

PAKISTAN ENGINEERING COUNCIL

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BIDDING DOCUMENT

Doc No: PEC/PROC/2023/07

PROCUREMENT OF OFFICE STATIONERY



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1. BACKGROUND

Pakistan Engineering Council (PEC) is a statutory body to regulate the engineering profession in the country. Its main statutory functions include registration of engineers, consulting engineers, constructors/operators and accreditation of engineering programs run by universities /institutions, ensuring and managing of continuing professional development, assisting the Federal Government as think tank.

2. OBJECTIVE OF THE DOCUMENT

The objective of this document is to provide instructions/guidelines to bidders for preparing Technical and Financial Proposals for supply of office stationery (detail given at page-10, 14) to Pakistan Engineering Council (PEC).

Categories	Name of Category	Approved Specs & Qty
A	Stationery Items	Annex- A (Page-10-11)
B	Cleansing Items	Annex-B (Page-12)
C	Miscellaneous Items	Annex-C (Page-13)
D	Envelopes Printing	Annex-D (Page-14)
E	Paper Reams	Annex-E (Page-14)

Note: The vendor can apply against any category. The quantity may be increased or decreased on need basis during the contract award period and following next orders based on need.

3. GENERAL INSTRUCTIONS

- i. The bids are invited using "**Single Stage, One Envelope**" method as per PPRA rule 36(a). The bid shall comprise single package containing "**Technical**" and "**Financial**" proposals separately, along with bidder name, address, email and telephone/mobile number for correspondence.
- ii. The bidding documents are to be submitted in a sealed envelope by **30th October-2023 (02:30 pm)** to PEC head office Islamabad.
- iii. The technical and financial proposals will be opened on the same day i.e. **30th October-2023 (03:00 pm)** in presence of bidders who wish to attend. The financial bid of qualified bidder shall be opened/accepted, who have complied the bidding requirements.
- iv. PEC expects bidders to comply all requirements/documentary evidences thoroughly. If bidder has any questions about the requirements by Purchaser, please ask before bid submission, prior to meeting a compliance. Bidder responses will be judged based in part on the bidders' ability to communicate well. Any query can be forwarded to following purchase@pec.org.pk for clarification.



- v. The Tender shall have a minimum validity period of ninety (90) days from the last date for submission of the Tender. PEC may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security. The sealed tender proposal will be submitted to;
- vi. Where an item specs/detail is not mentioned, the vendor shall quote fine quality item or already in use of PEC. The sample of in-use items can be physically inspected during office hours at PEC Store Section during office hours, if required.

Director Administration

Pakistan Engineering Council

G-5/2, Ataturk Avenue (East) (Islamabad)

4. BID SECURITY (EARNEST MONEY)

- i. The Tenderer shall furnish the Bid Security (Earnest Money) as under:
- ii. For a sum of Rs: 100,000 (One hundred thousand Pak Rupees Only)
 - a. Denominated in Pak Rupees.
 - b. **Should be enclosed within Technical Bid envelope.**
 - c. In the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of **Pakistan Engineering Council**; issued by a scheduled bank operating in Pakistan.
 - d. Have a minimum validity period of ninety (90) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.
- iii. The Bid Security shall be forfeited by PEC, on the occurrence of any / all of the following conditions:
 - a. If the Tenderer withdraws the Tender during the period of the Tender validity.
 - b. If the Tenderer does not accept the corrections of his Total Tender Price.
 - c. If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.
- iv. The Bid security shall be returned to the unqualified/unsuccessful Tenderer. The successful Tenderer can obtain Bid Security upon furnishing of the Performance Security.

5. ELIGIBILITY & QUALIFICATION CRITERIA

- i. The bidder must be a registered firm in Pakistan and active with relevant Tax Authorities.
- ii. Bid security must be attached as mentioned at para-4.
- iii. Applicant bidder or any of its Parent or Subsidiary company should not have been blacklisted (submission of undertaking on legal stamp paper is mandatory).



