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TENDER DOCUMENTS

“STATIONERY ITEMS”

Environment Protection Department

Address: Gate No. 10, National Hockey Stadium, Qaddafi Stadium, Ferozepur Road, Lahore.

Ph. No. +92-42-35774344

Website: www.epd.punjab.gov.pk
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INVITATION TO BID

To,

_____________________________________________________

_____________________________________________________

You are hereby invited to submit your bid/tender for the stores as detailed in the Tender Scope. The contract resulting from this Invitation to tender shall be governed by the Punjab Procurement Rules-2014. The tenderer quoting against this invitation to tender shall be deemed to have read and understood the conditions thereof and particulars of the store required and their specifications, etc.

2. The tenderer shall quote the rates keeping in view all the specifications and shall sign the documents to the effect that the stores shall be supplied exactly in accordance with the requirement specified in tender documents, in case there is any deviation, it should be clearly stated by tenderer otherwise it will be presumed that offer is strictly in accordance with the requirement of the Tender.

3. In case of offers for supply of stores both imported and indigenous from within the country, the price quoted shall be inclusive of all taxes, duties and charges for packing, marking, handling, transportation etc, where Sales Tax is applicable it should be indicated separately.

4. Failure to submit the tender in the manner prescribed in the tender document will render it liable to be ignored.

SECTIONOFFICER (GENERAL)
ENVIRONMENT PROTECTION DEPARTMENT
2. INSTRUCTIONS TO BIDDERS

2.1 All bids must be accompanied by Bid security as mentioned in column ‘4’ as per Tender Notice against each in the shape of CDR/PO, duly pledged separately for each tender object head indicated at Sr. No. 1-2 as per Tender Notice in favor of “Secretary, Govt. of the Punjab, Environment Protection Department, Punjab”. The complete bids must be delivered into the Tender Box, placed in front of the O/o Section Officer (General) Environment Protection Department, Lahore, not later than **11:00 hours** on last date of submission of bids i.e. **21.10.2019**. The bids shall be publicly opened in presence of Bidders / their authorized representatives in the O/o Section Officer (General), Environment Protection Department, Punjab Gate No.10, National Hockey Stadium, Qaddafi Stadium, Ferozepur Road, Lahore, at **11:30 hours on 21.10.2019**.

2.2 Queries of the Bidders (if any) for seeking clarifications regarding the required items must be received in writing to the Purchaser till **14.10.2019**. Any query received after said date will not be entertained. All queries shall be responded to within due time. EPD may host a Q&A session, if required, at Head Quarter premises (Gate No. 10, National Hockey Stadium, Qaddafi Stadium, Ferozepur Road, Lahore). All Bidders shall be informed of the date and time in advance.

2.3 The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding **“Determination of Responsiveness of Bid” and “Rejection / Acceptance of the Tender”** for making their bids substantially responsive to the requirements of the Bidding Document.

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2.5 The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process.

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   a) It is received after the time and date fixed for its receipt;
   b) The tender documents are unsigned;
   c) The offer is ambiguous;
   d) The offer is conditional;
   e) The offer is from a firm black-listed or suspended with Punjab Government.
   f) The offer is received by telegram;
   g) Offer received with shorter validity than required in tender enquiry; and
   h) The offer is for store not conforming to specification indicated in the tender enquiry
2.8 The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

2.9 The Bidder may contact the following for any information/clarification

**Primary Contact**

Mr. Muhammad Ammar Hashmi, Caretaker / Cashier EPD

Address: Environment Protection Department, National Hockey Stadium, Qaddafi Stadium Complex, Ferozepur Road, Lahore

Tel. No. +92-3004309465

**Secondary Contact**

Mr. Arshad Hussain Section Officer (General) EPD

Address: Environment Protection Department, National Hockey Stadium, Qaddafi Stadium Complex, Ferozepur Road, Lahore

Tel. No. +92-42-35774344

2.11 SPECIAL INSTRUCTIONS

a. The procurements of goods shall be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab.

