

BIDDING DOCUMENTS

NO. CFW (T-2122)/21

FRAMEWORK CONTRACT FOR PROCUREMENT OF STATIONARY ITEMS

FOR THE FINANCIAL YEAR 2021-22



PUNJAB CURRICULUM AND TEXTBOOK BOARD

21/E-II, GULBERG-III, LAHORE

Tel: +924299230672-76 Fax 99230679

INVITATION FOR BIDS

Punjab Curriculum and Textbook Board (PCBT) invites sealed bids from eligible bidders for procurement of Stationary items on Framework Contract for the Financial Year 2021-22.

1. Interested eligible bidders may get the bidding documents from the Deputy Secretary (Estate) PCTB on submission of written application on payment of non refundable fee of Rs.1000/-(one thousand only), however, a copy of Bidding Documents is also available on websites www.ppra.punjab.gov.pk & www.pctb.punjab.gov.pk.
2. Bidding process shall be conducted as per Rule 38(2/a) of PPRA Rules, 2014 (amended) through Single Stage Two Envelopes Bidding Procedure. The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters in separate envelopes.
3. Sealed bids are required to be submitted by interested bidders on **16th September, 2021 (Thursday) by 11:00 AM** with a 2% Bid Security of estimated cost as mentioned in Bidding Documents in shape of CDR/ Bank guarantee in the name of Punjab Curriculum and Textbook Board, Lahore to be enclosed original with the Financial Bid and copy with Technical Bid.
4. The Bids received till the stipulated date & time shall be opened publicly on the same date at **11:30 AM in the Committee Room of PCTB** in the presence of bidders / representatives who choose to attend.
5. In case the date of opening is declared as a public holiday by the Government or non-working day due to any reason, the next official working day shall be deemed to be the date of submission and opening of bid accordingly. The time and venue shall remain the same.

Note: The procurement shall be governed by the Punjab Procurement Rules, 2014 (Amended).

DY. SECRETARY (ESTATE)
PUNJAB CURRICULAM AND TEXTBOOK BOARD (PCBT)
21/E-II GULBERG, LAHORE
Tel: +924299230672-76 Fax 99230679

BID DATA SHEET

Description	Detail
Tender Price	Rs.1,000/- (Non- refundable)
Language of bid	English or Urdu
Currency	Pak Rupees
Bidding Method	As per Rule 38(2/a) of PPRA Rules, 2014 (amended) through Single Stage Two Envelopes Bidding Procedure
Response Time	15 days after the publication of advertisement
Submission of Bids (Date, Time & Venue)	16.09.2021 (Thursday) at 11.00 A.M in the Committee Room of the PCTB, Lahore
Opening of Technical Proposals (Date, Time & Venue)	16.09.2021 (Thursday) at 11.30 A.M in the Committee Room of the PCTB, Lahore
Opening of Financial Bids (Date, Time & Venue)	The Financial Bids of only technically responsive bidders will be opened, on a time, date and venue announced and communicated to the bidders.
Bid validity period	180 days
Contract period	01 year w.e.f. from the date of signing of contract
Bid Security	02% of total estimated cost of complete stationery items LOT in shape of a Bank Guarantee / CDR in the name of Punjab Curriculum and Textbook Board, Lahore
Performance Security	10% of the total annual Contract amount in the shape of Bank Guarantee / CDR in the name of Punjab Curriculum and Textbook Board, Lahore
Address for communication:	
Dy. Secretary (Estate) Punjab Curriculum and Textbook Board, 21/E-II, GULBERG-III, LAHORE Tel: +924299230672-76 Fax 99230679	

INSTRUCTIONS TO BIDDER

1. A Bidder/ Service Provider shall be a legally registered entity with the formal intent to enter into an agreement.
 - 1.1 The bidder must be an active Taxpayer, both in Income Tax and General Sales Tax with documentary proof shall have to be provided by bidder(s).
 - 1.2 A Bidder who is barred/ blacklisted or disqualified either by any Government/ Department/ Agency/ Authority would not be eligible to submit the Bid. The Bidder will submit an affidavit on stamp paper of Rs. 100/-.
 - 1.3 The bidder shall provide all information required in the bidding documents and documents to substantiate its claim for eligibility.

