



**WAFaqI MOHTASIB (OMBUDSMAN)'S SECRETARIAT
REGIONAL OFFICE , LAHORE**

**Bidding Documents for Procurement of Stationery & Other Miscellaneous
Stores on Annual (Running) Contract Basis for the
Financial year 2025-26**



WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT
REGIONAL OFFICE, 15-A, DAVIS ROAD, LAHORE

Bidders are advised to read the Instruction to Bidders (ITB) carefully as elaborated below:-

1. Scope of Bid

1.1 The Office of Wafaqi Mohtasib Secretariat, Regional Office, Lahore invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) for purchase of Stationery and other miscellaneous stores items as specified in detail, Schedule of Requirements on the basis of annual running contract on "as and when" required basis, for the financial year 2025-26. The successful bidders will be required to supply best quality items to WMS, Regional Office, Lahore, as per terms and conditions specified in this bidding document.

2. Eligible Bidders.

2.1 This Invitation for Bids is open to all original manufactures/their authorized agents/general order suppliers/stockiest/stationers and in case of imported goods their authorized agents/importers/suppliers in Pakistan for supply of Goods who possess NTN, GST No. and on Active Tax Payers List of FBR etc and PPRA e-PADS.

2.2 Not blacklisted under the provision of Rule 19 of PPRA Rules 2004.

3. Preparation of Bids and Applicable Bidding Procedure.

3.1 **The bidding procedure** is governed by Public Procurement Rule 36 "Procedures of Open Competitive Bidding" sub-rule (a) "**Single stage—One Envelop procedure**". Each bid shall be comprised of one single envelope containing financial proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

3.2 **Language of Bid:-** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency, shall be written in English/Urdu.

3.3 **Bid Form:-** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the Goods to be supplied, a brief description of the Goods and prices.

3.4 **Bid Currencies:-** Prices shall be quoted in Pak Rupees.

4. Bid Security:-

4.1 The Bidder shall furnish, as part of its bid, a bid security amounting to Rs.125,000/- in shape of pay order.

4.2 The bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 4.6.

4.3 Any bid not secured in accordance with ITB Clauses 4.1 will be rejected by the Procuring Agency as nonresponsive.

4.4 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible after the award of contract to the successful bidder/bidders.

4.5 The successful Bidder's bid security will be converted into Security Deposit which will be retained with the Wafaqi Mohtasib Secretariat till 30.06.2026.

- 4.6 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity specified in Clause 5.2 (iii);
 - (b) if a bidder is found indulged in fraudulent/corrupt practices/concealment of facts;
 - (c) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance with the contract agreement form.
 - (ii) fails to deliver the Goods with stipulated time period as per Schedule of Requirements.
 - (iii) Fail to supply superior quality items.

5. Evaluation and Qualification Criteria.

5.1 Subject to preliminary examination of the bidders/bids to determine their responsiveness to the eligibility criteria specified in this bidding document the Evaluation Criteria for the subject procurement shall be based on mandatory compliance of the Specifications and requirements subject to the most advantageous bid. In other words the contract shall be awarded to the responsive bidder whose bid will be determined as the most advantageous bid of every item.

5.2 The following mandatory documents will be required for eligibility and qualification of the bidders:-

- i. NTN & GST Certificate.
- ii. Proof of on active Tax Payers List of FBR.
- iii. Registered suppliers on the e-Pas Acquisition & Disposal System (EPADS).
- iv. Undertaking regarding Bid validity period of one year i.e till 30.06.2025.
- v. Submission of pay order as bid security with bid.
- vi. Bidding documents duly signed/stamped.
- vii. Certificate regarding not blacklisted under the provision of Rule-19 of PPRA Rules,2004.
- viii. Location & address of the shop/company/firm in Lahore.

6. Period of validity of Bids:-

6.1 Bids shall remain valid specified in Clause 5.2 (iii) i.e 30.06.2026 after the date of bid opening prescribed by the Procuring Agency in the invitation to bids/tender notice. A bid valid for a shorter period shall be rejected by the Procuring Agency as nonresponsive.

