

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LTD
HEAD OFFICE (COMMERCIAL WING) 11-KASHMIR ROAD LAHORE

Invitation to Bid

PRINTING AND SUPPLY OF FIELD STATIONERY ITEMS FOR
WHEAT CROP 2019-20.

1. PASSCO invites bids for printing and supply of following Field Stationery Items for wheat crop year 2019-20 on “delivered basis at PASSCO Complex, Manga Mandi, Multan Road, Lahore.

A. DOCUMENTS

Ser.	Title	One Book Contains Leaves.	Qty. to be Printed.
a.	Kachi Receipt	3 x 50	4550
b.	Purchase Bill	5 x 50	4400
c.	Purchase Bill Scroll	4 x 50	500
d.	Bardana Security Receipt	2 x 50	1500
e.	Transfer Advice	6 x 50	260
f.	Goods Receipt Advice	6 x 50	50
g.	Stack Card	1 x 1	300

Note: Quality of paper for item ‘a’ to ‘f’ will be **local** 45 grams, coloured or white.

Item No. ‘g’ Every Card White.

B. REGISTER/LEDGER

Ser.	Title	One Book Contains Leaves.	Qty. to be Printed.
a.	Purchase Register/Day book	1 x 26	450
b.	Transfer in Register	1 X 26	200
c.	Transfer out Register	1 X 26	100
d.	Despatch Register by Road	1 x 26	400
e.	Field Wheat Stock Ledger	1 x 26	250
f.	Register of Gunny Bags (Field)	1 x 26	300
g.	Register of Security Deposit against Gunny Bags	1 x 26	1100
h.	Consumable/Dead Stock/Tarpaulin Register	1 x 10 x 3	400
j.	Labour Payment Register	1 x 26	300
k.	Cash Book (F)	1 x 200	50
l.	Inspection Book	1 x 26	300
m.	Gate Register	1 X 26	150
n.	Attendance Register	1 x 16	325
o.	Gunji Register	1 x 26	350
p.	Foqiat Register for issue of Bardana	1 x 100	400
q.	Dry Ration Register	1 x 26	225

Note For all items Sr. No. ‘a’ to ‘q’ green and white ledger, paper 59 grams binding with Gatta, Cotton and Abri.

C. REPORTS & RETURNS

Ser.	Title	One Book Contains Leaves.	Qty. to be Printed.
a.	Weekly Stock Position of wheat	4 x 50	950
b.	Weekly Stock Position of Gunny Bags	4 x 50	950
c.	Monthly Purchase Account	5 x 50	75
d.	Weekly Despatch Statement of Dispatching Point	4 x 50	400
e.	Weekly Despatch Statement of Project	4 x 50	100
f.	Monthly Consumable Item Reports	4 x 50	400
g.	Monthly Dead Stock Item Reports	4 x 50	350
h.	Direct Incidental Expenses Statement	2 x 50	50
j.	Indirect Incidental Expenses Statement	2 x 50	100
k.	Monthly Tarpaulins/Gunji Kits Reports	4 x 50	426
l.	Monthly Consumption Statement	4 x 50	100
m.	Reconciliation Statement of Purchase Account	5 x 50	50
n.	Consolidated Monthly Purchase Statement	5 x 50	50
o.	Weekly Summary of Transfer Stock	5 x 50	50
p.	Incidental funds requirement Performa	3 x 50	50
q.	Monthly Inspection / Performance Report	3 x 50	50
r.	Fortnightly condition wheat stock in Urdu	1 x 50	350

Note: For all items Sr. No. 'a' to 'r', 45 grams **local** white and coloured papers.

2. Tender Notice and Tender Documents can be viewed on PASSCO website www.passco.gov.pk & PPRA Website: www.ppra.org.pk Tender documents can be obtained from Cashier, F&A Wing, PASSCO Head Office, 11-Kashmir Road, Lahore against cash payment of Rs.1000/= (Non-refundable) up to **1700** hours by 18.12.2018 to 06.01.2019 . No tender documents will be accepted if issued after **1700** hours on 06.01.2019. Time period for delivery of printed items shall be up to 22.02.2019, **including 10 days LD period.**

3. Rates should be quoted "inclusive of all taxes and duties etc." on delivered basis **at PASSCO Complex, Manga Mandi, Multan Road, Lahore.** Sealed bids should reach the office of General Manager (Comm) PASSCO Head Office, 11 - Kashmir Road, Lahore by **1100** hours on 07.01.2019. Bids will be opened at **1130** hours the same day in the presence of bidders or their authorized representatives who care to be present at the time of opening of tenders. Bidders are required to submit the samples of papers to be used for printing.

