



**WAFaqI MOHTASIB (OMBUDSMAN)'S SECRETARIAT,  
REGIONAL OFFICE DERA ISMAIL KHAN**

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

**Plot No. 1, Survey No. 79, Quaid-E-Azam Road Near GPO Chowk Cantt. D.I.Khan Ph# 0966-9280447,  
Fax# 0966-9280256**



No. F. 5(3)/WMS/ROD/2025-26

**WAFAQI MOHTASIB SECRETARIAT, D.I.Khan**

Issue Date: 28-08-2025  
Due Date: 16-09-2025

Receiving Time 11:00 Hours  
Opening Time 12:00 Hours

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

**CLOSED FRAMEWORK AGREEMENT FOR PURCHASE OF STATIONERY ITEMS ON ANNUAL CONTRACT BASIS THROUGH E-PADS FOR FINANCIAL YEAR 2025-26**

1. Wafaqi Mohtasib's Secretariat, Regional Office Dera Ismail Khan invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) for purchase of stationery 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 30<sup>th</sup> June, 2026 from well reputed firms/ manufacturers/ their authorized agents/ supported suppliers in Pakistan for supply of Goods having NTN, GST No. and on Active Tax payers List of FBR etc, and also registered on PPRA EPADS and maintaining proper Shops/Offices located in D.I.Khan.
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](http://www.mohtasib.gov.pk) or accessed through the e-PADS <https://eprocure.gov.pk>.
3. 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 **16-09-2025** by **11:00 am** positively. The sealed bids alongwith original bid security may also be submitted in the office of the Regional Head. Bids will be opened at **12:00 pm** 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.
4. Each bid should be accompanied by bid security of **Rs. 55,000/-** in the shape of pay order in favour of DDO, Wafaqi Mohtasib's Secretariat, Regional office, D.I.Khan.
5. 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.

**Imran Khan**  
**Sr. Investigation Officer/ (Incharge)**

## 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), D.I.Khan invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) for purchase of stationery 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/stationers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods having NTN, GST No. on Active Tax payers List of FBR etc and also registered 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. 55,000/- 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, R.O. D.I.Khan 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 D.I.Khan.

## 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, D.I.Khan  
LIST OF STATIONERY, (Price Schedule)

S. No.	Item/Description alongwith EQUIVALENT	Specification/Make or	Unit Price without GST (Rs)
<b>(A) STATIONERY ITEMS</b>			
1.	Ball Point Pen Regular Picasso 0.8mm		
2.	Ball Point Pen Dollar Clipper Bp1		
3.	Ballpoint Pen Piano <b>Jelflo Gel<sup>tm</sup></b>		
4.	Ball Point Pen <b>Deli Xtream 0.7</b>		
5.	Ballpoint Pen Piano Fine Liner Easy Grip		
6.	Ballpoint Pen Piano Fine Gligel		
7.	Ballpoint Pen Piano Crystal Gel Needle Point Pen		
8.	Binding Clipper 32 Mm Diamond Black		
9.	Binding Clipper 41mm Diamond		
10.	Binding Clipper 51mm		
11.	Binding Tape 3 Inch(All Colour)		
12.	Binding Tape (Cloth)		
13.	Box File Executive F/S		
14.	Calculator (12 Digit Medium ) Casio JS 20LA-W		
15.	Calculator (14 Digit Large ) Casio DL 240D		
16.	Chit Pad (91mm X 87mm)		
17.	Cutter SK5 Steel Blade 2001		
18.	Dak/Peon Book-96 Sheets Tayyaba		
19.	Dak Pad Rexene F/S Size Comet Fancy		
20.	Dak Pad Rexene F/S Size VIP		
21.	Drafting Pad Galaxy 5x8 Good Quality		
22.	Drafting Pad Lucky 7x4.75 Good Quality		
23.	Drafting Pad A/5 1238 (Spiral) Alfalah Top Spiral, Hardboard Binding		
24.	Drafting/Writing Pad Size 8x4.5-Inch (Spiral) Galaxy Side Spiral, Hardboard Binding.		
25.	Diary Register 6 Tayyaba		
26.	Diary Register 10 Tayyaba		
27.	Diary Register 20 Tayyaba		
28.	Dispatch Register Small		
29.	Dispatch Register Large		
30.	Diary Leaf 23F Small		
31.	Diary Leaf 2730 Large		
32.	Double Side Tape		
33.	D.O. Pages A-4 Size Per Packet/Ream		

