

Govt. of the Punjab



Punjab Board of Technical Education

BIDDING DOCUMENTS FOR

PROCUREMENT OF STATIONERY/CONSUMABLE ITEMS THROUGH UNIT RATE METHOD TO BE MADE UNDER SINGLE STAGE TWO ENVELOPES PROCEDURE FOR THE FY 2022-23

Bid Reference No:	PBTE / 2022-23 / 407	
Tender Name:	Stationery/Consumable items	
Method of Procurement	Single Stage Two envelopes (Unit Rate Method)	
Estimated cost of the Tender:	PKR 800,000/-	
Bid security of the items:	See detail in the advertisement	
Last date of issuance of bidding Documents:	10.11.2022 till 05:00 P.M	
Last Date & Time of Receipt of Bids	11.11.2022	2:00 P.M
Opening of Date & Time	11.11.2022	2:30 P.M

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INSTRUCTIONS TO BIDDERS

1. Single stage Two envelopes bidding procedure will be adopted.
2. Erasing, cutting/ overwriting not allowed and same will be rejected.
3. Main (outer) and inner envelopes should be properly sealed so that contents of the bid are fully concealed and cannot be known until duly opened.
4. Tender Name should clearly be written on top left corner of the main (outer) envelope.
5. The bidder should submit technical and financial bids in two separate envelopes clearly marking "Technical Bid" and "Financial Bid" covered under one main (outer) envelope marking tender name on top left corner of the main (outer) envelope.
6. Address and contact No. of the bidder on the main (outer) envelope should be written.
7. The bid / proposal should be properly page numbered along with index. Separators should be used for differentiation of various documents.
8. Technical Bid / Proposal should consist of duly signed and stamped bidding documents, Form of bid indicating country of origin and Brand / Model and literature / brochures and all information / documents demanded in the bidding documents for technical evaluation. Bid security as demanded in advertisement / invitation to bid must be placed in the technical bid.
9. Financial bid / proposal should consist of price / rates on the prescribed format available in the bidding documents.
10. Technical bids will be publicly opened on the exact date and time given in the advertisement in the presence of the bidders / authorized representatives who may choose to be present.
11. Bidders are also required to state, in their bid, the name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative through whom all communications shall be made until the process has been completed.
12. All bids must be dropped in the tender box placed at Security staff in PBTE premises located at 21-A, Kashmir Block, Allama Iqbal Town, Lahore, within due date and time as mentioned in the invitation to bid / advertisement.
13. The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
14. Item wise total price and grand total price in words and figures should be quoted at the respective columns of the Form of Bid. Form of bid duly filled should be placed in the financial bid.
15. No bid will be accepted after closing date and time.
16. The total quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery charges etc. in Pak Rupees.
17. Technical bid / proposal and financial bid / proposal are separately available in the bidding documents. Technical bid / proposal along with bid security must be placed in technical proposal / bid duly sealed and financial bid / proposal must be placed in financial bid/ proposal duly sealed.

18. Bidders should accept all the terms & conditions of bidding documents and conditional bid should not be submitted.
19. Duly filled, signed and stamped bidding documents must be attached in the bid / proposal as token of acceptance of terms of conditions of bidding documents.
20. The Bidder must be active tax payer.
21. Stores bearing Board's name & insignia shall be confiscated by the PBTE as to restrict the subsequent illegal usage thereupon, if any item is declared "not according to the specifications" by the inspection committee.

Technical Proposal

To:

The Secretary,
Punjab Board of Technical Education,
Lahore

Dear Sir ,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the Stationery/Consumable items in conformity with the below mentioned required specifications to PBTE, Lahore.

