



**No.F.3(1)/2023-G (Tender 2023-2024)**  
**Government of Pakistan**  
**Ministry of Law and Justice**

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Islamabad the 21<sup>st</sup> July, 2023

**INVITATION FOR BIDS**

Ministry of Law and Justice, Islamabad invites sealed bids consisting three categories of Tender for the purchase of (i) Stationery Items (ii) Misc. Items (iii) Original/Genuine Toners for Computer Printers, Photocopiers and Fax Machines from the registered and authorized Firms with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenues for following procurements during Financial Year 2023-2024:-

Name of Procuring Agency	Ministry of Law and Justice, Islamabad
Number of Tender(s)	03 (Three)
Title of Procurements	<b>(Three Categories)</b> i) Stationery Items ii) Miscellaneous Store Items iii) Original/Genuine Toners for Computer Printers, Photocopiers and Fax Machines.
Contact Officer	Section Officer (General) Ph: 051-9208522 Bidding documents can be collected on any official working day from Monday to Friday from 07:30 a.m to 03:30 p.m.
Closing Time and Date & Place for receiving of Bids.	Bidding documents containing detailed Terms and Conditions can be collected on any official working day from Monday to Friday from 07:30 a.m to 03:30 p.m.
Time, Date and Place of Publicity opening of Bids.	On <u>10.08.2023 at 1130 hrs</u> , Room No. 326, M/o Law and Justice "S" Block, Pakistan Secretariat, Islamabad.

1. Bidding documents containing detailed Terms and Conditions specifications etc. are available at official websites of Ministry of Law and Justice ([www.molaw.gov.pk](http://www.molaw.gov.pk)) and PPRA ([www.ppra.gov.pk](http://www.ppra.gov.pk)).
2. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Room No. 326 "S" Block, Ministry of Law and Justice, Pak Secretariat, Islamabad till the **10<sup>th</sup> of August, 2023** as per publication of advertisement or notice in print media before OR at **11:00 hrs**. Bids will be opened on the same day at **11:30 hrs**. This document is also available on PPRA's Website at ([www.ppra.gov.pk](http://www.ppra.gov.pk)).

**(MUHAMMAD AZAM GAKHAR)**  
Section Officer (G)  
Room No. 326 "S" Block  
Ministry of Law and Justice,  
Pakistan Secretariat, Islamabad  
Ph: 9208522

**Government of Pakistan**  
**Ministry of Law and Justice**

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**INSTRUCTIONS TO BIDDERS**

Sealed bids are invited from Firms for purchase of the following specifications for Ministry of Law and Justice, Islamabad:-

- i) Stationery items
- ii) Original/Genuine Toners for Computer Printers, Fax Machine and Photocopier Machine.
- iii) Misc. Store Items

This document contains following:

- a) Terms and conditions.
- b) Evaluation Criteria.

**TERMS & CONDITIONS FOR TENDER SUBMISSION.**

- i) The Firms should be on Active Tax Payer List of FBR and they will have to produce the proof of being a Tax Filer. In case the firm is found to be of mis-statement, or provision of refilled items particularly the computer and photocopier toners, or delayed supply of items beyond the period of 10 days or failed to provide the items of the prescribed standard or refuse to supply any item during Financial year 2023-2024, the tender shall be cancelled without any notice and the earnest money will be forfeited.
- ii) Firm should be registered with Collectorate of General Sales-Tax and Income Tax Department for the assurance of authenticity, certificate of original of the toners be provided. To notice the sample of printer toners, fax machine toners and photocopier machines toners in order to observe the quality and standard of these items must bring sample for each along with the bid on tender opening day. To bring these samples is mandatory and it will be checked by the Technical Committee of this Ministry.
- iii) Firms should be authorized dealer in all aspects and those firms who were black listed will not be entertained in the bid.
- iv) **The contract/tender award will be given to the lowest evaluated bidder who shall quote each and every item in all categories in the tender i.e. (i) Stationery Items, (ii) Original/Genuine Toners for Computers, Printers, Fax Machines and Photocopier Machines (iii) Misc. Store Items and the contract/tender shall be awarded to those firm/bidder after calculation who shall come in lowest total amount of the competition bidding documents.** The bids shall be evaluated by the Technical Committee and Purchase Committee whose decision will be treated as final.
- v) Single stage-one envelope bidding procedure specified in the Public Procurement Rules. 2004 shall be followed for receiving and processing the bids. Bid Security/Earnest money not less than 2% of quoted price as mentioned in Tender Documents in the shape of pay order/bank draft is required in the name of Section Officer (General), Law and Justice Division, Islamabad. The tenders which are found deficient of the earnest money will not be considered.
- vi) The personal cheque will not be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till Financial Year 2023-2024. The earnest money of the un-successful bidders will be returned on receipt of a written request.
- vii) For each item the manufactures/company name/brand name or equivalent must be quoted. The physical inspection will be conducted.
- viii) Price quoted will remain valid during Financial Year, 2023-2024. The rate should be quoted including GST & other rates.



- ix) Firm shall require to produce attested copies of National Tax No.GST Registration Number and Vendor Number and Bank account number must be indicated by each bidder.
  - x) The bidder will have to submit an affidavit on stamp paper of Rs. 50/- that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement the firm shall be black listed and debarred from bidding process.
  - xi) The bid validity period till 30.06.2024 must be clearly mentioned in the bid.
  - xii) **All the firms/bidders should quote and participate each and every item in all categories in the Tender Documents i.e (i) Stationery Items, (ii) Original/Genuine Toners for Computers Printers, Fax Machines and Photocopier Machines (iii) Misc. Store Items** otherwise those firms will be barred from the competition. Tender to be filled in carefully. (preferably typed). Any correction/alteration is not allowed. Each page must be signed and stamped, incomplete forms will not be accepted.
  - xiii) If item is found defective and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.
  - xiv) Any lapse in fulfilling requirements or any other stipulated condition(s) in the tender shall render the bid liable to reaction.
  - xv) The result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder, Redressal Committee already composed in the Law and Justice Division will address the grievances.
  - xvi) Bidders are requested to quote the best and final price and negotiations on the prices once quoted/offered are not possible under the Rule. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds.
  - xvii) The interested manufacturer/authorized dealers/suppliers by name and must give full address of Head Office & Branch Offices with telephone/Fax Numbers and contact persons.
  - xviii) Income Tax/any other tax if liable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
  - xix) The procuring agency reserves rights to accept or reject any or all bids/proposals in accordance with Rule-33 of PP Rules, 2004.
  - xx) The Successful firm shall have to complete the supply within 10 days of receipt of the Supply/work Order. In case supply/work is not carried out within stipulated period a penalty @ **0.1% per day** of the amount of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.
  - xxi) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded to the next lowest (2<sup>nd</sup>) evaluated bidder.
  - xxii) Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and firm can be debarred from the business with the office.
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**LIST OF STATIONERY ITEMS**

S. #	NAME OF ITEM	Estimated Qty	Unit Price with GST	Total Unit Price with GST
1.	Ball point clipper (Dollar) or Equivalent	5000		
2.	Ball point uniball signo UM-120 or Equivalent	300		
3.	Ball point uniball (eye fine) or Equivalent	1100		
4.	Correction Pen (Uni) or Equivalent	300		
5.	Computer paper imported 500 sheets (80 GMS) (Paper -AA)	2300		
6.	Diary Register (No. 12)	100		
7.	Dak book (A-4 size).	200		
8.	Envelopes SE-8 Khaki (size 12"X15") Best Quality, with Sample	200pkt (per pkt 100)		
9.	Envelops SE-5 Khaki (size 9"X4") Best Quality Paper, with Sample	300pkt (per pkt 100)		
10.	Envelops SE-6Khaki (size 11"x 5") Best Quality Paper, with Sample.	300pkt (per pkt 100)		
11.	Eraser Pelican (AL-30) or Equivalent	600		
12.	File flapper Rexine	6500		
13.	File board (Superior) A-4 size	2500		
14.	File cover best quality 300 Gm Box Board Inside Cloth	21,000		
15.	Gum bottle dollar 142 gms or Equivalent	150		
16.	Gum stick large UHU or Equivalent	800		
17.	Highlighter Schneider or Equivalent	600		
18.	Ink dollar (Ordinary) or Equivalent	10		
19.	Marker/dollar # 70/90 Different colour or Equivalent	250		
20.	Photostat paper 70 GMS A/4 (500 sheets) (Paper-I)	2100 Ream		
21.	Paper cutter plastic handle	150		
22.	Paper cutter knife SDI-426 or Equivalent	50		

23.	Punch single hole superior (Large size)	50		
24.	Punch single hole No. KW 97-DO (imported) or Equivalent	200		
25.	Paper pin Best Quality with Sample	500		
26.	Paper clip Best Quality with Sample	500		
27.	Pencil lead with rubber (Pelican) or Equivalent	2500		
28.	Post it pad small 3"x3" 3M	30		
29.	Post it pad large 3"x5" 3M	30		
30.	Ruler register No. 12 decent Best Quality	20		
31.	Register vehicle for Petrol	10		
32.	Register vehicle movement	10		
33.	Stapler machine KW 5820medium/equivalent with sample	120		
34.	Staple Pine superior Smooth (Dollar) or Equivalent	700pkt		
35.	Stamp paid Best Quality (KW-trio 0246) large size or Equivalent	150		
36.	Stamp Pad Ink (Shiny) Blue, Black	10		
37.	Scissor large size superior	100		
38.	Summary paper imported 80 GMS F/S (500 sheet) (Paper-AA)	80		
39.	Scotch tape 1"x 72 yards	120		
40.	Rexene Binding Tape Size 3"	100		
41.	Sharpener best quality	700		
42.	Stapler pin remover SDI #1164	100		
43.	Short hand books large size	250		
44.	Tag cotton superior	700 bundle		
45.	Note Sheet Pad (90gms) 100 pages. (As per Sample)	500		
46.	Slip Book Pad(90gms) 100 pages. (As per Sample)	500		

**Authorized Signature/Stamp of Firm -----**

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**LIST OF MISCELLANEOUS STORE ITEMS**

<b>S#</b>	<b>NAME OF ITEM</b>	<b>Estimated Qty</b>	<b>Unit Price with GST</b>	<b>Total Unit Price with GST</b>
1.	Air Freshener Sultan/Aseel 300 ml different perfume or Equivalent	500		
2.	Tissue paper (rose petal luxury) or Equivalent	950		
3.	Tissue roll (rose petal) or Equivalent	500		
4.	Surf 100 gms (Surf Excel) or Equivalent	500		
5.	Lux soap large size (white) 115 gms or Equivalent	700		
6.	Vim large size 500 gms (Bottle) Liver Brothers with sample or Equivalent	400		
7.	Duster yellow (Phylane) 20x30 size with sample	600		
8.	Duster white large size 20x30 with sample	600		
9.	Water glass best quality	300		
10.	Water jug superior (glass)	50		
11.	Cell (Small) Toshiba/Sony or Equivalent	300		
12.	Cell (Pencil) Toshiba/Sony or Equivalent	200		
13.	Waste paper Basket best quality	100		
14.	Towel Large Size Best Quality (white) 27x54	50		
15.	Slip Book Cover (Leather) with Monogram and Ministry Name	100		

**Authorized Signature/Stamp of Firm -----**

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**TONERS FOR COMPUTER PRINTERS (ORIGINAL/GENUINE TONERS)**

S#	NAME OF ITEM	Estimated Qty	Unit Price with GST	Total Unit Price with GST
1.	Toner for Laser Printer HP-1005	05 Nos		
2.	Toner for Laser Printer HP-1010/1020	29 Nos		
3.	Toner for Laser Printer HP-1320	20 Nos		
4.	Toner for Laser Printer HP-2015	16 Nos		
5.	Toner for Laser Printer cartage HP 400	150 Nos		
6.	Toner for LaserJet 2035	20 Nos		
7.	Toner for LaserJet Pro M12A	05 Nos		
8.	Toner LaserJet 1102 (85A)	70 Nos		
9.	Toner for LaserJet Printer HP M-402dn	100 Nos		
10.	Toner for Cannon 8347 (303)	06 Nos		
11.	Toner for HP404 (76A)	65 Nos		
12.	Toner for HP404 (59A)	10 Nos		

**TONERS FOR PHOTOCOPIER MACHINE (ORIGINAL/GENUINE TONERS)**

1.	Toner for Photocopier Machine Sharp MX-M464NE (Original)	10 Nos		
2.	Toner for Photocopier Machine Konica Minolta Bizhub 454-E, 458E, 450i, 558E (Original)	80 Nos		

**TONERS FOR FAX MACHINE (ORIGINAL/GENUINE TONERS)**

1.	Toner for Fax Panasonic Machine KX-FL-422 CX	20 Nos		
2.	Toner for Fax Panasonic Machine KX-FL-542	04 Nos		
3.	Toner for Fax Panasonic KX-FP-701	04 Nos		

**Authorized Signature/Stamp of Firm -----**