

No.2 (3)/PWTI/2015/01



BIDDING DOCUMENT
PURCHASE OF
STATIONERY/GENERAL ITEMS
UNDER FRAME WORK CONTRACT



POPULATION WELFARE TRAINING INSTITUTE
169- A, AHMED BLOCK, NEW GARDEN TOWN
LAHORE

BID DATA SHEET

1	Procuring Agency	PWTI Lahore
2	Tender Number	No.2 (3)/PWTI/2015/01
3	Name of Tender	PURCHASE OF STATIONERY/ GENERAL ITEMS
4	Cost of Tender Document	Bidding documents can be obtained from <u>PWTI Lahore</u> on payment of Rs.500/-
5	Bid Security	Rs: 21,500/- Not exceeding 5% of Estimated Price (Rs: 431,000/-) in the shape of CDR/SDR/BANKER'S CHEQUE in favor of Principal PWTI Lahore.
6	Performance Security	10 % of Estimated Price in the form of CDR/SDR/BANKER'S CHEQUE favoring Principal PWTI Lahore.
7	Tender Addressed to	Principal PWTI Lahore
8	Contact Number	Ph. 042-99230810
19	Due Date, Time and place of submission of Bid.	11-01-2017 at 11.00 am PWTI, Lahore
10	Date, Time and Place of Bid Opening	11-01-2017 at 11.30 am PWTI, Lahore

Signature and Stamp of the Bidder / Vendor

1. INVITATION TO THE BID

PWTI Lahore invites sealed bids for supply of **Stationery/ General Items** (List attached) from the firms having valid NTN & GST Registration under the framework contract till 30th June 2017.

2. INSTRUCTIONS TO THE BIDDERS

2.1. Single Stage One Envelop procedure will be adopted for procurement under Punjab Procurement Rules (PPRA) 2014.

2.2. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.

2.3. Bids without supporting documents, valid documentary evidence, and bids not conforming to terms and conditions given in the bidding documents will be liable for rejection.

2.4. The bidder must quote rates of all items in a lot/package, partial bidding in a lot is not allowed.

3. BID CURRENCY

Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.

4. VALIDITY PERIOD OF THE BID

4.1. Validity period of the bids shall be 90 days.

4.2. In exceptional circumstances, the PC may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will neither be required nor permitted to modify its tender.

5. BID SECURITY

5.1. In order to be considered the tender must be accompanied by a Tender / Bid security of an amount equal to five (5%) of the total estimated price of the tender to be valid for 90 days from tender opening date. Bid security from any schedule Bank of Pakistan in favor of the Principal PWTI Lahore will be acceptable. Bid not accompanied with above mentioned security will be considered non responsive and shall be rejected / disqualified.

5.2. Bid security and or Performance security should be furnished in the shape of CDR / SDR / Banker's Cheque.

5.3. Cheque or Cross Cheque shall not be accepted at all.

5.4. The bid security shall be refunded to unsuccessful bidders after the decision for the award of the said tender.

5.5. The bid security of successful bidders shall be refunded after the successful execution of the work.

6 LATE BIDS:

Bidder will be responsible for ensuring that his / her bid is submitted in accordance with the instructions stated herein. Any bid not submitted by the deadline prescribed for submission of bid will not be considered even if it became late as a result of circumstances beyond the bidder's control.

7. **AMENDMENT OF BID SCHEDULE:**

- At any time prior to the deadline for submission of bids, the purchaser may for any reason whether at its own initiative or response to a clarification requested by a prospective bidder, modify the bid schedule / bidding documents by amendment.
- The amendment will be notified in writing or fax to all prospective bidders who have received the bid schedule / bidding documents and will be binding on them.
- In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the purchaser may at its discretion extend the deadline for the submission of bids.

8. **CHECK LIST:**

Sr. No.	Detail	Mandatory
1	Bid security	
2	Technical literature in respect of each quoted item (In English)	
3	Acknowledgment of tender fee	
4	Attested copies of NTN, Sales Tax Registration Certificate and latest Professional Tax Certificate	
5	Proof of previous work experience	
6	Undertaking that the firm is not blacklisted anywhere in Pakistan	

9. Each bidder will clearly indicate the number and date of CDR./ SDR / Banker's Cheque as detail below

Sr. No.	Amount of CDR / SDR / Banker's Cheque	No & Date of CDR / SDR / Banker's Cheque with Bank Name

10. PWTI Lahore shall not be responsible to refund any type of securities after one (1) year of successful completion / execution of work.

11. **Delivery Time or Completion Schedule:** as per purchase order.

Note: PURCHASE COMMITTEE may reject all bids or proposals at any time prior to the acceptance of a bid or proposal and PURCHASE COMMITTEE 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.