2. **Submission of Bid**
 - 2.1 The bidders shall submit Technical and Financial Bids in separate sealed envelopes in one sealed envelope on or before **16th September, 2021 (Thursday) by 11:00 AM in the** office of Deputy Secretary (Estate) Punjab Curriculum and Textbook Board, Lahore.

3. **Opening of Technical Bid**
 - 13.1 The Bids received till the stipulated date & time shall be opened publicly on the same date at **11:30 AM in the Committee Room of PCTB** in the presence of bidders / representative who choose to attend.

4. **Bid Validity Period**

The offer must be valid for **180 Days** from the last date of submission of bids.

5. **Amendment in Documents**
 6. After submission, no amendments in the technical or financial bids shall be permitted.

7. **Opening of Financial Bid**

After the evaluation and approval of the technical proposal, the procuring agency, shall at a time within in bid validity period, publicly open the financial proposals of the technically responsive bidders, on a time, date and venue announced and communicated to the bidders in advance in the presence of the bidders or their representatives. The financial bids of the technically non-responsive bidders shall be returned unopened to the respective bidders.

8. **Currency / Prices**
 - 8.1 The quoted prices shall be treated as firm and final in Pak Rupees.
 - 8.2 The Bidder shall indicate on the Price Schedule the Unit Prices and Total Price including all applicable taxes..
 - 8.3 Price Schedule at Annexures A is to be filled in very carefully, and should be typed. Any alteration/ correction must be initialled.

9. Every page is to be signed and stamped by the bidder at the bottom.

10. Financial Bid should be prepared using the format of Price Schedule / Financial Bid. Financial bids only the technically qualified/ responsive bidders will be opened after due notification and procedure as laid down in PPRA rules.

11. **Conditional Documents**

Conditional discounts shall not be considered in evaluation.

12. **Bid Security** – In the shape of a Bank Guarantee / CDR equivalent to 02% of total estimated cost of complete stationery items LOT in the name of Punjab Curriculum and Textbook Board, Lahore to be enclosed original with the financial bid and copy with technical bid against below mentioned detail:-

Lot No	Head of Accounts	Total Estimated Cost (Including all taxes)	Amount of bid security (@ 2%)
LOT	Stationery Items	6,000,000	120,000

Note: The Bid Security of unsuccessful bidders will be returned after evaluation of contract with the successful / lowest evaluated bidder.

13. **Bidding Method and Evaluation**

13.1 **Bidding Method**

As per rule 38 (2/a) of PPR, 2014 (amended) Single Stage Two Envelopes Bidding Procedure shall be adopted.

13.1 **Rejection of Bids**

- 13.1.1 The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per Rule 35 of PPRA Rules, 2014 (amended)
- 13.1.2 The procuring agency 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.
- 13.1.3 The procuring agency shall incur no liability, solely by virtue of its invoking sub-rule (1) towards the bidders.
- 13.1.4 The bidders shall be promptly informed about the rejection of the bids, if any.

14 **Evaluation of Bids**

14.1 **Technical Evaluation**

The technical evaluation of the bid shall be according to the evaluation criteria given in *Knock Down Technical Evaluation Criteria*. All compliance certificates need to be submitted with the technical bid along with all lists and other requirements with proofs.

14.2 **Financial Evaluation**

The financial evaluation of the bid shall be according to the financial evaluation as given in Price Schedule / Financial Bid. Incomplete bids shall stand rejected.

15. **Tender LOT of Stationery Items**

A Bidder is bound to offer rates of complete stationery items of LOT.

16. Redressal of Grievances

- 16.1 The Procuring Agency shall constitute a committee, according to Rule 67 of Punjab Procurements Rules 2014, comprising odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.
- 16.2 Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances not later than **ten (10)** days after the announcement of the bid evaluation report.
- 16.3 The committee shall investigate and decide upon the complaint within **fifteen (15)** days of the receipt of the complaint.
- 16.4 Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

17. Award of Contract

- 17.1 The award of the contract shall be valid for **one (01) year** from the date of signing of contract.
- 17.2 The Bidder will enter into contract within **ten (10) days** after issuance of Letter of Award / Advance Acceptance of Tender.