7. Modification and Withdrawal of Bids:-

7.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring Agency prior to the deadline prescribed for submission of bids.

7.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched. A withdrawal notice may be uploaded on e-PADS and also sent by fax or email, but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.

7.3 No bid may be modified after the deadline for submission of bids.

7.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to ITB Clause 4.6.

8. Clarification of Bids:-

8.1 During evaluation of bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted.

9. Preliminary Examination:-

9.1 The Procuring Agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

9.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Supplier does not accept the correction of the errors, the bid will be rejected and bid security shall be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

9.3 The Procuring Agency may waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation, provided that such waiver does not prejudice or affect the relative ranking of any Bidder.

9.4 The Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provision, **such as** those concerning Bid Security and Taxes and Duties will be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

9.5 If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

10. Contacting the Procuring Agency:-

10.1 Subject to ITB Clause 8, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring Agency, it should be done in writing.

10.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

11. Award Criteria:-

Subject to ITB Clause 12, the Procuring Agency will award the contract to the successful Bidders whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid (**items wise**), provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

12. Procuring Agency's Right to Accept/Reject Bids :-

The Procuring Agency reserves the right to accept or reject all bids, and to annul the bidding process and reject all bids at any time prior to acceptance of the bids, without thereby incurring any liability to the affected Bidder or bidders. The Procuring Agency will inform the affected Bidder or bidders of the grounds for the Procuring Agency's action, if so requested, but the Procuring Agency shall not be required to justify the grounds. It may also add or skip the items mentioned in schedule of requirement.

13. Notification of Award;

13.1 Prior to the expiration of the period of bid validity/extended bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter or by cable, that its bid has been accepted.

13.2 The notification of award under ITB 13.1 will constitute the formation of the Contract.

14. Signing of Contract;

At the same time as the Procuring Agency notifies the successful Bidder (s), the Procuring Agency will send the Bidder, the Bidder Contract Form provided in the bidding documents, incorporating all agreements between the parties.

15. Corrupt of Fraudulent Practices;

15.1 The Procuring Agency observes the highest standard of ethics during the procurement and execution of such contract. In pursuance of this policy, the Procuring Agency:

- (c) 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.
- (d) 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.
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a PPRA financed contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a PPRA financed contract.

16. Blacklisting;

16.1 The Procuring Agency may blacklist a bidder/firm found under obligation of the wrong doings vide Clause 15.1 (a,b & c) or who consistently fails to perform satisfactorily.

16.2 Before backlisting of the firm, show cause notice will be issued to the bidder followed by personal hearing, in case of non-resolution of issue. The nature of blacklisting of firm, whether temporary or permanent, will depend upon the gravity of offense.



WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT
REGIONAL OFFICE, 15-A, DAVIS ROAD, LAHORE

