



**NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION
(NIPA) LAHORE**

TENDER DOCUMENT
FOR PROCUREMENT OF STATIONERY,
ELECTRIC AND COMPUTER ITEMS
(SINGLE STAGE ONE ENVELOPE)

Note: Procurement is done by NIPA Lahore in line with PPRA Rules, 2004

Tender # _____



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Terms and Conditions

National Institute of Public Administration (NIPA) Lahore (*hereinafter referred to as "NIPA" or "Client"*) invites sealed bids from eligible and experienced Income Tax & GST registered Firms / Companies, Sole Proprietor who are on the Active Taxpayer List (ATL) for General Sales Tax and Income Tax of FBR (*hereinafter referred to as "Bidder" or "Contractor"*) for the specified items and as per specifications and terms and conditions as contained in Annex. 'A' (*hereinafter referred to as "goods"*) for its office located at 78-Shahrah-e-Quaid-e-Azam (Upper Mall), Opposite State Guest House, Lahore.

Public Procurement Rules, 2004 will be strictly followed. These may be obtained from PPRA website <https://ppra.org.pk/>.

In this document, unless otherwise mentioned to the contrary, "*Rule*" means a Rule under the Public Procurement Rules, 2004.

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
 - (a) received without bid security
 - (b) received after the time and date fixed for its receipt
 - (c) the offer is ambiguous
 - (d) the offer is incomplete
 - (e) the offer is received by fax or e-mail
 - (f) the offer is from a black listed firm
 - (g) offer received with shorter validity than required
 - (h) the offer is not conforming to the specifications mentioned in the tender document
 - (i) there is any conditional offer
 - (j) bids not compliant with any of the terms and conditions listed in the tender document will be liable to be rejected.
- 1.2 Bid will remain valid for a period of 30 days from the date of opening the tender. All the prices will be quoted in Pak Rupees (inclusive of all applicable taxes) and no change in price will be made in any case. No additional amount over and above the quoted price will be paid.
- 1.3 The cover envelope containing **TECHNICAL PROPOSAL AND FINANCIAL PROPOSAL** must indicate particulars of tender i.e. **Technical Proposal and Financial Proposal, Name of Submitting Firm / Company**. The envelope must be properly sealed.
- 1.4 Purchase Order(s) will be issued in favour of technically responsive "most advantageous bid" evaluated as per details laid down at Annex-A after the approval of the competent authority.
- 1.5 NIPA Lahore may increase or decrease the ordered quantities under Public Procurement Rules, 2004.
- 1.6 NIPA has the right to ask for demonstration of the equipment quoted by the vendor.



2. Time Period:

Requisite items are required to be delivered within 30 - days after issuance of Purchase Order.

3. Extension of Delivery Period:

In special circumstances, request for extension of delivery period may be considered by the competent authority on the written request of the firm before the target date, which will be authorized to either accept or reject as per bid rejection clause 33(1), of PPRA, 2004 rules.

4. Penalty of Delay / Cancellation:

- 4.1 The goods will be inspected by the NIPA Lahore through authorized committee / personnel and will be rejected if not found according to the given specifications as mentioned at Annex – A.
- 4.2 If the Bidder / Contractor fails / delays in performance of any of the obligations, under the bidding documents violates any of the provisions of the bidding document commits breach of any of the terms and conditions thereof, the NIPA Lahore (client) may, without prejudice to any other right of action / remedy it may have, deduct from the bid price against undelivered portion, as liquidated damages, a sum of money @0.25% of the total bid price which is attributable to such part of the goods / services. In consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the NIPA Lahore (client) and the actual delivery date(s). Provided that the amount so deducted shall not exceed in the aggregate 10% of the Bid Price.

5. Payment to the Bidder / Contractor:

- 5.1 Payment will be made through treasury cheque to the bidder against invoice after 100% completion of delivery, installation and inspection by the authorized person/ committee etc.
- 5.2 No payment will be made as advance.
- 5.3 Payment against partial delivery will not be made.

6. Bid Security:

- 6.1 Bid security (Earnest money) @ 5% of estimated cost (i.e. the estimated of total quoted bid price) shall have to be attached alongwith (Financial Proposal) of bidding document. It should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of Director General, National Institute of Public Administration, Lahore.
- 6.2 Bid security of unsuccessful bidders shall be returned on the finalization of the tender whereas the bid security of successful bidder shall be returned upon submission of Performance Guarantee.
- 6.3 The bid security shall be forfeited if
 - 6.3.1 The offer is withdrawn, amended or revised after submission time.
 - 6.3.2 The bidder fails to supply the bid items strictly in accordance with terms and conditions of tender document



7. Deduction of Taxes:

All the applicable taxes will be deducted while making payment as per Government Rules Instructions/ Notifications. Bidder will be responsible for the payment of duties, levies and clearance from customs authorities etc. Any exemption from any taxes is to be substantiated with applicable policy document / tax rules / SRO etc.