18. Performance Security

The successful bidder shall furnish a Performance Security in the shape of Bank Guarantee / CDR from any scheduled bank operating in Pakistan equivalent to **10% of the total annual Contract amount**, with annual validity period before the signing of the contract.

19. Payment Method

- 19.1 The Purchaser shall make payments to the Supplier in accordance with the conditions set forth in the Payment Schedule agreed and annexed to this contract after inspection from the Inspection Committee.
- 19.2 The currency of payment shall be Pakistan Rupee.

20. Force Majeure

- 20.1 Notwithstanding the provisions of GCC Clauses 20 and 21, the Supplier shall not be liable for forfeiture of its Performance Guaranty, or termination/ blacklisting for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes.
- 20.2 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing with sufficient and valid evidence of such condition and the cause thereof. The Purchaser shall examine the merits of the case and all reasonable alternative means for completion of purchase order under the Contract and inform the Supplier of its findings promptly.
- 20.3 Unless Purchaser informs the Supplier in writing of its agreement on the application of force majeure, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

21. Supplies / Penalties

21.1 The supplies shall be delivered as & when required and in accordance with the description mentioned at Annexure A, approved samples and subsequent purchase order to be issued by the Punjab Curriculum and Textbook Board, Lahore as per following schedule of requirements. The delay / late delivery shall be imposed a penalty:

Sr. #	Delivery Period of All Items in 100% Quantity as per Purchase Order	Penalty (in case of late delivery)
1	Within 15days after the issuance of the Purchase Order	Nil
2	After 15 days	@ 0.067 % of total cost of Purchase Order per day

22. Samples of Items

The Bidder participating in the tender process, shall provide samples of all quoted items alongwith his bid at his own cost.

KNOCK DOWN TECHNICAL EVALUATION CRITERIA

Failure to comply with any parameter of knock down criteria will result in disqualification of bidder.

Sr. No.	PARAMETERS	DOCUMENTSREQUIRED	COMPLIANCE STATUS (Yes/No)
01	Original receipt of Purchase of tender	Original receipt for purchase of Bidding Document attach with Technical Bid	
02	2% Bid Security of Estimated Cost	Original with Technical Bid and copy with Financial Bid	
03	Nationality/Identity	CNIC copy of CEO/Owner	
04	NTN/ GST and ATL	The bidder must provide the NTN/GST registration certificate and proof of enlistment on the Active Tax Payer List (ATL) available on Federal Broad of Revenue(FBR) Website	
05	Financial Capability of Firm	The firm shall provide minimum 2 million Annual Sales Turnover/Gross Revenue of Financial Year 2019-2020 in form of FBR Tax Returns	
06	Acceptance of terms and conditions of Bidding Documents	The firm will submit an affidavit on judicial stamp paper of Rs.100/-that all terms and conditions as mentioned in Bidding Documents are accepted.	
07	Specific experience of firm	Supplier having at least two years Supply Experience to the Public Sector organizations (The Supplier shall submit Purchase Order)	
08	Provision of black listing certificate	Under taking on judicial stamp paper of Rs.100/-The firm is neither blacklisted/debarred by any Federal& Provincial Govt.	
09	Professional tax certificate	Payment of professional tax for the financial year 2020-2021(attach copy)	

Sign: _____

Designation: _____

Stamp: _____

FINANCIAL BID PROFORMA

(PROCUREMENT OF STATIONERY ITEMS UNDER FRAMEWORK CONTRACT FOR THE FINANCIAL YEAR, 2021-22)

