

F. No. 1-1/2023-24-General
GOVERNMENT OF PAKISTAN
Ministry of Inter Provincial Coordination
ISLAMABAD
Tel: 051-9103512



TENDER FORM /BIDDING DOCUMENTS

Sr. #	Tender Description	Bid Security / Earnest Money (not exceeding 5%) in favor of DDO, M/o IPC
1.	Purchase of Stationery items	Rs. 100,000/-
2	Purchase of Computer Stationery i.e. Toners for Printers, Photocopiers and Fax Machines	Rs. 75,000/-
3.	Purchase of Other / Misc. items	Rs. 150,000/-

Sr.No.

F. No.1-1/2023-24-General
GOVERNMENT OF PAKISTAN
Ministry of Inter Provincial Coordination

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TENDER DOCUMENTS / FORM

Note:- **PLEASE READ CAREFULLY ALL THE CONDITIONS SPECIFIED IN THE INSTANT TENDER DOCUMENT/FORM BEFORE SUBMISSION OF THE BID/QUOTATION.**

Part-I (Section-I)	<p>➤ Instructions to Bidders / Firms (ITB)</p> <ul style="list-style-type: none">• Introduction• Terms and Conditions• Bid Currencies• Bid Prices• Bid Security• Forfeiture of Earnest Money and Blacklisting of Firm / Vendor• Submission and opening of Bids• Evaluation and comparison of bids• Award of Procurement Contract• Delivery of Items• Payments• Corrupt or Fraudulent Practices
Part-I (Section-II)	<p>➤ Check List</p> <p>➤ Standard Bid Form</p> <p>➤ Price Schedule in Pak Rupees for Stationery Items</p> <p>➤ Price Schedule in Pak Rupees for Computer Stationery</p> <p>➤ Price Schedule in Pak Rupees for Other / Misc. Items.</p> <p>➤ Contract Form</p>
Part-II (Section-I)	<p>➤ General Conditions of Contract (GCC)</p>
Part-II (Section-II)	<p>➤ Special Conditions of Contract (SCC)</p>

PART-I

(SECTION-I)

INSTRUCTIONS TO BIDDERS

Part-I (Section-I)

INSTRUCTIONS TO BIDDERS / FIRMS

Introduction

1. Sealed bids are invited from the original manufactures / authorized dealers / reputed stationers / general order suppliers registered with Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock / manpower / expertise in Rawalpindi / Islamabad for supply of following items to Ministry of Inter Provincial Coordination (IPC), Government of Pakistan, Islamabad during the Financial Year 2023-24:-

1	2	3
Sr. #	Tender Description	Bid Security / Earnest Money (not exceeding 5%)
1.	Purchase of Stationery items	Rs. 100,000/-
2	Purchase of Computer Stationery i.e. Toners for Printers, Photocopiers and Fax Machines	Rs. 75,000/-
3.	Purchase of Other / Misc. items	Rs. 150,000/-

Terms & Conditions

2. National Tax Number (NTN), General Sales Tax (GST) number and Vender Number with documentary proof will have to be provided by each bidder in the tender otherwise the bid shall be rejected.
3. The firm / bidder must have at least 02-years of experience of supply of similar nature items as requisitioned in this bid.
4. The firm / bidder must show demonstrated capability and completed at least 02 contracts of supply of similar nature items as requisitioned in this bid. Documentary evidence to this effect must be provided with the bid.
5. The firm / bidder shall furnish details of its premises i.e. full address, Telephone/Fax/Whatsapp No. and E-Mail. The Firms/bidders should have their proper office in Rawalpindi / Islamabad.
6. The bidder/manufacture/supplier/ will submit an undertaken in form of affidavit on stamps paper of Rs.100/- that their firm has not been blacklisted in the past on any ground by any government (Federal, Provincial) a local body or a public sector organization. On account of submission of false statement or concealment of facts the bidder/manufacture will be debarred from bid.
7. Single stage-one envelop procedure as contained in Rule 36(a) of PPR, 2004 shall apply.
8. The purchaser reserves the right to accept or reject any or all the tender bids as per PPR Rules, 2004 amended from time to time.
9. In case of any dispute, decision of the Chairman Purchase Committee shall be final.

