



No. F. 2(5)/B&A/WMS/ROM/2024-25

WAFAQI MOHTASIB SECRETARIAT, REGIONAL OFFICE, MULTAN

Issue Date: 29-11-2024
Due Date: 18-12-2024

Receiving Time 11:30 Hours
Opening Time 12:30 Hours

TENDER NOTICE NO. 1(2024-25)

PURCHASE OF STATIONERY & OTHER MISCELLANEOUS STORES ITEMS ON ANNUAL CONTRACT BASIS FOR FINANCIAL YEAR 2024-25

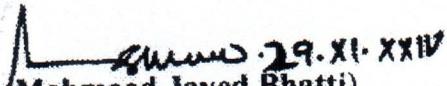
Wafaqi Mohtasib's Secretariat Regional Office, Multan intends to purchase stationery and other miscellaneous stores items on the basis of annual running contract on "as and when" required basis, for the financial year 2024-25 from the date of award of the contract and up to 30th June, 2025 from original 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. and on Active Tax payers List of FBR etc and maintaining proper Shops/Offices .

2. List of the items with specifications and terms & conditions are given in the tender document. The tender document can be obtained free of cost from Regional Office, Multan on any working day during office hours by submitting a written request on the firm/company letter head. The tender document can also be downloaded from www.mohtasib.gov.pk

3. Interested bidders may submit their bids & tender documents duly signed/sealed along with covering letter on firm/company's letter head on or before 18-12-2024 by 11:30 am positively in the office of the Regional Head. Bids will be opened at 12:30 pm on the same day in the presence of bidders or their representatives who prefer to be present. Bids offered on other than tender documents will not be acceptable. 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.

4. Each bid should be accompanied bid security of Rs. 74,000/- in the shape of pay order in favor of DDO Wafaqi Mohtasib's Secretariat, Regional Office, Multan. The bids without bid security shall not be entertained.

5. The firms should be active tax payer and registered with income tax/sales tax departments. 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.


(Mahmood Javed Bhatti)
Associate Advisor/Regional Head
Phone: 061-9330023

INSTRUCTIONS TO BIDDERS (ITB)

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 (WMS) Regional Office, Multan invites sealed bids for Supply of Stationery and other stores items as specified in detail, Schedule of Requirements. 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. and on Active Tax payers List of FBR etc.

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.

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 in the amount of Rs. 74,000/- 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 Regional Office, Multan till 30.06.2025

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.

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. Undertaking regarding Bid validity period of one year i.e till 30.06.2025.
- iv. Submission of pay order as bid security with bid.
- v. Bidding documents duly signed/stamped.
- vi. Certificate regarding not blacklisted under the provision of Rule 19 of PPRA Rules 2004.

6. Period of Validity of Bids:-

6.1 Bids shall remain valid for the period specified in Clause 5.2(iii) i.e 30.06.2025 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 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 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, 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, MULTAN.
LIST OF STATIONERY, MISCELLANEOUS AND IT ITEMS (Price Schedule)**

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price with GST (Rs)
(A)	STATIONERY ITEMS	
1.	Ball Point regular Piano Jelflo gel original	
2.	Ball Point Piano Clipper	
3.	Binding Tape 3 inch	
4.	Drafting/writing Pad size 8x4.5 inch	
5.	Diary Register 6 Tayyaba	
6.	Diary Register 10 Tayyaba	
7.	Eraser-AL-30 Dux art D-2001	
8.	Envelope SE-5 khaki Per 100 (9 x 4 size) Centre (80 gms)	
9.	Envelope SE-6 khaki Per 100 (11 x 5 size) Centre (80 gms)	
10.	Envelope SE-8 khaki Per 100 (15 x 12 size) Golden Craft (80 gms)	
11.	Envelope Cloth lined F/S per 100 (15 x 12 size) White 100 gms imported paper	
12.	File Binder Rexine large size	
13.	Gum Stick (Medium) 21 gm Sensa	
14.	Stamp Pad Crystal (Blue/Black)	
15.	Movement Register standard size Tayyaba	
16.	Marker Uniball No. 0.7 signo	
17.	Marker jel-I pen.7 Dollar	
18.	Marker Highlighter (All Colours) good quality	
19.	Note Sheet Pad-- 50 sheets Offset Paper (80gms Imported)	
20.	Paper Cutter steel good quality	
21.	Paper Offset 70 gms A-4 (Imported)-500 sheets Paper One (Imported)	
22.	Paper Offset 70 gms Legal (Imported) -- 500 sheets Paper One (Imported)	
23.	Paper Offset 80 gms Legal--(Imported) 500 sheets Double A (Imported)	
24.	Paper Pin 50 gms Good quality	
25.	Paper Clip 36 mm Super three flower	
26.	Punch Single hole heavy duty	
27.	Pin cushion Good quality	
28.	Post-it- Pads (Size 2x3)3M	
29.	Ruled Register 200 sheet urdu Lucky Exclusive	
30.	Ruled Register 300 sheet urdu Lucky Exclusive	
31.	Ruled Register 400 sheet urdu Lucky Exclusive	

