

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

Tender Notice

PRINTING AND SUPPLY OF FIELD STATIONERY ITEMS FOR WHEAT CROP Year- 2021-22.

PASSCO invites bids for “**Printing and Supply of Field Stationery Items Year - 2021-22**” for wheat crop year 2021-22 “Inclusive of all Taxes and Duties” against each Item on delivered basis at PASSCO Complex, Manga Mandi, Multan 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 **19.01.2021 to 04.02.2021**. No tender documents will be accepted if issued after **1700** hours on **03.02.2021**. Time period for delivery of printed items shall be **45 days, including 10 days late delivery period**.

3. Rates must be quoted against each item "inclusive of all taxes and duties etc." on delivered basis at PASSCO Complex, Manga Mandi, Multan Road, Lahore. Sealed bids should reach the office of General Manager (Comm) PASSCO Head Office, 11 - Kashmir Road, Lahore by **1130 hours** on **04.02.2021**. Bids will be opened in the presence of bidders or their authorized representatives who care to be present at the time of opening of tenders in accordance with below mentioned schedule. Bidding shall be conducted under Rule 36 (b) of PPRA Rules.

a. Technical Proposal will be opened on 04.02.2021 at 1200 hours.

b. Financial proposal will be opened on 08.02.201 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 **Bank Draft/DD/Pay Order/Banker’s Cheque, Universal cheque** equivalent to 2% of the tendered value as Bid Security / Earnest Money. **Cash / Cheque / Call Deposit Receipt (CDR)/Security Deposit Receipt (SDR)**, will not be accepted as Bid Security / Earnest Money at all.

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

6. 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 items and bids of those, Firms / Parties not accompanied with representative samples shall not be entertained.

6. Bidders may inspect / examine samples of “**Documents**”, “**Registers / Ledgers & Reports / Returns**” lying at S&C Wing, PASSCO, Head Office, Lahore at any time before dropping the tender in tender box. Thereafter, no excuse shall be entertained / accepted at all.

7. PASSCO, 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.

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

9. 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 (Comm)
PASSCO Head Office 11-Kashmir Road, Lahore.
Telephone No. 042-99201466

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

HEAD OFFICE, (Commercial Wing)11- KASHMIR ROAD, LAHORE.

Tender Documents

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 “**Printing and Supply of Field Stationery Items - 2021-22**”, as per specifications / samples on “**Delivered**” Basis at PASSCO Complex, Manga Mandi Multan road, Lahore. Delivery period will be 45 (Forty Five) 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 **inspect / examine samples / specimen** of “Documents”, “Registers / Ledgers & “Reports / Returns” **lying at S&C PASSCO, Head Office, Lahore.**

INSTRUCTIONS TO THE BIDDERS

1.2 Scope of Work

- 1.2.1 Procurement / Purchase of “**Printing and Supply of Field Stationery Items - 2021-22**” will be made as per the requirements, specifications, as detailed at **Annex-A**.
- 1.2.2 Bidders shall submit their bids with proper Indexing Table / Page Numbers and attach all the mandatory / required documents in Annex or Tagging format.

1.3 Source of Funds

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

2. ELIGIBLE BIDDERS

The Bids, that meet the following minimum requisite 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 “Printing and Supply of Field Stationery Items” to Public / Private Sector organizations.
- 2.3. Copy of Income Tax / Sales Tax Registration.
- 2.4. Office details at Lahore and other cities (if applicable) with Phone Numbers /Addresses.
- 2.5. Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed by any Government / Semi Government Department as per **Specimen at Annex-B**.
- 2.6. Certificate on Stamp Paper of Rs. 100/- that the firm shall deliver “**Printing and Supply of Field Stationery Items - 2020-21**”. Noncompliance to the same may result in immediate termination of “**Acceptance / Supply Order and agreement**” leading to forfeiture of earnest money / performance security and blacklisting of firm as per **Specimen at Annex-C**.
- 2.7. Original “**Cash Receipt**” issued by PASSCO in consideration of sale of Bidding Documents.

3. COST OF TENDERING

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

4. CLARIFICATIONS OF TENDERING DOCUMENTS

- 4.1 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, 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, / Banker's Cheque, Universal 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 Printing and Supply of Field Stationery Items as per acceptance letter / Supply order and agreement.
 - iv. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

9. **VALIDITY OF BIDS**

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

10 **CLARIFICATIONS / CORRECTIONS OF 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 Complex, Manga Mandi Multan road, 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 **04.02.2021**.

