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CONTRACT AGREEMENT (F.Y 2021-22) BETWEEN
ESTABLISHMENT DIVISION & M/S

This Deed of Contract Agreement (the "Contract") is made and entered into force on -----
--- day of ----- 2021.

BETWEEN

The Establishment Division, Government of Pakistan, Cabinet Block Islamabad (hereinafter referred to as the "Procuring Agency or the Purchaser"), which term shall include successors and assigns of the first Part.

AND

M/s..... having its registered office at (hereinafter called the Supplier), through its owner namely NTN number, including in Active Tax Payer List, Income Tax Number....., GST Number..... Which term shall include successors and assigns of the Second Part.

(The Procuring Agency/the Purchaser and the Supplier shall hereinafter individually by referred to as "the Party" and collectively as the "the Parties").

Whereas, the Purchaser/Procuring Agency invited bids for procurement of Stationery items on Framework (Rate) Contract Basis under PPRA Rules, 2004 in pursuance whereof M/s being the authorized General Order Supplier, Islamabad and technically responsive & lowest evaluated bidder offered to supply the required items/goods/stationery :

And Whereas, the Purchaser/Procuring Agency has accepted Bid by the Supplier for the Supply of Stationery items and related services.

The payment would only be made after successful completion/supply of required items according to the specifications, through AGPR, Islamabad.

And whereas, the Parties express their desire to enter into a Contract with the Purchaser/Procuring Agency for the job fully described in this Contract.


NOW THIS DEED OF CONTRACT WITNESSES THE TERMS
AND CONDITIONS AS FOLLOWS :

1. That the Contract shall come into force immediately and shall remain valid until 30.06.2022 or cancelled by the Purchaser/Procuring Agency.
2. The detail of price schedule as per Financial Proposal quoted by bidders----- is given as under :
3. The Contract shall endure for a period of one year commencing on 1st July, 2021 day of 2021. The contract is executed as per PPRA Rules, 2004.
4. The contract is executed as per PPRA Rules, 2004.
5. The following documents shall be deemed to form and be read and construed as an integral part of this Contract. Viz
 - i. The price schedule submitted by the Bidder/Supplier (Clause 2 of this Contract.
 - ii. The schedule of requirements – Terms & Conditions. (Anne.II)
 - iii. The Bids & its Clarifications

Contd.... P/2


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6. That the quality and quantity of the Stationery items/materials shall be as per specification given by THE PURCHASER and samples submitted by THE SUPPLIER and approved by THE PURCHASE COMMITTEE.
7. That the delivery of the Stationery items shall be made the SUPPLIER at their own cost, management and responsibility.
8. That THE PURCHASER's representative (s) shall inspect the goods at the above mentioned address and reserves the right to reject any goods if the representative (s) considers those to be inferior quality to the approved samples.
9. That the goods rejected by the representative(s) of the PURCHASER shall be replaced the SUPPLIER and the Supplier shall bear all risks/costs of the Stationery/items/material rejected by the PURCHASER.
10. That the PURCHASER reserves the right to change the quantity of items if they feel necessary during the validity of the Contract.
11. That the SUPPLIER shall indemnify the PURCHASER in respect of all claims, damages, commendation or expenses payable in consequence of any injury of accident caused by them i.e. the SUPPLIER.
12. That all other applicable Taxes (inclusive of GST/duties etc) and cost of transportation, or any other incidental charges, if required in connection of the delivery of Stationery items/goods shall be borne by THE SUPPLIER.
13. The Supplier hereby declares that it has not obtained or inducted the procurement of any contract, right interest, privilege or other obligation or benefit from Government or any administrative subdivision or agency thereof or any other entity owned or controlled by it Government through any corrupt/collusive business practice.
14. Receipt of incomplete supplies or delay in services will render the supply order liable to be levied with liquidated damages and 0.25 % of the amount will be deducted from the number of days.
15. That the terms of this Contract Agreement shall be governed by the Laws of Islamic Republic of Pakistan and the Courts of Pakistan shall have exclusive jurisdiction.
16. Any amendment subsequent to this purchase order which have been mutually agreed shall only be in writing and shall be deemed as a part of this purchase order.
17. If any dispute whatsoever, shall arise between the parties in connection with or arising out of the Purchase order, the parties shall make every attempt to resolve the same amicably.
18. The supplier warrants that he has the requisite skill, personnel and authorization for the supply of Goods and that the Goods and all materials incorporated therein shall be fit for the purpose for which they are to be used and shall be free from all defects. All Goods/Items to be supplied shall be new and unused.