S. No.	Item/Description alongwith EQUIVALENT	Specification/Make or	Unit Price without GST (Rs)
34.	D.O. Pages Legal Size Per Packet/Ream		
35.	Eraser-AL-30 Dux Art D-2001		
36.	Eraser-Pelikan Dg 50		
37.	Envelope SE-5 Khaki Per 100 ( 9 X 4 Size) Centre (80 Gms)		
38.	Eraser-Bhadur B-43		
39.	Envelope SE-6 Khaki Per 100 (11 X 5 Size) Centre (80 Gms)		
40.	Envelope SE-8 Khaki Per 100 (15 X 12 Size) Golden Craft (80 Gms)		
41.	Envelope Cloth Lined A/4 Per 100 (10 X 12 Size) White 100 Gms Imported Paper		
42.	Envelope Cloth Lined F/S Per 100 (15 X 12 Size) White 100 Gms Imported Paper		
43.	Envelop White Plain Per 100 ( 9 X 4 Size) Good Quality (100gms)		
44.	Envelop White Plain Per 100 ( 11 X 5 Size) Good Quality (100gms)		
45.	Envelop White Plain Per 100 (16 X 12 Size) Good Quality (100gms)		
46.	Envelop White Plain Per 100 (14x18) Good Quality (100gms)		
47.	Envelop White Plain Size 3.5'' X 6.37''		
48.	Envelop White Offset 7 ½ X 5 ½		
49.	Envelop White 6 ½ X 3 ½		
50.	Envelop Brown Window Per 100 (SE 5) Good Quality (100 Gm)		
51.	Envelop Brown Window Per 100 (SE 6) Good Quality (100 Gm)		
52.	File Binder Rexene Large Size		
53.	File Flapper Rexene Large Size		
54.	File Flapper Simple		
55.	File Board (A-4 Size) Shaheen		
56.	File Cover Tag Type FS (Government Of Pakistan) With Good Quality Card		
57.	File Cover One Side Transparent A-4 Size QM Office M &G		
58.	File Cover Plastic L Shape Two Side Open A-4 Size Good Quality		
59.	File Cover Plastic L Shape Two Side Open F/S Good Quality		
60.	File Folder A-4 Size Nokia 074		
61.	File Folder Legal Size Nokia 074		
62.	File Folder A-4 Size WW225D Comet		
63.	File Tray Plastic A-4 Size Good Quality		



S. No.	Item/Description alongwith EQUIVALENT	Specification/Make or	Unit Price without GST (Rs)
64.	Fax Roll 30 Mtr Promos		
65.	Gum Stick (Medium) 21 Gm Sensa		
66.	Gum Bottle 0.5 Oz		
67.	Ink (Fountain Pen) Blue, Black & Red, Green Dollar		
68.	Ink Pad For Printy Stamp Shiny S1823-7		
69.	Ink Remover Fuji		
70.	Log Book No. 6		
71.	Movement Register Standard Size		
72.	Marker Dollar Permanent		
73.	Marker Dollar Pointer		
74.	Marker Piano Fine Liner 0.3 Mm		
75.	Marker Uniball No. 150 Micro		
76.	Marker Deli Roller Pen 0.5mmq200		
77.	Marker Highlighter (All Colours)		
78.	Meeting Folder F/S Size Rexene Green Colour Good Quality		
79.	Note Sheet Pad- 50 Sheets Offset Paper (80gms Imported)		
80.	Paper Cutter Steel Good Quality		
81.	Paper Ream Copymate-500 Sheets Legal Size 80 Gm		
82.	Paper Ream Copymate-500 Sheets Legal Size 70 Gm		
83.	Paper Ream Copymate-500 Sheets A4 Size 80gm		
84.	Paper Ream Copymate-500 Sheets A4 Size 70gm		
85.	Paper Ream City Plus-500 Sheets Legal Size		
86.	Paper Offset 80 Gms FS (Imported) - 500 Sheets Paper One (Imported)		
87.	Paper Offset 70 Gms A-4 (Imported )-500 Sheets Paper One (Imported)		
88.	Paper Offset 80 Gms F14-(8½ X 14 Size) 500 Sheets Double A (Imported)		
89.	Paper Offset 80 Gms A-4 (Imported )-500 Sheets Double A (Imported)		
90.	Paper Offset 70 Gms F14-(8½ X 14 Size) 500 Sheets Double A (Imported)		
91.	Paper Offset 70 Gms A4 (Imported) - 500 Sheets Double A (Imported)		
92.	Paper Coloured Imported 80 Gms A4 100 Sheets Spectra Colour 210x297mm		
93.	Paper Coloured Imported 80 Gms Legal 100 Sheets Spectra Colour		
94.	Paper Pin 50 Gms Good Quality		
95.	Paper Clip 36 Mm Super Three Flower		



S. No.	Item/Description alongwith EQUIVALENT	Specification/Make or	Unit Price without GST (Rs)
96.	Pen Uniball No. 0.7signo		
97.	Pen Expert Jel Broad 0.1 M & G		
98.	Pen Piano Clasic Gel 0.7mm		
99.	Pen Doller Gel1 0.7 Mm		
100.	Pencil Pack/Box Led Rubber Tip (HB) 2 ½ Picasso Executive Shahson		
101.	Pencil Pack/Box Doller Ptt 111		
102.	Pencil Pack/Box Golfish Auto Craft		
103.	Pencil Pack/Box Trica		
104.	Pencil Tray Plastic Good Quality		
105.	Plastic Sheets A-4 Size Transparent.		
106.	Plastic File Cover Slid Bar With White Bar Legal Size		
107.	Plastic File Cover Slid Bar With White Bar A4 Size		
108.	Punch Machine Single Hole KW- Trio 097DO		
109.	Punch Machine Large Good Quality		
110.	Plastic Envelop F/S Size Transparent.		
111.	Punch Double Hole KW- Trio-09880		
112.	Punch Double Hole Heavy Duty Good Quality		
113.	Pin Cushion Good Quality		
114.	Post-It- Pads (Size 2x3)3M		
115.	Post-It- Pads (Size 3x3)3M		
116.	Post-It- Pads (Size 3x5)3M		
117.	Photo Paper A-4 Size Self-Adhesive		
118.	Ruled Register No 08 Lucky Exclusive		
119.	Ruled Register No 10 Lucky Exclusive		
120.	Ruled Register No 12 Lucky Exclusive		
121.	Ruled Register No 14 Lucky Exclusive		
122.	Ruled Register No 16 Lucky Exclusive		
123.	Ruled Register No 18 Lucky Exclusive		
124.	Ruled Register No 20 Lucky Exclusive		
125.	Ruled Register No 24		
126.	Ruled Register No 30		
127.	Scale Steel 12 Inch Good Quality		
128.	Scotch Tap (1/2 X 10 Yards)Louis		
129.	Scotch Tap (1 X 10 Yards)Louis		
130.	Scotch Tap For Dispenser		
131.	Stamp Pad (Blue, Black, Red) Large Size Crystal Classic Steel Body		
132.	Stamp Pad (Blue, Black, Red) Large Size LANCER OA		
133.	Stamp Pad COLOP Micro 2 (Blue, Black, Red) Large Size		



S. No.	Item/Description alongwith EQUIVALENT	Specification/Make or	Unit Price without GST (Rs)
134.	Stamp Pad Ink (Blue Black & Red)	Crystal Classic	
135.	Sharpener Deli Rotatory	E0620 B	
136.	Sharpener Steel	Dux	
137.	Short Hand Book	100 Sheets	
138.	Slip Book (9x6 Size) With WMS Printing In Green Colour)	As Per Sample	
139.	Slip Book Cover Rexene (9x6 Size) (With WMS Printing & Monogram)	As Per Sample	
140.	Stapler Machine Deli No.	E0271	
141.	Stapler Machine Max	Original	
142.	Stapler Machine Fuji Heavy Duty	ABS92840	
143.	Stapler Machine Kangro	Hp-45 Metal	
144.	Stapler Machine Dux	D-10	
145.	Staple Pin (1000 Nos. 24/6)	Dollar	
146.	Staple Pin (1000 Nos. 24/6)	Dux	
147.	Staple Pin (1000 Nos. 23/8 )	Dollar	
148.	Staple Pin Heavy Duty (1000 Nos. 23/8)	Dollar	
149.	Staple Pin Remover (Kw-5080)	Good Quality.	
150.	Scissor Plastic Handle (7 Inch)	Stainless Steel Scissors	
151.	Sticky Note Colour	100 Sheets 3in X 3in	
152.	Table Set Marble	Good Quality	
153.	Table Set Wooden	Good Quality	
154.	Table Flag	(Pakistan)	
155.	Tag Packets Red & White	Good Quality	
156.	Table Calendar		
157.	Wall Calendar		
158.	White Fluid Bottle With Thinner	Plikan	
159.	Yellow Paper Acr	Legal	
160.	Yellow Paper Acr	A4.	



**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, D.I.Khan

## 1. Bid Form

Date: \_\_\_\_\_  
No: \_\_\_\_\_

To: Advisor Incharge  
Wafaqi Mohtasib Secretariat  
D.I.Khan.

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 55000/-**

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 \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## 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, D.I, Khan** (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 30<sup>th</sup> 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 D.I.Khan 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, D.I.Khan 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 D.I.Khan.

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 D.I.Khan 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)

**Term and Conditions of Contract .**

**TERMS & CONDITIONS**

1. The bidders must have their own retail/whole sale shop/office located in D.I.Khan.
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 D.I.Khan 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 30.6.2026.
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 30<sup>th</sup> June, 2026.
9. Bids must be accompanied with bid security of **Rs. 55,000/-** in the shape of pay order in favour of Wafaqi Mohtasib Secretariat, Regional Office D.I.Khan
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, D.I.Khan 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 \_\_\_\_\_

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