



**WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT**

Regional office

6<sup>th</sup> floor, State Life Building No.3, Thandi Sarak, Hyderabad  
Phone No.022-9201607 Fax No.022-9201600

**TENDER NOTICE NO.1/2023**  
**(PURCHASE OF STATIONERY ITEMS)**

Wafaqi Mohtasib Secretariat, Regional Office, Hyderabad intends to purchase stationery items on the annual running contract as and when required basis for the financial year 2023-24 from October, 2023 or from the date of award of the contract upto 30<sup>th</sup> June, 2024 from Original Manufacturers/ authorized distributor/ supplier/ Contractors registered with Income Tax and sales Tax Departments and maintaining proper shops located in Hyderabad. The inventory will be supplied on free delivery basis at Wafaqi Mohtasib's Secretariat, Hyderabad.

2. List of items with specifications and terms and conditions are given in the tender documents. The tender documents can be obtained free of cost from Wafaqi Mohtasib Secretariat, Regional Office, Hyderabad on any working day during office hours from 08.30 am to 4:00 pm or the tender documents can also be downloaded from [www.wafaqi.mohtasib.gov.pk](http://www.wafaqi.mohtasib.gov.pk) free of cost.

3. Interested bidders may submit their bids on this Secretariat's tender documents duly signed/sealed along with covering letter on firm/company's letter head on or before **22-11-2023 by 12.00 p.m.** positively in the office of the undersigned. Bids will be opened at **12.30 p.m** 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 accepted. The annual running contract will be awarded to successful bidder(s) after evaluation of bids/scrutiny by the committee and in accordance with PPRA Rules, 2004.

4. Each bid should be accompanied with bid security of Rs.25,000/- in the shape of pay order in favour of Wafaqi Mohtasib Secretariat, Regional Office, Hyderabad. The bids without bid security shall not be entertained.

5. The firms should be the active tax payer and registered with Income/Sales Tax Department. The payment of all the taxes is the responsibility of the firms.

6. The competent authority 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.

(SYED ASGHAR)  
Drawing & Disbursing Officer.



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### TERMS & CONDITIONS

1. The firms should be active tax payers and registered with NTN.
2. Two options of prices quoted for the same item will be rejected in accordance PPRA Rules 2004. Only one price should be quoted for each item.
3. The approved items of the tender will be supplied on free delivery basis at Wafaqi Mohtasib Secretariat Regional Office, SLIC Building No.3, 6<sup>th</sup> Floor, Hyderabad on as and when required basis, throughout the financial year 2023-24
4. Bids will be evaluated on the basis of prescribed specifications.
5. Rates offered shall remain valid from the date of award of contract to 30<sup>th</sup> June, 2024.
6. Bids must be accompanied with bid security of Rs.25,000/- in the shape of pay order in favour of Wafaqi Mohtasib Secretariat, Regional Office, Hyderabad.
7. 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 DAO Hyderabad through cross cheque subject to furnishing of bill GST invoice along with active tax payer list. All the taxes levied by the Government of Pakistan from time to time will be deducted from the bill
8. At any stage during tender period any prospector/proprietor whose firm previously as 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.
9. Each bidder must possess its Vendor number, GST number, National Tax Number. & Telephone mobile number etc.. Successful bidder will have to furnish active tax payer certificate from FBR.
10. Successful bidder will have to furnish active tax payer certificate from FBR.
11. In case of non supply of requisite items within stipulated period (7 days), Wafaqi Mohtasib's Secretariat, R/O. Hyderabad will either purchase this item 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.
12. Any tender bid received after due date/time given in the tender notice will not be accepted.
13. Payment of GST and other taxes etc. is the responsibility of the firm. If any item is exempted from GST, documentary proof is required to be furnished.
14. The Competent Authority of Wafaqi Mohtasib Secretariat, R/O, Hyderabad 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.
15. 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 will be converted into Security Deposit which will be retained till 30.06.2024. ]
16. Tentative quantity of items mentioned in the list may be decreased or increased as per requirement and in available resources.