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Section Officer
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19. The procuring agency shall disqualify a supplier or contractor if it finds, at any time, who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices.
20. Establishment Divisions has the right to cancel the contract and forfeit the bid/performance security presented, in case of supply of sub-standard items or other than the specifications or unsatisfactory performance.
21. The once successful bidders who are issued with the work order after offer and acceptance, intends to retract/retreat from the promise to supply, on any pleas, at any time, their bid/performance security would be forfeited and the firm would be blacklisted.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be executed by its duly authorized representatives as of the day and year first above written.



Section Officer
Establishment Division
Pakistan

Signed for and on behalf of Supplier
Purchaser

Signed for an on behalf of

TERMS & CONDITIONS FOR TENDER SUBMISSION

1. Bids are invited for "**Procurement of Stationery, Toners Misc Items, and IT Related Accessories**" through single stage & Two envelop method as per **36(b) of PPRA SRO 432(I)/2004- In exercise of the powers conferred by Section 26 of the Public Procurement Regulatory Authority Ordinance, 2002 (XXII of 2002)**, from well established national firms / contractors / dealers / suppliers duly registered with Sales Tax / Income Tax, NTN & GST departments, and registered in (ALT) Active Tax Payer list having offices in Islamabad / Rawalpindi, during the Financial Year 2021-22.
2. The bidders must accompany to furnish a bid security not exceeding five percent (5%) of the quoted bid price of proposed quantity in the form of "Call Deposit" or Pay Order" issued in favour of Section Officer (Gen), Establishment Division, Islamabad as per PPRA Rule 25.
3. With adopting the method of "Single Stage and Two Envelopes: (Financial and Technical Proposals in separate envelopes) as per PPRA Rules, 36 (b).
4. Tender to be filled carefully. Bids received with correction/alteration shall not be entertained. Each page must be signed and stamped, incomplete forms will not be accepted.
5. Bid security and samples in respect of successful bidders will remain in the custody of Establishment Division till successful completion of contract for the F.Y 2021-22. The earnest money of the unsuccessful bidders will be returned on receipt of a written request.
6. Rates may be quoted only in local currency.
7. **Exact specification of item is mentioned by bidder in the quotation.**
8. Prices quoted shall be inclusive of all applicable taxes as per rules/laws/policy.
9. The payment would only be made after successful completion/supply of required items according to the specifications, through AGPR, Islamabad.
10. Successful bidders will supply/deliver the items to Establishment Division within fifteen (15) days from the date of issuance of purchase order alongwith invoice/bills.
11. Approved/successful venders must have the capacity to supply/deliver the items in bulk, as per work order issued by to the Establishment Division.
12. Bids submitted after the closing date and time shall not be entertained and returned without taking any action.
13. The bidders/firms etc are required to quote complete or at least 50% of the listed items otherwise the bid shall not be considered/entertained.
14. Incomplete bids or those received without samples/ not conforming with the given specifications shall not be entertained.
15. The interested firms should have regular business office, Telephone numbers and email address and must provide proof of their existence in the particular business for not less than 05 years.
16. All successful bidders shall furnish an affidavit on stamp paper that they were not blacklisted by any Government Organization/ Ministry/ Division.
17. The Establishment Division has the right to cancel the contract and forfeit the earnest money/security presented, in case of supply of sub-standard items or other than the specifications or unsatisfactory performance.
18. The successful bidders shall furnish a "Performance Guarantee" equal to 3% of awarded contract amount as per PPRA Rule 39.
19. The quoted rates shall be valid for whole financial year 2021-2022.
20. Receipt of incomplete supplies or delay in services will render the supply order liable to be levied with liquidated damages and 0.25 % of the amount will be deducted from the number of days.
21. The once successful bidders who are issued with the work order after offer and acceptance, intends to retract/retreat from the promise to supply, on any plea, their bid security would be forfeited and the firm would be blacklisted.
22. The grievances of the bidders that may occur prior to the entry into force of the procurement contract, will be settled by the Grievances Committee as per PPRA Rule 48.
23. Any dispute between the parties after coming in the force of the procurement contract shall be settled by arbitration as per PPRA Rule 49.
24. Establishment Division reserves the right to accept or reject any or all bids in accordance with PPRA Rules or recall the tenders.


(Sajjad Hussain)
Section Officer-Gen.
SAJJAD HUSSAIN
Section Officer
Establishment Division
Government of Pakistan
Islamabad

TENDER ITEMS FOR THE FINANCIAL YEAR 2021-22

Rates quoted inclusive all taxes

A. STATIONERY (PAPERS)

S No	Items	Size	A/U
1	Paper 80 GSM (AA4) (imported)	A-4	Per Ream (500 sheets)
2	Paper 80 GSM (AA4) (imported)	Legal	Per Ream(500 sheets)
3	Color Paper 80 GSM (imported) (Green / Yellow / Pink)	A-4	Per Ream 100 Sheets
4	Color Paper 80 GSM (imported) (Green / Yellow / Pink)	Legal	Per Ream 100 Sheets
5	Note Sheet 80 GSM (imported)	A-4	Per Pad (100 sheets)
6	Separators Set (Plastic-Diffnt Colors)	A-4	Each
7	Fax Paper Roll	30 mtr.	Per Roll
8	DO letter pad (As per Sample)	A4	Each

STATIONERY

1	Ball pen (Piano / Picasso)	0.8 s	Per Pkt
2	Ball Pen Uni-Ball eye fine	UB-157	Per Pkt
3	Ball Pen (schnider)	0.5 mm	Per Pkt
4	Lead Pencil (with rubber) Gold fish/picasso	6000	Per Pkt
5	Sharpener (Superior quality)	Steel	Each
6	Sharpner Machine (genmas 311)	Plastic	Each
7	Eraser (bahdur)	normal	Each
8	Glue Stick	36 gm	Each
10	Correction Pen Fluid (Japan) white	7ml	Each
11	High lighter Stablo/Schneider	1-4.5mm	Per Pkt
12	Marker (Tempo)	Tempo	Per Pkt
13	Board Marker	Normal	Each
14	Permanent Marker	Normal	Each
15	Ruler scale (Steel)	Steel 12"	Each
16	Stamp pad lancer/Crystal	3M	Each
17	Stamp pad ink (crystal)	28.5 ml	Each
18	Scissor (best quality)	6" Steel	Each
19	Scotch tape (olympia)	1"x72 yds	Each
20	Scotch tape (olympia)	2"x72 yds	Each
21	Masking tape (Abro)	2"x72 yds	Each
22	Binding Tape (Sensa)	2"x72 yds	Each
23	Tape Dispensor (plastic)	Medium	Each
24	Binder Clip	41 mm	Per pkt
25	Envelope Brown	S.E. 5	Per 100 Pkt
26	Envelope White	S.E. 5	Per 100 Pkt
27	Envelope Brown	S.E-6	Per 100 Pkt
28	Envelope Brown	S.E-8	Per 100 Pkt
29	Envelope (White pasted cloth)	S.E-8	Per 100 Pkt
30	Envelope Opener	standerd	Each
31	Stapler Pin Opener	standerd	Each
32	File board (fine quality white)	Large size	Each
33	File cover Blue / White 400 gms and (Government of Pakistan with logo, Establishment Division) printed	Plastic (Large)	Each
34	File cover Blue / White 400 gms and (Government of Pakistan with logo, Establishment Division) printed	Fine Card (Large)	Each
35	Meeting Pad (Rexiene) (As per sample)	Legal size	Each
36	(Plastic Blue A4 Paper) Sliding Bar Cover Strip File Folder	Plastic / A4	Each
37	Plastic file cover (one side Transparent)	Legal size	Each