4. The offer shall remain valid for **60** days from the date of opening of tender. Each bid must be accompanied by a **Bank Draft/DD/Pay Order/Banker's Cheque** equivalent to 2% of the tendered value as Bid Security / Earnest Money. **Cash / Cheque / Call Deposit Receipt (CDR)/Security Deposit Receipt (SDR)** will not be accepted as Bid Security / Earnest Money at all.

5. Bidders will have to attach copy of registration with Sales Tax Department & Income Tax Department along with the bids. Those not registered with Sales Tax Department and not having **NTN** will not be entertained.

6. Bidders must inspect / examine samples of “**Documents**”, “**Registers / Ledgers & Reports / Returns**” lying at S&C Wing, PASSCO, Head Office, Lahore at any time before dropping the tender in tender box. Thereafter, no excuse shall be entertained / accepted at all.
7. PASSCO, procuring agency, may reject all bids or proposals at any time prior to acceptance of a bid or proposal under rule 33 of PPRA.
8. Interested bidders can obtain further information from the office of General Manager (Commercial) during office hours (0900 hours to 1700 hours) on Telephone No. 042-99201466 & 99201329.

Col (R)
Tanveer Hussain
General Manager (Comm)
PASSCO Head Office 11-Kashmir Road, Lahore.
Telephone No. 042-99201466 & 99201329.

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

HEAD OFFICE, 11-KASHMIR ROAD, LAHORE.

TERMS AND CONDITIONS

1. GENERAL

1.1 Introduction

1.1.1 **Pakistan Agricultural Storage and Services Corporation Limited** hereafter referred to as “**PASSCO**” desires to **invite** / seek bids from well-reputed, experienced firms / parties / contractors for Procurement / purchase of “**Printing and Supply of Field Stationery Items 2019-20**”, deliverable at PASSCO Complex Manga Mandi Multan road Lahore. Delivery period will be 45x days including 10 (Ten) days LD period.

1.1.2 Bidding shall be conducted under Rule 36(a) of PPRA Rules 2004 “**Single Stage One Envelope Procedure**”. Each bid shall comprise **one single envelope containing, separately, financial proposal and technical proposal (if any)**. All bids received shall be opened evaluated in the manner prescribed in the bidding document.

INSTRUCTIONS TO THE BIDDERS

1.2 Scope of Work

1.2.1 Procurement / Purchase of “**Printing and Supply of field Stationery Items - 2019-20**” will be made as per the requirements, specifications, as detailed at **Annex-A**.

1.2.2 Bidders shall submit their bids with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annex or Tagging format.

1.3 Source of Funds

1.3.1 The procuring agency “**PASSCO**” will arrange needed funds to meet its cost etc, from its own resources.

2. ELIGIBLE BIDDERS

The Bids, which meet the following minimum requisite criteria, would be declared eligible. Requisite documents must be attached in respect thereof. Bidders must provide the under mentioned documents:

2.1. Application letter of Intent for participation in tendering process.

2.2. Firms must have valid experience in delivery “**Printing and supply of Field Stationery Items**” to public / private sector organizations.

2.3. Copy of Income Tax / Sales Tax Registration.

2.4. Office details at Lahore and other cities (if applicable) with Phone Numbers/Addresses.

2.5. Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed by any Government / Semi Government Department as per **Specimen at Annex-B**.

2.6. Certificate on company’s letterhead that the firm would supply “**Printing and Supply of Field Stationery Items for Wheat crop 2019-20**”. Noncompliance to the same may result in immediate termination of “**Acceptance / Supply Order and agreement**” leading to forfeiture of earnest money / performance security and blacklisting of firm as per **Specimen at Annex-C**.

