



**PAKISTAN COUNCIL FOR SCIENCE AND TECHNOLOGY**  
**(Ministry of Science and Technology)**  
**Shahrah-e-Jamhuriat G-5/2, Islamabad**  
Ph: 051-9201988, 9205157. Fax: 9205171

Tender Document for Miscellaneous Office Stationary  
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**TENDER DOCUMENT**

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**Name of Firm/ Contractor:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Office Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**National Tax Number:** \_\_\_\_\_

**GST No:** \_\_\_\_\_

**PTCL Telephone No:** \_\_\_\_\_

**Mobile No:** \_\_\_\_\_

**Signature** \_\_\_\_\_

Pakistan Council for Science and Technology (PCST) invites tenders for the supply of following items on **Rate Running Contract** & FOR basis for the period till 30th June, 2019 extendable for further mutually agreed period:

Sr. #.	Description of Items Required	Qty	Unit Price(Rs.)
1	<b><u>Miscellaneous Office Stationary Items and HP Printer Toners</u></b> Detailed specification as per annexure enclosed		

### **ELIGIBILITY OF THE BIDDERS**

Bidders should

- a) Be the firm engaged in supplying Office Stationary Items / Toner Cartridges in Rawalpindi/Islamabad and having its office in Rawalpindi/Islamabad.
- b) In case of Toner Cartridges, have authorization from the original manufacturer to supply the items (in case the firm (s) is not direct manufacturer of the items).
- c) Have minimum latest three (3) years of experience of supplying Office Stationary Items / Toner Cartridges for HP Printers in bulk to the Departments/Ministries (Copies of Purchase Orders received from Government Departments. along with satisfactory performance certificate should be enclosed).
- d) Have not been blacklisted by the Govt. Departments/Ministries. (Declaration has to be submitted).

### **FILLING AND SUBMISSION OF TENDERS:**

- a) Use of white fluid or over writing on Tenders will not be accepted.
- b) The rates/prices should be quoted inclusive of all taxes in Pakistani Rupees.
- c) Rates/prices should be valid for one year from the date of signing of the Rate Running Contract, however, extendable for further mutually agreed period. Rates/prices should remain fixed during the entire contractual period and shall not be subject to variation on any account. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained. Tenders submitted with floating/adjustable price quotation will be not be entertained and be rejected.
- d) Tender, complete in all respects, must reach the office of Assistant Director (Admin) on or before 05-09-2018 by 12:00 noon. No tender(s) will be accepted after the closing date & time.
- e) The tenders will be opened on the same day i.e. 05-09-2018 at 12:30 p.m. in the presence of the bidders or their authorized agents who care to attend.
- f) PCST reserves the right to accept or reject any or all quotations with assigning reasons.

## TENDER VALIDITY

The tender should remain valid and open for acceptance for a period of 60 days from the date of tender opening which should clearly be mentioned in the tender. Tender without validity period or with shorter period shall be rejected as non-responsive.

## DOCUMENTS/CERTIFICATES

The bidders are required to submit tender along with photocopies of the following documents (Documents in original should be produced for verification before signing of the agreement), failing which the tender are liable to rejection:

- a) Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.);
- b) Copy of GST/NTN Registration Certificates;
- c) In case of Toner Cartridges Copy of authorization certificate from the manufacturer.
- d) Proof of experience in supplying to Government Departments (Copies of Purchase Orders received from Government departments along with Satisfactory performance certificate should be enclosed); and
- e) Declaration regarding blacklisting or otherwise

## EVALUATION CRITERIA / PROCEDURE

- a) Purchase Committee shall examine/evaluate the tenders to determine whether they
  - Fulfill the eligibility criteria,
  - Submitted the requisite documents
  - Meet the terms and conditions specified;
  - Complied with all the instructions contained therein, etc. For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation and accepted to the Committee.
- b) The Committee then decide on lowest quoted qualified bidders.

