



**Provincial Disaster Management Authority
Rehabilitation Department
Government of Sindh**

Bidding Document

For

National Competitive Bidding

Pakistan

August 2025

**PROCUREMENT OF GOODS
(STATIONARY) FOR THE
OFFICE MANAGEMENT
FY 2025-26**

PART ONE (FIXED)

- Instructions to Bidders (ITB)
- General Conditions of Contract (GCC)

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Part One - Section I.
Instructions to Bidders

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Instructions to Bidders

A. Introduction

1. Source of Funds

- 1.1 The Procuring agency has received funds from provincial government for the procurement of Goods i-e Stationary as essentials for the office management for the CFY 2025-26 and the said funds will be applied to eligible payments under the contract for which these bidding documents are issued.
- 1.2 Payment by the Fund will be made only at the request of the Procuring Agency and upon approval by the competent authority, and in all respect to the terms and conditions of the agreement. No party other than the Procuring Agency shall derive any rights or have any claim to the allocated fund proceeds.

2. Eligible Bidders

- 2.1 This Invitation for Bids is open to all suppliers from eligible source through e-bid, E-Pak Acquisition and Disposal System E-PADS as defined in the SPP Rules, 2010 (amended till date) and its Bidding Documents except as provided hereinafter.
- 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.
- 2.3 Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.
- 2.4 Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any Government organization in accordance with sub clause 34.1

3. Eligible Goods and Services

- 3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the SPP Rules, 2010 (amended till date) and its Bidding Documents and all expenditures made under the contract will be limited to such goods and services.
- 3.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of goods and services is distinct from the nationality of the Bidder.

4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as “the Procuring agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

5. Content of Bidding Documents

5.1 The bidding documents include:

- (a) Instructions to Bidders (ITB)
- (b) Bid Data Sheet
- (c) General Conditions of Contract (GCC)
- (d) Special Conditions of Contract (SCC)
- (e) Schedule of Requirements
- (f) Technical Specifications
- (g) Bid Form, Price Schedules and Miscellaneous Forms
- (h) Bid Security Form
- (i) Contract Form
- (j) Performance Security Form
- (k) Manufacturer’s Authorization Form

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

- 6. Clarification of Bidding Documents**
- 6.1 Any interested bidder seeking clarification on the bidding documents shall submit their query through the EPADS platform, no later than five (5) calendar days before the bid submission/opening deadline specified in the Bid Data Sheet. The Procuring Agency shall respond to such queries within three (3) working days through the EPADS platform.
- 7. Amendment of Bidding Documents**
- 7.1 At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by amendment.
- 7.2 All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
- 7.3 In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.

C. Preparation of Bids

- 8. Language of Bid**
- 8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Bid, the translation shall govern.
- 9. Documents Comprising the Bid**
- 9.1 The bid prepared by the Bidder shall comprise the following components:
- (a) a Bid Form and a Price Schedule completed in accordance with ITB Clauses 10, 11, and 12;
 - (b) documentary evidence established in accordance with ITB

Clause 13 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;

(c) documentary evidence established in accordance with ITB Clause 14 that the goods and ancillary services to be supplied by the Bidder are eligible goods and services and conform to the bidding documents;

(d) bid security furnished in accordance with ITB Clause 15.

10. Bid Form

10.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

11. Bid Prices

11.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the goods it proposes to supply under the contract.

11.2 Prices indicated on the Price Schedule shall be delivered duty paid (DDP) prices. The price of other (incidental) services, if any, listed in the Bid Data Sheet will be entered separately.

F

11.3 The Bidder's separation of price components in accordance with ITB Clause 11.2 above will be solely for the purpose of facilitating the comparison of bids by the Procuring agency and will not in any way limit the Procuring agency's right to contract on any of the terms offered.

11.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected, pursuant to ITB Clause 24. If, however, in accordance with the Bid Data Sheet, prices quoted by the Bidder shall be subject to adjustment during the performance of the contract, a bid submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

12. Bid Currencies

12.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

**13. Documents
Establishing
Bidder's**

13.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

**Eligibility and
Qualification**

13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the Procuring agency's satisfaction that the Bidder, at the time of submission of its bid, is from an eligible country as defined under ITB Clause 2.

13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring agency's satisfaction:

- (a) that, in the case of a Bidder offering to supply goods under the contract which the Bidder did not manufacture or otherwise produce, the Bidder has been duly authorized by the goods' Manufacturer or producer to supply the goods in the Procuring agency's country;
- (b) that the Bidder has the financial, technical, and production capability necessary to perform the contract;
- (c) The items included in this tender pertain to general stationery supplies, which typically do not require after-sales support such as maintenance or spare parts. However, in the case of a Bidder not doing business within the Procuring Agency's country, the Bidder must demonstrate that it is, or will be (if awarded the contract), represented by a local Agent. The Agent shall be responsible for ensuring smooth coordination of deliveries, handling of defective item replacements, and compliance with the supply obligations defined in the Contract.
- (d) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

**14. Documents
Establishing
Goods'
Eligibility and
Conformity to
Bidding
Documents**

14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.

14.2 The documentary evidence of the eligibility of the goods and services shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

14.3 The documentary evidence of conformity of the goods and services to the bidding documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) A detailed description of the essential technical and

Performance characteristics of the goods;

(b) A list providing full details, including available sources and current prices, of any applicable replacement items or accessories (e.g., pen refills, stapler pins, etc.) necessary for the continued usability of the stationery items being supplied under the contract. This requirement shall apply only where such replacements or accessories are relevant, for a period as specified in the Bid Data Sheet, following the commencement of their use by the Procuring Agency.

(c) An item-by-item commentary on the Procuring agency's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

14.4 For purposes of the commentary to be furnished pursuant to ITB Clause 14.3(c) above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring agency in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its bid, provided that it demonstrates to the Procuring agency's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

15. Bid Security

15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

15.2 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 15.7.

15.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for thirty (30) days beyond the validity of the bid; or
- (b) irrevocable en-cashable on-demand Bank call-deposit.

15.4 Any bid not secured in accordance with ITB Clauses 15.1 and 15.3 will be rejected by the Procuring agency as nonresponsive, pursuant to ITB Clause 24.

15.5 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Procuring agency pursuant to ITB Clause 16.

15.6 The successful Bidder's bid security will be discharged upon the Bidder signing the contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.

15.7 The bid security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (b) in the case of a successful Bidder, if the Bidder fails:
 - (i) to sign the contract in accordance with ITB Clause 32;
 - or**
 - (ii) to furnish performance security in accordance with ITB Clause 33.

**16. Period of
Validity of
Bids**

16.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Procuring agency, pursuant to ITB Clause 19. A bid valid for a shorter period shall be rejected by the Procuring agency as nonresponsive.

16.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB Clause 15 shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

**17. Format and
Signing of Bid**

(17.1 is not applicable in case of E-PADS Submission of bid)

~~17.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.~~

17.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a

person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.

17.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

17.4 The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

D. Submission of Bids

(18.1/.2/.3 and .4 are not applicable in case of E-PADS Submission of Bid)

18. Sealing and Marking of Bids

~~18.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.~~

~~18.2 The inner and outer envelopes shall:~~

~~(a) be addressed to the Procuring agency at the address given in the Bid Data Sheet; and~~

~~(b) bear the Project name indicated in the Bid Data Sheet, the Invitation for Bids (IFB) title and number indicated in the Bid Data Sheet, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the Bid Data Sheet, pursuant to ITB Clause 2.2.~~

~~18.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”.~~

~~18.4 If the outer envelope is not sealed and marked as required by ITB Clause 18.2, the Procuring agency will assume no responsibility for the bid’s misplacement or premature opening.~~

19. Deadline for Submission of Bids

19.1 Bid Security and Tender fees must be received by the Procuring agency at the address specified under ITB Clause 18.2 no later than the time and date specified in the Bid Data Sheet.

19.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and

obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

20. Late Bids

20.1 Any bid or bid security received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency pursuant to ITB Clause 19 will be rejected and returned unopened to the Bidder.

21. Modification and Withdrawal of Bids

21.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.

21.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB Clause 18. by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

21.3 No bid may be modified after the deadline for submission of bids.

21.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 15.7.

E. Opening and Evaluation of Bids

22. Opening of Bids by the Procuring agency

22.1 The Procuring agency will open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register evidencing their attendance.

22.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder pursuant to ITB Clause 20.

22.3 Bids (and modifications sent pursuant to ITB Clause 21.2) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

22.4 The Procuring agency will prepare minutes of the bid opening.

23. Clarification of Bids

23.1 During evaluation of the bids, the Procuring agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

24. Preliminary Examination

24.1 The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

24.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

24.3 The Procuring agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

24.4 Prior to the detailed evaluation, pursuant to ITB Clause 25 the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security (ITB Clause 15), Applicable Law (GCC Clause 30), and Taxes and Duties (GCC Clause 32), will be deemed to be a material deviation. The Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

24.5 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

Note: In case it is found that any of the requisite document is missing, the bid will be considered non responsive and rejected accordingly.

25. Evaluation and Comparison of Bids

25.1 The Procuring agency will evaluate and compare the bids which have been determined to be substantially responsive, pursuant to ITB Clause 24.

25.2 The Procuring agency's evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing duties and will exclude any allowance for price adjustment during the period of execution of the contract, if provided in the bid.

25.3 The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with ITB Clause 11.2, one or more of the following factors as specified in the Bid Data Sheet, and quantified in ITB Clause 25.4:

- (a) Incidental costs
- (b) Delivery schedule offered in the bid;
- (c) Deviations in payment schedule from that specified in the Special Conditions of Contract;
- (d) Availability of after-sales support or spare parts is not applicable for stationery items included in this tender, as such items do not typically require maintenance or support services.
- (e) Compliance of the quoted stationery items with the technical specifications mentioned in the Schedule of Requirements.
- (f) Fulfillment of any other specific criteria related to stationery items as indicated in the Bid Data Sheet and/or Technical Specifications.

25.4 For factors retained in the Bid Data Sheet pursuant to ITB 25.3, one or more of the following quantification methods will be applied, as detailed in the Bid Data Sheet:

- (a) Incidental costs provided by the bidder will be added by Procuring agency to the delivered duty paid (DDP) price at the final destination.

(b) *Delivery schedule.*

- (i) The Procuring agency requires that the goods under the Invitation for Bids shall be delivered at the time specified in the Schedule of Requirements which will be treated as the base, a delivery “adjustment” will be calculated for bids by applying a percentage, specified in the Bid Data Sheet, of the DDP price for each week of delay beyond the base, and this will be added to the bid price for evaluation. No credit shall be given to early delivery.

or

- (ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as nonresponsive. Within this acceptable range, an adjustment per week, as specified in the Bid Data Sheet, will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

or

- (iii) The goods covered under this invitation are required to be delivered in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price a factor equal to a percentage, specified in the Bid Data Sheet, of DDP price per week of variation from the specified delivery schedule.

(c) *Deviation in payment schedule.*

- (i) Bidders shall state their bid price for the payment schedule outlined in the SCC. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Procuring agency may consider the alternative payment schedule offered by the selected Bidder.

or

- (ii) The SCC stipulates the payment schedule offered by

the Procuring agency. If a bid deviates from the schedule and if such deviation is considered acceptable to the Procuring agency, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the bid as compared with those stipulated in this invitation, at the rate per annum specified in the Bid Data Sheet.

(d) *Cost of spare parts.*

~~(i)~~—As this tender pertains to stationery items, which do not involve major assemblies, components, or spare parts, the requirement to provide a list of such items and their associated costs is not applicable.

or

(ii) The Procuring Agency may identify a list of commonly used stationery items with estimated quantities based on routine requirements. For evaluation purposes, the total cost of these items, calculated using the unit prices quoted by the Bidder, may be considered while assessing the bid.:

Or

(iii) As this tender relates to stationery items that do not require spare parts or operational maintenance, no cost estimation for spare parts usage shall be conducted or added to the bid price for evaluation.

