



## FEDERAL SERVICE TRIBUNAL

47, Ataturk Avenue, G-5/2, Islamabad.

Phone: 051-9217822 Fax: 051-9216215, NTN No. 9012502-9

### TENDER FOR SUPPLY OF STATIONERY AND MISC. ITEMS

Tender No.F.5(1)/2014(S&M)-FST Dated: 29<sup>th</sup> June, 2022.

Federal Service Tribunal invites sealed bids from Islamabad based dealers for supply of "**Stationery and Miscellaneous Items**" to the FST, Islamabad during the **financial year 2022-23**.

Interested bidders duly registered with registrar firms and FBR are eligible to apply for the tender.

The bidders shall submit their bids as per **Single Stage-Single Envelope Procedure** of PPRA Rules, 2004 alongwith **Rs.25,000/-** Bid Security in shape of Pay Order in favor of DDO, Federal Service Tribunal, Islamabad.

The bids must reach the office of the undersigned on **19<sup>th</sup> July, 2022 at 11:00 A.M** which shall be opened on the same day at **11:30 A.M**.

Blacklisted firms or bidders shall not apply. Incomplete, partial, and conditional bids shall not be accepted. Any bids received after due date and time shall not be accepted. The Tribunal may cancel procurement process in accordance with PPRA Rules, 2004.

**SUPERINTENDENT**  
**Federal Service Tribunal**  
**Islamabad**  
**051-9216217**



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Tender No.F.5(1)/2014 (S&M)-FST Dated: 29<sup>th</sup> June 2022.

## **FEDERAL SERVICE TRIBUNAL**

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Phone: 051-9216217 Fax: 051-9216215, NTN No. 9012502-9

### **TENDER FOR SUPPLY OF STATIONERY AND MISCELLANEOUS ITEMS**

**Deadline for Submission: 19<sup>th</sup> July, 2022 at 11:00 AM.**

**Date of Bid Opening: 19<sup>th</sup> July, 2022 at 11:30 AM.**

### **INVITATION FOR BIDS**

Federal Service Tribunal, Islamabad invites sealed bids from **Islamabad based dealers** for supply of "**Stationery and Miscellaneous Items**" to the FST, Islamabad **during the financial year 2022-23** as per specifications given in the schedule of requirements. Interested bidders, duly registered with registrar firms and FBR may submit their bids along-with **Rs.25,000/- Bid Security** as per **Single Stage-Single Envelope Procedure** of PPRA Rules, 2004 on the above given date and time at the office of **Superintendent, Federal Service Tribunal, Islamabad.**

### **INSTRUCTIONS FOR BIDDERS**

#### **Scope of Bid:**

The qualified bidder shall supply and deliver "Stationery and Miscellaneous Items" to the premises of this Tribunal **during of financial year 2022-23 (from 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023) as and when required through supply orders.** The supplier shall deliver the items as per specifications required within three days of receiving the supply order.

#### **Eligible Bidders:**

The Bidders must fulfill the below listed criteria.

- i. The interested bidders must have office or distribution facility in Islamabad.
- ii. Must be registered with Registrar Firms or Stock Exchange Commission of Pakistan (SECP).
- iii. Must be registered with Federal Board of Revenue (FBR) and have valid Income and Sales Tax Registration Certificate.
- iv. For supply of **hp toners**, the interested bidders must be authorized **HP® Partners**.
- v. For supply of **AA®** paper reams, the interested bidders must be authorized dealer of **AA®**.
- vi. Must have Vendor Number in AGPR, Islamabad.
- vii. Must have experience of supplying similar kind of products and services to Federal government departments.
- viii. Must possess performance certificates and Letters of Acceptance or contract agreements of Federal government departments.
- ix. Must have never been blacklisted by any Government department.

#### **Eligible Goods:**

The quoted items must be genuine, brand new, and of standard quality. The quoted products must also have their origin in eligible source countries.