Bid Currencies

10. Prices shall be quoted in Pak Rupees.

Bid Prices

11. The bid prices should be submitted on Original Bid Form issued by the Ministry of Inter Provincial Coordination (IPC) which is annexed herewith.

12. Tender Form is to be filled in very carefully, preferably typed. Any alteration/correction must be signed.

13. All prices must inclusive of all direct / indirect taxes/ General Sales Tax (GST) and other taxes and duties where applicable. If there is no mention of taxes, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties.

14. The prices/rates offered by the bidder shall be valid and binding on the bidder throughout the period of contract up to 30.06.2024. However the procuring agency i.e. M/o IPC shall be entitled to extend the contract period after 30.06.2024 till the next tender award but not more than 02 months, if required.

15. Every page of the tender documents is to be signed and stamped at the bottom.

16. The firms are required to quote for minimum 80% of the listed/documents items otherwise the bid shall not be considered.

Bid Security

17. Tenders/Bids shall be accompanied by an earnest money in shape of a Bank Draft/Pay Order/Call deposit as per Tender Documents Clause 1 (Colum 3 of the table) which is not exceeding 5% of the bid in favour of DDO, Ministry of Inter Provincial Coordination. The Tenders found deficient of the earnest money will not be considered/rejected straightway. The previous earnest money of any firm / vendor will not be considered for carried forward.

18. Unsuccessful bidders' (if none of the item quoted is approved) bid security will be discharged / returned as promptly as possible but not later than 30 days after the announcement of evaluation results.

Forfeiture of Earnest Money and Blacklisting of Firm / Vendor

19. All kinds of required items shall be provided as per approved specifications especially all kinds of toners of original manufactured by the company concerned, not compatible or refilled or refurbished etc. otherwise the Securities Deposit / Earnest Money will be forfeited and the firm would also be disqualified/blacklisted.

Submission and opening of Bids

Date of Collection of Tender Bids	Till 24.07.2023 during office hours (on written request) from Room No. 301, 2 nd Floor, Ministry of IPC, New Secretariat, Kohsar Block, Islamabad.
Closing date, time and place for receiving of Sealed Tender Bids	Till 25.07.2023, upto 10:30 A.M. Room No. 301, 2 nd Floor, Ministry of IPC, New Secretariat, Kohsar Block, Islamabad.
Date, Time & Place of publicly opening of Tender Bids.	On 25.07.2023 at 11:00 A.M. , Committee Room of Ministry of IPC, 2 nd Floor, Ministry of IPC, New Secretariat, Kohsar Block, Islamabad in the presence of bidders or their representatives who may choose to be present in terms of Rule 28 of PPR, 2004.
Late bids	Any bid received after the deadline will be rejected and returned unopened to the bidder.

Evaluation and comparison of bids

20. The Purchase Committee will evaluate and compare the bids which have been determined to be substantially responsive and lowest. Result of bid evaluation in the form of a report giving justification for acceptance or rejection of bids (Minutes of the Meeting of Purchase Committee) at least 10 days prior to the award of procurement contract will also be announced in terms of Rule 35 of PPR Rules, 2004.

Award of Procurement Contract

21. The procuring agency / purchaser i.e. M/o IPC will award the contract to the successful bidders / firms whose bids have been determined to be substantially responsive and have been determined to be the lowest evaluated bid (item wise).

22. The notification of award of contract of successful items will be issued in favour of lowest bidders / firms.

23. Within 07 days of receipt of notification of award, the successful bidders and the procuring agency / purchaser shall sign the contract agreement on stamp paper worth Rs.100/-. Specimen annexed herewith.

Delivery of Items

24. The supplies shall be delivered at the address given in the supply order, even on a short notice in the risk and cost of the supplier. The entire supplies will be delivered within time frame as given in the supply order. In case no supply is made within the time frame specified in the supply order, the contract to the extent of non-delivered portion of supply will stand cancelled without formal notice to this effect. No supplies will be accepted and earnest money to extent of non-delivered portion will be forfeited. If the firm fails to supply the whole consignment the entire earnest money against the accepted value will be forfeited to the Ministry of Inter Provincial Coordination account and the firm will be blacklisted for future participation.

