

INVITATION TO BID

PRINTING & SUPPLY OF FIELD STATIONERY ITEMS YEAR-2024

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 Items & Printing of Field Stationery Items for Wheat Crop – 2024**” as per specifications/ samples “or Equivalent” inclusive of all taxes & duties etc. on delivered basis.

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 rates inclusive of all taxes, duties etc. as per prescribed bid form. 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. **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, PASSCO www.passco.gov.pk and PPRA 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:-

Price of bidding document	Last date for purchase of bidding document	Bid security (Rs.)	Date of opening of Technical Proposals / bid submission date	Date of opening of Financial Proposals
Rs 3,000/-	05.02.2024	250,000	06.02.2024 (1130 Hours)	12.02.2024 (1130 Hours)

5. Bids addressed to General Manager (Commercial) should be submitted through EPADS-PPRA by 1100 Hours, 06.02.2024 (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 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.042-99201461-62
Website: www.passco.gov.pk

PRINTING & SUPPLY OF FIELD STATIONERY ITEMS YEAR-2024

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/ rates inclusive of all taxes, duties etc. from well-reputed, experienced firms/ suppliers registered with Federal Board of Revenue (FBR) and Provincial Revenue Authority for purchase of "**Office Stationery Items & Printing of Field Stationery Items-2024**" as per specifications/ samples "or Equivalent" inclusive of all taxes & duties etc. on "delivered" basis at PASSCO Head Office, 11-Kashmir Road, Lahore and PASSCO Complex, Manga Mandi, Multan Road, Lahore respectively. 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 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/ Purchase of "**Office Stationery Items & Printing of Field Stationery Items-2024**" as per specifications/ samples will be made according to specifications, mentioned at "or Equivalent" inclusive of all taxes & duties etc. on delivered basis at PASSCO Head Office, 11- Kashmir Road, Lahore and PASSCO Complex, Manga Mandi, Multan Road, Lahore (**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. 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 shall be initialed/ signed and shall bear official seal of the person(s) authorized to sign/ endorse duly submitted on 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 price/ rate for said item. The price/ rate quoted should be firm, final, and clearly written/ typed without any ambiguity.
- 6.3 The bid/ price should include all the government taxes, duties etc. as per prevailing taxation rates of Provincial/ Federal Governments. e.g. GST, Income Tax, Withholding Tax, etc. (**Annex- A**).
- 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 bid offer/ price/ rate if required.
- 6.6 Bidders must quote rates for all items on prescribed bid form available at (**Annex- A**). The bidder must quotes rates 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 250,000, (as per Rule 25 of PPRA Rules) 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.
- 7.3 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.
- 7.4 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).
- 7.5 The bid security may be forfeited/ confiscated:
- 7.5.1 If a bidder withdraws his bid during the period of bid validity.
- 7.5.2 If the bidder does not accept the correction of his bid price.
- 7.5.3 In the case of a successful bidder, if he fails to furnish the required performance security or failed to sign agreement within 15 days, supply the required Office Stationery Items & Printing of Field Stationery Items as per technical specifications available at **Annex-A** alongwith all accessories if necessary.
- 7.5.4 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 price/ rate 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 all taxes, duties etc. on “delivered” basis at PASSCO Head Office, 11- Kashmir Road, Lahore and PASSCO Complex, Manga Mandi, Multan Road, Lahore respectively.
- 10.4 Compliance to all important 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 Federal Board of Revenue (FBR) and Provincial Revenue Authority
- 10.11 Via submission EPADS-PPRA.

11. DEADLINE FOR SUBMISSION OF BID DOCUMENTS.

- 11.1 The bid shall be submitted through EPADS-PPRA website up to 1100 Hours on 06.02.2024 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 alongwith 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 in **Annex-F** of these documents, will be considered as qualified.