## AWARD OF CONTRACT / COMPLETION OF SUPPLY

- a) The successful bidder shall sign a contract with PCST to supply the quoted item(s) as and when required within the validity period of the agreement. Items will be supplied within three days from the receipt of each supply order failing which the Council reserves the right to cancel the order and forfeit the earnest money. The contract shall remain enforced up to 30th June, 2019 which will be extendable subject to mutual consent.
- b) The firms will ensure quality of the supply. In care of Toner Cartridge the supplier must be

responsible that the items shall be in original packing from the manufacturer clearly indicating manufacturing date, expiry date, etc. Any manufacturing defect of any shape/kind shall have to be immediately replaced with a new one. Refilled cartridges or refurbished items shall not be accepted. If any item is subsequently found to be of a substandard (inferior quality) / substitute / refurbished or refilled, the same will be rejected and any loss caused to the printers due to such cartridges shall be recovered from the firm and the payment of bill against the materials issued will not be made and the firm will be liable for appropriate action.

- c) The firms will not be paid for any escalation that occurs during the delivery period.
- d) The purchase/technical committee will carry out the inspection of the items supplied. The decision of inspecting authority regarding approval or rejection of the items will be final and binding to all concerned.
- e) Affidavit on Rs.5/- stamp paper to the fact that the firm is not black listed and has no dispute with any government organization may be furnished.
- f) Tenders received late will neither be accepted nor entertained and will be returned unopened by hand or by mail.
- g) Incomplete tenders without indicating make, model, manufacturer name and country of origin (where applicable), will be ignored straightway.
- h) The quantity of the items can be increased or decreased.
- i) PCST reserves the right to purchase different items individually from different vendors or as a package from a single vendor on the basis of lowest average of the quoted rates.

### EARNEST MONEY / SECURITY DEPOSIT

- a) Security Deposit amounting to Rs.30,000/- drawn on \_\_\_\_\_ dated\_\_\_\_\_.
- b) Pay order /Bank draft should be in the name of Pakistan Council for Science and Technology, Islamabad.
- c) Security deposit of the un-successful bidders will be refundable after the award of contract to the successful bidder.
- d) Security deposit of the successful bidder will be released on satisfactory completion of delivery of stores.
- e) Tenders without security deposit will be rejected without consideration.

**PAYMENT OF BILLS:**

- a) Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction. Payment will be made directly to the supplier.
- b) The Firms must be registered with Sales Tax Department and have NTN. Copies of NTN and GST Certificates must be submitted along with the quotations.
- c) Income Tax will be deducted at source as per current rate.
- d) The payment will be released within 30 days after completion of supply.