25. All the supplies / products will be acceptable subject to physical examination to be carried after receipt of supplies at the Office of Ministry of Inter Provincial Coordination in accordance with the required specification. If any item is found to be against the required specification, the purchaser may reject the goods and the supplier shall replace the rejected goods to meet the required specification free of cost. This opportunity will be provided only once. In case, after replacement of supplies, the inspection report again declare the item as of against the required specification, the stock will not be accepted and the firm

will be blacklisted for future participation, including forfeiture of their earnest money to the Ministry of Inter Provincial Coordination Account.

Payments

26. Payments will be made on receipt of original delivery challans/bills and invoices in duplicate duly completed in all respect. Payment for supplied items shall be made after satisfactory inspection report by the concerned Incharge. Income Tax and sales tax at Government rate/rules will be deducted from each invoice.

Corrupt or Fraudulent Practices

27. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

(i) defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty

(ii) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(iii) will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Ministry being procuring agency.

I / We have read and agree with the above mentioned terms and conditions.

Name of Bidder/Firm

Signature. _____

Date:

Seal

PART-I

(SECTION-II)

- **Check List**
- **Standard Bid Form**
- **Price Schedule in Pak Rupees for Stationery Items**
- **Price Schedule in Pak Rupees for Computer Stationery**
- **Price Schedule in Pak Rupees for Other / Misc. Items.**
- **Contract Form**

Part-I (Section-II)

CHECK LIST

Name of Firm _____

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No
1	Earnest money	
2	NTN No. with copy of certificate	
3	GST No. with copy of certificate	
4	Copy of Active Taxpayer List	
5	Bank Account No.	
6	Documentary Proof of having 02-years experience alongwith copies of two successful contracts	
7	Stamp paper /declaration about black listing	
8	Whether rates quoted on prescribed form	
9	Signature and Stamp on Tender Documents	
10	Address of firm alongwith Landline Telephone / Fax Numbers and other contact details.	
11	Experience Certificate	

Name of Bidder/Firm

Signature. _____

Date:

Seal

Part-I (Section-II)

BID FORM

(To be printed on letter head)

Section Officer (General)

Ministry of Inter Provincial Coordination
Islamabad

TenderNo.1-1/2023-24-General

Date: _____

Sir,

Having examined the terms and conditions contained in tender notice as well as in bidding documents and specifications of tender, the receipt of which is here by duly acknowledged, we, the undersigned, offer to install, supply and deliver (description of goods and services) in conformity with said bidding documents and specifications mentioned therein on the unit rates quoted in our price schedule, attached hereto, if stand lowest, till 30th June, 2024, validity which may be further extended till finalization of next tender, if desired so, by the procuring agency.

If our bid is accepted we shall deliver the equipment mentioned in the tender documents within time frame given in the purchase / supply order.

We agree to abide by the terms and conditions of the tender for the period till 30.06.2024 further extendable upto 02 months and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

Until a formal purchase order(s) is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand, that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons thereof

Date this ----- day of ----- 20-----

Signature ----- in the capacity of ----- duly authorized to sign tender for and on behalf of

(NAME OF FIRM IN BLOCK CAPITALS)

Complete

Address: _____

Fax No. _____ Telephone No. _____

Signature

Witness:

1. _____
2. _____

Part-I (Section-II)
Price schedule in Pak Rupees
List of Stationary items

S.No.	Items	Specifications	Unit (Packet/Each)	Rate with GST
1.	Attendance Register	---	Each	
2.	Ball Point 0.8 Grip	Click Type	Each	
3.	Binding clip 1"	Packet	Packet	
4.	Binding clip 2"	Packet	Packet	
5.	Binding clip 3"	Packet	Packet	
6.	Binding Tap	3" Standard size	Each	
7.	Calculator 12 Digits	CASIO OR Equivalent	Each	
8.	Calculator Large Size	CASIO OR Equivalent	Each	
9.	Computer Paper (500 Sheets)	80 Grams A-4 AA or Equivalent	Ream	
10.	Computer Paper (500 Sheets)	80 Gram (Legal Size) AA or Equivalent	Ream	
11.	Computer Paper (500 Sheets)	80 Gram A-3 AA or Equivalent	Ream	
12.	Correction Pen / White Fluid	Pen Style	Each	
13.	Dak Pad with Lock	Rexene, two fold	Each	
14.	Diary Register	No.12	Each	
15.	Drafting Pad (Large)	Size: A4	Each	
16.	Drafting Pad with hard board	Small	Each	
17.	D-Ring Folder	Imported, Size 52mm WW- 252D, (As per sample)	Each	
18.	D-Ring Folder	Imported, Size 38mm WW- 238D, (As per sample)	Each	
19.	DVD-RW	Sony or Maxell (Single with hard case)	Each	
20.	Envelops (Golden)	SE-05 Size:9x4"	Each	
21.	Envelops (Golden)	SE-06	Each	
22.	Envelops (Golden)	A-4	Each	
23.	Envelops(Golden)	Legal Size	Each	
24.	Envelops with Cloth (white)	Legal Size	Each	
25.	Eraser	Pelikan OR Equivalent	Each	
26.	File Board	Legal	Each	
27.	File Cover	(As per Sample) Legal	Each	
28.	File flapper	Rexene	Each	
29.	File Register	---	Each	
30.	File Separator (Plastic)	A to Z	Packet	
31.	File Separator (Plastic) Colour	1 to 10	Packet	
32.	File Separator (Plastic) Colour	1 to 50	Packet	