- 12.1 Application/ Letter of intent for participation in tendering process.
- 12.2 Fresh samples of Office Stationery Items & Printing of Field Stationery Items as per required specification.
- 12.3 Inspection of format/ Outline of all Documents, Ledger/ Register and Reports & Returns, later on no excuse/ plea on inspection of format/ Outline will be accepted at all.
- 12.4 Office detail at Lahore with phone number/ address.
- 12.5 Affidavit on Stamp Paper of **Rs.200/-** that the firm is not black listed by any Government/ Semi government Department as per **Specimen at Annex-B**.
- 12.6 Certificate on Company's letter head that the firm shall supply **Office Stationery Items & Printing of Field Stationery Items for wheat crop 2024**.

- 12.7 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**.
- 12.8 Bidder should be registered with Federal Board of Revenue (FBR) and Provincial Revenue Authority.
- 12.9 Detail of valid experience on company letterhead in summarized form regarding office and printing field stationary items for the last three years with documentary proof (**Annex-D**).
- 12.10 Verified bank statement for the last (03) three years showing financial stability/ health of the firm.
- 12.11 Summary of work completion alongwith 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 30 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 rate then the bidder with highest marks in technical evaluation will be considered as more advantageous/ responsive.

13. FINANCIAL PROPOSAL SHALL CONSIST/ INCLUDE OF:-

- 13.1 The Bidding documents are duly signed and stamped by the party. Pay order/ demand draft/ Banker Cheque against Rs.250,000/- as Bid Security (Rule 25 of PPRA Rules).
- 13.2 **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 through EPADS-PPRA by **1100 Hours on 06.02.2024**.
- 14.2 PASSCO’s relevant committee (i.e. Tender Committee) will open technical bids at **1130 Hours on 06.02.2024** and financial bids of technically qualified bidders at **1130 Hours on 12.02.2024** in the presence of company’s authorized representatives who choose to be present at PASSCO Head Office Lahore at scheduled date and time.
- 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.
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 with **most advantageous/ responsive bid (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 worth **Rs.3,000/-** duly purchased in favour of PASSCO with at least fifteen (15) days after opening of financial 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 Price/ Rates inclusive of all taxes, duties etc. on "delivered" basis along with required bid security amounting to **Rs.250,000/-** in the form of a Pay Order/ Demand Draft/ Banker's Cheque as per this bid document requirement/ obligations. **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 acceptance letter.
- 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 Items & Printing of Field Stationery Items**", 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 issuance of acceptance letter and submit bill along with all relevant documents detail is appended below:
- 22.1.1 Invoice/ Bill showing NTN and STRN alongwith sales tax amount.

- 22.1.2 Inspection Report.
- 22.1.3 GRA (Pink Colour) where applicable.
- 22.1.4 Sales Tax Invoice.
- 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, contractor fails to deliver agreed quantity of **Office Stationery Items & Printing of Field Stationery Items** or part thereof beyond 15 days of the delivery date of each consignment, PASSCO may forfeit security deposited and rescind the agreement. Additionally PASSCO may purchase the defaulted quantity of **Office Stationery Items & Printing of Field 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, dues, or through legal re-course.

23.2 In case of Late Delivery (LD) after expiry of given time without penalty, 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 & Printing of Field Stationery Items** for delay upto 15 days on undelivered stock. Thereafter the contract may be rescinded.

24. REPLACEMENT WARRANTY

24.1 In case, the Office Stationery Items & Printing of Field Stationery Items wheat Crop-2024 and are not found according to the laid down specification. Convener Inspection Committee will notify the supplier within two (2) 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

CERTIFICATE

I/WE DO HEREBY CONFIRM TO HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF BIDDING DOCUMENTS FOR “OFFICE STATIONERY ITEMS & PRINTING OF FIELD STATIONERY ITEMS-2024” AS PER SPECIFICATIONS / SAMPLES “OR EQUIVALENT” INCLUSIVE OF ALL TAXES & DUTIES ON DELIVERED BASIS AT PASSCO HEAD OFFICE, 11- KASHMIR ROAD, LAHORE AND PASSCO COMPLEX, MANGA MANDI, MULTAN ROAD, LAHORE.