2.7. Original “**Cash Receipt**” issued by PASSCO in consideration of sale of Bidding Documents.

3. COST OF TENDERING

3.1 The company shall bear all costs associated with the preparation and submission of its documents, while PASSCO, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4. CLARIFICATIONS OF TENDERING DOCUMENTS

4.1A prospective company requiring any clarification (s) may notify to PASSCO or an Officer authorized on its behalf in writing. The PASSCO or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before (approximately **05 working days** or more) to the deadline set forth for the submission of bids. Copies of PASSCO response will be forwarded to prospective companies (if not already clarified in the tender document or deemed necessary for the company).

5. AMENDMENT OF TENDER DOCUMENT

5.1 At any time prior to the deadline for submission of bids, the PASSCO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective company, modify the Tender Document by issuing addendum.

5.2 Any addendum thus issued shall form Integral / Eternal Part of the Tender Document. To afford Company's a reasonable time frame in which to take an addendum into account in preparing their bids, the PASSCO may at its discretion extend the deadline for submission of bids.

6. LANGUAGE OF DOCUMENTS

6.1 Bidding Documents and related correspondence will always be in the English language.

6.2 The Bid should have a covering letter on printed letterhead of the firm. All pages of the bid shall be initiated / signed and shall bear official seal of the person(s) authorized to sign/endorse.

7. PRICE

7.1 Price / bid / offer should be quoted in Pak Rupees.

7.2 The bidder shall quote minimum Price / Rate for each item. The price / rate quoted should be firm, final and clearly written / typed without any ambiguity.

7.3 The bid price should include all the government taxes, as per prevailing taxation rates of Provincial / Federal Governments etc (e.g., GST, Income Tax, Withholding Tax etc).

7.4 The price / bid offer shall be entered for the period of 60x days.

7.5 The bidder shall deem to have obtained all related information as to the requirements thereto which may affect the bid offer / price / rate if required.

8. BID SECURITY / EARNEST MONEY

8.1 The bidder shall furnish a Bid Security / Earnest Money equivalent to **2%** of the total value of Bid in the form of a Demand Draft, Pay Order and Banker's Cheque in favour of the PASSCO (as per Rule 25 of PPRA Rules).

8.2 Cash / Cheque / Call Deposit Receipt (CDR)/Security Deposit Receipt (SDR) will not be accepted as Earnest Money at all.

8.3 Any bid not accompanied by an acceptable bid security shall stand liable to be rejected by the PASSCO as non-responsive.

8.4 The Bid Securities / Earnest Money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid whichever expire earlier. The bid securities of bidders can be returned earlier if supported by a formal request on Company's letterhead duly signed.

8.5 The bid security of the successful bidder will be returned only when supply / delivery of required Items has been concluded / completed or expiry of agreement whichever expire later.

8.6 The Bid Security / Earnest Money may be forfeited / confiscated:

- i. If a bidder withdraws his bid during the period of bid validity.
- ii. If the bidder does not accept the correction of his bid price.
- iii. In the case of a successful bidder, if he fails to deliver the required Printing and supply of field Stationery Items as per acceptance letter / Supply order and agreement.
- iv. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

9. VALIDITY OF BIDS

9.1 All bids shall remain valid for the period of 60 (Sixty) days from the opening date of Financial Proposal.

10. CLARIFICATIONS / CORRECTIONS OF BID

10.1 To assist in the examination, evaluation and comparison of the bids; the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price / rate or substance of the bid shall be sought, offered or permitted.

10.2 Arithmetical errors will be rectified on the following basis:-

- i. If there is a discrepancy between unit Price / Rate and total price / Amount that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected.
- ii. If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

11. RESPONSIVENESS OF BIDS

11.1 The valid Bid Security / Earnest Money is submitted.

11.2 The bid is valid till required period.

11.3 The bid prices are firm during its validity and inclusive of all taxes, duties etc.

11.4 Compliance to all important terms and conditions of this bidding document on specified formats.

11.5 The bidder is eligible for bidding and possesses the requisite experience.

11.6 The bid does not deviate from basic requirements.

11.7 The bidder submitted all mandatory / requisite documents as mentioned in the tender document.

11.8 The bid is generally in order etc.

12. DEADLINE FOR SUBMISSION OF BID DOCUMENTS

12.1 The bids shall reach the office of General Manager (Commercial), PASSCO, Head Office, 11 Kashmir Road, Lahore, up to **11:00 am** on 07..01.2019.

12.2 The sealed bids of the company will be kept in the safe custody at the PASSCO, Head Office by the prescribe time on given date.

12.3 Bids should be submitted in sealed envelope containing necessary information regarding Invitation to Bid and warning message “**DO NOT OPEN BEFORE 07.01.2019 AT 11:30 am**”.

12.4 Opened, e-mailed or faxed bids will not be accepted.

12.5 Any bid received by the PASSCO after the date and time of tender opening will be returned as unopened to sender / bidder.

13. OPENING OF BID

13.1 PASSCO’s relevant committee will open all bids at **11:30 am** on 07.01.2019 in the presence of parties, firms & company’s owner or their authorized representatives who choose to be present at PASSCO Head Office Lahore at scheduled date and time.

13.2 The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.

13.3 The PASSCO reserves the right to reject any one or all bids / proposals as per Rule 33 of PPRA rules.

14. EVALUATION OF BIDS

14.1 A bid determined as non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.

14.2 The relevant Committee will evaluate and compare only the bids previously determined to be responsive. The bids will be evaluated as a whole.

14.3 It will be examined in detail whether the Items offered by the company complies with the Technical Specifications, as provided in this Tender document. For this purpose, the company’s data will be compared with the Bidding document eligibility and evaluation criteria along with visit to company facilities / offices for physical inspection.

14.4 It will be examined in detail whether the documents comply with the conditions of the Bidding document. It is expected that no major deviation / stipulation shall be taken by the company.

14.5 Any minor informality or non-conformity or irregularity in the documents, which does not constitute a material deviation, may be waived by PASSCO (if deemed appropriate), provided such waiver does not prejudice or affect the relative ranking of any other company.

15. PROCESS TO BE CONFIDENTIAL

15.1. No company / firm shall contact PASSCO on any matter relating to its tendering process from the time of opening to the time of tendering announcement.

15.2 Any effort by a bidder to influence PASSCO in the evaluation, comparison or selection, decision may result in the rejection of its bid.

16. AWARD CRITERIA & PASSCO’S RIGHT

16.1 The contract will be awarded to lowest evaluated bidder provided that; such bidders have been determined to perform the contract satisfactorily. The selected company / firm will have to sign an agreement on stamp paper worth Rs.1,200/- duly purchased in favour of PASSCO and furnish in the light of Rule 39 of PPRA Rules an amount as security @ **3%** of total bid price valid till the expiry period of agreement within seven working days.

16.2 The PASSCO reserves the right to accept or reject any submitted bid, as per Rule 33 of PPRA Rules and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the PASSCO’s action.

16.3 PASSCO Management also reserves to serve party, firm & company a repeat order in the light of Rule 42 c (iv).

17. REQUIREMENT / FORMAT OF BID

17.1 All bidders shall quote their Price / Rates as per Annex - "A" along with **2%** Bid Security / Earnest Money of the total bid price till bid validity period in the shape of a Pay Order / Demand Draft / Banker's Cheque as per this Tender Document requirement / obligations.

17.2 Cash / Cheque / Call Deposit Receipt (CDR)/Security Deposit Receipt (SDR) will not be accepted as Earnest Money at all.

18. FIRM'S RESPONSIBILITIES

18.1 The Firm shall supply the required items promptly in accordance with Acceptance Letter / Supply Order and Agreement.

18.2 The firm shall not subcontract the Acceptance Letter/ Supply Order and Agreement.

18.3 Transportation for delivery of items at final destination will be the responsibility of the firm. The firm shall ensure proper packing of stationery items to avoid deterioration thereof etc.

19. TIME FOR COMPLETION

19.1 The supplier shall adhere to time frame set forth hereunder and deliver the required items within **30x days (without penalty 30x days and with 2% penalty 40x days)** as per demand of procuring agency (PASSCO) from the date of issuance of acceptance letter / supply order.

