TENDER DOCUMENT

FOR

PROCUREMENT OF STATIONERY AND OTHER GENERAL ITEMS

TRADE DEVELOPMENT AUTHORITY OF PAKISTAN
MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN
Finance & Trade Centre Building, Sharae Faisal, Karachi
****

FRAMEWORK AGREEMENT
PROCUREMENT OF STATIONERY AND OTHER GENERAL ITEMS

Applications from Pakistani nationals registered with FBR / General Sales Tax Department are invited for provision of Stationery and other general items to Trade Development Authority of Pakistan (TDAP) hereinafter called Procurement Agency through a framework agreement for a period of One (01) year, extendable for another two (02) years, on same prices and mutual agreement.

2. **INSTRUCTIONS FOR APPLICANTS**

(1) A Framework Agreement under PPRA Rules shall be executed with the successful bidder(s) offering the most advantageous responsive rates for the supply of Stationery and Other General Items. Single stage Two envelope procedure shall be followed as per PPRA's Rules. Goods will be acquired as and when required through work order from bidders with lowest quote / on need basis.

(2) The Framework Agreement shall establish the agreed rates, specifications, and terms and conditions for the procurement of Stationery and other general items required on a recurring basis. The agreement shall not constitute a commitment to purchase any specific quantity; rather, procurements shall be made from time to time through placement of purchase orders, as applicable, during the validity period of the Framework Agreement."

(3) TDAP reserve the right to increase or decrease BOQ accordingly. The bidders must quote prices against all items describing the product name / company. If the price is not quoted against any item, the bid shall be rejected as incomplete and non-responsive. Work Order shall be issued as per the actual requirements of TDAP.

(4) Blacklisted vendors or bidders from any organization / department of Govt of Pakistan are not eligible to apply. Incomplete, partial, or conditional bids shall not be accepted. Bids received after due date and time shall not be accepted. TDAP may cancel process in accordance with PPRA rules.

3. **SCOPE OF SUPPLY**:

Procurement of Stationery and other general items: The Trade Development Authority of Pakistan (TDAP) intends to procure Stationery and Other General Items for its Head Office, Karachi during the contract period. The successful bidder(s) shall supply the required items in accordance with the specifications, quantities, terms and conditions specified in the Schedule of Requirements given below (Appendix-A, B ,C / Lot-1,2,3).

4. **Eligibility Criteria (Mandatory Requirements)**

The applicant shall meet the following mandatory requirements. Failure to comply with any of these requirements shall render the application non-responsive and liable to rejection.

S. No.	Eligibility Requirement	Required Documentary Evidence	Status
1	Valid NTN Registration	NTN Certificate	Mandatory
2	Valid Sales Tax Registration (where applicable)	FBR /SRB Registration Certificate	Mandatory
3	Active Taxpayer Status	Active Taxpayer List (ATL) Verification	Mandatory

S. No.	Eligibility Requirement	Required Documentary Evidence	Status
4	Office in Karachi	Office Address, Utility Bill, Rent Agreement/Ownership Documents	Mandatory
5	Affidavit regarding Non-Blacklisting	Affidavit on Stamp Paper	Mandatory

Note: Only applicants fulfilling all mandatory eligibility requirements shall be considered for detailed technical evaluation.

5. **Delivery Requirements:**
   (1) Supplies shall be delivered to the designated TDAP Office at FTC Building Sharae Faisal, Karachi at the supplier's own conveyance, cost and risk.
   (2) Delivery shall be completed within the time specified in the Purchase Order, which shall normally not exceed seven (07) calendar days from the date of issuance of the Purchase Order (P.O.)

6. **Quality Standards**
   (1) All items supplied shall be brand new, unused, and of good commercial quality. The supplier shall be responsible to provide a sample of the required item at the time of receipt of the work order and get the same approved by TDAP. In case of provision of any item against the approved sample, TDAP shall reject the item forthwith by communicating the reasons in writing to the supplier.
   (2) The supplied items shall strictly conform to the specifications and recognized market standards and the approved sample.
   (3) TDAP reserves the right to reject any item that is defective, damaged, counterfeit, expired, or not in conformity with the required specifications / approved sample.