S.No.	Items	Specifications	Unit (Packet/Each)	Rate with GST
33.	File Tag	Bundle	Bundle	
34.	Gum Stick 21 grms	UHU OR Equivalent	Each	
35.	Gum Stick 40 grms	UHU OR Equivalent	Each	
36.	Heavy Duty Stapler Machine	Size: 23/24" KW OR Equivalent	Each	
37.	Heavy Duty Stapler Pins	Size: 23/10" KW OR Equivalent	Packet	
38.	Heavy Duty Stapler Pins	Size: 23/17" KW OR Equivalent	Packet	
39.	Heavy Duty Stapler Pins	Size: 23/24" KW OR Equivalent	Packet	
40.	Highlighter	Peliken OR Equivalent	Each	
41.	Ink for Stamp Pad (Blue & Black)	Endorsing Ink, 30 Grams	Each	
42.	L- Shape Folder (12 Nos.)	A4 Size	Packet	
43.	Log Book	No. 8	Each	
44.	Movement/Petrol Register	No. 8	Each	
45.	Note Sheet	A-4 80 Grams	Each	
46.	Packing Tap	3" Standard size	Each	
47.	Paper Clip	-	Packet	
48.	Paper Cutter with Blade	Alfa	Each	
49.	Paper Pin	-	Packet	
50.	Pen/Pencil Holder	Steel	Each	
51.	Peon Book	Upto 60 Pages	Each	
52.	Permanent Marker (Blue & Black)	Dollar OR Equivalent	Each	
53.	Pointer (Blue & Black)	0.3mm Dollar OR Equivalent	Packet	
54.	Punch Machine Double	Medium up to 25 Sheets KW OR Equivalent	Packet	
55.	Punch Single Hole	Small	Each	
56.	Punch Single Hole	Large	Each	
57.	Pen Uni ball	Micro Eye	Each	
58.	Pen Uni ball	Vision Elite	Each	
59.	Pen Schneider	One Hybrid C	Each	
60.	Pencil	Goldfish 5000 Autocrat	Each	
61.	Register imported (12 No.)	Ruled	Each	
62.	Scissor	Medium	Each	
63.	Scissor 9"	Large	Each	
64.	Scotch Tap	1" Standard size	Each	
65.	Scotch Tap	3" Standard size	Each	
66.	Sharpener	Dux OR Equivalent	Each	

S.No.	Items	Specifications	Unit (Packet/Each)	Rate with GST
67.	Sharpener Machine	KW OR Equivalent	Each	
68.	Shorthand Note Book	-	Each	
69.	Shorthand Pencil	Fine Quality	Each	
70.	Spiral Ring Pad	A-7 (100 Sheets)	Each	
71.	Spiral Ring Pad	A-7 (200 Sheets)	Each	
72.	Spiral Ring Pad	No.4	Each	
73.	Stamp Pad (Blue Ink)	Size: 5m	Each	
74.	Stapler Machine (Medium)	Size: 24/6” KW OR Equivalent	Each	
75.	Stapler Pin (Medium)	Size: 24/6” KW OR Equivalent	Each	
76.	Stapler Pin Remover	KW OR Equivalent	Each	
77.	Sticky Flags	-	Packet	
78.	Steel Scale	12”	Each	
79.	Stock inward & outward Register	No. 10	Each	
80.	Table Calendar	-	Each	
81.	Table Diary	-	Each	
82.	Table Set	Wooden	Each	
83.	Table Set	Leather	Each	
84.	Table Set	Marble	Each	
85.	Telephone Index	Extra Large 300 pages	Each	
86.	Top Transparent File Cover	White	Each	
87.	White Board Marker	Dollar OR Equivalent	Each	
88.	Yellow Slip	Size: 3/3”	Each	
89.	Toner Konica Minolta Bizhub 554e	Original	Each	
90.	Toner Konica Minolta Bizhub 454e	Original	Each	
91.	Toner Konica Minolta Bizhub 215	Original	Each	
92.	Toner Konica Minolta 306i	Original	Each	
93.	Toner Cannon 6555i (NPG-54)	Original	Each	