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38	File Flapper (rexine)	Large	Each
39	Box File Folder (Uni-file)	Large	Each
40	Ring File Folder (No.074)	A-4 Size	Each
41	File folder Nokia 1154	A-4 size	Each
42	Nokia ring file (073)	A4 size	Each
43	Nokia ring file (074)	A4 size	Each
44	Paper clip Gem (pink box)	36 mm	Per Pkt.
45	Paper Pin 1" Arrow (3 flower)	50 Gram	Per Pkt.
46	Past it pad (Yellow / White)	different Size	Per Pkt
47	Past it Flag different colors	standred	Per Pkt
48	Past it pad 654 3M/white	3"x5"	Each
49	Pen Holder Hero/DUX China	443-H	Per Pkt
50	Pen ink (Dollar)	60 ml	Per Bottle
51	Paper Cutter Machine	Standard	Each
52	Single Hole Punch KW	097 DO	Each
53	Punch machine (PMP) (9330)	H. Duty	Each
54	Punch machine (9670)	H. Duty	Each
55	Stapler Machine Heavy Duty	50LC	Each
56	Stapler Machine	No.0416 D	Each
57	Staple pin dollar-KW	369 KW	Per Pkt.
58	Staple Pin (Whashin)	23/10 HD	Per Pkt.
59	Dak Folder Large	Rexine	Each
60	Table Set Wooden (1675)	09 pieces	Per Set
61	Table Set (Leather kaligon 4)	09 pieces	Per Set
62	Tag Cotton(Best Quality)	Cotton 5"	Per bundle 100
63	Thread ball cotton	1 oz	Each
64	Wrapping Sheet Brown	standard	Each
65	Dak/Peon book (250 sheets)	A 4	Each
66	Ruled Register (500 sheet)	imptd	Each
67	Diary Register (500 sheet)	A-4 Size	Each
68	Stock Register	12 Nos.	Each
69	Log Book	6 No.	Each
70	Orion Note Book	Medium	Each
71	Note Pad Cover Rexine (as per sample)	Rexine	Each
72	Note Pad (as per sample) 100 sheets	A4	Each
73	Note Pad (as per sample) 100 sheets	A6-size	Each
74	Calculator 14 digets (Dj 240)	large	Each
75	Engagement Stand (Crystal)	A-4	Each
76	Table Diary	Normal	Each
77	Spiral Binding	large	Each Pkt
78	Plastic Sheet for binding	Large	Each Pkt
79	Master Clip Ring file (ARTN.1012-A)	A-4 Size	Each
Misc/Other Items			
1	Battery Cell for CLI (Toshiba/sonny)	AAA	Each
2	Battery Cell (wall clock) (Toshiba/sonny)	AAA	Each
3	Battery Cell (1.5V) (Toshiba/sonny)		Each
4	Cell for Wirless Bell		Each
5	Wirless Bell	Wireless	Each
6	File Bag Black (leather)	File Size	Each
7	Water Bank	Normal	Each
8	File Bag (D.R) (Water Proof)	Normal	Each
9	Pen Jar	Wooden	Each
10	Table Diary Stand	Wooden	Each

11	Table Cloth (Green Blazer)	Per meter	Each
12	Duster cotton (colored)	20"x30"	Each
13	Duster cotton (White)	20"x30"	Each
14	Dust Bin Plastic (fine quality with cover)	Large	Each
15	Air Freshener (best quality)	300 ml	Each
16	Air Wick Dispenser (Automatic)	Standard	Each
17	Air Wick Perfume bottle	Standard	Each
18	Insect killer (motine/cobra)	500 ml	Each
19	Hand Wash Dispenser	Steel	Each
20	Hand Wash Liquid	500 ml	Each
21	Tissue Paper Luxury	Large	Each
22	Tissue Roll White (Rose Petal)	Normal	Each
23	Tissue (Hiegene)	Normal	Per Pkt
24	Towels	Large	Each
25	Soap Toilet (Lux)	Medium	Each
26	Surf (excel) per Packet	200 gms	Each
27	Vim/Max (Packet) 450 Gram	Small	Each
28	Scotch biright (spunch)	Medium	Each
29	Dettol Surface Cleaner	500 ml	Each
30	Fhynial (Liquid)	Standard	Each
31	Harpic Power (Liquid)	large	Each
32	Bathroom Wiper	Standard	Each
34	Floor Cleaning Mop	Medium	Each
35	Broom Phol Jharoo	Standard	Each
36	Brown Jharoo	Standard	Each
37	Rubber Hand Gloves	Standard	Each
38	Dry Mop	Standard	Each
39	Puchara (with steel handle)	Standard	Each
40	Towel for Floor Cleaner	Standard	Each
41	Finiyal Tablets	Standard	Each
42	Shopping Bags (dust bin)	small	Roll
43	Toilet Brush	Standard	Each
44	Roomi Air freshener (Tiki)	Standard	Each
45	Table Flag with Steel Stand	Standard	Each
46	Back Care	Standard	Each
47	Wall Clock	Standard	Each
48	Dettol	1 Liter	Each
49	Sanitizer	(5L bottol)	Each
50	Sanitizer	(250 / 500 ml Bottol)	Each
51	Face Mask	Box	Each
52	Gloves	Box	Each
53	Coat hanger	Wooden	Each
54	Towel Hanger Rod	Steel	Each
55	Face Looking Mirror (1-1/2" X 2')		Each
56	Shopping Bags (dust bin)	Large / Medium	Roll
57	Jai Namaz	Standard	Each
58	Soap Case	Plastic	Each
59	Jug (Glass) With Cover (Omroc)	Normal	Each
60	Tumbler Glass (Omroc)	280 ml	Each
	Sugar pot set	Full	Each
	Tea Cups	06 piece	Each
	Thermos	Medium	Each
	Thermos	Extra Large	Each