7. **Inspection and Acceptance:**
   (1) TDAP may inspect the supplied items before acceptance.
   (2) The supplier shall provide samples, catalogues, brochures, or product literature whenever required by the Procurement/Inspection Committee.
   (3) Acceptance of supplies shall be subject to satisfactory inspection and verification by TDAP.

8. **Replacement of Defective Items:**
   Any defective, damaged, substandard, or non-conforming item shall be replaced by the supplier at no additional cost to TDAP within seven (07) working days of receipt.

9. **Price and Contract Period**
   (1) The quoted rates shall remain fixed during the contract period i.e. One (01) year extendable for further two years and no escalation shall be allowed.
   (2) Supplies shall be made on as-and-when-required basis through issuance of Purchase Orders by TDAP.

10. **Supplier's Responsibilities**
    The successful bidder shall:
    (1) Maintain sufficient stock to meet TDAP's requirements with active status.
    (2) Ensure timely delivery of supplies.
    (3) Comply with all applicable tax laws and government regulations.
    (4) Bear all transportation, loading, unloading, and incidental costs related to delivery.

11. **Quantity Variation**

The quantities mentioned in the Schedule of Requirements are estimated and may increase or decrease depending upon the actual requirements of TDAP during the contract period. TDAP shall not be bound to procure the entire estimated quantity.

12. **Signing of Contract:**

After nominating the qualified supplier by the Procurement Committee, a Letter of Intent shall be issued to the suppliers wherein they will be directed to sign agreement within time period. If the qualified supplier fails to sign agreement with TDAP within specified date and time within (07 calendar days), the procuring agency will cancel pre-qualified status of the bidder, the supplier shall not transfer the obligations of the contract to any other contractor or supplier through sub-contracting. The contractor shall be bound to deliver the required goods / services to TDAP as and when required during the contract period.

13. **Rejection of Applications**:

TDAP reserves the right to accept or reject any bids, and to cancel the process and reject all applications/proposals, at any time prior to award of Contract, without thereby incurring any liability to the affected applicants or any obligation except that the grounds for rejection of all proposals shall upon request be communicated to any applicant who submitted a proposal and security deposit will be returned. Rejection of all applications shall be notified to all applicants promptly.

14. **Redressed of Grievances by TDAP**:

In case of grievances of the applicants, the Grievance Redressed Committee (GRC) shall address the complaints of applicants that may occur prior to the entry into force of the procurement contract. Any applicant feeling aggrieved by any act of TDAP after the submission of his application may lodge via e-PADS only concerning his grievances. The committee shall investigate and decide as per PPRA Rules. Mere fact of lodging of a complaint shall not warrant suspension of the process.

15. **Terms of Contract**:

1) The supplier must provide goods, without sub-contracting.
2) Only requisite Stationery and other general items shall be provided upto the satisfaction of procuring agency.
3) Goods must be delivered within required timeframe as specified in the work order.
4) The supplier shall be responsible for all applicable taxes.
5) Any defective or low-quality Stationery and other general items / store items shall be rejected and returned to the supplier for replacement.
6) Any supplier failing to meet obligations will have their security deposit forfeited.
7) TDAP reserves the right to accept or reject all bid proposals or cancel process as per PPRA Rules.

16. **Liquidated Damages**: In case delay in the delivery of the supplies against the timelines mentioned in any work order, TDAP may impose liquidated damages at the rate of 0.1% of the value of delayed goods per day, up to a maximum of 10% of the contract value. Only seven (07) Calander days as delay could be allowed under this clause. Any further delays, shall render to contract of the supplier liable to termination immediately and warrant forfeiture of the performance guarantee.

17. **Performance Guarantee**: The successful Bidder shall furnish 05% of contract price against each lot as performance guarantee in form a bank guarantee / Pay Order in Favor of TDAP, to be valid or revised during the valid/initial / extended contract period, as the case may be, within 07 days of signing of the agreement.

18. **Force Majeure**: Neither party shall be liable for failure to perform its obligations due to events beyond reasonable control including natural disasters, war, civil disturbances, governmental actions or other force majeure events.