STATIONERY/CONSUMABLE ITEMS			
SR. #	NAME OF ITEM	SPECIFICATIONS	QUANTITY
01	Air Freshener	Frey or equivalent, 300 ml	25 Nos
02	Binding Tape 2"	Deer or equivalent 2" Width 10 Yards length as per sample	50 Nos
03	Binding Tape 3"	Deer or equivalent 3" Width 10 Yards length as per sample	50 Nos
04	Damper	Plastic Body, Punjab Board of Technical Education, Lahore must be printed on Damper	100 Nos
05	Envelope 9"x4"	Size 9 x 4 Flap 1 ½ " 80Gms craft paper (water proof) printing as per sample (Packing 500 envelopes per packet)	33000 Nos
06	Envelope 11"x5"	Finish Size 11" X 5" Flap 1 ½ " 80 gramme Craft Paper (Water Proof) as per sample. (Packing 500 envelopes per packet)	35000 Nos
07	File cover	Finish Size 13.75" x 21.75", 280 gms Local bleach board one side printing as per sample. (Packing 100 file covers per packet)	4000 Nos
08	File Flapper	Flapper finish Size 2 ½ " x 24" Colour Pakistan Green (Doree Length 36" width ½" Best quality	2000 Nos
09	Fluid Set	Blanco pelican 20ml or equivalent	100 Nos
10	Glass	Omroc or equivalent, 225 ml	200 Nos
11	Gum Stick	UHU or equivalent, 8.2 g, Best Quality	200 Nos
12	Gum	Nafees or equivalent, Best Quality, 142 gms in plastic Bottle	150 Nos
13	Highlighter	Dollar or equivalent, Best Quality, Different colors.	100 Nos
14	Marker Permanent	Dollar or equivalent, Permanent Marker Best Quality 2mm Tip, Multi color	300 Nos
15	Pointer	Dollar or equivalent, Softliner 0.3 to 0.4 mm Best Quality, Multi color	300 Nos

16	Rough Pads	Size 6 1/2" x 8" (50 Leaves) 55 gramme paper binding as per sample	250 Nos
17	Scotch Tape 1"	1" Width + 50 yard length as per sample	700 Nos
18	Simple Register	Complete Register finish Size 8 1/4" x 13", 68 gramme local paper (96 Leaves broad Lines Hard binding as per sample)	100 Nos
19	Soap	Best quality 75 grams or above	200 Nos
20	Stamp pad Inks	Dollar or equivalent, 28.5gms, best quality, as per sample	100 Nos
21	Stapler	Opal HD-45 or equivalent, Best quality, made in china	100 Nos
22	Stapler pin 24/6	size 24/6, (1000 Staples per packet)	300 Packets
23	Steel scale	Best Quality, made of steel	50 Nos
24	Tissue Box	Rose petal or equivalent small size as per sample	200 Nos
25	Window Envelopes	Finish size 9 – 1/4" X 4 – 1/4", Flap 1 1/2 " 80-gramme White Local paper printing as per sample.	7000 Nos

Note: The bidder must submit samples with their technical bid of all quoted items. The bidder will be qualified technically only to meet the eligibility criteria, obtain technical score is 60% or more and approval of samples duly approved by the technical experts.

FORM FOR AWARD OF CONTRACT (CONTRACT AGREEMENT)

This agreement is made in the presence of the witnesses named below on this ____ day of 2022 at _____ between PBTE Lahore (hereinafter called "the Purchaser") and _____ (hereinafter called "the Supplier").

Whereas the Purchaser invited bids for (stationery/consumable items. with their detail along with item and quantity) in all respect, at 21-A, Kashmir Block Allama Iqbal Town, Lahore and has accepted a bid by the Supplier for the supply of items of (**Stationery/consumable Items**) in the sum of Rs. -----through unit rate method.