#### **Documents Required:**

A. Bids shall comprise the following documents.

- i. Bid Form.
- ii. Certificate of Registration from Registrar Firms/ SECP.
- iii. Sales Tax Registration Certificate from FBR.
- iv. Active Taxpayer List from FBR.
- v. Proof of Office or delivery facility in Islamabad.

- vi. Proof of Financial Strength (Audit Report/ Tax Returns).
- vii. HP Partner Certificate for supply of *hp toners*.
- viii. Dealership Certificate of AA® papers.
- ix. Letters of Acceptance and contract agreements duly signed with the Federal government for supply of the said or similar products.
- x. Provide references of the Federal Govt. department representatives along with contact details with whom the contracts have been undertaken.
- xi. Performance Certificates from Federal Government Departments.
- xii. Undertaking on stamp paper that the company has never been blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.
- xiii. **Schedule of Requirements (All prices shall be clearly stated)**
- xiv. **Rs.25,000/- Bid Security.**

#### **Bid Prices:**

Bid Prices shall be quoted in the “*Schedule of Requirements*” against each item duly filled in, stamped and signed by authorized representative of the bidder. Prices must be quoted in Pak Rupees (PKR) only as per format of the price schedule. Bidders shall quote the prices on Delivered Duty Paid basis. Therefore, the quoted prices shall include all taxes, duties, and delivery charges. The quoted price of the items shall remain valid for a period of **One year** over the **financial year 2022-23** from the date of opening the bids.

#### **Bid Validity:**

Bids shall remain valid for the period of 90 days after the Date of Bid Opening.

#### **Bid Security:**

The bid must be accompanied with **Rs.25,000/- Bid Security** in the form of Payment Order from any scheduled bank in favor of **Drawing and Disbursing Officer, Federal Service Tribunal, Islamabad**. The bid security shall be valid for a period 90 days over the Bid Validity period. Any bid not accompanied by an acceptable bid security shall be rejected by the Tribunal as non-responsive. The bid securities of unsuccessful bidders will be returned after award of the contract to the successful bidder.

#### **Submission of Bids:**

Bids must reach to the office of **Superintendent, Federal Service Tribunal, 47 Ataturk Avenue, G-5/2, Islamabad** on the prescribed time and date as given above and the same will be opened accordingly. Any Bid received by the Tribunal after the deadline for submission of bids will be returned unopened to such bidder

#### **Bidding Process:**

The Tribunal shall use **Single Stage-Single Envelope Bidding Procedure** in accordance with Public Procurement Rules, 2004, therefore, each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal along with all the required documents. The bids received shall be opened and evaluated in the manner prescribed in the PPRA Rules, 2004.

#### **Evaluation Criteria:**

Bids shall be evaluated on the basis of following criteria:-

- i. Technical Strength of the Company.
- ii. Financial Strength of the Company.
- iii. Performance Certificates, Letter of Acceptances, Contract Agreements, Purchase Orders provided by the Bidder.
- iv. Quality and prices of the quoted items.

Non-responsive and incomplete bids shall be returned instantaneously to the respective bidders. The bidder with the **lowest evaluated price bid and advantageous bid**, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract.

**Signing of Contract:**

After nominating the successful bidder by the Purchase Committee, a Letter of Acceptance shall be issued to the supplier along with a copy of Performance Guarantee wherein he will be directed to sign agreement within 14 days from the date of furnishing the LOA. If the successful bidder fails to sign agreement with the Tribunal within 14 days, his earnest money will be forfeited by the Tribunal and the contract will be awarded to the next successful bidder. The successful bidder shall not transfer the obligations of the contract to any other contractor or supplier through sub-contracting. The contractor shall be bound to supply and deliver the required items to the Tribunal as and when required during the financial year from 1<sup>st</sup> July 2020 to 30<sup>th</sup> June, 2023 as per terms and conditions of the contract.