(e) *Spare parts and after sales service facilities in the Procuring agency's country.*

For applicable categories such as **General Stationery**, if the Bidder quotes separately for any arrangements related to the timely availability, delivery scheduling, or replacement of defective items (as outlined in the Bid Data Sheet or elsewhere in the bidding documents), the cost of such arrangements shall be added to the bid price, where applicable.

(f) *Operating and Replacement Considerations*

Since the operating or maintenance costs for stationery items are generally minimal, evaluation will primarily consider the unit cost, durability, and availability of refills or replacements (where applicable), as specified in the Bid Data Sheet or Technical Specifications.

(g) *Performance and productivity of the equipment.*

(i) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the Bid Data Sheet will be added to the bid price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

or

(ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the bid, and adjustment will be added to the bid price using the methodology specified in the Bid Data Sheet or in the Technical Specifications.

(h) *Specific additional criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.*

The relevant evaluation method shall be detailed in the Bid Data Sheet and/or in the Technical Specifications.

Alternative ——— 25.4 Merit Point System:

~~The following merit point system for weighing evaluation factors can be applied if none of the evaluation methods listed in 25.4 above has been retained in the Bid Data Sheet. The number of points allocated to each factor shall be specified in the Bid Data Sheet.~~

~~[In the Bid Data Sheet, choose from the range of]~~

Evaluated price of the goods	00 to 0
Quality and Conformity to Specifications	0 to 0
Warranty / After Sales Support (Where applicable)	0 to 00
Past Experience with Similar Supply	0 to 0
Standardization	0 to 0
Total	00

~~The bid scoring the highest number of points will be deemed to be the most advantages bid.~~

25.5 Technical Evaluation Of Bids

- a) The bids disqualified / not responsive to the Mandatory qualification Criteria (as per section 2 bid data sheet) shall not be eligible for further evaluation
- b) Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Black Listed firms shall be treated as rejected / non-responsive.
- c) The Bids shall be evaluated on an item-wise basis.
- d) Evaluation shall be based on the documentary evidence submitted by the bidder.
- e) Bids should be responsive to the technical specifications of the goods. Goods compliant with minor deviation shall also be considered subject to main utility / function is not effect.
- f) Goods shall be evaluated based on the catalogue, brochures, or technical data sheets (containing complete specifications of the offered items), and through physical verification of the samples provided by the bidder. However, for certain items specified in the bid data sheet, laboratory testing shall be mandatory, regardless of the availability of brochures or technical data. In such cases, evaluation shall be based on lab test reports and/or the assessment of the Technical Committee, as applicable

25.6 Financial Evaluation of Bids

- a) Financial bids of the technically responsive / qualified bidders shall be considered only.
- b) Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- c) Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful.
- d) The bidder whose offered rate is found lowest amongst other technically qualified bidders shall be considered for acceptance of the offer provided that it fulfills the laid down terms and conditions of the tender

**26. Contacting the
Procuring
agency**

- 26.1 Subject to ITB Clause 23, no Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
- 26.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

F. Award of Contract

**27. Post-
qualification**

- 27.1 In the absence of prequalification, the Procuring agency will determine to its satisfaction whether the Bidder that is selected as having submitted the most advantages evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 13.3.
- 27.2 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 13.3, as well as such other information as the Procuring agency deems necessary and appropriate.
- 27.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next most advantage bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

**28. Award
Criteria**

- 28.1 Subject to ITB Clause 30, the Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the most advantage bid, provided further that the Bidder is

determined to be qualified to perform the contract satisfactorily.

29. Procuring agency's Right to Vary Quantities at Time of Award

29.1 The Procuring agency reserves the right at the time of contract award to increase or decrease, by the percentage indicated in the Bid Data Sheet, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

30. Procuring agency's Right to Accept any Bid and to Reject any or All Bids

30.1 The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Procuring agency's action.

31. Notification of Award

31.1 Prior to the expiration of the period of bid validity, the Procuring agency will notify the successful Bidder in writing by registered letter or by cable, to be confirmed in writing by registered letter, that its bid has been accepted.

31.2 The notification of award will constitute the formation of the Contract.

31.3 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 33, the Procuring agency will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 15.

32. Signing of Contract

32.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

32.2 Within thirty (30) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency. **The procuring agency reserves the right to change the period of signing of contract according to the circumstances.**

33 Performance Security

33.1 Within fifteen (15) days of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.

33.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid

security, in which event the Procuring agency may make the award to the next most advantages Bidder or call for new bids.

34. Corrupt or Fraudulent Practices

34.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non- competitive levels and to deprive the Procuring agency of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

34.2 Furthermore, Bidders shall be aware of the provision stated in sub-clause 5.4 and sub-clause 24.1 of the General Conditions of Contract.

Part One - Section II.
General Conditions of Contract

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General Conditions of Contract

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring agency and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the items, goods, equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring agency under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring agency” means the organization purchasing the Goods, as named in SCC.
- (h) “The Procuring agency’s country” is the country named in SCC.
- (i) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.
- (j) “The Project Site,” where applicable, means the place or places named in SCC.
- (k) “Day” means calendar day.

2. Application

2.1 These General Conditions shall apply to the extent that they are

not superseded by provisions of other parts of the Contract.

3. Country of Origin

- 3.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules and further elaborated in the SCC.
- 3.2 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.

4. Technical Specifications

- 4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.

5. Use of Contract Documents and Information; Inspection and Audit by the Government

- 5.1 The Supplier shall not, without the Procuring agency’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Supplier shall not, without the Procuring agency’s prior written consent, make use of any document or information enumerated in GCC Clause 5.1 except for purposes of performing the Contract.
- 5.3 Any document, other than the Contract itself, enumerated in GCC Clause 5.1 shall remain the property of the Procuring agency and shall be returned (all copies) to the Procuring agency on completion of the Supplier’s performance under the Contract if so required by the Procuring agency.

- 5.4 The Supplier shall permit the Procuring agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the procuring agency, if so required.
- 6. Patent Rights**
- 6.1 The Supplier shall indemnify the Procuring agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Procuring agency's country.
- 7. Performance Security**
- 7.1 Within fifteen (15) days of receipt of the notification of Contract award or as mentioned in the award of contract, the successful Bidder shall furnish to the Procuring agency the performance security (3% of total allocated budget of the item as per revised APP by successful bidder). The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of the contract.
- 7.2 The proceeds of the performance security shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract acceptable to the Procuring agency and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency; or
 - (b) a cashier's or certified check.
- 7.4 The performance security will be discharged by the Procuring agency and returned to the Supplier not later than ninety (90) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in SCC.
- 8. Inspections and Tests**
- 8.1 The Procuring Agency or its authorized representative shall have the right to inspect and/or test the Goods (Stationery), to verify their conformity with the contract specifications. Such inspection and/or testing may be carried out by (Laboratories) or by the (Tech Committee) may be carried out at the supplier's premises, point of delivery, or final destination, as specified in the Special Conditions of Contract (SCC) and the Technical Specifications. The cost will be borne by the vendor(s) to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. The Procuring Agency shall notify the Supplier in writing, in a timely manner, of the identity of any authorized representative designated for this purpose.
- 8.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at

the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring agency.

8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring agency may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring agency.

8.4 The Procuring agency's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Procuring agency's country shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring agency or its representative prior to the Goods' shipment from the country of origin.

8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

9. Packing

9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Procuring agency.

10. Delivery and Documents

10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in SCC.

10.2 Documents to be submitted by the Supplier are specified in SCC.

- 11. DDP** 11.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered and the seller's responsibility is to safely product delivery and they may arrange appropriate quantity at PDMA warehouses according to the work order.
- 12. Transportation** 12.1 The Supplier is required under the Contact to transport the Goods to a specified place of destination within the Procuring agency's country, transport to such place of destination in the Procuring agency's country, including storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
- 13. Incidental Services** 13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
 - (e) training of the Procuring agency's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- 13.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.
- 14. Replacement, Maintenance, & Support** 14.1 As specified in the SCC (Special Conditions of Contract), the Supplier may be required to provide any or all of the following support and documentation related to the goods supplied:

- (a) Replacement of defective or damaged stationery items shall be ensured by the Supplier during the supply period, at no additional cost to the Procuring Agency, in accordance with the terms defined in the Contract..
- (b) In case of discontinuation or unavailability of any stationery item (e.g., Pen, file type, or paper grade), the Supplier shall:
 - (i) Provide prior written notice to the Procuring Agency regarding the discontinuation or supply issue.
 - (ii) Propose equivalent or improved alternatives, subject to the Procuring Agency's approval.
 - (iii) Ensure timely substitution or delivery of such alternatives. Requirements related to service facilities or spare parts are not applicable to this category.

15. Warranty

- 15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring agency's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The Procuring agency shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring agency.
- 15.5 If the Supplier, having been notified, fails to remedy the defect(s)

within the period specified in SCC, within a reasonable period, the Procuring agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring agency may have against the Supplier under the Contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
- 16.2 The Supplier's request(s) for payment shall be made to the Procuring agency in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfillment of other obligations stipulated in the Contract.
- 16.3 Payments shall be made promptly by the Procuring agency, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.
- 16.4 The currency of payment is Pak. Rupees.

17. Prices

- 17.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Procuring agency's request for bid validity extension, as the case may be.

18. Change Orders

- 18.1 The Procuring agency may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:
- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring agency;
 - (b) the method of shipment or packing;
 - (c) the place of delivery; and/or
 - (d) the Services to be provided by the Supplier.
- 18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be

made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring agency's change order.

19. Contract Amendments

19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

20. Assignment

20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring agency's prior written consent.

21. Subcontracts

21.1 The Supplier shall notify the Procuring agency in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

22. Delays in the Supplier's Performance

22.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring agency in the Schedule of Requirements.

22.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

22.3 Except as provided under GCC Clause 25, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 23, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of liquidated damages.

23. Liquidated

23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or

Damages

all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Procuring agency may consider termination of the Contract pursuant to GCC Clause 24.

24. Termination for Default

24.1 The Procuring agency, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring agency pursuant to GCC Clause 22; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Procuring agency has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition.

24.2 In the event the Procuring agency terminates the Contract in whole or in part, pursuant to GCC Clause 24.1, the Procuring agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those

undelivered, and the Supplier shall be liable to the Procuring agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

25. Force Majeure 25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

25.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring agency in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring agency in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26. Termination for Insolvency 26.1 The Procuring agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring agency.

27. Termination for Convenience 27.1 The Procuring agency, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring agency’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

27.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier’s receipt of notice of termination shall be accepted by the Procuring agency at the

Contract terms and prices. For the remaining Goods, the Procuring agency may elect:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

28. Resolution of Disputes

28.1 The Procuring agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

28.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring agency and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.

29. Governing Language

29.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 30, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

30. Applicable Law

30.1 The Contract shall be interpreted in accordance with the laws of the Procuring agency's country, unless otherwise specified in SCC.

31. Notices

- 31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.
- 31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**32. Taxes
and Duties**

- 32.1 Supplier shall be entirely responsible for all taxes, duties, licenses and fees, etc., incurred until delivery of the Contract goods to the Procuring Agency.

**Provincial Disaster Management Authority
Rehabilitation Department
Government of Sindh**

Bidding Documents

For

National Competitive Bidding

**Procurement of Goods for the Office
Management
(Stationary) FY 2025-26**

PART TWO (PROCUREMENT SPECIFIC PROVISIONS)

- Invitation for Bids (IFB)
- Bid Data Sheet (BDS)
- Special Conditions of Contract (SCC)
- Schedule of Requirements
- Technical Specifications
- Sample Form

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Invitation for Bids for Newspapers

PROVINCIAL DISASTER MANAGEMENT AUTHORITY **REHABILITATION DEPARTMENT** **GOVERNMENT OF SINDH**

Date: July, 2025

IFB No: _____

TENDER NOTICE

The Provincial Disaster Management Authority (PDMA), Rehabilitation Department, Karachi invites e-bids through the E-Pak Acquisition and Disposal System (EPADS) inclusive of all applicable duties/taxes such as income tax, GST, Sindh Sales Tax) from eligible bidders/ firms, who must be “Active Tax Payer” and registered with the Federal Board of Revenue (FBR) and the other relevant authorities for the procurement of Goods for the FY 2025-26 in accordance with the Sindh Public Procurement Rules (SPPRA) 2010 amended till date.

