



**THE PUNJAB EMPLOYEES' SOCIAL SECURITY INSTITUTION**  
HEAD OFFICE  
3- A, GULBERG V LAHORE.

**TENDER DOCUMENT**

Tender No.	No.SS.Admn.IX(34)/17/
Tender Fee	1000/- (Attach Tender Purchase Receipt / original or copy of F-6).
Description	Detail of stationery items alongwith specifications are at <b>Annexure "A"</b>
Last date & time of receipt	27.10.2020 at 11:00 am.
Date & Time of Opening	27.10.2020 at 11:30 am.
Venue	PESSI, Head Office, 3-A Gulberg-V, Lahore.
Bid Validity	90 days from opening date
Delivery Time	15-days from the date of supply order
Estimated price	Rs.1,500,000/-
Bid Security	Rs.45,000/- which is less than 05% of estimated price in the form of CDR / demand draft in favour of Commissioner PESSI.
Performance Guarantee (for successful bidder only)	05% of the total bid price / value in the form of CDR / Demand draft in favour of Commissioner, PESSI (by Designation)

**DEFINITIONS** of expressions which have been used in the tender document:-

- (a) "bid" mean a tender, or an offer, in response to an invitation, by a person, consultant, firm, company or an organization expressing his or its willingness to undertake a specified task at a price;
- (b) "bidder" means a person who submits a bid;
- (c) "contractor" means a person, consultant, firm, company or an organization who undertake to supply goods, services or works;
- (d) "supplier" means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works.

**INVITATION TO BID**

Bid for supply of stationery items (**Annex-A**) is invited from reputed suppliers / contractors, dealing in the business of Stationery Products at-least for the last 03-years.

**TERMS & CONDITIONS:-**

(Note: Please read the following terms & conditions carefully).

1. Bidders are required to furnish Audited Financial Statement in case of Firms / Companies and Income Tax Return in case of Individual for the last 03-Years.
2. Any offer not received as per terms & conditions provided hereinafter are liable to be ignored and no such offer shall be considered if.
  - i. Received without bid security.
  - ii. Received after the time and date fixed for its receipt.
  - iii. The tender is unsigned.
  - iv. The offer is ambiguous.
  - v. The offer is conditional.
  - vi. The offer is from a firm, which is blacklisted, suspended or removed from the approved list.
  - vii. The offer is received by the telegram.

- viii. Offer is received with shorter validity than required in the tender document, and the offer is for store not conforming to specifications of Stationery Items contained in **Annex-A**.
3. Offer will remain valid for **90** days from the date of opening the tender / bids.
  4. Rates must be quoted against each and every items (inclusive of all applicable taxes), otherwise bids will be liable to be rejected.
  5. The Purchase Committee of the Institution reserves the rights to purchase full or parts of the store. Further, the Committee may accept accumulative cost or items-wise cost of the Store / Stationery items.
    - a. If the acceptance of tender issued during the validity period of the offer is not accepted by the bidder, the bid security shall be forfeited and the store shall be purchased at the risk and expenses of the bidder.
    - b. In case the offer is withdrawn, amended or revised during the validity period of the offer, the bid security is liable to be forfeited.
    - c. In case the successful bidder fails to execute the supply strictly in accordance with specifications of requisitioned stationery items and the terms and conditions laid down here in the bidding document, the amounts of performance security and bid security deposited by him shall be forfeited and the store will be purchased at his risk and expenses.
  6. The PESSI reserve the right to claim compensation for the loss caused by delay in the delivery of store @ 01% per week of work order placed.
  7. Affidavit on judicial stamp paper worth Rs.100/- must be furnished in accordance with format placed at **Annex-B**.
  8. Bidder shall submit Bid Security @ Rs.45,000/- which is less than 05% of the estimated price in shape of CDR / Demand Draft in favour of the Commissioner, PESSI, which will be returned after placement of supply order with the successful bidders (s).
  9. The successful bidder will be required to furnish performance guarantee @5% of the total bid price in the form of CDR / Demand Draft in favour of the Commissioner PESSI (by designation only) within the period specified in the supply order placed with the successful bidders (s), otherwise the purchase shall be made at this risk and expenses. Performance Security of successful bidders(s) will be returned after 01-months of satisfactory supply of stationery items, requisitioned by the Institutions.
  10. No supplementary or revised offer / bid after opening the tender shall be entertained.
  11. The bidder shall enclose the catalogue / leaflets / literature and other technical data, if any in respect of the store offered by them.
  12. Bidder should specifically indicate their National Tax Number, and the General Sales Tax Number and evidence of Active Tax Payer (Income Tax and Sales Tax)
  13. Erasing / cutting / crossing etc. if any, appearing the bids must be properly signed alongwith all pages of the tender / bids, by the bidder or his authorized representative, otherwise bids with any over-writing shall in no circumstances be accepted.
  14. Store should be brand new and in original manufacture's packing.
  15. Samples of the stationery items to be supplied by the bidders, shall be required to be provided, however, freight charges of such samples, if any, will have to be borne by the bidders irrespective of the result thereto.
  16. The decision of Purchase Committee will be final to ascertain equivalency of specifications of equivalent item quoted/ offered against original brand such as (Stapler Pins Dollar or equivalent).
  17. 100% payment will be allowed on receipt of inspected and accepted store by the consignee subject to deduction of Government taxes and fees.