AND ALL OTHER DETAILS CONTAINED IN THE BID DOCUMENT. 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 SUBMITTED “SAMPLES” OF OFFICE STATIONERY ITEMS & PRINTING OF FIELD STATIONERY ITEMS-2024 AT COMMERCIAL WING, PASSCO HEAD OFFICE, LAHORE, BEFORE DROPPING THE BID IN THE BID BOX AND I /WE ACCEPTED THE SAME.

Signature. _____

Name of Bidder _____

Name of Bidder _____

Address _____

Stamp of the Bidder _____

Telephone No Office _____

Mobile NO. _____

Fax No. _____ **Email address** _____

CNIC NO. _____ **Income Tax Registration** _____

Sales Tax Registration Number _____

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

I/WE hereby submit the rates for supply “Office Stationery Items & Printing of Field Stationery Items-2024” as per specifications/ samples “or Equivalent” inclusive of all taxes & duties on “delivered” basis at PASSCO Head Office, 11- Kashmir Road, Lahore and PASSCO Complex, Manga Mandi, Multan Road, Lahore.

(As per requirement within given period)

OFFICE STATIONERY – 2024					
Sr.	Name of Items	Qty	Quantity per No's/ Pkt/ Set	Rate per Item	Total Amount (Rs.)
1	Adhesive/Scotch Tape (2" 25-Yard)	320			
2	Ball Point Blue (Dollar BP-3 0.7) "or Equivalent"	4,000			
3	Ball Point Black (Dollar BP-3 0.7) "or Equivalent"	1,838			
4	Ball Point Red (Dollar BP-3 0.7) "or Equivalent"	1,675			
5	Carbon Paper (Butterfly)	190			
6	Duster Cloth Thick 28" x 28" (White Cotton)	369			
7	Duster Falalain	251			
8	Double Punch Opal 480 S "or Equivalent"	107			
9	Drafting Pad Small (Ideal 60) "or Equivalent"	231			
10	Drafting Pad Medium (Ideal 60) "or Equivalent"	190			
11	Drafting Pad Small (Ideal Executive Ring Note Book)	146			
12	Damp Water Pad	125			
13	Dak Folder Rexene Green	60			
14	Envelops Brown Postal Size(China Craft Paper 11x5)	12,885			
15	Envelop Brown A4 Size(China Craft Paper)	4,170			
16	Envelops Brown Legal Size(China Craft Paper 15x11)	2,215			
17	Envelops White Postal Size(11x5)	4,130			
18	Envelops White A4 Size	1,500			
19	Envelops White Legal Size(15x11)	1,300			
20	Flapper Rexene(Green)	514			
21	Foot Rule (Steel12")	226			
22	File Cover PASSCO Printed White A4 Size(300gm Bleach Card)	2,325			
23	File Cover PASSCO Printed White Large(300gm Bleach Card)	1,300			
24	File Cover PASSCO Printed Large(300gm Bleach Card)	7,374			
25	Gum Bottle Crystal 142 Grams "or Equivalent"	127			
26	Gum Stick (Large) UHU "or Equivalent"	365			
27	High Lighter Yellow Hi Glow (ORO) "or Equivalent"	220			
28	High Lighter Green Hi Glow (ORO) "or Equivalent"	166			
29	High Lighter Orange Hi Glow (ORO) "or Equivalent"	174			
30	Lead Pencil (Autocrat HB5000 Goldfish) "or Equivalent"	2,193			