Name of Bidder/Firm

Signature. _____

Date:

Seal

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Part-I (Section-II)
Price schedule in Pak Rupees
List of Computer Stationary

Note: The purchaser will purchase Compactable manufactured by the company concerned. Substandard items will not be acceptable and the earnest money will be forfeited and the firm will be black listed.

Rate per unit with GST

S.No	Description	Original
1.	Toner HP LaserJet Pro 400M401d (80-A)	
2.	Toner HP LaserJet Pro 404 (76-A)	
3.	Toner HP LaserJet Pro 402d (26-A)	
4.	Toner HP LaserJet 127 fn (83-A)	
5.	Toner HP LaserJet 1102 (85-A)	
6.	Toner HP LaserJet P2015d (53-A)	
7.	Toner HP LaserJet 2035 (05-A)	
8.	Toner HP LaserJet 1505 (36-A)	
9.	Toner HP LaserJet 1320 (49-A)	
10.	Toner HP Pro 200m Color 251 nw (131-A) (SET)	
11.	Toner HP Color Printer 150 a (119 Set)	
12.	Toner Konica Minolta Bizhub 554e	
13.	Toner Konica Minolta Bizhub 454e	
14.	Toner Konica Minolta Bizhub 215	
15.	Toner Konica Minolta 306i	
16.	Toner Cannon 6555i (NPG-54)	
17.	Computer Paper – A4 (AA)	AA OR Equivalent
18.	Computer Paper – Legal (AA)	AA OR Equivalent

Name of Bidder/Firm

Signature._____

Date:

Seal

Part-I (Section-II)
Price schedule in Pak Rupees
List of Other / Miscellaneous Items

S. No	Items	Specification	Unit	Rate with GST
1.	Acid for washroom	01 Liter Bottle	Each	
2.	Air- Freshener	Air Wick 300 ml	Each	
3.	Air- Freshener	Cobra 300 ml	Each	
4.	Air- Freshener	Aseel (Al Rehab) U.A.E 300 ml	Each	
5.	Air-Freshener Machine	Fresco OR Equivalent	Each	
6.	Air-Freshener Refill	300ml Fresco OR Equivalent	Each	
7.	Ash Try Extra Large	Crystal	Each	
8.	Battery Cell (D)	Energizer OR Equivalent	Each	
9.	Broom (Phool)	Large	Each	
10.	Broom (Tinka)	Large	Each	
11.	Bucket Plastic	15 L	Each	
12.	Call Bell imported	Single frequency	Each	
13.	Car Polish	Cosmic	Each	
14.	Cell AA	Energizer OR Equivalent	Each	
15.	Cell AAA	Energizer OR Equivalent	Each	
16.	Comb	Fine quality	Each	
17.	Dettol Bottle	01 Litter	Each	
18.	DSL Separator	Fine quality	Each	
19.	Dust Mop (Large) As per sample	Microfiber super Duster	Each	
20.	Dust Bin	Plastic Standard	Each	
21.	Duster Cotton Large	White , Good Quality	Each	
22.	Duster Phylane Large	Yellow ,Good Quality	Each	
23.	Duster Phylane Large	White , Good Quality	Each	
24.	Electric Fan Heater 2000 W	Black & Decker OR Equivalent	Each	
25.	Electric kettle 2.0 Litter	Deuron OR Equivalent	Each	
26.	Electric kettle 5.0 Litter	Deuron OR Equivalent	Each	
27.	Electric Wire (copper)	(3/36) Pak Cables or equivalent	Roll	
28.	Electric Wire (copper)	(7/29) Pak Cables or equivalent	Roll	
29.	Electric Wire (copper)	(110/76) Pak Cables or equivalent	Roll	
30.	Electric Wire (copper)	(3/29) Pak Cables or equivalent	Roll	
31.	Engagement Stand (A-4)	Plastic	Each	

