



**PUNJAB INDUSTRIAL ESTATES DEVELOPMENT
AND MANAGEMENT COMPANY (PIEDMC)**



**TENDER DOCUMENT FOR PROCUREMENT OF
STATIONERY ITEMS UNDER FRAMEWORK (RATE)
CONTRACT**

INVITATION TO BID

1. PIEDMC invites sealed bids from eligible bidders having valid and active GST and NTN for procurement of stationery items through competitive bidding process under framework (rate) contract.
2. Punjab Procurement Rules, 2014 will be strictly followed. These rules may be obtained from PPRA's website. <http://ppra.punjab.gov.pk>.
3. The bidding document carrying all details can be downloaded from PIEDMC's website <http://www.pie.com.pk> and from PPRA's website www.ppra.punjab.gov.pk. Documents can be obtained from the office of CE (Planning & Contract) PIEDMC, Commercial Area (North), Sundar Industrial Estate, Sundar-Raiwind Road, Lahore, free of cost.

**CHIEF ENGINEERING (PLANNING & CONTRACTS)
PUNJAB INDUSTRIAL ESTATES DEVELOPMENT
AND MANAGEMENT COMPANY
042-35297203-6**

**BIDDING DOCUMENTS FOR PROCUREMENT OF STATIONERY ITEMS
THROUGH ANNUAL FRAMEWORK CONTRACT TO BE MADE UNDER SINGLE
STAGE TWO ENVELOPS PROCEDURE**

Tender Name:	Stationery Items	
Method of Procurement	Single Stage two envelope	
Percentage of Estimated cost of the contract	2.5% of the contract amount	
Bid Security	PKR 52,500/-	
Last Date & Time of Receipt of Bids	6 th July 2023	03:00 P.M
Opening Date & Time	6 th July 2023	3:30 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 for technical and financial bids should be properly sealed so that contents of the bid are fully concealed and cannot be known until duly opened.
4. Tender Names would clearly be written on top left corner of the main (outer)envelop.
5. The bidder submit place both the envelopes containing technical and financial proposals separately in an outer envelope duly concealed.
6. Address and contact No. of the bidder on the main (outer) envelope should be written.
7. Bidding document / proposals should be properly page numbered along with index. Separators should be used for differentiation of various documents.
8. Technical &Financial bids documents must be duly signed and stamped. Bid security as demanded in advertisement / invitation to bid must be placed in the envelope containing financial bid.
9. In financial proposal price / rates on the prescribed format available in the bidding documents be provided.
10. 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 can be submitted by hand or forwarded through courier at address given in advertisement / mentioned at para 3 ante of the instant document.
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 bidding document.
15. Bidders must submit their bids on the basis of complete scope of work. Any bidder offering partial scope of work / supply shall be rejected as non-compliance in terms of PPR A Rules-2014.
16. No bid will be accepted after closing date and time.
17. 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.
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 taxpayer.
21. Draft agreement is attached as Annex 'A shall be the part of agreement on finalization / signatures by both parties.

TERMS & CONDITIONS

1. **Scope of Work.** The procurement of stationery articles listed in technical and financial proposals will be made through Frame Work Contract under single stage two envelopes bidding procedure. The contract period shall be one year (starting from the date of signing of the contract). Bidders must submit bids of all items of the package. Any bidder offers partial bid of the package will not be entertained and same will be rejected. Rates offered by the bidder will remain valid for one year from the award of Contract and lowest evaluated / successful bidder of the package will be responsible for delivery of required quantity of goods / items at consignee's end in safe, sound and in operational condition separately at the quoted rate throughout the contract period whenever asked for.
2. **Procurement Procedure and Method of Procurement.** Frame work contract under single stage two envelopes bidding procedure will be adopted following least cost method on accumulative cost basis package.
3. **Validity of Bid rates.** The rates offered by the bidder in the financial bid under frame work contract shall remain valid for a period of one year starting from the date of award of contract.
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; however, while comparing the rates with other bidders only low cost method will strictly be followed.
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 / 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.** More than one bid/ offer / tender of a package will not be considered from the same bidder. Further, 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 bound by the bidder whenever ask (prior delivery and post-delivery).

