PUNJAB PRISONS DEPARTMENT
BIDING DOCUMENTS
FOR THE PROCUREMENT OF PRINTING/STATIONARY/COMPUTER STATIONARY
UNDER TENDER ENQUIRY NO., AT CONSIGNEE'S END

Last date & Time of Receipt:- 01.03.2021 at 11:00 A.M
Time of Opening:- 01.03.2021 at 12:00 P.M
Delivery period 2020-2021 (01.03.2021 to 30.06.2021)

Punjab Prisons Department (Central Jail, Lahore) invites sealed bids for the procurement of aforementioned articles from registered/manufacturing firms having previous experience, financially sound and registered with the Sales Tax and Income Tax Departments. The bid should be addressed to the Superintendent of Central Jail, Lahore and should be inclusive of all taxes / duties / charges and inclusive of packing / freight. The contract of all items will be approved on F.O.R. Jail Gates:-

Sr. No | Name of Stationary Article | Quantity | Estimated Rate | Offered Rate
--- | --- | --- | --- | ---
1. | White Paper Legal Size | 500 Reams | Rs.920/- Per Ream |
2. | Register No. 24 | 100 Nos. | Rs.235/- Per No. |
4. | Register No. 30 | 24 Nos. | Rs.350/- Per No. |
5. | Ball Pen Blue /Red | 50 Nos. | Rs.09/- Per No. |
6. | Common Pin China | 10 Nos. | Rs.40/- Per No. |
7. | Khaki Envelop 4X9 | 1000 Nos. | Rs.1/5 Per No. |
8. | Stapler Pins China | 30 Nos. | Rs.38/- Per No. |
9. | Gum Full Size | 06 Bottle | Rs.103/- Per Bottle |
10. | Register No. 18 | 100 Nos. | Rs.205/- Per No. |
11. | Khaki Envelop 11X5 | 1000 Nos. | Rs.1/75 Per No. |
12. | Stamp Pad | 05 Nos. | Rs.78/- Per No. |
13. | Stamp Pad Ink | 02 Nos. | Rs.35/- Per No. |

Sr. No | Name of Printing Article | Quantity | Estimated Rate | Offered Rate
--- | --- | --- | --- | ---
1. | Payment Book | 06 Nos. | Rs.1200/- Per No. |
2. | Interview Parchi | 100 Copies | Rs.400/- Per Copy |
3. | Gate Pass Book | 30 Nos. | Rs.400/- Per No. |
4. | Prisoner History Tickets | 5000 Nos. | Rs.4/- Per No. |
5. | Under-trail Prisoner History Tickets | 10000 Nos. | Rs.4/- Per No. |
6. | Luggage Parchi | 200 Copies | Rs.400/- Per Copy |
7. | General Report Book | 05 Nos. | Rs.1600/- Per No. |
8. | Contingent Register | 02 Nos. | Rs.1600/- Per No. |
9. | Register No. 52 | 05 Nos. | Rs.1600/- Per No. |
10. | Gate Book No. 38 | 24 Nos. | Rs.1500/- Per No. |
11. | DS/AS Report Book | 05 Nos. | Rs.1600/- Per No. |
12. | File Cover Printed | 1000 Nos. | Rs.25/- Per No. |

Sr. No | Name of Computer Stationary Article | Quantity | Estimated Rate | Offered Rate
--- | --- | --- | --- | ---
1. | Printer Tonner (HP Laser Jet) | 05 Nos. | Rs.6500/- Per Tonner |
2. | Thermal Printing Roll 80mm | 1000 Nos. | Rs.125/- Per Roll |
3. | Fax Roll Panasonic 210mmX30mm | 200 Nos. | Rs.260/- Per Roll |
4. | Tonner Refill | 20 Nos. | Rs.800/- Per Refill |
5. | Computer Paper Legal Size 80 Gram | 20 Reams | Rs.920/- Per Ream |
6. | Computer Paper A-4 Size 100 Gram | 10 Reams | Rs.1050/- Per Ream |

2. Any offer not received as per instructions, terms & conditions of the tender notice / bidding documents is liable to be ignored. No offer shall be considered if:-
   i. Received without Earnest Money equal to 2% of the total value of the tender item, in the shape of CDR/Call Deposit in favour of the Superintendent Central Jail, Lahore.
   ii. Received after the time and date fixed for its receipt.
   iii. The tender /bidding document is unsigned.
   iv. The offer is ambiguous
   v. The offer is conditional.
   vi. The offer is from a firm blacklisted, suspended or removed from the approved list for the year 2020-21.
   vii. The offer received is of a shorter validity than required in the tender enquiry.
   viii. The offer is for store not conforming of specifications indicated in the bidding documents.

3. The offer must remain valid till 30.06.2021 from the date of opening the tender.

4. All tenderers must submit their bids “Single Stage-One Envelope Procedure” containing one separate envelops as per Punjab Procurement Rules 2014 amended 2020, as under:-
   i. The bid shall comprise a single package containing one separate envelope.
   ii. “FINANCIAL PROPOSAL” shall be opened on the fixed date & time.
iii. The procuring agency shall evaluate the financial proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not confirm to the specified requirement.
iv. During the financial evaluation no amendments in the financial proposal shall be permitted.

v. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;

vi. The bid found to be the lowest evaluated bid shall be accepted.

5. The purchaser reserves the rights to purchase full or part of the store or ignore/ scrap/ cancel the tender without assigning any reasons. The purchaser may also increase or decrease the quantity of store as per requirement.

**SPECIAL INSTRUCTIONS.**

1. The store is required by the consignee within 15 days on award of Contract; however, the tenderers are required to indicate their own guaranteed earliest date by which the store will be supplied by them.
2. Tenderers must quote their final rates as per aforementioned form on the firm’s letter head pad along with original bidding documents and ensure that the cash receipt (in original) against purchase of bidding documents is attached.
3. The successful tenderers shall deposit 2% of the total cost of articles as security in the form of Deposit at Call in favour of the Superintendent Central Jail, Lahore, within the period specified in Acceptance of Tender and draw the contract. Security shall be refunded on successful completion of the contract.
4. In case of indigenous stores; the tenderers who are manufacturers must indicate name and address of their works in Pakistan from where they indent to supply the store. Other must enclose a certificate from their manufacturers as under, failing which the offers shall be ignored:- “This is to certify that M/S________________________ have obtained quotation from us against invitation to Tender No.Nil due on 01.03.2021 and we have agreed to supply/manufacture the said articles strictly in accordance with the specification laid down in the said invitation to tender”.
5. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall been pertained.
6. Tenderers shall submit complete details of their firm, offices, workplaces, and staff along with postal address, Phones/Fax numbers, E-mail and Website information.
7. The tenderers should indicate in their tenders, the complete address or the place/ places where articles will be offered for inspection.
8. The tenderers are required to specify make, brand, and country of origin and furnish detailed descriptive literature/ catalogue etc. along with their offers for respective item.
9. Where offers have been invited for specified brands, offers for other brands shall not be acceptable. The store should be brand new and in original manufacturers packing.
10. The offers of warranted products and after sales service would be acceptable. The store should be brand new and in original manufacturers packing.
11. The store is required as per indenter’s sealed sample and specifications (where applicable), which can be seen in the office of the Superintendent Central Jail, Lahore on any working day during office hours.
12. The tenderers shall ensure that the articles quoted by him/them are according to the enclosed specifications.
13. A certificate should be given by the tenderers that they 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 with the bidding documents. In case a “Similar” store offered is at variance with the specification given with the bidding documents, the tenderers must clearly identity variations in their offers. Store offered of a specification superior to the one specified in the bidding documents shall however, be acceptable.
14. The quotation should be submitted on the basis of accounting unit specified in the invitation to tender.
15. The tenderers must submit a Bank Stability Certificate from any scheduled bank clarifying that the business transactions by the firm in a financial year was rupees two million or above.
16. The tenderers should specifically indicate their NTN / GST Nos. and Circle of the Income Tax Department.
17. Any erasing/ cutting/ crossing etc. appearing in the offer must be properly signed by the persons signing the tender. Moreover, all pages to the tender must also be properly signed. Offer with any overwriting shall in no circumstances be accepted.
18. The tenderers have to deposit their samples and the testing charges (fee) at the time of opening of the tenders (where applicable), otherwise the offers shall be ignored.
19. The random sample from bulk supplies will also be got tested through laboratory (where applicable) and the charges will be borne by the contractors. Stores found not according to the standard specifications will be rejected at the cost of the contractor and may also result in forfeiture of Security and Blacklisting the firm.

20. 100% payment will be made on successful completion of the store through the office of the Accountant General, Punjab; Lahore/District Account Officer concerned, on prescribed bill form against Inspection/Receipt Certificate by the consignee/Inspectorate of Prisons, Punjab, Lahore.

21. The bidders are expected to examine the bidding documents / tender notice, including all instructions, terms & conditions, specifications etc. Failure to furnish all information/documents on submission of a bid not substantially responsive to the bidding documents / tender notice in every respect would result in the rejection of the bid.

22. The tenders pertaining to items of (Printing/Stationary/Computer Stationary Articles).

CERTIFICATE

1. We hereby confirm to have read carefully the description of articles and all the terms & conditions of your bidding documents / tender notice No. Nill due for opening on 01.03.2021 for the supply of Printing/Stationary/Computer Stationary Articles and also all the aforementioned special instructions and agree to abide by all those instructions / terms & conditions.

2. We also hereby categorically confirm that the stores offered by us are exactly to the particulars and specification as laid down in your bidding documents in all respects.

3. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirement to your tender notice / bidding documents, it shall be ignored.

4. We hereby confirm and adhere to the delivery period required in the tender notice which would be the essence of the contract and which will be strictly adhered to by us.

5. We also hereby confirm that the store will be supplied as per tender specifications and in case of failure the purchaser reserves the rights to forfeit our security including blacklisting the firm.

Name of Tenderer:________________________________________________________
Signature of Tenderer: ___________________________ Designation:____________________
Seal:________________________________________________________________________
Witness:

a. Name:_________________________ Signatures____________

b. Full Address:_______________________________________________________________
____________________________________________________________________________

cc. CNIC No.______________________________________________________________