S. No	Items	Specification	Unit	Rate with GST
32.	Extension Lead	Camelion (CMS-168)	Each	
33.	Extension Lead	Camelion (CMS-118)	Each	
34.	Face Mask	3 lyre Imported Quality	Each	
35.	Face Mask	N-95 Original	Each	
36.	Garbage Bag Plastic Large Size Per KG	Fine Quality	Kg	
37.	Glass for water	Fine quality	Each	
38.	Glint Spray	Glint (500ml)	Each	
39.	Hair Brush	Fine quality	Each	
40.	Hand Gloves	Medicated	Each	
41.	Hand sanitizer Dettol	500 ml 70% Alcohol	Each	
42.	Hand sanitizer Dettol	01 Liter 70% Alcohol	Each	
43.	Hand sanitizer	05 Liter 70% Alcohol	Each	
44.	Hand Wash Liquid Dettol	250 ml Dettol OR Equivalent	Each	
45.	Harpic	500 ml	Each	
46.	Insect Killer Baygon	300 ml	Each	
47.	Insect Killer Mortein	300 ml	Each	
48.	Insect Killer Cobra	300 ml	Each	
49.	Jug for water	Fine Quality	Each	
50.	Key Board	A-4 Tech OR Equivalent	Each	
51.	LED Bulb	13W Phillips OR Equivalent	Each	
52.	LED Bulb	18W Phillips OR Equivalent	Each	
53.	Line Card (Four wire) Per meter with connector	Fine quality	Each	
54.	Line Card (Six wire) Per meter with connector	Fine quality	Each	
55.	Liquid Hand Wash Machine	Fine Quality	Each	
56.	Liquid Soap Gallon	05 liter	Each	
57.	looking Mirror with wooden Frame	2x3 Size Superior quality	Each	
58.	Micro Fiber Duster for Cars	Superior Quality	Each	
59.	Milk & Sugar Pot (Set)	Crystal - Imported quality	Set	
60.	Molty Back Care	Molty Foam OR Equivalent	Each	
61.	Mouse	A-4 Tech OR Equivalent	Each	
62.	Mouse Pad	Fine quality	Each	
63.	Multi Plug (round-pin)	Fine quality (As per sample)	Each	
64.	Name Plate	As per sample	Each	
65.	Network Cable (CAT-6) Roll	Molex OR Equivalent	Roll	

S. No	Items	Specification	Unit	Rate with GST
66.	Network Patch Cables 1meter	Molex OR Equivalent	Each	
67.	Network Patch Cables 2meter	Molex OR Equivalent	Each	
68.	Pachara (Large) As per sample	With long threads	Each	
69.	Phenyl Finis	Large Bottle (3 litters)	Each	
70.	Quarter & Large Plate	Melamine	Each	
71.	Revive all Luster	Revive all	Each	
72.	Rice Spoon	Imported quality	Each	
73.	Romi Ticki	-	Each	
74.	Seat Cane	Imported	Each	
75.	Soap	70 gram Dettol OR Equivalent	Each	
76.	Stamp Printy Machine with 5 lines Rubber	-	Each	
77.	Stamp with Handel 3 line rate	-	Each	
78.	Surf	65grms	Each	
79.	Table Cloth per Meter	Fine quality	Per meter	
80.	Table Glass per sq.ft	Fine quality	Per Sq.Ft	
81.	Tea Cup with Saucers	Imported quality	Each	
82.	Tea Spoon	Imported quality	Each	
83.	Tea Tray Large	Melamine imported quality	Each	
84.	Telephone Adapter	Superior quality	Each	
85.	Telephone Set with CLI	Original Panasonic OR Equivalent	Each	
86.	Telephone Steno Set with CLI	Original	Each	
87.	Thermos Flask 01 liter	Superior quality	Each	
88.	Thermos Flask 05 liter	Superior quality	Each	
89.	Tissue Paper Box Luxury	Rose petal OR Equivalent	Each	
90.	Tissue Hygine white	Rose Petal OR Equivalent	Each	
91.	Toilet Roll (Maxob)	Rose Petal OR Equivalent	Each	
92.	Toilet Brush	Fine quality	Each	
93.	Towel (100% Cotton)	Large Size 27x54	Each	
94.	Tube Rod Small 18 W	18 W Phillips OR Equivalent	Each	
95.	Umbrella Large Size	Fine quality	Each	
96.	USB Original	16 GB HP OR Equivalent	Each	
97.	USB Original	32 GB HP OR Equivalent	Each	
98.	USB Original	64 GB HP OR Equivalent	Each	

