



TENDER DOCUMENTS

*Purchase Of Stationery Items For
Office of Administrator Zakat & Ushr
Punjab Lahore*

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 (Even through E-Procurement)
 - 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 one year (Current financial year 2024-25).
- 1.3** 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 - b.** The offer is withdrawn, amended or revised.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 items not supplied
- 1.4** The bidder should indicate their National Income Tax No. / Sales Tax No. and circle of Income Tax Department.
- 1.5** 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 & Ushr Punjab.
- 1.6** Items should be brand new and in original manufacturers packing.
- 1.7** Offered rates will be on basis of free delivery to this office and shall include all applicable taxes.
- 1.8** Tender can be cancelled by the Administrator Zakat & Ushr Punjab 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/supply Order.

3. Contract Period

The contract will be valid for **one year** (Current financial year 2024-25);

4. Extension of Delivery period:

In special circumstances, request for extension of delivery period may be considered by the approving authority (Administrator Zakat & Ushr 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 & 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. 20,000/- 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 & Ushr 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 reject 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 & Ushr Punjab may terminate contract for convenience after 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 (HQ), Publication Officer and Accounts Officer (Admn) O/o the Administrator Zakat & Ushr Punjab Lahore.

12.2 The contractor shall provide his grievances in writing within 10 days after the dispute

12.3 The arbitrator shall decide the matter after hearing both parties within 15 days after receiving the written complaints from the contractors.

12.4 The decision of the arbitrator shall be final and binding for both 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. Single Stage – Single Envelope Procedure as per PPRA, shall be applied;

15. Offered Rates**LIST FOR STATIONERY ITEMS/FINANCIAL BID.**

Sr. No.	Name of Item	Brand/Specification	Approximately Required Quantity (for the year)	Rate Inclusive Of All Taxes Per Packet/ Item (PKR)
1	Paper A-4	Imported 80gm (500 Sheets) per Ream BLC	150 Ream	
2	Paper Legal Size	Imported 80 gm (500 Sheets) per Ream BLC	25 Ream	
3	Note Sheet	Imported 80 gm (500 Sheets) per Ream BLC	25 Ream	
4	File Cover Printed with hole (coca)	300 grms Bleach Card	2000 (Pieces)	
5	File Flapper	Rexene with Cloth Fine quality (each) Green (As per specimen)	1000 (Pieces)	
6	Ball point	Piano Point 0.8mm	80 Boxes (10 pieces in each box)	
7	Gel Pen	Uni-ball Signo 0.7 mm	40 Box (12 pieces in each box)	
8	Stapler	FUJI HD-30 (Medium)	15 (Pieces)	
9	Fluid (Whitener)	Pelikan 7ml	100 (Pieces)	

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

Above mentioned quantity can be increased or decreased according to the needs & availability of the budget.

Any cutting/alteration in above financial bid will not be acceptable.

16. Date of Submission / opening of tender:

Last date for submission: 30.09.2024 till 11:00 AM.

Opening of tenders : 30.09.2024 at 11:30 AM

By the Office of Administrator,
Zakat & Ushr Punjab, 2-Court Street,
Lahore.

17. Particulars of Firms:

Name & Postal Address of Firm:

Signature_____

Name: _____

Desg: _____

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

NTN:_____ Stamp: _____

GST: _____

E-mail: _____