19. **Arbitration / Dispute Resolution**: Any dispute arising out of or relating to this contract shall first be resolved amicably. Failing such resolution, the matter shall be referred to arbitration under the Arbitration Act, 1940 and amendments thereto.

20. **Blacklisting Clause**: TDAP may initiate blacklisting proceedings against the supplier in accordance with PPRA Rules in case of:

    1) Submission of forged documents;
    2) Persistent failure to perform contractual obligations;
    3) Supply of substandard goods;
    4) Misrepresentation of facts.

FRAMEWORK AGREEMENT
PROCUREMENT OF STATIONERY AND OTHER GENERAL ITEMS
BETWEEN
TDAP, KARACHI
AND
[NAME OF AGENCY /VENDOR / SHOP

THIS AGREEMENT is made on this _________day of______________, 2026, at Karachi, between

PARTIES

1. The Trade Development Authority of Pakistan, Karachi (hereinafter the "Procuring Agency"),

2. M/S [Name of shop/Vendor/agency], a shop duly organized and existing under the laws of Pakistan, having its principal office at [Address] (hereinafter the "Supplier" or "Vendor"). Collectively referred to as "the Parties".

ARTICLE 1: DEFINITIONS

In this Agreement, unless the context otherwise requires:

- "Agreement" means this Framework Agreement including all annexes, schedules, and amendments.
- "Framework Period" means the duration of this Agreement as defined in Article 2.
- Work Order" means the specific order issued by the Procuring Agency under this Agreement.
- "Performance Guarantee" means the performance security submitted by the Supplier as 05% of the quoted amount against each lot in favour of Trade Development Authority of Pakistan (TDAP).
- PPRA Rules" means the Public Procurement Rules 2004.

ARTICLE 2: DURATION

• This Agreement shall commence on the date of signing and remain valid for a period of One (01) year extendable for another two (02) years on same price and mutual agreement.

ARTICLE 3: SCOPE OF AGREEMENT

This Agreement establishes a framework for the provision of procurement of Stationery and other general items as described in the bidding document.

This Agreement does not assure any minimum purchase. The Procuring Agency shall procure goods only on a "when required" basis.

ARTICLE 4: PROCUREMENT PROCEDURE

1) For each requirement, the Procuring Agency shall issue work order in respect of vendor / agency offering lowest quote of the items to supply requisite store items. Payment of deliver items shall be made against issued work order only and on submission of invoices.
2) The Supplier shall submit a quotation inclusive of all taxes, duties, and charges within the specified time.
3) Work orders shall be awarded to the Supplier offering the most advantageous quotation in accordance with PPRA Rules.

4) No supplier shall refuse to provide a quotation when requested; refusal without justifiable cause shall be deemed breach of contract.

ARTICLE 5: PERFORMANCE STANDARDS The Supplier shall ensure that:

1) Services are to be rendered in a professional, efficient, and timely manner. Only fresh Stationery and other general items / store items will be provided to the Procuring Agency.
2) Works are completed within the timeline stated in the work order.
3) Any delay or poor performance may result in:
   a) Penalty as per the contract agreement / bidding documents / PPRA Rules.
   b) Rejection of services at Supplier's cost;
   c) Termination of Agreement and forfeiture of Security Deposit.

ARTICLE 6: PAYMENT TERMS

1) Payments shall be made by the Procuring Agency within **30 days** of Satisfactory completion of requisite supply; and on submission of invoice with supporting documents.
2) All payments shall be made in Pakistani Rupees (PKR) through cross cheque.
3) Deductions for taxes shall be made at source in accordance with applicable law.

ARTICLE 7: OBLIGATIONS OF THE SUPPLIER The Supplier shall:

1) Comply with all applicable laws including labor, tax, and safety regulations.
2) Maintain proper records of goods & services.
3) Promptly report any issue that may delay or hinder performance.

ARTICLE 8: OBLIGATIONS OF THE PROCURING AGENCY. The Procuring Agency shall:

1) Issue work orders to the lowest fairly and transparently after obtaining quotations from vendors.
2) Provide timely access to sites/premises.