2. Electronic Bids must be submitted through EPADS only and manual bids shall not be accepted. Interested bidders are required to register themselves on the EPAD System at the link <https://sindh.eprocure.gov.pk/#/supplier/registration> in order to submit electronic bids.

S.No	Item	Qty / Procedure of Procurement	Specification
1	Stationary	Framework Contract for One Year	Details of items are mentioned in the ‘Section V’ technical Specification of the Bidding Document.
2	Computer Stationary	Framework Contract for One Year	
3	Printing and Publication	Framework Contract for One Year	
4	Entertainment and gifts	Framework Contract for One Year	
5	Ration Bags	Framework Contract for One Year	

3. Interested eligible bidders may either download the detailed Bidding documents for the procurement of Stationary, Computer Stationary, Printing and Publication, Entertainment and gift, Ration Bag from website of PDMA (www.pdma.gos.pk) or SPPRA-EPADS from (<https://portalsindh.eprocure.gov.pk/#/>) from the date of Publication of this NIT **till 18.08.2025 at 12:00 hours and submit payment of Rs.5,000/- for each category separately through Pay Order/demand draft as Tender Fees (non-refundable)** in favor of Provincial Disaster Management Authority Sindh or acquire the same from PDMA head office on same fees.

4. The last date to submit the bids on EPADS-**18.08.2025 at 1330 hours**. Bids will be opened in the presence of bidders or their authorized representatives who choose to attend, on the same day at **1400 hours on 18.08.2025** at the committee room of PDMA Sindh, Plot No 26 C, Main Khayaban-e-Jami, DHA Phase-VII, Karachi.

5. The bids can be submitted for the item no.01,02,03,04 and 05 as mentioned above separately along with 2% earnest money of the total allocated budget as mentioned in revised annual procurement plan 2025-26 (earnest money) in the form of pay order/demand draft in the name of Provincial Disaster Management Authority, Sindh. Original bid security and tender fees should be submitted to PDMA HQ Karachi at the time of opening of NIT. The authority reserves the right to vary the aforementioned quantities as per SPPRA rules.

6. The bids shall be submitted as Single Stage-one envelope (Framework Contract as per section15(B)2 of SPP Rules) submitted through SPPRA EPADS; For category at Sr. No.01,03,04 and 05, the bidders must submit sample of each item includes in the said category (However, the samples of unsuccessful bidder will be returned) also detailed brochures or specifications of items. For item No.02 onsite inspection and for category at Sr. No. 05, the bidder must submit sample and details (including shelf life, brand name and packaging details) to Assistant Director (P), PDMA HQ Karachi before the opening date and time of NIT. Evaluation will be done by the committee or testing of samples through reputable laboratories, charges shall be borne by the respective Vendor(s). The competent authority reserves the right to reject any bids if the bidding forms are not properly filled, signed, and

stamped, or if required supporting documents are missing, or if the bids are found to be non-compliant with the Sindh Public Procurement Rules, 2010 (amended till date). The Procuring Agency also reserves the right to cancel the entire bidding process or any specific item, as per Section 25 of the said rules. Framework contract shall be concluded with one or more bidders to provide arrange of goods for a period of one year as per section 15(B)2 of SPP Rules.

7. Rates should include all applicable taxes & transportation charges to the Warehouses located at Karachi, Jamshoro, Sukkur & at the office of PDMA HQ (inclusive of loading / unloading and labor charges). Successful bidders are required to supply 100% delivery for items at Sr. No.01,02,03,04 and 05 to complete 100% delivery of the awarded items against the issuance of work order (time to time) of PDMA Sindh within **02 days** after issuance of PO. Technical qualification criteria, items specifications and terms and condition are available in the bidding document which will be strictly adhered to. In case of any public holiday/law-and-Order situation/mishaps, the last date of tender opening date will be the next working day, at the same venue and time.

Note:

- a. In case of any difficulty, prospective bidders may contact the EPADS Helpline 051-111-137-237 during working days/hours or the undersigned.

-Sd-

ASSISTANT DIRECTOR (PROCUREMENT)
Provincial Disaster Management Authority Sindh (PDMA)
Plot No 26 C, Khayaban -e- Jami, DHA Phase –VII, Karachi.
Ph: 021-35318192 Fax: 021-35314219

Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

INTRODUCTION		
ITB 1.1	Name of Borrower	Provincial Disaster Management Authority, Rehabilitation Department, Government of Sindh.
ITB 1.1	Name of Project	-Not applicable-
ITB 1.1	Name of Contract	Procurement of Goods (Stationary Framework Contract) FY 2025-26
ITB 4.1	Name of Purchaser	Provincial Disaster Management Authority, Rehabilitation Department, Government of Sindh.
ITB 6.1	Purchaser's Address	Assistant Director (Procurement) Provincial Disaster Management Authority (PDMA) Sindh, Plot No. 26-C, Main Khayaban-e-Jami, DHA, Phase-VII, Karachi. Ph: 021-35318192
ITB 8.1	Language of the Bid	English

BID PRICE & CURRENCY		
ITB 11.2	The price quoted shall be	Delivered duty paid (DDP) in Pak Rupees.
ITB 11.5	The price shall be	The Charges must be fixed and must include the Income Tax and other taxes (G S T) and duties and the other relevant authorities for the procurement of Goods, where applicable as per law. If there is no mention of taxes, the offered / quoted price(s) will be considered as inclusive of all prevailing taxes / duties.

PREPARATION AND SUBMISSION OF BIDS

ITB 13.3 (d)	Qualification requirements	1. The bidder must have at least two years of experience in supplying similar items/ equipment/Goods. 2. The bidder must submit National Tax number, Sales Tax No. Certificates, GST Registration & Income Tax returns of the previous Tax years, and must be an Active Tax Payer. Proof of valid registration with Sindh Revenue Board as per the Sindh Sales Tax on Services Act, 2011 (if applicable). 3. Tenders are required to be supported with a Bank Draft / Pay Order / Call Deposit not less than 2% of the total allocated budget (amounting to Rs.6,600,000/-) for the tender item No 1 i.e. stationary (refundable) as earnest money from any scheduled Bank of Pakistan, and submit the original in a sealed envelope (clearly mark the name of tendered item) to AD (P), PDMA Sindh before bid opening time of NIT. The tenders found deficient of the earnest money compared to total bid value will not be considered. No personal cheques will be acceptable at any cost. The previous earnest money will not be considered or carried forward. The earnest money will not be entertained/ calculated on itemized basis. The bid document fee must be submitted in original to the AD(P) PDMA Sindh before bid opening time of NIT. 4. Price offered for any item should be for the entire quantity demanded partial quantity offers shall straightaway be rejected. 5. The tenderer has to quote only one rate for each item (items mentioned in category No.1 i.e. Stationary) as per tender specifications. No alternate model or separate accessories will be accepted, and only first offer will be considered. 6. The bidder has to submit the Sample of each item (Category No 01 i.e. Stationary items) at the office of PDMA Sindh, Karachi and the inspection or testing of any or all items mentioned in NIT/Bidding Document through (Lab or Tech Committee), all expenses related to testing and checking of samples in the reputable laboratories or committee borne by the Vender(s). Samples of unsuccessful bidders will be returned. 8. Bidder/Firms will clearly mention brand name and model No of the item and are bound to deliver the same approved item till the validity of the contract period. The bidder shall supply the items at the same quoted rates throughout the year, and no change in rates shall be allowed during the entire contract period. 7. Evaluation of the bidder will also be made on the basis of (i) Financial Data (Bank Statement, Audit / financial Reports during last two years Company's financial position, etc.) of the bidder's company.(ii) inspection report of samples by the technical subcommittee or Laboratory test (iii) Similar Experience at least three similar assignments (01 in public sector) during last three years & clientele (work order/supply order/purchase order and completion certificate from clientele as proof must be attached).
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ITB 15.1	Amount of bid Security/ Earnest Money	02% of the total allocated budget amounting Rs. 6,600,000/- for the tendered item i.e. Stationary
ITB 16.1	Bid validity period.	90 days from the date of opening of the tender.
ITB 17.1	E-Bid Submission	The bid should be submitted through the SPPRA EPADS Portal.
ITB 18.2 (a)	Address for bid submission.	ASSISTANT DIRECTOR (P) Provincial Disaster Management Authority (PDMA) Sindh, Plot No 26 C, Main Khayaban-e-Jami, DHA Phase-VII, Karachi.
ITB 18.2 (b)	IFB title and Number.	IFB Title: Procurement of Goods (Stationary Framework Contract) FY 2025-26
	Deadline for downloading of Tender Document	1200 hours on 18.08.2025 can be downloaded or acquire from PDMA Sindh office on same fees
ITB 19.1	Deadline for bid submission.	1330 hours on 18.08.2025
ITB 22.1	Time, date, and place for bid opening.	1400 hours on 18.08.2025 in the office of the, Provincial Disaster Management Authority (PDMA) Sindh, Plot No 26-C, Main Khayaban-e-Jami, DHA Phase-VII, Karachi.
	Method of procurement used	Single Stage one Envelope. (Framework Contract)

BID EVALUATION		
ITB 25.3	Criteria for bid evaluation.	(i) For items rates quoted (inclusive of all applicable taxes, duties transportation to warehouses and labour cost). (ii) Miscellaneous Forms as specified at A-F. (iii) Performance and productivity of the items offered. (iv) Bidder must have successfully completed at least three (03) similar assignments, with each assignment's minimum cost equivalent to or above PKR 0.4 million, relating to the supply of similar assignment to at least 01 public sector during the last two (02) years. Clientele (work order/supply order/purchase order and completion certificate from clientele as proof must be attached). (v) Bidder must have an average annual financial turnover of at least PKR 30 million during the last three years, as verifiable from the financial statements issued by Certified Chartered Accountant in Pakistan should be provided & Bank Statement. (vi) Affidavit (non-judicial stamp paper of Rs.500/-) (i) that Bidder must not be (firm) blacklisted blacklisted by any public sector organization; (ii) debarred by the Procuring Agency till the bid submission deadline; (iii) in bankruptcy or liquidation proceeding; and (iv) convicted of, fraud, corruption, collusion, or money laundering during the last three (03) years (v) all items quoted are new in all respects and there is no second hand/ low quality material/part/accessory in it. (Affidavit attested). (vii) All the clauses/ conditions mentioned in the NIT will be strictly adhered to.

CONTRACT AWARD		
ITB 29.1	Percentage for quantity/ quantum increase or decrease	15% as per Procuring agency requirements

Section III.

Special Conditions of Contract

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Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1.1(g)---The Purchaser is:

Provincial Disaster Management Authority (PDMA), Plot No.26C, Main Khayaban-e-Jami,

DHA Phase-VII, Karachi.: Phone: 021-35318192, Fax: 021-35314219

GCC 1.1 (h)--- The Purchaser's country is: Islamic Republic of Pakistan.

GCC 1.1 (j)--- The Project Site is: Provincial Disaster Management Authority, Karachi.

2. Country of Origin (GCC Clause 3)

All countries and territories as per laws of the Islamic Republic of Pakistan.

3. Performance Security (GCC Clause 7)

GCC 7.1--- The amount of performance security, as a percentage of the Contract Price shall be **3%** of the Contract Price.

GCC 7.4--- after delivery and acceptance of the goods, the performance security shall be **3%** of the contract price to cover the supplier's warranty obligations in accordance with Clause GCC 15.2.