b. The tenderer will supply the goods within stipulated period mentioned in the contract. However, the tenderers are required to indicate their own guarantees earliest date by which the store will be supplied by them.

c. Tenders should be addressed to Section Officer (General), Environment Protection Department, Govt. of the Punjab.

d. Tenderers should quote their final rates both in words as well as in figures clearly indicating rates with General Sales Tax.

e. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.

f. Tenderers should supply the store at the office of Environment Protection Department, Punjab, Gate No.10, National Hockey Stadium, Qaddafi Stadium, Ferozepur Road, Lahore for inspection.

g. Tenderers should specifically indicate their General Sales Tax, N.T.N, with Income-Tax Department and Professional Tax registered with the Central Excise Department (in case of local supplier/manufacturer).

h. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the person, signing the tender. Offers with any over-writing shall in no circumstances be accepted.

i. The quotation should be submitted on the basis of accounting unit specified in the invitation to Tender.

j. The tenderer will be responsible for the free replacement of stores, if the same is found to be substandard and or at variance with the specification given in the tender enquiry at any stage. In case a similar store offered is at variance with the specification given in the tender enquiry, the tenderers must clearly identify variation in their offers. Store offered of a specification superior to the one specified in the tender enquiry shall however be acceptable.
k. Where offers have been invited for specified brands, offers for other brands shall not be acceptable.
l. Stores should be brand new and in original manufacturers packing.
m. Unloading, stacking and installation charges (if any) at consignee’s end will be borne by the supplier.

n. **Each page of the tender documents will be signed by the tenderer along with name and apex rubber stamp.**
o. The tenderers shall submit the certificate (format is available at Annex-B) along with its tender/bid.
p. A certificate should be given by the tenderers that stores are brand new and in the original packing of the manufacturer.
q. A certificate should be given by the tenderers that they will be responsible for free replacement of store, if not found suitable for demand.
r. 100% payment will be allowed on receipt of inspected and accepted store after Inspection. The Inspection Authority shall issue inspection certificate for payment to the authorized representative of the firm.
s. Testing charges of sample / samples against the tender / advance bulk supplies will be borne by the tenderer / contractor irrespective of the result of the sample / samples.

3. **TENDER SCOPE**

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</tr>
<tr>
<td>COMPUTER STATIONERY ITEMS</td>
<td>Details are at Annex-B</td>
</tr>
</tbody>
</table>

4. **TENDER ELIGIBILITY/QUALIFICATION CRITERIA**

Eligible Bidder/Tenderer is a Bidder/Tenderer who:

a) Has a registered/incorporated company/firm in Pakistan having an established office in Lahore.

b) Must be registered with Tax Authorities as per prevailing latest tax rules (Only firms/companies which are validly registered with sales tax and income tax departments and having sound financial strengths can Participate);

c) has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper is mandatory);

d) Conforms to the clause of “Responsiveness of Bid” given herein this tender document;

e) Goods and Services can only be supplied / sourced / routed from origin” in “eligible” member countries.
   i. Eligible” is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
   ii. "Origin" shall be considered to be the place where the stores are provided.

**NOTE**: Verifiable proof for all the above shall be mandatory. Non-submission may cause disqualification of the bidder for any further process.
5. **PREPARATION / SUBMISSION OF TENDER**

a. The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Purchaser, shall be in English. Any printed literature furnished by the Tenderer in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.

b. The Tender shall be filed in / accompanied by the prescribed Annexure which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative.

6. **PROPOSAL FORMAT**

Proposal Format shall comprise the following:

a. Covering letter duly signed and stamped by authorized representative.

b. Duly Filled, signed and stamped tender documents including all annexures.

c. Undertaking regarding blacklisting & integrity pact.

d. Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan.

e. Technical Brochures / Literature.

f. Valid Registration Certificate for Income Tax & Sales Tax

g. Bid Security as mentioned in the tender document.