ARTICLE 9: INSURANCE, HEALTH, SAFETY & EMPLOYEES BENEFITS

1) The Supplier shall be responsible for the safety of its personnel, items/materials.
2) The Procuring Agency shall not be liable for any accident, injury, or loss sustained by Supplier's employees during performance.

ARTICLE 10: CONFIDENTIALITY & ANTI-CORRUPTION

1) Both parties shall keep all information exchanged under this Agreement confidential.
2) The Supplier shall not offer or accept any bribe, gift, or inducement to influence procurement decisions.
3) Breach of this clause shall result in immediate termination and blacklisting under PPRA Rules.

ARTICLE 11: BLACKLISTING & DEBARMENT

1) In case of non-performance, fraud, corruption, misrepresentation, or breach of obligations, the Procuring Agency may recommend blacklisting of the Supplier in accordance with Rule 19 & 19A of PPRA Rules.

ARTICLE 12: AMENDMENT

No amendment to this Agreement shall be valid unless made in writing and signed by both parties.

ARTICLE 13: TERMINATION

1) The Procuring Agency may terminate this Agreement by written notice if: The Supplier repeatedly fails to provide satisfactory goods, provides false documents, misrepresents information, Becomes insolvent or bankrupt.

2) Any party may terminate this Agreement upon **30 days'** written notice, if failed to achieve objectives of this agreement.

ARTICLE 14: DISPUTE RESOLUTION

1) Disputes shall first be resolved amicably.
2) If still unresolved, disputes shall be settled by arbitration under the Arbitration Act, 1940.

ARTICLE 15: FORCE MAJEURE

Neither party shall be held liable for failure to perform due to natural calamities, war, strikes, or events beyond their control. The affected party shall promptly notify the other.

ARTICLE 16: GOVERNING LAW This Agreement shall be governed by and construed in accordance with the laws of Pakistan and the Public Procurement Rules 2004.

ARTICLE 17: NOTICES

Any notice under this Agreement shall be in writing and delivered to the following addresses:

- Procuring Agency: TDAP, Management Service Division, 5th floor, Block-A, Finance & Trade Centre (FTC) Building, Shara-e-Faisal, Karachi.
- Supplier: [Vendor's Address].

SIGNATURES		
	FOR TDAP	**FOR VENDORS / SHOP/AGENCY**
Name:		
Designation:		
Signatures:		
Stamp:		
Date:		

APPENDIX-A

A. Bill of Quantities (Stationery) (LOT # 1)

S#	Items Description	Unit	Qty	Product No / Company name	Unit Rate (Rs.) including Taxes	Total Amount Rs. including taxes
1	**Paper Ream A-4 (70 gms)** – White, high-quality, photocopy paper, 500 sheets per ream (BLC or Equivalent)	Ream	1200			
2	**Paper Ream A-4 (80 gms)** – White, high-quality photocopy paper, 500 sheets per ream (BLC or Equivalent)	Ream	400			
3	**Paper Ream F4A (80 gms)** – White, high-quality photocopy paper, 500 sheets per ream (IK or Equivalent)	Ream	10			
4	**Paper Ream A-4 (80 gms)** – Green, Pink, Yellow high-quality 100 sheets per ream (as per sample)	Ream	80			
5	**Paper Ream F4A (80 gms)** – Green, high-quality 100 sheets per ream (as per sample)	Ream	10			
6	**L-Shape Folder** – A-4 size, 12C transparent plastic folder (as per sample)	Nos.	1000			
7	**File Covers** – A-4 size, strong card with tag, standard office quality (As per Sample)	Nos.	4000			
8	**File Flappers** – Standard durable flappers, cardboard **reinforced (sample available)**	Nos.	2000			
9	**Tissue Paper Box** – 3-ply facial tissues, 150–200 sheets,soft quality. (Rose Petal or Equivalent)	Box	1600			
10	**Air Freshener** – 300 ml aerosol spray, long-lasting fragrance. (Perfect or Equivalent)	Bottle	1200			
11	**Gem Clips** – 36 mm, rust-resistant, nickel-plated (Three Flowers or Equivalent)	Pkt	100			
12	**Insect Killer-** 600 ml, all in one (Mortein or Equivalent)	Nos.	300			
13	**Plastic Files** – A-4 size, one side transparent, durable PVC (as per sample)	Nos.	800			