4. Inspections and Tests (GCC Clause 8)

GCC 8.6--- Inspection and tests prior to shipment of Goods and at final acceptance are as follows:

The Purchaser or its representative shall have the right to inspect and or to test the supplies at the destination to confirm their conformity to the Contract specifications at no extra cost to the Purchaser.

5. Packing (GCC Clause 9)

GCC 9.3--- The following SCC shall supplement GCC Clause 9.2:

The bidder shall deliver the supplies at the destination i.e. PDMA Sindh in scratch less condition with all the manufacturer supplied accessories. & must follow the packing detail mentioned in the technical specification

6. Delivery and Documents (GCC Clause 10)

GCC 10.3--- Upon shipment, the Supplier shall notify the Purchaser the full details of the shipment, including Contract number, description of supplies, quantity and usual transport document. The Supplier shall mail the following documents to the Purchaser:

- (i) Copies of the Supplier's/ Service Provider invoice/ Bills, Built showing Vehicles description & number, item & quantity, driver detail, pick & drop destination, receiving of authorized person and total amount;
- (ii) Original and two copies of the usual transport document, a road consignment note, or a multimode transport document, which the buyer may require to take the supplies.
- (iii) Manufacturer's or Supplier's warranty certificate where required;
- (iv) Inspection report issued by the nominated inspection agency and the supplier's factory inspection report.
- (v) Certificate of origin.
- (vi) Copies of the packing list identifying contents of each package

7. Delivered Duty Paid (DDP 11)

GCC 11.1— The supplies made under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, the seller's responsibility is to safely product delivery and they may arrange appropriate quantity at PDMA warehouses according to the work order.

8. Warranty (GCC Clause 15)

GCC 15.2--- In partial modification of the provisions, the warranty period of the supplied goods shall be 12 (Twelve) months from date of supplies to P.A.,. The Supplier shall, in addition, comply with the performance and / or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

- (a) Make such changes, modifications, and / or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,

Or

- (b) Pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.5 % per week up-to maximum 10 % of the total price

GCC 15.4 and 15.5--- The period for correction of defects in the warranty period is 30 (Thirty) days.

9. Payment (GCC Clause 16)

GCC 16.1--- The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for transport service:

100% of the contract price in Pak Rupees on complete successful delivery of procured goods (Stationery) to the designated delivery locations specified in the respective work orders, within stipulated time on submission of claim supported by an acceptance certificate/ receiving with stamp from the authorized person at delivering point/ agency declaring that the goods have been delivered as per specifications and that all other contracted services have been performed (unless no any untoward situation arises).

10. Prices (GCC Clause 17)

GCC 17.1--- Prices shall be: Fixed.

11. Liquidated Damages (GCC Clause 23)

GCC 23.1--- Applicable rate: The applicable penalty rate for delayed delivery shall be 1% (one percent) of the cost of the item per day, for each day the item is not delivered after the specified delivery period, until the item is delivered. In the case of transportation services, any damage or loss incurred due to mishandling of goods (stationery) during transit will be the responsibility of the transporter. The transporter will bear the cost equivalent to the value of the damaged or lost item.

12. Resolution of Disputes (GCC Clause 28)

GCC 28.3--- The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring Agency's country.

13. Governing Language (GCC Clause 29)

GCC 29.1--- The Governing Language shall be: English.

14. Applicable Law (GCC Clause 30)

GCC 30.1--- The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan, which includes the following legislation:

- i) The Employment of Children (ECA) Act 1991
- ii) The Bonded Labour System (Abolition) Act of 1992
- iii) The Factories Act 1934
- iv) Other relevant rules and laws.

The Secretary, Rehabilitation Department or his nominees shall act as the sole arbitrator. The courts of Karachi shall have exclusive jurisdiction

15. Notices (GCC Clause 31)

**GCC 31.1--- Purchaser's address for notice purposes:
ASSISTANT DIRECTOR (Procurement), Provincial Disaster Management
Authority (PDMA) Sindh, Plot No.26C, Main Khayaban-e-Jami, DHA Phase-VII,
Karachi.: Phone: 021-35318192, Fax: 021-35314219**

—Supplier's address for notice purposes:

16. Inspection Committee:

The procured goods, (stationery) shall be inspected by the Inspection Committee. Payment will only be released once the Inspection Committee issues a Certificate or provides a stamp and signature confirming that the items meet the specifications outlined in the tender.

Section IV.

Schedule of Requirements

Schedule of Requirements

The entire delivery of a particular good/item as per details in technical specifications shall be made within two (02) days from the date of issuance of work order / purchase order by PDMA Sindh on the locations as identified in the notification of award of contract.

S #	ITEM	ITEM DESCRIPRION	Unit	Rate	Total Amount
1					

Dated:_____

Signature:_____

Delivery schedule

Sr #	Description	Place of Delivery	Delivery Time
1		PDMA	02 days from the date of issuance of work order / purchase order by PDMA Sindh

Signature:_____

Section V.

Technical Specifications

Technical Specifications

Section V.

Technical Specifications

Technical Specifications

Sr.No	Item	Specifications	Method of Proc
Stationary			
1	Ballpoint Pen Blue (Packet Of 10 Nos)	Ball Point (0.7mm) Ink Blue. Dollar/ Picasso/ Piano, Pack of 10. Or Equivalent	Framework contract (For One Year)
2	Ballpoint Pen Black (Packet Of 10 Nos)	Ball Point (0.7mm) Ink Black. Dollar/ Picasso/ Piano, Pack of 10. Or Equivalent	
3	Ballpoint Pen Red (Packet Of 10 Nos)	Ball Point (0.7mm) Ink Red. Dollar/ Picasso/ Piano, Pack of 10. Or Equivalent	
4	Gel Pen Red (Packet Of 10 Nos)	Gel Pen Medium Point 0.7mm Ink Red color, Gel pen with smear, bleed technology, Intensely bold gel ink color offer always vivid writing, Contoured rubber grip for a comfortable writing experience, Medium Point (0.7mm). Or Equivalent	
5	Gel Pen Blue (Packet Of 10 Nos)	Gel Pen Medium Point 0.7mm Ink Blue color, Gel pen with smear, bleed technology, Intensely bold gel ink color offer always vivid writing, Contoured rubber grip for a comfortable writing experience, Medium Point (0.7mm). Or Equivalent	
6	Gel Pen Black (Packet Of 10 Nos)	Gel Pen Medium Point 0.7mm Ink Black color, Gel pen with smear, bleed technology, Intensely bold gel ink color offer always vivid writing, Contoured rubber grip for a comfortable writing experience, Medium Point (0.7mm). Or Equivalent	
7	Gel Pen Green (Packet Of 10 Nos)	Gel Pen Medium Point 0.7mm Ink Green color, Gel pen with smear, bleed technology, Intensely bold gel ink color offer always vivid writing, Contoured rubber grip for a comfortable writing experience, Medium Point (0.7mm). Or Equivalent.	
8	Highlighter Yellow (Packet Of 10 Nos)	Text marker Highlighter 490, Strong yet soft feel, Polyester fiber tip, Truly fluorescent inks in yellow color, Twist off cap mechanism, Large ink reservoir, Each packet contain 10 Highlighter. Or Equivalent	
9	Highlighter Green (Packet Of 10 Nos)	Text marker Highlighter 490, Strong yet soft feel, Polyester fiber tip, Truly fluorescent inks in green color, Twist off cap mechanism, Large ink reservoir, Each packet contain 10 Highlighter. Or Equivalent	
10	Highlighter Orange (Packet Of 10 Nos)	Text marker Highlighter 490, Strong yet soft feel, Polyester fiber tip, Truly fluorescent inks in orange color, Twist off cap mechanism, Large ink reservoir, Each packet contain 10 Highlighter. Or Equivalent	
11	Highlighter Pink (Packet Of 10 Nos)	Text marker Highlighter 490, Strong yet soft feel, Polyester fiber tip, Truly fluorescent inks in pink color, Twist off cap mechanism, Large ink reservoir, Each packet contain 10 Highlighter. Or Equivalent.	
12	Permanent Marker Blue (Packet Of 12 Nos)	Permanent Marker Round Tip 70, Heavy duty wear resistant tips, manufactured with advanced materials based on acrylic fiber, Ink Blue and having optimized porosity structure with that of ink delivery system, for a consistent and uninterrupted flow, even for the most demanding marking requirements, Brilliant, high intensity, neutral smelling inks that dry instantly [after writing], are permanent, water proof and light fast on a wide variety of surfaces. Or Equivalent	
13	Permanent Marker Black (Packet Of 12 Nos)	Permanent Marker Round Tip 70, Heavy duty wear resistant tips, manufactured with advanced materials based on acrylic fiber, Ink Black and having optimized porosity structure with that of ink delivery system, for a consistent and uninterrupted flow, even for the most demanding marking requirements, Brilliant, high intensity, neutral smelling inks that dry instantly [after writing], are permanent, water proof and light fast on a wide variety of surfaces. Or Equivalent	
14	Permanent Marker Red (Packet Of 12 Nos)	Permanent Marker Round Tip 70, Heavy duty wear resistant tips, manufactured with advanced materials based on acrylic fiber, Ink Red and having optimized porosity structure with that of ink delivery system, for a consistent and uninterrupted flow, even for the most demanding marking requirements, Brilliant, high intensity, neutral smelling inks that dry instantly [after writing], are permanent, water proof and light fast on a wide variety of surfaces. Or Equivalent	
15	Whiteboard Marker Blue (Packet Of 12 Nos)	Whiteboard Marker, Ink Blue and clear writing on whiteboards, Prevents smudges and smears, Precise and controlled lines, Leaves residue. Or Equivalent	

16	Whiteboard Marker Black (Packet Of 12 Nos)	Whiteboard Marker, Ink Black and clear writing on whiteboards, Prevents smudges and smears, Precise and controlled lines, Leaves residue. Or Equivalent	Framework contract (For One Year)
17	Whiteboard Marker Red (Packet Of 12 Nos)	Whiteboard Marker, Ink Red and clear writing on whiteboards, Prevents smudges and smears, Precise and controlled lines, Leaves residue. Or Equivalent	
18	Calligraphy Pen Blue Ink	Calligraphy pens blue Ink, Ideal for writing Water-based pigment ink, Excellent for long term records, Intense and clear color, Tough nib against high writing pressure. Or Equivalent	
19	Calligraphy Pen Black Ink	Calligraphy pens black Ink, Ideal for writing Water-based pigment ink, Excellent for long term records, Intense and clear color, Tough nib against high writing pressure. Or Equivalent	
20	Eraser (Packet/Jar of 45 Nos)	High-quality-abrasive material, Removes pencil marks cleanly and effortlessly, Compact design for easy handling, Provides precision and control for detailed corrections. Or Equivalent	
21	Pencil (Packet Of 12 Nos)	HB grade graphite pencils, Made of real high-quality wood, Triangular shape for better grip, Eraser tip, non-smudging and latex-free, Easy to sharpen and break-resistant due to bonded lead core Suitable for writing and drafting, Pack of 12 unsharpened pencils. Or Equivalent	
22	Pencil Sharpener (Jar Of 50 Nos)	Made from high-quality aluminum for durability, Delivers a clean and accurate point every time, Compact and easy to carry, Ideal for school, office, or travel use. Or Equivalent	
23	Correction Pen (Packet Of 24 Nos)	Correction Pen 7ml: Needle-point tip for precise application, Soft squeeze barrel lets you control the flow, Fast-drying fluid has a smooth finish, Use on photocopies, faxes, ink, permanent marker, and more, 1 pen contains 7 ml of white correction fluid. Or Equivalent	
24	Sticky Note (3x5 Sheets/Pad)	Sticky Note Pad (3 x5 Inches): Adheres securely to surfaces, Ideal for reminders, messages, and bookmarks, Easy to write on and remove. Or Equivalent	
25	Notebook	Note Book A5: Size: A5 (5.8 x 8.3 inches) compact and portable, ideal for on-the-go use, Design: normal binding for easy flipping and long-lasting use, Pages: High-quality, up to 50 pages, smooth pages suitable for all types of pens, pencils, and markers, Multipurpose Use: Great for taking, journaling, brainstorming, or organizing tasks, Eco-Friendly Materials: Made with responsibly sourced paper. Or Equivalent	
26	Spiral Notebook	Spiral Note Book with Sticky Note, Size: A5 (5.8 x 8.3 inches) compact and portable, ideal for on-the-go Use. Design: Durable spiral binding for easy flipping and long-lasting Use. Pages: up to 100 pages, High-quality, smooth pages suitable for all types of pens, pencils, and markers. Sticky Notes: Comes with colorful sticky Note for marking important sections or jotting down quick reminders. Multipurpose Use: Great for taking, journaling, brainstorming, or organizing Tasks. Or Equivalent	
27	Legal Pad	Legal Rough Pad (Size: Legal up to 50 pages), Durable, rough-textured pages, Perfect for pencils, pens, and markers, Sturdy binding keeps pages intact, Generous Legal size for ample space. Or Equivalent	
28	A4 Size Paper	Size: A4 (210 mm x 297 mm), Paper Type: Wood-Free Paper, 100% Pure Pulp (or equivalent), Weight: 80 GSM (grams per square meter), Suitable for both printing and photocopying, Brightness: Minimum 97 ISO Brightness, Opacity: Minimum 92% (for double-sided printing without visible bleed-through), Surface Finish: Smooth and silky finish, Compatible with laser printers, inkjet printers, and photocopiers, Ensures consistent print quality, Color: White (neutral white with no color tint), Packaging: Packed in reams of 500 sheets, Environmental Standards: Made from FSC-certified pulp or recycled paper, Acid-free (ensuring longevity and preservation of printed materials), Compliance: Must comply with ISO 9001 (Quality Management System) and ISO 14001 (Environmental Management System). Or Equivalent	

