

PAKISTAN COUNCIL FOR SCIENCE AND TECHNOLOGY



Tender Document

for
Office Stationery & Miscellaneous Items
and
Printer Toners/Cartridges

F.Y. 2023-24

Shahrah-e-Jamhuriat, Off Constitution Avenue, Sector G-5/2, Islamabad.

Phone: 051-9205157, 9201988, Fax: 051-9205171

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PAKISTAN COUNCIL FOR SCIENCE AND TECHNOLOGY

TENDER NOTICE FOR E-PROCUREMENT

Pakistan Council for Science and Technology (PCST), invites tenders through E-Pak Acquisition & Disposal System (EPADS) of PPRA from authorized firms/general order suppliers/ companies registered with Income Tax, and Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for the supply of the following items to Pakistan Council for Science and Technology, Islamabad.

Lot-1	Stationery & Miscellaneous Items	Details in Annexure-I of the Tender Document
Lot-2	Printers Toners/Cartridge	Detail in Annexure-II of the Tender Document

2. Bidders are required to submit their bids online through the EPADS of PPRA (www.eprocure.gov.pk) as per the following closing date and time. Also, the original Bids (hard copy) must be submitted to PCST, separately for each Lot, as per the PP Rules bidding procedure of **Single Stage-One Envelop** along with Bid Security/Earnest money of 3% of the total bid value, separately for each Lot, in the shape of a Bank draft/Pay order/call deposit drawn in favour of Pakistan Council for Science and Technology to be submitted to reach the office of the undersigned on below-mentioned address before bid submission closing date & time. In case of submission of bids for both of the Lots, one single envelope must contain separate sealed envelopes for each lot, clearly mentioning the name of the lot. The following schedule must be observed for both online and hard copy submissions.

Bid Submission Closing Date & Time	24-05-2024 (1100 hours)
Bid Opening Date & Time	24-05-2024 (1130 hours)
Bid Opening Venue:	Pakistan Council for Science and Technology, Shahrah-e-Jamhuriat, Off-Constitution Avenue, G-5/2, Islamabad

3. The bidding documents can also be downloaded free of cost from the PCST website (www.pcst.org.pk) and EPADS of PPRA.

4. Bidders are recommended to get registered with the Public Procurement Regulatory Authority (PPRA) EPAD System to participate in the Pakistan Council for Science and Technology's current and future bidding processes.

Deputy Director (Admin)
Pakistan Council for Science & Technology
Shahrah-e-Jamhuriat, off-Constitution Avenue,
Sector G-5/2, Islamabad
Ph. 051-9201988

GENERAL TERMS & CONDITIONS FOR THE BIDDERS

1. The bidders are required to submit their bids through the EPADS of PPRA (www.eprocure.gov.pk). Only those firms are allowed to participate in the tender who are registered for General Sales Tax (GST), have a National Tax Number (NTN), and are on FBR's Active Taxpayer's List (ATL). A certificate to this effect is required to be attached to verify that firm is on the active taxpayer list.
2. List of Clients along with their valid addresses & contact numbers who have been supplied the quoted items for the last three years.
3. The bidder can quote prices for one or both of the lots, separately. Each lot will be evaluated separately on a complete package basis. Therefore, the price for every item of the lot must be quoted as per **Annexure-I** and/or **Annexure-II**. In case of missing the quoted price for any item in a particular lot will be considered as an incomplete bid and will be rejected.
4. The quoted rates will be final. No white fluid/overwriting and correction/alteration of the quoted price are allowed. In case of white fluid/overwriting and correction/alteration, the bid will be considered incomplete and will be rejected.
5. The supply order to the successful bidder will be issued upon completion of all codal formalities under the rules.
6. Bidder must have a sound financial position and have sufficient experience, well reputation, and have the facility of outlet/shop or office within Islamabad. Proof of financial soundness, experience certificate, and address/contact number, including landline number, must be provided with the bid.
7. Besides online submission of the bid through the EPADS of PPRA, the original Bids (hard copy) must also be submitted to PCST, separately for each lot, as per the PP Rules bidding procedure of Single Stage-One Envelop along with Bid Security/Earnest money of 3% of the total bid value, separately for each lot, in the shape of a Bank draft/Pay order /call deposit drawn in favor of Pakistan Council for Science and Technology to be submitted to reach the office of the Deputy Director (Admin), Pakistan Council for Science and Technology, Shaharah-e-Jamhuriat, G-5/2, Islamabad before bid submission closing date & time. In case of submission of bids for both of the lots, one single envelope must contain separate sealed envelopes for each lot, clearly mentioning the name of the lot.
8. Bids will be considered incomplete and will be rejected if,

