



No.F.1-8/Tender/2025-26/FMC  
Federal Medical College (FMC)  
Hanna Road G-8/4, Islamabad



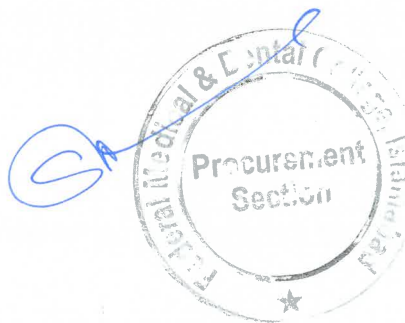
## TENDER DOCUMENT

### FOR PROCUREMENT OF STATIONERY ITEMS

FOR

FEDERAL MEDICAL COLLEGE

FY – 2025-26



MINISTRY OF NHR&C  
GOVT. OF PAKISTAN, ISLAMABAD  
051-9107724-5



No.F.1-8/Tender/2025-26/FMC  
Federal Medical College (FMC)  
Hanna Road G-8/4, Islamabad



## TENDER CLAUSES

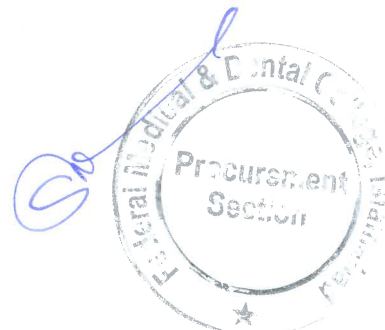
Tender will be ***Single Stage - Two Envelopes procedure*** (PPRA Procurement Code 36 - b) will be dropped by hand in the tender Box placed at Conference Room, Federal Medical College, Hanna Road, Sector G-8/4, Islamabad up to 1100 hrs on prescribed date. Addressed to Principal, Federal Medical College, Islamabad and mark / highlighted on outside.

- 1- The bid shall comprise a ***Single stage - Two envelopes***. Each ***separately*** envelopes shall be marked as ***“Financial Proposal”*** and ***“Technical Proposal”*** in bold and readable letters to avoid confusion.
- 2- Initially only ***“TECHNICAL PROPOSAL”*** envelop shall be opened and the ***“FINANCIAL PROPOSAL”*** envelop shall be retained un-open in the custody of the procuring agency.
- 3- The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which do not confirm to the specified requirements.
- 4- During the technical evaluation no amendments in the technical proposal shall be permitted.
- 5- The financial proposals of bids shall be opened publicly at time, date and venue announced and communicated to the bidders in advance.
- 6- After the evaluation and approval of the technical proposal procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technical accepted bids only. The financial proposal of bidders found technically non-responsive shall be returned un-opened to the respective bidders.
- 7- The bid found to be the most advantageous/lowest shall be accepted.

All documents must be returned whether or not a tender has been submitted. Any respective correspondence concerning this tender shall be addressed to Principal, the competent authority, Federal Medical College (FMC), Islamabad quoting the reference as given above.

- |    |   |                   |
|----|---|-------------------|
| 1. | <i>Check List at page</i>   | <b>03</b>         |
| 2. | <i>General and Specific Terms and condition of tender from page</i>     | <b>04-07</b>      |
| 3. | <i>Technical &amp; Financial Bid proforma i.e. items list from page</i> | <b>08 onwards</b> |

All procurement procedure will be accomplished in accordance with the Public Procurement Rules 2004 of PPRA.



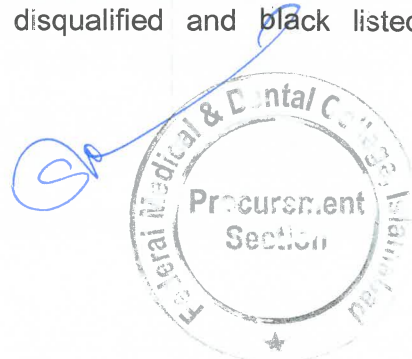


## TECHNICAL OFFER CHECKLIST

*The Mandatory Documents are essential prerequisite along with submission of their bids for the evaluation of their technical bids.*