**Rejection of Bids:**

Tribunal reserves the right to accept or reject any Bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation except that the grounds for rejection of all bids shall upon request be communicated to any Bidder who submitted a bid, without justification of grounds. Rejection of all bids shall be notified to all Bidders promptly.

**Redressal of Grievances by the Tribunal:**

In case of grievances of the bidders, the Tribunal shall constitute a committee to address the complaints of bidders that may occur prior to the entry into force of the procurement contract. Any bidder feeling aggrieved by any act of the Tribunal after the submission of his bid may lodge a written complaint concerning his grievances not later than **07 days** after receiving rejection letters from the Tribunal. The committee shall investigate and decide upon the complaint within **14 days** of the receipt of the complaint. Mere fact of lodging of a complaint shall not warrant suspension of the procurement process. Any bidder not satisfied with the decision of the committee of the Tribunal may lodge an appeal in the relevant court of jurisdiction.

## **TERMS OF CONTRACT**

These terms and conditions shall form an integral part of the contract and both the contractor and the Purchaser shall be bound by all the provisions contained hereunder.

i. The Goods supplied under this Contract shall conform to the authoritative latest industry standards and as promised by the supplier in the technical specifications. In case the products found ingenuine, refurbished, altered, of low quality, and inefficient, the products supplied shall be returned to the supplier and his performance guarantee shall be forfeited and the supplier shall also be blacklisted.

ii. The contractor shall be bound to supply and deliver the required goods to the Tribunal within three days of receiving the supply order from the authorized officer of this Tribunal.

iii. The contractor will bear all costs associated with the supply and delivery of the items required and the Tribunal will in no case be responsible or liable for those costs.

iv. The Contractor shall not charge prices for the items supplied and for other obligations discharged, under the contract, varying from the prices quoted by the Contractor in the price schedule.

v. The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax/ sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

vi. The supplier shall be bound to supply and deliver the items as per approved rates of the purchase committee of the Tribunal. No escalation in prices shall be acceptable in case of increase in inflation and dollar exchange rates or any other taxes or duties. All such increase in prices shall be borne by the supplier at his own cost. The supplier shall not be allowed to leave the contract due to escalation of prices unless his security deposit shall be forfeited, and the firm shall also be blacklisted.

vii. The supplier will make such arrangements to ensure safe delivery of items. Any damage sustained during transportation/ delivery will be rectified by the supplier at his own cost.

viii. The Purchase Committee shall check the quality and quantity of the items supplied to the Tribunal. If the goods supplied were not as per technical specifications and quantity required by the Tribunal, the same shall not be accepted and will be returned to the supplier.

ix. Items to be supplied to the Tribunal under the Contract shall become the property of the Tribunal. Defective components supplied under the Contract shall become the property of the supplier as and where it lies.

x. The supplier shall provide at least one year warranty for the goods and services supplied under the contract. The supplier shall also warrant that the good supplied conform to the specifications and are fit for the purposes for which such goods are ordinarily used. The Supplier shall confirm that the goods supplied under this contract are new, unused, and of current manufacture. The Supplier shall further warrant that all goods supplied under this contract shall have no defect arising from design materials or workmanship or from any act or omission of the supplier that may arise under the normal use of the supplied goods in the conditions prevailing in the purchaser's office.

xi. In case the products supplied under the contract fails to function and get damaged during the warranty period, the Tribunal shall notify the supplier in writing of any claim arising under the warranty. Upon receipt of such notice, the supplier shall repair or replace the defective goods or parts within ten days at his own cost.

xii. After supplying the products, the contractor shall furnish the bill along with delivery Challan and Sales Tax invoice for payment of the items supplied. The bill shall be put up for approval of the Competent Authority and thereafter sent to AGPR, Islamabad for processing the bill and issuance of cheque. After deducting 5% income tax of gross amount of the bill and 20% of the GST, the AGPR will issue the cheque. After receiving the cheque from AGPR by the Tribunal, the supplier will be contacted to receive the same from Accounts Branch of the Tribunal. The Tribunal shall in no case make payment in cash to the supplier or make advance payment to the supplier.