- 17. Bidders must quote their rates in Pak Rupees per unit of each item on the bidding document only.
- 18. In case of dispute/confusion, the decision of the Chairman, purchase committee will be final.
- 19. The purchase procedures are subject to observance of PPRA Rule, 2004.

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

SIGNATURE & SEAL OF BIDDER \_\_\_\_\_

**FIRMS / COMPANY'S PROFILE**

FIRM'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

BANK A/C NO. \_\_\_\_\_

BANK NAME/BRANCH: \_\_\_\_\_

SALTES TAX REGISTRATION NO. \_\_\_\_\_

NATIONAL TAX NO. \_\_\_\_\_

AGPR'S VENDOR NO. \_\_\_\_\_

SIGNATURE OF BIDDER & SEAL \_\_\_\_\_

**WAFIQI MOHTASIB SECRETARIAT, R.O HYDERABAD**  
**TENTATIVE QUANTITY OF STATIONERY ITEMS**

S.No.	ITEMS/ DESCRIPTION	SPECIFICATIONS MAKE/BRAND NAME	UNIT RATE EXCLUSIVE GST	TENTATIVE QUANTITY TO BE REQUIRED
				35 pkt
01	Ball Point (Blue/Black/Red)	Piano Crystal or equivalent		12 pkt
02	Officer pen	Uni-ball eye or equivalent		05 Nos.
03	Calculator (12 Digit medium )	Casio or equivalent		1000 Envelopes
04	Envelope SE-5 khaki Per 100 ( 9 x 4 size)	Golden Craft (80gms) or equivalent		10000 Envelopes
05	Envelope SE-6 khaki Per 100 (11 x 5 size)	Golden Craft (80gms) or equivalent		700 Envelopes
06	Envelope SE-8 khaki Per 100 (15 x 12 size)	Golden Craft (80gms) or equivalent		250 File Board
07	File Board (A-4 size)	Shaheen or equivalent		4000 File covers
08	File Cover (10"x14")	As per sample		40 Nos
09	Gum Stick (Medium) 20 gm	Pelikan or equivalent		20 Nos
10	Marker Highlighter (All Colours)	Piano or equivalent		260 Reams
11	Paper Offset 70 gms A-4 Size -500 sheets	Imported or equivalent		45 Reams
12	Paper Offset 70 gms Legal (full size) -500 sheets <i>80 F14030</i>	Imported or equivalent		04 Dozens
13	Plastic Cover (legal size)	Good quality		02 pkt
14	Pencil Lead Rubber Tip (HB)	Goldfish or equivalent		02 Nos
15	Punch Double hole	Good quality		01 Dozen
16	Stamp Pak Ink	Crystal Classic or equivalent		06 Nos
17	Staple Pin Remover	(KW5080) or equivalent		06 Nos
18	Stapier (Medium)	Fuji or equivalent		80 pkt
19	Stapler pin	Kangaro or equivalent		02 Nos
20	Paper Cutter knife	Good quality		36 Nos
21	Uni Correction Pen CLP-300 (8ml)	Mitsubishi or equivalent		04 Nos
22	Diary Register (500 pages)	As per sample		03 Nos
23	Dispatch Register (500 pages)	As per sample		

24	Reglster 500 pages (5 No.)	Noble or equivalent		02 Nos
25	Reglster 300 pages (3 No)	Noble or equivalent		04 Nos
26	Tag Cotton (6 inch) white colour	Good quality		250 Bundles
27	Toner for Photocopier (Canon - Image Runner 2420)	Original		06 Nos
28	Toner for Photocopier (Kyocera - TaskoifaDP8035)	Original		04 (1kg pouch)
29	Toner HP Laser Jet 402d	Original		02 Nos
30	Toner HP laser Jet 1012	Original		02 Nos.
31	Toner HP laser jet P2035	Original		02 Nos
32	Diaries Year 2024 (for noting hearings date)			10 Nos.
33	Table Set for officers with Table Calendar (08 pcs)			02 Nos.
34	Note Book (as per sample)	Good quality		06 Nos.
35	Black Marker	Piano or equivalent		06 Nos