8. Dispute:

Any dispute will be settled by following the procedure prescribed by PPRA, 2004 Rule 4B.

9. Technical Evaluation Criteria (Mandatory):

Category	Description	Document
Legal (Mandatory)	Valid Income Tax Registration (Status = Active with FBR)	Required
	Valid General Sales Tax Registration (Status = Active with FBR)	Required
	Single Undertaking covering following aspects: i. Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department anywhere in Pakistan. ii. In full compliance of the Execution Schedule and Delivery Period mentioned in tender document. iii. Compliance to the technical specifications of items / goods to be procured mentioned vide Annex-A of this document. Product technical brochure(s) of specific make and model being offered with clear specifications must be enclosed with the bid (where applicable)	Required
	Authorization Certificate (Details are mentioned under each item separately at Annex-A)	Required
Past Experience (Mandatory)	Worth of supplies (goods) of similar in nature (verifiable through relevant purchase orders / contracts)	Required

Note: Bidders must fill-up above mentioned checklist / table and attach copies of required documents with proper annexures along with tender document. Submission of all above documents is mandatory for technical evaluation.

10. Financial Evaluation Criteria

Most advantageous bid in terms of "value for money" based on quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost shall be accepted.



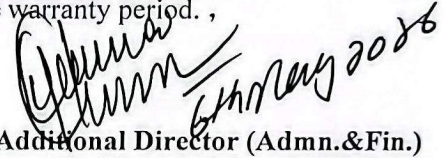
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11. Bid / Tender Opening Procedure:

- 11.1 As per Public Procurement Rules 2004, single stage one envelope bidding procedure shall be followed as developed by the e-PADS.
- 11.2 In case the last date of submission of bid coincides with any holiday or with unforeseen event, the last date for submission of the bids shall be the next working/ normal day.

12. Performance Guarantee

A provisional Offer Letter will be issued in favour of the successful bidder(s). Performance guarantee against warranty period of the item (Service, Parts & Labour) in the shape of bank guarantee from any scheduled bank equivalent to 5% of the total purchase order(s) amount will have to be furnished within 5 (five) days of receipt of Provisional Offer Letter along with acceptance of the offer. The bank guarantee will be furnished as per the format attached at Annex-C. Issuance of purchase order is subject to the submission of bank guarantee. In case the bank guarantee is not furnished within the stipulated time period the bid will be rejected and Provisional Offer Letter will be issued in favour of next in line bidder. Performance guarantee will be returned after successful completion of the warranty period. ,


Additional Director (Admn.&Fin.)

National Institute of Public Administration, Lahore



(THIS FORM IS TO BE PROVIDED WITH THE BID)

13. Declaration Form

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that:

- a) I understand that by inserting any condition in my bid consciously or unconsciously shall automatically disqualify me from the bidding process.
- b) By altering/adding/deleting any point, clause, condition in the documents provided shall automatically disqualify me from the bidding process.
- c) All the information furnished by me here-in is correct.
- d) I have no objection if enquiries are made about the work listed by me/us in the accompanying sheets /annexure.
- e) I agree that the decision of NIPA Lahore in selection shall be final and binding to me.
- f) I have read the instructions appended to the proforma and I understand that if any false information in the document is noticed at a later stage, NIPA Lahore is at liberty to act in a manner in accordance with the applicable rules and terms & conditions of the tender, which may include Penalty AND/OR forfeiting of bid security AND/OR blacklisting for future tendering with NIPA Lahore AND/OR bar from business with NIM Lahore

Tender Title	
Name of Firm/ Company	
Year of Establishment in this business	
Name of Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Cell No.	
Valid E-mail (For all official correspondence)	
Signature & Stamp (Authorized Representative)	



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ANNEX.-A

(Amount in Pak. Rupees)

