorized representative of the Bidder

13.6.11 Valid Registration Certificate for Income Tax & Sales Tax

13.7 The Financial Proposal shall comprise the following:

13.7.1 Financial Proposal Form

13.7.2 Quoted Price detail list

13.8 Bid Security, as per provisions of the clause Bid Security of this document

13.9 The Tenderer shall seal the Original Technical Proposal in an envelope duly marked as under:

Original Technical Tender for

Tender Name. [Name of Tender]

Tender No. _____

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

13.10 The Tenderer shall follow the same process for the Financial Bid / Tender.

13.11 The Tenderer shall again seal the sealed envelopes of Original Technical Proposal and the Original Financial Proposal in an outer envelope, duly marking the envelope as under:

Original Tender for

Tender Name. [Name of Tender]

Tender No. _____

Strictly Confidential

[Name of the Purchaser]

[Address of the Purchaser]

[Name of the Tenderer]

[Address of the Tenderer]

[Phone No. of the Tenderer]

13.12 The Tender shall be dropped in the prescribed Tender Box placed in the Purchaser's office, during office hours, up to due date and time.

13.13 This is made obligatory to affix authorized signatures with official seal on all documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the tenderer.

14. Tender Price

14.1 The quoted price shall be for all items mentioned in each desired category and also shall be:

14.1.1 Best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;

14.1.2 In Pak Rupees;

14.1.3 Inclusive of all taxes, duties, levies, insurance, freight, etc. except 17% GST if applicable;

14.1.4 Including all charges up to the delivery point as provided by procuring.

14.2 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

14.3 In case of locally produced Equipment/Service, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item.

15. Bid Security

15.1 The Tenderer shall furnish the Bid Security as under:

15.1.1 For a sum equivalent to **05%** of the Total Tender **Estimated Price** mentioned against each item / category in price schedule in the form of Demand Draft / Pay Order / Call Deposit Receipt (CDR) / bank guarantee, issued by a scheduled bank operating in Pakistan, in the name of the Purchaser, as per the format provided in the Tender Document;

15.1.2 Denominated in Pak Rupees;

15.1.3 **As part of Financial bid envelope**, failing which will cause rejection of bid.

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

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

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

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

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

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

16. Tender Validity

The Tender shall have a minimum validity period till **30.06.2021**. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

17. Modification / Withdrawal of the Tender

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

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

18. Opening of the Tender

- 18.1 Tenders (Technical Bids & Financial Bids) shall be opened at 03:00 PM. On the last date of submission of bids i.e. [06th, November, 2020], in the presence of the Tenderer(s) / representative for which they shall ensure their presence without further invitation. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.
- 18.2 The Tenderer's name, modifications, withdrawal, security, attendance of the Tenderer and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.
- 18.3 No tenderer or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during tender opening meeting at given time and location. Non-compliance will cause the rejection of respective bidder.

19. Clarification of the Tender

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser

20. Determination of Responsiveness of the Bid (Tender)

- 20.1 The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:
- 20.1.1 meets the eligibility criteria given herein this tender document/ the Goods ;
- 20.1.2 meets the Technical Specifications for the Goods against each item;
- 20.1.3 meets the delivery period / point for the Goods against each item;
- 20.1.4 in compliance with the rate and limit of liquidated damages;
- 20.1.5 offers fixed price quotations for the Goods against each item;
- 20.1.6 Is accompanied by the required Bid Security as part of financial bid envelope.
- 20.1.7 The original receipt of tender fee submitted, attached with technical bid envelope.
- 20.1.8 In compliance with the Preparation/Submission of Tender in a manner prescribed in this tender document clause-13;
- 20.1.9 Conforms to all terms and conditions of the Tender Document, without material deviation or reservation.
- 20.2 A material deviation or reservation is one which affects the scope, quality or performance of the Goods or limits the Purchaser's rights or the Tenderer's obligations under the Contract.
- 20.3 The Tender determined as not substantially responsive shall not subsequently be made responsive by the Tenderer by correction or withdrawal of the material deviation or reservation. However, the Purchaser may waive off any minor non-conformity or inconsistency or informality or irregularity in the Tender.

21. Correction of errors / Amendment of Tender

- 21.1 The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:
- 21.1.1 if there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
- 21.1.2 if there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as

quoted shall govern and the unit rate shall be corrected.

- 21.1.3 if there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 21.2 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.
- 21.3 Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 21.4 No credit shall be given for offering delivery period earlier than the specified period.

22. MANDATORY / TECHNICAL EVALUATION CRITERIA

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

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

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

Category	Description	Points
Legal (Mandatory)	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory
	Valid Income Tax Registration	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Submission of undertaking that the firm is not blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority on stamp paper worth of Rs.100/-.	Mandatory
	Compliance to the technical specifications of goods (all items) to be procured mentioned vide (Annexure-A) of this document	Mandatory
	Undertaking to full compliance of the Execution Schedule and Delivery Period mentioned in tender document.	Mandatory
	Income tax return and sales tax return of last year	Mandatory
	Professional Tax Certificate	Mandatory
Mandatory	Every Bidder shall mention the brand name with specifications in his technical bid of each item.	