- (i) Bid security/Earnest money in original is not submitted with the bid, and/or
- (ii) A hard copy of the bid as per procedure mentioned above is not submitted before the scheduled closing date and time.
9. The Bid Security/Earnest Money should be valid for a period not less than 3 months and must be closed with the bid for each lot. The bid security for the unsuccessful bidder will be returned after the award of the supply order to the successful bidder.
10. The Bid security @3% of the successful bidder will be returned after the supply of the items as per the supply order and as per the required quality and quantity.
11. The successful bidder shall submit a 05% performance guarantee of the total value of warranty items in favour of the Pakistan Council for Science and Technology. The Performance Guarantee should be valid through the warranty period for all warranty items. The Performance Guarantee will be returned after the successful completion of the warranty period for all warranty items.
12. Firm(s) are required to submit an Affidavit on Rs.50 stamp paper to certify that it has not been blacklisted from any Government Ministry/Department/Organization.
13. The prices for each item must be quoted in Pakistani Rupees inclusive of all Government Taxes. Prices must be quoted in whole Rupees. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Rules.
14. Each firm bidding for Lot-1- Stationery and Miscellaneous items shall provide a sample for every item as per Annexure-I before the closing date and time of the bid.
15. Each firm bidding for Lot-2- Printer tonners/cartridges must be an Authorized Dealer/Distributor of the original manufacturer, if not itself the original manufacturer. A certificate of the authorized Dealer/Distributorship, verifiable online, must be provided with the bid.
16. **Bid Opening Procedure:** - Single Stage-One Envelop (36(a) PPRA Rule, 2004)- procedure will be adopted to evaluate the bids. Each lot will be evaluated separately on a complete package basis. Each bid shall comprise one single envelope. In case of submission of bids for both of the lots one single envelope containing separate sealed envelopes for each lot, clearly mentioning the name of the lot at the top corner of envelop, must be submitted.
17. All Bids received within the scheduled closing date and time shall be opened and evaluated in the manner prescribed in the bidding document. The tender will be opened on the scheduled date and

time and venue given as under:

Bid Submission Closing Date & Time:	24-05-2024 (1100 hours)
Bid Opening Date & Time:	24-05-2024 (1130 hours)
Bid Opening Venue:	Pakistan Council for Science and Technology, Shahrah-e-Jamhuriat, Off-Constitution Avenue, G-5/2, Islamabad