# PAKISTAN COUNCIL FOR SCIENCE & TECHNOLOGY

Sharah-e-Jamhuriat, G-5/2, Islamabad

## List of General Store Items

<b>Sr. #</b>	<b>Item Description</b>	<b>Unit</b>	<b>Rate</b>
1.	Glass Water (Toyo Nasic / Omroc)	<b>Per No.</b>	
2.	Surf Excel (115 Gram)	<b>Per No.</b>	
3.	Soap 100g (Lux)	<b>Per No.</b>	
4.	Acid for Bathrooms	<b>Per Bottle</b>	
5.	Pochaara (Airport Mop)	<b>Per No.</b>	
6.	Phenyle Liquid Fins (large)	<b>Per Bottle</b>	
7.	Towel (Medium Size)	<b>Per No.</b>	
8.	Cell Pencil Size AA (Toshiba)	<b>Per No.</b>	
9.	Toilet Roll	<b>Per No.</b>	
10.	Dustbin Plastic(Medium size)	<b>Per No.</b>	
11.	Air fresheners (Rose, Jasmine, Cobra)	<b>Per No.</b>	
12.	Toilet Brush	<b>Per No.</b>	
13.	Broom(Normal size)	<b>Per No.</b>	
14.	Glass Cleaner Insta(500ml)	<b>Per No</b>	
15.	Power Extension Lead(Large size)	<b>Per No.</b>	
16.	Wall Clock (Champion) Large & Small	<b>Per No.</b>	
17.	Tea Cups with Saucers (06 Nos.)	<b>Per Set</b>	
18.	Water Jugs (Make: France)	<b>Per No.</b>	
19.	Lock Table (Round) Fine Quality	<b>Per No.</b>	
20.	Lock Door (Round) Supreme Titan	<b>Per No.</b>	
21.	Wipers(Large size)	<b>Per No.</b>	
22.	Vim Powder(450gm)	<b>Per No.</b>	
23.	Water Cooler(Medium size)	<b>Per No.</b>	
24.	Stick Pochaara(Normal size)	<b>Per No.</b>	
25.	Energy savers (24 watt) (Philips)	<b>Per No.</b>	
26.	Tube light rods (Philips)	<b>Per No.</b>	
27.	Tube light Starters (Philips)	<b>Per No.</b>	
28.	Capacitor for fans(Fuji)	<b>Per No.</b>	
29.	Two pin shoe (Fine quality)	<b>Per No.</b>	
30.	Three pin shoe (Fine quality)	<b>Per No.</b>	
31.	Light Plug (Large) Fine Quality	<b>Per No.</b>	
32.	Light Plug (Small) Fine Quality	<b>Per No.</b>	
33.	Two Pin Shoe	<b>Per No.</b>	
34.	Three Pin Shoe	<b>Per No.</b>	
35.	Power Plug	<b>Per No.</b>	
36.	Dimmer	<b>Per No.</b>	
37.	Electric Wire Roll 3/29, 7/29	<b>Per No.</b>	
38.	Call bell	<b>Per No.</b>	
39.	Button	<b>Per No.</b>	
40.	Socket	<b>Per No.</b>	

41	Muslim shower	<b>Per No.</b>	
42	Bulb Holder	<b>Per No.</b>	
43	Multi Plug (Large) Fine Quality	<b>Per No.</b>	
44	Multi Plug (Small) Fine Quality	<b>Per No.</b>	
45	Extension Wire Large	<b>Per No.</b>	
46	Push Button.	<b>Per No.</b>	
47	Glint Spray (500 ml) Kivi	<b>Per No.</b>	
48	Liquid Soap Hand Wash 5 Ltr Gallon	<b>Per No.</b>	
49	Water Cooler 10 Ltr Fine Quality	<b>Per No.</b>	
50	Extension Board with 5 Meter Copper Wire	<b>Per No.</b>	
51	Water Jug Nova Glass Ware 1500 ml Star Design	<b>Per No.</b>	
52	Thermos Imported Japan Made (1 Ltr Capacity)	<b>Per No.</b>	
53	Foot Matt Jute 24x36	<b>Per No.</b>	
54	Lock USA 40 mm	<b>Per No.</b>	
55	Air Freshener Asseel 300 ml	<b>Per No.</b>	
56	Air Freshener Admire 400 ml	<b>Per No.</b>	
57	Electric Kettle Panasonic/National	<b>Per No.</b>	
58	Finis Johnson 3 Ltr Bottle	<b>Per No.</b>	
59	Phillips LED Bulb 12, 15, 18, 24 Watt	<b>Per No.</b>	



