



# TENDER DOCUMENTS

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

Issued No. \_\_\_\_\_ dated: \_\_\_\_\_

Price Rs. 500/-

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 one year (Current financial year 2021-22).
- 1.3** The cover envelop should indicate particulars of tender, date of opening and the envelope 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  - b.** The offer is withdrawn, amended or revised.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 **one year** (Current financial year 2021-22);

**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. 13,500/- 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 (HQ), Publication Officer and Accounts Officer (Admn) O/o the Administrator Zakat Punjab Lahore.

**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. Single Stage** – Single Envelope Procedure as per PPRA, shall be applied;

**15. Offered Rates**

**LIST FOR STATIONERY ITEMS/FINANCIAL BID.**

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Brand/Specification</b>	<b>Approximately Required Quantity (for the year)</b>	<b>Rate Inclusive Of All Taxes Per Packet/ Item (PKR)</b>
1	Paper A-4	Imported 80grm (500 Sheets) per Ream BLC	300 Ream	
2	Paper Legal Size	Imported 80grm (500 Sheets) per Ream BLC	50 Ream	
3	Note Sheet	Imported 80 grm (500 Sheets) per Ream BLC	50 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)	2000 (Pieces)	
6	Ball point	Piano Crystal	30 Boxes (10 pieces in each box)	
7	Gel Pen	Uni-ball Signo 0.7 mm	10 Box (12 pieces in each box)	
8	Highlighter (Fine Quality)	MERCURY TEXT Marker	50	
9	Stapler Machine	Opel (Medium)	20 (Pieces)	
10	Stapler Pin	Dollar(Normal 24/6)	03 Box (20 pieces in each box)	
11	File Cover Plastic (Transparent)	A-4	100 (Pieces)	
12	Flapper	Rexene Printed with Monogram (as per specimen)	200	

**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:**

Last date for submission: September 07, 2021 till 11:00 AM  
Opening of tenders : September 07, 2021 at 11:30 AM in Office of Administrator Zakat Punjab, 2-Court Street Lahore.

Signature & Stamp of bidder



**17. Particulars of Firms:**

Name & Postal Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature\_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
Desg: \_\_\_\_\_

Tele No:\_\_\_\_\_ Fax No. \_\_\_\_\_ Cell No. \_\_\_\_\_

NTN: \_\_\_\_\_ Stamp: \_\_\_\_\_

GST: \_\_\_\_\_

E-mail: \_\_\_\_\_