



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

**Bidding Documents for Procurement of Stationary & Other Miscellaneous Store
Items on Annual (Running) Contract Basis Through EPADS for the
Financial Year 2025-26**

First Floor, Near Circuit House, Punjab Mohtasib Building, PAF Road, Sargodha Phone No. 048-9330155, Fax No: 048-9330156



No.WMS/SGD/A. Advisor/25-26
WAFaqi MOHTASIB SECRETARIAT, REGIONAL OFFICE, SARGODHA

Issue Date: 30.09.2025
Due Date: 15.10.2025

Receiving Time 11:00 am
Opening Time 11:30 am

E-TENDER NOTICE NO. 1(2025-26)

PURCHASE OF STATIONERY & OTHER MISCELLANEOUS STORE ITEMS ON ANNUAL CONTRACT BASIS THROUGH EPADS FOR FINANCIAL YEAR 2025-26

Wafaqi Mohtasib's Secretariat, Regional Office, Sargodha invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) for purchase of stationery and other miscellaneous store items on the basis of annual running contract on "as and when" required basis, for the financial year **2025-26** from the date of award of the contract and up to 30th June, 2026 from well reputed firms/ manufacturers/ their authorized agents/ general order suppliers/stockist/stationers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods having NTN, GST No. and on Active Tax payers List of FBR etc and are also registered on PPRA EPADS and maintaining proper Shops/Offices located in Sargodha.

2. List of the items with specifications and terms & conditions are given in the tender document. The tender document can be downloaded from www.mohtasib.gov.pk or accessed through the e-PADS <https://eprocare.gov.pk>. Interested bidders may submit their bids & tender documents duly signed/stamped along with covering letter on firm/company's letter head on e-PADS on or before 15.10.2025 by **11:00 am** positively. The sealed bids along with original bid security may also be submitted in the office of the Regional Head. Bids will be opened at **11:30 am** on the same day in the presence of bidders or their representatives who wish to be present. The annual running contract will be awarded to successful bidder(s) after scrutiny by the committee as per criteria laid down in tender document and in accordance with PPRA Rules, 2004.

3. Each bid should be accompanied by bid security of **Rs. 34,500/-** in the shape of pay order in favor of DDO, Wafaqi Mohtasib's Secretariat, Regional Office, Sargodha. The bids without bid security shall not be entertained. The firms should be active tax payer, registered with income tax/sales tax departments and also registered on PPRA e-PADS. The payment of all the taxes is the responsibility of the firms. The competent authority may reject all bids or any prior to the acceptance in accordance with Rule 33 of Public Procurement Rules, 2004.

(Kh. Saifur Rehman)
Associate Advisor (Incharge)
Phone: 048-9330155

INSTRUCTIONS TO BIDDERS (ITB)

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

1. Scope of Bid.

1.1 Wafaqi Mohtasib's Secretariat (WMS), Regional Office Sargodha invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) for purchase of stationery and other miscellaneous store 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 as per terms and conditions specified in this bidding document.

2. Eligible Bidders.

2.1 This Invitation for Bids is open to all original manufacturers/ their authorized agents/ general order suppliers/stockist/stationers and in case of imported goods their authorized agents/importers/ suppliers in Pakistan for supply of Goods who possess NTN, GST No. on Active Tax payers List of FBR etc and also register on 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. 34,500/-** 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 the 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 within 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-Pak Acquisition & Disposal System (EPADS).
- iv. Undertaking regarding Bid validity period of one year i.e till 30.06.2026.
- v. Submission of original 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 Sargodha.

6. **Period of Validity of Bids:-**

6.1 Bids shall remain valid for the period 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 be sent by fax or email, but



followed by a signed confirmation copy, postmarked 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 the ITB Clause 4.6.

8. **Clarification of Bids:-**

8.1 During evaluation of the 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 the 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 provisions, **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 Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, 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, 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, the Procuring Agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
15. **Corrupt or Fraudulent Practices;**
15.1 The Procuring Agency observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Procuring Agency:
(a) 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.
(b) 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 and c) or who consistently fails to perform satisfactorily.
16.2 Before blacklisting 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.