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

23. FINANCIAL PROPOSAL EVALUATION

- 23.1 Financial Bids of Technically qualified/successful bidder(s)/Tenderer(s) shall be opened on same date. The Financial Proposals will be opened in the presence of the Bidders.
- 23.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc except 17% GST. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- 23.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

- 23.2.2 In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;
- 23.2.3 In evaluation of the price of articles/goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes except 17% GST and any other.
- 23.2.4 Delivery Expenditures should be included in offered rates as per delivery schedule provided by the purchaser at Lahore or any other city of the Punjab.
- 23.3 The Purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

24. Rejection / Acceptance of the Bid

- 24.1 The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions. The Purchaser may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Rule 35 of Punjab Procurement Rules, 2014).
- 24.2 The Tender shall be rejected if it is:
- 24.2.1 substantially non-responsive in a manner prescribed in this tender document clause-20; or
 - 24.2.2 submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
 - 24.2.3 incomplete, un-sealed, un-signed, printed (hand written), partial, conditional, alternative, late; or
 - 24.2.4 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
 - 24.2.5 the Tenderer refuses to accept the corrected Total Tender Price; or
 - 24.2.6 the Tenderer has conflict of interest with the Purchaser; or
 - 24.2.7 the Tenderer tries to influence the Tender evaluation / Contract award; or
 - 24.2.8 the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
 - 24.2.9 the Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria (Clause-7);
 - 24.2.10 the Tenderer fails to meet the evaluation criteria requirements (clause-22);
 - 24.2.11 the tenderer has been blacklisted by any public or private sector organization;
 - 24.2.12 the tendered has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
 - 24.2.13 there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
 - 24.2.14 the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.

25. Award Criteria

- 25.1. At first step, eligible bidder(s)/tenderer(s) as per clause-7 of Tender Eligibility of this tender document fulfilling the qualification and technical evaluation criteria against each item will stand technically qualified.

- 25.2. At second step, technically qualified and successful bidder(s)/tenderer(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities against each item, irrespective of their score in the previous step.

26. Acceptance Letter

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

27. Performance Security

- 27.1 The successful Tenderer/The Contractor against shall furnish Performance Security as under:

- 27.1.1 within three (03) days of the receipt of the Acceptance Letter from the Purchaser;
- 27.1.2 in the form of Call Deposit Receipt (CDR) issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document;
- 27.1.3 for a sum equivalent to **10%** of the contract value;
- 27.1.4 denominated in Pak Rupees;
- 27.1.5 have a minimum validity period until the date of expiry of warranty period i.e. **01 Year** support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.

- 27.2 The Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:

- 27.2.1 If the Contractor commits a default under the Contract;
- 27.2.2 If the Contractor fails to fulfill the obligations under the Contract;
- 27.2.3 If the Contractor violates any of the terms and conditions of the Contract.

- 27.3 The Contractor shall cause the validity period of the performance security to be extended for such period(s) as the contract performance may be extended. The Performance Security shall retain by the purchaser till expiry of warranty period of supplied items and be returned to the Tenderer within thirty working days after the expiry of its validity & warranty period on written request from the Contractor.

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

28 Schedule of Delivery

- 28.1 The delivery period shall be **15** days for general items and **20** days for printing items w.e.f the date of issuance of Supply / Purchase Order (without penalty) in the office of Prosecutor General Punjab, Kasuri Tower 4 Fane Road Lahore. The bidder would bear transportation charges. The delivery period may be extended by the Procuring Agency if necessary but it shall not be more than 10 days.

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

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

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

Award of Contract

29. Acceptance of Bid and Award criteria

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

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

29.3 Notification of Award

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

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

29.4 Signing of Contract

29.4.1 At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the Procuring Agency shall send the Bidder the Contract form provided in the bidding documents and contract will be signed on stamp paper provided by the bidder @ **0.25%** of the total value of the contract. In pursuance of rule 2(sa) & 15 of the Punjab Procurement Rules, 2014, the procuring agency may sign framework contract with successful bidder till the bid validity period i.e **30.06.2021** and also issue supply order time to time as per need, requirement & availability of budget.

30 Redressal of grievances by the procuring agency

30.1 The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

30.2 Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.

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

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

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

ANNEXURE-A**TECHNICAL SPECIFICATIONS OF GOODS**

<u>LOT No. 01</u>		<u>STATIONERY ITEMS</u>	
Sr. No	Name of Items	Specifications	Quantity
1	Pin Remover	Dollar or equivalent best quality	10
2	Scotch Tape	1" Dear or equivalent 50 Yards best quality	100
3	Stock Register	Koh-i-Noor or equivalent 500 Pages Hard Binding 60g paper	5
4	Flag Color	China 04 Pieces Best Quality	100
5	Paper Clip	China Best Quality	100
6	Envelop 11x5 Khaki	Fine Paper Best Quality	5000
7	Envelop 11x5 White	Fine Paper Best Quality	5000
8	Paper Cutter	China Best Quality	50
9	Double Punch	China Best Quality	10
10	Stapler Machine Medium	Kangro HP-45 full steel or Equivalent As per sample	100
11	Photocopy paper A/4	80grm 500 Pages Copy Mate Plus or Equivalent Best Quality	500
12	Short Hand Book	70 grm Hard Binding 100 Pages	30
13	Steel Scale	12" Dear or Equivalent Best Quality	50
14	Gum Bottle	Dollar 142Grm best quality or Equivalent	50
15	Routine Sheet Legal	80grm 500 Pages Best Quality	50
16	Stamp Pad	Doller or Equivalent Economy Size Best Quality	50
17	Envelop F/S Khaki	Fine Paper Best Quality	5000
18	Dak Pad Folder	Rexion with pocket & Clip Large Size Best Quality	20
19	Binding Tape	Fuji or Equivalent 02" 50 Yards Best Quality	300
20	Drafting Pad Legal	50 pages 80grm page Hard Binding	200
21	Blank Register Large	70 grm 200 pages Hard Binding	200
22	Pokker	Steel Best Quality	30
23	Highlighter	Dollar or Equivalent Best Quality	200
24	Stapler Pin Heavy Duty	Doller or Equivalent Best Quality	50
25	Photo Copy Paper Legal	80grm 500 Pages Copy Mate Plus or Equivalent Best Quality	1000
26	Gum Stick	Doller or Equivalent 20gm Best Quality	100
27	Blank Register Medium	70 grm 100 Pages Hard Binding As per sample	50
28	Permanent Marker	Dollar or Equivalent Best Quality	50
29	Binding Sheet Paper	Different Colors (Pink, Green, Yellow) legal size 100 pages	20
30	Flapper Laces	Best Quality with Laces and Pasting as per Sample	5000
31	Register Extra Large	70 grm 400 pages Best Quality as per Sample	50
32	Sharpener	Dux or Equivalent	100
33	Eraser	Dux or Equivalent	100