S. #	Detail of Documents	Compliance Status Yes / No		Page
1.	Name of the Firm, Postal Address, Landline / Cell No. and Email Address			
2.	Name, Designation & Specimen Signature of concerned / focal person CNIC # of the concerned / focal person with attested copy			
3.	Bidder will submit Call Deposit (CDR) initially <b>2% of the Bid amount</b> along with the bid documents. (Cross / Open Cheque will not be acceptable)			
4.	Undertaking by the Suppliers on Stamp (court) paper of at least Rs. 50/- that presently the firm has not been black listed according to the Clause # 3 of specific Terms & Conditions of tender.			
5.	a. Valid National Income Tax Number (with copy of NTN certificate) b. Valid Sales Tax Registration Number (with copy) c. Proof of active Tax payer with FBR (attach certificate copy)			
6.	Duly signed and stamped acceptance letter of Terms & Conditions of tender documents.			
7.	Proof of Experience for supply in the relevant field (minimum 2 years)			
8.	The firms / supplier will provide their:- i. Last 01 year bank statement ii. Financial soundness certificate from bank			

- The bidder shall fill this checklist carefully & attach the relevant documents in the same sequence as prescribed. The said criteria will determine the eligibility of bidders, failing which the firm / bidder will be disqualified and no documents will be received after opening of the bid.
- The firm / bidder that will provide or it be proven that incorrect/ false information/ document has been provided is liable to be disqualified and black listed from Government Departments.





## TERMS & CONDITIONS

### ➤ Instructions for Filling of the Contract Documents

1.	<b>Sealed Tender (Single Stage two envelop procedure)</b> is to be submitted in the name of Principal, Federal Medical College, Islamabad and will be dropped in the Tender Box by hand in the concerned department, before the specified date and time of opening in any case. Envelop would be marked as <b>Tender No. _____</b> <b>Bid for _____.</b>
2.	Vendors / Firms will drop submit their in form of computerized print duly signed & stamped before the CPC and also softcopies through E-PADS (on PPRA website). Hand Written, Typed on Manual Typewriter and Typed on Electronic Typewriter bids shall not be accepted and same will be rejected at the time of opening the tenders without any notice. Erasing and overwriting is liable to rejection of bid of relevant item. The columns against items which are not being quoted should be written <b>N.Q (Not Quoted) or X</b> in Technical bid.
3.	Vendors / Firms are <b>not allowed to change the Serial No and specification(s) of Tender schedules</b> at any cost. In case of non-compliance, complete bid or item (s) will be cancelled.
4.	Any conditional, ambiguous or incomplete offer in any respect shall be rejected. No supplementary or revised offer after the opening of tender shall be entertained.
5.	If the Vendors / Firms quoting two or more brands of item in one line / column shall be liable to rejection.
6.	Vendors / Firms will must submit <b>Earnest money in shape of CDR / Pay order of 2% of the Bid Amount</b> , in favor of Principal, Federal Medical College (FMC), Islamabad along with the Financial Bid and a copy with Technical bid also. (cross / open Cheque will not be accepted).
7.	The successful Vendors / Firms will submit <b>PERFORMANCE GUARANTEE</b> in the form of <b>PG / CDR / Pay order @ 5% of total Price of supplied items</b> shall be submitted for a period of 120 days in case of consumable items with <b>100% delivery</b> , in favor of Principal, Federal Medical College (FMC), which will be released / funded on providing of NOC from Store Keeper duly attested by the Principal / HOD / DD (Admin) on completion of successful contract. (cross / open cheque will not be accepted)
8.	The Vendors / Firms will submit correct Postal Address with Land Line Telephone Number, Cell Number and E-mail address at their letter pad, if required.
9.	Technical Brochures / Brand Literature, Country of Origin of quoted item/ material must be attached with the bid where applicable.
10.	Vendors / Firms must attach with Technical Bids all attested relevant papers i.e. <b>Copies of CNIC, GST &amp; NTN Registration, Experience Certificate, Bank Certificate (minimum 01 year)</b> to the effect that financial position of the Vendor / Firm is sound with last 01 year Bank Statement along with copy of Pay order/ CDR in form of Computerized Print sealed in envelop. Soft Copies will be requested to be submitted as and when required. Also an affidavit will be submitted by the vendors to the effect that Vendors / Firms have never been black listed and undertaking as per clause # 3 of Specific Terms and conditions. All participating vendors/ Firms must return the Tender Documents i.e. Terms & Conditions duly signed & stamped on each page.
11.	The Vendors / Firms will definitely mention in the Technical & Financial bids the brand name against multi branded items.