TERMS & CONDITIONS OF CONTRACT

1. The bidders must have their own retail/whole sale shop/office located in Lahore.
2. The firms should be active tax payers and registered with Income Tax and GST Department.
3. The firm should be registered suppliers on the e-Pak Acquisition & Disposal System (EPADS).
4. **Two copies of prices quoted for the same item will be rejected** in accordance with PPRA Rules 2004. Only one price should be quoted for each item.
5. The approved items of the tender will be supplied on free delivery basis at Wafaqi Mohtasib Secretariat, Regional Office, 15-A, Davis Road, Lahore on, as and when required basis, throughout the financial year 2025-26, as and when required basis, throughout the financial year 2025-26.
6. **Bids will be evaluated (item wise)** on the basis of prescribed specifications. Samples of all the items will have to be provided on demand. Approved samples of approved bidders will be retained till 30.06.2026.
7. All the supplies must be new and strictly in accordance with the specifications as laid down in the tender documents.
8. Rates offered shall remain valid for a period of one year from the date of contract and till 30th June, 2026.
9. Bids must be accompanied with bid security of Rs.125,000/- in the shape of pay order in favour of Wafaqi Mohtasib Secretariat, Regional Office, Lahore.
10. Bills of the inspected and accepted supplies must be furnished in triplicate appended with active tax payer list. After necessary scrutiny and verification of such bills, the payments will be made through AGPR, Sub Office, Lahore by cross cheque subject to furnishing of bill/GST invoice along with active tax payer list by the company. All the taxes levied by the Government of Pakistan from time to time will be deducted from the bills.
11. Wafaqi Mohtasib's Secretariat, Regional Office, Lahore reserves the right to impose cut on prices proportionately in case the supplies found not in conforming to the specifications.
12. The competitive rates quoted must commensurate/match with the quality/standard of supply.
13. At any stage during tender period any prospector/proprietor whose firm previously was black-listed but he deceitfully succeeds in getting his other firm registered with new name, then this other firm too will automatically stand black listed.
14. Each bidder must possess its Vendor Number, GST Number, National Tax Number & telephone/mobile number etc.
15. All successful bidders will have to furnish active tax payer certificate from FBR.
16. In case of non supply of requisite items within stipulated period of (3 days), Wafaqi Mohtasib's Secretariat will either purchase these items from open market at the risk and cost of the supplier and difference (if any) will be charged to the supplier concerned OR contract will be cancelled and his bid security will be forfeited.
17. Partial supply is not admissible.

18. Any tender/bid received after due date/time given in the tender notice will not be accepted.
19. Payment of GST and other taxes etc. is the responsibility of the firms. If any item is exempted from GST, documentary proof is required to be furnished.
20. The Competent Authority of Wafaqi Mohtasib Secretariat, Regional Office, Lahore may reject all bids or proposals at any time prior to the acceptance of bid or proposal in accordance with Rule-33 of Public Procurement Rules,2004.
21. The bid securities will be returned/released to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder (s), it can be converted in the Security Deposit which will be retained till 30.06.2026.
22. In case of dispute/confusion, the case will be referred to Grievance Redressal and Settlement of Dispute Committee and decision of the Chairman of the Dispute Committee will be final.
23. The purchase procedures are subject to observance of PPRA Rules, 2004.

We, M/S _____ have read, understood and bound to abide by the above mentioned terms & conditions.

NAME OF FIRM, SIGNATURE & SEAL _____

FIRM/COMPANY'S PROFILE

FIRM'S NAME: _____

ADDRESS: _____

TELEPHONE NO. _____ **FAX NO.** _____

IBAN BANK A/C NO. _____

BANK NAME/BRANCH WITH BRANCH CODE _____

SALES TAX REGISTRATION NO. _____

NATIONAL TAX NO. _____

AGPR'S VENDER NO. _____

NAME OF FIRM, SIGNATURE & SEAL _____

SCHEDULE OF REQUIREMENTS

WAFaqI MOHTASIB (OMBUDSMAN)'S SECRETARIAT
REGIONAL OFFICE,15-A, DAVIS ROAD, LAHORE

LIST OF STATIONERY, MISCELLANEOUS AND IT ITEMS (Price Schedule)

S.No.	Items/Description	Specification Make/Brand Name	Unit Price without GST (Rs)
1	Ball Point regular	Picasso or equivalent	
2	Ball Point	Compo or equivalent	
3	Ball Point	Uni ball Signo or equivalent	
4	Ball Point	Uniball eye or equivalent	
5	Dak/Peon Book 96 sheets	Tayyaba or equivalent	
6	Diary Register	Good quality	
7	Dispatch Register	Good quality	
8	Eraser AL-30	Pelican or equivalent	
9	Envelope Khaki per 100 (9x4 size)	Golden Craft (80 gms) or equivalent (sample must be attached)	
10	Envelope Khaki per 100 (Medium A-4 Size)	Golden Craft (80 gms) or equivalent (sample must be attached)	
11	Envelope White per 100 inside cotton (Legal Size)	-do-	
12	File Board (A-4 Size)	Shaheen or equivalent	
13	File Cover printed	As per sample.	
14	File Cover Simple (Legal Size)	Sample must be attached	
15	Franking Machine Ink	Red (Pitney Bow Machine)	
16	Franking Machine Ribbon	Prama Eco-Mail Franking Machine.	
17	Gum Bottle 5-0z (142 gms)	Dollar or equivalent	
18	Gum Stick Medium	Pelican or equivalent	
19	High lighter all colours	Pelican or equivalent	
20	Note sheet pad (100 sheets)	Offset paper (80 gms)	
21	Note Pad Medium	As per sample	
22	Paper Cutter Knife	Good quality	