34	Fluid Pen	Dux or Equivalent 07 ml	100
35	Ball Point	Piano Dollar Clipper, or Equivalent	3000
36	Lead Pencil	Gold Fish 2-HB 5000 or Equivalent	1500
37	Uniball Fine Delux	Uniball Fine Delux Different Colors or Equivalent	500
38	Signo Pointer	Uniball Signo or Equivalent	500
39	Envelop F/S White	Fine Paper Legal Size Best Quality	1000
40	Table Set	Kaligon Leather or Equivalent best quality	10
41	Packing Tape	Dollar or Equivalent Best Quality	50
42	Doori Paking	Palastic 100 meters Best Quality	100
43	Stamp Pad Ink	Dollar or Equivalent Best Quality	20

LOT No.02 PRINTING & PUBLICATION			
Sr. No	Name of Items	Specifications	Quantity
1	File Cover Office	Legal Size Art Card 300 grm Monogram Printing Creasing & Koka Pasting with plastic tape in inner side as per sample	10000
2	File Cover Court	Legal Size Art Card 300 grm Monogram Printing Creasing & Koka Pasting with plastic tape in inner side as per sample	5000
3	Printed Officer Diary Cover	Rexion Printed Size Medium as per sample	100
4	Magic Flapper Rexion	Rexion Printed with Magic as per Sample	2000
5	File Cover High Court Appeal	Legal Size Art Card 300 grm Monogram Printing Creasing & Koka Pasting with laces & plastic tape on all sides, As per sample	5000
6	Urgent Form	Legal Size 68gm Paper As per Sample	5000
7	Nakkal Form (Copy Form) For Supreme Court	Legal Size 68gm Paper As per Sample	5000

LOT No. 03 ELECTRICAL ITEMS / COST OF OTHER STORE			
Sr. No	Name of Items	Specifications	Quantity
1	Calculator	12 Digit Casio (MJ 120D Plus) Original or Equivalent	10
2	Telephone Set	Panasonic 934 CID Original or Equivalent Best Quality Best Quality	10
3	Batteries for UPS	165 amp AGS or Equivalent	50
4	Door Bell	Wireless Battery-Operated Best Quality As per sample	10
5	LED Bulub	Philips 20 Watt or Equivalent Best Quality Different Colours	200
6	Extension Lead	15feet Wire 02 Sockits two pin, 02 Sockets with Three Pin Two Button As per Sample	30
7	Water Dispencer	Orient (531) 03 Taps with Refrigerator Cabinet, Cool Tank Storage & Hot Tank Storage as per sample or Equivalent	10
8	UPS	ECO Star IR-2460-B Capacity 1600 Watts, 24-Volt DC, Support for two wet batteries, Output 220 Volts or equivalent as per sample	5

LOT No. 04 CROCKERY ITEMS / OTHERS

Sr. No	Name of Items	Specifications	Quantity
1	Tea, Milk and Sugar Pot	Ceramic Standard Size Best Quality As per sample	10
2	Plate Medium Size	Melamine Best Quality as per sample	100
3	Glass	Toyo Nasic Or Equivalent Best Quality As per Sample	300
4	Spoon Table	Stenless Steel Best Quality As per Sample	200
5	Spoon Tea	Stenless Steel Best Quality As per Sample	200
6	Plate Small	Melamine Best Quality as per sample	150
7	Plate Large	Melamine Best Quality as per sample	100
8	Tea Set	6+6 Best Quality As per Sample	20
9	Jug	Toyo Nasic Or Equivalent Best Quality As per Sample	20
10	Water Cooler	30 Litter Plastic Best Quality As per sample	10
11	Fork	Stenless Steel Best Quality As per Sample	100
12	Knife	Stenless Steel Best Quality As per Sample	50

LOT No. 05 COMPUTER STATIONERY

Sr. No	Name of Items	Specifications	Quantity
1	Key Board	Dell China USB Best Quality	10
2	Mouse	Laser Dell China USB or Equivalent Best Quality	20
3	Computer Paper A/4	Imported HP Brand or Equvalant 80grm 500 Sheets Best Quality	500
4	Flash Drive	16-GB Kingston Steel Body or Equivalent Best Quality	20
5	Computer Paper Legal	Imported HP Brand or Equvalant 80grm 500 Sheets Best Quality	500

LOT No. 06 PRINTER TONERS (COMPUTER STATIONERY)