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 Section Officer
 Establishment Officer
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65	Electric Kettle (Philips HD9306/03)	Plastic	Each
66	Tea Serving Tray	Plastic	Each
67	Tray Set (3 piece)	Steel	Each
68	Rice plates	Bone china	Each
69	Quarter plates	Bone china	Each
70	Rice spoon	6 piece	Each
71	Tea spoon	06 piece	Each
72	Fork	Steel	Each
73	Rice Dish (fine quality)	Bone china	Each
74	Bowl Fine quality	Bone china	Each
75	Water Cooler (12liter)	Plastic	Each
76	Steno Set with adopter	Standard	Each
77	Telephone Adopter	12 W	Each
78	Intercom set with CLI	Standard	Each
79	2 pair telephone Cable 90M	Roll	Each
80	4 pair telephone Cable 90M	Roll	Each
81	Network Cabel 10 meter with connectors		Each
82	Network Cabel 15 meter with connectors		Each
83	Line Card (2Pair)	6 No.	Each
84	Line Card (4Pair)	4 No	Each
85	Rosit for telephone	6 No.	Each
86	Rosit for telephone	4 No.	Each
87	Telephone Receiver Card		Each
88	Sound Card (2Pair)		Each
89	PVC Telephone Cable 90	5 Pair	Each
90	Fan Heater	Medium	Each
91	Rod Heater	Medium	Each
92	Exhaust Fan	10"	Each
93	Exhaust Fan	12"	Each
94	Exhaust Fan	14"	Each
95	Bracket/Wall Fan (GFC Or Pak) 14" with one year warrenty	Standard	Each
96	Pedistal Fan (GFC Or Pak with one year warrenty)	Standard	Each
97	Electric Wire (G.M Cable) 7/36	Roll	Each
98	Electric Wire (G.M Cable) 7/29	Roll	Each
99	Power Plug Heavy Duty	Standard	Each
100	Ligh Plug	Standard	Each
101	Extension Lead (Heavy Duty)	Standard	Each
102	Paper Shredder Machine (12 papers) , (Aurora)	Standard	Each
103	TV Device set (Deny with one year warrenty)	Standard	Each

C. I.T Equipments

S. No	Items	Size	Accounting Unit
1	Flash Drive 3.0 (Steel body)	32 GB	Each
2	Flash Drive 3.0 (Steel body)	64 GB	Each
3	DVD (Re-writeable Sonny)	8 GB	Each
4	CD Re-writeable sonny	700 mb	Each
5	Mouse	Standard	Each
6	USB Key Board	Standard	Each
7	Wireless Keyboar & Mouse Set	Standard	Each
8	VGA Cables	Standard	Each
9	Power cable for Computer	Standard	Each
10	USB cable for Printers	Standard	Each
11	DVI Cable for LCD/LED	Standard	Each


SAJJAD HUSSAIN
 Section Officer
 Establishment Division
 Government of Punjab
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D. TONERS ORIGINAL & CHINA FOR F.Y 2021-22			
S. No	Description		
FAX TONER			
1	Ink Film KX-FA57E for Fax Machine		
2	Toner for fax machine (Panasonic KX-88A)		
PHOTOCOPIER			
3	Toner for photocopy Dp-8020 Panasonic		
4	Toner Konica Minolta 722/7135/7145/7235		
5	Toner Konica Minolta Bizhub-550i		
6	Toner for Photocopier Panasonic-6030 Tu 35D		
7	Toner for photocopy Dp-8045 Panasonic		
PRINTER TONERS			
8	Toner for Laser Printer HP.85-A (P1102)		
9	Toner for Laser Printer HP.1010 (12-A)		
10	Toner for Laser Printer HP.3390 (49A)		
11	Toner for Laser Printer HP.17-A		
12	Drum for Laser Printer Hp.19-A		
13	Toner for Laser Printer HP -83A		
14	Toner for Laser Printer HP.1300 (Q2613A)		
15	f		
16	Toner for Laser Printer HP.35A		
17	Toner for Laser Printer HP.53A		
18	Toner for Laser Printer HP.I505n (36-A)		
19	Toner for Laser Printer (HP.M 227)30A		
20	Toner for Laser Printer (HP12W) 79A toner		
21	Toner for Laser Printer 48A toner		
22	Toner for Laser Printer Drum (HP.M 227) 32-A		
COLOR TONERS			
23	Toner for Laser Printer HP-410		
24	Toner for Laser Printer 124-A (color 4 cartridges)		
25	Toner for Laser Printer 126-A (color 4 cartridges)		
26	Toner for Ink Tank 415 (04 bottols)		

Note

To meet the requirement of PPRA Rules "Word Equivalent" is to be read with each item and equivalent means " equivalent in quality and specifications or higher.


SAJJAD HUSSAIN
 Section Officer
 Establishment Divis.on
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