GENERAL TERMS & CONDITIONS OF CONTRACT / SUPPLY ORDER

- 1) The quoted Free on Consignee Store (FCS) price shall be firm and final and not subject to escalation for any reason whatsoever.
- 2) Bids / quotations must be addressed to the Principal PWTI, Lahore.
- 3) Only one FCS rate for each item should be quoted for supply of stores.
- 4) **The material shall be supplied strictly according to the Specifications. Suppliers / Vendors supplying goods / stores below specifications and or poor quality stipulated in the purchase order will be black listed and barred from participation in future tenders and PURCHASE COMMITTEE reserves the right to impose penalty on Suppliers / Vendors and / OR forfeit the CDR / SDR / Banker's Cheque.**
- 5) The bid shall contain no interlineations, erasures or over writing except as necessary to correct errors made by the bidder, in which case such corrections shall be signed by the person or persons.
- 6) The bidder shall clearly mention all information precisely regarding bid validity, delivery schedule and the schedule of technical data / literature. Any incomplete information as required shall render the offer for rejection.
- 7) PWTI reserves the right to increase / decrease quantities during the currency of the contract.
- 8) Evaluation / Comparison will be carried out on accumulative basis.
- 9) Bidders must quote their rates on the **Printed Letter Head** of their company with all taxes and each page of the bid and bidding documents must be signed and stamped.
- 10) Bidders must quote the rates of all items / whole package, failing which the bid will not be accepted.
- 11) The technical literature in English giving salient features of the item(s) must accompany the bid.
- 12) In case of any dispute the decision of the Departmental Purchase Committee Administrative Departments / Principal will be final
- 13) The supplier is bound to supply / install the whole quantity in a single consignment within due date, an amount of Rs.500/- per day and or up to 10% of the total purchase order / bill / bid value will be deducted from his total payment as penalty for late delivery.
- 14) Income Tax and Sales Tax will be deducted at source as per Government Rules.
- 15) It will be the responsibility of the supplier to take back the supplies declared not according to the specifications at his own risk and cost.

List of Stationery Items with Specifications for Training

Sr. No.	Items	Specifications	Approximate Quantity
1.	Paper Ream White A4 Size	80 gsm, 500 pages/ream, imported AA or equi	60
2.	Executive File Cover plastic	Translucent Pressure Spring File A4 size	160
3.	File Cover plastic	PVC A4 Management File	550
4.	Ball point pen (Blue)	0.8 mm Picasso, Piano or equi (10 pcs per Pkt)	800
5.	Big sheets White	As per sample	300
6.	Board Marker(Blue, Black, Red, Green)	2mm bullet tip, Dollar or equivalent(12 pcs per pkt)	20 Packet
7.	Permanent Marker (Red, Black, Green, blue)	2mm bullet tip, Dollar or equivalent (12 pcs per pkt)	20 Packet
8.	Writing Pad	A4 size 60 gsm	750
9.	Masking tape	2" fine quality	18
10.	Paper Tape	2" fine quality	30 Roll
11.	Scotch Tape	2" fine quality	10 Roll (Large)
12.	Packing tape	3" fine quality	15 Roll
13.	Color Paper (light color, green, blue, gray and yellow)	A4 size 80 gsm 100 pages/ packet	25 packet
14.	Color card (light color)	size 7" X 5"	300 cards
15.	Transparency sheet	A4 (100 Sheet per pkt)	5 packet
16.	Noting Sheet	(500 Sheet per ream)	2 packet
17.	Color printer toner	Cartridges of HP 200 Laser Jet	02
18.	Photo Paper	Glossy 210 gsm A4 size, (20 Sheet per pkt)	30

List of Stationery Items with Specifications for Office

Sr. No.	Items	Specifications	Approximate Quantity
1.	Paper Ream White A4 Size	80 gsm, 500 pages/ream, imported AA or equi	20 Nos
2.	Paper Ream White Legal Size	80 gsm, 500 pages/ream, imported AA or equi	05 Nos
3.	Ball point pen (Blue, Black, Red, Green)	0.8 mm Picasso, Piano or equi (10 pcs per Pkt)	20 pkt
4.	Liquid Glue (Big Size)	Dollar or equivalent	4 Nos
5.	USB	8 GB, 2 in 1	10 Nos
6.	Thumb pin	Colored Plastic imported	06 packet
7.	Attendance Register	A-4 size 80 gsm 100 sheet	02 Nos
8.	Diary & Dispatch Register	Nobel or Equi	02 Nos
9.	Stock Register	Fine Quality	04 Nos
10.	Pointer (Blue, Black, Red)	Dollar or equivalent	48 Nos
11.	Writing pads executive	A4 68 gsm, fine quality	100 Nos
12.	Scale / Ruler	Stainless Steel, 12"	10 Nos
13.	Stapler 24/6	SDI, Max or equivalent	06 Nos
14.	Carbon paper (black/blue)	A4, Deli or equivalent	02 packet
15.	Color paper Light Green	Legal size 100 sheet per Pkt	04 packet
16.	Flags for file colored 3"x1"	Pronoti or equivalent	06 packet
17.	Month planner	Table size	06 Nos
18.	Table set	Marble	06 Nos
19.	Black & white printer Toner	Cartridge of HP 1005 Laser Jet	01 Nos
		Cartridge of HP 400 Laser Jet	01 Nos
		Cartridge of HP 125 Laser Jet	01 Nos
		Cartridge of HP 1536 Laser Jet	01 Nos