Sr. No	Name of Items	Specifications	Quantity
1	Printer Toner Hp 400 (80-A)	Original HP 80-A	10
2	Printer Toner Hp M-402dn (26-A)	Original HP 26-A	50

LOT No. 07 PHOTOCOPY TONER (COMPUTER STATIONERY)

Sr. No	Name of Items	Specifications	Quantity
1	Photocopy Toner Toshiba E-Studio 2508-A	Original Toshiba Brand T-3008-P	25

LOT No. 08 TOILETRY ITEMS / OTHERS

Sr. No	Name of Items	Specifications	Quantity
1	Wiper	Steel Rode Best Quality As per sample	10
2	Dash Board Polish	Cosmic 450-ml or Equivalent best quality As per sample	100
3	Surf	475 grm Bonus or Equivalent	100
4	Towel Special Quality	Large Size Best Quality As per sample	20
5	Acid	600 ml Tyfon / Sweep or Equivalent Best Quality	200
6	Phynele Tablet	21 Tablets in 01 Pkt SWAN Brand or Equivalent Best Quality	100
7	Body Polish	Cosmic Kangaroo or Equivalent Standard Size best quality	50
8	Phenyle Liquid	Tyfone or Equivalent 01 Liter Pack Best Quality	100
9	Broom Stick	Best Quality	10
10	Dust Bin	Plastic Large Size Best Quality	50
11	Tissue Roll	Rose Pettal or Equivalent	400
12	Towel for Cleaning	Best Quality per KG	50
13	Lemon Max Soap	125 gms Lemon Max or Equivalent	100
14	Lemon Max Liquid	275-ml Lemon Max or Equivalent	100
15	Scoth Brite	Standard Size Best Quality	200
16	Hand Wash	250-ml Detol or Equivalent	50
17	Air Freshner for Machine	Fresco or Equivalent Rose Fragrance	20
18	Mosquito Spray	Kingtox 300ml or Equivalent	150
19	Air Freshner	Cobra or Equivalent Different Fragrance 300ml best quality	100
20	Tissue Box	Rose Petal Pop Up or Equivalent	400
21	Duster	Fulanain best quality Large Size	800
22	Surface Cleaner	Dettol 500-ml or Equivalent	200
23	Washroom Cleaning Brush	Standard Size Best Quality	10
24	Soap	Safeguard 95-grm or Equivalent	300

<u>LOT No. 09</u>		<u>AUTO PARTS</u>	
Sr. No	Name of Items	Specifications	Quantity
1	Oil Filter 151	Guard or Equivalent Best Quality	50
2	Oil Filter 156	Guard or Equivalent Best Quality	50
3	Oil Filter 158	Guard or Equivalent Best Quality	50
4	Air Filter 2011	Guard or Equivalent Best Quality	50
5	Air Filter 1050	Guard or Equivalent Best Quality	50
6	Air Filter 2012	Guard or Equivalent Best Quality	50
7	Air Filter 2022	Guard or Equivalent Best Quality	50
8	Air Filter CD-70	Honda or Equivalent Best Quality	50

<u>LOT No. 10</u>		<u>LUBRICANTS</u>	
Sr. No	Name of Items	Specifications	Quantity
1	Engine Oil Blue 5-W-30	Engine Oil (5-W-30) 4 Liter Pack (PSO,Shell, Zic,Caltex/Equivalent)	30
2	Engine Oil Yellow 10-W-40	Engine Oil (10-W-40) 4 Liter Pack Blue (Caltex, Shell, Zic or Equivalent)	200
3	Engine Oil 0.7-L	Engine Oil for CD-70, 0.7 Litter Pack (PSO, Caltex, Shell/Equivalent)	40

<u>LOT No. 11</u>		<u>PRINTING OF ANNUAL REPORTS 2016 & 2017</u>	
Sr. No	Name of Items	Specifications	Quantity
1	Annual Report 2017	SIZE: - 7.5" x 10.5" TITLE Card: 300gm Art Card Printing: 4 + 4 Color Lamination: Shine / Matt INNER Paper: 28gm Art Paper Printing: 4 + 4 Color Pages: 57 BINDING Pin Binding (As per sample available in office)	200

2	Annual Report 2018	SIZE: - 7.5" x 10.5" TITLE Card: 300gm Art Card Printing: 4 + 4 Color Lamination: Shine / Matt INNER Paper: 128gm Art Paper Printing: 4 + 4 Color Pages: 61 BINDING Pin Binding (As per sample available in office)	200
3	Annual Report 2019	SIZE: - 7.5" x 10.5" TITLE Card: 300gm Art Card Printing: 4 + 4 Color Lamination: Shine / Matt INNER Paper: 128gm Art Paper Printing: 4 + 4 Color Pages: 85 BINDING Pin Binding (As per sample available in office)	200

<u>LOT No. 12</u>		<u>UNIFORM</u>	
Sr. No	Name of Items	Specifications	Quantity
1	Shalwar Kameez	White Colour, Wash & Wear Cloth including stitching full ready best quality As per sample	20
2	Waist Coat	Black Colour, including stitching full ready best quality As per sample	20
3	Shoes	Makishan, BATA, SERVICE or Equivalent as per sample	20

Note: - Every Bidder shall mention the brand name in his technical specifications of each item mentioned in all lots.

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-B

Technical Proposal Submission Form

[Location, Date]

To _(Name and address of Purchaser)_

Dear Sir,

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

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

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

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

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

ANNEXURE-C

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To _(Name and address of Purchaser)_

Dear Sir,

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

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

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

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

Signed

In the capacity of:

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

Date:

ANNEXURE-D

Price Schedule

Name of Bidder _____

Tender No. _____

Sr. No.	Name of Item with specifications	Quantity	Unit Rate (Inclusive Taxes without 17% GST)	Amount of GST 17%	Unit Rate (Incl. all Taxes)	Total Cost (Incl. all Taxes)
1						
2						
Total Bid Price						

Sign and Stamp of Bidder _____

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

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

BID FORM

Date:-

Tender No:

To,

The Prosecutor General Punjab
1st Floor Kasuri Tower, 4 Fane Road Lahore

Respected Sir

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

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

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

We agree to abide by this bid till **30.06.2021** from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

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

Name and address of bidder

Total Amount of Bid Rs.

Dated this day of ,, 202---

Signature

(In the capacity of)

Duly authorized to sign bid for and on behalf of

Attachment

PROFILE OF THE BIDDER

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

LIST OF DOCUMENTS TO BE ATTACHED
WITH TECHNICAL BID

Sr. No.	Description	Status
1.	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan	Mandatory
2.	Certificate of Valid Income Tax Registration	Mandatory
3.	Certificate of Valid General Sales Tax Registration	Mandatory
4.	Online print of Status Active with FBR (ATL)	Mandatory
5.	Submission of undertaking that the firm is not blacklisted and not involved in pending litigation before Punjab Procurement Regulatory Authority on stamp paper worth of Rs.100/-.	Mandatory
6.	Compliance to the technical specifications of goods to be procured.	Mandatory
7.	Undertaking to full compliance of the Execution Schedule and Delivery Period mentioned in tender document.	Mandatory
8.	Income Tax Return and sales tax return of last year.	Mandatory
9.	CDR @5% of the estimated value in technical bid.	Mandatory
10.	Professional Tax Certificate	Mandatory
11.	Every Bidder shall mention the brand name with specifications in his technical bid of each item.	Mandatory



**OFFICE OF THE
PROSECUTOR GENERAL
PUNJAB**

TENDER NOTICE

Office of the Prosecutor General Punjab, Lahore requires procurement mentioned below items and invites tenders from the firms registered with Sales Tax and Income Tax Authorities for Financial Year 2020-21. The bidder will provide separately financial bid and technical bid both enclosed in a single envelope, for each lot of procurement. The bidder shall provide bids for **each item** mentioned in **each lot** separately. The bidder may participate in one or more or all lots but he has to provide all items mentioned in desired lot. The lots of procurement are given below: -

- | | | |
|-------------------------------------|---------------------------------------|-----------------------------|
| 01. Stationery, | 02. Printing & Publication, | 03. Electrical Items |
| 04. Crockery Items, | 05. Computer Stationery, | 06. Printer Toners |
| 07. Photocopy Machine Toners | 08. Toiletry Items | 09. Auto Parts |
| 10. Lubricants | 11. Printing of Annual Reports | 12. Uniform |

The detail list of tender documents along with complete specification can be obtained from office of the undersigned from the date of publication of notice, at 1st Floor, Kasuri Tower, 4-Fane Road Lahore on payment of **Rs.1000/-** in favour of Prosecutor General Punjab, Lahore (Non-refundable) on or before **06th, November, 2020**. The desirous firms will put its sealed tenders along with bid security amounting to **5%** of estimated value of items in the form of CDR, drawn in favour of Prosecutor General Punjab in the Tender Box placed in office of the Prosecutor General Punjab Lahore 1st Floor, Kasuri Tower, 4-Fane Road Lahore before 02:00 PM till **06th, November, 2020**. The tender will be opened on the same day at 03:00 P.M in the presence of owner of firm / bidders or authorized representatives of the firms. Authorities have all the rights to reject all the tenders under Punjab Procurement Rules, 2014. Single stage two envelope procedure of bidding will be adopted under rule 38(2), of Punjab Procurement Rules, 2014.

(ASSISTANT DIRECTOR (B&F))

Office of the Prosecutor General, Punjab
1st Floor, Kasuri Tower, 4-Fane Road, Lahore
Ph. No. 042-99214868

ESTIMATED PRICE

LOT No. 01 STATIONERY ITEMS					
Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	Pin Remover	Dollar or equivalent best quality	10	50	500
2	Scotch Tape	1" Dear or equivalent 50 Yards best quality	100	40	4000
3	Stock Register	Koh-i-Noor or equivalent 500 Pages Hard Binding 60g paper	5	480	2400
4	Flag Color	China 04 Pieces Best Quality	100	45	4500
5	Paper Clip	China Best Quality	100	40	4000
6	Envelop 11x5 Khaki	Fine Paper Best Quality	5000	1	5000
7	Envelop 11x5 White	Fine Paper Best Quality	5000	1.5	7500
8	Paper Cutter	China Best Quality	50	40	2000
9	Double Punch	China Best Quality	10	150	1500
10	Stapler Machine Medium	Kangro HP-45 full steel or Equivalent As per sample	100	470	47000
11	Photocopy paper A/4	80grm 500 Pages Copy Mate Plus or Equivalent Best Quality	500	700	350000
12	Short Hand Book	70 grm Hard Binding 100 Pages	30	80	2400
13	Steel Scale	12" Dear or Equivalent Best Quality	50	40	2000
14	Gum Bottle	Dollar 142Grm best quality or Equivalent	50	20	1000
15	Routine Sheet Legal	80grm 500 Pages Best Quality	50	750	37500
16	Stamp Pad	Doller or Equivalent Economy Size Best Quality	50	50	2500
17	Envelop F/S Khaki	Fine Paper Best Quality	5000	3	15000
18	Dak Pad Folder	Rexion with pocket & Clip Large Size Best Quality	20	360	7200
19	Binding Tape	Fuji or Equivalent 02" 50 Yards Best Quality	300	95	28500
20	Drafting Pad Legal	50 pages 80grm page Hard Binding	200	70	14000
21	Blank Register Large	70 grm 200 pages Hard Binding	200	180	36000
22	Pokker	Steel Best Quality	30	40	1200
23	Highlighter	Dollar or Equivalent Best Quality	200	25	5000
24	Stapler Pin Heavy Duty	Doller or Equivalent Best Quality	50	140	7000
25	PhotoCopy Paper Legal	80grm 500 Pages Copy Mate Plus or Equivalent Best Quality	1000	750	750000
26	Gum Stick	Doller or Equivalent 20gm Best Quality	100	65	6500
27	Blank Register Medium	70 grm 100 Pages Hard Binding As per sample	50	100	5000
28	Permanent Marker	Dollar or Equivalent Best Quality	50	20	1000

29	Binding Sheet Paper	Different Colors (Pink, Green, Yellow) legal size 100 pages	20	190	3800
30	Flapper Laces	Best Quality with Laces and Pasting as per Sample	5000	9	45000
31	Register Extra Large	70 grm 400 pages Best Quality as per Sample	50	400	20000
32	Sharpner	Dux or Equivalent	100	7	700
33	Eraser	Dux or Equivalent	100	8	800
34	Fluid Pen	Dux or Equivalent 07 ml	100	35	3500
35	Ball Point	Piano Dollar Clipper, or Equivalent	3000	7	21000
36	Lead Pencil	Gold Fish 2-HB 5000 or Equivalent	1500	6	9000
37	Uniball Fine Delux	Uniball Fine Delux Different Colors or Equivalent	500	100	50000
38	Signo Pointer	Uniball Signo or Equivalent	500	50	25000
39	Envelop F/S White	Fine Paper Legal Size Best Quality	1000	5	5000
40	Table Set	Kaligon Leather or Equivalent best quality	10	1100	11000
41	Packing Tape	Dollar or Equivalent Best Quality	50	60	3000
42	Doori Paking	Palastic 100 meters Best Quality	100	50	5000
43	Stamp Pad Ink	Dollar or Equivalent Best Quality	20	20	400
TOTAL					1553400
GST					264078
Grand Total					1817478

LOT No.02 PRINTING & PUBLICATION					
Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	File Cover Office	Legal Size Art Card 300 grm Monogram Printing Creasing & Koka Pasting with plastic tape in inner side as per sample	10000	19	190000
2	File Cover Court	Legal Size Art Card 300 grm Monogram Printing Creasing & Koka Pasting with plastic tape in inner side as per sample	5000	18	90000
3	Printed Officer Diary Cover	Rexion Printed Size Medium as per sample	100	120	12000
4	Magic Flapper Rexion	Rexion Printed with Magic as per Sample	2000	25	50000
5	File Cover High Court Appeal	Legal Size Art Card 300 grm Monogram Printing Creasing & Koka Pasting with laces & plastic tape on all sides, As per sample	5000	20	100000
6	Urgent Form	Legal Size 68gm Paper As per Sample	5000	2	10000
7	Nakkal Form (Copy Form) For Supreme Court	Legal Size 68gm Paper As per Sample	5000	2	10000
TOTAL					462000
GST					78540
Grand Total					540540

LOT No. 03 ELECTRICAL ITEMS / COST OF OTHER STORE

Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	Calculator	12 Digit Casio (MJ 120D Plus) Original or Equivalent	10	1200	12000
2	Telephone Set	Panasonic 934 CID Original or Equivalent Best Quality Best Quality	10	2000	20000
3	Batteries for UPS	165 amp AGS or Equivalent	50	15500	775000
4	Door Bell	Wireless Battery Operated Best Quality As per sample	10	450	4500
5	LED Bulub	Philips 20 Watt or Equivalent Best Quality Different Colours	200	450	90000
6	Extension Lead	15feet Wire (Gage) 02 Sockits two pin, 02 Sockets with Three Pin Two Button As per Sample	30	800	24000
7	Water Dispencer	Orient (531) 03 Taps with Refrigerator Cabinet, Cool Tank Storage & Hot Tank Storage as per sample or Equivalent	10	16000	160000
8	UPS	ECO Star IR-2460-B Capacity 1600 Watts, 24-Volt DC, Support for two wet batteries, Output 220 Volts or equivalent as per sample	5	22000	110000
TOTAL					1195500
GST					203235
Grand Total					1398735

LOT No. 04 CROCKERY ITEMS / OTHERS

Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	Tea, Milk and Sugar Pot	Ceramic Standard Size Best Quality As per sample	10	50	500
2	Plate Medium Size	Melamine Best Quality as per sample	100	110	11000
3	Glass	Toyo Nasic Or Equivalent Best Quality As per Sample	300	50	15000
4	Spoon Table	Stenless Steel Best Quality As per Sample	200	35	7000
5	Spoon Tea	Stenless Steel Best Quality As per Sample	200	32	6400
6	Plate Small	Melamine Best Quality as per sample	150	80	12000
7	Plate Large	Melamine Best Quality as per sample	100	150	15000
8	Tea Set	6+6 Best Quality As per Sample	20	1500	30000
9	Jug	Toyo Nasic Or Equivalent Best Quality As per Sample	20	260	5200

10	Water Cooler	30 Litter Plastic Best Quality As per sample	10	650	6500
11	Fork	Stenless Steel Best Quality As per Sample	100	35	3500
12	Knife	Stenless Steel Best Quality As per Sample	50	50	2500
TOTAL					114600
GST					19482
Grand Total					134082

LOT No. 05 COMPUTER STATIONERY

Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	Key Board	Dell China USB Best Quality	10	450	4500
2	Mouse	Laser Dell China USB or Equivalent Best Quality	20	350	7000
3	Computer Paper A/4	Imported HP Brand or Equivalent 80grm 500 Sheets Best Quality	500	750	375000
4	Flash Drive	16-GB Kingston Steel Body or Equivalent Best Quality	20	800	16000
5	Computer Paper Legal	Imported HP Brand or Equivalent 80grm 500 Sheets Best Quality	500	820	410000
TOTAL					812500
GST					138125
Grand Total					950625

LOT No. 06 PRINTER TONERS (COMPUTER STATIONERY)

Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	Printer Toner Hp 400 (80-A)	Original HP 80-A	10	9500	95000
2	Printer Toner Hp M-402dn (26-A)	Original HP 26-A	50	12000	600000
TOTAL					695000
GST					118150
Grand Total					813150

LOT No. 07 PHOTOCOPY MACHINE TONERS (COMPUTER STATIONERY)

Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	Photocopy Toner Toshiba e-studio 2508-A	Original Toshiba Brand T-3008-P	25	23500	587500
TOTAL					587500
GST					99875
Grand Total					687375

LOT No. 08 TOILETRY ITEMS / OTHERS

Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	Wiper	Steel Rode Best Quality As per sample	10	450	4500
2	Dash Board Polish	Cosmic 450-ml or Equivalent best quality As per sample	100	300	30000
3	Surf	475 grm Bonus or Equivalent	100	55	5500
4	Towel Special Quality	Large Size Best Quality As per sample	20	400	8000
5	Acid	600 ml Tyfon / Sweep or Equivalent Best Quality	200	100	20000
6	Phynele Tablet	21 Tablets in 01 Pkt SWAN Brand or Equivalent Best Quality	100	40	4000
7	Body Polish	Cosmic Kangaroo or Equivalent Standard Size best quality	50	350	17500
8	Phenyle Liquid	Tyfone or Equivalent 01 Liter Pack Best Quality	100	85	8500
9	Broom Stick	Best Quality	10	100	1000
10	Dust Bin	Plastic Large Size Best Quality	50	180	9000
11	Tissue Roll	Rose Pettal or Equivalent	400	55	22000
12	Towel for Cleaning	Best Quality per KG	50	175	8750
13	Lemon Max Soap	125 gms Lemon Max or Equivalent	100	30	3000
14	Lemon Max Liquid	275-ml Lemon Max or Equivalent	100	150	15000
15	Scoth Brite	Standard Size Best Quality	200	35	7000
16	Hand Wash	250-ml Detol or Equivalent	50	150	7500
17	Air Freshner for Machine	Fresco or Equivalent Rose Fragrence	20	230	4600
18	Mosquito Spray	Kingtox 300ml or Equivalent	150	280	42000
19	Air Freshner	Cobra or Equivalent Different Fragrance 300ml best quality	100	275	27500
20	Tissue Box	Rose Petal Pop Up or Equivalent	400	120	48000
21	Duster	Fulanain best quality Large Size	800	25	20000
22	Surface Cleaner	Dettol 500-ml or Equivalent	200	250	50000
23	Washroom Cleaning Brush	Standard Size Best Quality	10	70	700
24	Soap	Safeguard 95-grm or Equivalent	300	60	18000
TOTAL					382050
GST					64948.5
Grand Total					446998.5

LOT No. 09**AUTO PARTS**

Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	Oil Filter 151	Guard or Equivalent Best Quality	50	250	12500
2	Oil Filter 156	Guard or Equivalent Best Quality	50	260	13000
3	Oil Filter 158	Guard or Equivalent Best Quality	50	180	9000
4	Air Filter 2011	Guard or Equivalent Best Quality	50	420	21000
5	Air Filter 1050	Guard or Equivalent Best Quality	50	410	20500
6	Air Filter 2012	Guard or Equivalent Best Quality	50	420	21000
7	Air Filter 2022	Guard or Equivalent Best Quality	50	430	21500
8	Air Filter CD-70	Honda or Equivalent Best Quality	50	60	3000
TOTAL					121500
GST					20655
Grand Total					142155

LOT No. 10**LUBRICANTS**

Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	Engine Oil Blue 5-W-30	Engine Oil (5-W-30) 4 Liter Pack (PSO,Shell, Zic,Caltex/Equivalent)	30	3200	96000
2	Engine Oil Yellow 10-W-40	Engine Oil (10-W-40) 4 Liter Pack Blue (Caltex, Shell, Zic or Equivalent)	200	2800	560000
3	Engine Oil 0.7L	Engine Oil for CD-70, 0.7 Litter Pack (PSO, Caltex, Shell/Equivalent)	40	320	12800
TOTAL					668800
GST					113696
Grand Total					782496

LOT No. 11**PRINTING OF ANNUAL REPORTS**

Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	Annual Report 2017	SIZE: - 7.5" x 10.5" TITLE Card: 300gm Art Card Printing: 4 + 4 Color Lamination: Shine / Matt INNER Paper: 128gm Art Paper Printing: 4 + 4 Color Pages: 57 BINDING Pin Binding (As per sample available in office)	200	300	60000

2	Annual Report 2018	SIZE:- 7.5" x 10.5" TITLE Card: 300gm Art Card Printing: 4 + 4 Color Lamination: Shine / Matt INNER Paper: 128gm Art Paper Printing: 4 + 4 Color Pages: 61 BINDING Pin Binding (As per sample available in office)	200	300	60000
3	Annual Report 2019	SIZE:- 7.5" x 10.5" TITLE Card: 300gm Art Card Printing: 4 + 4 Color Lamination: Shine / Matt INNER Paper: 128gm Art Paper Printing: 4 + 4 Color Pages: 85 BINDING Pin Binding (As per sample available in office)	200	400	80000
TOTAL					200000
GST					34000
Grand Total					234000

LOT No. 12 UNIFORM					
Sr. No	Name of Items	Specifications	Quantity	Estimated Rate	Estimated Amount
1	Shalwar Kameez	White Colour, Wash & Wear Cloth including stitching full ready best quality As per sample	20	2200	44000
2	Waist Coat	Black Colour, including stitching full ready best quality As per sample	20	1550	31000
3	Shoes	Makishan, BATA, SERVICE or Equivalent as per sample	20	1600	32000
TOTAL					107000
GST					18190
Grand Total					125190

AMOUNT OF BID SECURITY

Sr. No.	Description	Total Amount per Lot	@ 5%
1	Stationery	1817478	90874
2	Printing & Publications	540540	27027
3	Electrical Items / Cost of Other	1398735	69937
4	Crockery / Others	134082	6704
5	Computer Stationery	950625	47531
6	Printer Toners Computer Stationery	813150	40658
7	Photocopy Toners Computer Stationery	687375	34369
8	Toiletry Items / Others	446999	22350
9	Auto Parts	142155	7108
10	Lubricants	782496	39125
11	Printing of Annual Reports	234000	11700
12	Uniform	125190	6260
GRAND TOTAL		8072825	403641

SAMPLE OF CONTRACT

CONTRACT

This CONTRACT (hereinafter called the “Contract”) is made according to Standard Bidding Documents on the -----, 2020.

BETWEEN

Office of the Prosecutor General Punjab, Government of the Punjab, through -----
(Hereinafter referred to as “**Purchaser**” (**First Party**), which expression shall include his successors in office and assigns).

AND

M/S ----- **Lahore**, (Hereinafter referred to as “**Successful Bidder**” (**Second Party**) which expression shall include his successors in office and assigns).

NOW THEREFORE, The parties agrees to perform the framework contract as under:-

1. The contract on having been signed by the parties shall constitute a binding between the parties and shall remain in force till the expiry of validity period and warranty period. But in the event of any breach of the contract at any time on the part of successful bidder, the contract shall be terminated by the purchaser without any compensation to the successful bidder.
2. The successful bidder agrees to supply the (----- **Items**), of amounting to **Rs.-----/-** (----- **Rupees Only**) including GST @ 17% according to supply orders issued by procuring agency time to time per need & availability of budget as per detail below:-

DETAIL OF TOTAL COST				
Sr. No.	Name of Lot	Cost without GST	Amount of GST	Total Cost
1	Stationery			
2	Printing & Publications			
GRAND TOTAL				

3. The successful bidder shall supply all general items within ---- **days** and Printing Items within ----- **days** from the date of issue of supply order in pursuance of this contract as per list of items and specifications mentioned in enclosed list in specific quality and quantity.
4. The procuring agency has right to increase / decrease the quantity of items as per availability of budget.

5. The purchaser shall issue supply order to the successful bidder time to time partially as per need and receiving of budget from Finance Department quarterly on the approved rates as offered by the successful bidder in bid till the expiry of validity period i.e 30.06.2021.
6. The successful bidder shall submit 10% of the bid price as performance guarantee in form of Call Deposit Receipt (CDR).
7. Successful bidder shall arrange inspection of all items by the designated inspection committee.
8. Successful bidder shall ensure the safe packing and safe delivery of items. Packing and delivery charges / expenses shall be borne by the successful bidder.
9. Delivery of items shall be made in the office of the Prosecutor General Punjab, Kasuri Tower, 4-Fane Road Lahore within office hours.
10. All payments will be made through cheque in currency of Pakistan only on completion of complete delivery of all items and issuance of satisfactory inspection report by the designated inspection committee.
11. In case of any default by the successful bidder at any later stage 10% performance guarantee will be forfeited by the purchaser.
12. The purchaser may terminate this contract at any stage by assigning any valid reason according to Punjab Procurement Rules, 2014.
13. In case of any dispute between the purchaser & successful bidder/ grievance, matter will be referred to Grievance Redressal Committee already constituted in the office of Prosecutor General Punjab within three days and committee shall investigate and decide upon the dispute within seven days of the receipt of the complaint. The decision of the committee shall be final and cannot be challenged at any forum by the contractor.

In Witness thereof, the parties hereto have signed this contract by their dully authorized representatives on the day, month and year mentioned above.

1. -----

O/o Prosecutor General Punjab

2. M/s
For and on behalf of Successful Bidder

1. **WITNESS**

2. **WITNESS**