31	Marker No.70 Dollar Black (Permanent) "or Equivalent"	275			
32	Marker No.70 Dollar Blue (Permanent) "or Equivalent"	235			
33	Office Pin wt 50 grams chrysanthemum	132			
34	Paper Clip (3 Flowers)	210			
35	Pin Cushion (Steel Round)	115			
36	Paper Cutter (Blade Wala)	226			
37	Paper Waste Basket Round (Medium)	159			
38	Peon Book 96 leaf 68 Grams	118			
39	Pointer Signo (Blue) "or Equivalent"	276			
40	Pointer Signo (Black) "or Equivalent"	295			
41	Pointer Signo (Red) "or Equivalent"	165			
42	Plastic Cover (Transparent)	140			
43	Paper A4 70 Grams (Imported ,no Local Packing, no local brand)	1,095			
44	Paper A4 80 Grams (Imported ,no Local Packing, no local brand)	760			
45	Paper Legal 70 Grams (Imported ,no Local Packing, no local brand)	320			
46	Paper Legal 80 Grams (Imported ,no Local Packing, no local brand)	355			
47	Pencil Jar Metal (Jali) Black	60			
48	Pad Cover (good quality) Green PASSCO LOGO	110			
49	Register Dispatched 96 Leaves, 68 grams	115			
50	Register Receipt 96 leaves, 68 grams	179			
51	Register Ruled 96 Leaves 68 grams	210			
52	Rubber/ Eraser pelican "or Equivalent"	330			
53	Stapler Machine Opal HD 30 "or Equivalent"	181			
54	Stapler Pin (Dollar 24/6) "or Equivalent"	646			
55	Stapler Pin Remover	204			
56	Sharpener Single Hole Dux Steel "or Equivalent"	392			
57	Sticky Index Tab Small	287			
58	Sticky Index Tab Large	90			
59	Stamp Pad Medium Blue (Crystal) "or Equivalent"	233			
60	Stamp Pad Ink Blue	157			
61	White Fluid Pen(Pelikan Blanco Original) "or Equivalent"	345			

2. DOCUMENTS					
Sr.	Title	One Book Contains Leaves.	Qty. to be Printed.	Rate per item (Rs.)	Total Amount (Rs)
1	Kachi Receipt	3 x 50	2,000		
2	Purchase Bill	5 x 50	1,500		
3	Purchase Bill Scroll	4 x 50	420		
4	Dispatch Report	6 x 50	2,100		
5	Bardana Security Receipt	2 x 50	800		
6	Daily Labour Work Slip	3 x 50	350		
7	Transfer Advice	6 x 50	200		
8	Stack Card	1 x 1	3,000		
9	Gate Pass in	2 x 50	700		
10	Gate Pass out	2 x 50	700		
11	Goods Receipt Advice	6 x 50	100		
12	Labour Bill	4 x 50	100		

Note: Quality of paper for item will be local 45 grams, coloured except item No. 8 that will be white (as per samples).

3. REGISTER/LEDGER					
Sr.	Title	One Book Contains Leaves.	Qty. to be Printed.	Rate per item (Rs.)	Total Amount (Rs)
1	Purchase Register/ Day book	1 x 26	350		
2	Transfer in Register	1 x 26	150		
3	Transfer out Register	1 x 26	150		
4	Dispatch Register by Road	1 x 26	400		
5	Register for Gunny Bags Security	1 x 26	400		
6	Field Wheat Stock Ledger	1 x 26	300		
7	Register of Gunny Bags (Field)	1 x 26	300		
8	Consumable/Dead Stock / Tarpaulin/ Gunji Kits Register	1 x 10 x 3	300		
9	Labour Payment Register	1 x 26	150		
10	Inspection Book	1 x 26	200		
11	Daily Attendance Register	1 x 16	350		
12	Gunji Register	1 x 26	250		
13	Foqiat Register for issue of Bardana	1 x 100	200		
14	Weighbridge Register	1 x 100	100		
15	Dry Ration Register	1 x 26	200		
16	Wheat Stock sub Ledger (H.O.)	1 x 100	100		
17	Gunji Kits Register (H.O.)	1 x 100	50		
18	Centre Wise Sub Ledger of Gunny Bags (HO)	1 x 100	100		
19	Hard board(Gatta) file		1,200		

Note For all items white local paper 59 grams with binding of cardboard (Gatta), Cotton and Abri cover paper.

4. REPORTS & RETURNS

Sr.	Title	One Book Contains Leaves.	Qty. to be Printed.	Rate per Item (Rs.)	Total Amount (Rs)
1	Weekly Stock Position of Wheat	4 x 50	1,400		
2	Weekly Stock Position of Gunny Bags	4 x 50	1,400		
3	Weekly Dispatch Statement of Dispatching Point	4 x 50	700		
4	Weekly Dispatch Statement of Project	4 x 50	100		
5	Weekly Dispatch Statement of Zone	3 x 50	100		
6	Monthly Consumable Items Report	4 x 50	600		
7	Monthly Dead Stock Items Report	4 x 50	500		
8	Monthly Tarpaulin / Gunji Kits Report	4 x 50	500		
9	Reconciliation Statement of Purchase Account	5 x 50	50		
10	Monthly Inspection / Performance Report	3 x 50	100		
11	Condition Wheat Stock (in Urdu)	1 x 50	400		

Grand Total Amount

Note: For all items white or color local papers of 45 grams be used.

I/ we have inspected/ examined samples of “Office Stationary” HR Wing and “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 Firm _____

Mobile _____

Address:

Detail of earnest money:

DD/PO No. _____ **date** _____

Amount Rs. _____

Bank & Branch _____

Telephone No. Office: _____ Fax No. _____

Mobile No: _____ E mail address: _____

Income Tax Registration No. _____ Sales Tax Registration Number _____

Paste Over Leaf / Attached Original Cash Receipt

Receipt No. _____ Date: _____ Amount Rs.3,000/- (Three
Thousand only)

Note:

1. Office Stationery items mentioned at serial No 01 to serial No. 61 are to be delivered at PASSCO Head office 11- Kashmir Road, Lahore.
2. All other Items to be delivered at PASSCO Complex, Manga Mandi, Lahore.

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

DEFAULT, INSOLVENCY AND BLACK-LISTING 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 JUDGEMENT 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 ITEMS & PRINTING OF FIELD STATIONERY ITEMS-2024” AS PER SPECIFICATIONS/ SAMPLES “OR EQUIVALENT” INCLUSIVE OF ALL TAXES & DUTIES ON “DELIVERED” BASIS AT PASSCO HEAD OFFICE, 11- KASHMIR ROAD, LAHORE AND PASSCO COMPLEX, MANGA MANDI, MULTAN ROAD, LAHORE.

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 THE BIDDER WILL ALSO BE FORFEITED/ CONFISCATED AND THE BIDDER WILL BE DECLARED BLACK LISTED.

M/S. _____

Contact Person: _____

Address: _____

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

Email: _____

Signature: _____ Dated : _____

Agency Seal:

ATTESTED BY NOTARY PUBLIC

SUMMARY OF WORK EXPERIENCE

(To be uploaded ON EPADS – PPRA)

Sr. No.	Name of Organization	Nature of Supply (Office Stationary/ Printing Field Stationary)	Year (s)
1			
2			
3			
4			

Note: Documentary proofs just for ready reference.

Signature and Stamp

SUMMARY OF WORK COMPLETION

(To be uploaded ON EPADS – PPRA)

Sr. No.	Name of Organization & Address	Nature of Supply (Office Stationary/ Printing Field Stationary)	Years/ Period	Total Value of Contract completed (PKR)	Status of project (Starting & Completion Date)
1					
2					
3					
4					

Note: documentary proof just for ready reference.

Signature and Stamp

TECHNICAL EVALUATION CRITERIA**Name of Party**

Ser.	Technical Requirements	Designated Marks	Marks Obtained	Remarks
1	Detail of valid experience on company letterhead in summarized form regarding office and printing field stationary items for the last three years. (Annex-D).	21-30		03 additional marks/ per year for experience above 03 year subject to maximum of 30 marks.
2	Verified bank statement for the last (03) three years. If, pages exceed more than five pages of any year then 1 st and last page may be uploaded on EPADS-PPRA.	20		For 01 year 10 marks, for 02 years 15 marks and for 03 years 20 marks.
3	Summary of work completion alongwith quantum on company letterhead of major contracts successfully completed/ supplied during last 03 years. (Annex- E).	10		2.5 marks for each contract.
		60		

Note:

- 1. Aggregate marks obtained less than 30 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 rate then the bidder with highest marks in technical evaluation will be considered as more advantageous.**
- 2. Technical Evaluation Committee may ask/ require documentary/ bids clarification in accordance with rule 31 of PPRA Rules.**