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 Printing and Supply of Field Stationery items for the period of last three years or more.
- d. Number of companies or firms to whom bidder has delivered and supplied Printing and Supply of Field 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:-**
- 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 Complex, Manga Mandi Multan road, Lahore.
- 12.4 The sealed bids of the company will be kept in the safe custody at the PASSCO, Head Office by the prescribed time on given date.
- 12.5 Bids should be submitted in sealed envelope containing necessary information regarding Invitation to Bid and warning message “**DO NOT OPEN BEFORE 04.02.2021 AT 12:00 am**”.
- 12.6 Opened, e-mailed or faxed bids will not be accepted.
- 12.7 Any bid received by the PASSCO after the tender opening date and time will be returned as unopened to sender / bidder.

13. **OPENING OF BID**

- 13.1 PASSCO’s relevant committee (Tender Committee) will open all bids (Technical Proposals) at **12:00 pm** on **04.02.2021** 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 Purchase of Field Stationery Items – 2021-22**” in bold and legible letters to avoid confusion on "delivered" basis in the tender box placed at Commercial Wing PASSCO, Head Office, Lahore by **11:30 am** on **04.02.2021**.

a. Technical Proposal will be opened on 04.02.2021 at 1200 hours.

b. Financial proposal will be opened on 08.02.2021 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 be entertained in the light of **Rule 36 (b) of PPRA Rules i.e. Single Stage – Two Envelope Procedure.**
- 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 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 after 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 the 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 Documents. 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 from the date of issuance of acceptance letter / supply order.
- 16.2 The PASSCO reserves the right to reject all bids as per Rule 33 of PPRA Rules
- 16.3 PASSCO Management also reserves the right to serve party, firm & company a repeat order (15% +,-) if required.

17. REQUIREMENT / FORMAT OF BID

- 17.1 All bidders shall quote their Price / Rates against **each item** as per Annex - "A" along with **2%** Bid Security / Earnest Money of the total bid price till bid validity period in the shape of 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.

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 “**Printing and Supply of Field Stationery Items - 2021-22**” at final destination will be the responsibility of the firm. The firm shall ensure proper packing of stationery items to avoid deterioration thereof etc.

19. TIME FOR COMPLETION

- 19.1 The supplier shall adhere to time frame set forth hereunder and deliver the required ordered “**Printing and Supply of Field Stationery Items - 2021-22**” within 45 days (**without penalty 35 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 “**Printing and Supply of Field Stationery Items - 2021-22**” 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 “**Printing and Supply of Field Stationery Items - 2021-22**” 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 Printing and Supply of Field Stationery Items or part thereof at reasonable speed without any cost effect.

22. TECHNICAL EVALUATION & INSPECTION COMMITTEE (TEIC) THE COMMITTEE

- 22.1 The Committee comprising the following Officer / Official will evaluate technical proposals and also check and inspect the delivered Items of successful bidder, as per Specifications / Parameters / criteria.
- | | | |
|----|---|----------|
| a. | An officer to be nominated by GM (S&C) | Convener |
| b. | An officer/official to be nominated by GM (Field) | Member |
| c. | An officer/official to be nominated by GM (A&I) | Member |
| d. | An officer/official to be nominated by GM (Comm) | Member |
- 22.2 Furthermore, the Committee will also take appropriate measures if deemed necessary to complete the assigned task.
- 22.3 Parameters / Criteria of Printing and Supply of Field Stationery Items are mentioned in Annex – “A”.

23. TERMS OF PAYMENT

- 23.1 Payment against submitted bill along with other allied documents duly verified shall be payable to the Company / firm upon successful delivery of the required “**Printing and Supply of Field Stationery Items - 2021-22**” as per acceptance letter / supply order and agreement which shall be proved by Acknowledgement and Acceptance / Inspection Certificate (s) issued by PASSCO or its Inspection Committee.
- 23.2 All the payment shall be made through crossed Cheque in the Pak Rupees.
- 23.3 Taxes will be deducted as per government rules at the time of payment.