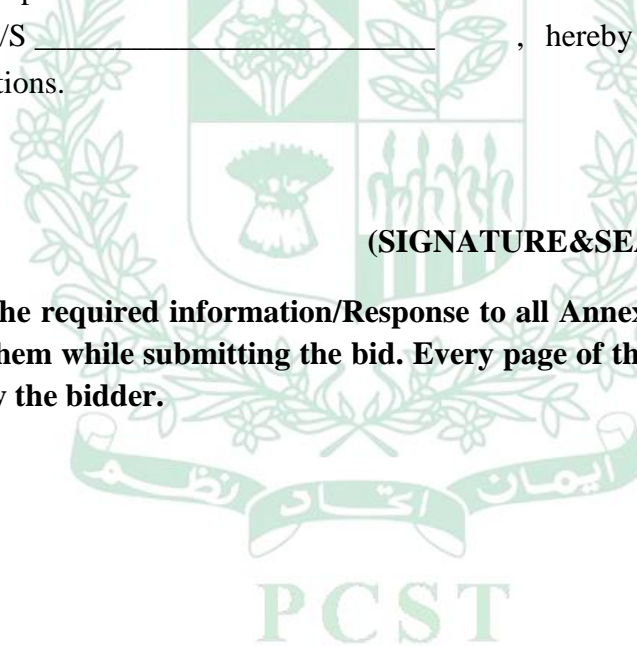
18. **Evaluation Criteria:** (a) Each lot will be evaluated separately on a complete package basis and the Purchase Committee shall examine/evaluate the tenders to determine whether they:
- Fulfilled the eligibility criteria
 - submitted the requisite documents
 - met the terms and conditions specified
 - complied with all the instructions contained therein, etc.
 - quoted prices comparison.
 - For the purpose of this clause, a substantially responsive bid is on which conforms to all the terms and conditions of the tender document without material deviation and is accepted by the committee.
- (b): The Purchase Committee shall inspect the provided sample in case of **Lot-I: Stationery & Miscellaneous items** for quality and standard to accept or reject the bid. The committee will then decide on the most advantageous bid.
19. The Pakistan Council for Science and Technology reserves the right to exclude any item and/or increase or decrease the quantity of any Item, mentioned in **Annexure-I** and **Annexure-II** from the final supply order as per the availability of funds.
20. The Pakistan Council for Science and Technology (PCST) reserves the right to accept or reject the bids as prescribed under PP Rules, 2004.
21. During the supply if the Pakistan Council for Science and Technology (PCST) observes that the item(s) is/are not provided as per the standard and requirement or are substandard/faulty/wrong, the bidder will replace the items at his own cost. If the firm fails to replace the substandard/faulty/wrong items, the Pakistan Council for Science and Technology (PCST) shall forfeit the 3% bid security.
22. In case applicable taxes have neither been included in the quoted price nor mentioned whether the quoted amount is inclusive or exclusive of such taxes by the bidders, then the quoted amount will be considered inclusive of all taxes and the selected supplier will have to provide the required

items on the quoted price being inclusive of all taxes.

23. During the evaluation period/ bid validity period the bid cannot be withdrawn. If the bid is withdrawn before the expiry of its validity or the items are not provided within the due date, the bid security will be forfeited in favor of the Government.
24. No advance payment will be made for any kind of invoice. Pakistan Council for Science and Technology (PCST) will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, of complete items as per supply order.
25. Any dispute arising due to the above bidding/supply process between the purchaser and the supplier the Grievance Redressal Committee (GRC) of the Pakistan Council for Science and Technology (PCST) will hear the proceeding and decide on merit. The decision of the Grievance Redressal Committee of PCST will be final and binding upon both parties.
26. Besides the information required above, Annexure-III must be filled and submitted with the bid.
27. A cover letter as specified in Annexure-IV shall be submitted with the proposal.
I on behalf of M/S _____, hereby accept the above-mentioned terms and conditions.

(SIGNATURE & SEAL OF BIDDER)

Note: Please provide the required information/Response to all Annexures mentioned in this document and mark them while submitting the bid. Every page of the bid proposal must be stamped and signed by the bidder.