29	A3 Size Paper	Size: A3 (297 mm x 420 mm), Paper Type: Wood-Free Paper 100% Pure Pulp (or equivalent quality), Weight: 160 GSM (grams per square meter), Suitable for printing, photocopying, and presentation Brightness: Minimum 97 ISO Brightness (for optimal print quality and clarity), Opacity: Minimum 92% (prevents show-through during double-sided printing), Surface Finish: Smooth and glossy (for vibrant print colors and high-quality results), Ideal for laser printers, printers, and photocopiers, Color: White (neutral white, free from any color tint), Packaging: Packed in reams of 500 sheets, Environmental Standards: Made from FSC-certified pulp or recycled paper, Acid-free (ensuring longevity and preservation of printed materials), Compliance: Must comply with ISO 9001 (Quality Management System) and ISO 14001 (Environmental Management System). Or Equivalent	Framework contract (For One Year)
30	Legal Size Paper	Size: Legal (215.9 mm x 355.6 mm), Paper Type: Wood-Free Paper, 100% Pure Pulp (or equivalent quality), Weight: 80 GSM (grams per square meter), Suitable for printing and photocopying, Brightness: Minimum 97 ISO Brightness (ensuring clear, high-quality prints), Opacity: Minimum 92% (ensures no bleed-through on double-sided printing), Surface Finish: Smooth surface Ideal for use with laser printers, inkjet printers, and photocopiers Ensures consistent print quality, Color: White & Green (paper), Packaging: Packed in reams of minimum 100 sheets, Environmental Standards: Made from FSC-certified pulp or recycled paper, Acid-free (ensuring longevity and preservation of printed materials), Compliance: Must comply with ISO 9001 (Quality Management System) and ISO 14001 (Environmental Management System). Or Equivalent	
31	Brown Envelope 9x4 100g (Packet Of 50 Nos)	Paper Envelope Brown Pack of 50, Size: 9x4 Inch 100gsm Sturdy brown envelopes for reliable protection, Ideal for mailing, filing, and storing documents, Made from high-quality paper for durability, Pack of 50 pieces. Or Equivalent	
32	Brown Envelope A4 Size (Packet Of 100 Nos)	Paper Envelope Brown Pack of 100, Size: A4 100gsm Sturdy brown envelopes for reliable protection, Ideal for mailing, filing, and storing documents, Made from high-quality paper for durability, Pack of 100 pieces. Or Equivalent	
33	Brown Envelope Legal Size (Packet Of 100 Nos)	Paper Envelope Brown Pack of 100, Size: legal 100gsm Sturdy brown envelopes for reliable protection, Ideal for mailing, filing, and storing documents, Made from high-quality paper for durability, Pack of 100 pieces. Or Equivalent	
34	Box File/Folder	Type: Executive Lever Arch File, Size: F4 (holds full-size documents), Spine Width: 75 mm approx., Material: Hardboard covered with coated paper or polypropylene Mechanism: Strong metal lever arch with paper stopper, Ring Type: 2-ring, nickel-plated lever mechanism, Finger Hole: Yes, for easy retrieval, Label: Spine label for indexing, Color: Standard (Blue, Black. Or Equivalent	
35	Plastic Folder / Bag	Type: Translucent poly envelope document folder, Material: High-quality PP (polypropylene), eco-friendly and non-toxic, Closure: Snap button for secure sealing, Design: Includes label pocket for indexing, Capacity: Holds approx. 200 A4-size sheets, Features: Flexible, lightweight, and durable for long-term use Usage: Suitable for office, and general document storage, Color: standard colors. Or Equivalent	
36	Strip File (Packet Of 10 Nos)	Strip File (Slide Bar Type), Material: Virgin polypropylene (PP), no recycled plastic, Thickness: Minimum 180 microns (front and back) Size: For A4 papers; file size approx. 12 x 9 inches, Bar: Plastic sliding bar, 1 cm wide, multicolor preferred, Capacity: Holds 50–60 sheets (70 GSM), Design: Transparent, Durability: Tear-resistant, water-resistant, rigid. Or Equivalent	
37	Clipboard	Type: Hardboard Clipboard, Material: Durable brown hardboard (MDF or equivalent), Size: A4 (approx. 9" x 12.5"), Clip Type: Low-profile, nickel-plated steel clip. Clip Width: Approx. 4.75 inches, Grip Capacity: Holds up to 100 sheets of A4 paper, Back Plate: Smooth finish for easy writing support, Corners: Rounded for safety and comfort, Hanging Loop: Built-in hanging hole at top center, Use Case: Suitable for offices, warehouses, Or Equivalent	
38	Binder Clip 51mm (Packet Of 12 Nos)	Type: Fold back Binder Clips 51mm, Material: High-quality metal, Clip Body: Coated metal (black, Blue, Pink or Equivalent), Handles: Nickel-plated metal arms, strong and flexible, Grip: Excellent clamping strength for securing documents. Or Equivalent	
39	Binder Clip 32mm (Packet Of 12 Nos)	Type: Fold back Binder Clips 32mm, Material: High-quality metal, Clip Body: Coated metal (black, Blue, Pink or Equivalent), Handles: Nickel-plated metal arms, strong and flexible, Grip: Excellent clamping strength for securing documents. Or Equivalent	

40	Binder Clip 25mm (Packet Of 12 Nos)	Type: Fold back Binder Clips 25mm, Material: High-quality metal, Clip Body: Coated metal (black, Blue, Pink or Equivalent), Handles: Nickel-plated metal arms, strong and flexible, Grip: Excellent clamping strength for securing documents. Or Equivalent	Framework contract (For One Year
41	Binder Clip 19mm (Packet Of 12 Nos)	Type: Fold back Binder Clips 19mm, Material: High-quality metal, Clip Body: Coated metal (black, Blue, Pink or Equivalent), Handles: Nickel-plated metal arms, strong and flexible, Grip: Excellent clamping strength for securing documents. Or Equivalent	
42	Binder Clip 15mm (Packet Of 12 Nos)	Type: Fold back Binder Clips 15mm, Material: High-quality metal, Clip Body: Coated metal (black, Blue, Pink or Equivalent), Handles: Nickel-plated metal arms, strong and flexible, Grip: Excellent clamping strength for securing documents. Or Equivalent	
43	Paper Clip 50mm (Packet Of 50 Nos)	Paper Gem Clip, Great for organizing documents in the office., Traditional elliptical shape., Corrosion resistant construction., U shape paper gem clips., Best quality clips., Easy to use., Clip size 50mm.,Contain 50 pieces in each packet. Or Equivalent	
44	Paper Clip 36mm (Packet Of 100 Nos)	Paper Gem Clip, Great for organizing documents in the home or office., Traditional elliptical shape., Corrosion resistant construction U shape paper gem clips., Best quality clips., Easy to use., Clip size 36mm.,Contain 100 pieces in each packet. Or Equivalent	
45	Paper Clip 33mm (Packet Of 100 Nos)	Paper Gem Clip, Great for organizing documents in the home or office. Traditional elliptical shape. Corrosion resistant construction. U shape paper gem clips., Best quality clips., Easy to use., Clip size 33mm.,Contain 100 pieces in each packet. Or Equivalent	
46	Paper Clip 26mm (Packet Of 100 Nos)	Paper Gem Clip, Great for organizing documents in the home or office. Traditional elliptical shape. Corrosion resistant construction. U shape paper gem clips., Best quality clips., Easy to use., Clip size 26mm.,Contain 100 pieces in each packet. Or Equivalent	
47	Push Pins Multi Color (1 Jar Of 100 Nos)	Thumb Pin, Multi-colored push pins is easy to place and remove on soft board Can classify depend on the color.Each Jar contain 100 pieces. Or Equivalent	
48	File Divider Each Packet Of 10 Nos Multi Color Dividers	File Separator, Durable material for long-lasting use, Ideal for sorting and categorizing documents, Fits easily into binders or files, Sturdy construction for heavy-duty use, Random Color Sheet. Or Equivalent	
49	Expanding File Folders	Material: Durable polypropylene (PP) plastic, Size: A4 / Legal size compatible, Color: Bright (Blue/Neon/ Black or Equivalent), Compartments: Multiple expandable pockets (typically 16–24 sections), Closure: Secure snap-lock buckle, Handle: Built-in plastic handle for easy carrying, Edges: Reinforced accordion-style side gussets, Weight: Lightweight and portable, Water Resistance: Yes (splash-resistant exterior) . Or Equivalent	
50	Visiting Card Holders	Visiting Card Holder, Fits easily in pockets, purses, or briefcases, From dirt and damage while maintaining a professional look, Events, meetings, and office use, And entrepreneurs needing to organize and present contact information. Or Equivalent	
51	Letter Tray	Metal Mesh Letter Tray 4 Step, Four-tier design for maximum document storage, Durable metal mesh construction, Sleek, modern look complements any office decor, Open design for easy access and identification. Or Equivalent	
52	Paper Weights	Paper Weight Marble round, Elegant round marble design, Keeps papers securely in place, High-quality marble construction, Adds a touch of luxury to any desk. Or Equivalent	
53	Desk Organizer	Multiple compartments for versatile storage. Includes a convenient drawer. Durable construction for long-lasting use. Modern design complements any decor. Or Equivalent	
54	Stamp Pad	Stamp Pad Extra Large 11.5 X 16.5cm, Comfortable & Durable Structure., Smooth & Safe use. deluxe & Excellent Model.,11.5 X 16.5 Inch in size, excellent in quality, Best Results, Smudge free pression.,Durable plastic case., Fast drying ink., An ideal way for office management, Authenticate your documents., Patent Product. Or Equivalent	
55	Stamp Pad Ink	Stamp Pad Ink 32ml bottle for ample ink supply, Delivers vibrant, long-lasting color., Smooth pplication for consistent impressions., Quick-drying to minimize smudging. Or Equivalent	
56	Glue Sticks 21g	Type: Glue Stick, Form: Solid stick adhesive, Weight: 21g, Adhesive Type: Solvent-free, non-toxic PVP-based glue, Color: White (dries clear) Cap Type: Screw-on cap to prevent drying, Application: Smooth and easy application on paper, cardboard, photos, etc., Shelf Life: Long-lasting with airtight sealing. Or Equivalent	
57	Liquid Glue 30 Ml	Volume: 30 ml, Packaging Code: Packed individually in plastic dispenser tube, Form: Liquid adhesive, Color: White (dries clear), Adhesion: Strong bond on paper, cardboard, fabric, foam, and light craft materials, Cap Type: Screw-on or flip cap for easy dispensing and secure sealing, Application Method: Direct from bottle with precision nozzle, Drying Time: Quick drying (approx. 3–5 minutes depending on material) . Or Equivalent	
58	Super Glue 20 Gram	Type: Instant Adhesive (Cyanoacrylate-based), Net Weight: 20 grams, Form: Liquid adhesive, Color: Transparent (clear), Bottle Type: Squeeze tube with nozzle for precision application Bonding Speed: Instant/Quick-set – bonds within seconds, Features: Strong and permanent bond, Suitable for metal, rubber, plastic, ceramics, wood, and more. Or Equivalent	