STATIONERY ITEMS						
Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
1.	Ball Point Simple	No.	PIANO 0.8/Crystal or Equivalent			1,000
2.	Ball Point	No.	Signo Gel ink roller ball or Equivalent			250
3.	Binder Clip All Size	Pkt.	Ding-Li/ Diamond or Equivalent			5
4.	Binding Card (Different Colour) A/4 150 Gram 100 Sheets	Pkt.	Art Paper (Imported) or Equivalent			07
5.	Binding Plastic Sheet A/4 18mm 100 Sheets	Pkt.	Spectra or Equivalent			05
6.	Blanco/Fluid with Thinner	Set.	Pelikan Germany or Equivalent			50
7.	Calculator Large Size 14 Digit	No.	Citizen CT-7712 or Equivalent			05
8.	Card Lamination Plastic	No.	250-MIC 63x93 or Equivalent			05
9.	Card Lamination A4	Pkt.	Best Quality			05
10.	Card Ribbon Doori Blue & Green (Standard Size)	No.	Fine Quality			300
11.	Drafting Pad 7"x4" (Spiral Binding) Printed NIPA Office Logo	No.	As per sample			50
12.	Drafting Note Book 7"x9" (Printed NIPA Office Logo)	No.	As per sample			300
13.	Edging Knife Large Size with blade	Pkt.	Darcko or Equivalent			05
14.	Envelop - 9"x4" (Printed NIPA Office Logo)	No.	As per sample			2,500
15.	Envelop File size (Printed NIPA Office Logo)	No.	As per sample			400
16.	Envelop A4 Size (Printed NIPA Office Logo)	No.	As per sample			500
17.	Eraser	No.	Best Quality			300
18.	File Board Best Quality	No.	Office Logo			500
19.	File Cover Printed 350 Gram Art Card Imported	No.	As per sample			2,500
20.	File Folder Box (Different Colour)	No.	Ideal Fling or Equivalent			50
21.	File Folder Ring 2D A/4 Plastic (Different Colour)	No.	Ideal Fling or Equivalent			100
22.	File Folder Top Transparent Plastic A/4 (Different Colour)	No.	Billi A-320 or Equivalent			500
23.	File Tag Small 6" Colored Fine Quality	Gathi	Local Brand			50
24.	Gum Stick 40 Gram	No.	UHU or Equivalent			50
25.	Highlighter Text Marker (Different Colour)	No.	Pelikan(Germany) or Equivalent			80
26.	Name Plate Plastic Best Quality	No.	Local Made			100
27.	Log Book	No.	Best quality			10
28.	Paper Clip 30 MM (Coloured) 28mm 100	Pkt.	Kido Color or			50



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Pieces in Box			Equivalent			
29.	Paper Laser Coloured A/4 100 Sheets	Pkt.	Spectra or Equivalent			100
30.	Paper Laser A/4 500 Sheets 80 gram	Ream	Double-A or Equivalent			500
31.	Paper Laser Letter Head Yellow 90 Gram (500 Sheets)	Ream	Imported Paper (Quran)			06
32.	Pen Ink Doller	No.	Doller or Equivalent			05
33.	Pencil Lead	Pkt.	Fiber Castle or Equivalent			42
34.	Peon Book 100 pages	No.	Rizwan or Equivalent			10
35.	Permanent Marker	No.	Dollar No.70-90 or Equivalent			12
36.	Post it Pad All Size in Different Colored	Pkt.	Sensa or Equivalent			75
37.	Punch Single Large (Manual)	No.	Local			15
38.	Register Expenditure 200 pages	No.	Best quality			06
39.	Register Cash Book	No.	Best Quality			06
40.	Scissor 8"	No.	Deli or Equivalent			20
41.	Separator Set Plastic A/4	No.	China or equivalent			150
42.	Sharpener	No.	Dux or Equivalent			300
43.	Stam Paid	No.	Best quality			02
44.	Stapler Machine Medium	No.	Kangaro-DS-45NR or Equivalent			10
45.	Stapler Machine Small	No.	Kangaro-HS-10Y or Equivalent			05
46.	Stapler Pin 24/06	No.	Dollar or Equivalent			100
47.	Stapler Pin Small	No.	Dollar or Equivalent			50
48.	Tape Binding 1" Black 10 Yard	No.	Sensa or Equivalent			15
49.	Tape Binding 2" Black 20 Yard	No.	Sensa or Equivalent			15
50.	Tape Double Side 1"	No.	Sensa or Equivalent			05
51.	Tape Masking 1"	No.	Abro or Equivalent			05
52.	Tape Packing 2" Brown	No.	PVC or Equivalent			10
53.	Tape Scotch 1"	No.	Sensa or Equivalent			100
54.	Time Table Stand Plastic	No.	Local Made			05
55.	White Board Marker	No.	Dollar or Equivalent			24

