



# **PASSCO**

## **INVITATION TO BID**

### **PROCUREMENT OF**

#### **OFFICE STATIONERY & PRINTING ITEMS FOR YEAR-2025-26**

Pakistan Agricultural Storage and Services Corporation Limited (PASSCO), a public Limited Company invites sealed bids from well reputed Firms/ Suppliers registered with Federal Board of Revenue (FBR) and Provincial Revenue Authority for supply of “**OFFICE STATIONERY & PRINTING ITEMS FOR YEAR 2025-26**” as per specifications/ samples “or Equivalent” inclusive of government applicable taxes & stamp duties, loading, unloading charges etc. on delivered basis, **at PASSCO Head Office, 11-Kashmir Road Lahore.**

2. The Bidding shall be conducted in line with rule 36 (b) “Single Stage – Two Envelope Procedure” of the Public Procurement Rules, 2004. All bidders shall quote their minimum Lump Sum Amount inclusive of government applicable taxes & stamp duties, loading, unloading charges etc. on delivered basis on Prescribed Bid Form, must be submitted online via EPADS PPRA. All bids must be accompanied by a Bid Security (as per Rule 25 of PPRA Rule) in the form of Pay Order/ Demand Draft, Cashier’s Cheque or Banker’s Cheque issued by any scheduled Bank in Pakistan in favour of PASSCO as shown in Para 4 below. **Cash, Personal Cheque, Call Deposit Receipt (CDR) or Security Deposit Receipt (SDR) will not be accepted and bid shall be rejected.**

3. The bidding document can also be viewed on the websites of EPADS-PPRA [www.eprocure.gov.pk](http://www.eprocure.gov.pk), PASSCO [www.passco.gov.pk](http://www.passco.gov.pk) and PPRA [www.ppra.org.pk](http://www.ppra.org.pk). **Bids can only be submitted online via EPADS-PPRA, whereas bids submitted manually shall be rejected.**

4. The bid shall remain valid for sixty (60) days from the opening date of Financial Proposal. Each bid shall comprise of two separate **Technical Proposal and Financial Proposal**. Bids will be opened as per below mentioned schedule: -

<b>Price of bidding document</b>	<b>Last date for purchase of bidding document</b>	<b>Bid Security</b>	<b>Date of opening of Technical Proposals / bid submission date</b>
<b>Rs.5,000/-</b>	<b>12.6.2025</b>	<b>Rs.120,800/-</b>	<b>13.6.2025 (1130 Hours)</b>

5. Bids addressed to General Manager (Commercial) should submitted online via EPADS-PPRA by **1100 Hours, 13.06.2025** (as per Rule 28 of PPRA Rules) and will be opened at **1130 hours** on the same day in the presence of bidders or their authorized representatives, who may care to be present.

6. Bidding documents are available for interested parties on written request on their letter head from office of Manager (Cash), PASSCO, Head Office, 11-Kashmir Road, Lahore, (Phone No. (042-99201461- 62)

7. The PASSCO Management reserves the right to reject all proposals under Rule 33(1) of PPRA Rules. Interested parties can obtain further information from the office of Officer Incharge (Commercial) during office hours (0830 hours to 1630 hours) on telephone No.042-99201466 Ext. 1404.

**General Manager (Commercial)**  
**Pakistan Agricultural Storage & Services Corporation Limited (PASSCO)**  
**Head Office, 11 Kashmir Road, Lahore**  
**Phone No.042-99201466 Website: [www.passco.gov.pk](http://www.passco.gov.pk)**

# **PROCUREMENT OF OFFICE STATIONERY & PRINTING ITEMS**

## **FOR YEAR-2025-26**

### **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 Bids regarding Procurement of **Office Stationery Items for year 2025-26** at Lump Sum Amount inclusive of government applicable taxes & stamp duties, loading, unloading charges etc. on from well-reputed, experienced firms/ suppliers registered with Federal Board of Revenue (FBR) and Provincial Revenue Authority as per specifications/ samples “or Equivalent” on “delivered” basis up to mid-August 2025 at PASSCO Head Office, 11- Kashmir Road, Lahore. Relevant specifications are at **Annex- “A”**.
- 1.1.2 Bidding shall be conducted under Rule 36(b) of PPRA Rules “Single Stage – Two Envelope Procedure”. Each bid shall comprise two separate **Technical Proposal and Financial Proposal**. All bids received shall be evaluated in the manner prescribed in the bidding document.
- 1.1.3 Bidders will have to inspect and check the samples of all items held with Security Cell (HR Wing) before submitting the Bids online via EPADS-PPRA. However, Bidders will have to submit representative samples of items mentioned in Bidding Documents. Bids of those, who will not submit representative samples, shall not be entertained at all.