S.No.	Items/Description	Specification Make/Brand Name	Unit Price without GST (Rs)
23	Paper Offset 70 grams F/S A-4 size (500 sheets)	Paper One/copy mate or equivalent (sample must be attached)	
24	Paper Offset 80 grams F/S A-4 size (500 sheets) imported.	AA or equivalent (sample must be attached)	
25	Paper Offset 70 grams F/S Legal size (500 sheets)	Paper One/copy mate or equivalent (sample must be attached)	
26	Paper Offset 80 grams F/S Legal size (500 sheets) Imported	AA or equivalent (sample must be attached)	
27	Paper Pin 50 grams	3 Flower or equivalent	
28	Paper Clip 36 mm	3 Flower or equivalent	
29	Pencil Lead with Rubber	HP/Staedtler or equivalent	
30	Punch single hole	Good quality	
31	Punch Double Hole	Good quality	
32	Post-it-pad (size 3x3)	3M or equivalent	
33	Post-it-pad (size 3x5)	3M or equivalent	
34	Ruled Register No 40	Lucky or equivalent	
35	Ruled Register No.50	Lucky or equivalent	
36	Stamp pad large size (blue and black)	Crystal Classic or equivalent	
37	Stamp pad Ink (blue & black).	Crystal Classic or equivalent	
38	Sharpener Plastic	Dux or equivalent	
39	Shorthand Book 100 Sheets	Lucky or equivalent	
40	Staple Pin (1000 Nos 24/6)	Dollar or equivalent (sample must be attached)	
41	Stapler Machine	Deli No 0306 or equivalent	
42	Staple Pin Remover	KW-5080 or equivalent	
43	Tag Cotton (8 inch)	Good Quality	
44	Toner for Photocopier (Toshiba Studio 2508-A)	Only Original	
45	Toner for Photocopier Konica Minolta Bizhub 306i	Only Original	
46	Table Set (leather)	Superior Quality	
47	Uni Correction Pen	Mitsubishi or equivalent	

S.No.	Items/Description	Specification Make/Brand Name	Unit Price Without GST (Rs)
48	Air Freshener 300 ml	Aseel or equivalent (Jasmine)	
49	Brooms Phool Large size	Good quality	
50	Bulb (LED) 25-watt	Good quality (Brand Name must be mentioned)	
51	Commode Brush	Good Quality	
52	Duster Cotton (18"x30")	Good Quality	
53	Fly Killer Spray	Mortin or equivalent	
54	Glint Spray 500 ml	Kiwi or equivalent	
55	Lota Plastic	Good Quality	
56	Phenyl ball per kg	Good Quality	
57	Phenyl Liquid (large bottle)	Finnis or equivalent (perfumed)	
58	Soap Toilet (Bath Size)	Lux/Safeguard or equivalent (Brand name & size must be mentioned in the tender)	
59	Soap Liquid	Safeguard/Lifebuoy or equivalent	
60	Tissue Box (100 X 2 ply)	Rose petal or equivalent (Brand Name must be mentioned in the tender)	
61	Tissue Roll (Big Size)	White in superior quality	
62	Bath room cleaner.	-	
63	Harpic	-	
64	Vim powder 450 gms	Vim or equivalent	
65	Wiper Steel Handle	Good Quality	
66	Waste Paper Basket	Superior Quality	
67	Washing Powder (Small Pack))	Surf Excel or equivalent	
68	Toner Laser Jet Printer HP-2035	HP or equivalent (Original)	
69	Toner Laser Jet Printer HP-402 N	HP or equivalent (Original)	
70	Toner Laser Jet Printer HP-404 dn	HP or equivalent (Original)	
71	Toner Laser Jet Brother (HL-L5210 DW)	Original	
72	Flash USB 32 GB	Kingston or equivalent	
73	Key Board	HP/Dell or equivalent	
74	Mouse Optical	HP/Dell or equivalent	
75	Mouse Pad Imported	Good quality	

Note: Where ever make or model is mentioned, the bidder may quote the rate of any other equivalent make/model of item with good quality.