ELECTRIC ITEMS						
Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
1	Wire 3/29 Cable	No.	G.M Cable or Equivalent			03
2	Wire 23/76	No.	G.M Cable or Equivalent			02
3	Bulb Holder	No.	Tuff/Oska or Equivalent			10
4	Capacitor 3.5 W	No.	Fuji or Equivalent			30
5	Capactor 2.5 W	No.	Fuji or Equivalent			20
6	Ceiling Light 6"	No.	China Original Equivalent			200
7	Ceiling Light 8"	No.	China Original or Equivalent			50
8	Light Plug	No.	Akai or Equivalent			24
9	Power Plug	No.	Akai or Equivalent			25
10	Two Pin Shoo	No.	Best Quality			12
11	Single pole Breaker 16 Ampere	No.	Tuff/Oska or Equivalent			24
12	Single pole Breaker 20 Amper	No.	Tuff/Oska or Equivalent			24



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13	Single pole Breaker 32 Amper	No.	Tuff/Oska or Equivalent			12
14	Double pole Breaker 32 Amper	No.	Fuji or Equivalent			12
15	Bed Switch	No.	Fuji or Equivalent			24
16	Piano Switch	No.	Best Quality			24
17	Wire Clump	Pkt.	Best Quality			24
18	Piano Socket	No.	Best Quality			24
19	AC Capacitor 50 FU	No.	FU or Equivalent			36
20	AC Capacitor Thimble Led	No.	Akai or Equivalent			36
21	Muslim Shower	No.	Best Quality			36

COMPUTER ITEMS (ACCESSORIES/ PRINTER TONERS)						
Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
Computer Printer Laser Jet Toners						
1.	Toner-HP-05/A	No.	Original or Equivalent			10
2.	Toner-HP 12/A	No.	Original or Equivalent			05
3.	Toner HP 59/A	No.	Original or Equivalent			08
4.	Toner-HP 85/A	No.	Original or Equivalent			10
5.	Toner-HP 17/A	No.	Original or Equivalent			02
6.	Toner HP 44/A	No.	Original or Equivalent			05
7.	Toner-HP 79/A	No.	Original or Equivalent			04
8.	Toner HP 35/A	No.	Original or Equivalent			03
Photocopier Machine Toners						
9.	Toner Photocopier Sharp MX-M464 & 560FT	No.	Original or Equivalent			05
10.	Toshiba Photocopier 2830	No.	Original or Equivalent			05
Computer Accessories						
11.	Flash Drive 16-GB	No.	HP Original or Equivalent			10
12.	Flash Drive 32-GB	No.	HP Original or Equivalent			10
13.	Flash Drive 64-GB	No.	HP Original or Equivalent			5
14.	Keyboard USB Branded	No.	HP or Dell or Equivalent			10
15.	Mouse USB	No.	HP or Dell or Equivalent			30
16.	Mouse Pad	No.	Best Quality			05

ANNEX-B

PRICE SCHEDULE/ FINANCIAL COST SHEET/ QUOTATION (FOR EACH ITEM SEPARATELY)

ITEM NO. _____

Sr. No	Item/ Description	Quoted Item (s) (Make & Model)	No. of Units	Price Per Unit (Incl. all Tax) in PKR	Total Price (No. of Units * Per Unit Price incl. all Taxes) in PKR
			(1)	(2)	$3 = (1 * 2)$
1					
2					
.					
.					
TOTAL PRICE					X

NOTE:

- (i) X will determine the total bid cost against each main item.
- (ii) Prices must be quoted for all sub-items as mentioned at the bottom of Item Specification's Pages.
- (iii) The Purchaser reserves exclusive rights to increase / decrease the quantities of the items mentioned vide this tender document.
- (iv) Warranty, support period as mentioned in Annex-A.

Total Cost (in words) PKR _____ Date _____

**SIGNATURE OF
AUTHORIZED
PERSON NAME:
(COMPANY SEAL)**

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial proposal.



FORMAT OF BANK GUARANTEE

FORM OF PERFORMANCE SECURITY
(Bank Guarantee/ Insurance Bond) FORM OF
PERFORMANCE BANK GUARANTEE Bank /
Insurance
Guarantee

Date: _____ Guarantee No: _____

Executed on: _____
Expiry Date: _____
(this "Guarantee")

[By the Guarantor to the Employer]

The Additional Director (Admn.&Fin.)
National Institute of
Management (NIM),
Lahore.