#### **INSTRUCTIONS TO THE BIDDERS**

##### **1.2 Scope of Work**

- 1.2.1 Procurement of “**Office Stationery & Printing Items for year 2025-26**” as per specifications/ samples will be made according to given specifications or “Equivalent” inclusive of government applicable taxes & stamp duties, loading, unloading charges etc. on delivered basis at PASSCO Head Office, 11- Kashmir Road, Lahore 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. COST OF BIDDING**

- 2.1 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 bidding process.

#### **3. CLARIFICATIONS OF BIDDING DOCUMENTS**

- 3.1 A prospective bidder 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** to the deadline set forth for the submission of bids online via EPADS-PPRA. Copies of PASSCO response will be forwarded to prospective companies (if not already clarified in the bidding documents or deemed necessary for the company/ firm).

#### **4. AMENDMENT OF BIDDING DOCUMENTS**

- 4.1 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 bidder modify the bidding documents by issuing addendum.
- 4.2 Terms and Conditions elucidated in Invitation to Bid and bid document as well as any addendum thus issued shall form integral/ eternal part of the bidding documents to afford bidder reasonable time frame in which to take an addendum into account in preparing its bid, the PASSCO may at its discretion extend the deadline for submission of bids.

#### **5. LANGUAGE OF DOCUMENTS**

- 5.1 Bidding documents and related correspondence will always be in the English language.
- 5.2 The bid should have a covering letter on printed letter head of the bidder. All pages of the bid signed and shall bear official seal of the person(s) authorized to sign/ endorse duly submitted online via EPADS-PPRA.
- 5.3 All relevant technical literature in English language should be attached with the bid.

#### **6. PRICE**

- 6.1 Price/ bid/ offer should be quoted in Pak Rupees.
- 6.2 The price shall quote minimum Lump Sum Amount for said items. The Lump Sum Amount quoted should be firm, final, and clearly written/ typed in both figures and words without any ambiguity.
- 6.3 The bid/ price of **Office Stationery Items for year 2025-26** mentioned at **Annex "A"** should include government applicable taxes, stamp duties, loading, unloading charges etc. on delivered basis as per prevailing taxation rates of Provincial/ Federal Governments e.g. GST, Income Tax, Withholding Tax, etc.
- 6.4 The price/ bid/ offer shall remain the same till completion of contract.
- 6.5 The bidder shall deem to have obtained all related information as to the requirements thereto, which may affect the quoted Lump Sum Amount if required.
- 6.6 Bidders must quote minimum Lump Sum Amount for all items on prescribed bid form available at **Annex "A"**. The bidder must quote Lump Sum Amount for all items otherwise the bid shall be considered invalid and non-responsive.

#### **7. BID SECURITY**

- 7.1 The bidder shall furnish bid security amounting to **Rs.120,800/-** (as per rule 25 of PPRA rule) in the form of /Pay Order/ Demand Draft/ Cashier's Cheque & Banker's Cheque in favour of the PASSCO. **Cash, Personal Cheque, Call Deposit Receipt (CDR) or Security Deposit Receipt (SDR)** shall not be accepted.
- 7.2 Any bid not accompanied by acceptable bid security shall be rejected by the PASSCO as non-responsive.
- 7.4 The bid securities of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid whichever expires earlier. The bid securities of bidders can be returned supported by a formal request on Company's letterhead duly signed.
- 7.5 The bid security of the successful bidder (as per rule 25 of PPRA Rule) will be converted to performance security for completion of 05% required **Performance Security** (as per rule 39 of PPRA Rule).
- 7.6 The bid security may be forfeited/ confiscated:
  - 7.6.1 If a bidder withdraws his bid during the period of bid validity.
  - 7.6.2 If the bidder does not accept the correction of his bid price.
  - 7.6.3 In the case of a successful bidder, if he fails to furnish the required performance security or failed to sign agreement within 15 days, deliver the required Office Stationery & Printing Items as per technical specifications available at **Annex "A"** along with all accessories if necessary.

7.6.4 If the bidder fails to fulfill the mandatory requirements upon which he has given certificates/ affidavits etc.

## **8. VALIDITY OF BIDS**

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

## **9. CLARIFICATIONS/ CORRECTIONS OF BID**

9.1 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 Lump Sum Amount or substance of the bid shall be sought, offered or permitted.