List of General Items

Sr. No.	Items	Specifications	Approximate Quantity
1.	Harpic 500 ml	Harpic or equivalent	50 Bottles
2.	Detergent Powder 1Kg	Surf, Express, Bonus	25 Packet
3.	Dish wash Powder 450gms	Vim or Max Power	30 Packet
4.	Scouring Pad	Scotch bright or equivalent	10 Nos
5.	Phenyl Liquid (1ltr)	Finis/Tyfon or equivalent	40 Bottles
6.	Flower Broom	With Plastic Handle	12 Nos
7.	Toilet Brush	Plastic Round with stand	12 Nos
8.	Towel Mop	Large Size	20 Nos
9.	Dish wash Liquid 275 ml	Max or equivalent	50 Bottles
10.	Soap 115 gm	Lux or equivalent	400 Nos
11.	Refilling Air Freshener 300ml	Fresco or equivalent	06 Bottles
12.	Air Freshener 300ml	Fine Quality	18 Bottles
13.	Anti-Mosquito Spray 300ml	Baygon or equivalent	20 Nos
14.	Duster	Cotton	50 Nos
15.	Energy Saver 23W	Philips	10 Nos
16.	Tissue Box 150x2 Ply	Rose Petal or equivalent	30 Nos
17.	Tissue Roll	Rose Petal or equivalent	100 Nos
18.	Tissue Party Pack white	Rose Petal or equivalent	25 Nos
19.	Bin Bag Plastic	Large, Middle	6 kg
20.	Water filter kit	Pair of two	10 pairs
21.	Rechargeable Cell	AAA Camelion or equivalent	08 Nos
22.	Cell Recharger	Camelion or equivalent	01 Nos
23.	Multipurpose Cell	AA Size, AAA Size	02 Dozen each

**SPECIAL TERMS & CONDITION REGARDING PURCHASE OF STATIONERY
ITEMS FOR THE YEAR 2016-2017**

- 1- The PWTI officials before award of the contract may seek clarifications and samples quoted items from bidding organizations (if needed).
- 2- The bidder shall provide free of charge single specimen sample of their respective quoted items against given relevant list of Stationery items.
- 3- Successful bidder shall have to enter into contract on standard terms & conditions of bidding regarding items, technical specifications, their costs, delivery time, removal of defects, warranty, inspection & completion certification of qualitative and quantitative aspects, billing, payments, closing of contract and other necessary terms.
- 4- **PWTI approved samples of required items are available in PWTI store for convenience of bidders.**
- 5- Tentative quantity shall not be binding on PWTI Lahore.
- 6- Bids shall be evaluated on the basis of conformity of quoted samples to PWTI approved samples together with financial proposal.
- 7- Supply orders shall be awarded on PWTI Store's requisition on periodic basis.
- 8- The Bidder should be fully and completely responsible for all the deliveries and deliverables to the PWTI Store.
- 9- 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.
- 10- Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.
- 11- The quoted price shall be:
 - (i) in Pak Rupees;
 - (ii) best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation/;
 - (iii) inclusive of all taxes, duties, levies, freight, etc.;
 - (iv) Including all charges up to the delivery point at the PWTI store.
 - (v) If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
 - (vi) Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).
- 12- The successful bidder shall furnish Performance Security as under:
 - (a) Within ten (10) working days of the receipt of the Acceptance Letter from the PWTI Lahore.
 - (b) issued by a scheduled bank operating in Pakistan, in form of CDR/SDR/ Banker's Cheque/ Pay order denominated in Pak Rupees;
 - (c) Have a minimum validity period of six months from the date of Award of contract or until the date of expiry of contract i.e 30th June 2017.

Signature and Stamp of the Bidder / Vendor

- (d) The successful bidder shall submit Performance Security in form of CDR/SDR/ Banker's Cheque/ Pay order of 10% of the total contract price.
 - (e) The Performance Security shall be payable to the PWTI Lahore, on occurrence of any / all of the following conditions:
 - (A) If the bidder commits a default under the Contract;
 - (B) If the bidder fails to fulfill any of the obligations under the Contract.
 - (C) If the bidder violates any of the terms and conditions of the Contract.
 - (f) The Performance Security shall be returned to the Contractor within 30 working days after ending of the agreement.
- 13- The bidder shall bear all costs / expenses associated with the preparation of the Contract and the PWTI Lahore shall in no case be responsible / liable for those costs / expenses. The successful bidder shall provide legal stamp papers worth Rs. 0.25% of total bid price for signing of the formal contract.**

Secretary
Purchase Committee
PWTI, Lahore.