S. No	Items	Specification	Unit	Rate with GST
99.	Vim Liquid	275 ml Lemon Max OR Equivalent	Each	
100.	Vim Powder	400 Grams Lemon Max OR Equivalent	Each	
101.	Wall Clock	Superior quality	Each	
102.	Wiper	Large	Each	
103.	Wire Less Keyboard & Mouse	A-4 Tech OR Equivalent	Each	
104.	Wireless Wi-Fi Device	Alfa with Antenna	Each	

Name of Bidder/Firm

Signature. _____

Date:

Seal

Part-I (Section-II)

3. Contract Form

THIS AGREEMENT made the ____ day of _____ 20____ between **Ministry of Inter Provincial Coordination (IPC)**, Government of Pakistan, having its principal place of business at 2nd Floor, New Secretariat, Kohsar Block, Islamabad (hereinafter referred to as the “**IPC**”, which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the one part) and (name of the firm), a firm duly registered, having its head office at (complete address) (hereinafter referred to as “**Supplier**”, which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the other part):

WHEREAS the Purchaser invited rates for Purchase of Stationery, Computer Stationery, Misc. Items, of firms / vendors and has accepted the following unit rates that shall remain valid till 30th June 2024 by the Supplier for the supply of items which shall be asked for through “Supply Orders” having therein the requisite items, quantities, delivery schedule & rate of liquidated damages against late deliveries, and shall be issued from time to time, nonetheless, the validity of selected rates may be further extended till finalization of next tender, if desired so, by mutual consent:-

S.No	Item with brand name	Unit Rate (Pak. Rs.) (with GST)
1.		
2.		

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Bid Form and the Price Schedule submitted by the Bidder;
 - (b) The General Conditions of Contract;
 - (c) The Special Conditions of Contract;
 - (d) The Purchaser’s Notification of Award; and
 - (e) Purchase Orders which shall be issued by IPC time to time
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Purchaser)

Signed, sealed, delivered _____ the _____ (for the Supplier)

Part-II

(Section-I)

General Conditions of Contract

Part-II (Section-I)

GENERAL CONDITIONS OF CONTRACT

1. Definitions	<p>1.1 In this Contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none">(a) “The Contract” means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.(b) “The Contract Price” means the price which shall be payable to the Supplier under the Contract pursuant to the rates agreed in it, against the “Supply Orders” which shall be issued from time to time, for the full and proper performance of its contractual obligations.(c) “The Goods” means all of the stationery items, toners, equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract against the “Supply Orders” which shall be issued from time to time.(d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.(e) “GCC” means the General Conditions of Contract contained in this section.(f) “SCC” means the Special Conditions of Contract.(g) “The Purchaser” means the organization purchasing the Goods, as named in SCC.(h) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.
2. Application	<p>2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.</p>
3. Standards	<p>3.1 The Goods supplied under this Contract against the “Supply Orders” which shall be issued from time to time, shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.</p>
4. Inspections and Tests	<p>4.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall</p>

	<p>notify the Supplier in writing, in a timely manner, of the identity of any samples (representatives) retained for these purposes.</p> <p>4.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.</p> <p>4.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.</p> <p>4.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the Purchaser's delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' shipment from the factory/warehouse.</p> <p>4.5 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.</p>
5. Packing	<p>5.1 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.</p>
6. Delivery and Documents	<p>6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms which shall be specified in the Schedule of Requirements of the respective "Supply Order" that shall be issued from time to time.</p>
7. Warranty	<p>7.1 The Supplier warrants that the Goods especially "Toners" supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.</p> <p>7.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.</p> <p>7.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>7.4 Upon receipt of such notice, the Supplier shall, within the period</p>