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

9.2.1 If there is a discrepancy between unit price and total price 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.

9.2.2 If the bidder does not accept the corrected amount of bid, his bid will be rejected and his bid security will be forfeited.

## **10. RESPONSIVENES OF BIDS**

10.1 The valid bid security is submitted.

10.2 The bid is valid till required period.

10.3 The bid prices are firm and final during its validity and inclusive of government applicable taxes & stamp duties, loading, unloading charges etc. on "delivered" basis at PASSCO Head Office, 11- Kashmir Road, Lahore.

10.4 Compliance to all terms and conditions of this bid document on specified formats.

10.5 Last three years valid experience in relevant field.

10.6 The bid does not deviate from basic requirements.

10.7 Verified bank statement for the last (03) three years.

10.8 The bid is generally in order etc.

10.9 The bidder submitted all mandatory/ requisite documents as mentioned in the bid document.

10.10 Bidder should be registered with Federal Board of Revenue (FBR)/ Provincial Revenue Authority

10.11 Online via submission EPADS-PPRA.

## **11. DEADLINE FOR SUBMISSION OF BID DOCUMENTS.**

11.1 The bid shall be submitted online via EPADS-PPRA website up to 1100 Hours on **13.06.2025** or as specified in the advertisement/ website of EPADS, PPRA/ PASSCO.

11.2 Bids can only be submitted online via EPADS-PPRA, whereas bids submitted manually shall be rejected.

11.3 Bid can only be submitted on the duly purchased bid form along with original cash receipt of bid documents issued by PASSCO.

11.4 Bids not complying with the conditions / instructions regarding submission of bids or submitted conditionally are liable to rejection.

## **12. TECHNICAL PROPOSAL SHALL CONSIST/ INCLUDE: -**

The bidders which meet the following minimum requisite criteria to be evaluated against the Technical Evaluation Criteria as provided at **Annex-F** of these documents, will be considered as qualified keeping in view the contents of checklist for Technical Evaluation at **Annex-G**.

12.1 Application/ Letter of intent for participation in tendering process.

12.2 Original Cash Receipt of Bid Documents issued by PASSCO.

12.3 Fresh samples of Office Stationery & Printing Items as per required specifications.

12.4 Inspection of offered samples of stationary items is required. No excuse/ plea on inspection of samples of stationary items will be accepted at all at later stage.

12.5 Affidavit on Stamp Paper of **Rs.200/-** that the firm is not blacklisted by any Government/ Semi government Department as per **Specimen at Annex-B**.

- 12.6 Noncompliance to the same may result in immediate termination of “**Acceptance/ Supply Order/ Agreement**” leading to forfeiture of bid security/ Performance Security and blacklisting of firm as per **Specification at Annex-C**.
- 12.7 Bidder should be registered with Federal Board of Revenue (FBR) and Provincial Revenue Authority.
- 12.8 Detail of valid work experience on company letterhead in summarized form regarding office stationery items for the last three years with documentary proof (**Annex-D**).
- 12.9 Verified bank statement for the last (03) three years showing financial stability/ health of the firm.
- 12.10 Summary of work completion along with quantum on company letterhead (**Annex- E**) of major contracts successfully completed/ supplied during last 03 years with documentary proof.

**Note: Aggregate marks obtained less than 50 will lead to technical disqualification of the bidder. Furthermore, marks obtained less than 50% against each technical requirement will also lead to technical disqualification of the bidder. Bidders will be ranked on the basis of their obtained marks. Moreover, if two technically qualified bidders quote the same Lump Sum Amount then the bidder with highest marks in technical evaluation will be considered as most advantageous/ responsive.**

**13. FINANCIAL PROPOSAL SHALL CONSIST/ INCLUDE OF: -**

- 13.1 The Bidding documents are duly signed and stamped by the party.
- 13.2 Pay Order/ Demand Draft/ Banker’s Cheque and Cashier’s Cheque against **Rs.120,800/-** as Bid Security (Rule 25 of PPRA Rules). **Cash, Personal Cheque, Call Deposit Receipt (CDR) or Security Deposit Receipt (SDR)** shall not be accepted.
- 13.3 E-mailed or faxed bids will not be accepted/ entertained. Any bid received physically and after the due date and time of bid opening will be returned as unopened to sender/ bidder.