1. Name of Bidding Firm: _____
2. Address: _____
3. Phone No. _____, Cell No. _____

Sr. No.	Name of Item	Specifications / Make	Total Qty	Cost Per Unit (Inclusive of all applicable taxes)	Total Amount (Inclusive of all applicable taxes)
1	Noting Sheet	70 GSM	450 reams		
2	Offset Paper	A4: 80 GSM Double A or equivalent	850 Reams		
3	Offset Paper	Legal: 80 GSM Double A or equivalent	150 Reams		
4	Simple / Line Register (Hard Bind)	Standard size narrow line	70 No.		
5	Simple / Line Register (Ring Bind)	Standard size narrow line	40 No.		
6	Peon Book	Standard size	60 No.		
7	Sticky Notes	Different colours	350 No.		
8	Calculator	12 Digits Casio or equivalent	80 No.		
9	Lead pencil	Goldfish or equivalent	350 No.		
10	Ball point	Picasso/ Piano Equivalent	750 No.		
11	Jell Pen	Signo, V10 Grip or equivalent	300 No.		
12	Pointer	Dollar 0.3 or equivalent	150 No.		
13	Board marker	Dollar or equivalent	150 No.		
14	Permanent marker	Dollar or equivalent	150 No.		

Sr. No.	Name of Item	Specifications / Make	Total Qty	Cost Per Unit (Inclusive of all applicable taxes)	Total Amount (Inclusive of all applicable taxes)
15	Highlighter	Pelican 490 or equivalent	325 No.		
16	Rubber / Eraser	AL- 30 Pelican or equivalent	250 No.		
17	Sharpener	Dux or equivalent	200 No.		
18	Fluid Pen	7 ml Pelican or equivalent	300 No.		
19	Fountain Pen Ink	62.5 ml Pelican or equivalent	20 No.		
20	Fountain Pen Ink	62.5 ml Dollar or equivalent	20 No.		
21	Stamp Pad Ink	Dollar or equivalent	80 No.		
22	Stapler machine	24 / 6 Chanyi / Maped or equivalent	150 No.		
23	Stapler machine	23 / 25 Deli-0395 or equivalent	40 No.		
24	Stapler machine	240 sheets M&G or equivalent	20 No.		
25	Stapler pin	24 / 26 Dollar or equivalent	1000 small pkts		
26	Stapler pin remover	Chanyi or equivalent	120 No.		
27	Single Punch	6 mm KW-Trio or equivalent	60 No.		
28	Double punch	Opal 500 or equivalent	50 No.		
29	Punch machine	70 sheets 9600 kw-trio or equivalent	45 No.		
30	Scotch tape	1" Chanyi or equivalent	130 No.		
31	Scotch tape	1/2" Nichiban or equivalent	90 No.		
32	Scotch Tape Stand	Standard Stars or equivalent	110 No.		
33	Packing tape	2" Standard	130 No.		
34	Binding tape	2" Standard	150 No.		
35	Binding Machine	Punch: 25 sheets Binding: 400 sheets	20 No.		
36	Binding sheet	Standard Legal size	60 pkts		

Sr. No.	Name of Item	Specifications / Make	Total Qty	Cost Per Unit (Inclusive of all applicable taxes)	Total Amount (Inclusive of all applicable taxes)
37	Binding sheet	Standard A4 size	75 pkts		
38	Paper cutter	Chanvi or equivalent	120 No.		
39	Scissors	Stainless medium size	70 No.		
40	Stamp pad	Medium size Collop/ crystal or equivalent	90 No.		
41	Paper pin	Medium size 50 gm	70 No.		
42	Paper clip	36 mm Grash or equivalent	70 No.		
43	Pin cushion	Plastic	40 No.		
44	Poker (Suwa)	Standard size	150 No.		
45	Scale Steel	12" Goldfish or equivalent	200 No.		
46	Gum stick	21 gm UHU or equivalent	400 No.		
47	Tag Small	Standard size	750 Gushi		
48	Tag Big	Standard size	600 Gushi		
49	Paper weight	Standard size Marble	100 No.		
50	Pen holder stand	Standard size Marble	40 No.		
51	Plastic Dori	Standard size	70 No.		
52	Dhaga gola	Standard size	50 No.		
53	Envelop Brown	D.O / Letter size	1,000 No.		
54	Envelop White	D.O / Letter size	500 No.		
55	Envelop Brown	A4 size	500 No.		