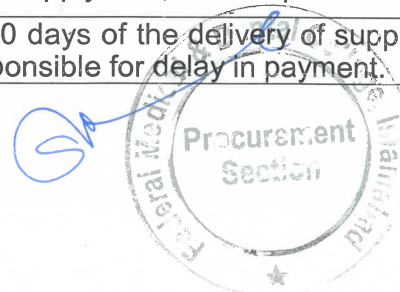


## GENERAL TERMS & CONDITIONS

1.	The contract will be valid for <b>01 year from date of commencement</b> & will remain in-force till the finalization of the new contract. However, the contract can be extended as per PPRA Rules.
2.	Bid validity period shall be till <b>31-12-2026</b> .
3.	Earnest money will be forfeited if a bidder withdraws his bid during the period of bid validity.
4.	The rates quoted in the financial bid proforma i.e. items, list will be final, and no change therein will be accepted after the tenders are opened.
5.	The tender will be approved item wise where applicable.
6.	The sample (s) of items has to be presented by the Vendors / Firms for verification of specifications. The Departmental Committee is authorized to approve without sample presentation if not required by virtue of its well-known brand name.
7.	The approved rates will be valid for the whole contract period.
8.	The successful Vendors / Firms will supply the requisite items in full, even their bills / payment are delayed due to some unavoidable circumstances. Further the vendor will also give the undertaking in this regard with the bidding documents.
9.	Taxes will be deducted according to the existing Government rules /policies. Supplier has to submit any other liable tax receipts if applicable.
10.	The supplies of required Items will be made during official working hours of FMC. The Supplies of should be made within specified period mention in the supply order.
11.	All the regulations / rules framed / enforced by the Federal Government/PPRA/ Ministry of NHSR&C from time to time will be binding upon the Vendors / Firms.
12.	In case of any dispute, the Principal, Federal Medical College (FMC), will be the final Authority.
13.	The Principal, Federal Medical College (FMC), Competent Authority of FMC reserves the right to accept or reject any tender / all tenders as per PPRA rules.

## ➤ SPECIFIC TERMS & CONDITIONS

1.	In case the successful Vendor / Firm, who is awarded the tender, refuses to execute the Tender and will be treated according to the Penalties clause # 2.
2.	All items will be received at FMC Islamabad.
3.	The successful Vendors / Firms should submit an <b>undertaking on judicial paper for the items of same specification / quality / brand etc</b> that they will be regular in supply on approved rates during the whole contract period.
4.	<b>Sub-standard Items</b> not as per sample items will be liable to rejection.
5.	Vendors / Firms once awarded a tender will be responsible to keep contact personally or by a representative with the relevant section i.e. General Stores for and delivery within due time. Non-compliance to a registered posted letter on given Address / Telephone Number will be considered noncompliance of the Supply Order as per preceding clauses of penalties.
6.	Orders placed shall be delivered in full. No partial supply shall be accepted.
7.	Bills of the supplies will be submitted within 07-10 days of the delivery of supplies. For late submission of bills, FMC will not be held responsible for delay in payment.





➤ **RESPONSIBILITIES**

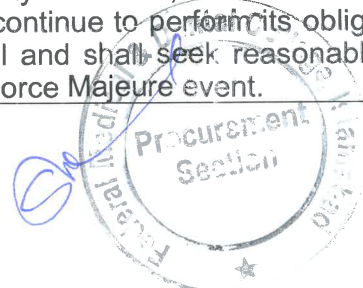
1.	All items supplied will be in accordance with the specifications as laid down in the Tender Schedules.
2.	In case of any discrepancy, less weight, short supply or not as per approved sample etc, the supplier will be held responsible under the Penalties Clause # 1.
3.	FMC reserve the right to claim compensation for the loss caused by the delay in the delivery of supplies and such claim may be in the form of risk purchase or imposition of penalty.

➤ **PENALTIES**

1.	<p>Repetition of incomplete supplies or delay in services will render the Vendors / Firms liable to penalty as per Penalties Clauses:-</p> <p><b><u>Non-Compliance of Supply Order.</u></b> <b>If the Supply Order is not completed within stipulated period one or more of the following penalties can be applied against the Vendor / Firm according to the gravity of situation.</b> A penalty @ <b>0.25%</b> per day on the total amount of the supply order shall be imposed. Risk Purchase will be made at the cost of Vendor / Firm and amount will be deducted from the bills of Vendor / Firm.</p>
2.	<p>If supply order is not completed after issuance of three reminders, the contract of the Vendor / Firm will be treated as cancelled and the order for supply of item (s) will be placed to the next lowest bidder with the approval of the Competent Authority i.e. Principal FMC, with the implementation of following clauses:-</p> <p><b>a. The Earnest Money (CDR / Pay Order) of the Vendor / Firm will be forfeited.</b> <b>b. The Vendor / Firm will be debarred for business at FMC for that year.</b> <b>c. The Vendor / Firm will be debarred for business at FMC forever.</b> <b>d. The Vendor / Firm will be blacklisted.</b></p> <p>In case of any complaint about the penalty (s) imposed on the firm, the firm can appeal against the decision to the Chairman Grievance Redrassal Committee within 15 days of the issue of penalty letter. After expiry of foresaid period, no appeal will be entertained.</p>

➤ **FORCE MAJEURE**

1.	<p>For the purposes of this clause Force Majeure means an act of Almighty or an event beyond the control of the Vendor and not involving the Vendor's fault or negligence directly or indirectly purporting to miss-planning, mismanagement and / or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Vender shall promptly notify the purchaser in writing with sufficient and valid evidence of such condition and the cause thereof. The Force Majeure Committee will examine the pros and cons of the case and all reasonable alternative means for completion of Supply Order under this Contract and will submit its recommendations to the Competent Authority. However, unless otherwise directed by the purchaser in writing, the Vender shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.</p>
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➤ **ARBITRATION AND RESOLUTION OF DISPUTES**

1.	The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the Contract.
2.	If, after thirty (30) days from commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may acquire that the dispute be referred to the Arbitrator to resolution.
3.	The Principal, FMC will be the sole arbitrator. In case of any dispute between parties regarding the measurement and quality of work or any other issue the matter shall be referred to the Principal, FMC, who or his nominee shall act as sole arbitrator. The decision of the sole arbitrator shall be final and binding on both the Parties.

➤ **CONSENT OF THE BIDDER**

I / We have read whole Tender documents carefully and agree with the all the above-mentioned terms and conditions.

Name of Firm \_\_\_\_\_

Name of Owner \_\_\_\_\_

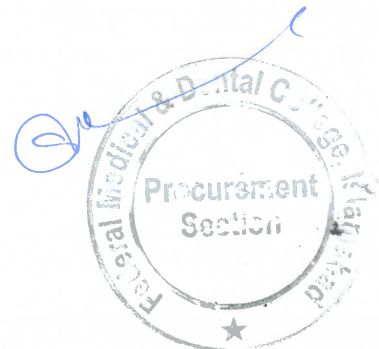
Signature \_\_\_\_\_ Stamp \_\_\_\_\_

Correct Postal Address \_\_\_\_\_

Cell Number \_\_\_\_\_

Landline Number \_\_\_\_\_

Email Address \_\_\_\_\_





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**TECHNICAL OFFER**

Technical Offer for Supply of **Stationery Items** for  
**Federal Medical College**

S. No.	Name of Item	Specification	Unit	Estimate Requirement 2025-26	Item Quoted Yes ✓ / No X
1.	Offset Paper A4	Imported 80 Gms, A4 size 500 sheets (Double A or equivalent)	Ream	1200	

Name of Firm: \_\_\_\_\_ Signature with Stamp \_\_\_\_\_





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**FINANCIAL OFFER**

Technical Offer for Supply of **Stationery Items** for  
**Federal Medical College**

S. No.	Name of Item	Specification	Unit	Estimate Requirement 2025-26	Single Item Rate without GST
1.	Offset Paper A4	Imported 80 Gms, A4 size 500 sheets (Double A or equivalent)	Ream	1200	

Name of Firm: \_\_\_\_\_

Signature with Stamp \_\_\_\_\_