**14. OPENING OF BID**

- 14.1 The Bidder shall submit the bid online via EPADS-PPRA by **1100 Hours** on **13.06.2025**.
- 14.2 PASSCO’s relevant committee (i.e. Tender Committee) will open online via EPAD-PPRA Technical Proposal at **1130 Hours** on **13.06.2025** in the presence of Company’s authorized representative who may choose to be present at PASSCO Head Office Lahore at scheduled date and time
- 14.3 Date and Time for opening of Financial Proposal will be intimated to technically qualified Bidders at later stage.
- 14.3 Bids will be entertained, in the light of Rule 12 (2) of PPRA Rules.
- 14.4 Technical Proposal & Financial Proposal of technically qualified bidder will also be entertained in the light of Rule 36 (b) of PPRA Rules that is Single Stage – Two Envelope Procedure.
- 14.5 The relevant committee will resolve any issue raised by the bidders on the spot. Any issue related to the proceedings after the same have concluded shall not be entertained verbally or in writing.

**15. EVALUATION OF BIDS**

- 15.1 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.
- 15.2 The relevant Committee will evaluate and compare only the bids determined to be responsive. The bids will be evaluated as a whole.
- 15.3 It will be examined in detail whether the items offered by the company complies with the technical specifications as provided in this bid documents as per **Annex-“A”**. For this purpose, the company’s data will be compared with the bid document eligibility and evaluation criteria along with visit to company facilities/ offices for physical inspection, if deemed necessary.

- 15.4 It will be examined in detail whether the documents comply with the conditions of the bid documents. It is expected that no major deviation/ stipulation shall be taken away by the company/ firm.
- 15.5 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/ firm.
- 16. PROCESS TO BE CONFIDENTIAL**
- 16.1. No company/ firm shall contact PASSCO on any matter relating to its bidding process from the time of opening to the time of bidding announcement.
- 16.2 Any effort by a bidder to influence PASSCO in the evaluation, comparison or selection, decision may result in the rejection of its bid.
- 17. TECHNICAL EVALUATION COMMITTEE (TEC)**
- 17.1 The Technical proposal submitted by the bidder will be evaluated against the aforementioned technical requirements by a Technical Evaluation Committee (TEC) constituted by Commercial Wing.
- 17.2 Furthermore, the Committee will take all appropriate measures/ actions as deemed fit to complete the assigned task in the line with **Annex G**.
- 18. AWARD CRITERIA & PASSCO's RIGHT**
- 18.1 The PASSCO reserves the right to accept or reject any submitted bid, as per PPRA rules and to annul the bidding 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.
- 18.2 The contract will be awarded to the successful bidder in the line with **Rule 38 of PPRA Rules**, provided that such bidders have been determined to be technically qualified. The selected company will furnish a performance guarantee (as per rule 39 of PPRA rules) i.e. 05% of the contract value valid till completion of contract including to 02% bid security.
- 18.3 The agreement will be signed on non-judicial stamp paper duly purchased in favour of PASSCO @ 0.25% Stamp duty of the value of contract within at least fifteen (15) days after opening of bid, Rule 35 of PPRA rules.
- 18.4 Integrity Pact shall be printed on stamped paper worth **Rs.200/-** or more provided at the time of signing of agreement by the successful bidder.
- 19. REQUIREMENT/ FORMAT OF BID**
- 19.1 All bidders shall quote their minimum Lump Sum Amount inclusive of government applicable taxes & stamp duties, loading, unloading charges etc. on "delivered" basis along with required Bid Security amounting to **Rs.120,800/-** in favour of the PASSCO. **Cash, Personal Cheque, Call Deposit Receipt (CDR) or Security Deposit Receipt (SDR)** shall not be accepted.
- 20. FIRM'S RESPONSIBILITIES**
- 20.1 The Firm shall supply/ deliver the **REQUIRED ITEMS PROMPTLY** in accordance with acceptance letter and agreement.
- 20.2 The firm shall not subcontract the contract agreement.
- 20.3 Transportation for delivery of items at final destination will be the responsibility of the firm. The firm shall ensure proper packing of goods to avoid deterioration of goods etc.
- 21. INSPECTION**
- 21.1 After successful supply/ delivery of "**Office Stationery & Printing Items for year 2025-26**", PASSCO Inspection Committee will evaluate, check and inspect the supplied/ delivered Stationery Items as per Specifications/ Parameters mentioned in **Annex-"A"**.
- 21.2 Furthermore, the inspection committee will also take other appropriate measures as deemed fit to complete the assigned task.