59	Double-Sided Tape 24mm 1 Inch	Double Sided Tissue Tape, 24mm (1 inch) High-quality double-sided tissue tape, Strong adhesive on both sides for a secure bond, Easy to tear by hand for convenience, Ideal for crafting, mounting, and sealing, Perfect for office use. Or Equivalent	Framework contract (For One Year)
60	Double-Sided Tape 72mm 3 Inch	Double Sided Tissue Tape, 72mm (3 inch) High-quality double-sided tissue tape, Strong adhesive on both sides for a secure bond, Easy to tear by hand for convenience, Ideal for crafting, mounting, and sealing, Perfect for office use. Or Equivalent	
61	Transparent Tape 24mm 1 Inch	Type: Transparent Scotch Tape (Stationery Tape), Width: 24 mm (1 inch), Length: 50 yards (approx. 45.72 meters), Adhesive Type: Pressure-sensitive acrylic adhesive Backing Material: BOPP (Biaxial Oriented Polypropylene) film, Color: Clear / Transparent, Core: Standard core size, fits most tape dispensers. Or Equivalent	
62	Transparent Tape 72mm 3 Inch	Type: Transparent Scotch Tape (Stationery Tape), Width: 72 mm (3 inch), Length: 50 yards (approx. 45.72 meters), Adhesive Type: Pressure-sensitive acrylic adhesive Backing Material: BOPP (Biaxial Oriented Polypropylene) film, Color: Clear / Transparent, Core: Standard core size, fits most tape dispensers. Or Equivalent	
63	Binding Tape 2 Inch	Type: Binding Tape / Cloth Tape, Color: Black/Blue/Brown/Silver/ or Equivalent, Width: 2 inches, Length: Standard roll length, Material: Durable woven cloth or synthetic fabric backing, Adhesive: Strong pressure-sensitive adhesive (rubber or acrylic based), Finish: Matte or semi-gloss (non-reflective) Tensile Strength: High – suitable for bundling and securing documents, Flexibility: Flexible and tear-resistant for easy wrapping and binding Features: Strong adhesion to paper, cardboard, and plastic surfaces, Ideal for book binding, file reinforcement, and document protection. Or Equivalent	
64	Packing Tape 72mm 3 Inches	Packing Tape Type: Brown Packing Tape, Material: PVC (Polyvinyl Chloride), Width: 3 inches (approx. 72 mm), Length: Standard for Office/ Warehouse Use, Adhesive Type: Strong pressure-sensitive adhesive Tensile Strength: High (suitable for heavy-duty carton sealing), Usage: Ideal for packaging, warehouse storage, and long-term sealing, Temperature Resistance: Performs well in varying storage conditions. Or Equivalent	
65	Correction Tape	Tape Length: minimum 6 meters, Tape Width: 5 mm (standard size), Casing Material: Durable plastic body with ergonomic, teardrop-shaped design, Casing Colors: Assorted transparent colors (blue, green, red or equivalent), Application Method: Side-apply design for smooth, precise correction, Dry Application: Instant dry correction, Usage: Suitable for use on all standard paper types, Packaging: Individual blister pack. Or Equivalent	
66	Electrical Tape	PVC Electrical Insulation Tape, Superior adhesive strength for a secure hold, Ideal for both indoor and outdoor applications, Easy to apply and conforms to any surface. Or Equivalent	
67	Transparent Bopp Packing Tape 72mm 3 Inch	Type: Self-adhesive BOPP (Biaxial Oriented Polypropylene) packing tape, Color: Transparent / Clear, Adhesive Type: Acrylic-based pressure-sensitive adhesive Tape Width: 72 mm, Tape Thickness: Minimum 40 microns, Core Diameter: Standard 3-inch (76 mm) cardboard core, Tensile Strength: Suitable for sealing medium to heavy-weight cartons Temperature Resistance: Operational range -5°C to +60°C. Or Equivalent	
68	Stapler	Staple Type: 24/6, Stapling Capacity: Up to 25 sheets (80 GSM), Material: Durable metal with plastic casing, Design: Ergonomic and user-friendly Color: Blue and Black or Equivalent, Usage: Ideal for office use. Or Equivalent	
69	Staples 24/6 Packet (20 Small Packs In A Box)	Staple Pin 24/6, High-quality staples for reliable performance, Ideal for standard staplers, Secures multiple sheets of paper with ease, Reduces jamming and ensures smooth stapling. Or Equivalent	
70	Staples 23/15 Packet (1000 Staples In A Pack)	Staple Pin 23/15, 15mm Leg Length High-quality staples for reliable performance, Ideal for standard staplers, Secures multiple sheets of paper with ease, Reduces jamming and ensures smooth stapling. Or Equivalent	
71	Staples 23/24 Packet (1000 Staples In A Pack)	Staple Pin 23/24, 24mm Leg Length High-quality staples for reliable performance, Ideal for standard staplers, Secures multiple sheets of paper with ease, Reduces jamming and ensures smooth stapling. Or Equivalent	
72	Staple Remover	Staple Remover, Quick and precise staple removal, Ergonomic handle for comfortable grip, Durable construction for reliable performance, Sharp edges for easy extraction. Or Equivalent	
73	Hole Punch (Small)	Paper Punch Type: 2-Hole Paper Punch, Punching Capacity: 20 sheets (70gsm copy paper), Hole Distance: Standard 80mm (as per common 2-hole punching system) Material: Durable high-quality metal, Handle: Ergonomic design for easy grip, Usage: Ideal for modern office use, Base : Rubber base for non-slip operation Paper Guide: Adjustable paper guide for accurate alignment. Or Equivalent	
74	Hole Punch (Heavy Duty)	Heavy Duty 2-Hole Paper Punch, Punching Capacity: Up to 65 sheets (70gsm paper), Hole Distance: Standard 80mm, Handle: Ergonomic long handle for easy punching Material: Durable metal construction, Base: Rubber base for non-slip operation, Paper Guide: Adjustable paper guide for accurate alignment Usage: Suitable for heavy office use. Or Equivalent	
75	Heavy-Duty Stapler	Type: Heavy Duty Manual Stapler, Construction: All-metal body with ergonomic plastic grip, Stapling Capacity: Up to 210 sheets (80gsm), Staple Loading Capacity: Up to 100 staples, Power Efficiency: effortless stapling, Design Features: Anti-skid base for stability and surface protection, Ergonomic handle for user comfort during extended use, Adjustable paper stopper for accurate stapling alignment, Built-in jam clearing mechanism for uninterrupted operation. Or Equivalent	

76	Rubber Bands 500gsm / 2 Inch (Packet)	Rubber Band Size: 2 Inch, High-quality rubber for durability and strength, Ideal for bundling, organizing, and crafting, Vibrant red color for visibility and style, Strong elasticity ensures reliable performance. Or Equivalent	Framework contract (For One Year)
77	White Board 4x4 Feet With Aluminum Frame	Dry-erase whiteboard with smooth, scratch-resistant melamine or magnetic surface, Durable aluminum frame with rounded plastic corners Wall-mountable (horizontal or vertical) with mounting accessories included, Size: 4x4 Feet, Strong MDF backing for support and durability, Suitable for office, and meeting room use. Or Equivalent	
78	White Board Eraser	Suitable for cleaning whiteboard dust, ink, and particles, Double-sided sponge for effective wiping, Soft, non-scratch material, High-quality and durable Lightweight and easy to handle, Compatible with all whiteboard types. Or Equivalent	
79	Notice Board	Size: 3 x 4 feet (36 x 48 inches), Surface: Fabric-covered softboard (pin-friendly), Core: Softboard core with hardboard backing, Frame: Solid wood frame with smooth finish Mounting: Wall-mountable (horizontal/vertical), Color: Green. Or Equivalent	
80	Paper Cutter	Utility Knife paper Cutter Large, Sharp cutting blade, Versatile and reliable tool for various cutting tasks in both professional and everyday setting., utility knife offers enhanced cutting capabilities, making it suitable for cutting through thicker materials with ease, ergonomic design offers comfort and control during use. Or Equivalent	
81	Extension Cord	8-Socket Fast Charging Extension Board with USB Ports – Specifications: 8 universal sockets for connecting multiple devices, 2 USB ports for fast and efficient charging, Built-in surge protection to prevent damage from voltage spikes, Durable body with high-quality copper wire for safe, long-lasting use, Minimum 5-meter power cord for extended reach and convenient placement LED power indicator for easy power status monitoring. . Or Equivalent	
82	Magnifying Glass	Magnifying Glass 75 mm, 75mm diameter lens for distortion-free magnification., Ideal for reading fine print and examining details., Comfortable handle for ease of use., Lightweight design for portability. Or Equivalent	
83	Measuring Tape 15 Meter (50 Feet)	Length: 15 meters / 50 feet, Material: Durable, non-stretchable fiberglass, Measurement Units: Metric (meters/cm) and Imperial (feet/inches), High visibility marking for easy reading, Rust-proof metal tip for accurate placement, Sturdy plastic case with ergonomic handle, Ideal for general measuring tasks Lightweight, flexible, and weather-resistant. Or Equivalent	
84	Bubble Wrap (Roll)	Bubble Wrap Roll 1 Yard, 1-yard roll of bubble wrap for packaging, Durable bubble pockets absorb shocks., Ideal for protecting fragile items during shipping., Lightweight and flexible for easy wrapping. Or Equivalent	
85	Cardboard Boxes	Cardboard box made of high quality cardboard. . Or Equivalent	
86	Calculator	Calculator, 12-digit large display, Check & Correct function, Mark-Up (MU) for profit calculations, Durable build with large keys, Ideal for office and daily accounting use. . Or Equivalent	
87	Register (Small)	Register 200 Pages Plain Offset 70gm HB/ Paragon or Equivalent Quality. Or Equivalent	
88	Register (Large)	Register 400 Pages Plain Offset 70gm HB/ Paragon or Equivalent Quality. Or Equivalent	
89	Scale (Ruler)	Scale steel, 12 Inches”, Made of high-quality stainless steel (rust and corrosion-resistant), Etched or engraved graduations in both inches and millimeters. Or Equivalent	
90	Wooden Base Awl (Suwa)	Sharp edges, durable steel point for precise marking, Ergonomic wooden handle for comfortable grip, Finely crafted wooden base for stability. Or Equivalent	
91	Single Hole Punch	Single Hole Punch, Punches up to 20 sheets, Color Silver/Black or equivalent ,Metal, Easy to use, Premium quality, Durable. Or Equivalent	
92	Sticky Note 4 Strip (Packet Of 400 Nos Strip)	Sticky Note , Size: length 3 inches and 4 Strips of 100 Pcs Each of Green, Orange, Yellow, Pink, or Equivalent Easy to write on and remove, Ideal for reminders, messages, and bookmarks. Or Equivalent	
93	File Tag / Thread With Metal Pins (Packet Of 50 Nos)	File Tags/Thread with Metal Pins, Material: Cotton/Polyester thread, Length: 6 Inches, Ends: Metal clips/pins (for secure attachment),Color: White/Natural, Use: Tagging files, documents, Common Pack Size: 50 pieces per. . Or Equivalent	
94	File Tag / Thread With Metal Pins (Packet Of 50 Nos)	File Tags/Thread with Metal Pins, , Material: Cotton/Polyester thread, Length: 12 Inches, Ends: Metal clips/pins (for secure attachment),Color: White/Natural, Use: Tagging files, documents, Common Pack Size: 50 pieces per. . Or Equivalent	
95	Scissor 180mm	Scissor, Blade Material: Stainless Steel, Handle Material: Durable Plastic, Blade Type: Straight edge, Length: 8 inches (standard size),Handle Type: Ergonomic, comfortable grip, Color Options: Multi Colors, Use: Ideal for office work. . Or Equivalent	