STATIONERY/CONSUMABLE ITEMS			
SR. #	NAME OF ITEM	SPECIFICATIONS	QUANTITY
01	Air Freshener	Frey or equivalent, 300 ml	25 Nos
02	Binding Tape 2"	Deer or equivalent 2" Width 10 Yards length as per sample	50 Nos
03	Binding Tape 3"	Deer or equivalent 3" Width 10 Yards length as per sample	50 Nos
04	Damper	Plastic Body, Punjab Board of Technical Education, Lahore must be printed on Damper	100 Nos
05	Envelope 9"x4"	Size 9 x 4 Flap 1 ½ " 80Gms craft paper (water proof) printing as per sample (Packing 500 envelopes per packet)	33000 Nos
06	Envelope 11"x5"	Finish Size 11" X 5" Flap 1 ½ "80 gramme Craft Paper (Water Proof) as per sample. (Packing 500 envelopes per packet)	35000 Nos
07	File cover	Finish Size 13.75" x 21.75", 280 gmsLocal bleach board one side printing as per sample. (Packing 100 file covers per packet)	4000 Nos
08	File Flapper	Flapper finish Size 2 ½ " x 24" Colour Pakistan Green (Doree Length 36" width ½" Best quality	2000 Nos
09	Fluid Set	Blanco pelican 20ml or equivalent	100 Nos
10	Glass	Omroc or equivalent, 225 ml	200 Nos
11	Gum Stick	UHU or equivalent, 8.2 g, Best Quality	200 Nos
12	Gum	Nafees or equivalent, Best Quality, 142 gms in plastic Bottle	150 Nos
13	Highlighter	Dollar or equivalent, Best Quality, Different colors.	100 Nos
14	Marker Permanent	Dollar or equivalent, Permanent Marker Best Quality 2mm Tip, Multi color	300 Nos
15	Pointer	Dollar or equivalent, Softliner 0.3 to 0.4 mm Best Quality, Multi color	400 Nos
16	Rough Pads	Size 6 1/2" x 8" (50 Leaves) 55 gramme paper binding as per sample	250 Nos
17	Scotch Tape 1"	1" Width + 50 yard length as per sample	700 Nos

18	Simple Register	Complete Register finish Size 8 ¼" x 13", 68 gramme local paper (96 Leaves broad Lines Hard binding as per sample)	100 Nos
19	Soap	Best quality, 75 gms or above	200 Nos
20	Stamp pad Inks	Dollar or equivalent, 28.5gms, best quality, as per sample	100 Nos
21	Stapler	Opal HD-45 or equivalent, Best quality, made in china	100 Nos
22	Stapler pin 24/6	size 24/6, (1000 Staples per packet)	300 Packets
23	Steel scale	Best Quality, made of steel	50 Nos
24	Tissue Box	Rose petal or equivalent, small size as per sample	200 Nos
25	Window Envelopes	Finish size 9 – ¼" X 4 – ¼", Flap 1 ½ " 80-gramme White Local paper printing as per sample.	7000 Nos

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
 - (a) Invitation to bid as publicized / advertised by the Purchaser
 - (b) Bidding document as bought from the Purchaser
 - (c) Specifications of items
 - (d) Form of Bid
 - (e) Undertaking submitted by the bidder along with the bid papers
 - (f) Supply order for supplying the selected items etc.
 - (g) Terms and conditions regarding procurement as given in the bidding documents and
 - (h) This contract agreement as executed between the Purchaser and the Supplier.
 - (i) The Bid Security and the Performance Guarantee
 - (j) In case of non-delivery within the stipulated time period or extended time period (if granted) by the competent authority on compelling reasons for delay, the procuring agency may cancel the procurement order and may forfeit the performance security.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to replace the defective items in conformity and in all respects with the provisions of the award of contract.
4. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and replace the defective items therein, the contract price or such other sum as

may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

5. Payment will be made through cross cheque after complete delivery at consignee premises, and successful final inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.

6. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014. Chairman PBTE is the Arbitrator and his decision will be the final.

In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

<u>Purchaser</u>	<u>Supplier / Contractor</u>
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____

WITNESS:

1. _____

2. _____

TERMS & CONDITIONS

1. Scope of Work

The procurement of aforementioned tender is made through unit rate method under single stage two envelopes bidding procedure. Bidders may be participated in any item under Unit rate method. Rates offered by the bidder will remain valid from the date of opening of bids.

2. Procurement Procedure and Method of Procurement

Unit Rate Method under single stage two envelopes bidding procedure will be adopted.

3. Validity of Bid rates

The bid validity is for 120 days from the date of opening of technical bid. Unit rate method under single stage two envelopes bidding procedure shall be followed.

4. Rates on the Form of Bid

Rates should be quoted on the attached prescribed form of bid. Bidder shall fill all blank columns of the Form of bid. In case bidder desires to quote higher specifications, the same should be provided in the same columns of the Form of bid against the specific item. Higher specification quoted by the bidder of any item or all items will be the Responsive Bid.