## **22. TIME FOR COMPLETION**

- 22.1 The supplier shall adhere to time frame set forth and supply/ deliver the required items as per demand and specifications within given time or as per demand of procuring agency (**PASSCO**) from the date of signing of agreement and submit bill along with all relevant documents detail is appended below: -
- 22.1.1 Invoice/ Bill showing NTN and STRN along with sales tax amount.
  - 22.1.2 Sales Tax Invoice.
  - 22.1.3 Inspection Report.
  - 22.1.4 GRA (Pink Colour) where applicable.
  - 22.1.5 Acceptance Letter.
  - 22.1.6 Agreement.
- 22.2 Seller shall also indicate separately the amount of sales tax along with sales tax registration number issued by the provincial sales tax department, in the sales tax invoice.

## **23. LATE DELIVERY / DELAY IN COMPLETION OF WORK:**

- 23.1 In case of Late Delivery (LD) after expiry of given time, PASSCO will be entitled to compensation for loss and will charge LD charges at the rate of 2% of the cost of Office Stationery Items for delay upto 15 days on undelivered stock as penalty. Thereafter, PASSCO may forfeit security deposited and rescind the agreement.
- 23.2 In case, contractor fails to deliver agreed quantity of Office Stationery Items or part thereof beyond 15 days of the delivery date of consignment, PASSCO may forfeit performance security/ guarantee deposited and rescind the agreement. Additionally, PASSCO may procure the defaulted quantity of Office Stationery Items at the risk and cost basis, in that case extra expenses incurred by PASSCO shall be recoverable from the defaulting supplier either from pending payments, bills, dues, or through legal recourse.
- 23.3 **In exceptional circumstances, an extension in delivery period may be granted as deem necessary on case to case basis by the Competent Authority (the Managing Director PASSCO) with or without 2% penalty on written request on letterhead of the party on specific and valid justified grounds/ reasons.**

## **24. REPLACEMENT WARRANTY**

- 24.1 In case, the **Office Stationery & Printing Items for year 2025-26** are not found according to the laid down specification. Convener Inspection Committee will notify the supplier within two (02) working days in writing after the receipt of inspection report under intimation to General Manager (Commercial).
- 24.2 The supplier will be responsible to replace the stocks found below specification without claiming any compensation within the delivery schedule.

## **25. TERMS OF PAYMENT**

- 25.1 Relevant payment against supply order shall be payable to the firm upon successful supply/ delivery of the required items as per acceptance letter and agreement which shall be proved by acceptance certificate (s) issued by PASSCO or its committee.
- 25.2 All the payment shall be made through crossed Cheque in the Pak Rupees.
- 25.3 Taxes will be deducted as per government rules at the time of payment.

## **26. DEFAULT BY SUPPLIER**

- 26.1 If the firm fails to supply the required items/ refuses or fails to comply with a valid instruction of the PASSCO, the PASSCO may give notice promptly stating the default.
- 26.2 If the firm has not taken all practicable steps/ measures to remedy the default within 07 days after receipt of PASSCO's notice, PASSCO may forfeit/ confiscate performance security/ earnest money, leading further towards Blacklisting of the Firm.

## **27. FORCE MAJEURE**

- 27.1 Force majeure shall mean any event, act or other circumstances or 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.
- 27.2 If by reasons of Force Majeure, the Items cannot be delivered by the due delivery date, then the delivery date may be extended on the written request of supplier except extreme circumstances that may be granted by MD PASSCO in his sole discretion on case to case basis keeping in view all the circumstances and requirement.
- 27.3 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.
- 27.4 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.

## **28. ARBITRATION**

In case of any difference or dispute between the parties arising out of this 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 shall be final and binding on the parties to this agreement.

## **29. JURISDICTION OF COURT**

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

**PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED**  
**REQUIRED FEATURES /SPECIFICATIONS**

I/WE hereby submit the Lump Sum Amount for supply “Office Stationery & Printing Items for year 2025-26” as per specifications/ samples “or Equivalent inclusive of government applicable taxes & stamp duties, loading, unloading charges etc. on “delivered” basis at PASSCO Head Office, 11- Kashmir Road, Lahore: -