96	Scissor (Small)	Scissor, Blade Material: Stainless Steel, Handle Material: Lightweight plastic, Length: 5 inches Design: Compact, ambidextrous, Color: Multi Color, Ideal Use: Ideal for office work. . Or Equivalent	Framework contract (For One Year)
97	Finger Wet	Finger Wet, , High-density sponge with good elasticity, Frosted plastic outer shell for a comfortable grip, Durable and long-lasting design, Round ball shape, ideal for office and desk use, Useful for file handling, financial paperwork, and paper arrangement. . Or Equivalent	
98	Spiral Comb Binding Machine	Spiral Comb Binding Machine, , Punching Capacity: Up to 20 sheets (80 gsm) per punch, Binding Capacity: Up to 450 sheets (80 gsm),Paper Size Compatibility: A4, Letter, and other small-size documents, Punching Holes: 21-hole configuration, Punching Margin Control: Adjustable between 2–5 mm, Design: Soundless operation with a compact and ergonomic build,Stationery Station, Weight: 4.6 kg. . Or Equivalent	
99	Handheld Hand Tape Dispenser For 3 Inch Tape	Type: Handheld Tape Dispenser, Material: Durable Plastic and metal Compatibility: Standard tape rolls (3 inches wide), Features: Ergonomic handle, Safety cutter for easy dispensing, Easy loading mechanism, Use: Suitable for warehouse packaging. . Or Equivalent	
100	Tape Dispenser	Model: Deluxe Tape Dispenser, Material: Durable plastic body, Blade: Sharp metal cutter for clean tape cuts, Use: For standard office tapes (typically 1" core),Design: Weighted base for one-hand operation, Color: Black/Blue/Red equivalent ,Ideal For: Office use Compatibility: Standard tape rolls (1 inches wide). . Or Equivalent	

Section VI. Sample Forms

Sample Forms

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1. Bid Form and Price Schedules

Date: _____
IFB N^o: _____

To: *[name and address of Procuring Agency]* _____

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Price Schedule in Pak. Rupees

Name of Bidder _____. IFB Number _____. Page. of _____.

1	2	3	4	5	6	7
Item/ Packa ge	Description	Country of origin	Quantity	Unit price DDP named place	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required ³

Signature of Bidder _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

³ Must be included if required under ITB 11.2

2. Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its bid dated *[date of submission of bid]* for the supply of *[name and/or description of the goods]* (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE *[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto *[name of Procuring agency]* (hereinafter called “the Procuring agency”) in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

: Contract

3. Contract Form

THIS AGREEMENT made the _____ day of _____ 20_____ between *[name of Procuring Agency]* of *[country of Procuring agency]* (hereinafter called “the Procuring agency”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

Note:- Contract Agreement shall be assigned to the successful bidder on Stamp Paper comprising govt stamp duty (PKR) of the total value of the Bid offered. Stamp duty will be paid by the bidder.

4. Performance Security Form

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated _____ 20____ to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20_____.

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

5. Bank Guarantee for Advance Payment

To: *[name of Procuring agency]*

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

6. Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To: *[name of the Procuring agency]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

[signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its Bid.

FORM A – LETTER OF APPLICATION

Registered Business Name: _____

Registered Business Address: _____

Telephone: _____ Fax: _____ email: _____

To,

1. We hereby apply for tender with Provincial Disaster Management Authority (PDMA), Sindh as a Firm/contractor/Vendor/Supplier.
2. We authorize PDMA or its authorized representatives to carry out verification of the statements, documents and information submitted and to clarify the financial and technical aspects of this application from any person, Business department, Agency or Firm.
3. The names and positions of contact persons who may be contacted for further information, if required, are as follows:

S.No.	Name	Position in the Company	Contac No.
01			
02			
03			
04			

We declare that

- i) The statements made and the information provided in the application are complete, true and correct in every detail.
- ii) This firm has never been black listed by any Government Department, Semi- Government Authority or Corporation. **(Certificate to this effect on Rs.20 non-judicial stamp paper to be provided.)**

Respectfully,

(Authorized representative of application)

Dated:

FORM B – GENERAL INFORMATION

Company Name: _____.

1. Head Office Address: _____

Telephone No. _____ Fax No. _____ email: _____

2. Local Office Address: _____

Telephone No. _____ Fax No. _____ email: _____

3. Income Tax Registration No. _____ (Attach copy of Registration Certificate)

4. Bankers: _____

FORM C - PAST EXPERIENCE

<i>No.</i>	<i>Year</i>	<i>Goods/Services Provided</i>	<i>TO</i>	<i>CERTIFICATE</i>
<i>01</i>	<i>2024</i>			
<i>02</i>	<i>2023</i>			
<i>03</i>	<i>2022</i>			
<i>04</i>	<i>2021</i>			
<i>05</i>	<i>2020</i>			
<i>06</i>	<i>2019</i>			

Note: The Form-C must be supported with documentary evidence eg. (copies of clientele certificate, work orders/ Purchase Orders and Award of Contract as per proof.

Form D – Detail of Clientele

<i>S No.</i>	<i>Name of Client</i>	<i>Address</i>	<i>Contact</i>	<i>Focal Person</i>
01				
02				
03				
04				
05				
06				
07				
08				
09				

Note: The Form-D must be supported with documentary evidence.

FORM E - FINANCIAL DATA

A. **Bank Statement** A current Bank statement in respect of bidder's financial soundness.

B. **Financial Statement**

1. **Current Contract Commitments**

Sr. No	Name of organization/Firm	Approximate Value of Business (P KR)	Period Of Contract (Years)
01			
02			
03			
04			

2. **Last three years Annual Turnover**

Year	Turn over amount (in Pak Rupees)

3. **Other business**

Type of business	Other Details

Note: The Form-must be supported with documentary evidence.

Form F – TRANSPORTER

DETAILS OF VEHICLES OWNED/ LEASED/ HIRED/ THIRD PARTY/ SPECIAL VEHICLES
(CRANE/LIFTER) BY THE TRANSPORTER.

<i>S No.</i>	<i>Registration No.</i>	<i>Type of Vehicle</i>	<i>Status of vehicle (leased/ owned/ hired/ 3rd party)</i>

Note: The Form-F, must be supported with documentary evidence.

INTEGRITY PACT:

(This Integrity Pact Form should be on the stamp Paper valuing Rs. 100/- submitted by the successful Bidder with attestation of Notary Public.)

Contract Number: _____

Dated: _____

Contract Value: _____

Contract Title: _____

1. M/s. _____ hereby declares that it has not obtained or induced the Procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any Administrative subdivision or Agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

2. Without limiting the generality of the foregoing, M/s. _____ represents and warrants that it has fully declared the brokerage, commission, fees etc paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its Affiliate, Agent, Associate, Broker, Consultant, Director, Promoter, Shareholder, Sponsor, or Subsidiary, any Commission, Gratification, Bribe, Finder's Fee or Kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from _____ [Procuring Agency], except that which has been expressly declared pursuant hereto.

3. M/s. _____ Certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with _____ [Procuring Agency] and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

4. M/s. _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to _____ [Procuring Agency] under any law, contract or other instrument, be voidable at the option of _____ [Procuring Agency].

5. Notwithstanding any rights and remedies exercised by _____ [Procuring Agency] in this regard, M/s. _____ agrees to indemnify _____ [Procuring Agency] for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to _____ [Procuring Agency] in an amount equivalent to Ten Times the sum of any commission, Gratification, Bribe, Finder's Fee or Kickback given by M/s. _____ as aforesaid for the purpose of obtaining or inducing the Procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from _____ [Procuring Agency].

(Procuring Agency)

(Bidders Authorized Signatures with Official Stamp)

Bidders Qualification Report

The Procurement Committee examined and evaluated technical bid(s) using the following criteria. Based on the requisite information provided in the bid documents (following venders have been qualified/disqualified).

Bidders Qualification Report				
NIT Item No.		NAME OF BIDDER / FIRM		
Sr#	ELIGIBILITY CRITERIA	M/S	M/S	M/S
		1	2	3
1	Bidders Must upload Bid Document			
2	Tender Fees Rs.5000/- in shape of Pay order/ Demand draft in favor of Provincial Disaster Management Authority Sindh.			
3	Valid NTN Certificate with Active Status & Valid GST with Active Status also SRB (if Required)			
4	Documentary Evidence of Income Tax returns of last one year 2023-24)			
5	The bidder must have at least two years of experience in supplying similar items/ equipment/Goods.			
6	Bidder must have an average annual financial turnover of at least PKR 30 million during the last three years, as verifiable from the financial statements issued by Certified Chartered Accountant in Pakistan should be provided & Bank Statement			
7	The Firm should not be Blacklisted (affidavit on non-judicial Stamp paper Rs.500/- with all 05 conditions) as per Bid Data Sheet			
8	Sample provided/ sample evaluated by Committee or Technical or Lab (Satisfactory / UnSatisfactory)			
9	Similar Experience at least three similar assignments (01 in public sector) during last three years & clientele (work order/supply order/purchase order and completion certificate from clientele as proof must be attached).			
10	The Bidder must provide detailed brochures or specifications of items			
11	Financial Data (Bank Statement, Audit Reports of last two years Company's financial position, etc.) of the bidder's company.			
Remarks		Qualified	Disqualified	Qualified

Member

Member

Member

Member

Member



ٹینڈر نوٹس

پروونشل ڈیزاسٹر مینجمنٹ اتھارٹی (پی ڈی ایم اے)، ری ہیلی ٹیشن ڈپارٹمنٹ، کراچی، سندھ پبلک پروکیورمنٹ رولز (ایس پی پی آر اے) 2010 اب تک ترمیم شدہ کی مطابقت میں مالیاتی سال 2025-26 کیلئے سامان کے حصول کیلئے ایس ایل بولی دہندگان/فرمیں جو لازمی فعال ٹیکس دہندہ ہوں اور فیڈرل بورڈ آف ریونیو (ایف بی آر) اور دیگر متعلقہ اتھارٹیوں سے رجسٹرڈ ہیں، سے (تمام قابل اطلاق ڈیوٹیوں/ٹیکسز کے بشمول جیسا کہ آئٹم ٹیکس، جی ایس ٹی، سندھ سیلز ٹیکس) کے بشمول ای۔ پاک ایکوٹریشن اینڈ سپوزل سسٹم (ای پی اے ڈی ایس) کے ذریعے ای۔ پیشکشیں طلب کرتی ہے۔

2۔ الیکٹرونک پیشکشیں، صرف ای پی اے ڈی ایس کے ذریعے لازمی جمع کرائی جائیں اور مینوئل پیشکشیں قبول نہیں کی جائیں گی۔ دلچسپی کے حامل بولی دہندگان کو الیکٹرونک پیشکشیں جمع کرانے کے ضمن میں لنک <https://sindh.eprocure.gov.pk/#/supplier/registration> پر ای پی اے ڈی ایس سسٹم پر اپنے آپ کو رجسٹر کرنا درکار ہے۔