xiii. If the Contractor fails/ delays in performance of any of the obligations, under the Contract/ violates any of the provisions of the Contract/ commits breach of any of the terms and conditions of the Contract



the Tribunal may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders in public sector.

xiv. In case of disputes between the contractor and the Tribunal, both the parties will make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract. If both parties became unable to resolve amicably a contract dispute, either party may require the dispute be referred by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with the said law. The place of arbitration shall be Islamabad, Pakistan. The award shall be final and binding on the parties.

xv. The Contract shall be governed by and interpreted in accordance with the laws of Islamic Republic of Pakistan. The Contractor shall, in all matters arising in the performance of the Contract, conform, in all respects, with the provisions of all Central, Provincial and Local Laws, Statutes, Regulations and By-Laws in force in Pakistan, and shall give all notices and pay all fees required to be given or paid and shall keep the Purchaser indemnified against all penalties and liability of any kind for breach of any of the same. The Courts at Islamabad shall have the exclusive territorial jurisdiction in respect of any dispute or difference of any kind arising out of or in connection with the Contract.

**BID FORM**  
(On Letter Head of Company)

Name of the Bidder			
Status	Manufacturer <input type="checkbox"/>	Authorized Dealer <input type="checkbox"/>	General Trader <input type="checkbox"/>
Address of the office			
Year of Establishment			
Experience	More than 5 years <input type="checkbox"/>	More than 3 years <input type="checkbox"/>	More than 1 year <input type="checkbox"/>
Registration No. of Registrar Firms			
Registration Date			
NTN No.			
FBR Registration Date			
AGPR Vendor No.			
Bank Account No.			
Bank Name and Branch			
Name of Proprietors with CNIC Nos.			
Number of Employees (attach complete detail of employees with job description and contacts)			
Fixed Assets	Rs.		
Current Assets	Rs.		
➤ Cash	Rs.		
➤ Inventory	Rs.		
Long term Liabilities	Rs.		
Current Liabilities	Rs.		
Total number of contracts awarded by the federal govt. departments within last 3 years.			
Average Annual Sales of last 3 years	Rs.		
Average Annual Profit of last 3 years	Rs.		
Total worth of Purchase Orders attached with the bid	Rs.		
Total number of similar contracts done with the Federal Govt. departments (provide references along with contact details)			
Bid Security (Yes/No)			

(Name, Signature, Stamp, and Date)

**CONTRACTS COMPLETED / ONGOING DURING LAST 3 YEARS WITH THE FEDERAL**  
**GOVT. DEPARTMENTS**

(To be submitted on Bidder's letter head)

Attach documentary evidence.

Sr.#	Name and No. of Tender along with date	Name of Dept.	Date/ Period	Name of Department Representative & Contact No.
1				
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## SCHEDULE OF REQUIREMENTS