Sr.	Name of Items	Stationary Items Required	Unit	Rate per Unit (Inclusive of all Govt. Taxes/ Duties, Loading, unloading charges etc. on delivered basis) Rs.	TOTAL AMOUNT (Inclusive of all Govt. Taxes/ Duties, Loading, unloading charges etc. on delivered basis) Rs.
1	Adhesive/Scotch Tape (2" 25-Yard)	261	No's.		
2	Ball Point Blue (Dollar B.P-3 0.7mm) or equivalent.	3,004	No's.		
3	Ball Point Black (Dollar B.P-3 0.7mm) or equivalent.	1,198	No's.		
4	Ball Point Red (Dollar B.P-3 0.7mm) or equivalent.	516	No's.		
5	Carbon Paper (Butterfly) 100 paper per Packet or equivalent	186	Pkt's		
6.	Duster Cloth Thick 28" x 28" (White Cotton)	440	No's		
7	Duster Falalain cloth 28" x 28"	235	No's.		
8	Double Punch Opal 500 ECO or equivalent.	96	No's.		
9	Drafting Pad Small 4½" x 7" (Ideal 60) E-50 or equivalent.	135	No's.		
10	Drafting Pad Medium 7" x 9½" (Ideal 60) M-50 or equivalent.	140	No's.		
11	Drafting Pad Small 4½" x 7" (Ideal or equivalent Executive, Ring Note Book)	33	No's.		
12	Damp Water Roller Silver-X	110	No's.		
13	Dak Folder Rexene Green	39	No's.		
14	Envelops Brown Postal Size (China Craft Paper 11"x5")	3,657	No's.		
15	Envelop Brown A4 Size (China Craft Paper)	4,312	No's.		
16	Envelops Brown Size (China Craft Paper 15" x 11")	2,532	No's.		
17	Envelops White Postal Size (11" x 5")	2,059	No's.		
18	Envelop White A4 Size	1,292	No's.		
19	Envelops White Legal Size (15" x 11")	1,183	No's.		
20	Flapper Rexene (Green)	402	No's.		
21	Foot Rule (Steel12")	171	No's.		
22	File Cover PASSCO Printed White A4 Size (300gm Bleach Card)	1,661	No's.		
23	File Cover PASSCO Printed White Large (300gm Bleach Card)	1,209	No's.		
24	File Cover PASSCO Printed Large (300gm Bleach Card)	3,875	No's.		

Sr.	Name of Items	Stationary Items Required	Unit	Rate per Unit (Inclusive of all Govt. Taxes/ Duties, Loading, unloading charges etc. on delivered basis) Rs.	TOTAL AMOUNT (Inclusive of all Govt. Taxes/ Duties, Loading, unloading charges etc. on delivered basis) Rs.
25	Gum Bottle Crystal 142 Grams or equivalent	104	No's.		
26	Gum Stick (Large) UHU or equivalent	263	No's.		
27	High Lighter Yellow Hi Glow (ORO) or equivalent	105	No's.		
28	High Lighter Green Hi Glow (ORO) or equivalent	138	No's.		
29	High Lighter Orange Hi Glow (ORO) or equivalent	124	No's.		
30	Lead Pencil (Autocrat HB5000 Goldfish or equivalent)	1,122	No's.		
31	Marker No.70 Dollar or equivalent Black (Permanent)	238	No's.		
32	Marker No.70 Dollar or equivalent Blue (Permanent)	240	No's.		
33	Office Pin wt 50 grams chrysanthemum or equivalent	87	Pkt's.		
34	Paper Clip (3 Flowers or equivalent-80 pcs per packet)	138	Pkt's.		
35	Pin Cushion (Steel Round)	80	No's.		
36	Paper Cutter (Blade wala)	149	No's.		
37	Paper Waste Basket Round (Medium)	104	No's.		
38	Peon Book 96 leaf 68 Grams	43	No's.		
39	Pointer Signo or equivalent (Blue)	379	No's.		
40	Pointer Signo or equivalent (Black)	300	No's.		
41	Pointer Signo or equivalent (Red)	150	No's.		
42	Plastic Cover (Transparent)	190	No's.		
43	Paper A4 70 Grams (Imported, 500 Sheets per Ream)	1,054	Rem		
44	Paper A4 80 Grams (Imported, 500 Sheets per Ream)	1,158	Rem		
45	Paper Legal 70 Grams (Imported, 500 Sheets per Ream)	273	Rem		
46	Paper Legal 80 Grams (Imported, 500 Sheets per Ream)	423	Rem		
47	Pencil Jar Metal (Jali) Black	29	No's.		
48	Pad Cover (good quality) Green PASSCO LOGO	24	No's.		
49	Register Dispatched 96 Leaves, 68 grams	67	No's.		
50	Register Receipt (Received) 96 leaves, 68 grams	100	No's.		
51	Register Ruled 96 Leaves 68 grams	146	No's.		
52	Rubber / Eraser Pelican or equivalent	203	No's.		
53	Stapler Machine Three Flower TF-307 or equivalent	140	No's.		
54	Stapler Pin (Dollar or equivalent 24/6, 1000 pins)	249	Pkt's.		
55	Stapler Pin Remover	130	No's.		