نمبر شمار	آئٹم	تعداد/پروکیورمنٹ کا طریقہ کار	تصریح
1	اسٹیشنری	فریم ورک کنٹریکٹ برائے ایک سال	آئٹمز کی تفصیلات، بڈنگ دستاویزات کے سیکشن V ٹیکنیکی تصریح میں درج ہیں۔
2	کمپیوٹر اسٹیشنری	فریم ورک کنٹریکٹ برائے ایک سال	
3	طباعت و اشاعت	فریم ورک کنٹریکٹ برائے ایک سال	
4	انٹرنیٹ اور گفٹس	فریم ورک کنٹریکٹ برائے ایک سال	
5	راشن بیگز	فریم ورک کنٹریکٹ برائے ایک سال	

3۔ دلچسپی کے حامل اہل بولی دہندگان، پروونشل ڈیزاسٹر مینجمنٹ اتھارٹی سندھ کے حق میں ٹینڈر فیس (ناقابل واپسی) کے طور پر پے آرڈر/ڈیمانڈ ڈرافٹ کے ذریعے ہر کیٹیگری کیلئے علیحدہ علیحدہ کیلئے -Rs.5000 جمع کرانے پر این آئی ٹی ہذا کی اشاعت کی تاریخ سے 18.08.2025 بوقت دوپہر 12:00 بجے تک پی ڈی ایم اے کی ویب سائٹ www.pdma.gos.pk یا ایس پی پی آر اے۔ ای پی اے ڈی ایس <https://portalsindh.eprocure.gov.pk/#/> سے اسٹیشنری، کمپیوٹر اسٹیشنری، طاعت و اشاعت، انٹرنیٹ اور گفٹ، راشن بیگز کے حصول کیلئے مفصل بڈنگ دستاویزات ڈاؤن لوڈ کر سکتے ہیں یا ایسی فیس پر پی ڈی ایم اے ہیڈ آفس سے حاصل بھی کر سکتے ہیں۔

4۔ ای پی اے ڈی ایس پر پیشکشیں جمع کرانے کی آخری تاریخ 18.08.2025 کو بوقت دوپہر 01:30 بجے۔ پیشکشیں اسی روز 18.08.2025 کو دوپہر 02:00 بجے پی ڈی ایم اے سندھ، پلاٹ نمبر 26C، مین خیابان جامی، ڈی ایچ اے فیز VII، کراچی کے کمپنی روم میں شرکت کے خواہاں بولی دہندگان یا ان کے مجاز نمائندوں کی موجودگی میں کھولی جائیں گی۔

5۔ جیسا کہ اوپر علیحدہ علیحدہ درج ہے، آئٹم نمبر 01، 02، 03، 04 اور 05 کیلئے پیشکشوں کے ہمراہ پروونشل ڈیزاسٹر مینجمنٹ اتھارٹی، سندھ کے نام پے آرڈر/ڈیمانڈ ڈرافٹ کی شکل میں جیسا کہ نظر ثانی شدہ سالانہ پروکیورمنٹ پلان 2025-26 (زر بیعانہ) میں درج ہے، کل مختص کردہ بجٹ کا دو فیصد زریعہ جمع کرایا جاسکتا ہے۔ اصل بڈ سیکورٹی اور ٹینڈر فیس، این آئی ٹی کھلنے کے وقت پر پی ڈی ایم اے، ایچ کیو کراچی کو جمع کرانے چاہئیں۔ اتھارٹی، ایس پی پی آر اے قوانین کے مطابق متذکرہ تعداد تبدیل کرنے کا حق محفوظ رکھتی ہے۔

6۔ پیشکشیں، سنگل اسٹیج۔ ون اینوئلپ (فریم ورک کنٹریکٹ بمطابق سیکشن 2(B) 15 بابت ایس پی پی رولز)، ایس پی پی آر اے۔ ای پی اے ڈی ایس کے ذریعے جمع کرائی جائیں گی؛ نمبر شمار 01، 03، 04 اور 05 میں کیٹیگری کیلئے، بولی دہندگان مذکورہ کیٹیگری میں شامل ہر آئٹم کے نمونے لازمی جمع کرائیں۔ (تاہم، ناکام بولی دہندگان کو نمونے واپس کر دیئے جائیں گے) آئٹمز کے مفصل بروشرز یا تصریحات بھی۔ آئٹم نمبر 02 کیلئے آن سائٹ معائنہ اور نمبر شمار 05 میں کیٹیگری کیلئے، بولی دہندہ نمونہ اور تفصیلات لازمی جمع کرائے (بشمول شیلف لائف، برانڈ کا نام اور پیکج کی تفصیلات) این آئی ٹی کی کھلنے کی تاریخ اور وقت سے قبل اسسٹنٹ ڈائریکٹر (پی)، پی او ایم اے۔ ایچ کیو کراچی کو جمع کرائیں۔ جانچ پڑتال، معروف لیبارٹریوں کے ذریعے نمونوں کی ٹیسٹنگ یا کمیٹی کی جانب سے کی جائیگی، اخراجات متعلقہ وینڈرز کو برداشت کرنے ہوں گے۔ مجاز اتھارٹی، کسی بھی پیشکش کو مسترد کرنے کا حق محفوظ رکھتی ہے، اگر بڈنگ فرم نے فارمز صحیح طریقے سے پُر، دستخط اور مہر نہیں لگائی ہوگی، یا اگر مطلوبہ تائیدی دستاویزات موجود نہیں ہوں گی، یا پیشکشیں سندھ پبلک پروکیورمنٹ رولز، 2010 (اب تک ترمیم شدہ) کی عدم تعمیل میں پائی جائیں گی۔ پروکیورنگ ایجنسی، مذکورہ رولز کے سیکشن 25 کے مطابق مکمل بڈنگ کارروائی یا کسی مخصوص آئٹم کو منسوخ کرنے کا بھی محفوظ رکھتی ہے۔ فریم ورک کنٹریکٹ، ایس پی پی رولز کے سیکشن 2(8) کے مطابق ایک سال کی مدت کیلئے سامان کے انتظامات فراہم کرنے کیلئے ایک یا زائد بولی دہندگان کیساتھ شامل کیا جائیگا۔

7۔ نرخ، کراچی، جامشورو، سکھر میں واقع ویز ہاؤسز اور پی او ایم اے۔ ایچ کیو کے دفتر میں تمام قابل اطلاق ٹیکسز اور ٹرانسپورٹیشن چارجز کے بشمول ہونے چاہئیں (بشمول لوڈنگ/ان لوڈنگ اور لیبر چارجز)۔ کامیاب بولی دہندگان کو پی او کے اجراء کے بعد اندرون دو یوم پی او ایم اے سندھ کے (وقتاً فوقتاً) ورک آرڈر کے اجراء کے مقابل تقویض کردہ آئٹمز کی مکمل سو فیصد ڈیوری کیلئے نمبر شمار 01، 02، 03، 04 اور 05 میں درج آئٹمز کیلئے سو فیصد ڈیوری فراہم کرنا درکار ہوگی۔ ٹیکنیکی کوالیفیکیشن کا معیار، آئٹمز تصریحات اور قواعد و ضوابط بڈنگ دستاویزات میں دستیاب ہیں جن کی سختی سے پابندی کرنی ہوگی۔ کسی عام تعطیل/امن وامان کی صورت حال خراب ہونے/سانحے کی صورت میں، ٹینڈر کھلنے کی آخری تاریخ، اسی وقت اور مقام پر آئندہ کام والا یوم ہوگی۔

نوٹ: کسی بھی قسم کی دشواری کی صورت میں، ممکنہ بولی دہندگان ایام کار/اوقات کے دوران ای پی اے ڈی ایس ہیلپ لائن 051-111-137-237 یا زیر دستخطی سے رابطہ کر سکتے ہیں۔

دستخط..... اسسٹنٹ ڈائریکٹر (پروکیورمنٹ)

پروونشل ڈیزاسٹر مینجمنٹ اتھارٹی، سندھ

(پی ڈی ایم اے) پلاٹ نمبر 26C، خیابان جامی، ڈی ایچ اے فیز VII، کراچی

فون: 021-35318192، فیکس: 021-35314219

INF/KRY/2382/2025



Invitation for Bids for Newspapers

PROVINCIAL DISASTER MANAGEMENT AUTHORITY REHABILITATION DEPARTMENT GOVERNMENT OF SINDH

daily
times
2/8/25

Date: July, 2025

TENDER NOTICE

The Provincial Disaster Management Authority (PDMA), Rehabilitation Department, Karachi invites e-bids through the E-Pak Acquisition and Disposal System (EPADS) inclusive of all applicable duties/taxes such as income tax, GST, Sindh Sales Tax) from eligible bidders/ firms, who must be "Active Tax Payer" and registered with the Federal Board of Revenue (FBR) and the other relevant authorities for the procurement of Goods for the FY 2025-26 in accordance with the Sindh Public Procurement Rules (SPPRA) 2010 amended till date.

2. Electronic Bids must be submitted through EPADS only and manual bids shall not be accepted. Interested bidders are required to register themselves on the EPAD System at the link <https://sindh.eprocure.gov.pk/#/supplier/registration> in order to submit electronic bids.

S.No	Item	Qty / Procedure of Procurement	Specification
1	Stationary	Framework Contract for One Year	Details of items are mentioned in the "Section V" technical Specification of the Bidding Document.
2	Computer Stationary	Framework Contract for One Year	
3	Printing and Publication	Framework Contract for One Year	
4	Entertainment and gifts	Framework Contract for One Year	
5	Ration Bags	Framework Contract for One Year	

3. Interested eligible bidders may either download the detailed Bidding documents for the procurement of Stationary, Computer Stationary, Printing and Publication, Entertainment and gift, Ration Bag from website of PDMA (www.pdma.gos.pk) or SPPRA-EPADS from (<https://portalsindh.eprocure.gov.pk/#/>) from the date of Publication of this NIT till 18.08.2025 at 12:00 hours and submit payment of Rs. 5,000/- for each category separately through Pay Order/demand draft as Tender Fees (non-refundable) in favor of Provincial Disaster Management Authority Sindh or acquire the same from PDMA head office on same fees.

4. The last date to submit the bids on EPADS-18.08.2025 at 1330 hours. Bids will be opened in the presence of bidders or their authorized representatives who choose to attend, on the same day at 1400 hours on 18.08.2025 at the committee room of PDMA Sindh, Plot No 26 C, Main Khayaban-e-Jami, DHA Phase-VII, Karachi.

5. The bids can be submitted for the item no.01,02,03,04 and 05 as mentioned above separately along with 2% earnest money of the total allocated budget as mentioned in revised annual procurement plan 2025-26 (earnest money) in the form of pay order/demand draft in the name of Provincial Disaster Management Authority, Sindh. Original bid security and tender fees should be submitted to PDMA HQ Karachi at the time of opening of NIT. The authority reserves the right to vary the aforementioned quantities as per SPPRA rules.

6. The bids shall be submitted as Single Stage-one envelope (Framework Contract as per section 15(8)2 of SPP Rules) submitted through SPPRA EPADS; For category at Sr. No.01,03,04 and 05, the bidders must submit sample of each item includes in the said category (However, the samples of unsuccessful bidder will be returned) also detailed brochures or specifications of items. For item No.02 onsite inspection and for category at Sr. No. 05, the bidder must submit sample and details (including shelf life, brand name and packaging details) to Assistant Director (P), PDMA HQ Karachi before the opening date and time of NIT. Evaluation will be done by the committee or testing of samples through reputable laboratories, charges shall be borne by the respective Vendor(s). The competent authority reserves the right to reject any bids if the bidding forms are not properly filled, signed, and stamped, or if required supporting documents are missing, or if the bids are found to be non-compliant with the Sindh Public Procurement Rules, 2010 (amended till date). The Procuring Agency also reserves the right to cancel the entire bidding process or any specific item, as per Section 25 of the said rules. Framework contract shall be concluded with one or more bidders to provide arrange of goods for a period of one year as per section 15(8)2 of SPP Rules.

7. Rates should include all applicable taxes & transportation charges to the Warehouses located at Karachi, Jamshero, Sukkur & at the office of PDMA HQ (inclusive of loading / unloading and labor charges). