

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

Tender Notice

OFFICE STATIONERY ITEMS - 2021

PASSCO invites bids for “Office Stationery Items – 2021” as per specifications / samples “or Equivalent” inclusive of all taxes & duties on delivered basis at PASSCO Head Office, 11-Kashmir Road, Lahore.

2. Tender documents can be obtained from Manager Cash, F&A Wing, PASSCO Head Office, 11-Kashmir Road, Lahore against cash payment of Rs.2000/= (Non-refundable) up to 1700 hours by 18.01.2021 to 02.02.2021. No tender documents will be accepted if issued after 1700 hours on 02.02.2021.

3. Rates should be quoted against **each item** "inclusive of all taxes and duties etc." on delivered basis at PASSCO Head Office, 11- Kashmir Road, Lahore. Sealed bids should reach the office of General Manager (Comm) PASSCO, Head Office, 11 - Kashmir Road, Lahore by 1130 hours on 03.02.2021. Bids will be opened at 1200 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. Bidding shall be conducted under Rule 36 (b) of PPRA Rules.

a. Technical Proposal will be opened on 03.02.2021 at 1200 hours.

b. Financial proposal will be opened on 09.02.2021 at 1200 hours.

4. The offer shall remain valid for 60 days from the date of opening of tender. Each bid must be accompanied by a Demand Draft/Pay Order/Universal Cheque and 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 must inspect / examine samples mentioned in tender documents at Serial No. “23, 24, 25” from Security Cell and Serial No. “45, 46, 47, 48” from IT (Cell), PASSCO, Head Office, Lahore at any time before dropping the tender in tender box. Thereafter, no excuse shall be entertained / accepted at all.

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

7. Bidders will be required to submit / offer rates against **each item** and submit representative samples of all items mentioned in Bidding Documents at the Time of Bid submission. Failure to offer rates against each item and bids of those, Firms / Parties not accompanied with representative samples shall not be entertained.

8. PASSCO, as a procuring agency, may reject all bids or proposals at any time prior to acceptance of a bid or proposal under rule 33 of PPRA.

9. Tender Notice and Tender Documents can be viewed on PASSCO website www.passco.gov.pk and PPRA Website. www.ppra.org.pk .

10. 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.

General Manager (Commercial)
PASSCO, Head Office, 11- Kashmir Road, Lahore.
Telephone No. 042-99201466

Tender Documents

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED HEAD OFFICE,(Commercial Wing) 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 / rates inclusive of all taxes, duties etc. from well-reputed, experienced firms / parties / contractors for purchase of “**Office Stationery Items – 2021**”, as per specifications / samples “**or Equivalent**” on “**Delivered**” Basis at PASSCO Head Office 11- Kashmir Road, Lahore. Delivery period will be 40 (Forty) days including 10 days LD period.
- 1.1.2 Bidding shall be conducted under **Rule 12 (1) of PPRA Rules** and **Rule 36 (b) of PPRA Rules**. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
- 1.1.3 Bidders will have to submit representative samples of all items mentioned in Bidding Documents at the Time of Bid submission. 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 – 2021**” will be made as per 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 Tenders / Bids, which meet the following minimum requisite requirement / criteria, would be declared eligible / qualified. 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 “Office 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 Stamp Paper of Rs. 100/- that the firm shall deliver “**Office Stationery Items**”. 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. Representative samples of all items mentioned in bidding documents delivered by company / firm at the Time of Bid submission.
- 2.8. 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

- 4.1 A prospective Company / Firm 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 / firm).

5. AMENDMENT OF TENDER / BIDDING 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 / firm, modify the Tender / Bidding Document by issuing addendum.
- 5.2 Any addendum thus issued shall form Integral / Eternal Part of the Tender / Bidding Document. To afford Company’s / Firm’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 Tender / Bidding Documents and related correspondence will always be in the English language.
- 6.2 The Tender / Bid should have a covering letter on printed letterhead of the firm. All pages of the tender / 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. The Bidder shall stand disqualified who will not quote the rate against each item mentioned at annex “A”.**
- 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 validated 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 an Earnest Money / Security Money equivalent to 2% of the total value of Tender / Bid in the form of a Demand Draft, Pay Order, Universal Cheque 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 / Security Money at all.
- 8.3 Any bid not accompanied by an acceptable earnest money / bid security in shape of Demand Draft, Pay Order and Banker’s Cheque; Universal Cheque 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 expires 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 case of a successful bidder, if he fails to deliver the required Office 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 TENDER / 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 TENDERS / 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 on “delivered” basis at PASSCO Head Office Lahore.
- 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 tender / bid is generally in order etc.

12. DEADLINE FOR SUBMISSION OF BID DOCUMENTS

- 12.1 The bids (Technical Proposal and Financial Proposal) shall reach the office of General Manager (Commercial), PASSCO, Head Office, 11 Kashmir Road, Lahore, up to **11:30 am** on **03.02.2021**.
- 12.2 Technical Proposal shall consist / includes;-
- a. Letter of intent to participate in the tender / bid.
 - b. Letter of authorization of representative.
 - c. Valid documents regarding experience in delivering and supplying office stationery items for the period of last three years or more.
 - d. Number of companies or firms to whom bidder has delivered and supplied office stationery items for the period of last one year.
 - e. Valid Bank statement for the period of last three years to ascertain financial health of the company or firm or individual.
 - f. 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**.
 - g. An undertaking / oath declaring, admitting, committing, confessing regarding blacklisting of firm as per **Specimen at Annex-C**.
 - h. Representative Samples of all items mentioned in these bidding documents which will be delivered to Technical Evaluation Committee.

- j. Original “**Cash Receipt**” issued by PASSCO in consideration of sale of Bidding Documents.
- 12.3 **Financial Proposal shall consist / include of:-**
 - a. This bidding documents duly signed and stamped.
 - b. Pay Order / Demand Draft / Universal Cheque / Banker’s Cheque against 2% Earnest Money / Security Money (**Rule 25 of PPRA Rules**).
 - c. **Annexure – “A”** containing per item quoted Offer / Price / Rate inclusive of all taxes, duties etc on delivered basis at PASSCO Head Office Lahore.
- 12.4 Bids should be submitted in sealed envelope containing necessary information regarding Invitation to Bid and warning message “**DO NOT OPEN BEFORE 03.02.2021 AT 12:00 am**”.
- 12.5 Opened, e-mailed or faxed bids will not be accepted.
- 12.6 Any bid received by the PASSCO after the date and time of tender opening will not be entertained and returned as unopened to sender / bidder.

13. OPENING OF BID

- 13.1 PASSCO’s relevant committee (Tender Committee) will open all bids at **12:00 am** on **03.02.2021** 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 bidders shall drop the **Bidding Documents** completed in all respects duly signed in sealed envelope marked as “**Bid for Office Stationery Items – 2021**” in bold and legible letters to avoid confusion on "delivered" basis in the tender box placed at Commercial Wing PASSCO, Head Office, Lahore by **1130 hours on 03.02.2021**.
 - a. **Technical Proposal will be opened on 03.02.2021 at 12000 hours.**
 - b. **Financial proposal will be opened on 09.02.2021 at 1200 hours.**
- 13.3 Bids will be entertained, in the light of Rule **12 (1) of PPRA Rules** that is reproduced hereunder.

“(1) Procurements over ****[five hundred thousand Pakistani Rupees] and up to the limit of ****[three million Pakistani Rupees] shall be advertised on the Authority’s website in the manner and format specified by regulation by the Authority from time to time. These procurement opportunities may also be advertised in print media, if deemed necessary by the procuring agency.”.
- 13.4 Technical Proposal & Financial Proposal will also be entertained in the light of **Rule 36 b of PPRA Rules** that is reproduced hereunder:-

Single Stage – Two Envelope Procedure:-

 - a. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - b. The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion;
 - c. Initially, only the envelope marked “**TECHNICAL PROPOSAL**” shall be opened;
 - d. The envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the procuring agency without being opened.

- e. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - f. During the technical evaluation no amendments in the technical proposal shall be permitted;
 - g. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - h. After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted / qualified bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
 - j. The bid found to be the lowest evaluated bid shall be accepted.
- 13.5 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.
- 13.6 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 General / Technical Specifications, as provided in this Tender Document including specimen / prototype samples. 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 / firm.
- 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 i.e. (**Lowest in total Amount of Bid**) 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. Company / firm so selected will have to furnish in the light of Rule 39 of PPRA Rules an amount as performance money / security @ **3%** of total bid price in shape of aforesaid financial instruments valid till the expiry period of agreement within seven working days on issuance of acceptance letter / supply order.
- 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 the right to serve party, firm & company a repeat order (15% +,-) in the light of PPRA Rule 42 c (IV), if required.

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 / Universal 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 / Security Money at all.
- 17.3 Bidders will have to submit representative samples of all items mentioned in Bidding Documents at the time of bid submission. Bids of those, who will not submit representative samples, shall not be entertained 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 at all.
- 18.3 Transportation for delivery of "**office stationery items**" at 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 ordered office stationery items within **40 days (without penalty 30 days and with 2% penalty 10x 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 through Inspection Committee. Details are:-

- a. General Sales tax invoice,
- b. Delivery Challan / Acknowledgement (Original).
- 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:

20.1 If the supplier fails to supply the “office 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 “Office stationery items” so delivered are un-used and incorporate 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 office stationery items or part thereof at reasonable speed without any cost effect.

22. TECHNICAL EVALUATION & INSPECTION COMMITTEE (TEIC)

22.1 After successful delivery of “Office Stationery Items”, the Committee comprising the following will evaluate, check and inspect the delivered Office Stationery Items as per Specifications / Parameters mentioned in Annex-“A”.

- a. An officer to be nominated by GM (HR) Convener
- b. An officer/official to be nominated by GM (Field) Member
- c. An officer/official to be nominated by GM (A&I) Member
- d. An officer/official to be nominated by A/GM (Comm) Member

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

22.3 Specifications / Parameters of Office Stationery Items are mentioned in Annex – “A”. However, Bidders will have to submit representative samples of all items mentioned in Bidding Documents at the time of bid submission. Bids of those, who will not submit representative samples, shall not be entertained at all.

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 Office 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 Office 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 **OFFICE STATIONERY ITEMS** – 2021 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 mentioned at Sr. “23, 24, 25” lying at Security Cell and Sr. “45, 46, 47, 48” at It (Cell) 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**REQUIRED ITEMS & SPECIFICATIONS / REQUIREMENTS**

I/We do hereby submit / quote the price / rates against each item inclusive all taxes & duties for supply of “Office Stationery Items 2021” as per specifications / samples “or Equivalent” on delivered” basis at PASSCO Head Office, 11 Kashmir Road, Lahore:-

DEMAND FOR PURCHASE OF OFFICE STATIONERY ITEMS 2021					
Sr.	Name of Items	Qty	Quantity per No,s /Pkt/Set	Rate Per item	Total Amount (Rs)
1.	Adhesive/ Scotch Tape (2” 25- Yard)	249	NOs		
2.	Ball Point Blue (Dollar Clipper) “or Equivalent”	2490	NOs		
3.	Ball Point Black (Dollar Clipper) “or Equivalent”	2012	NOs		
4.	Ball Point Red (Dollar Clipper) “or Equivalent”	1100	NOs		
5.	Carbon Paper	150	Pkt’s (100)		
6.	Duster Cloth Thick 28" x 28"	480	NOs		
7.	Duster Falalin	220	NOs		
8.	Double Punch Opal 480 S “or Equivalent”	135	NOs		
9.	Drafting Pad Small (Ideal 60) “or Equivalent”	180	NOs		
10.	Drafting Pad Medium (Ideal 60) “or Equivalent”	185	NOs		
11.	Damp Water Pad (Roll steel)	140	NOs		
12.	Dak folder Rexene (green)	70	NOs		
13.	Envelops Brown Postal Size (11 x 05)	11490	NOs		
14.	Envelops Brown A-4 Size	1980	NOs		
15.	Envelops Brown Legal Size	1400	NOs		
16.	Envelop White Postal Size	800	NOs		
17.	Envelop White A-4 Size	400	NOs		
18.	Envelop White Legal Size	500	NOs		
19.	Flapper Rexine	320	NOs		
20.	Foot Ruler (Wooden) 12”	100	NOs		
21.	Foot Ruler (Steel) 12”	200	NOs		
22.	Fax Roll Thermal Paper (210 mm x 30m)	70	NOs		
23.	File Cover PASSCO Printed White A-4 Size	700	NOs		
24.	File Cover PASSCO Printed White Large	850	NOs		
25.	File Cover PASSCO Printed Large	4555	NOs		
26.	Gum Bottle Crystal 142 Grams “or Equivalent”	100	NOs		
27.	Gum Stick (Large) UHU “or Equivalent”	280	NOs		
28.	High Lighter Yellow Hi Glow (ORO) “or Equivalent”	182	NOs		

29.	High Lighter Green Hi Glow (ORO) “or Equivalent”	182	NOs		
30.	High Lighter Orange Hi Glow (ORO) “or Equivalent”	120	NOs		
31.	Lead Pencil (Autocrat HB 5000 Goldfish) “or Equivalent”	1481	NOs		
32.	Marker No. 70 Dollar Black “or Equivalent”	496	NOs		
33.	Marker No.70 Dollar Blue “or Equivalent”	486	NOs		
34.	Office Pin Wt. 50grms chrysanthemum	156	Per pkt's		
35.	Paper Clip	193	Per pkt's		
36.	Pin Cushion (Steel Round)	90	NOs		
37.	Paper Cutter (Blade wala)	150	NOs		
38.	Paper Waste Basket Round (Medium)	75	NOs		
39.	Peon Book 96 leaf 68 Grams	30	NOs		
40.	Pointer Signo Blue “or Equivalent”	585	NOs		
41.	Pointer Signo Black “or Equivalent”	738	NOs		
42.	Pointer Signo Red “or Equivalent”	200	NOs		
43.	Plastic Cover (Transparent)	120	NOs		
44.	Plastic Paper Fastener (Cy325150 Sets)	70	NOs		
45.	Paper A-4 70 Grams (Imported, No local packing, No local brand)	710	Reams		
46.	Paper A-4 80 Grams (Imported, No local packing, No local brand)	960	Reams		
47.	Paper Legal 70 Grams (Imported, No local packing, No local brand)	242	Reams		
48.	Paper Legal 80 Grams (Imported, No local packing, No local brand)	292	Reams		
49.	Register Dispatch 96 Leaf, 68 Grams	45	NOs		
50.	Register Receipt 96 leaf, 68 Grams	109	NOs		
51.	Register Ruled 96 Leaf, 68 Grams	170	NOs		
52.	Rubber / Eraser Pelikan “or Equivalent”	230	NOs		
53.	Stapler Machine Opal HD 30 “or Equivalent”	195	NOs		
54.	Stapler Pin (Dollar 24/6) “or Equivalent”	466	Pkts		
55.	Stapler Pin Remover	145	NOs		
56.	Sharpener Single Hole Dux “or Equivalent”	200	NOs		
57.	Sticky Index Tab Small	60	Per pkt's		
58.	Sticky Index Tab Medium	75	Per pkt's		
59.	Stamp Pad Medium Blue (Crystal) “or Equivalent”	169	NOs		
60.	Stamp Pad Ink Blue	159	NOs		

61.	White Fluid Set (Pelikan Blanco Original) “or Equivalent”	190	Per Set		
Total Amount					
Amount in Words:					
Amount of 2% Earnest Money:					

Detail of earnest money:

Signatures: _____

DD/PO/UC/BC No. _____

date _____

Name of bidder _____

Amount Rs. _____

Name of Firm _____

Bank & Branch _____

Address: _____

Stamp of the firm: _____

Telephone No. Office: _____		Fax No. _____	
Mobile No.: _____		E mail address: _____	
Income Tax Registration No. _____		Sales Tax Registration	
Number _____			
<u>Paste Over Leaf / Attached Original Cash Receipt</u>			

Receipt No. _____ Date: _____ Amount Rs.2,000/- (Two Thousand only)

(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 “**OFFICE STATIONERY ITEMS**” - 2021 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