Name of Guarantor (Bank/Insurance Company) with address (the "Guarantor"):

Name of Contractor with address: [] (the "Contractor"):

Guaranteed Amount (express in words and figures): []

Agreement Name, Reference No. and Date -----
"Agreement")

1. The above premised, we the Guarantor, understand that the Employer and the Contractor have entered into the Agreement and that this Guarantee is required to be issued in favour of the Employer in accordance with the terms of the Agreement.
2. The above premised, we the Guarantor hereby undertake irrevocably and unconditionally on demand to pay to the Employer. without any notice, reference or recourse to the Contractor or to any other entity and without any recourse or reference to any document, agreement, instrument or deed, any sum or sums (or any part thereof) equivalent in aggregate up to but not exceeding a maximum amount of: [] [] /- ([] []) (the "Guaranteed Amount") at sight and immediately, however not later than 05 business days from the date of receipt of the Employer's first written demand (the "Demand") at the Guarantor's offices located at [] or through SWIFT instructions transmitted by the Employer's bank (i.e. []), on behalf of the Employer, to the Guarantor. We acknowledge and agree that the Guaranteed Amount shall be revised by us upon receipt by us of a notice duly signed by the Employer and the Contractor of the revised guaranteed amount.

3. Such Demand shall state:
 - (a) that the Contractor is in breach of its obligations towards the Employer; and
 - (b) the total amounts demanded.
4. A Demand shall only be honoured by us: (i) in the case of a written Demand, if it is made by and bears the signature of an authorized officer or other representative of the Employer; or (ii) in the case of a Demand transmitted through SWIFT, if it is transmitted through authenticated SWIFT instructions by the Employer's bank (i.e. []), on behalf of the Employer.
5. We, the Guarantor, shall unconditionally honor a Demand hereunder made in compliance with this Guarantee at sight and immediately on the date of receipt of your Demand, as stated earlier, and shall transfer the amount specified in the Demand to the bank account, as notified in the Demand, in immediately available and freely transferable funds, free and clear of and without any set-off or deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, deductions or withholdings of any nature whatsoever and by whomsoever imposed. Multiple Demands may be made by the Employer under this Guarantee, but our aggregate liability will be restricted up to the Guaranteed Amount.
6. Such Demand must be received by us on or before the [] (the "Expiry Date"), when this Guarantee shall expire and shall be returned to us, and in the event that the Employer issues a Demand to us on or immediately prior to the Expiry Date, we shall honour that Demand.
7. We have been informed that the Employer may require the Contractor to extend this Guarantee in accordance with the Agreement. We undertake to immediately pay you the Guaranteed Amount upon receipt by us of your Demand in writing stating that such extension has not been made by the Contractor in accordance with the Agreement. The Guarantor acknowledges and agrees that the Expiry Date may be extended from time to time upon receipt by the Guarantor of a written notice from the Contractor, however, at no time whatsoever shall the term of this Guarantee expire before the then stated Expiry Date.
8. We hereby agree that any amendment, renewal, extension, modification, compromise, release or discharge by the Employer, the Contractor or any other entity of any document, agreement, instrument or deed (including the Agreement) shall not in any way impair or affect our liabilities hereunder and maybe undertaken without notice to us and without the necessity for any additional endorsement, consent or guarantee by us.
9. This Guarantee for its validity period shall not be affected in any manner by any change in our constitution or of the Contractor's constitution or of their successors and assignees and this Guarantee shall be legally valid, enforceable and binding on each of their successors and permitted assignees.
10. All references to any contract, agreement, deed or other instruments or documents are by way of reference only and shall not affect our obligations to make payment under the terms of this Guarantee.
11. If one or more of the provisions of this Guarantee are held or found to be invalid, illegal, or unenforceable for any reason whatsoever, in any respect, any such invalidity, illegality, or unenforceability of any provision shall not affect the validity of the remaining provisions of this Guarantee.
12. We hereby declare and confirm that under our constitution and applicable laws and regulations,



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we have the necessary power and authority, and all necessary authorizations, approvals and consents thereunder to enter into, execute, deliver and perform the obligations we have undertaken under this Guarantee, which obligations are valid and legally binding on and enforceable against us under the laws of Pakistan [and under the laws of the jurisdiction where this Guarantee is issued] ¹. Further, we hereby declare and confirm that the signatory (ies) to this Guarantee is/are our duly authorized officer(s) to execute this Guarantee.

13. This Guarantee and all rights and obligations arising from this Guarantee shall be governed and construed in all respects in accordance with the laws of Pakistan. The courts in Pakistan shall have exclusive jurisdiction in respect of any dispute relating to any matter contained herein.

14. The issuance of this Guarantee is permitted according to the laws of Pakistan [and the laws of the jurisdiction where this Guarantee is issued] ².

For and on behalf of the Guarantor:

Name
Name: Designation:

Witness 1:

Witness 2:

Name:
Name: Designation

Name:
Name: Designation

¹ Insert if the Guarantee is issued outside Pakistan