Sr. No.	Name of Item	Specifications / Make	Total Qty	Cost Per Unit (Inclusive of all applicable taxes)	Total Amount (Inclusive of all applicable taxes)
56	Envelop legal brown	Legal size	400 No.		
57	Paper flag	Different colours	800 No.		
58	File Cover Soft	A 4 size Printed / as per sample	5,500 No.		
59	File Cover Soft	Legal size Printed / as per sample	7,000 No.		
60	Hard File Cover (Ghatta Jorry)	Legal size Printed / as per sample	3,800 No.		
61	Flappers with Dorry Green Color	Size: 4x26 Dorry 30" As per sample	7,000 No.		
62	Flapper (magic)	Size: 4x26 As per sample	500 No.		
63	Log Books	Standard size	30 No.		
64	Challan Books	as per sample	100 No.		
65	Receipt Book	as per sample	50 No.		
66	Delivery Orders Challan	as per sample	200 No.		
67	PMIU Receipt Books	as per sample	300 No.		
68	Noting / Writing Pad	A4 size	250 No.		
69	Noting / Writing Pad	small size	250 No.		
70	Plastic Folder with Button / File Bag	Cosmo or equivalent	450 No.		
71	Box File	Legal size	450 No.		
72	Box File	A4 size	450 No.		
73	File / Cover Folder	A4 size	450 No.		
74	File / Cover Folder	Legal size	350 No.		

Sr. No.	Name of Item	Specifications / Make	Total Qty	Cost Per Unit (Inclusive of all applicable taxes)	Total Amount (Inclusive of all applicable taxes)
75	Tracing paper	Legal size	15 pkts		
76	Tracing paper	A4 size	15 pkts		
77	Carbon paper	Butterfly or equivalent	110 pkts		
78	Lakh	Small box	120 boxes		
79	Diary register	Standard size	40 No.		
80	Special Registers	No-10 (narrow line) Line Press or equivalent	8 No.		
81	Special Registers	No-8 (narrow line) Line Press or equivalent	6 No.		
82	Special Registers	No-6 (narrow line) Line Press or equivalent	6 No.		
83	Special Registers	No-5 (narrow line) Line Press or equivalent	6 No.		
84	Special Registers	No-4 (narrow line) Line Press or equivalent	20 No.		
85	Special Registers	No-3 (narrow line) Line Press or equivalent	6 No.		
86	Cash Book (E.M)	No-5 Line Press or equivalent	5 No.		
87	Stock Registers	No-6 Line Press or equivalent	6 No.		
88	Stock Registers	No-4 Line Press or equivalent	6 No.		
89	Paper separator set	Different colours	300 set		
90	Cover D-Ring	Standard	300 No.		
Total Amount (inclusive of all applicable taxes)					

Total Amount in Words : _____

4. Rates of above mentioned items must be offered as per approved samples.
5. Total Bid Security @ 2% of Estimated Cost as mentioned in the SBD Rs. _____
 Bid Security paid vide Pay Order / CDR / Bank Draft amounting to Rs. _____
 of Bank _____ dated _____
 submitted alongwith Technical Bid.

Signature & Stamp of Bidder

DRAFT CONTRACT

FRAMEWORK CONTRACT FOR PROCUREMENT OF STATIONARY ITEMS

FOR THE FINANCIAL YEAR 2021-22



PUNJAB CURRICULUM AND TEXTBOOK BOARD

21/E-II, GULBERG-III, LAHORE

Tel: +924299230672-76 Fax 99230679

AND

VENDOR

Form of Contract

[letterhead paper of the Procuring Agency]

This CONTRACT (hereinafter called the "Contract") is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Procuring Agency and related parties]* (hereinafter called the "Procuring agency") on the other hand, *[name of Bidder]* (hereinafter called the "Bidder").

[Note: *In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: "...(hereinafter called the "Procuring agency") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Procuring agency for all the Bidder's obligations under this Contract, namely, *[name of Bidder]* and *[name of Bidder]* (hereinafter called the "Service Provider").]*

WHEREAS

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:

- (a) the Letter of Acceptance;
- (b) the Special Conditions of Contract;
- (c) the General Conditions of Contract;
- (d) the Scope of Services;
- (e) Performance Specifications and Drawings;
- (f) Annexures; and
- (g) the Service Provider's Proposal.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written
For and on behalf of *[name of Procuring agency]*

[Authorized Representative]

For and on behalf of *[name of Service Provider]*

[Authorized Representative]

[Note: *If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]*

For and on behalf of each of the Members of the Service Provider

[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]