



TENDER DOCUMENTS

*Purchase Of Stationery Items For
Office of Administrator Zakat Punjab*

Price Rs. 100/-

Signature & Stamp of bidder

TERMS & CONDITIONS

1. General:

- 1.1** Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored and also no offer shall be considered if:
- a.** received without bid money
 - b.** It is received after the time and date fixed for its receipt
 - c.** Not signed & stamped by authorized person on each page of tender documents
 - d.** The offer is ambiguous
 - e.** The offer is received by fax or e-mail
 - f.** The offer is from a black listed firm
 - g.** Offer received with shorter validity than required
 - h.** The offer is for store not conforming to specifications indicated in the tender enquiry.
 - i.** Offered rate is received other than original tender documents
 - j.** Any conditional offer
 - k.** Not meeting technical evaluation criteria as mentioned at Clause: 13 of tender documents
- 1.2** Offered rates (in Pak Rupees) will remain valid for a period of 90 days after bid opening.
- 1.3** The cover envelop should indicate particulars of tender, date of opening and the envelop must be properly sealed.
- 1.4** The bid money / security shall be forfeited if:
- a.** The acceptance of purchase order is not received within ten days of issuance of order
 - b.** The offer is withdrawn, amended or revised.
 - c.** If stationery/printing items not supplied
- 1.5** The bidder should indicate their National Income Tax No. / Sales Tax No. and circle of Income Tax Department.
- 1.6** The contractor will be responsible for the free replacement of any item if the same is found to be substandard and or at variance with the specifications given in the supply order within 07 days at site. Items offered of specifications superior to the one specified in the tender enquiry may be accepted subject to the approval of Administrator Zakat.
- 1.7** Items should be brand new and in original manufacturers packing.
- 1.8** Offered rates will be on basis of free delivery to this office and shall include all applicable taxes.

1.9 All tenders can be cancelled by the Administrator Zakat before acceptance of the bid (s) as per PPRA Rules 2014, Clause 35

2. Delivery Period:

Delivery period is 07 days after issuance of Purchase Order

3. Contract Period

The contract will be valid for the current financial year (2018-19);

4. Extension of Delivery period:

In special circumstances, request for extension of delivery period may be considered by the approving authority (Administrator Zakat Punjab) on written request of the firm before the target date of supply.

5. Cancellation / Penalty of Delay:

5.1 If the acceptance of the tender issued during the validity period of the tender is not acceptable by the bidder, the bid money will be forfeited and the stationery items shall be purchased at his risk and cost.

5.2 In case the offer is withdrawn, amended or revised during the validity period of the tender, the bid money shall be forfeited.

5.3 In case bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender documents, the earnest money will be encashed and the stationery items will be purchased at his risk and cost.

5.4 In case of delayed supply, the purchaser may cancel the supply order or impose appropriate penalty. The penalty will be @ 2% per week against the particular purchase order for which delivery required.

6. Payment to the Contractors:

6.1 Payment will be made to the supplier against invoice after 100% completion of delivery, commissioning & satisfactory performance against the purchase order within 30 days.

6.2 Payment against partial supply will not be made.

7. Bid Money:

7.1 Fix bid money of Rs. 10,000/- for the estimated price will have to be deposited along with tender documents. It should be in the form of Pay Order / Demand Draft in favor of Administrator Zakat Punjab, Lahore

7.2 Bid money of unsuccessful bidders shall be refunded at the approval of the contract / tender whereas the bid money of successful bidder shall be refunded on the successful completion of contract period.

8. Inspection

The supply (items) will be inspected by an authorized personnel and will be reject the supply (items) if not found according to the given specification / quality.

9. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government instructions/notifications.

10. Payment of Sales & Other Taxes, Duties, Levies:

Purchases & Services shall be made from the firm registered with income tax and sales tax under Tax Authorities. All taxes and any other duties if applicable will be liability of the firm.

11. Termination of Contract:

Administrator Zakat Punjab may terminate contract for convenience assigning reasons to the contractor in writing with compensation of items /services delivered to the purchaser if applicable.

12. Dispute Resolution:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPRA Rules 2014' Clause 67 & 68

The dispute arising after the contract shall be resolved in the following manner/mechanics

- 12.1** The arbitrator/ grievances committee will be the Deputy Administrator Zakat(Field), Publication Officer and Accounts Officer(Admn)
- 12.2** The contractor shall provide his grievances in writing within 15 days after the dispute
- 12.3** The arbitrator shall decide the matter after hearing both parties within 30 days after receiving the written complaints from the contractors.
- 12.4** The decision of the arbitrator shall be final and binding for both the parties.

13. Technical Evaluation Criteria

- a.** Suppliers / Firms, registered with Tax authorities
- b.** Copies of Income Tax and Sale Tax registration certificates

Note: Above mentioned Technical criteria documents must be attached, failing which will leads towards disqualification of bid.

14. Offered Rates**LIST FOR STATIONERY ITEMS**

Sr. No.	Name of Item	Brand/Specification	Approximately Required Quantity (for current 3 month)	Rate Inclusive Of All Taxes Per Packet/ Item (PKR)
1	Paper A-4	Imported 70grm (500 Sheets) per Ream BLC	100 Ream	
2	Paper Legal Size	Imported 70grm (500 Sheets) per Ream BLC	10 Ream	
3	Note Sheet	Imported 80 grm (500 Sheets) per Ream BLC	15 Ream	
4	File Cover Printed with hole	300 gms Bleach card	1,500 (pieces).	
5	File Flapper	Cloth Fine quality (each) Black/Green	1,500 (pieces)	
6	Ball point	Signature	30 Box (10 pieces in each box)	
7	Gel Pen	DUX	10 Box (10 pieces in each box)	
8	Gum Stick	UHU (Medium)	50 (pieces)	
9	Highlighter (Fine Quality)	Dollar/Pelican or equivalent	50 (pieces)	
10	Stapler Machine	Opel (Medium)	30 (pieces)	
11	Stapler Pin	Dollar(Normal 24/6)	100 (pieces)	
12	File cover Plastic (Transparent)	A-4	100 (pieces)	

Note: contract will be given to lowest cost bidders as and when need basis during the contract period to lowest successful bidders.

15. Date of Submission / opening:

Receipt of tenders : May 22, 2019 till 11:30 AM
 Opening of tenders : May 22, 2019 at 12:00 Noon in Office of Administrator Zakat Punjab, 2-Court Street Lahore.

Signature & Stamp of bidder

16. Particulars of Firms:

Name & Postal Address of Firm:

Signature_____

Name: _____

Desg: _____

Tele No:_____ Fax No._____ Cell No._____

NTN:_____

Stamp: _____

GST: _____

E-mail: _____