



**WAFaqI MOHTASIB SECRETARIAT
REGIONAL OFFICE, BLOCK-4B,
PAK. SECRETARIAT SADDAR, KARACHI**

Issue Date : 29/09/2020
Receiving Time : 11:30 a.m.

Due Date : 15/10/2020
Opening Time: 12:00 noon

TENDER NOTICE

Wafaqi Mohtasib Secretariat, Regional Office, Karachi invites sealed bids from the Original Manufacturers/ authorized distributors/ Suppliers/ Contractors registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Supply of **Stationary & Miscellaneous items** to Wafaqi Mohtasib (Ombudsman)'s Secretariat, Regional Office, Karachi.

2. Bidding documents, containing detailed terms and conditions, etc are available at the office of Wafaqi Mohtasib Secretariat, Regional Office, Karachi at the price of Rs. 100/-. Bidding documents can also be downloaded from www.wafaqi_mohtasib.gov.pk free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Wafaqi Mohtasib Secretariat, Regional Office, Karachi on or before **15.10.2020 at 11:30 a.m.** Bids will be opened on the same day at **12:00 noon.** This advertisement is also available on PPRA website at www.ppra.org.pk.

(Rashid Ahmed Shaikh)
Deputy Director (Admn)

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ombuds.wmsrok@gmail.com



No. 1(2)/Admn/ST/T/WMS/ROK/2020-2021 (Vol-II)

**WAFaqI MOHTASIB SECRETARIAT, REGIONAL OFFICE,
BLOCK-4B, PAK. SECRETARIAT, SADDAR, KARACHI.**

**TENDER DOCUMENTS FOR SUPPLY OF STATIONARY AND
MISCELLANEOUS ITEMS ON RUNNING CONTRACT BASIS FOR
FINANCIAL YEAR 2020-2021**


Taqi Muhammad Soomro
(Superintendent)
Wafaqi Mohtasib Secretariat
Regional Office, Karachi



No. 1(2)/Admn/ST/T/WMS/ROK/2020-2021 (Vol-II)
WAFaqi MOHTASIB'S SECRETARIAT, R/O. Karachi
General Admn

TERMS & CONDITIONS

1. The bidders must have their own retail or whole sale shops located in Karachi.
2. The firms should be active tax payers and registered with NTN.
3. 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.
4. The approved items of the tender will be supplied **on free delivery basis** at Wafaqi Mohtasib Secretariat Regional Office, Block-4B, Pak. Secretariat, Saddar, Karachi on as and when required basis, throughout the financial year **2020-2021**.
5. Bids will be evaluated on the basis of prescribed specifications and sample provided by the bidders. Sample of all the items will have to be provided on demand. However the samples of paper must be attached with the bids. Approved samples of approved bidders will be retained till **30.06.2021**.
6. All the suppliers must be new and strictly in accordance with the specifications laid down in the tender documents. Toners for printers & photocopier must be genuine/ original.
7. Rates offered shall remain valid **from the date of award to 30th June, 2021**.
8. Bids must be accompanied with **bid security equal to 3% (of total offered bid)** in the shape of pay order in favour of Wafaqi Mohtasib Secretariat, Regional Office, Karachi.
9. Bills of the inspected and accepted supplies must be furnished in triplicate appended with active tax payer list. After necessary scrutiny and verification of such bills, the payments will be made through AGPR, Sub-Office, Karachi 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 bills.
10. Wafaqi Mohtasib's Secretariat Regional Office, Karachi reserves the right to impose cut on prices proportionately in case the supplies are not found confirming to the specifications.
11. The competitive rates quoted must commensurate/match with the quality/ standard of supply.
12. 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.
13. Each bidder must possess its Vendor number, GST number, National Tax Number. & Telephone /mobile number etc.
14. Successful bidder will have to furnish active tax payer certificate from FBR.
15. In case of non supply of requisite items within stipulated period (7 days), Wafaqi Mohtasib's Secretariat, R/o. Karachi 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.
16. Partial supply is not admissible.
17. Any tender/bid received after due date/time given in the tender notice will not be accepted.
18. 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.
19. The Competent Authority of Wafaqi Mohtasib Secretariat, R/o. Karachi 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.
20. 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 30.06.2021.