19.2 The supplier shall submit verified bill along with all relevant documents by Inspection Committee. Details are:-

- a. General Sales tax invoice,
- b. Delivery Challan / Acknowledgement.
- c. Inspection certificate,

19.3 Seller shall also indicate separately the amount of Sales tax along with Sales Tax Registration number issued by the Sales Tax Department, in the sales tax invoice.

20. Late Delivery / Delay in Completion of Work:

If the supplier fails to supply the stationery items within the time for completion, the supplier liability to the PASSCO for such failure shall be to pay 2% LD charges for a period of 10x days, on delayed items.

21. REPLACEMENT WARRANTY

21.1 The supplier will warrant that the required items supplied are un-used and incorporates all recent improvements in design and materials and are of good quality.

21.2 PASSCO shall promptly notify the supplier in writing of any claims arising under this warranty and the supplier will replace the defective delivered items or part thereof at reasonable speed without any cost effect.

22. INSPECTION COMMITTEE

22.1 After successful delivery of "Printing and Supply of Field Stationery Items", the Committee comprising the following will evaluate, check and inspect the delivered Printing and Supply of Field Stationery Items as per Specifications / Parameters / criteria.

- | | | |
|----|---|----------|
| a. | An officer to be nominated by GM (S&C) | Convener |
| b. | An officer/official to be nominated by GM (A&I) | Member |
| c. | An officer/official to be nominated by GM (Field) | Member |

22.2 Furthermore, the Committee will also take other appropriate measures as deemed fit to complete the assigned task.

22.3 Parameters / Criteria of Printing and Supply of Field Stationery Items are mentioned in Annex – “A”.

23. TERMS OF PAYMENT

23.1 Payment against submitted bill along with other allied documents duly verified shall be payable to the Company / firm upon successful delivery of the required Printing and Supply of Field Stationery Items as per acceptance letter, supply order and agreement which shall be proved by Acknowledgement and Acceptance / Inspection Certificate (s) issued by PASSCO or its Inspection Committee.

23.2 All the payment shall be made through crossed Cheque in the Pak Rupees.

23.3 Taxes will be deducted as per government rules at the time of payment.

24. DEFAULT BY SUPPLIER

24.1 If the firm fails to deliver the required Printing and Supply of Field Stationery Items, refuses or fails to comply with a valid instruction of the PASSCO, the PASSCO may give notice and stating the default.

24.2 If the firm has not taken all practicable steps to remedy the default within **07 days** after receipt of PASSCO's notice, PASSCO may cancel the order and performance security / earnest money will be confiscated, leading further towards Blacklisting of the Firm.

25. FORCE MAJEURE

25.1 Force majeure shall mean any event, act or other circumstances or considerations not being an event, act or circumstances under the control of the PASSCO or of the Firm i.e., Earthquake, Flood, or any other Severe Climatic circumstances. Non-availability of material and those Items ancillary to material or any other event leads towards clear negligence of the firm shall not constitute Force majeure.

25.2 If by reasons of Force Majeure, the items cannot be delivered by the due delivery date, then the delivery date may be extended appropriately by the PASSCO on case to case basis keeping in view its all the circumstances and requirements.

25.3 The firm shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent of his failure / delay in performance /discharge of obligations is the result of an event of Force Majeure.

25.4 If a Force Majeure situation arises, the Firm shall, by written notice served on the PASSCO, indicate such condition and the cause thereof. Unless otherwise directed by the PASSCO in writing, the firm shall continue to perform under the supply order as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26. Arbitration:

In case of any difference or dispute between the parties arising out of this contract agreement or in the matter enumerated therein, the same shall be referred to the sole arbitration of the Managing Director PASSCO for the time being of Pakistan Agricultural Storage and Services Corporation Limited (PASSCO) or any person nominated by him whose award / decision shall be final and binding on the parties to this contract agreement.

27. Jurisdiction of Court:

Regarding the issue of jurisdiction in case of litigation between parties, the court at Lahore shall have the exclusive jurisdiction to entertain such dispute.

Signatures: _____

Name of Bidder _____

Name of Firm _____

Address: _____

Stamp of the Firm: _____

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LTD
HEAD OFFICE (COMMERCIAL WING) 11-KASHMIR ROAD LAHORE

C E R T I F I C A T E

I / WE DO HEREBY CONFIRM TO HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF TENDER FOR **PRINTING AND SUPPLY OF FIELD STATIONARY ITEMS** AND ALL OTHER DETAILS CONTAINED IN THE TENDER DOCUMENTS. I/WE THEREFORE, SIGN HEREUNDER AND EACH PAGE OF THE DOCUMENT IN TOKEN OF HAVING ACCEPTED ALL WHAT IS ELUCIDATED THEREIN.

Note:

I/we have inspected / examined samples of “Documents”, “Registers / Ledgers & “Reports / Returns” lying at S&C PASSCO, Head Office, Lahore before dropping the tender in tender box and I / we accepted the same.

Signatures: _____

Name of Bidder: _____

Name of Firm: _____

Address: _____

Stamp of the firm: _____

Telephone No. Office: _____

Mobile No.: _____

Fax No. _____ **E mail address** _____

CNIC No. _____ **Income Tax Registration No.** _____

Sales Tax Registration Number _____

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LTD
HEAD OFFICE (COMMERCIAL WING) 11-KASHMIR ROAD LAHORE

Annex- "A"

I/We hereby submit the rates for Printing and supply of following Stationary Items inclusive all taxes & duties on "delivered basis" to S&C Wing at **PASSCO Complex, Manga Mandi, Multan Road, Lahore:-**

1. DOCUMENTS

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Total Amount				

Note: For all items Sr. No. 'a' to 'r', 45 grams local white and coloured papers.

I/we have inspected / examined samples of “**Documents**”, “**Registers / Ledgers & Reports / Returns**” lying at S&C PASSCO, Head Office, Lahore before dropping the tender in tender box and / we accepted the same.

Signatures: _____

Name of Firm _____

Mobile _____

Address: _____

Detail of earnest money:

DD/PO No. _____ date _____

Amount Rs. _____

Bank & Branch _____

(Must be Printed on Rs. 100/- Stamp Paper)

BLACK-LISTING CERTIFICATE.

THE BIDDER SHALL ATTACH HERewith AN AFFIDAVIT STATING THAT

- a. "CERTIFIED THAT I/WE HAVE NEITHER DEFAULTED OF ANY CONTRACT / AGREEMENT WITH ANY FEDERAL / PROVINCIAL / LOCAL GOVERNMENT NEITHER INCLUDING ITS DEPARTMENTS / BODIES / SUBSIDIARIES AND/OR ORGANIZATIONS / INSTITUTIONS IN LAST TWO YEARS, NOR BLACKLISTED BY ANY ONE OF THOSE ELUCIDATED ABOVE.
- b. IF, AT LATER STAGE, AFFIDAVIT IS FOUND FABRICATED / FACTIOUS, SECURITY ALREADY DEPOSITED MAY BE FORFEITED BY PASSCO".

M/S. _____

Contact Person: _____

Address: _____

Tel #: _____ Mobile #: _____ Fax #: _____

Email : _____

Signature: _____ Dated: _____

Agency Seal:

ATTESTED BY NOTARY PUBLIC

(Must be Printed on Rs. 100/- Stamp Paper) .

UNDERTAKING / CERTIFICATE .

IF DELIVERED / PROVIDED REQUIRED “**PRINTING AND SUPPLY OF FIELD STATIONERY ITEMS**” WERE FOUND REFURBISHED, SUBSTANDARD, OR OF POOR QUALITY, THE SUPPLY ORDER OF THE FIRM WILL BE IMMEDIATELY TERMINATED WITHOUT ASSIGNING ANY REASON AND WILL NOT MAKE ANY REFUND / PAYMENT. FURTHER, THE PERFORMANCE / BID SECURITY GIVEN BY THE FIRM WILL ALSO BE FORFEITED / CONFISCATED AND THE FIRM WILL BE DECLARED BLACK LISTED.

M/S. _____

Contact Person: _____

Address: _____

Tel #: _____ Mobile #: _____ Fax #: _____

Email: _____

Signature: _____ Dated: _____

Agency Seal:

ATTESTED BY NOTARY PUBLIC