- iv. Applicant bidder must have experience with proven history of at least five (5) years for providing similar goods/services.
- v. Applicant bidder shall not be a composition or constitution of a joint venture / consortium / association of organizations.
- vi. Applicant bidder must have a verifiable recommendation letter from at least three (03) clients served or being served in public / private sector, for the similar services.
- vii. Proof of financial soundness (Minimum Net Worth: 3 million PKR) supported by last Audited Report or Bank Balance.

NOTE: Verifiable proof for all the above shall be provided with the Technical Bid. Non-submission may cause disqualification of the bidder for any further process. All bidders must provide a checklist format compliance sheet (para-19) of the eligibility criteria above.

6. TECHNICAL PROPOSAL

- i. All the information required for eligibility/qualification criteria and evaluation of technical specification shall be provided in the technical proposal and should also be adequately supported by relevant supporting documents/technical brochures. Bidder may attach documents highlighting the competitive edge and unique features of their bids.
- ii. Any specification or condition mentioned in tender document, if not found in bid document, shall give the right to PEC to consider it as "condition not being met/fulfilled".

7. FINANCIAL PROPOSAL

- i. The company/firm will not be considered for financial bid opening who failed to meet eligibility criteria and qualification criteria.
- ii. The Financial Proposals will be opened, on the same day of bid opening, in the presence of the Bidders at that time. The Eligible/Qualified Bidder(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- iii. The bidder may quote against all or any of item category, however, each item price shall be quoted in unit cost. PEC shall select category wise or number of items on the basis of lowest bidder vis-a-vis brand, for award of work. The bidder may also quoted more than one brand for any of the items.
- iv. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.
- v. In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- vi. The price will remain valid for one year.
- vii. The Purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.



8. TENDER PRICE

The quoted price (in Pak Rupees) shall be best / final / fixed (inclusive of all existing taxes, duties, levies, insurance, freight, etc.) and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation. If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

Where no prices are entered against any item(s), the price of that item shall be deemed to be free of charge, and no separate payment shall be made for that item(s).

9. RIGHTS RESERVED

The procurement committee of Pakistan Engineering Council reserves the right to accept or reject any or all the bids or increase and decrease the quantity of goods or annul the procurement process without assigning any reason thereof.

10. AWARD CRITERIA

The bidder with the lowest evaluated bid vis-à-vis the brand, if not in conflict with any other law, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity. The successful bidder will sign a frame work agreement (minimum 1 Year) to supply the deliverable **on need basis**.

11. DELIVERY PERIOD

The successful bidder will be required to deliver the ordered items up to maximum of 1 week time, starting from the date of issue of Purchase order by Purchaser. In case of delay in delivery, penalty per week shall be charged at 3% of contract value, up to maximum 10% of the total contract value.

The Purchaser will have the right to revise (if required) the delivery time period based on justified reason.

Delivery of items shall be made at PEC Head office, Islamabad.

12. DELIVERABLE

- i. The deliverable items should be genuine and brand new according to the bidding document/quoted specifications. If any item is found substandard, defective, counterfeit and not meeting the quoted 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 procurement process.
- ii. The items should be arranged through the legal channels by providing all duties/taxes (if any) levied by the Government of Pakistan.



13. WARRANTY

- i. The bidder shall warrant each item against defects in material for a minimum of one year from the date of delivery of the product.
- iii. The supplier will furnish a warranty certificate, to the effect that the items supplied conforms exactly to the specifications laid down in the bid/contract and that in the event of the items being found defective, damaged or not conforming to specifications/particulars governing the supply, for required period which will start from the date of supply, he will be held responsible for all losses and that the defective substandard or unacceptable items shall be substituted with the acceptable items at his expenses and cost. Quality and usage warranty/guaranty of each item should be clearly mentioned.

14. SCHEDULE OF PAYMENT

- i. No advance payment shall be made.
- ii. The supplier shall submit original bill/invoice along with signed delivery challan.
- iii. Payment shall be made against purchase/supply of items through cross cheque in the name of the firm/supplier after deducting all applicable taxes as prescribed by FBR from time to time.
- iv. Payment will be made within 30 days after receipt and successful installation/testing of all supplied equipment.