7. **TENDER VALIDITY**

The Tender shall have a minimum validity period of 60 days from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

8. **CLARIFICATION OF THE TENDER**

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser.

9. **DETERMINATION OF RESPONSIVENESS OF THE BID (TENDER)**

The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:

a. meets the eligibility criteria given herein this tender document/ the Services;

b. meets the Technical Specifications for the Services against each Serial No.;

c. meets the delivery period / point against each Serial No.;

d. in compliance with the rate and limit of liquidated damages;

e. offers fixed price quotations against each Serial No.;

f. is accompanied by the required Bid Security as part of bid envelope.
10. REJECTION / ACCEPTANCE OF THE BID

a. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions, at the time of order placement. The Purchaser may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any.

b. The Tender shall be rejected if it is:

i. submitted in other than prescribed Annexure attached to this tender document
ii. incomplete, conditional, alternative, late; or
iii. relevant bid security is not submitted
iv. the Tenderer tries to influence the Tender evaluation / Contract award; or
v. the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
vi. the Tenderer fails to meet all the requirements of Tender Eligibility /Qualification Criteria;

vii. the Tenderer fails to meet the evaluation criteria requirements;
viii. the tenderer has been blacklisted by any public or private sector/organization;
ix. the tenderer has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;
x. The tenderer has mentioned any financial implication(s) in the proposal that is in contradiction to this document and Government rules and regulations.
xi. There is any discrepancy between bidding documents and bidder’s proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
xii. The Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.
xiii. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

11. EVALUATION CRITERIA

The criteria for the evaluation of Stationer Items is as under:-

I. The ITEMS which meet specification shall be considered.
II. The purchases will be made from the lowest evaluated bidders (Lump Sum Amount).
III. Annex-A

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Item Name/ Description</th>
<th>Qty</th>
<th>Estimated Rate With GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Paper (A4 Size) 80 gm Imported(500 Sheet Per Ream) Double A or Equivalent</td>
<td>200 Ream</td>
<td></td>
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<tr>
<td>2.</td>
<td>Ball Point (Blue) (10 Piece Per Pkt) Piano 0.8 or Equivalent</td>
<td>30 Pkt</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Gel Pen (Blue/Black) 12 Piece per pkt Uni-Ball or Equivalent</td>
<td>12 Pkt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Gel Pen 10 Piece per Pkt Schneider xtra 895 or Equivalent</td>
<td>02Pkt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Stapler Pin 24/6 Dollar or Equivalent</td>
<td>36 Pkt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Fluid Pen Uni or Equivalent</td>
<td>24 No.</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>Gum Stick UHU 21gm or Equivalent</td>
<td>36 No.</td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>Short Hand Note Book (Rizwan 100 Pages) or Equivalent</td>
<td>36 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Dairy/Dispatch Register As per sample</td>
<td>12 No.</td>
<td></td>
<td></td>
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<tr>
<td>10.</td>
<td>Single Punch Large (Heavy Duty)</td>
<td>12 No.</td>
<td></td>
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<tr>
<td>11.</td>
<td>Peon Book (Rizwan 100 Pages) or Equivalent</td>
<td>12 No</td>
<td></td>
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<tr>
<td>13.</td>
<td>Paper Clip</td>
<td>24 Pkt.</td>
<td></td>
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<tr>
<td>14.</td>
<td>Hi-Lighter Dollar or Equivalent</td>
<td>24 No.</td>
<td></td>
<td></td>
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<tr>
<td>15.</td>
<td>Sticky Note 3 x 3 Sensa or Equivalent</td>
<td>24 No.</td>
<td></td>
<td></td>
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<tr>
<td>16.</td>
<td>Color Flag 3 X 3 Sensa or Equivalent</td>
<td>24 No.</td>
<td></td>
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<td>17.</td>
<td>Paper Cutter SDI or Equivalent</td>
<td>12 No</td>
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<tr>
<td>18.</td>
<td>Stapler Machine OPAL HD 30 or Equivalent</td>
<td>12 No</td>
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<tr>
<td>19.</td>
<td>Scissor Sensa 7” or Equivalent</td>
<td>12 No</td>
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<td>20.</td>
<td>Fax Machine Toner (Brother TN 2025) Genuine</td>
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Certificate

(Must be provided on stamp paper)

1. I/We M/S ____________________________________________________________ hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender due for opening on 10.09.2019 for the Purchase of COMPUTER STATIONERY ITEMS for EPD Punjab. We agree to abide by all instructions and conditions as laid down in tender documents.

2. We understand that you are not bound to accept a lowest or any bid you may receive, not to justify for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

3. We understand that Purchasing Agency is not bound to issue supply order of all items or any item keeping in view the budget available with it.

4. We undertake, if our proposal is accepted, to provide the Goods mentioned in the Contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.

5. It is declared that we are not suspended; black listed/defaulter of any Government/ Autonomous Institution at any time.

6. In case of violation of any term and conditions, our security/call deposit may be forfeited which we shall not challenge in any Court of Law.

7. We also hereby categorically confirm that the stores offered by us are exactly of the same particulars and specifications as laid down in your Bidding Documents in all respects.

8. Certified that the prices quoted vide this Tender are not more than the prices charged from any other Purchasing Agency in the country or Prevailing Market Rates and in case of any discrepancy, the Tenderer hereby undertakes to refund the price charged in excess.

9. The stores offered by us are of
   a) Foreign origin. ____________________________
   b) Local origin. ____________________________

10. We accept that if the required bid security is not furnished or our offer is found lacking in any of the requirement of your tender document, tender shall be rejected.

11. We hereby confirm to adhere to the delivery period required in the Tender document which would be the essence of the contract and which will be strictly adhered by us.

12. Certified that tenderer will be liable to supply items as per the specifications of the purchasing agency, if the same is found to be substandard and / or at variance with the specification given in the Tender Enquiry. In case of SIMILAR specifications offered is at variance with the specification given in the Tender document, the tenderers must clearly identify variations in their offer. Store offered, of specifications superior to the one specified in the Tender document shall, however, be acceptable.

13. Liquidated Damage: The delivery period is essence of the contract if the contractor fails to adhere to the delivery schedule & intends to seek extension thereof, it will be the sole discretion of the purchaser either to grant or refuse extension in delivery period.

Name: _______________________ Authorized Signature: ____________

Firm: _______________________ (Authorized official Stamp) ____________

Address and Contact No: _________________________________________________
TENDER DOCUMENTS

“COMPUTER STATIONERY ITEMS”

Environment Protection Department

Address: Gate No. 10, National Hockey Stadium, Qaddafi Stadium, Ferozepur Road, Lahore.

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   e) The offer is from a firm black-listed or suspended with Punjab Government.
   f) The offer is received by telegram;
   g) Offer received with shorter validity than required in tender enquiry; and
   h) The offer is for store not conforming to specification indicated in the tender enquiry
2.8 The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

2.9 The Bidder may contact the following for any information/clarification

**Primary Contact**

Mr. Muhammad Ammar Hashmi, Caretaker / Cashier EPD  
Address: Environment Protection Department, National Hockey Stadium, Qaddafi Stadium Complex, Ferozepur Road, Lahore  
Tel. No. +92-3004309465

**Secondary Contact**

Mr. Arshad Hussain Section Officer (General) EPD  
Address: Environment Protection Department, National Hockey Stadium, Qaddafi Stadium Complex, Ferozepur Road, Lahore  
Tel. No. +92-42-35774344

2.11 SPECIAL INSTRUCTIONS

a. The procurements of goods shall be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab.

b. The tenderer will supply the goods within stipulated period mentioned in the contract. However, the tenderers are required to indicate their own guarantees earliest date by which the store will be supplied by them.

c. Tenders should be addressed to Section Officer (General), Environment Protection Department, Govt. of the Punjab.

d. Tenderers should quote their final rates both in words as well as in figures clearly indicating rates with General Sales Tax.

e. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.

f. Tenderers should supply the store at the office of Environment Protection Department, Punjab, Gate No.10, National Hockey Stadium, Qaddafi Stadium, Ferozepur Road, Lahore for inspection.

g. Tenderers should specifically indicate their General Sales Tax, N.T.N, with Income-Tax Department and Professional Tax registered with the Central Excise Department (in case of local supplier/manufacturer).

h. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the person, signing the tender. Offers with any over-writing shall in no circumstances be accepted.

i. The quotation should be submitted on the basis of accounting unit specified in the invitation to Tender.

j. The tenderers will be responsible for the free replacement of stores, if the same is found to be substandard and or at variance with the specification given in the tender enquiry at any stage. In case a similar store offered is at variance with the specification given in the tender enquiry, the tenderers must clearly identify variation in their offers. Store offered of a specification superior to the one specified in the tender enquiry shall however be acceptable.
k. Where offers have been invited for specified brands, offers for other brands shall not be acceptable.

l. Stores should be brand new and in original manufacturers packing.

m. Unloading, stacking and installation charges (if any) at consignee’s end will be borne by the supplier.

n. Each page of the tender documents will be signed by the tenderer along with name and apex rubber stamp.

o. The tenderers shall submit the certificate (format is available at Annex-B) along with its tender/bid.

p. A certificate should be given by the tenderers that stores are brand new and in the original packing of the manufacturer.

q. A certificate should be given by the tenderers that they will be responsible for free replacement of store, if not found suitable for demand.

r. 100% payment will be allowed on receipt of inspected and accepted store after Inspection. The Inspection Authority shall issue inspection certificate for payment to the authorized representative of the firm.

s. Testing charges of sample / samples against the tender / advance bulk supplies will be borne by the tenderer / contractor irrespective of the result of the sample / samples.

3. TENDER SCOPE

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUTER STATIONERY ITEMS</td>
<td>Details are at Annex-A</td>
</tr>
</tbody>
</table>

4. TENDER ELIGIBILITY/QUALIFICATION CRITERIA

Eligible Bidder/Tenderer is a Bidder/Tenderer who:

a) Has a registered/incorporated company/firm in Pakistan having an established office in Lahore.

b) Must be registered with Tax Authorities as per prevailing latest tax rules (Only firms/companies which are validly registered with sales tax and income tax departments and having sound financial strengths can Participate);

c) has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper is mandatory);

d) Conforms to the clause of “Responsiveness of Bid” given herein this tender document;

e) Goods and Services can only be supplied / sourced / routed from origin” in “eligible” member countries.

i. “Eligible” is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.

ii. “Origin” shall be considered to be the place where the stores are provided.

NOTE: Verifiable proof for all the above shall be mandatory. Non-submission may cause disqualification of the bidder for any further process.
5. PREPARATION / SUBMISSION OF TENDER

c. The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Purchaser, shall be in English. Any printed literature furnished by the Tenderer in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.
d. The Tender shall be filed in / accompanied by the prescribed Annexure which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative.

6. PROPOSAL FORMAT
Proposal Format shall comprise the following:

a. Covering letter duly signed and stamped by authorized representative.
b. Duly Filled, signed and stamped tender documents including all annexures.
c. Undertaking regarding blacklisting & integrity pact.
d. Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan.
e. Technical Brochures / Literature.
f. Valid Registration Certificate for Income Tax & Sales Tax
g. Bid Security as mentioned in the tender document.