	<p>specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.</p> <p>7.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.</p>
8. Payment	<p>8.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.</p> <p>8.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.</p> <p>8.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.</p> <p>8.4 The currency of payment is Pak. Rupees.</p>
9. Prices	<p>9.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.</p>
10. Contract Amendments	<p>10.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.</p>
11. Assignment	<p>11.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.</p>
12. Delays in the Supplier's Performance	<p>12.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.</p> <p>12.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.</p>
13. Termination for Default	<p>13.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:</p> <p>(a) if the Supplier fails to deliver any or all of the Goods within the</p>

	<p>period(s) specified in the respective “Supply Order” which shall be issued from to time to time under this Contract, or within any extension thereof granted by the Purchaser; or</p> <p>(b) if the Supplier fails to perform any other obligation(s) under the Contract.</p> <p>(c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract.</p> <p>For the purpose of this clause:</p> <p>“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.</p> <p>13.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 17.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p>
14. Force Majeure	<p>14.1 Notwithstanding the provisions of GCC Clauses 12 and 13, the Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>14.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’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 or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>14.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
15. Resolution of Disputes	<p>15.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</p>

	15.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.
16. Governing Language	16.1 The Contract shall be written in the language specified in SCC. The version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
17. Applicable Law	17.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.
18. Notices	<p>18.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.</p> <p>18.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>
19. Taxes and Duties	19.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

Part-II

(Section-II)

Special Conditions of Contract

Part-II (Section-II)

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—**The Purchaser is:** Ministry of Inter Provincial Coordination, 2nd Floor, New Secretariat Kohsar Block, Islamabad.

2. Inspections and Tests (GCC Clause 4)

GCC 4.1—**Inspection and tests prior to supply of Goods and at final acceptance are as follows:**

The Purchaser or its representative shall have the right to inspect and or to test the supplies at the destination to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. In this regard, a “Supply Order” shall be issued from time to time as per needs of IPC having therein Schedule of Requirements & Technical Specifications of the demanded items which shall be provided by the supplier. **Besides, for the delivery of toners, the Supplier shall provide the ID. Nos. printed on the packing boxes of the toners in their delivery challan for online verification of the same through original manufacturers’ websites.**

3. Packing (GCC Clause 5)

GCC 5.2 – **Packing & accessories:** The bidder shall deliver the supplies as per the “supply Order”, issued from time to time, at the destination in scratchless condition within proper packing with the entire manufacturer supplied accessories. With respect to toners, the same must be supplied in original packing having seal with ID. Nos. of original respective manufacturer.

4. Warranty (GCC Clause 7)

GCC 8.2—In partial modification of the provisions, the warranty period of the supplied goods, especially toners shall be **12 (Twelve) months** from date of acceptance of the supplies. The Supplier shall, in addition, comply with the performance and / or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

(a) Make such changes, modifications, and / or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 2.

5. Payment (GCC Clause 8)

GCC 8.1& 8.3 —The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

Payment shall be made in Pak. Rupees in the following manner:

- (i) **On Acceptance: Hundred (100)** percent payment of the supplies delivered and received as per the respective “Supply Order”, shall be made within sixty (60) working days of submission of claim supported by the acceptance certificate issued by the purchaser.

6. Prices (GCC Clause 9)

GCC 9.1—**Prices shall be:** Fixed.

7. Termination for Default (GCC Clause 13)

If during the currency of the period it is found that supplied items are sub –standard, defective or not genuine or from grey channel, the contract will be cancelled and Security Deposit will be forfeited and the firm will also be blacklisted

8. Resolution of Disputes (GCC Clause 15)

GCC 15.2—**The dispute resolution mechanism to be applied pursuant to GCC Clause 15.2 shall be as follows:**

In the case of a dispute between IPC and the Supplier, the dispute shall be addressed and settled in accordance with provisions of Public Procurement Rules, 2004 amended from time to time and the relevant laws of the Islamic Republic of Pakistan.

9. Governing Language (GCC Clause 16)

GCC 16.1—**The Governing Language shall be:** English.

10. Notices (GCC Clause 18)

GCC 18.1—**Purchaser’s address for notice purposes:**

Section Officer (General)
Room No. 301, 2nd Floor,
New Secretariat, Kohsar Block, Islamabad
Tele: 051-9103512

—**Supplier’s address for notice purposes:**