Signature and Stamp of the Bidder / Vendor

FRAME WORK CONTRACT FOR PURCHASE OF STATIONERY ITEMS FOR THE FINANCIAL YEAR 2016-2017

This agreement for the purchase of Stationery/General items to build up PWTI Store for time to time during the financial year 2016-2017 is made on this _____ between Population Welfare Training Institute Lahore through its Purchase Committee (PURCHASE COMMITTEE) (hereinafter called the first party) of the one part & M/S _____, (hereinafter called the second party) of the second part and where as the second party has agreed for supply the stationery/general items during the financial year 2016- 2017 under the following terms and conditions which have been produced into writing hereto and which are hereunder recited:

NOW THEREFORE THIS CONTRACT / AGREEMENT WITNESS AS FOLLOWS:-

1. The period of agreement will be from _____ to **30th June 2017**.
2. The agreement is solely for supply of stationery/general items (List attached) as per the directions of the first party and no other activity of whatsoever nature will be undertaken / carried out by the second party.
3. Second Party shall maintain the same quality of the items as approved by the first party.
4. The second party shall not assign or sub-contract its obligations under the Contract, in whole or in part.
5. The second party will abide by the rules and regulations that the first party may make or adopt from time to time or applicable on the first party.
6. Stationery/general items will be delivered in a single consignment to the First Party within 07 days from the date on which the supply order issued, failing which Second Party will pay Rs.500/- per day and or subject to 10 % of the total cost of supply to the first party as late delivery penalty.
7. Second Party shall not disclose or pass the information to anyone and will maintain complete secrecy in this regard.
8. If the Second Party fails / delays in performance of any of the obligations, under the Contract violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract / Letter of Acceptance or during the execution of the Contract the First Party may without prejudice to any other right of action / remedy it may have, blacklist the second party, either indefinitely or for a stated period, for future tenders in public sector, as per provision of Punjab Procurement Rules, 2014.

Signature and Stamp of the Bidder / Vendor

9. If the Second Party supply any fake / defected or not of original product / items, the first party may also take legal action at all legal forums against the second party and its co-offenders, it is in addition of as stated in clause 08 and general & special terms and conditions mentioned in the bidding documents.
10. The Second Party shall submit an Application / invoice for Payment, to the Purchase Committee.
11. The Application for Payment shall:
 - (i) be accompanied by such invoices, receipts or other documentary evidence as the first party may require;
 - (ii) state the amount claimed;
 - (iii) and set forth in detail, in the order of the Price Schedule, particulars of the Goods/Items supplied, up to the date of the Application for Payment and subsequent to the period covered by the last preceding Payment, if any.
12. The Purchase Committee shall get verified the details of Goods/Items delivered against the invoice from the PWTI Store.
13. The First Party shall make payment to the second party for the Goods supplied, through cross cheque.
14. The Second Party shall provide their information as given format of first party for payment which includes bidding document for Stationery/General Items, Signature & Stamp.
15. No advance payment shall be made to the second party.
16. All taxes will be deducted by the first party as per Government Rules.
17. The First Party may at any time, by written notice served to the Second Party, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations.
18. First Party reserves the right to increase / decrease quantities during the currency of the contract.
19. The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change. No variation in or modification in the Contract shall be made, except by written amendment signed by both the First and second party.
20. The First Party reserves the right to cancel and terminate the agreement / contract at any time without assigning any reason and without any notice.
21. In case of violation of any of the clauses of the contract / agreement the first party can impose fine to the second party and or cancel / terminate the contract / agreement without assigning any reason and without any notice.

22. The First Party may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the PWTI Lahore,
if the bidder or contractor has:
- a) acted in a manner detrimental to the public interest or good practices;
 - b) consistently failed to perform his obligation under the contract;
 - c) not performed the contract up to the mark; or
 - d) Indulged in any corrupt practice.
23. In case of any difference between the parties on the interpretation of the clauses of the agreement or in case of any eventuality not covered by the agreement, the matter will be referred to the sole arbitration of the Secretary PWD Punjab in accordance with the provision of the arbitration act 1940.
24. In case of any dispute the decision of the Secretary PWD Punjab will be final.

IN WITNESS WHERE OF the parties to this agreement have put their respective signature with stamp hereto in the presence of the witness mentioned below on the day and year first above mentioned:

FIRST PARTY

SECOND PARTY

Through

Through

WITNESSES

1. _____

2. _____

COUNTERSIGNED

Signature and Stamp of the Bidder / Vendor