10. **Provision of Sample.** The bidder while submission of technical bid / proposal must submit the samples of all items of the package 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 complete package 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 Package 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:

- a. Valid Income Tax Registration
- b. Valid General Sales Tax Registration
- c. Status of Active taxpayer with FBR
- d. 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

14. **Opening of Technical Bids**

Technical Bids will publicly be opened by Procurement Committee PIEDMC, 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 Eligibility Criteria. The bidder offering partial scope of work will be disqualified. The bidder meets eligibility criteria will be declared technically qualified bidder. All quoted items of the complete package must meet the minimum required specification. In case any item out of the complete package 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 will be opened in presence of bidders or their representatives wishing to witness on given date. Financial bids of technically unqualified bidders will be returned unopened after award of contract. The date, time and venue for opening of financial bid / proposal will be communicated after technical evaluation.

17. **Method of Selection of Lowest Evaluated Bid**

A bid meets eligibility criteria, offering complete scope of work of the whole package and having lowest price on accumulated cost basis of the package will be selected as lowest evaluated bid.

18. **Award of Contract and Procurement Order**

Frame work Contract of the package for a period of one year (starting from the date of issuance of contract) will be awarded to the lowest evaluated bidder on least cost method with accumulated basis of the package.

19. **Repeat Order**

After contract period till engagement of new contractor on requirement over and above the contract amount the contractor shall provide the all items of the package through repeat order (15% of the contract value) under the provision of Punjab Procurement Rules 2014, if asked for on same prices, terms and conditions.

20. **Rejection of the Bid**

Bids will be rejected in case of the following:

- (a) Received without bid security as demanded in the advertisement
- (b) Received after due date and time.
- (c) The bid is from a bidder who is black listed, by any Government/Semi-Government Department/Autonomous Bodies in any part of Pakistan
- (d) The bid is received by telephone/ telex/ fax/telegram/E-mail.
- (e) Offering partial scope of work / incomplete bids
- (f) Bid security is not attached with the bid OR lesser in amount than required OR not in favor / name of Secretary PIEDMC. OR submitted bid security other than the form mentioned in the tender advertisement.
- (g) 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**

- (a) PIEDMC (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.

- (b) 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**

Required articles will be demanded on monthly or bi-monthly basis. 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 7 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 @ 0.5% 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**

PIEDMC 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 any 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 crossed 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. **Arbitration**

In case of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through Arbitration. GM (Admin & HR),PIEDMC is the Arbitrator and his decision will be the final.

28. **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.

29. **Communication**

In case of any problem regarding preparation and submission of bids, Deputy Manager (Admin & HR) Mr. Farhan Nadeem contacted at 042-35297203-6 during working hours from 9:00 AM to 5:00 PM.

DELIVERY

1. The required approved articles will be demanded on monthly / bi-monthly basis. 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 7 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 Punjab Industrial Estates Development and Management Company. In case of withdrawal of bid after opening of bids the bid security will be forfeited.

2. Performance Guarantee

The bid security of successful bidders will be kept as performance guarantee and will be released on completion of the contract period.

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 kept as performance guarantee.

4. Integrity Pact

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

Technical Proposal

To:

Chief Engineer (Planning & Contracts)
Punjab Industrial Estates Development
and Management Company

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the Answer books in conformity with the below mentioned required specifications to PIEDMC, Lahore.

PUNJAB INDUSTRIAL ESTATES DEVELOPMENT AND MANAGEMENT COMPANY			
Stationery Items for the Year (2023-24)			
S No.	ITEMS	Brand & Size	Quantity
1	Binding Clip (19-mm)	Diamond TM	12
2	Binding Clip (25-	Diamond TM	6
3	Binding Clip (32-mm)	Diamond TM	6
4	Binding Clip (41-mm)	Diamond TM	6
5	Binding Clip (51-mm)	Diamond TM	6
6	Binding Tape (2-inch)	Burooj (2")	90
7	Binding Spiral 20mm	Ibico 8x100	10
8	Binding Spiral 30mm	Ibico 10x100	10
9	Binding Spiral 40mm	Ibico 15x100	10
10	Binding Spiral 50mm	Ibico 20x100	10
11	Binding Sheet (A4)	Superior (A4)	12
12	Binding Sheet (Legal)	Superior (Legal)	6
13	Box File (Large)	First	600
14	Box File (Customer File Small)	Shakir/Local	12
15	Box File (Small White for HR)	Shakir/Local	12

16	Chit Note Pad (Sticky Yellow)	Ding Ding 3"x3"	120
17	Cutter	XF-1887	6
18	Cut Box	Shakir/Local	6
19	Calculator	Casio MJ-120-T-w	2
20	Color Paper Ream (A4)	Local Good Quality 68 gms	2
21	Dak Folder	Leather/Rexine	2
22	Flags (Plastic)	DL.C31 (3inx2in)	90
23	Fluid Pen	Sensa /Shark 0.8mm	12
24	Glue Stick	Dr. Jan Sensa 25gm	24
25	Highlighter (All Colour)	Mercury ®	90
26	Lead Pencil	Gold Fish ®	12
27	L-Folder (A4)	Tranbo ®	12
28	L-Folder (Legal)	Tranbo ®	6
29	Mail Box (Wooden)	Perfect No.750	2
30	Marker (Erasable)	Dollar ®	12
31	Marker (Permanent)	Dollar ®	12
32	Notebook Diary (Small)	Spiral Notebook SS-5836	12
33	Paper Clips	30MM Three Flower	12
34	Paper Ream A3	AA 80 gm	6
35	Paper Ream A4	AA 80 gm	600
36	Paper Ream Legal	AA 80 gm	10
37	Paper Ream A4 (CLC Brand)	CLC 80 gm	10
38	Picasso Pen (Black)	Piano Point	24
39	Picasso Pen (Blue)	Piano Point	60
40	Pin Remover	KW Taiwan	12
41	Pin Remover (Large)	KW Taiwan	6
42	Punch Machine	Opal	6

43	Packing Tape	Deer ®	24
44	Register (Plain)	200 Pages/Local 68 gms	24
45	Register Mail In/Out	Lion ® Brand Size 2	4
46	Rubber Band	Local Good Quality	2
47	Rubber	Pelikon	24
48	Scissors	Stainless/China	6
49	Separator Set Card (plain)	Fine Quality local	30
50	Separator Set (Plastic A,B,C, 1,2,3)	Imported China	12
51	Stamp Pad (Black & Blue)	Crystal ®	6
52	Stamp Pad Ink (Black & Blue)	Royal ®	6
53	Stationery Tray	Imported China	2
54	3 Tier Document Tray	Item No. 2003	2
55	Steel Scale	Rabbit ® Steel	6
56	Stapler Machine (24/6)	Opal Good Quality	6
57	Sticker Sheet (A4)	Averi Label Size 105x37 mm	6
58	Sharpener	Silver x SK2	24
59	Stapler Pin (24/6)	Dollar ®	90
60	Stapler Pin (23/10)	WhaShin Heavy Duty	6
61	Transparent File Covers	Chayni/China	12
62	Transparent Tape (1-inch)	Deer ®	30
63	Tape Dispenser	KW Tri-O -03311	2
64	Transparent Tape (2-inch)	Deer ®	6
65	Uni Ball (Black, Blue, Green, Red)	Eye Micro/fine	6
66	Water Dumper	Toko (R-909)	6
67	Writing Pad (Small)	AS Drafting Pad	24
68	Writing Pad (Large)	AS Drafting Pad	24

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

Stamp

Signatures

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 each item 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.

Stamp

Signature

Head of the Firm / Supplier Co.

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 package at top left corner of the envelope	
04.	No item of a package missed and rate so fall items in a package quoted	
05.	No Erasing, cutting/ overwriting made. If made the same is properly signed and stamped	
06.	Envelopes are properly sealed	
07.	Name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative provided	
08.	Bids are addressed to Chief Engineer (Planning & Contracts), Head Office, Punjab Industrial Estates Development and Management Company, Commercial Area North, Sundar Industrial Estate, Sundar – Raiwind Road, Lahore Telephone No: 042-35297203-6	
09.	All pages of bidding documents are properly signed and stamped at the given place	
10.	Item wise and grand total are quoted at the respective columns of the Form of Bid.	
11.	Firm and final rates are quoted in PAK Rupees	
12.	Literature / manual / brochure (in Urdu / English) placed in the technical bid, is in conformity with the required specifications of items	
13.	Quoted bids are inclusive of all taxes, duties, transportation charges etc. in Pak Rupees.	
14.	Rates are quoted on the attached prescribed Form of Bid	
15.	No calculation or arithmetic error is made	
16.	Bid is submitted within due date and time	
17.	Bid is not conditional	
18.	Certificate at the end of bidding documents is signed and stamped	
19.	Read and understand all the bidding documents	
20.	Address and contact No. of the bidder on the main (outer) is written	
21.	Financial proposal	

Financial Bid

PUNJAB INDUSTRIAL ESTATES DEVELOPMENT AND MANAGEMENT COMPANY					
Stationery Items for the Year (2023-24)					
S No.	ITEMS	Brand & Size	Quantity	RATE PER ITEM (INCLUDING ALL TAXES)	TOTAL VALUE(INPAK RUPEES)
1	Binding Clip (19-mm)	Diamond TM	12		
2	Binding Clip (25-	Diamond TM	6		
3	Binding Clip (32-mm)	Diamond TM	6		
4	Binding Clip (41-mm)	Diamond TM	6		
5	Binding Clip (51-mm)	Diamond TM	6		
6	Binding Tape (2-inch)	Burooj (2")	90		
7	Binding Spiral 20mm	Ibico 8x100	10		
8	Binding Spiral 30mm	Ibico 10x100	10		
9	Binding Spiral 40mm	Ibico 15x100	10		
10	Binding Spiral 50mm	Ibico 20x100	10		
11	Binding Sheet (A4)	Superior (A4)	12		
12	Binding Sheet (Legal)	Superior (Legal)	6		
13	Box File (Large)	First	600		
14	Box File (Customer File Small)	Shakir/Local	12		
15	Box File (Small White for HR)	Shakir/Local	12		
16	Chit Note Pad (Sticky Yellow)	Ding Ding 3"x3"	120		
17	Cutter	XF-1887	6		
18	Cut Box	Shakir/Local	6		
19	Calculator	Casio MJ-120-T-w	2		
20	Color Paper Ream (A4)	Local Good Quality 68 gms	2		
21	Dak Folder	Leather/Rexine	2		
22	Flags (Plastic)	DL.C31 (3inx2in)	90		
23	Fluid Pen	Sensa /Shark 0.8mm	12		
24	Glue Stick	Dr. Jan Sensa 25gm	24		
25	Highlighter (All Colour)	Mercury ®	90		
26	Lead Pencil	Gold Fish ®	12		
27	L-Folder (A4)	Tranbo ®	12		

S No.	ITEMS	Brand & Size	Quantity	RATE PER ITEM (INCLUDING ALL TAXES)	TOTAL VALUE(INPAK RUPEES)
28	L-Folder (Legal)	Tranbo ®	6		
29	Mail Box (Wooden)	Perfect No.750	2		
30	Marker (Erasable)	Dollar ®	12		
31	Marker (Permanent)	Dollar ®	12		
32	Notebook Diary (Small)	Spiral Notebook SS-5836	12		
33	Paper Clips	30MM Three Flower	12		
34	Paper Ream A3	AA 80 gm	6		
35	Paper Ream A4	AA 80 gm	600		
36	Paper Ream Legal	AA 80 gm	10		
37	Paper Ream A4 (CLC Brand)	CLC 80 gm	10		
38	Picasso Pen (Black)	Piano Point	24		
39	Picasso Pen (Blue)	Piano Point	60		
40	Pin Remover	KW Taiwan	12		
41	Pin Remover (Large)	KW Taiwan	6		
42	Punch Machine	Opal	6		
43	Packing Tape	Deer ®	24		
44	Register (Plain)	200 Pages/Local 68 gms	24		
45	Register Mail In/Out	Lion ® Brand Size 2	4		
46	Rubber Band	Local Good Quality	2		
47	Rubber	Pelikon	24		
48	Scissors	Stainless/China	6		
49	Separator Set Card (plain)	Fine Quality local	30		
50	Separator Set (Plastic A,B,C, 1,2,3)	Imported China	12		
51	Stamp Pad (Black & Blue)	Crystal ®	6		
52	Stamp Pad Ink (Black & Blue)	Royal ®	6		
53	Stationery Tray	Imported China	2		
54	3 Tier Document Tray	Item No. 2003	2		
55	Steel Scale	Rabbit ® Steel	6		
56	Stapler Machine (24/6)	Opal Good Quality	6		

S No.	ITEMS	Brand & Size	Quantity	RATE PER ITEM (INCLUDING ALL TAXES)	TOTAL VALUE(INPAK RUPEES)
57	Sticker Sheet (A4)	Averi Label Size 105x37 mm	6		
58	Sharpener	Silver x SK2	24		
59	Stapler Pin (24/6)	Dollar ®	90		
60	Stapler Pin (23/10)	WhaShin Heavy Duty	6		
61	Transparent File Covers	Chinese	12		
62	Transparent Tape (1-inch)	Deer ®	30		
63	Tape Dispenser	KW Tri-O - 03311	2		
64	Transparent Tape (2-inch)	Deer ®	6		
65	Uni Ball (Black, Blue, Green, Red)	Eye Micro/fine	6		
66	Water Dumper	Toko (R-909)	6		
67	Writing Pad (Small)	AS Drafting Pad	24		
68	Writing Pad (Large)	AS Drafting Pad	24		
TOTAL VALUE OF THE PACKAGE IN PAK RUPEES					

TOTAL VALUE OF THE PACKAGE IN WORDS:

1. Rates are to be quoted inclusive all taxes.
2. Fill both the columns "Unit" and "Rate" no column is to be left blank.
3. Cutting or overwriting is not allowed.
4. Each page must contain the initials / Stamped of competent authorities.
5. Copies of "NTN" & "GST" certificates must be attached with quote.
6. Income tax will be deducted unless suppliers provide the tax exemption certificate.
7. Being a section 42 Company of the Govt define of sale tax amount charged by supplier.
8. Certificate of Deductions made will be provided to the supplier in due course of time on written request.
9. Certificate of Deductions made vide Reno. 6 & 7 above will be provided to the supplier in due course of time. On written request.
10. The supplier shall be provide to supply above stated article on given approved prices throughout the "Contract Price" however, given quantity of any article may exceed as per requirements.

**Signature
with company Stamp**

Annex 'A'

CONTRACT AGREEMENT

This CONTRACT AGREEMENT (this “Contract”) made at Lahore as of the _____ of, _____, between M/s **Punjab Industrial Estates Development and Management Company (PIEDMC)** through its duly authorized officer **CEO PIEDMC** having its registered Head Office at Commercial Area (North) Sundar Industrial Estate, Raiwind Road, Lahore (the “Purchaser”), on the one part,

and

M/s _____ through its duly authorized officer Mr. _____ son of _____ - holding CNIC No. _____ Designation _____ = _____ having its registered office at-----

on the other part severally liable to the Purchaser for all of the Contractor’s obligations under this Contract and is deemed to be included in any reference to the term (“the Contractor.”)

RECITALS

WHEREAS,

- (a) The Purchaser intends to spend a part of its budget/funds for making eligible payments under this contract. Payments made under this contract will be subject, in all respects, to the terms and conditions of the Contract in lieu of the supply of the Goods as described in the contract.
- (b) The Purchaser has requested the Contractor to provide certain supply of the Goods as described in Tender Document; and
- (c) The Contractor, having represented to the Purchaser that it has the required resources, has agreed to provide the Goods on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows;

1. The Contractor hereby covenants with the Purchaser to supply the Goods therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods therein.
3. The Contractor hereby covenants to supply stationary articles as and when requirements forwarded by the purchaser throughout the contract period (01-08-2023 to - -2024 upto the approved amount Rs.

4. After contract period till engagement of new contractor (maximally within 3 months) or on requirement over and above the contract amount the contractor shall provide the all items of the package through repeat order (15% of the contract value) under the provision of Punjab Procurement Rules 2014, if asked for on same prices, terms and conditions/-
5. The following shall be deemed to form and be read and construed as part of this Contract;
 - a. Affidavit(s)
 - b. The Tender Document
 - c. Terms and Conditions of the Contract
 - d. Special Stipulations
 - e. The Technical Specifications
 - f. Price Schedule
 - g. Bidder's Proposal
6. This Contract shall prevail over all other documents. In the event of any discrepancy/inconsistency within the Contract, the above Documents shall prevail in the order listed above.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

**For Punjab Industrial Estates Development
and Management Company:**

For M/s :

Signature

Signature

Name:

Name

Witnessed By:

Witnessed By:

WITNESSES

Signature: _____

Signature: _____

CNIC No. _____

CNIC No. _____

Name: _____

Name: _____

Designation: _____

Designation: _____

Address: _____

Address: _____