Sr.	Name of Items	Stationary Items Required	Unit	Rate per Unit (Inclusive of all Govt. Taxes/ Duties, Loading, unloading charges etc. on delivered basis) Rs.	TOTAL AMOUNT (Inclusive of all Govt. Taxes/ Duties, Loading, Unloading charges etc. on delivered basis) Rs.
56	Sharpener Single Hole Dux or equivalent Steel (50 piece per Packet)	170	Pkt's.		
57	Sticky Index Tab Small (100 Sheets per packet)	99	Pkt's.		
58	Color Flag	240	No's.		
59	Stamp Pad medium Blue (Crystal or equivalent)	140	Pkt's.		
60	Stamp Pad Ink Blue	94	No's.		
61	White Fluid Pen (Pelikan Blanco Original or equivalent)	144	No's.		
<b>Total Amount of (Serial 01 to 61) Inclusive of all Government applicable Taxes/ Duties, Loading, unloading charges etc. on delivered basis up to mid-August 2025.</b>					

Lump sum cost/ price of Office Stationary Items in figure: Rs. \_\_\_\_\_/-

Amount in words: Rupees: \_\_\_\_\_ only.

**2. Detail of Bid Security:**

DD/PO/BC No. \_\_\_\_\_ Date \_\_\_\_\_

Amount Rs. \_\_\_\_\_ Bank & Branch \_\_\_\_\_

**3. ATTACHED ORIGINAL CASH RECEIPT REGARDING PURCHASE OF TENDER**

Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_ Amount in Figures: Rs. -----/-

Amount in Words: Rupees: ----- only)

M/S. \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Agency Seal: \_\_\_\_\_

CERTIFICATE

I/we do hereby confirm to have read and understood the terms and conditions of bidding documents for procurement of “Office Stationery & Printing Items for year 2025-26” as per specifications/ samples “or equivalent” inclusive of government applicable taxes & stamp duties, loading, unloading charges etc. on delivered basis at PASSCO Head Office, 11-Kashmir Road, Lahore and all other details contained in the bid document. I /we therefore, sign hereunder each page of the document in token of having accepted all what is elucidated therein.

Note.

I/We have submitted “samples” of office stationery & printing items for year 2025-26 at commercial wing, PASSCO head office, Lahore, before submitting the bid online via EPAD-PPRA and i /we accepted the same.

M/S. \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Email: \_\_\_\_\_ CNIC NO. \_\_\_\_\_

Income Tax Registration \_\_\_\_\_

Sales Tax Registration Number \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

Agency Seal: \_\_\_\_\_

(Must be printed on Rs. 200/- Stamp Paper)

**DEFAULT, INSOLVENCY AND BLACKLISTING CERTIFICATE**

**THE BIDDER SHALL ATTACH HERewith AN AFFIDAVIT STATING THAT: -**

- a. Certified that I/we have neither defaulted of any contract/ agreement or in legal dispute with any federal/ provincial/ local government neither including its departments/ bodies/ subsidiaries and/or organizations/ institutions, nor declared insolvent nor blacklisted by any one of those elucidated above.
- b. Further, certified that firm or partner thereof in any other name and style, have never been defaulted nor convicted, by a final judgment of any offense involving professional conduct nor declared insolvent nor blacklisted, involved in corruption and corrupt practice, in malpractice and or smuggling etc.
- c. If at later stage, affidavit is found fabricated/ factious, bid performance security/ performance guarantee already deposited may be confiscated/ forfeited by PASSCO.

**M/S.** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:**  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Mobile #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Agency Seal:** \_\_\_\_\_

**ATTESTED BY NOTARY PUBLIC**

**PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION**

**(Must be printed on Rs.200/- Stamp Paper)**

**UNDERTAKING / CERTIFICATE.**

If delivered/ provided required “Office Stationery & Printing Items for year 2025-26” as per specifications/ samples “or equivalent” on “delivered” basis are found refurbished, substandard, or of poor quality, the supply order of the bidder will be immediately terminated without assigning any reason and will not make any refund/ payment. Further, the performance/ bid security given by me/us will also be forfeited/ confiscated and I/We will be declared blacklisted.

**M/S.** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Mobile #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Agency Seal:** \_\_\_\_\_

**ATTESTED BY NOTARY PUBLIC**

**SUMMARY OF WORK EXPERIENCE**

(To be uploaded ON EPADS – PPRA)

<b>Sr. No</b>	<b>Name of Organization</b>	<b>Nature of Supply (Office Stationary &amp; Printing Items)</b>	<b>Year (s)</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			

**Note:** Documentary proofs for ready reference.

**Signature and Stamp**

**SUMMARY OF WORK COMPLETION**

(To be uploaded ON EPADS – PPRA)

<b>Sr. No.</b>	<b>Name of Organization &amp; Address</b>	<b>Nature of Supply (Office Stationary &amp; Printing Items)</b>	<b>Years/ Period</b>	<b>Total Value of Contract Completed (PKR)</b>	<b>Status of project (Starting &amp; Completion Date)</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					

**Note:** documentary proof for ready reference.

**Signature and Stamp**

**TECHNICAL EVALUATION CRITERIA****Name of Party**

<b>Ser.</b>	<b>Technical Requirements</b>	<b>Total Marks</b>	<b>Minimum Qualifying Marks</b>	<b>Marks Obtained</b>	<b>Remarks</b>
1	Detail of valid experience on company letterhead in summarized form regarding office stationary & Printing Items for the last three years. ( <b>Annex-D</b> ).	40	20		05 additional marks/ per year for experience above 03 year subject to maximum of <b>40</b> marks.
2	Verified bank statement for the last (03) three years. If, pages exceed more than five pages of any year then 1 <sup>st</sup> and last page may be uploaded on EPADS-PPRA.	20	10		07 Marks, for each contract and for three years 20 marks.
3	Summary of work completion along with quantum on company letterhead of major contracts successfully completed/ supplied during last 03 years. ( <b>Annex- E</b> ).	40	20		For 01 year 20 marks, for 02 years 30 marks and for 03 years <b>40</b> marks
		<b>100</b>	<b>50</b>		

**Note:**

- 1. Aggregate marks obtained less than 50 will lead to technical disqualification of the bidder. Furthermore, marks obtained less than 50 % against each technical requirement will also lead to technical disqualification of the bidder. Bidders will be ranked on the basis of their obtained marks. Moreover, if two technically qualified bidders quote the same Lump Sum Amount then the bidder with highest marks in technical evaluation will be considered as most advantageous.**
- 2. Technical Evaluation Committee may ask/ require documentary/ bids clarification in accordance with rule 31 of PPRA Rules.**

**CHECKLIST FOR TECHNICAL EVALUATION**

Ser. #	Descriptions
1	Valid bid security is submitted.
2	Bid is valid till required period.
3	The bid prices will be firm and final during its validity and inclusive of government applicable taxes & stamp duties, loading, unloading charges etc. on “delivered” basis at PASSCO Head Office, 11- Kashmir Road, Lahore.
4	Compliance to all terms and conditions of this bid document on specified formats.
5	The bid does not deviate from basic requirements.
6	The bid is generally in order etc.
7	The bidder submitted all mandatory/ requisite documents as mentioned in the bid document.
8	Bidder should be registered with Federal Board of Revenue (FBR)/ Provincial Revenue Authority
9	Bid Submission online via EPADS-PPRA.
10	Application/ Letter of intent for participation in tendering process.
11	Original Cash Receipt of Bid Documents issued by PASSCO.
12	Fresh Samples of Office Stationery & Printing Items as per required specifications will be submitted before opening of bid for inspection.
13	Affidavit on Stamp Paper of <b>Rs.200/-</b> that the firm is not blacklisted by any Government/ Semi government Department as per <b>Specimen at Annex-B.</b>
14	Noncompliance to the same may result in immediate termination of “ <b>Acceptance/ Supply Order/ Agreement</b> ” leading to forfeiture of bid security/ Performance Security and blacklisting of firm as per <b>Specification at Annex-C.</b>
15	Detail of valid work experience on company letterhead in summarized form regarding office stationary & printing items for the last three years with documentary proof ( <b>Annex-D</b> ).
16	Verified bank statement for the last ( <b>03</b> ) three years showing financial stability/ health of the firm.
17	Summary of work completion along with quantum on company letterhead ( <b>Annex- E</b> ) of major contracts successfully completed/ supplied during last <b>03</b> years with documentary proof.
18	Original Cash Receipt of Bid Documents issued by PASSCO.