STATIONERY ITEMS			
S.No.	Name of Item	Specification	Price (Excluding G.S.T)
1	Calculator	Casio DJ-220D Plus or equiv.	
2	Ball Point	Piano Crystal/ Piano Point 0.8 mm or equiv.	
3	Fineliner Pen	Piano or equiv.	
4	Roller-Ball Pen	Uni-Ball eye or equiv.	
5	Marker Pen	Dollar or equiv.	
6	White Fluid Pen	Piano or equiv.	
7	Highlighter	Piano HI-Lit or equiv.	
8	Permanent Marker	Dollar or equiv.	
9	Pencil	Goldfish Autocrat 2.5 HB or equiv.	
10	Eraser	Pelikan AL-30 or equiv.	
11	Ink Bottle	Dollar 30 ml or equiv.	
12	Stamp Pad	Dollar 2M or equiv.	
13	Stamp Pad Ink	Crystal or equiv.	
14	Water Roller	High Quality Sponge and Plastic	
15	Glue Stick	UHU 21 gm or equiv.	
16	Gum Bottle	Nafees 142 gm or equiv.	
17	Pencil Sharpener	Dux (Metal) or equiv.	
18	Scale	High Quality Stainless Steel	
19	Stapler Heavy Duty	Fuji HD-23S17 or equiv.	
20	Stapler 24/6	deli or equiv.	
21	Staples 24/6	Dollar or equiv.	
22	Staples 23/13-H 13mm	Whashin or equiv.	
23	Staple Pin Remover	SDI 1163 or equiv.	
24	Scotch Tape 1/2 inch	Olympia or equiv.	
25	Scotch Tape 1 inch	Olympia or equiv.	
26	Packing Tape 2 Inch	Nichiban/ equiv.	
27	Paper Clips Steel	Stainless Steel HQ	
28	Paper Pin	Stainless Steel HQ	
29	Paper Cutter	SDI 426 or equiv.	
30	Paper Punch Single Hole	High Quality Stainless Steel	
31	Paper Punch Heavy Duty	KW-Trio 592 or equiv.	
32	Pen Holder Set	High Quality	
33	Pen Jar	High Quality	
34	Post-it Pad	3M or equiv.	

35	Envelope SE-5	Khaki 80 gm	
36	Envelope SE-5	White 80 gm	
37	Envelope SE-6	Khaki 80 gm	
38	Envelope A4	White 80 gm	
39	Envelope SE-7	Khaki 80 gm	
40	Envelope SE-8	Khaki 80 gm	
41	Dak Book	High Quality	
42	Diary Register No.6	Tayyaba or equiv.	
43	Register No. 12	Tayyaba or equiv.	
44	Register No. 16	Tayyaba or equiv.	
45	Register No. 24	Tayyaba or equiv.	
46	Note Book	Lucky or equiv.	
47	Log Book No.6	Tayyaba or equiv.	
48	Shorthand Copy	Lucky 80 pages/ equiv.	
49	File Board (Legal Size)	Fine Quality Plastic Clip board	
50	Transparent Binding Sheet	PVC Hard Transparent Sheet for binding Legal and A4 Size	
51	Binding Tape	3 inch high quality Binding Tape	
52	File Flapper	Rexine 2-inch high quality cotton Thread	
53	File Tag	High Quality Steel and Cotton Thread	
54	Paper Weight	High Quality Stainless Steel	
55	Paper Ream	AA Legal Size 80 gm (Imported) or equiv.	
56	Paper Ream	AA A4 Size 80 gm (Imported) or equiv.	
57	Fax Film Roll	Panasonic KX FAT88 Black Toner (OEM)	
58	Fax Film Roll	Panasonic KX MB 2170 Black Toner (OEM)	
59	Printer Toner Cartridge	Laser Jet Pro HP-P1102 (OEM)	
60	Printer Toner Cartridge	Laser Jet Pro HP-M402 dn (OEM)	
61	Printer Toner Cartridge	Laser Jet Pro HP-107a (OEM)	
62	Printer Toner Cartridge	Laser Jet Pro HP-135a (OEM)	

MISCELLANEOUS ITEMS			
S.No.	Name of Item	Specification	Price (Excluding G.S.T)
1	Pakistan National Flag	Table Flag with Steel Base	
2	Pakistan National Flag	2×4 Inch Pure Silk Cloth	
3	Battery Cell AA	Power Plus or equiv.	
4	Battery Cell AAA	Power Plus or equiv.	
5	Battery Cell AAAA	Midi Max or equiv.	

6	Toilet Cleaning Acid	Zik 550 ml or equiv.	
7	Washroom Cleaning Sweep	1000 ml Say's Sweep or equivalent	
8	Glass Cleaner	Glint Spray 500 ml or equiv.	
9	Disinfectant	Dettol 125 ml or equiv.	
10	Hand Sanitizer	500 ml High Quality	
11	Air Freshener	Cobra 300 ml or equiv.	
12	Insecticide Spray	Mortein 375 ml or equiv.	
13	Rat Poison	Mortein or equiv.	
14	Phenyl	Finis 3 L or equiv.	
15	Aroma Mothballs	Roomi or equiv.	
16	Soap	Lux (Family Size) or equiv.	
17	Surf	Ariel 35 gm (original) or equiv.	
18	Dish Washing Powder	Vim 450 gm or equiv.	
19	Tissue Paper Box	Rose Petal Multi ultrasoft 300s or equiv.	
20	Tissue Roll	Rose Petal Maxob or equiv.	
21	Plastic Bucket	30 litre Pure Quality Transparent Plastic	
22	Plastic Mug	Pure Quality Transparent Plastic	
23	Plastic Lota (Vessel)	Pure Quality Plastic	
24	Plastic Dustbin	Pure Quality Full Plastic	
25	Floor Swab	High Quality Cotton Wet	
26	Dry Mop	Microfiber Flat Steel Base	
27	Scraper	Pure Quality Plastic	
28	Soft Broom ( <i>Phool Jharo</i> )	High Quality Straw Grass	
29	Hard Broom ( <i>Narial Jharo</i> )	High Quality Coconut Fibre	
30	Floor Wiper	Heavy Duty High Quality Squeegee	
31	Toilet Brush	High Quality Plastic	
32	Garbage Bags	20×30 inches-Pack of 1 Kg-30 pcs	
33	Thread Ball	Cotton Yarn	
34	Water Cooler	10 Litre High Quality Plastic and Insulator	
35	Tumbler (Drinking Glass)	Toyo 250 ml or equiv.	
36	Duster	Yellow Cotton Cloth (large size)	
37	Kitchen Duster	White Cotton Cloth (large size)	
38	Car Wax Polish	Kangaroo Cosmic or equiv.	
39	Dashboard Polish Spray	DG Deargon or equiv.	
40	Polishing Towel for Cars	Microfibre body shine Towel 30×30	
41	Door Closer	High Quality Metal	
42	Electric Kettle (2 Litre)	Philips Electric Kettle HD9318/21 or equiv.	
43	LED Bulb	Philips 14 Watt or equiv.	

44	LED Bulb	Philips 25 Watt or equiv.	
45	LED Bulb	Philips 40 Watt or equiv.	
46	LED Tube Light	Philips 40 Watt or equiv.	
47	Extension Lead	99.9 % Copper Wire, 4 Slots,800 Watts, 220 Volts, 11 feet Wire	
48	Flash Drive	Samsung 32 GB or equiv.	
49	Keyboard	Dell or Lenovo (OEM) or equivalent.	
50	Optical Mouse	Dell or Lenovo (OEM) or equivalent.	
51	Scissors	Medium Size High Quality Stainless Steel	
52	Face Mask	Double Ply Surgical Masks	
53	Seat Backcare	Molty Foam or equiv.	
54	Hand Wash (Liquid)	5 Liter High Quality	

### INDEX

S.No.	Description	Attached Yes/No.	Page No.
1.	Form of Bid		
2.	Certificate of Company Registration/ Incorporation from SECP.		
3.	Sales Tax Registration Certificate.		
4.	Company Profile.		
5.	Principal Manufacturer Authorization Certificate.		
6.	Sales Tax Returns.		
7.	Audit Report.		
8.	Letters of Acceptance and Purchase Orders of the quoted brand.		
9.	Performance Certificates from Government and Semi Government Departments.		
10.	Undertaking on stamp paper that the company has never been blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.		
11.	Brochure of the quoted brand.		
12.	Technical Specifications		
13.	Detail of Warranty and after sales services.		
14.	Financial Proposal		
15.	Bid Security		
<b>Total Number of Pages with the Tender Pages</b>			

Note: The Bidder must attach the index along with the Tender. All the above documents and any other supporting documents must be numbered and page number must be mentioned in the column specified for the purpose.