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21. In case of dispute/confusion, the decision of the Chairman, Purchase Committee will be final.
22. 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. _____

BANK A/C NO. _____

BANK NAME/BRANCH. _____

SALES TAX REGISTRATION NO. _____

NATIONAL TAX NO. _____

AGPR'S VENDOR NO. _____

NAME OF FIRM, SIGNATURE & SEAL _____



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WAFAQI MOHTASIB'S SECRETARIAT
REGIONAL OFFICE, KARACHI

S.No.	Item/Description	Specifications Make/Brand Name	Approximate Qty. required	Unit Price without GST (Rs.)
1.	Ball Point regular	Dollar or equivalent	125	
2.	Ball Point Piano (yellow with blue cap)	Piano or equivalent	100	
3.	Drafting Pad A/5 1238 (spiral)	Alfalah or equivalent	108	
4.	Short Hand Book 100 sheets	Lucky or equivalent	225	
5.	Envelope SE-5 khaki Per 100 (9 x 4 size)	Golden Craft (80 mgs) or equivalent	8100	
6.	Envelope SE-6 khaki Per 100 (11 x 5 size)	Golden Craft (80 mgs) or equivalent	900	
7.	Envelope SE-8 khaki Per 100 (15 x 12 size)	Golden Craft (80 mgs) or equivalent	900	
8.	File Board (A-4 size)	Shaheen or equivalent	300	
9.	File Cover	As per sample	300	
10.	Stapler Machine	Good quality	20	
11.	Stapler Machine Heavy duty	Good quality	01	
12.	Gum Stick (Medium) 20 gm	Pelikon or equivalent	72	
13.	Officer Pen	Uni Signo or equivalent	252	
14.	Marker Highlighter (All Colours)	Dollar or equivalent	126	
15.	Note Sheet Pad-50 sheets	Offset Paper (80gms imported)	100	
16.	Paper Offset 70 gms A-4 (Imported) 500 sheets	Paper One (Imported)	352 reams	
17.	Paper Offset 70 gms Legal (Imported) 500 sheets	Paper One (Imported)	86 reams	
18.	Paper Pin 50 gms	Good quality	72 box	
19.	Paper Clip 36 mm	Good quality	72 box	
20.	Pencil Lead Rubber Tip (HB)	Goldfish (6000/7000) or equivalent	108	

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S.No.	Item/Description	Specifications Make/Brand Name	Approximate Qty. required	Unit Price without GST (Rs.)
21.	Punch Single hole	Euro EU-600 Red or equivalent	14	
22.	Stamp Pad (blue, black & red)	Crystal Classic or equivalent	27	
23.	Staple Pin Remover	KW-5080 or equivalent	14	
24.	Uni Correction Pen CLP-300 (8ml)	CLP-300 8ml or equivalent	126	
25.	Tag Cotton (8 inch) Red and white colour	Good quality	135	
26.	Tag Cotton (12inch) Red and white colour	Good quality	135 bundle	
27.	Toner for Photocopier (Toshiba-181)	Toshiba original or equivalent	02 bundle	
28.	Toner for Photocopier (Canon-2520)	Panasonic original or equivalent	03	
29.	Toner for Photocopier (Panasonic DP8035)	Panasonic original or equivalent	06	
30.	Toner for HP Laser Jet 2035	HP Original	06	
31.	Toner for HP Laser Jet 2055	HP Original	03	
32.	Toners for HP Laser Jet Pro 400	HP Original	21	
33.	Toner for HP Laser Jet Pro 400n	HP Original	03	
34.	Toner LaserJet Printer M1500	HP Original	09	

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	REFILLING OF TONER CARTRIDGES OF PRINTERS	PRICE WITHDRUM	PRICE WITHOUT DRUM	APPROXIMATE REFILLED TILL JUNE, 2020	UNIT PRICE WITHOUT SINDH SALES TAX (Rs.)
35.	Toner for HP Laser Jet 2035			18 times	
36.	Toner for HP Laser Jet 2055			09 time	
37.	Toner for HP Laser Jet Pro 400			63 time	
38.	Toner for HP Laser Jet Pro 400n			09 time	
39.	Toner LaserJet Printers M1500			27 time	

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