14	**Plastic File Large** – Large size transparent PVC file, durable **(sample available)**	Nos.	200			
15	**Ball Pen (Blue)** – Smooth writing, standard quality (Mercury Silver or Equivalent)	Nos.	1200			
16	**Ball Pen (Black)** – Smooth writing, standard quality (Mercury Silver or Equivalent)	Nos.	200			
17	**Sharpener** – High-quality plastic/metal sharpener (Dux or Equivalent)	Nos.	200			
18	**Eraser-** Standard (Pelikan 0r Equivalent)	Nos.	100			
19	**Pencil (HB/2HB)** – Graphite pencil, break-resistant (Goldfish or Equivalent)	Nos.	600			
20	**Highlighter** – Fluorescent ink, assorted colors (Dollar or Equivalent)	Nos.	200			
21	**Pointer Pen (Blue)** – Rollerball, 0.5 mm tip, smooth ink (Uniball Pen or Equivalent)	Nos.	400			
22	**Pointer Pen (Black)** – Rollerball, 0.5 mm tip, smooth ink (Uniball Pen or Equivalent)	Nos.	200			
23	**Sliding File** – A-4 size, transparent plastic (As per sample)	Nos.	240			
24	**Stapler Machine (Heavy Duty)** – Large capacity stapler, **up to 200 sheets** (as per sample)	Nos.	6			
25	**Note Slip Book** – Standard 21” by 13” 70 gsm (Paragon or Equivalent)	Nos.	600			
26	**Envelopes (A4 size)** – White paper, 90–100 gms, (as per sample)	Nos.	2000			
27	**Envelopes (SE-6 size)** – White paper, 90–100 gms, (as per sample)	Nos.	10000			
28	**Single Hole Punch** – Durable metal, capacity up to 10 **Sheets** (as per sample)	Nos.	240			
29	**Double Hole Punch (Standard)** – Metal/Plastic, capacity up to 25 sheets (Fuji or Equivalent)	Nos.	240			
30	**Double Hole Punch (Heavy Duty)** – Metal/Plastic, capacity up to 100	Nos.	2			

	sheets (Fuji or Equivalent)					
31	**Packing Tape** – Transparent/brown, 2-inch width, 72 yards, best quality	Nos.	400			
32	**Masking Tape** – Paper tape, 1-inch width, 20 yards, best quality	Nos.	120			
33	**Wooden Scale** – 12-inch, polished wood, clear markings	Nos.	240			
34	**Sticker Sheets** – A4 size, adhesive-backed, best quality	Pkt.	24			
35	**Roller Ball pen** with hybrid needle tip, .5 mm, **Black, Green, Blue and Red** (Schneider or equivalent)	Nos.	120			
36	**Meeting Scheduler** – Acrylic stand/desk type scheduler (As per Sample)	Nos.	24			
37	**Arrow Stickers** – Fluorescent colors, adhesive-backed, assorted sizes	Pkt.	48			
38	**Yellow Slip (Post-it 654)** – 3”x3”, 100 sheets, adhesive- backed, assorted colors	Pkt.	120			
39	**Yellow Slip (Post-it 655)** – 2”x3”, 100 sheets, adhesive- **backed, assorted colors**	Pkt.	120			
40	**Yellow Slip (Multi-color)** – 3”x3”, 100 sheets, adhesive- **backed, assorted colors**	Pkt.	120			
41	**Ruled Register** – Hardbound, ruled pages, 400 pages, best quality (Paragon or Equivalent)	Nos.	100			
Total amount including taxes for LOT # 1 in figure:					Rs.	Rs.
Total amount including taxes for LOT # 1 in words:						