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price with GST (Rs)
32.	Ruled Register No 60 Lucky Exclusive	
33.	Scale steel 12inch Good quality	
34.	Scotch Tap (1 x 10 yards)Louis	
35.	Stamp Pad Ink (blue Black & Red)Crystal classic	
36.	Sharpener Steel Dux	
37.	Short Hand Book 100 sheets Lucky	
38.	Short Hand Pencil Goldfish Auto craft	
39.	Stapler with remover (good quality)	
40.	Staple Pin (1000 Nos. 24/6)dollar	
41.	Scissor Plastic Handle (7 Inch) stainless steel scissors	
42.	Tag cotton red & white good quality	
43.	Uni Correction Pen CLP-300(8ml)	
44.	Waste Paper Basket Plastic (Round) good quality	
45.	Toner for Photocopier (Toshiba 3518A) (Original)	
46.	Toner 05-A for HP 2035/2055 LaserJet Printer HP (original)	
47.	Toner 26-A for Pro M402d laser jet printer HP (original)	
48.	Toner 76-A for HP 404DN LaserJet Printer (original)	
49.	Toner 49-A for HP LaserJet 1320 Printer (original)	
(B) MISCELLANEOUS ITEMS		
50.	Air Freshener - 300ml Cobra	
51.	Cell D 1.5V Toshiba	
52.	Cell (AAA 1.5v) for Remote	
53.	Duster Cotton (18" x 30")good quality	
54.	Electric Extension lead of good quality with long wire, ports apply to varieties of plugs	
55.	Glint Spray, 500ml Good quality	
56.	Harpic 1000 ml	
57.	Insect Killer 300 ml mortin	
58.	Packing Tape 3 Inch	
59.	Muslim shower complete set, plastic, good quality	
60.	Phenyl 1000 ml Finis	
61.	Soap Toilet (70grams) lux	
62.	Soap Liquid (250 ml) bottle (Hand wash)	
63.	Scotch Brite 3m	
64.	Tape solution Good quality	
65.	Towel medium size Good quality	
66.	Tea cups with soucer good quality	

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price with GST (Rs)
67.	Tea tray plastic good quality large size	
68.	Tea spoon per piece, steel good quality	
69.	Spoon normal size per piece good quality	
70.	Table set rexine	
71.	Tissue Box (300 sheets) Rose Petal pop-up Ultra soft	
72.	Vim bottle 450 gms Good quality	
73.	Lemon Max Liquid bottle Lemon Max 475 ml	
74.	Wiper PVC Pipe Handle large size Good quality	
75.	Water Tumbler (Glass) Nova	
76.	Washing Powder/Surf 1kg	
77.	Tezab(for washroom) per liter	
78.	Wall clock, superior quality	
79.	Kettle electric 1.7ltr. Deuron (Original)	
80.	Telephone Set Panasonic KX-TSC-92 (Caller ID) or equivalent	
(C)	COMPUTER ACCESSORIES ITEMS	
81.	Flash/USB 32GB HP 3.0 (Original)	
82.	Keyboard HP/Dell /A4 tech (Original)	
83.	Mouse Optical HP/Dell (Original)	
84.	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, Regional Office, Multan.

S. No.	Item/Description alongwith Specification/Make or EQUIVALENT	Unit Price with GST (Rs)
67.	Tea tray plastic good quality large size	
68.	Tea spoon per piece, steel good quality	
69.	Spoon normal size per piece good quality	
70.	Table set rexine	
71.	Tissue Box (300 sheets) Rose Petal pop-up Ultra soft	
72.	Vim bottle 450 gms Good quality	
73.	Lemon Max Liquid bottle Lemon Max 475 ml	
74.	Wiper PVC Pipe Handle large size Good quality	
75.	Water Tumbler (Glass) Nova	
76.	Washing Powder/Surf 1kg	
77.	Tezab(for washroom) per liter	
78.	Wall clock, superior quality	
79.	Kettle electric 1.7ltr. Deuron (Original)	
80.	Telephone Set Panasonic KX-TSC-92 (Caller ID) or equivalent	
(C)	COMPUTER ACCESSORIES ITEMS	
81.	Flash/USB 32GB HP 3.0 (Original)	
82.	Keyboard HP/Dell /A4 tech (Original)	
83.	Mouse Optical HP/Dell (Original)	
84.	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.

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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, Regional Office, Multan.

1. Bid Form

Date: _____

No: _____

To:
THE REGIONAL HEAD
WAFAQI MOHTASIB SECRETARIAT,
REGIONAL OFFICE, MULTAN.

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. 74,000/-**

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 30.06.2025 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 _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Branch: 01ND Date: 08/11/2024

Account Title: PPPI

IBAN: PK 4 H A B B 0 0 0 1 6 5 4 0 0 1 8 0 1 9 1

Currency: PKR USD EURO GBP JPY Others

Intercity Within city Same Branch

Credit Card No. _____

CASH PKR

BANK / BRANCH _____

CHEQUE/INSTRUMENT NO.	AMOUNT
<u>10050112</u>	<u>PKR 15,000/-</u>
<u>PKR 26-11-24</u>	<u>PKR 15,000/-</u>
TOTAL AMOUNT	PKR 30,000/-

Total Amount in Words: fifteen thousand only

Depositor's Name: M. Faraz

Contact No.: 050115510

Depositor's CNIC No.: 36304-809207

Depositor's Account No.: _____

(For non-HBL/Walk-in Customers, Also give CNIC Copy)

(For HBL Customers / Account Holders)

Received By: _____ Depositor's Signature: _____

96425588

HABIB BANK
MULTAN BR. MUL TAN
02 DEC 2024
PAYEE'S ACCOUNT WILL BE CREDITED ON REALIZATION
AUTH: SIGNATURE

HABIB BANK
MUL TAN BR. MUL TAN
05 DEC 2024
PAYEE'S ACCOUNT WILL BE CREDITED ON REALIZATION
AUTH: SIGNATURE

(As per Terms & Conditions) (Not official unless validated)