5. Currency

Firm and final rates should be quoted in PAK Rupees.

6. Govt. Taxes and Transportation Charges

The total quoted price must be inclusive of all applicable taxes as per prevailing Govt. rules, duties, transportation, commissioning charges etc. in Pak Rupees.

7. Preparation of bid/ Proposal

Proposal / bid must be prepared as per instructions of bidding documents. The bid / proposal should be properly page numbered along with index. Separators should be used for differentiation of various documents. Sealed Technical Bid / Proposal should consist of duly signed and stamped bidding documents, Form of bid indicating all information / documents demanded in the bidding documents for technical evaluation. Bid security as demanded in advertisement / invitation to bid must be placed in the technical bid. Sealed Financial bid / proposal should consist of price / rates on the prescribed format (format of bid) available in the bidding documents.

8. Alternative Bids

Alternative bid / bids of an item / items will not be considered and such a bid liable to be rejected.

9. Verification

Procuring agency can verify any or all documents / information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered and the bid shall be liable to be rejected. Any cost related to testification shall be borne by the bidder whenever asked (prior delivery and post delivery).

10. Provision of Sample

The bidder while submission of technical bid / proposal must submit the samples of successful items of the tender for checking the performance/ quality of the item required. In case performance of the sample is not satisfactory the procuring agency may reject the same and the bid will be technically dis-qualified.

11. Acceptance of Arithmetical Errors

In case of discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected and its bid security will be forfeited. If there is discrepancy between words and figures the amount in words will prevail.

12. Submission of Bids

The interested bidders should submit bids of the item wise on the basis of “single stage two envelopes bidding procedure”. The bidder should submit technical and financial bids in two separate envelopes clearly marking “**Technical bid**” and “**Financial bid**” covered under one main outer envelope marking Bid reference and tender name on top left corner of the envelope. Initially only Technical bid / proposal will be opened and sealed financial bid will remain under the custody of procuring agency until open. The technical proposal of the bidders will be evaluated technically as per below mentioned eligibility criteria and technical evaluation criteria.

13. Eligibility Criteria

The following will be the eligibility criteria and only those bids will be evaluated further for technical evaluation which fulfill the below mentioned eligibility criteria:

1. Valid Income Tax registration
2. Valid General Sales Tax Registration
3. Status of Active taxpayer with FBR
4. Submission of undertaking on judicial stamp paper worth of PKR 100/- that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

TECHNICAL EVALUATION CRITERIA**A. Relevant experience (50 Marks)**

The bidder must have relevant experience. Documentary reliable evidence (procurement orders or Contract or agreements etc.) to validate the experience must be attached otherwise no marks will be given.

RELEVANT EXPERIENCE (In Pak Rupees)	MARKS (Project / PO / Contract)
Upto 50,000	10
50,001 to 100,000	20
100,001 to 150,000	30
150,001 to 200,000	40
Above 200,000	50

B. Financial Strength Evaluation Criteria (50 Marks)

The bidder must attach / provide the last financial year (01-07-2021 to 30.06.2022) bank statement in the title of business name. Marks will be awarded based on the average of last financial year (01.07.2021-30.06.2022) closing balance as under:

Last twelve months Average closing balance	Max Marks
Upto 10,000	10
10,001 to 30,000	25
30,001 to 40,000	40
Above 40,000	50
TOTAL MARKS (B)	(50)
GRAND TOTAL (A+B)	(100)

Note: Supporting documents (where demanded) must be attached otherwise no marks will be awarded. The bidder will be declared technically qualified only to meet eligibility criteria, score of technical evaluation (A+B) is 60% or more and sample of all items of the package duly approved by the Technical Expert.

14. Opening of Technical Bids

Technical Bids will publicly be opened by the Standing Procurement Committee PBTE, in the presence of bidders or their representatives who may choose to be present, as per date, time and venue mentioned in the advertisement / invitation to bid.

15. Technical Evaluation

Technical bids of the bidders will be evaluated as per Technical Evaluation Criteria. The bidder meets eligibility criteria, securing 60% or more marks in the technical evaluation and sample approved by the Technical experts will be declared technically qualified bidder. Quoted item/items of the tender must meet the minimum required specification. In case any item out of the tender does not meet the minimum required specification then such a bid will be rejected. All bidders will be informed after technical evaluation either they are qualified or not. The financial proposal of technically un-qualified bidders will be returned un-opened. The technically un-qualified bidders can take their sealed financial bids and samples, after award of contract.

16. Opening of Financial Bids

The financial bids of only technically qualified bidders (meet the eligibility criteria, securing 60% or more marks in the technical evaluation and sample approved by the Technical Experts will be declared technically qualified bidder) will be opened. Financial bids of technically un-qualified bidders will be returned unopened after award of contract. The date, time and venue for opening of financial bid / proposal will be communicated later on after technical evaluation.

17. Method of Selection of Lowest Evaluated Bid

A bid meets eligibility criteria, securing 60% or more marks in the technical evaluation and sample duly approved by the Technical Experts and other conditions specified in the bidding documents and having lowest rates in respective item / items will be selected as lowest evaluated bid(s) in respective item / items.

18. Award of Contract and Procurement Order

Procurement order based on unit rate method will be awarded to the respective item items lowest evaluated bidder(s). For issuance of procurement order, the contractor must submit performance guarantee @ 10% of the procurement value when ever asked for.

19. Repeat Order

After contract period, the contractor may provide the item/items of the tender through repeat order (15% of the contract value) under the provision of Punjab Procurement Rules 2014, if asked for.

20. Rejection of the Bid

Bids will be rejected in case of the following:

- i. Received without bid security as demanded in the advertisement
- ii. Received after due date and time.
- iii. The bid is from a bidder who is black listed, by any Government /Semi-Government Department / Autonomous Bodies in any part of Pakistan
- iv. The bid is received by telephone/ telex/ fax/ telegram/E-mail.

- v. Offering incomplete bids
- vi. Bid security is not attached with the bid OR lesser in amount than required OR not in favor / name of Secretary PBTE. OR submit bid security other than the form mentioned in the tender advertisement.
- vii. If the bidder is not on active tax payer from FBR.

21. Packing & Condition of the Items

All Items supplied must be in original form / packing. All Items must be genuine, brand new, non-refurbished, un-altered in any way, as per required specification, and imported (if any) through proper channel.

22. Inspection

- i. PBTE (if required) may carry out the testification of samples and delivered items from the relevant organization. The cost incur in this connection will be borne by the bidder. The inspection or tests shall be conducted at the premises of final destination.
- ii. The procuring agency may reject the delivered items which fail to conform to the technical specification, in any tests or inspection and the contractor shall replace the rejected goods / items within fifteen working days, free of cost. However, as evaluation of specifications is the mandate of committee of technical experts. The committee of technical experts may waive any minor deviations between bid specifications and quoted specifications, which does not affect the performance, functions and operations of the items to be supplied.

23. Delivery

The lowest evaluated successful bidder will be responsible for delivery, complete in all respect as mentioned in the Form of Bid in safe and sound condition at its own risk & cost within 30 days of issuance of procurement order. Delivery period can be extended on the written request of the contractor, giving compelling reasons for delay in delivery. The acceptance / rejection of request for extension in delivery period is the sole discretion of the procuring agency. In case of non-delivery within the stipulated time period or extended time period (if granted) by the competent authority on above reasons for delay, the procuring agency may cancel the procurement order of non-delivered items and forfeit the performance security.

24. Penalty

In case of late delivery beyond the periods specified in the Procurement Order, a delay penalty @ 0.03% per day of non-delivered items Or maximum upto 10% of the contract value shall be imposed to the Contractor. In case the contractor fails to supply the required quantity of goods / items after delay penalty of 10% then Procurement Order / Contract will be cancelled up to the limit of non-delivered items / goods and payment case of only delivered items / goods (as per specifications duly passed by inspection committee) will only be processed.

25. Taxes

PBTE shall deduct all applicable taxes at the prevailing rate prescribed by the Govt., from all payments submitted by the contractor. Change in the rate of tax announced by the Govt. from time to time will be applicable. In case of exemption, the bidder shall submit the undertaking along with its associated documents while submission of the bill / Invoice for payment.

26. Payment and its Mode

Payment will be made through cross cheque after complete delivery at specified place, inspection of the items to be procure. The contractor shall provide all necessary supporting documents along with invoice for payment.

27. Training of the Staff

In case of specialized items, supplier will provide necessary training to the PBTE staff / faculty free of cost. The terms and conditions for such training, may however, be mutually decided between the PBTE and the successful bidders, if so required.

28. Arbitration

In case of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through Arbitration. Chairman PBTE is the Arbitrator and his decision will be the final.

29. Black Listing

The procuring agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices;
- (b) Consistently failed to perform his obligation under the contract;
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any corrupt practice.

Black listing mechanism will be followed as per Punjab Procurement Rules 2014.

30. Communication

In case of any problem regarding preparation and submission of bids, Assistant Secretary (P&M) may be contacted on the below mentioned address:

Assistant Secretary (Procurement & Maintenance)
21-A, Kashmir Block, Allama Iqbal Town, Lahore.

DELIVERY

1. The contractor will be responsible for complete delivery as per procurement order in safe, sound and in operational condition at its own risk & cost within 30 days of issuance of procurement order.
2. Delivery period can be extended on the written request of the contractor, giving compelling reasons for delay in delivery. The acceptance / rejection of request for extension in delivery period is the sole discretion of the procuring agency. In case of non-delivery within the stipulated time period or extended time period (if granted) by the competent authority on above reasons for delay, the procuring agency may cancel the procurement order of only non-delivered items and forfeit the performance guarantee.

FORMAT OF ALL SECURITIES REQUIRED

1. Bid Security

All technical bids accompany the bid security as demanded in the advertisement / invitation to bid in the shape of CDR / DD / PO / Banker's cheque in favor of Secretary PBTE. In case of withdrawal of bid after opening of bids the bid security will be forfeited.

2. Performance Guarantee

The successful bidders must furnish to the procuring agency the performance guarantee @ 10% of the procurement value. The performance guarantee @ 10% of contract amount can be submitted in the shape of Bank Guarantee / Demand Draft / Pay Order / Bankers Cheque, issued by the schedule bank. Performance guarantee will be returned after complete delivery and inspection for a period of six months. In case of non-satisfactory services and non-compliance of procurement order / procurement contract in terms of supply of any item / good and quality, the performance guarantee will be forfeited.

3. Release of Bid Security

Bid Security other than the lowest evaluated bidders will be released as per regulation of PPRA. Bid Security of successful bidder will be released on receipt of performance guarantee.

4. Integrity Pact

The bidder must provide the integrity pact where the value of contract exceeds five million rupees.

CERTIFICATE

- A. We undertake that our organization M/s_____ is not black listed by any Government / Semi-Government Department / Agency / Autonomous Bodies in any part of Pakistan.
- B. We undertake that in case our bid accepted the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished, unaltered in any way, as per required specification, imported (if any) through proper channel.
- C. We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this Tender Document.
- D. We also hereby categorically confirm that the proposal / bid offered by us complies to particulars and specification as given in the Bidding Documents.
- E. It is certified that quoted rates against any item/items are as per market rate and we will refund the excess amount, in case we offered the same items at lowest rate anywhere in Pakistan.

CHECK LIST / GUIDELINES FOR BIDDERS

All bidders are requested to read the under mentioned checklist carefully and ensure that the under mentioned all requirements are met for the preparation and submission of their bids:

Sr. No.	Requirement	Yes / No
01.	The bidder is active tax payer	
02.	Bid Security as demanded in the advertisement / invitation to bid is attached with technical proposal in original	
03.	Two separate envelopes marked with "Technical Proposal" and "Financial Proposal" are available in main (outer) envelope marked with bid reference and tender at top left corner of the envelope	
04	No Erasing, cutting/ overwriting made. If made the same is properly signed and stamped	
05	Envelopes are properly sealed	
06	Name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative provided	
07	Bids are addressed to Secretary PBTE, 21-A, Kashmir Block, Allama Iqbal Town, Lahore.	
08	All pages of bidding documents are properly signed and stamped at the given place	
09	Item wise and grand total are quoted at the respective columns of the Form of Bid.	
10	Firm and final rates are quoted in PAK Rupees	
11	Literature / manual / brochure (in Urdu / English) placed in the technical bid, is in conformity with the required specifications of items	
12	Quoted bids are inclusive of all taxes, duties, transportation charges etc. in Pak Rupees.	
13	Rates are quoted on the attached prescribed Form of Bid	
14	No calculation or arithmetic error is made	
15	Bid is submitted within due date and time	
16	Bid is not conditional	
17	Certificate at the end of bidding documents is signed and stamped	
18	Read and understand all the bidding documents	
19	Address and contact No. of the bidder on the main (outer) is written	
20	Financial proposal	

Financial Bid

Stationery/consumable Items					
SR.#	NAME OF ITEM	SPECIFICATIONS	QUANTITY	RATE PER ITEM (INCLUDING ALL TAXES)	TOTAL VALUE (IN PAK RUPEES)
01	Air Freshener	Frey or equivalent, 300 ml	25 Nos		
02	Binding Tape 2"	Deer or equivalent 2" Width 10 Yards length as per sample	50 Nos		
03	Binding Tape 3"	Deer or equivalent 3" Width 10 Yards length as per sample	50 Nos		
04	Damper	Plastic Body, Punjab Board of Technical Education, Lahore must be printed on Damper	100 Nos		
05	Envelope 9"x4"	Size 9 x 4 Flap 1 ½ " 80Gms craft paper (water proof) printing as per sample (Packing 500 envelopes per packet)	33000 Nos		
06	Envelope 11"x5"	Finish Size 11" X 5" Flap 1 ½ " 80 gramme Craft Paper (Water Proof) as per sample. (Packing 500 envelopes per packet)	35000 Nos		
07	File cover	Finish Size 13.75" x 21.75", 280 gms Local bleach board one side printing as per sample. (Packing 100 file covers per packet)	4000 Nos		
08	File Flapper	Flapper finish Size 2 ½ " x 24" Colour Pakistan Green (Doree Length 36" width ½" Best quality	2000 Nos		
09	Fluid Set	Blanco pelican 20ml or equivalent	100 Nos		
10	Glass	Omroc or equivalent, 225 ml	200 Nos		
11	Gum Stick	UHU or equivalent, 8.2 g, Best Quality	200 Nos		
12	Gum	Nafees or equivalent, Best Quality, 142 gms in plastic Bottle	150 Nos		
13	Highlighter	Dollar or equivalent, Best Quality, Different colors.	100 Nos		
14	Marker Permanent	Dollar or equivalent, Permanent Marker Best Quality 2mm Tip, Multi color	300 Nos		
15	Pointer	Dollar or equivalent, Softliner 0.3 to 0.4 mm Best Quality, Multi color	300 Nos		
16	Rough Pads	Size 6 1/2" x 8" (50 Leaves) 55 gramme paper binding as per sample	250 Nos		
17	Scotch Tape 1"	1" Width + 50 yard length as per sample	700 Nos		
18	Simple Register	Complete Register finish Size 8 ¼" x 13", 68 gramme local paper (96 Leaves broad Lines Hard binding as per sample)	100 Nos		
19	Soap	Best quality, 70 gramme or above	200 Nos		
20	Stamp pad Inks	Dollar or equivalent, 28.5gms, best quality, as per sample	100 Nos		

21	Stapler	Opal HD-45 or equivalent, Best quality, made in china	100 Nos		
22	Stapler pin 24/6	size 24/6, (1000 Staples per packet)	300 Packets		
23	Steel scale	Best Quality, made of steel	50 Nos		
24	Tissue Box	Rose petal or equivalent, small size as per sample	200 Nos		
25	Window Envelopes	Finish size 9 – ¼" X 4 – ¼", Flap 1 ½ " 80-gramme White Local paper printing as per sample.	7000 Nos		
TOTAL VALUE OF THE QUOTED ITEMS IN FIGURES					

TOTAL VALUE OF THE QUOTED ITEMS IN WORDS:
