

Government of Pakistan
Ministry of Law and Justice

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 miss-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 (2nd) 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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