24. DEFAULT BY SUPPLIER

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

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

25. FORCE MAJEURE

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

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

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

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

26. ARBITRATION:

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

27. JURISDICTION OF COURT:

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

Signatures: _____

Name of Bidder _____

Name of Firm _____

Address: _____

Stamp of the Firm: _____

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

C E R T I F I C A T E

I / WE DO HEREBY CONFIRM TO HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF TENDER FOR **PRINTING AND SUPPLY OF FIELD STATIONERY ITEMS-2021-22** AND ALL OTHER DETAILS CONTAINED IN THE TENDER DOCUMENTS. I/WE THEREFORE, SIGN HEREUNDER AND EACH PAGE OF THE DOCUMENT IN TOKEN OF HAVING ACCEPTED ALL WHAT IS ELUCIDATED THEREIN.

Note:

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

Signatures: _____

Name of Bidder: _____

Name of Firm: _____

Address: _____

Telephone No. Office: _____

Mobile No.: _____

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

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

Sales Tax Registration Number _____

Stamp of the firm: _____

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

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

1. DOCUMENTS					
Sr.	Title	One Book Contains Leaves.	Qty. to be Printed.	Rate per item on delivered basis inclusive of all Taxes / duties (Rs.)	Total Amount (Rs)
1.	Kachi Receipt	3 x 50	2000		
2.	Purchase Bill	5 x 50	2000		
3.	Purchase Bill Scroll	4 x 50	200		
4.	Dispatch Report	6 x 50	3000		
5.	Bardana Security Receipt	2 x 50	2500		
6.	Daily Labour work Slip	3 x 50	500		
7.	Transfer Advice	6 x 50	400		
8.	Stack Card	1 x 1	2500		
9.	Gate Pass In	2 x 50	800		
10.	Gate Pass Out	2 x 50	400		
Note: Quality of paper for item '01' to '10' will be local 45 grams, coloured or white. Item No. '8' White colour only					
2. REGISTER/LEDGER					
Ser.	Title	One Book Contains Leaves.	Qty. to be Printed.	Rate per item on delivered basis inclusive of all Taxes / duties (Rs.)	Total Amount (Rs)
1.	Purchase Register/Day book	1 x 26	200		
2.	Transfer in Register	1 x 26	100		
3.	Transfer out Register	1 x 26	150		
4.	Dispatch Register by Road	1 X 26	200		
5.	Register of Gunny Bags (Field)	1 X 26	200		
6.	Register of Security Deposit against Gunny Bags	1 x 26	500		
7.	Consumable/Dead Stock/Gunji Kits Register	1 x 10 x 3	100		
8.	Cash Book (Field)	1 x 26	50		
9.	Gate Register	1 x 26	100		
10.	Attendance Register	1 x 16	500		
11.	Weighbridge Register	1 x 201	200		
12.	Centre Wise Subsidiary Ledger of Gunny Bags (Head Office)	1 x 100	100		
13.	Wheat Stock Subsidiary Ledger (Head Office)	1 x 100	100		

Note For all items Sr. No. '01' to '13' green or white local paper 59 grams with binding of card board Gatta, Cotton and Abri cover paper.

3. REPORTS & RETURNS					
Ser.	Title	One Book Contains Leaves.	Qty. to be Printed.	Rate per item on delivered basis inclusive of all Taxes, duties (Rs.)	Amount(Rs)
1.	Weekly Stock Position of wheat	4 x 50	600		
2.	Weekly Stock Position of Gunny Bags	4 x 50	600		
3.	Weekly Dispatch Statement of Dispatching Point	4 x 50	100		
4.	Weekly Dispatch Statement of Project	4 x 50	100		
5.	Monthly Consumable Item Reports	4 x 50	250		
6.	Monthly Dead Stock Item Reports	4 x 50	250		
7.	Monthly Gunji Kits Report	4 x 50	400		
8.	Reconciliation Statement of Purchase Account	5 x 50	100		
9.	Consolidated Monthly Purchase Statement	5 x 50	100		
10.	Fortnightly Condition Wheat Stock In Urdu	1 x 50	300		
Total Amount					
Note: For all items (Sr. No. '01' to '10', white or coloured local papers of 45 grams be used					

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

Signatures: _____ Name of Firm _____ Address: _____ _____ _____	Mobile _____ Detail of earnest money: DD/PO No. _____ date _____ Amount Rs. _____ Bank & Branch _____
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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.2000/- (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 **“PRINTING AND SUPPLY OF FIELD STATIONERY ITEMS Crop year- 2021-22”** 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