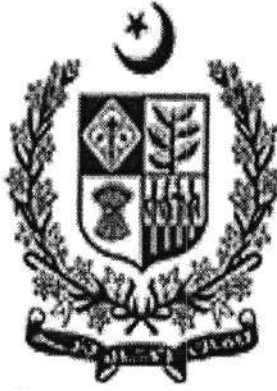


# **BIDDING DOCUMENT/REQUEST FOR PROPOSAL (RFP)**



**OFFICE OF THE  
ATTORNEY-GENERAL FOR PAKISTAN**

**PROCUREMENT OF STATIONERY, COMPUTER STATIONARY  
AND MISCELLANEOUS ITEMS FOR THE YEAR 2022-23**

No. F. 03(15)2022-23-AGP  
Government of Pakistan  
Office of the  
**ATTORNEY GENERAL FOR PAKISTAN**  
Supreme Court Building, Islamabad.  
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**INSTRUCTIONS TO BIDDERS**

This Tender document shall be used for submission of Competitive Bidding for the purchase of various items, stock and services for Office of Attorney General for Pakistan, 3<sup>rd</sup> floor, Supreme Court Building, Islamabad. Interested bidders (manufactures/firms/suppliers/authorized dealers) may download the tender document from the PPRA's and Office of Attorney General for Pakistan, 3<sup>rd</sup> floor, Supreme Court Building, Islamabad's websites. The bidders with the lowest evaluated bid and subject to approval of samples will be awarded purchase contract. The detail evaluation criteria has been prepared and attached with these instructions.

**2. DATE, TIME & ADDRESS FOR SUBMITTING BIDS**

Name of Procuring Agency	Office of Attorney General for Pakistan, 3 <sup>rd</sup> floor, Supreme Court Building, Islamabad
Last date for response submission:	<b><u>9<sup>th</sup> August, 2022 before 10:30am Hours</u></b>
Opening Date & Time:	<b><u>9<sup>th</sup> August, 2022 at 11:00am Hours</u></b>
Opening Place:	Admin Room, Attorney General Office, 3 <sup>rd</sup> Floor, Supreme Court building, Islamabad (Pakistan)
Contact Person:	Section Officer
Phone:	<b>051-9220653 / 051-9212341</b>
Fax:	<b>051-9205089</b>

**3. This document contains following:-**

- a. Terms and conditions for each tender.
- b. Evaluation Criteria.
- c. Detail of the items quality and specifications.

**(a) TERMS & CONDITIONS FOR TENDER SUBMISSION.**

- i) Tender to be filled in carefully (**preferably typed**). **No correction/alteration is allowed**. Each page must be signed and stamped. Incomplete forms will not be accepted.
- ii) Sample of all the stationary and miscellaneous items must be provided after receiving of award list. These samples will be remained in the custody of Attorney General Office for comprise of supplies during the year.
- iii) Single Stage-One Envelope Bidding Procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. Bid Security 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 "**Secretary to Attorney General, Islamabad**". Neither personal Cheque nor the bids received without earnest money will be accepted.
- iv) Bid validity period till **30-06-2023** must be clearly mentioned in the bid.
- v) In case, the tender is accepted by the competent authority, the earnest money will be retained till completion of the agreement period however, the earnest money of the unsuccessful bidders will be returned on receipt of a written request.
- vi) For each items the **manufacturers/company name/brand name** must be quoted. Firms for supply of office stationery, allied items equipment and livery items should offer rates for more than **25%** items and have sufficient stocks of each item. The physical inspection may be conducted.
- vii) The firm must clearly indicate as to whether GST is included or not in the offered rates. GST included rates would be preferred.
- viii) The bid must indicate sound financial status of the bidder. It may duly be supported by any evidence like certificate from a reputed bank.
- ix) The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
- x) **National Tax No. GST Registration Number and Vendor Number and bank account number must be indicated by each bidder.**
- xi) 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 blacklisted and debarred from bidding process.
- xii) **If any item is found substandard, 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.**
- xiii) **Any lapse in fulfilling requirements or any other stipulated condition(s) in the tender shall render the bid liable to rejection.**

- xiv) The contract will be awarded to the lowest evaluated bidder **after approval/successful inspection of samples by the Purchase/Tender Committee** whose decision will be treated as **final**.
- xv) The Result of the bid evaluation under Rule **35** of PPRA Rules, 2004 will be announced **ten** days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Redressal Grievance Committee already composed in the Office of Attorney General for Pakistan, 3<sup>rd</sup> floor, Supreme Court Building, Islamabad will address the grievances.
- xvi) Bidders are requested to quote the best brands and final price and negotiations on the prices once quoted/offered are not permissible under the rules. The procuring Agency may reject all the bids or proposals at any time prior to the acceptance of a bid or proposal under rule 33 of the Rules *ibid*.
- xvii) The interested manufacturer/authorized dealers/suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- xviii) Income Tax/any other tax if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
- xix) The Successful manufacturer/authorized dealer/suppliers shall have to complete the initial supply within **02 days of receipt of the Supply/work Order**. In case supply/work is not carried out within stipulated period a penalty @ **5% per day** of the amount of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.
- xx) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded the next lower (2<sup>nd</sup>) evaluated bidder.
- xxi) 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.
- xxii) **Following documents must be attached with respect to each tender:-**
- Import Documents (GD, Tax Paid Documents at the time of shipment clearance);
  - Letter from Manufacturing Company (Factory) from where toners are importing;
  - Page Yield confirmation from manufacturing factory;
  - ISO Certificate from Manufacturing Factory;
  - Copy of Trade Mark Registration.

**(b) EVALUATION CRITERIA**

Sealed bids should reach the Section Officer, Office of Attorney General for Pakistan, 3<sup>rd</sup> floor, Supreme Court Building, Islamabad, as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion. Bids will be evaluated on afore mentioned prescribed criteria. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PP Rules-2004.

3. I/We have read and agree with the above mentioned terms and condition.

Date: \_\_\_\_\_

Name of Bidder/Firm/Supplier \_\_\_\_\_

Signature: \_\_\_\_\_

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**TENDER FOR PURCHASE OF STATIONARY, COMPUTER  
STATIONARY AND MISCELLANEOUS ITEMS**

- Note:**
- 1) **Unit Rate & Brand** of each item must specifically be mentioned. No compromise on quality shall be made and
  - 2) The firms will be bound to provide samples of each and every item for inspection by the Committee before award of contract.
  - 3) Urgent Supply of items after receiving of work order.

**STATIONARY & COMPUTER STATIONARY ITEMS**

Sr. #	Name of Items	Unit	Brand / Make	Unit Price (Rs.) Including Taxes	Total Amount (Rs.)
1.	Attendance Register No. 8 imported	Each Piece			
2.	Ball Point Piano 0.8mm best quality	Each Packet			
3.	Ball Point Superior V-7 (Japan)	Each Packet			
4.	Binder clips 15mm 19mm 25mm 32mm 41mm	Each packet			
5.	Binding Tape black color 1.5" Sansa	Each Piece			
6.	Binding Tape black color 2" Sansa	Each Piece			
7.	Box File A4 size (best quality)	Each piece			
8.	Box File Legal size (best quality)	Each piece			
9.	Calculator Citizen 14 Digit CT-9300G large display	Each Piece			
10.	Cash Book Register No. 14, 16, 18.	Each Piece			
11.	CD Re-Writeable	Each Piece			
12.	Checking Pencil (color Pencil)	Each Packet			
13.	Common paper pin (best quality)	Each Packet			

14.	Dak Book (A4 size)	Each Piece			
15.	Dak Pad Rexene (Superior)	Each Piece			
16.	Document File (file plastic Button colorful) fine quality	Each piece			
17.	Drafting pad Small size fine quality	Each Piece			
18.	Drafting Pad Medium size fine quality	Each Piece			
19.	Drafting Pad Legal Size fine quality	Each Piece			
20.	Drafting Pad A4 size fine quality	Each Piece			
21.	Drafting Pad spiral small size fine quality	Each Piece			
22.	Drafting Pad spiral medium Size fine quality	Each Piece			
23.	Drafting Pad spiral Large size fine quality	Each Piece			
24.	Drafting pad spiral A4 size fine quality	Each Piece			
25.	Drawing Paper Pins best quality	Each packet			
26.	D-Ring file A4 size	Each piece			
27.	Duster 30"x30" white superior quality	Each Piece			
28.	Duster 30"x30" yellow superior quality	Each Piece			
29.	DVD Re-Writeable (4.7 GB), (8.5 GB)	Each Piece			
30.	Envelope (A4) 80 gram Brown best quality	Each Piece			
31.	Envelope (A4) 80 gram white best quality	Each Piece			
32.	Envelope (File Size) 80 gram Brown best quality	Each Piece			
33.	Envelope (File Size) 80 gram White best quality	Each Piece			
34.	Envelope (SE-5) 80 gram Brown best quality	Each Piece			
35.	Envelope (SE-5) 80 gram white best quality	Each Piece			
36.	Envelope (SE-6) 80 gram white best quality	Each Piece			

37.	Envelope (SE-6) 80 gram Brown best quality	Each Piece			
38.	Envelope File Size thread padded best quality	Each Piece			
39.	Eraser Best Quality	Each box			
40.	Eraser Lead Pencil	Each Packet			
41.	File Flapper (Rexene best Quality)	Each piece			
42.	File Holder box hard card type best quality	Each piece			
43.	Finger Moisturizer best Quality	Each piece			
44.	Glue stick (Dollar 35 grams)	Each Piece			
45.	Glue stick (UHU 40gm)	Each Piece			
46.	Gum Bottle Dollar	Each piece			
47.	Highlighter Dollar	Each Piece			
48.	Ivory Card A4 Size (best quality)	Each Packet (100 sheets)			
49.	Ivory Card Legal Size (best quality)	Each Packet (100 sheets)			
50.	Lead Pencil Goldfish	Each Packet			
51.	Lead Pencil Short-hand	Each Packet			
52.	Log Book 4 No 6 No 8 No	Each piece			
53.	Marker Permanent Large	Each Piece			
54.	Marker CD (Deli Marker) (Double side)	Each Piece			
55.	Mouse-pad Superior Quality	Each Piece			
56.	Nokyo plastic L-shape folder A4 size	Each packet (12 Pieces price)			
57.	Nokyo plastic L-shape folder Legal size	Each Packet (12 pieces Price)			
58.	Note Sheet imported paper (60 sheets) F/S 80 gram	Each Piece			
59.	Packing Tape size 3" best Quality	Each Piece			



60.	Packing Tape size 2" best Quality	Each Piece			
61.	Paper (AA) A4 size 80 gram AA 500 sheets (Sup)	Each Ream			
62.	Paper (AA) Legal size 80 gram AA 500 sheets (Sup)	Each Ream			
63.	Paper (Paper One ) A4 size 80 grams 500 sheets (Sup)	Each Ream			
64.	Paper (Paper One) Legal size 80 grams 500 sheets (Sup)	Each Ream			
65.	Paper clip (colored Paper pins)	Each Packet			
66.	Paper Cutter Plastic Handle with blade best quality	Each Piece			
67.	Paper Pins (best quality)	Each Packet			
68.	Paper Separator set card type A4 size (fine best Quality)	Each set			
69.	Paper Separator set card type Legal Size (fine best Quality)	Each set			
70.	Paper Separator set plastic A4 size (fine best Quality)	Each set			
71.	Paper Separator set plastic Legal size (fine best Quality)	Each set			
72.	Pin Cushion (Marble)	Each Piece			
73.	Plastic File Cover A4 size fine quality	Each piece			
74.	Plastic File Cover blue/white Legal size fine quality	Each piece			
75.	Pointer dollar original	Each Packet			
76.	Punch machine single hole 10 sheets	Each piece			
77.	Punch machine single hole 30 sheets	Each piece			
78.	Punch machine double hole	Each piece			
79.	Punch machine triple hole	Each piece			
80.	Register imported 8 No 10 No 12 No 14 No 16 No 18 No 20 No 22 No. 24 No	Each piece			

	26 No 28 No 30 No 32 No				
81.	Scissor Large size	Each piece			
82.	Scotch Tape 1" best quality	Each Piece			
83.	Scotch Tape 2" best quality	Each Piece			
84.	Scotch Tape 3" best quality	Each Piece			
85.	Secret Seals (Red color)	Each packet			
86.	Section Diary Register imported 10 No 12 No 16 No	Each Piece			
87.	Sharpener Machine best Quality	Each Piece			
88.	Sharpener Plastic best quality	Each Piece			
89.	Sharpener Steel best quality	Each Piece			
90.	Shorthand book best quality	Each Piece			
91.	Single Jar (for Pen, Pencil and Slip)	Each Piece			
92.	Stamp pad ink (dollar)	Each Piece			
93.	Stamp Pad large size best quality	Each Piece			
94.	Stapler Machine Heavy duty best quality	Each Piece			
95.	Stapler Machine KW-Trio Half Strip Effortless 50-60 Sheet Stapler	Each Piece			
96.	Stapler pin Remover/Opener KW-trio (best Quality)	Each Piece			
97.	Stapler Pins Dollar 24/6	Each packet			
98.	Stapler Pins Heavy Duty (Whashin) (23/5), (23/6) (23/7), (23/8), (23/10), (23/11), (23/12), (23/13) (23/15), (23/16), (23/18),	Each packet			

	(23/20) (23/24) (23/25)				
99.	Strip File Folder A4 Size	Each piece			
100.	Strip File Folder legal Size	Each piece			
101.	Table Diary Riffle	Each Piece			
102.	Tag Cotton 4" size Best quality	Each Packet			
103.	Tag Cotton white 12" size Best quality	Each Packet			
104.	Telephone index large size (best quality)	Each Piece			
105.	Thinner + Fluid set Pelikan Blanco	Each set			
106.	Toner 26-A (original) (China)	Each Piece			
107.	Toner 30- A (Original) (china)	Each Piece			
108.	Toner for Fax machine (KX FL-422) (original) (China)	Each Piece			
109.	Toner for HP LaserJet CP-1025 (126-A) (original) (China)	Each (set of 4 piece)			
110.	Toner for Laser Jet Pro 300 ProM351A (original) (China)	Each Piece			
111.	Toner for LaserJet Pro M254nw (Original) (China)	Each Piece			
112.	Toner for laser Jet ProMFP M521DW (original) (China)	Each Piece			
113.	Toner for laser printer HP- (1102) (1102w) (original) (China)	Each Piece			
114.	Toner for laser printer HP M225 DW (original) (China)	Each Piece			
115.	Toner for HP Laser Jet 107A (original) (China)	Each piece			
116.	Toner for Photostat Machine Panasonic DP 8045 (Original) (China)	Each Piece			
117.	Toner for Photostat Machine, CANON 2525w (Original)	Each Piece			

118.	Toner for Photostat Machine, IRADV 6565i (Original)	Each Piece			
119.	Toner for Photostat Machine, CANON 8705 (Original)	Each Piece			
120.	Uni ball Eye No. 150 original	Each Packet			
121.	Uni ball Eye No. 157 original	Each Packet			
122.	M & G Expert Gel	Each Packet			
123.	Uni-ball 177 fine deluxe	Each packet			
124.	Uni-ball Signo gel UM-120 original	Each Packet			
125.	Flash Drive 8 GB HP Metal body 3.0 (original)	Each piece price			
126.	USB Flash Drive 16 GB HP Metal body 3.0 (original)	Each piece price			
127.	USB Flash Drive 32 GB HP Metal body 3.0 (original)	Each piece price			
128.	USB Flash Drive 64 GB HP Metal body 3.0 (original)	Each piece price			
129.	White fluid pen Uni (best quality)	Each piece			

### **GENERAL MISCELLANEOUS ITEMS**

	Name of Items	Unit price	Brand / Make	Unit Price (Rs.) Including Taxes	Total Amount (Rs.)
130.	Air freshener Admire 300ml original	Per piece			
131.	Air freshener Aseel (crown) 300ml original	Per piece			
132.	Air Freshener HOVAC 300ml original	Per piece			
133.	Air freshener Cobra 300ml	Per piece			
134.	Air Freshener Lotion Admiral Toronto large 300ml original	Per piece			
135.	Airtight Jar(Glass)	Per piece			
136.	Ashtray (Glass/Marble)	Per piece			
137.	Back care Molty foam	Per piece			

138.	Bowl (small/ Large)	Per piece			
139.	Cell remote Camelion A23 Original	Per piece			
140.	Cell Camelion AA Original	Per piece			
141.	Cell Camelion AAA original	Per piece			
142.	Cobra insect killer 300ml	Per piece			
143.	Dettol liquid half ltr.	Per piece			
144.	Electric Kettle best quality	Per piece			
145.	Energy Saver for lamp (15w)	Per piece			
146.	Extension Lead best quality	Per piece			
147.	Electric Mosquito rod	Per piece			
148.	File Basket (file size)	Per piece			
149.	Glass Cleaner (Insta)	Per piece			
150.	Hand Wash Liquid (Dettol 250ml)	Per piece			
151.	Hand Wash Liquid (Dove 250ml)	Per piece			
152.	Harpic for toilet (red/ blue)	Per piece			
153.	Jharoo (banss)	Per piece			
154.	Jharoo (phool)	Per piece			
155.	Kingtox spray 300 ml	Per piece			
156.	Keyboard Dell Original Hp original	Per piece			
157.	Keyboard wireless Dell original Hp original	Per piece			
158.	Kingtox spray 300 ml	Per piece			
159.	Lota best quality	Per piece			
160.	Lux small size	Per piece			
161.	Lux medium Size	Per piece			

162.	Lux lagre size	Per piece			
163.	Max Dishwashing jar	Per piece			
164.	Max Liquid bottle large size	Per piece			
165.	Mop large size	Per piece			
166.	Mortein insect killer powder small size	Per piece			
167.	Mortein spray 300 ml	Per piece			
168.	Mouse wireless (dell/hp) original	Per piece			
169.	Mouse(dell/hp) original wire	Per piece			
170.	Napkin (best Quality)	Per piece			
171.	Nestle Water Bottle 19 litre New (with water)	Per piece			
172.	Nestle Water Bottle 19 litre Refilling	Per piece			
173.	Nestle Water Bottle 0.5 ltr	Per piece			
174.	Remote control door bell best quality imported	Per piece			
175.	Scotch bright	Per piece			
176.	Surf Excel (100 grams)	Per piece			
177.	Surface cleaner Dettol half liter.	Per piece			
178.	Scraper	Per piece			
179.	Tissue Box Perfumed Luxury Rose Petal	Per piece			
180.	Tissue Roll Rose Petal	Per piece			
181.	Toilet Cleaner (Acid)	Per piece			
182.	Toilet Soap Tibet small	Per piece			
183.	Towel white (soft) Large size Imported/Superior fine Quality	Per piece			
184.	Vim (Powder 1 kg)	Per piece			
185.	Vim liquid bottle large size	Per piece			
186.	Waste paper basket best quality Large (covered Type)	Per piece			

187.	Waste paper basket best quality Large size (Open)	Per piece			
	Water Glass (TT-006) 300ml Star Toyo Classic	Per piece			
188.	Water Glass large size best Quality (Imported)	Per piece			
189.	Water Jug (glass) best quality	Per piece			
190.	Wiper Large (best Quality)	Per piece			

Date: \_\_\_\_\_

Name of Bidder/Firm/Supplier \_\_\_\_\_

Signature: \_\_\_\_\_