Name of Firm, Signature & Seal _____

SCHEDULE OF DELIVERY

The items shall be delivered and installed in accordance with the following schedule.

S.No	Description	Quantity	Required Delivery Schedule from the Date of Supply Order	Location
1	Items mentioned in every supply order	As per supply order	Within three days	Wafaqi Mohtasib Secretariat, Regional Office, Lahore

1. Bid Form

Date: _____

No: _____

To: **Deputy Director (Admn)**
Wafaqi Mohtasib Secretariat
Regional Office, Lahore.

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the **goods** in conformity with the said bidding documents enclosed with Bid Security which is **Rs.125,000/-**.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form", will remain with the Procuring Agency according to Clause-20 of the terms & conditions.

We also agree regarding Bid validity period till 30.06.2026 from the date fixed for Bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 2025.

[signature]

[in the capacity of]

Duly authorized to sign Bid on behalf of _____

2. Contract Agreement Form

(On the stamp paper of worth of Rs.100/-)

AGREEMENT

This agreement is made the _____, 2025 between Wafaqi Mohtasib (Ombudsman)'s Secretariat, Regional Office, Lahore (hereinafter called the purchaser) and M/S _____(hereinafter called "the supplier/vendor"), whenever the context as permits shall be deemed to include his legal representatives, and assigns) of the one part and the purchaser of the other part.

Whereas the supplier/ vendor has agreed to supply the items with reference to Wafaqi Mohtasib Secretariat's Award of Contract No. _____ dated _____

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 hereinafter referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

(a) The Purchaser's Notification to the Supplier of Award of Contract (Supply Order);

(b) The Form of Bid and the Price Schedules submitted by the Supplier;

(c) The Term & Conditions of Contract;

(d) The Schedule to Bid (requirement);

(e) Specifications (if any);

3. **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.

a) **Agreement Period.** The agreement will be valid from the date of award of contract till 30th June 2026.

b) **Supply of Goods.** i) The approved items of the tender will be supplied on free delivery basis at Wafaqi Mohtasib Secretariat Regional Office, 15-A, Davis Road, Lahore on, as and when required basis, throughout the financial year 2025-26.

ii) All the supplies will be new and strictly in accordance with the specifications as laid down in the tender documents.

iii) Partial supply is not admissible.

c) **Inspection and Tests.** i). After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity and quality of goods.

ii. The Inspection Committee of Wafaqi Mohtasib Secretariat, Regional Office, Lahore will carry out detailed physical examination of stocks and can reject, any item if found not according to the approved sample etc. Moreover, the Supplier will also be responsible to replace the same without any further charges.

d). **Packing & accessories:** All the items to be provided are in proper company packing.

e). **Transportation and delivery requirements.** i. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.

ii. The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination.

iii. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.

f). **Warranty.** The warranty period (if any of the items is) of the supplied goods shall be one year from the date of delivery of the supplies at the purchaser's premises.

g) **Payments.** Payment to the successful bidder/Supplier will be made subject to:

Satisfactory delivery of items as per approved sample.

100% payments on delivery of items will be made through cross cheque by AGPR.

Payment of GST and other taxes etc. is the responsibility of the firms. If any item is exempted from GST, documentary proof is required to be furnished.

h) **Security Deposit:** The bid securities of the successful bidder(s), will be converted into Security Deposit which will be retained with the Wafaqi Mohtasib Secretariat till 30.06.2026.

IN WITNESS the parties hereto have caused this Agreement to be executed in accordance with the laws of PPRA Rules 2004 on the day, month and year indicated above.

Signature of the Supplier

Signature of the Purchaser

(Seal)

(Seal)