15. AMENDMENT OF TENDER DOCUMENT

The Purchaser may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s). PEC shall notify the amendment(s) in writing to the prospective Tenderers as per rules.

16. REJECTION / ACCEPTANCE OF THE BID

The Purchaser may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The proposals shall be rejected if it is:

- i. Substantially non-responsive in a manner prescribed in this tender document.
- ii. Incomplete, un-sealed, un-signed, conditional, alternative, late.
- iii. Subjected to interlineations / cuttings / corrections / erasures / overwriting.
- iv. The Tenderer refuses to accept the corrected Total Tender Price.
- v. The Tenderer has conflict of interest with the Purchaser.
- vi. The Tenderer tries to influence the Tender evaluation / Contract award.



- vii. The Tenderer engages in corrupt or fraudulent practices in competing for the Contract award.
- viii. The Tenderer fails to meet the requirements of Eligibility and Qualification Criteria.
- ix. The tenderer has been blacklisted by any public or private sector organization.
- x. The tenderer has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services.
- xi. The tenderer has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- xii. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- xiii. The Tenderer submits any financial condition as part of its bid which are not in conformity with tender document.
- xiv. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

17. ACCEPTANCE LETTER

The Purchaser shall issue the Acceptance Letter to the successful Tenderer, at least after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender, which shall constitute a contract, until execution of the formal Contract.

18. PERFORMANCE SECURITY

- i. The successful Tenderer/Contractor shall furnish Performance Security as under:
 - a. Within twenty-eight (28) days of the receipt of the Acceptance Letter from the Purchaser;
 - b. In the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan;
 - c. For a sum equivalent to 10% of the contract value;
 - d. Denominated in Pak Rupees;
 - e. Has a minimum validity period until the date of expiry of contract or warranty period whichever is later.
- ii. The Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:
 - a. If the Contractor commits a default under the Contract;
 - b. If the Contractor fails to fulfill the obligations under the Contract;
 - c. If the Contractor violates any of the terms and conditions of the Contract.
- iii. The Contractor shall cause the validity period of the Performance Security to be extended for such period(s) as the contract may be extended. The Performance Security shall be returned to the Tenderer within thirty working days after the expiry of its validity on written request from the Contractor.
- iv. In case the Contractor fails to furnish Performance Security in the shape of bank guarantee within the stipulated period given under Letter of Acceptance and subsequent formal contract, or till end of the currency of the said contract, the amount of bank guarantee, as required, shall be deducted from the amount payable to the Contractor.



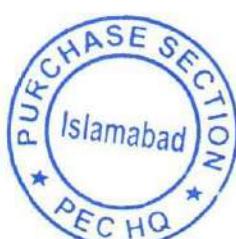
19. COMPLIANCE SHEET

Sr. No	Eligibility/Qualification Criteria	Proof Attached (Yes/No)	Page No.
1	The bidder must be a registered firm in Pakistan and active with relevant Tax Authorities.		
2	Bid security must be attached as mentioned in para-4.		
3	Applicant bidder or any of its Parent or Subsidiary company should not have been blacklisted (submission of undertaking on legal stamp paper is mandatory).		
4	Applicant bidder must have experience with proven history of at least five (5) years for providing similar equipment.		
5	Applicant bidder shall not be a composition or constitution of a joint venture / consortium / association of organizations.		
6	Applicant bidder must have a verifiable recommendation letter from at least three (03) clients served or being served in public / private sector.		
7	Proof of financial soundness (Minimum Net Worth: 5 million PKR) supported by last Audited Report or Bank Balance.		
8	Completion of Financial Proposal as per Annex-A		



Annex-A**REQUIRED SPECIFICATION /APPROXIMAE QUANTITY / FINANCIAL BID FORMAT****CATERGORY-A
STATIONERY ITEMS**

S#	DESCRIPTION *	Brand	Required items for One Year	Brand	Unit Price (with tax)	Total Amount
01	Ball Point Piano/cliper Grip 0.8mm pkt Or equivalent	Piano, Clipper/Dollar or equivalent	800 Packets			
02	Binder Clip Diamond 19 mm, 25mm ,32 mm, 41 mm ,51mm Deli Pkt Or equivalent	Diamond or equivalent	200 Pkts			
03	Box File (Rex N/B)/(ALBA) 929 Blue-Black Or equivalent	Rex, Alba or equivalent	2000 Box			
04	Flapper ,Rexene 3”	Fine quality	5000 Nos			
05	File Separator ,Set of 25 Cosmo Pkt Or equivalent	Cosmo or equivalent	100 Pkts			
06	Flag Color (Film index) 12 mm x 45 mm	Fine quality	500 Nos			
07	Led Pencil 2 HB-5000 Goldfish Or equivalent	Gold fish or equivalent	500 Pkts			
08	Packing Tape Global tape 3”	Fine quality	500 Nos			
09	Binding Tape (Black & Blue) 24+24 size (2 inch)	Fine quality	200 Nos			
10	Punch Machine KW 912/OM-PM-6000 Medium Or equivalent	KW or equivalent	36 Nos			
11	Eraser Pelikan SP30 Pkt Or equivalent	Pelikan or equivalent	20 Pkts			
12	Writing Pad Lucky Large Imported paper Or equivalent	Lucky or equivalent	100Nos			
13	Writing Pad Lucky Small Imported paper Or equivalent	Lucky or equivalent	100 Nos			
14	Stapler Pin 34/6 Dollar Box of 20 Or equivalent	Dollar or equivalent	250 Boxes			
15	Stapler Machine M & G with pin opner medium size staple pins opner are required Or equivalent	M & G or equivalent	150 Nos			
16	Sharpener Steel C	Fine quality	200 Nos			
17	Staplers Pin Large 23/24	Dollar or equivalent	200 Packets			

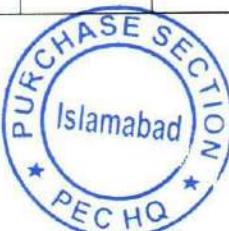


S#	DESCRIPTION *	REQUIRED ITEMS (03 Month)	Required items for One Year	Brand	Unit Price (with tax)	Total Amount
18	Uniball Eye UB-157(Black, Blue, Green & Red) Or equivalent	Uniball or equivalent	Black-70,Blue-200,Green 100,Red,30			
19	Gel ink Pen RG-100 (Black & Blue) Or equivalent	RG-100 or equivalent	200 Pkt (100 Each)			
20	Scissor (SENSA) Medium Or equivalent	Sensa or equivalent	200 Nos			
21	Post Chit Pad Yellow 4"	Fine quality	1000 Pkts			
22	Punch Machine (Heavy Duty)	Fine quality	10 Nos			
23	Register (Large-6,Medium-6 and Small-6) No of Leaves & Fine Paper	Lucky or equivalent	100 Nos			
24	Ring File	Fine quality	100 File			
25	Tag Large(Fine Quality)	Fine quality	2000 Bundles			
26	Tag Small (Fine Quality)	Fine quality	500 Bundles			
27	Table Set	Fine quality	50 Nos			
28	Transparent Tag	Fine quality	500 Boxes			
29	Transparent Tape Size 1"	Fine quality	200 Nos			
30	Double Tape Large Size 2 "	Fine quality	100 Nos			
31	Squash Tape Stand	Fine quality	36 Nos			



LIST OF CLEANISING ITEMS (Category-B)

S#	DISCRIPTION *	Brand	Required Items for Annual	Brand	Unit Price (with tax)	Total Amount
01	Duster Fine(20x30) Fine	Fine quality	1000 Nos -			
02	Duster Farshi, Ex Large Size	Fine quality	300 Nos			
03	Bright Foam, Large per Dozen or Equivalent	Fine quality	100 Dozen			
04	Phenyl Fine Large Size 2.75 ltr	Zic/finis or equivalent	1000 Nos			
05	Surf Small (Excel) or Equivalent	Bright, Excel or equivalent	5000 Nos			
06	Steel Wool 3m	Max or equivalent	200 Nos			
07	Bath Soap Medium Size	Safe guard or Dettol or equivalent	60 Dozen			
08	Lemon Max Medium or Equivalent	Max or equivalent	500 Dozen			
09	Bleach (Liquid) Large 500 ml	Robin or equivalent	100 Nos			
10	Hand Wash(Liquid) Large Dettol/Safeguard 500 ml or Equivalent	Paradise or equivalent	1000 Nos			
11	Air freshener (Delite) (Refiller) or Equivalent	Delite/Cobra or equivalent	250 Nos			
12	Sweep Large 500ml	Delux/Harpic or equivalent	1000 Nos			
13	Phool Broom	Fine quality	50 Nos			
14	Narial Broom	Fine quality	50 Nos			
15	Bath Pump Fine Quality	Fine quality	60 Nos			
16	Bath Bursh Fine Quality	Fine quality	60 Nos			
17	Glint Glass/Insta Glass cleaner 500 ml Fine Quality or Equivalent	Insta or equivalent	300 Nos			
18	Mortin Killer Spray Large size 300 ml	Mortin/Cobra or equivalent	500 Nos			
19	Tissue Boxes(Pop up) Rose Petal or Equivalent	Rose petal or equivalent	250 Cartons			
20	Toilet Tissue Role Maxob or Equivalent	Rose petal or equivalent	10000 Nos			
21	Hygiene tissues	Rose petal or equivalent	100 carton			
22	Long Handle dustpan Set	50 Set	50 Set			



LIST OF MISCELLANEOUS ITEMS (Category-C)

S#	DISCRIPTION *	Brand	Required Items for Annual	Brand	Unit Price (with tax)	Total Amount
01	Air Freshener(400ml Cobra, Delite) *or Equivalent	Cobra, Delite or equivalent	500 Nos			
02	Cell Small Sony, Power plus) (AA Box-10) and AAA (Box-10) *or Equivalent	Sony, power plus, Toshiba or equivalent	200 Box			
03	Key Board A/4 Tech wired *or Equivalent	A4 Tech/HP/ logitech or equivalent	60 Nos			
04	Mouse A/4 Tech wired or wireless *or Equivalent	A4 Tech/HP logitech or equivalent	200 Nos			
05	Mouse Pad with hand grip	Fine quality	200 Nos			
06	Extension Lead (With Five Meter wire)	Fine quality	120 Nos			
07	Wireless Mouse A4 Tech	A4 Tech/HP/Log itech or equivalent	50 Nos			
08	Wireless Key board	A4 Tech/hp/logit ech or equivalent	25 Nos			



**LIST OF ENVELOPES & FILE COVER WITH CUSTOMIZED PRINTING
(Category-D)**

S#	DISCRIPTION *	Quantity Required/ For One Year	Unit Price (with tax)	Total Amount
01	15" X 11" White Cloth envelopes (As per sample)	30000		
02	15" X 11" Khaki Cloth envelopes (As per sample)	30000		
03	A4 Window white envelopes 100gsm Paper	150000		
04	A4 Khaki envelopes 100gsm Paper	30000		
05	9" x 4" White window envelopes 100gsm paper	150000		
06	9" x 4" Khaki envelopes 100gsm paper	30000		
07	File cover (with flag) white size 13 x 10'	50000		

LIST OF PAPER REAMS (Category-E)

S#	DISCRIPTION *	Quantity Required/ For One Year	Brand	Unit Price (with tax)	Total Amount
01	Paper ream A4 Size 80gsm Navigator, AA, or equivalent (As per sample)	5000 Reams			
02	Legal size white/Light Green) paper ream 80g Navigator, AA, or equivalent 8.6 x 14	200 Reams			
03	A3 Size paper ream 80gsm Navigator, AA, or equivalent	25 Reams			
04	Color paper Yellow, Grey, Light Green, Mint Green, Pink, 80gsm (100 sheets packing)	50 Bundles of Each			

*

Items as mentioned or equivalent.

Note: Where an item specs/detail is not mentioned, the vendor shall quote fine quality item or already in use of PEC. The sample of in-use items can be physically inspected during office hours at PEC Store Section during office hours, if required.

