



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

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, 2018 extendable for further mutually agreed period:

Sr. #.	Description of Items Required	Qty	Unit Price(Rs.)
1	<u>Miscellaneous Office Stationary Items and HP Printer Toners</u> 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 an 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 Government Departments/Ministries (Copies of Purchase Orders received from Government Departments. alongwith satisfactory performance certificate should be enclosed).
- d) Have minimum Turnover of Rs. 10.0 Million per year during each of the last three financial years (valid and certified proof has to be attached).
- e) 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 rejected.
- d) Tender, complete in all respects, must reach the office of Assistant Director (Admin) on or before 21-08-2017 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. 21-08-2017 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 as per PPRA Rules.

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 may be asked 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) Copies of Income Tax Return filed for last three financial years;
- d) In case of Toner Cartridges Copy of authorization certificate from the manufacturer.
- e) 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
- f) 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, 2018 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 original manufacturer (i.e. HP) 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

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

41	Muslim shower	Per No.	
42	Bulb Holder	Per No.	
43	Multi Plug (Large) Fine Quality	Per No.	
44	Multi Plug (Small) Fine Quality	Per No.	
45	Extension Wire Large	Per No.	
46	Push Button.	Per No.	
47	Glint Spray (500 ml) Kivi	Per No.	

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List of Stationary Items

Sr. #	Item Description	Unit	Rate
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)	Per No.	
40.	Erasable Marker Black (Snowman)	Per No.	
41.	Register Simple (# 12, Local)	Per No.	
42.	Binding Sheet Plastic (Quality Brand / Imported)	Per Packet	
43.	Tracing Paper	Per Packet	
44.	File Board	Per No.	
45.	Staple Pins (24/6) - Dollar	Per Packet	
46.	Paper Clips (26mm & 36mm)	Per Packet	
47.	Fluid with Thinner (Pelikan)	Per Set	
48.	Correction Pen	Per No.	
49.	Remarks Pad / Post it Pads (3x3' and 3x4')	Per No.	
50.	Gum Crystal 142g (Fine Quaility)	Per No.	
51.	Staple Remover	Per No.	
52.	File Tray Plastic	Per No.	
53.	File Cover	Per No.	
54.	Tape Binding. Size: 1", 2" & 3" (Quality)	Per No.	
55.	Spiral Bindings, l sizes: 8mm, 12mm, 14mm, 28mm, 32mm, 40mm)	Per No.	
56.	Binding Cards (all colors)	Per No.	
57.	Peon Book	Per No.	
58.	Paper cutter	Per No.	
59.	Tissue Box (Rose Patel)	Per No.	
60.	Cell Remote AAA (Energizer)	Per No.	
61.	Duster (White)	Per No.	
62.	Duster (Yellow)	Per No.	
63.	Calculator MJ-120T	Per No.	
64.	CD-RW Blank Sony (Original)	Per No.	
65.	CD-R Blank Sony (Original)	Per No.	
66.	DVD-RW Blank Sony (Original)	Per No.	
67.	DVD-R Blank Sony (Original)	Per No.	
68.	USB Flash Drive 32 GB (HP x750W or equivalent, Metal Body)	Per No.	
69.	USB Flash Drive 16 GB (HP x750W or equivalent, Metal Body)	Per No.	
70.	USB Optical Mouse (Dell Genuine)	Per No.	
71.	USB Multimedia Keyboard (Dell SK-8115 or equivalent)	Per No.	
72.	TP Link Wireless USB Adaptor, TL-WN722N (150 Mbps or higher)	Per No.	
73.	Index Sheet	Per No.	
74.	Color Papers	Per No.	
75.	Table Dairy	Per No.	
76.	Diary Stand	Per No.	
77.	Table Calendar	Per No.	
78.	Uniball Signe	Per No.	
79.	Ball Point Clipper	Per No.	
80.	Ball Point Picasso Oria	Per No.	

81.	Soap Dispencer Steel	Per No.	
82.	Mouse Pad Fine Quality	Per No.	
83.	Insulation Tape	Per No.	

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List of Toners / Cartridges

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