18. The bidders will be responsible for the free supply / replacement of stores, if the same is found defected / substandard and or at variance with the specifications given in the tender document. Further, in case store offered is, at identity found inferior shall be rejected, however, store offered having superior specifications as compare to the specifications of stationery items contained in Annex-A, shall however, be acceptable.
19. In case quoted price of an item(s) by the two or more bidders will be same, the order of store quantity will be divided in equal to the bidders subject to analyzing of quality.
20. All the bids submitted after the date & time prescribed shall be rejected and returned without being opened.
21. The Institution (PESSI) may reject all bids or proposals at any time prior to acceptance of a bids / proposals and shall upon request communicate to any supplier or contactor who submitted a bid or proposals, the grounds for its rejection however, the same shall not be liable to be justified.
22. Bids will be evaluated in accordance with evaluation criteria (**Annex-C**).
23. All questions, disputes, contravention of claim arising directly or indirectly between the bidder and the Institution, the same shall be settled by mutual negotiations and in case of failure of such negotiations, the matter shall be referred to arbitration one to be appointed by firm and one by the Institution (PESSI), in accordance with and subject to the Pakistan Arbitration Act 1940, or any statutory modification or re-enactment thereof. The venue of the arbitration shall be Lahore.
24. The definition / meaning of word(s) or phrase(s) as would be defined by the Institution will be valid.
25. One person one bid under rule 36A of PPRA, 2014.

**MINIMUM QUALIFYING CRITERIA:-****SPECIAL INSTRUCTIONS:-**

1. Bids should be addressed to the Commissioner, Punjab Employees Social Security Institution Lahore.
2. All Bids, duly sealed properly must be submitted in accordance with PPRA Rules, 2014, "Single Stage Two Envelop Bidding Procedure" as under:-
  - i. The bid shall be a single package consisting two separate envelopes, containing separately the Financial and Technical proposals;
  - (ii) The Envelopes shall be marked as "Financial Proposal" and Technical Proposals;
  - (iii) In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency;
  - (iv) The procuring agency shall evaluate the Technical Proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
  - (v) During the technical evaluation no amendments in the technical proposal shall be permitted;
  - (vi) After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
  - (vii) The financial bids found technically non-responsive shall be returned un-opened to the respective bidders; and
  - (viii) The lowest evaluated bidder in terms of accumulative/items wise cost shall be awarded the supply order.
  - (ix) Financial Bid should be in accordance with prescribed format given at **Annex-D**
  - (x) A copy of original bidding documents, duly sealed properly is also required to be furnished by the bidders
3. Item-wise as well as accumulative price / cost of requisitioned stationery items should be quoted.
4. The consignee required the supply of items within the stipulated period, however, the bidders are required to indicate their own guaranteed earliest date by which the store will be supplied by them.
5. Cash Receipt (original or photocopy of F-6) having purchased the tender must be accompanied with the bids.
6. Bidder should quote their firm and final rates both in words as well as in figures. (Inclusive of all applicable taxes)

7. Bidders are also required to furnish particulars of their authorized representative, who will sign the tender documents and will attend the tender proceedings, as under:-

SR#	NAME / DESIGNATION	VALID I.D. CARD NUMBER	VALID CELL NUMBER
1	2	3	4

### **CERTIFICATE**

1. We hereby confirmed to have read carefully the description stores and all the terms & conditions of tender enquiry No.SS.Admn.IX(34)/17/\_\_\_\_\_, due for opening on 27.10.2020 at 11:30 A.M for the supply of stationery items. In addition to the conditions we also agree to abide by all the instructions mentioned herein bidding document.
2. We also hereby categorically confirm that the stores offered by us are exactly to the particulars and specifications as laid down in the attached list of stationery items (**Annexure-A**) in all respect.
3. The stores offered by us are of (a) foreign origin or (b) local origin.
4. We hereby confirmed to adhere to the delivery period determined in the tender document. In case of failure, we agree unconditionally to accept the recovery of liquidate damages on belated suppliers at 2% per month or part thereof in respect of the total bid value.
5. Certified that the prices quoted to PESSI against tender No.SS.Admn.IX(34)/17, are not more that the prices charged from any other Purchasing Agencies in the country; and in case of any discrepancy, we hereby undertake to refund the price charged in excess beside any other action permissible under the law, rules and practice.

Terms & conditions and instructions contained in the Tender documents/Enquiry are hereby accepted/signed and confirmed:-

Signature\_\_\_\_\_

Name & Address of Tender: \_\_\_\_\_

Designation & ID Card No:

NTN:\_\_\_\_\_ GST No: \_\_\_\_\_

Date:\_\_\_\_\_ Official Seal \_\_\_\_\_

**WITNESS**

Signature\_\_\_\_\_

Designation & ID Card No: \_\_\_\_\_

Full Address: \_\_\_\_\_

I.D Card No: \_\_\_\_\_ Date \_\_\_\_\_

**THE PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION.  
(HEAD OFFICE)  
3-A, GULBERG-V, LAHORE.**

No.SS.Admn.IX(34)/17/

Dated Lahore the,

2020

To,

M/s\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DIRECTOR (ADMN)**

## Annexure "A

<b>Sr.</b>	<b>Name of item</b>	<b>Specifications</b>	<b>Quantity</b>	<b>Nos.</b>
1	Noting sheet	Legal Size 80 grams or equivalent	240	Reams
2	Computer Paper (A-4)	80 grams imported or equivalent	279	Reams
3	Computer Paper (legal Size)	80 grams imported or equivalent	300	Reams
4	Ball points (Black) Packet	Piano 0.8 or equivalent	84	Packet
5	Ball points (Red) Packet	Piano 0.8 or equivalent	18	Packet
6	Ball points (Blue) Packet	Piano 0.8 or equivalent	217	Packet
7	Cutter blade	Fine quality	62	Nos.
8	Lead Pencil (Packet)	Gold fish or equivalent	134	Packet
9	Eraser	AL-30 or equivalent	203	Nos.
10	File board	Fine quality	7750	Nos.
11	File cover (printed as per sample)	tap / Legal Size 300 gram	11060	Nos.
12	White Fluid (Pen)	Pelikan or equivalent	161	Nos.
13	Gum stick (Small)	UHU 21gm or equivalent	90	Nos.
14	Gum stick (medium)	UHU 40gm or equivalent	137	Nos.
15	High lighter (Green Red & Yellow)	Dollar or equivalent	195	Nos.
16	Writing pad (large)	A-4 Size 50 pages imported	125	Nos.
17	Writing pad (Small)	A-5 Size 50 pages imported	145	Nos.
18	Punch (Single)	Fine Quality	89	Nos.
19	Sharpener	Dux or equivalent	176	Nos.
20	Shorthand (book)	100 pages hard binding	71	Nos.
21	Stapler (regular size)	Max or equivalent	76	Nos.
22	Stapler (Small size)	Max or equivalent	53	Nos.
23	Stamp pad	Launcer Large or equivalent	75	Nos.
24	Stapler Pins large (regular size)	24/6 Dollar or equivalent	333	Nos.
25	Stapler Pins (Small size)	#10 Dollar or equivalent	187	Nos.
26	Stapler Pins Remover	KW-TVIO or equivalent	73	Nos.
28	Tag small (Bundle) Bleached	6 inch fine quality	803	Bundle
29	Foot Ruler (Steel)	12 inch Steel	68	Nos.
30	Calculator (14-digits), Dry Cell and Solar	Casio or equivalent	39	Nos.
31	Common Pins	Fine Quality or qualient	66	Packet
32	Paper clips	Three Flower 36MM or equivalent	80	Packet
33	Paper clips (Colored)	Three Flower 36MM or equivalent	92	Packet
34	Paper cutter	Fine Quality	73	Nos.
35	Simple Register	200 Pages 80 gram or equivalent	66	Nos.
36	Gel Uni Pointer (Blue & Black)	Uniball or equivalent	122	Packet
37	Dairy Register	800 Pages Koh e Noor or equivalent	36	Nos.
38	Dispatch Register	800 Pages Koh e Noor or equivalent	23	Nos.
39	Coloured Flag (Packet)	Fine Quality	64	Packet
40	File Box	Legal Size Imported	54	Nos.
41	Marker Large (Blue & Red)	Dollar or equivalent	27	Nos.
42	Scissor	Fine Quality	21	Nos.
43	Stamp Pad Ink	Crystal or equivalent	22	Nos.

**Submission of sample items 02 days before opening of tender is mandatory. Only those parties / bidders will be eligible whose sample are as per required / given specification**

**CERTIFICATE**

1. The firm is a bonafide and registered / engaged in the business of stationery products.
2. That the firm is not bankrupt and has a reasonable capital for supply of the stationery items for which bid is being submitted.
3. That the firm has not been declared as "defaulter" except that the decision has been set by competent authority or court of law.
4. That the firm has not been punished by any court of law on any ground whatsoever, except the decision has been set aside by competent authority or Superior Courts.
5. That the firm has not been declared as "Black Listed" except the decision has been set aside by competent authority or Court of law.
6. That all the above declarations are correct and based on facts.
7. That if any of the above certificate proven fake PESSI reserve the right to disqualify or black list the firm and to take appropriate legal action thereto

Name of bidder or authorized representative:	_____
Signature:-	_____
Designation / Stamp	_____
I.D Card#	_____

- Detail of specifications of stationery items should be in order as mentioned in Annex-A, of tender document.

**INSTRUCTIONS TO SUBMIT CERTIFICATE**

The above certificate is mandatory to submit with bids on judicial stamp paper of Rs.100/- to the effect that the firm has not been / is not blacklisted and has no dispute with any Government / Semi Government / Autonomous Body or any other organizations.



**EVALUATION CRITERIA FOR SUPPLY OF STATIONARY ITEMS & PRINTING ITEMS**

<b>SR.#</b>	<b>DESCRIPTION</b>		<b>MARKS BREAKUP</b>	<b>MARKS OBTAINED</b>	
1.	Experience in providing Printing & Stationery.				
	a.	0-02 years	0		
	b.	02-04 years	5		
	c.	04-06 years	15		
	d.	06 year +	20		
2.	Company profile / history of expeditious & unencumbered supply of stationary / printing items to at least 05 Government / Semi Government / Autonomous Bodies (Must attach documentary evidence i.e. work order & bills paid).		Yes	20	
			No	0	
3.	Annual Bank Statement of last year.				
	a.	01 Lac to 05 Lac	05		
	b.	05 Lac to 10 Lac	10		
	c.	10 Lac to 15 Lac	15		
	d.	15 Lac above.	20		
4.	Copy of Income Tax Return / Audited Financial Statement of last 03 years.		Yes	20	
			No.	0	
6.	Sample (Submission of sample of goods 02 days before tender opening)		Yes	20	
			No.	0	
Total Marks			<b>100</b>		
Minimum passing marks			70		

**Note:** Attach all relevant documents.

**FORMAT OF FINANCIAL BID.**

<b>Sr.No.</b>	<b>Name of item with specifications</b>	<b>Quantity</b>	<b>Unit cost (Rs.)</b>	<b>Total Cost (Rs.)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Total in Pak Rupees</b>				
<b>Grand Total in Rupees (Inclusive of all taxes / duties) in figures and words as well</b>				

- Rates / cost of said items should be inclusive of all the taxes / duties. No. additional cost will be payable in addition to total cost quoted for the above mentioned items.
- Detail of specifications of stationery items should be in order as mentioned in Annex-A, of tender document.