SCHEDULE OF REQUIREMENT

WAFAQI MOHTASIB'S SECRETARIAT, Regional Office Sargodha
LIST OF STATIONERY, MISCELLANEOUS AND IT ITEMS (Price Schedule)

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price Without GST (Rs)
(A)	STATIONERY ITEMS	
1.	Ball Point Dollar Clipper	
2.	Ball Point Piano Jelflo	
3.	Ball Point Uniball No. 0.7 Signo	
4.	Binding Tape 3 inch	
5.	Calculator (12 Digit medium) Casio JS 20LA-W	
6.	Chit Pad (91mm x 87mm)	
7.	Dak/Peon Book-96 Sheets Tayyaba	
8.	Diary Register 10 Tayyaba	
9.	Dispatch Register 10 Tayyaba	
10.	Eraser-AL-30 Dux art D-2001	
11.	Sharpener Dux	
12.	Envelope SE-5 khaki Per 100 (9 x 4 size) Centre (80 gms)	
13.	Envelope SE-6 khaki Per 100 (11 x 5 size) Centre (80 gms)	
14.	Envelope SE-8 khaki Per 100 (15 x 12 size) Golden Craft (80 gms)	
15.	Envelope Cloth lined A/4 per 100 (10 x 12 size) White 100 gms imported paper	
16.	Envelope Cloth lined F/S per 100 (15 x 12 size) White 100 gms imported paper	
17.	File Binder Rexine large size	
18.	File cover tag type FS (Government of Pakistan) with good quality card	
19.	Gum Stick (Medium) 21 gm Sensa	
20.	Marker Highlighter (All Colours) Schneider job Germany made	
21.	Paper Cutter steel good quality	
22.	Paper Offset 80 gms A-4 imported (500 sheets) Good Quality	
23.	Paper Offset 70 gms A-4 Imported (500 Sheet), Good Quality	



S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price Without GST (Rs)
24.	Paper Offset 70 gms legal imported (500 sheets), Good Quality	
25.	Paper Offset 80 gms legal imported (500 sheets), Good Quality	
26.	Paper Pin 50 gms Good quality	
27.	Pencil Led Rubber Tip (HB) 2 ½ Picasso Executive shahson	
28.	Punch Single hole KW- trio 097DO	
29.	Pin cushion Good quality	
30.	Paper Clip Good quality	
31.	Ruled Register No 08 Good Quality	
32.	Ruled Register No 10 Good Quality	
33.	Ruled Register No 12 Good Quality	
34.	Scale steel 12inch Good quality	
35.	Scotch Tap (1 x 10 yards) Louis	
36.	Stamp Pad (blue, black, red) large size Crystal classic Steel Body	
37.	Stamp Pad Ink (blue Black & Red) Crystal classic	
38.	Short Hand Book 100 sheets Lucky	
39.	Short Hand Pencil Goldfish Auto craft	
40.	Stapler Machine M&G ABS92791	
41.	Staple Pin (1000 Nos. 24/6)dollar	
42.	Staple Pin Remover (KW-5080)	
43.	Scissor Plastic Handle (7 Inch) stainless steel scissors	
44.	Tag cotton red & white good quality (Guchi)	
45.	Uni Correction Pen CLP-300(8ml)	
46.	White Fluid bottle with Thinner Pelikan	
47.	Dak Folder Good quality	
48.	Waste Paper Basket Plastic (Round) good quality	
49.	Toner HP LaserJet Printer Pro M404dw (76A) Original	
50.	Toner HP LaserJet Printer Pro 4003dw (151A) Original	
51.	Toner Fax Machine Pantum MFP M6609NW Original	
52.	Toner Konica Minolta Biz hub 266i, (Original)	
53.	Toner HP LaserJet Printer P3005dn (51A) Original	