# PAKISTAN COUNCIL FOR SCIENCE & TECHNOLOGY

Sharah-e-Jamhuriat, G-5/2, Islamabad

## List of Stationary Items

<b>Sr. #</b>	<b>Item Description</b>	<b>Unit</b>	<b>Rate</b>
1.	Highlighter (Pelikan)	Per No.	
2.	Foot Scale 1' (Stainless Steel)	Per No.	
3.	Rubber AL-30 (Pelikan)	Per No.	
4.	Lead Pencil (Gold Fish HB 5002 or Dux HB 555)	Per No.	
5.	Papers Pins (Three Flower)	Per Packet	
6.	Packing Tape (Johnson)	Per No.	
7.	Paper Ream A-4 80 Gram (AA, Paperone)	Per Ream	
8.	Stamp Pad (Blue, Black) (Quality)	Per No.	
9.	Ball Point Picasso/Piano (Blue, Black & Red)	Per Packet	
10.	Paper Ream F-4 80 Gram (AA, Paperone)	Per Ream	
11.	Ball Point Uniball Micro UB-150 / 157 (Blue, Black & Red)	Per No.	
12.	Heavy Duty Staples (23/13 23/24 23/20 24/6)	Per Packet	
13.	File Flappers Raxine	Per No.	
14.	Scotch Tape (Olympia/Johnson)	Per No.	
15.	Log Book (# 6)	Per No.	
16.	Gum Stick UHU (large)	Per No.	
17.	Sharpener (Steel )	Per No.	
18.	Box File (Uni)	Per No.	
19.	Ink (Blue, Black & Red) Dollar	Per No.	
20.	Envelops File Size (yellow) Non Printed	Per No.	
21.	Envelops A-4, White Printed	Per No.	
22.	Envelops 9x4, White Printed	Per No.	
23.	Punch Double Hole (K.W. 912 or Deli)	Per No.	
24.	Scotch Tape Dispenser (Panasonic)	Per No.	
25.	Pen (medium and fine quality)	Per No.	
26.	Punch Single Hole (KW)	Per No.	
27.	Scissors (Large & Medium)	Per No.	
28.	Note Sheet Pad	Per No.	
29.	Staple Machine HD-50/50R (Max, Japan)	Per No.	
30.	Staple Machine K.W. 50LBN (Heavy Duty)	Per No.	
31.	Punch Machine K.W. 9670 (Heavy Duty)	Per No.	
32.	Drafting Pad (Large)	Per No.	
33.	Drafting Pad (Small)	Per No.	
34.	File Tags	Per Bundle	
35.	Dispatch Register (# 8)	Per No.	
36.	Accounts Register (Cash book) (#4, # 6, # 8)	Per No.	
37.	Accounts Register (Ledger with bank column) (#4, #6 & #8)	Per No.	
38.	Stock Register (# 8)	Per No.	

39.	Fax Roll (Panasonic, 36 meter)	<b>Per No.</b>	
40.	Erasable Marker Black (Snowman)	<b>Per No.</b>	
41.	Register Simple (# 12, Local)	<b>Per No.</b>	
42.	Binding Sheet Plastic (Quality Brand / Imported)	<b>Per Packet</b>	
43.	Tracing Paper	<b>Per Packet</b>	
44.	File Board	<b>Per No.</b>	
45.	Staple Pins (24/6) - Dollar	<b>Per Packet</b>	
46.	Paper Clips (26mm & 36mm)	<b>Per Packet</b>	
47.	Fluid with Thinner (Pelikan)	<b>Per Set</b>	
48.	Correction Pen	<b>Per No.</b>	
49.	Remarks Pad / Post it Pads (3x3' and 3x4')	<b>Per No.</b>	
50.	Gum Crystal 142g (Fine Quality)	<b>Per No.</b>	
51.	Staple Remover	<b>Per No.</b>	
52.	File Tray Plastic	<b>Per No.</b>	
53.	File Cover	<b>Per No.</b>	
54.	Tape Binding. Size: 1", 2" & 3" (Quality)	<b>Per No.</b>	
55.	Spiral Bindings, 1 sizes: 8mm, 12mm, 14mm, 28mm, 32mm, 40mm)	<b>Per No.</b>	
56.	Binding Cards (all colors)	<b>Per No.</b>	
57.	Peon Book	<b>Per No.</b>	
58.	Paper cutter	<b>Per No.</b>	
59.	Tissue Box (Rose Patel)	<b>Per No.</b>	
60.	Cell Remote AAA (Energizer)	<b>Per No.</b>	
61.	Duster (White)	<b>Per No.</b>	
62.	Duster (Yellow)	<b>Per No.</b>	
63.	Calculator MJ-120T	<b>Per No.</b>	
64.	CD-RW Blank Sony (Original)	<b>Per No.</b>	
65.	CD-R Blank Sony (Original)	<b>Per No.</b>	
66.	DVD-RW Blank Sony (Original)	<b>Per No.</b>	
67.	DVD-R Blank Sony (Original)	<b>Per No.</b>	
68.	USB 32 GB (Kingston)	<b>Per No.</b>	
69.	USB 16 GB (Kingston)	<b>Per No.</b>	
70.	Optical Mouse (A4 Tech)	<b>Per No.</b>	
71.	Multimedia Keyboard (A4 Tech)	<b>Per No.</b>	
72.	Index Sheet	<b>Per No.</b>	
73.	Color Papers	<b>Per No.</b>	
74.	Table Dairy	<b>Per No.</b>	
75.	Diary Stand	<b>Per No.</b>	
76.	Table Calendar	<b>Per No.</b>	
77.	Uniball Signe	<b>Per No.</b>	
78.	Ball Point Clipper	<b>Per No.</b>	
79.	Ball Point Picasso Oria	<b>Per No.</b>	
80.	Soap Dispencer Steel	<b>Per No.</b>	
81.	Mouse Pad Fine Quality	<b>Per No.</b>	
82.	Insulation Tape	<b>Per No.</b>	
83.	<b>Fluid Pen Uniball</b>	<b>Per No.</b>	
84.	Ball Point Mercury	<b>Per No.</b>	

85.	Ball Point Piano 0.8	<b>Per No.</b>	
86.	Ball Point Piano Silk	<b>Per No.</b>	
87.	Ball Point Picasso Oria	<b>Per No.</b>	
88.	Ball Point Dollar Clipper	<b>Per No.</b>	
89.	Ball Point Piano Pro-0.8 mm	<b>Per No.</b>	
90.	Ball Point Piano Jenflo gel 0.7 mm	<b>Per No.</b>	
91.	Shorthand Book Medium Size	<b>Per No.</b>	
92.	Dollar Stamp Pad Ink Blue & Black	<b>Per No.</b>	
93.	Heavy Duty Stappler & Punch KW-TRIO	<b>Per No.</b>	
94.	Externet HDD 2TB	<b>Per No.</b>	
95.	Computer Cell Maxell CR-2030/2032	<b>Per No.</b>	

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Sharah-e-Jamhuriat, G-5/2, Islamabad

**List of Toners / Cartridges**

<b>Sr. #</b>	<b>Item Description</b>	<b>Unit</b>	<b>Rate</b>
1.	HP Cartridge for DeskJet 970Cxi (51645AA)	<b>Per No.</b>	
2.	HP Cartridge for DeskJet 970Cxi (C6578D)	<b>Per No.</b>	
3.	Hp Toner for 1320 Printer (Q5949)	<b>Per No.</b>	
4.	Hp Toner for 1300 Printer (2613A)	<b>Per No.</b>	
5.	Hp Toner for 4250 Printer (Q5942A)	<b>Per No.</b>	
6	Hp Toner for 4100 Printer (8061A)	<b>Per No.</b>	
7.	Hp Toner for 1200 Printer (C7115A)	<b>Per No.</b>	
8.	Hp Toner for 2015 Printer (Q7553A)	<b>Per No.</b>	
9.	Hp Toner for 1100 Printer (4092A)	<b>Per No.</b>	
10.	Hp 1102(CE285A)	<b>Per No.</b>	
11.	Hp 2055(CE505A)	<b>Per No.</b>	
12.	Hp 2035(CE 505A)	<b>Per No.</b>	
13.	Hp Toner for 2600 Printer (Q6000A, Q6001A, Q6002A, Q6003A)	<b>Per No.</b>	