APPENDIX-B

B. Bill of Quantities (Other General Items) (LOT # 2)

S#	Items Description	Unit	Qty	Product No / Company name	Unit Rate (Rs.) including Taxes	Total Amount including taxes
1.	**Steno Set** – Panasonic or equivalent, best quality	Nos.	10			
2.	**Telephone Set (CLI)** – Display CLI function, branded	Nos.	50			
3.	**Insect Killer Injection** – 10 g pack Kingston or Equivalent	Nos.	50			
4.	**Dust Bin (Plastic)** – 10–20-liter capacity, best quality Apollo or Equivalent	Nos.	50			
5.	**Wall Clock** – Branded, quartz movement, best quality	Nos.	12			
6.	**Table Lock (707)** – Branded, standard size, best quality	Nos.	100			
7.	**Table Flags** – Customized with stand (**sample available**)	Nos.	100			
8.	**Calculator** – 14-digit, branded Citizen or Equivalent	Nos.	12			
9.	**Cut Screws (Assorted Sizes)** – Fine quality, per packet	Pkt.	25			
10.	**Towel** – 100% cotton, absorbent, 30”x60”	Nos.	50			
11.	**Table scheduler-** Acrylic, fine quality	Nos.	20			
12.	**Polypropylene bags-** capacity 100 kg, denier 1000	Nos.	100			
13.	**Table Set** – Leather desk organizer set, premium quality	Nos.	12			
14.	**Back care-** spine aligner, soft fabric Molti or Equivalent	Nos.	25			
15.	**Tea Coasters**-four Pcs	Nos.	50			
16.	**Wireless Door Bell** – Battery operated, branded, best quality	Nos.	50			
17.	**AA Cells** – Branded Everyday or Equivalent	Nos.	600			
18.	**AAA Cells** – Branded Everyday or Equivalent	Nos.	600			
19.	**PVC Electrical Tape** – Branded Osaka or Branded Osaka or	Nos.	12			

	Equivalent					
20.	**Double-Sided Tape** – Adhesive-backed, best quality	Nos.	12			
21.	**Electric Cable (3x29, Single Core)** – Branded Millions or Equivalent	Coil.	10			
22.	**Electric Cable (7x29, 2 Core)** – Branded Millions or Equivalent	Coil.	10			
23.	**Electric Cable (23x76, 2 Core)** – Branded Millions or Equivalent	Coil.	10			
24.	**Electric Cable (40x76, 2 Core)** – Branded Millions or Equivalent	Coil.	10			
25.	**Electric Cable (110x76, 2 Core)** – Branded Millions or Equivalent	Coil.	10			
26.	**Electric Cable (7x36, 2 Core)** – Branded Millions or Equivalent	Coil.	10			
27.	**Electric Cable (7x44, 2 Core)** – Branded Millions or Equivalent	Coil.	10			
28.	**3-Pin Plug (13A)** – Fused, round pin, branded Jeko or Equivalent	Nos.	10 0			
29.	**3-Pin Plug (30A)** – Fused, round pin, branded Jeko or Equivalent	Nos.	10 0			
30.	**2-Pin Plug** – Standard, branded Jeko or Equivalent	Nos.	10 0			
31.	**2-Pin Multi Plug** – Branded Jeko or Equivalent	Nos.	10 0			
32.	**Bell Push** Jeko or Equivalent	Nos.	10 0			
33.	**Light Plug** – Branded (Faizco Code 274 or equivalent)	Nos.	10 0			
34.	**Piono Socket** Faizco or Equivalent	Nos.	10 0			
35.	**Fresher Screw 1 inch**	PKT	02			
36.	**China Sheet,** 10 Gang	Nos.	06			
37.	**Tester**	Box	01			
38.	**Electric Tool Bag**	Nos.	04			
39.	**Screw Driver 2 in 1**	Nos.	02			
40.	**Cutter Plas Large**	Nos.	02			
41.	**Plas Large**	Nos.	02			

42.	**China Lock,** Small Size	Nos.	06			
43.	**China Lock,** Medium Size	Nos.	06			
44.	**LED Square Light, 8 Inch** 18 Wat	Nos.	50			
45.	**LED Light,** 2X2	Nos.	10 0			
46.	**Electric Kettle,** Hight quality	Nos.	25			
47.	**Channel Patti,** ¾ Inch	Bund le	01			
48.	**Power Plug,** with Box	Nos.	20			
49.	**China sheet Socket**	PKT	01			
50.	**Extension Board** – 4-port, branded, best quality	Nos.	50			
51.	**AC Breaker 15 AMP** – Branded	Nos.	24			
52.	**AC Breaker 20 AMP** – Branded	Nos.	24			
53.	**Connector Box (10 Amp)** – Standard, branded, best quality	Nos.	6			
54.	**Single Pole Braker,** MCB 16 Ampere	Nos.	12			
55.	**Alkane Battery Cell,** 23A 12V	Nos.	60			
56.	**SMD Light,** 3 inch 3000k	Nos.	30			
57.	**Spot Light,** 3 inch 3000k	Nos.	30			
58.	**Clamp Meter AC/DC** – Branded (UNI/T203 or equivalent)	Nos.	1			
59.	**Telephone set (Console)**- Digital, 12 programmable buttons	Nos.	5			
60.	**Telephone cable coil**- 2 pairs, 90 meter/coil, 2 core Millions or Equivalent	Nos.	10			
61.	**Telephone cable coil**- 5 pairs, 90 meter/coil, 2 core Millions or Equivalent	Nos.	6			
Total amount including taxes for LOT # 2 in figure:						
Total Amount including taxes LOT # 2 in Words:						

APPENDIX-C

C. Bill of Quantities (Crockery) (LOT # 3)

S#	Items Description	Unit	Qty	Product No / Company name	Unit Rate (Rs.) including Taxes	Total Amount including taxes
1.	**Thermos / Water Flask** – Stainless steel, insulated, 1 liter **capacity, best quality**	Nos.	12			
2.	**Tea Set** – Porcelain, 6-person set (**sample available**) (Cerae Noor or Equivalent)	Set.	2			
3.	**Tea Cup & Saucer Set** – Porcelain, 6 pcs/set (Cerae Noor or Equivalent)	Set.	25			
4.	**Coffee Mug** – Ceramic, premium quality (Cerae Noor or Equivalent)	Nos.	25			
5.	**Rice Plates** – Porcelain, per dozen (Cerae Noor or Equivalent)	Dozen.	10			
6.	**Deep Plates** – Porcelain, per dozen (Cerae Noor or Equivalent)	Dozen.	10			
7.	**Quarter Plates** – Porcelain, per dozen (**sample available** (Cerae Noor or Equivalent)	Dozen.	10			
8.	**Dinner Set** – Porcelain, 72 pcs, premium quality (Cerae Noor or Equivalent)	Set.	2			
9.	**Rice Spoon** – Stainless steel, per dozen (Majestic or Equivalent)	Dozen.	24			
10.	**Serving Spoon** – Stainless steel, per dozen (Majestic or Equivalent)	Dozen.	24			
11.	**Tea Spoon** – Stainless steel, per dozen (Majestic or Equivalent)	Dozen.	24			
12.	**Thermos / Water Flask** – Stainless steel, insulated, 1 liter **capacity, best quality**	Nos.	12			
13.	**Jug with Lid** – 1.5 liter, branded (Omroc-Flora or **equivalent)**	Nos.	24			
14.	**Water Glass** – Standard size, transparent glass (**sample available)**	Nos.	120			
15.	**Serving Tray (Plastic)** – Standard size, durable (**sample available**)	Nos.	12			
16.	**Tea Strainer** – Stainless steel, best quality (Majestic or Equivalent)	Nos.	06			
17.	**Forks** – Stainless steel, per dozen	Dozen.	24			

	(Majestic or Equivalent)					
18.	Paperweight Marble (As per sample)	Nos.	100			
19.	**Jug with Lid** – 1.5 liter, branded (Omroc-Flora or **equivalent)**	Nos.	24			
Total amount including taxes for LOT # 3 in figure:						
Total Amount including taxes LOT # 3 in Words:						

<u>Important Note:</u>

i. The Bids will be evaluated and awarded to the bidders on basis of the total quoted amount of all the items in each lot/ separate lots. The Award of the contract shall be on **lot basis and not on overall basis**.

ii. The items in each lot and the quantities in each lot are approximate and not final; items and quantities can vary before or after signing the agreement. Any item can be removed altogether, or its quantity can be decreased as per the requirement of the procuring agency. However, the bidder shall be responsible for quoting bids against each and every item in a lot. Any item in a lot left out or missed out shall render the bid as incomplete or non-responsive.

iii. Any incomplete bid i.e. which has not offered rates against any item in a lot shall be rejected as incomplete and non-responsive.

iv. In case of discrepancy / calculation error unit price shall prevail.

v. The performance security is 05% of Agreement, against the relevant lot, shall be deposited within 07 days of the signing of the contract agreement.

BID FORM

Name of Tender: ____

Tender No.: ____

Name of Bidder: ____

After having carefully examined the Tender Documents, including the Conditions of Contract, Specifications, Scope of Work, and Bill of Quantities (BoQ), we hereby offer to execute and complete the works in accordance with the requirements of the Tender Documents for the following total bid prices:

Sr. No.	Description	Amount (PKR) in Figures and Words
1.	Total Amount of **Lot-1** (Inclusive of All Applicable Taxes)	
2.	Total Amount of **Lot-2** (Inclusive of All Applicable Taxes)	
3.	Total Amount of **Lot-3** (Inclusive of All Applicable Taxes)	

Important Note:

i. The Bids will be evaluated and awarded to the bidders on basis of the total quoted amount of all the items in each lot/ separate lots. The Award of the contract shall be on lot basis and not on overall basis.

ii. The items in each lot and the quantities in each lot are approximate and not final; items and quantities can vary before or after signing the agreement. Any item can be removed altogether, or its quantity can be decreased as per the requirement of the procuring agency. However, the bidder shall be responsible for quoting bids against each and every item in a lot. Any item in a lot left out or missed out shall render the bid as incomplete or non-responsive.

iii. Any incomplete bid i.e. which has not offered rates against any item in a lot shall be rejected as incomplete and non-responsive.

iv. In case of discrepancy / calculation error unit price shall prevail.

v. The performance security is 05% of Agreement, against the relevant lot, shall be deposited within 07 days of the signing of the contract agreement.

Technical Evaluation Criteria / Score Sheet

S. No	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	**Company Profile**		**35**
1.1	Years of Experience in general trade / business (relevant general orders / contracts):		20
	≤ 2 year	0	
	≥ 2 ≤ 4 years	3	
	≥ 5 ≤ 7 years	05	
	≥ 8 ≤ 10 years	10	
	≥ 10 ≤ 15 years	15	
	≥ 10 years	20	
1.2	Clientele:		10
	≥ 3 ≤ 5 MNCs or local firms in general trade / business (relevant general orders / contracts)	3	
	≥ 5 ≤ 8 MNCs or local firms in general trade / business (relevant general orders / contracts)	7	
	≥ 10 MNCs or local companies in general trade / business (relevant general orders / contracts)	10	
1.3	No. & Experience of employees		05
1.3.1	Number of employees		
	Number of employees ≤10	2	
	Number of employees >11	5	
2	**Relevant Experience**		**35**
2.1	Contracts handled so far		
	≥ 3 ≤ 5	2	
	≥ 5 ≤ 8	05	
	≥8≤12	10	
	≥12≤15	15	
	≥15≤20	20	
	≥20<25	25	
	≥25<30	30	
	≥30	35	
2.2	**Work Experience Government Agencies**		**20**
	Contracts handled so far		
	≥ 3 ≤ 5	2	
	≥ 5 ≤ 8	05	
	≥8≤12	10	
	≥15≤20	15	
	≥20<25	20	
3.	**Financial Strength Of The Firm**		**05**

3.1	$\geq 5 \leq 10$ Million of annual turnover / Bank Account Maintenance Cert. & Bank Account Statement Showing Annual Cash Flow as $\geq 5 \leq 10$ Million	02	
3.2	≥ 10 Million of annual turnover / Bank Account Maintenance Cert. & Bank Account Statement Showing Annual Cash Flow as ≥ 10 Million	05	
Mandatory For Technical Qualification			
4.	**Registration with Income Tax and Sales Tax**	10	**05**
	TOTAL		**100**

Minimum Passing Marks are 75.

****