S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price Without GST (Rs)
54.	Toner Brother Printer HL-L5210DW (DR3607) Original	
MISCELLANEOUS		
55.	Air Freshener –Air Way 250ml	
56.	Air Freshener- Al Arbia Sultanat 300ml	
57.	Acid 1 ltr. Sweep Good quality	
58.	Disinfection spray (Dettol) 450ml	
59.	Harpic 450 ml	
60.	Insect Killer 550 ml mortein	
61.	Phenyl 2.75 ltr. ml (finis)	
62.	Brooms Tinka 1 kg good quality	
63.	Bucket medium Plastic good quality	
64.	Bucket Large Plastic good quality	
65.	Commode Brush (Nylon) good quality	
66.	Cotton Flat Mop (Spontex) good quality	
67.	Packing Tape 3 Inch	
68.	Soap Toilet (70grams) lux	
69.	Soap Liquid (250 ml) bottle (Hand wash)	
70.	Scotch Brite 3m	
71.	Dish wash soap Bar 185g	
72.	Surf Excel 1 KG or equivalent	
73.	Surf Excel Sachet Pack 35gm	
74.	Vim bottle 450 gms Good quality	
75.	Towel medium size Good quality	
76.	Tea spoon per piece, steel good quality	
77.	Rice spoon per piece, steel good quality	
78.	Fork per piece, steel, good quality	
79.	Plate Large per piece (Ceramic)	
80.	Plate Quarter per piece good quality (Ceramic)	
81.	Plate Small per piece good quality (Ceramic)	
82.	Rice Serving Spoon good quality	



S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price Without GST (Rs)
83.	Curry Serving Spoon good quality	
84.	Bowl Medium (Ceramic)	
85.	Bowl Small (Ceramic)	
86.	Rice Tray (Ceramic)	
87.	Tea Cup with Saucer normal quality	
88.	Tea Cup with Saucer good quality	
89.	Table set rexine	
90.	Tissue Box (300 sheets) Rose Petal pop-up Ultra soft	
91.	Tissue Roll (Big size) Rose Petal	
92.	Wiper PVC Pipe Handle large size Good quality	
93.	Water Tumbler (Glass) Nova	
94.	Water Jug with cover (Glass) Nova	
95.	Wall clock, superior quality	
96.	Kettle electric 1.7ltr. Deuron (Original)	
97.	Back Care Cushion (Molty foam) good quality	
98.	Door closer	
99.	Door Mate plastic large Good quality	
100.	Duster Cotton good quality	
101.	Cell (AA 1.5V) for Wall Clock	
102.	Cell (AAA 1.5v) for Remote	
103.	Remote Call bell. Good quality	
104.	Extension Lead Good quality	
105.	Floor Protection Mat for Office Chair	
106.	Back Care Cushion (Cane type)	
107.	Electric Air Blower Good quality	
108.	Refilling of Bottled Drinking Water (19 Litres) Gourmet	
	COMPUTER ACCESSORIES ITEMS	
109.	Flash/USB 32GB HP 3.0 (Original)	
110.	USB Wifi Card Tenda/TP-Link	
111.	Keyboard HP/Dell /A4 tech (Original)	



S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price Without GST (Rs)
112.	Mouse Optical HP/Dell/A4 tech (Original)	
113.	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	Qty	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, Sargodha

1. Bid Form

Date: _____
No: _____

To: The Associate Advisor(Incharge)
Wafaqi Mohtasib Secretariat
Sargodha .

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 34,500/-**.

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.



2. Contract Agreement Form

(On the stamp paper of worth Rs.50/-)

AGREEMENT

This agreement is made the -----day of ----- 2025 between **Wafaqi Mohtasib (Ombudsman)'s Secretariat, Regional Office, Sargodha** (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 2025.
- b) **Supply of Goods.**
 - i) The approved items of the tender will be supplied on free delivery basis at Wafaqi Mohtasib Secretariat Regional Office Sargodha 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, Sargodha will carry out detailed physical examination of stocks and can reject, any item if found not according to the



specification 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 District Account Office Sargodha.
- 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, Regional Office Sargodha 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

(Seal)

Signature of the Purchaser

(Seal)



Term and Conditions of Contract .

TERMS & CONDITIONS

1. The bidders must have their own retail/whole sale shop/office located in Sargodha.
2. The firms should be active tax payers and registered with Income Tax and GST Departments.
3. The firm should be registered suppliers on the e-Pak Acquisition & Disposal System (EPADS).
4. Two options 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 Sargodha on, as and when required basis, throughout the financial year 2025-26.
6. Bids will be evaluated 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.34,500/-** in the shape of pay order in favour of Wafaqi Mohtasib Secretariat, Regional Office Sargodha.
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 District Account Office, Sargodha 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 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 (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 may reject all bids or proposals at any time prior to the acceptance of a 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 into 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 the 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 VENDOR NO. _____

NAME OF FIRM, SIGNATURE & SEAL _____

End of Document