7. TENDER VALIDITY
The Tender shall have a minimum validity period of 60 days from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

8. CLARIFICATION OF THE TENDER
The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser.

9. DETERMINATION OF RESPONSIVENESS OF THE BID (TENDER)
The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:

a. meets the eligibility criteria given herein this tender document/ the Services;
b. meets the Technical Specifications for the Services against each Serial No.;
c. meets the delivery period / point against each Serial No.;
d. in compliance with the rate and limit of liquidated damages;
e. offers fixed price quotations against each Serial No.;
f. is accompanied by the required Bid Security as part of bid envelope.
10. REJECTION / ACCEPTANCE OF THE BID

a. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions, at the time of order placement. The Purchaser may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any.

b. The Tender shall be rejected if it is:

i. submitted in other than prescribed Annexure attached to this tender document
ii. incomplete, conditional, alternative, late; or
iii. relevant bid security is not submitted
iv. the Tenderer tries to influence the Tender evaluation / Contract award; or
v. the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
vi. the Tenderer fails to meet all the requirements of Tender Eligibility /Qualification Criteria;

vii. the Tenderer fails to meet the evaluation criteria requirements;

viii. the tenderer has been blacklisted by any public or private sector/organization;
ix. the tenderer has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;
x. The tenderer has mentioned any financial implication(s) in the proposal that is in contradiction to this document and Government rules and regulations.
xi. There is any discrepancy between bidding documents and bidder’s proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
xii. The Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.
xiii. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

11. EVALUATION CRITERIA

The criteria for the evaluation of Stationer Items is as under:-

I. The ITEMS which meet specification shall be considered.

II. The purchases will be made from the lowest evaluated bidders (Lump Sum Amount).
## LIST/DETAILS OF COMPUTER STATIONARY ITEMS

<table>
<thead>
<tr>
<th>Sr.#</th>
<th>Item Name/ Description</th>
<th>Qty</th>
<th>Unit Cost with GST</th>
<th>Total Cost with GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td>USB 3.0 32 GB Kingston DT 50 or Equivalent</td>
<td>10 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Computer Laser Mouse A4Tech or Equivalent</td>
<td>10 No.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Keyboard Dell or Equivalent</td>
<td>6 No.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**
Certificate
(Must be provided on stamp paper)

1. I /We M/S ____________________________________________________________ hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender due for opening on 10.09.2019 for the Purchase of COMPUTER STATIONERY ITEMS for EPD Punjab. We agree to abide by all instructions and conditions as laid down in tender documents.
2. We understand that you are not bound to accept a lowest or any bid you may receive, not to justify for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
3. We understand that Purchasing Agency is not bound to issue supply order of all items or any item keeping in view the budget available with it.
4. We undertake, if our proposal is accepted, to provide the Goods mentioned in the Contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
5. It is declared that we are not suspended; black listed/defaulter of any Government/ Autonomous Institution at any time.
6. In case of violation of any term and conditions, our security/call deposit may be forfeited which we shall not challenge in any Court of Law.
7. We also hereby categorically confirm that the stores offered by us are exactly of the same particulars and specifications as laid down in your Bidding Documents in all respects.
8. Certified that the prices quoted vide this Tender are not more than the prices charged from any other Purchasing Agency in the country or Prevailing Market Rates and in case of any discrepancy, the Tenderer hereby undertakes to refund the price charged in excess.
9. The stores offered by us are of
   a) Foreign origin. ____________________________
   b) Local origin.   ____________________________
10. We accept that if the required bid security is not furnished or our offer is found lacking in any of the requirement of your tender document, tender shall be rejected.
11. We hereby confirm to adhere to the delivery period required in the Tender document which would be the essence of the contract and which will be strictly adhered by us.
12. Certified that tenderer will be liable to supply items as per the specifications of the purchasing agency, if the same is found to be substandard and / or at variance with the specification given in the Tender Enquiry. In case of SIMILAR specifications offered is at variance with the specification given in the Tender document, the tenderers must clearly identify variations in their offer. Store offered, of specifications superior to the one specified in the Tender document shall, however, be acceptable.
13. Liquidated Damage: The delivery period is essence of the contract if the contractor fails to adhere to the delivery schedule & intends to seek expansion thereof, it will be the sole discretion of the purchaser either to grant or refuse extension in delivery period.

Name:  _______________________  Authorized Signature:  ____________

Firm:  _______________________  (Authorized official Stamp)  ____________

Address and Contact No:  _______________________________________________