



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), LAHORE

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

TENDER DOCUMENT
FOR PROCUREMENT OF CONSUMABLE, SPORTS
ITEMS AND BAGS & SHIELDS
(SINGLE STAGE ONE ENVELOPE)

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

Tender # _____



Contents

Terms and Conditions	1
1. General:	1
2. Time Period:	2
3. Extension of Delivery Period:	2
4. Penalty of Delay / Cancellation:	2
5. Payment to the Bidder / Contractor:	2
6. Bid Security:	2
7. Deduction of Taxes:	3
8. Dispute:	3
9. Technical Evaluation Criteria(Mandatory):	3
10. Financial Evaluation Criteria	3
11. Bid / Tender Opening Procedure:	4
12. Performance Guarantee	4
13. Declaration Form	5
ANNEX.-A	6
ANNEX-B	8
ANNEX-C	9



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 48.

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. i. In full compliance of the Execution Schedule and Delivery Period mentioned in tender document. ii. 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.

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



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), 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)	



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), LAHORE

ANNEX.-A

(Amount in Pak. Rupees)

CONSUMABLE ITEMS						
Sr. No	Description	Unit	Brand or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
1.	Acid	Liter	Local			100
2.	Air-Freshener Dispenser Refill	No.	Imported or Equivalent			10
3.	Air Freshener 300 ML	No.	Afridi or Equivalent			75
4.	Air Freshener Tikki	No.	Roomi or Equivalent			50
5.	Ashtray	No.	Fine Quality			05
6.	Broom Large Thick Sticks	Per Kg.	Best Quality			80
7.	Broom Karri Gulla Set	Set	Best Quality			10
8.	Broom Phool Jharoo	No.	Best Quality			30
9.	Brush Tier Nylon Plastic Large	No	Super Quality			10
10.	Car Body Polish (230 Gram)	No.	Cosmic or Equivalent			5
11.	Car Dash Board Polish (450 ML)	No.	Cosmic or Equivalent			5
12.	Cell AA	No.	Toshiba or Equivalent			300
13.	Cell AAA	No.	Toshiba or Equivalent			300
14.	Cell Battery 09 Volt	No.	Dura or Equivalent			30
15.	Cell Large Battery	No.	Toshiba or Equivalent			08
16.	Dust Bin Plastic Simple Medium	No.	Deluxe Series or Equivalent			10
17.	Dust Bin Plastic with Cover	No.	Deluxe Series or Equivalent			10
18.	Duster Floor Towel Old Large	Kg.	Super Quality			150
19.	Duster White Cotton Large	No.	Super Quality			100
20.	Duster Soft Large	No.	Super Quality			150
21.	Electric Extension Lead Large with High Quality Wire 4-mtr	No.	Super Quality			10
22.	Extension Remote Bell	No.	Best Quality			10
23.	Finis Oil 425 ML	Bottle	Typhoon or Equivalent			10
24.	Glass Tumbler	Dozen	Toyo Nasic or Equivalent			03
25.	Insect Killer Electric Morten (Machine Liquid)	Set.	Morten or Equivalent			10
26.	Insect Killer Liquid Electrical Refill	No.	Mortein or Equivalent			10
27.	Insect Killer Spray	No.	Mortein 400 ML or Equivalent			30
28.	Lock Tri-Circle 38 mm	No.	China or Equivalent			15
29.	Lock Tri-Circle 50 mm	No.	China or Equivalent			10
30.	Phenyle White (3-Liter Bottle)	Bottle.	Typhoon or Equivalent			100
31.	Soap Liquid (140ML)	Bottle	Life Buoy or Equivalent			24
32.	Soap Hand Wash Gallon (4.75 Liter)	Gallon	Horeca or Lux Anti-Bacterial			30
33.	Soap 80 Gram	No.	Lux or Equivalent			500
34.	Soap Small	No.	Hoor or Equivalent			400
35.	Surf 90Gram	Pkt.	Excel or Equivalent			50
36.	Sweep Cleaner 550 ML	Bottle	Super or Harpic Power Plus 10X			100
37.	Tea Cup Set Imported	Set	Best Quality			02
38.	Tea Tray Plastic Large	No.	Best Quality			10
39.	Thermos Jug (1.50 Ltr.)	No.	Best Quality			05

**CONSUMABLE ITEMS**

Sr. No	Description	Unit	Brand or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
40.	Tissue Dispenser N-Folder	No.	Rose-Patel or Equivalent			1,500
41.	Tissue Paper Pop-Up	No.	Cleanex or Flora or Equivalent			1,500
42.	Tissue Toilet Roll Big Length	No.	Cleanex or Flora or Equivalent			1,500
43.	Towel Large	No.	Best Quality			05
44.	Vim Powder (450 Gram)	Pkt.	Lemon Max or Equivalent			100
45.	Wiper Large (Strong-Iron Pipe)	No.	Best Quality			15
46.	W D 40 Spray	No.				05

SPORTS ITEMS

Sr. No.	Description	Unit	Brands or Equivalent	Price in Figures with All Taxes	Price in words with all taxes	Quantity
1.	Badminton Racket	Set.	Best Quality			04
2.	Lawn Tennis Racket	No.	Best Quality			04
3.	Shuttle Cock	Doz.	Younix or Equivalent			25
4.	Lawn Tennis Ball	No.	Dunlop Ball			50
5.	Volley Ball	No.	Best Quality			02
6.	Table Tennis Racket	No.	Best Quality			04
7.	Table Tennis Ball	Doz.	Best Quality			02
8.	Lawn Tennis Net	No.	Best Quality			01
9.	Badminton Net	No.	Best Quality			02
10.	Table Tennis Net	No.	Best Quality			01
11.	Volley Ball Net	No.	Best Quality			01
12.	Gym Exercise Mat	No.	Best Quality			02
BAGS AND SHIELDS						
1.	Participants Bag with tag	No.	As per sample			250
2.	NIPA Shield	No.	As per sample			250



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.



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), LAHORE

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,



Government of Pakistan
NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION(NIPA), LAHORE

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