Lot-I: Stationery and General Store Items

Item Description	Quantity	Unit	Rate/Unit
Ball Point (Medium Quality) (Blue, Black & Red)	200	Per Packet	
Box File	50	Per No.	
Correction Pen	24	Per No.	
Drafting Pad (Small)	100	Per No.	
Duster (White) Cotton Fine Quality	200	Per No.	
Duster (Yellow) Fine Quality	200	Per No.	
Envelops File Size (yellow) Non-Printed	01	Pack of 1000	
File Board (File Size)	300	Per No.	
File Flappers Raxine	100	Per No.	
File Tags	50	Per Bundle	
Glue stick (large)	72	Per No.	
Highlighter (different color)	60	Per No.	
Insulation Tape	06	Per No.	
Lead Pencil (Good Quality)	100	Per No.	
Note Sheet Pad (A-4 size)	300	Per No.	
Paper Ream F-14 80 Gram	20	Per Ream	
Paper Ream A-4 80 Gram (Fine Quality)	300	Per Ream	
Paper Ream Legal Size 80 Gram	20	Per Packet	
Pointer Pen (Blue, Black, Red & Green)	200	Per No.	
Remarks Pad / Post it Pads (3x3' and 3x4')	50	Per No.	
Spiral Bindings, 1 sizes: 8mm, 12mm, 14mm, 28mm, 32mm, 40mm)	24	Per No.	
Stamp Pad (Blue, Black) (Fine Quality)	06	Per No.	
Staple Pins (24/6)	100	Per Packet	
Tape Binding. Size: 1" (Good Quality)	12	Per No.	
Tape Binding. Size: 2" (Good Quality)	12	Per No.	
Tape Binding. Size: 3" (Good Quality)	12	Per No.	
Tissue Box (Small) (Good Quality)	200	Per Box.	
USB 16 GB	06	Per No.	
USB 32 GB	06	Per No.	
Glass Water (Good Quality)	48	Per No.	
Washing Powder (35 Gram)	200	Per Pack.	
Toilet Soap 100g	100	Per No.	
Acid for Bathrooms (1000 ml)	150	Per Bottle	
Pochara Wooden(large size with stick)	06	Per No.	
Phenyl Liquid (Aprox. 5litre)	100	Per Bottle	
Toilet Roll (Good Quality)	150	Per No.	
Air freshener Oud Fragrance (300ml)	10	Per No.	
Toilet Brush	06	Per No.	
Broom(Normal size)	50	Per No.	
Glass Cleaner (500ml)	06	Per No	
Jala Brush for Dusting: Superior Quality	02	Per No	
Power Extension Lead (five meters with copper wire)	06	Per No.	
Water Jugs with cover	05	Per No.	
Wipers (Large size)	12	Per No.	

Dish washing Powder (500 gm)	50	Per No.	
Two pin shoe (Fine quality 20 Amp)	06	Per No.	
Three pin shoe (Fine quality 20 Amp)	06	Per No.	
LED Bulb 18Watt	50	Per No.	
LED Bulb 24 Watt	50	Per No.	
Bathroom Cleaner 500 ml (Good Quality)	30	Per No.	
Insect Spray 25ml	12	Per No.	
Rubber Grass Mate large Size	04	Per No.	



Lot-II: Printer Toners / Cartridges

Sr. #	Item Description	Quantity	Unit	Rate/Unit
1.	Hp Toner for 1320 Printer (Q5949)	04	Per No.	
2.	Hp Toner for 4250 Printer (Q5942A)	01	Per No.	
3.	Hp Toner for 2015 Printer (Q7553A)	08	Per No.	
4.	Hp 1102(CE285A)	01	Per No.	
5.	Hp 2055(CE505A)	01	Per No.	
6.	Hp 2035(CE 505A)	03	Per No.	
7.	Hp Toner for Lexmark (C2425) Color Printer	01	Per No.	
8.	HP Toner M404dn 76-A	10	Per No.	
9.	HP Toner 1102	01	Per No.	



Bid submitted for **Lot-I: Stationery and Miscellaneous Items**
Lot-II: Printer Toners/Cartridges

Name of Firm: _____

Office Address: _____

National Tax Number: _____
(Attach Certificate)

GST Registration No. _____
(Attach Certificate)

Landline Telephone No. _____

Mobile No. _____

Website (if any): _____

In case of submission of bid for Lot-II: Printer Toners/Cartridges:

Original Manufacturer:

Authorized Dealer/Distributor:

Name of the Authorized Representative of the Firm: _____

Contact No of Authorized Representative: _____

Signature and Stamp: _____

(Cover letter for the submission of the bid)
(Declaration on company letterhead)

I, _____ hereby declare that:

- i. All the information provided in the enclosed Bid is correct in all manners and respects:
- ii. And, I am duly authorized by the Management to submit this proposal on behalf of "*Name of the Firm/Company*"

Name: _____

Designation: _____

Contact No. _____

Signature and Stamp: _____

Date: _____

Place: _____

