

BIDDING DOCUMENT/REQUEST FOR PROPOSAL (RFP)



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

**PROCUREMENT OF OFFICE STATIONARY, COMPUTER STATIONARY,
OTHER MISCELLANEOUS ITEMS AND PURCHASE OF HARDWARE
FOR THE YEAR 2024-25**

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No. F. 03(15)2024-25-AGP
Government of Pakistan
Office of the
ATTORNEY GENERAL FOR PAKISTAN
Supreme Court Building, Islamabad.

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, 3rd floor, Supreme Court Building, Islamabad. Interested bidders (manufactures/firms/suppliers/authorized dealers) may download the tender document from the PPRA's website and Office of Attorney General for Pakistan, 3rd floor, Supreme Court Building, Islamabad's websites and Law and Justice Division's website <http://www.molaw.gov.pk/notices>. 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 rd floor, Supreme Court Building, Islamabad
Last date for response submission:	<u>31st July, 2024 before 11:00am Hours</u>
Opening Date & Time:	<u>31st July, 2024 at 11:00am Hours</u>
Opening Place:	Admin Room, Attorney General's Office, 3 rd Floor, Supreme Court building, Islamabad (Pakistan)
Contact Person:	Section Officer
Phone:	051-9220653
Fax:	051-9205089

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, computer stationary and other miscellaneous items must be provided with the bids. Bids without sample will be rejected. These samples will be remained in the custody of Attorney General's 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 **30-06-2025** 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 un-successful 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, 3rd 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 liable 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 @ **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.
- 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 (2nd) 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:-**
 - a. Import Documents (GD, Tax Paid Documents at the time of shipment clearance);
 - b. Letter from Manufacturing Company (Factory) from where toners are importing;
 - c. Page Yield confirmation from manufacturing factory;
 - d. ISO Certificate from Manufacturing Factory;
 - e. Copy of Trade Mark Registration.

(b) EVALUATION CRITERIA

Sealed bids should reach the Section Officer (Admn) Office of Attorney General for Pakistan, 3rd 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: _____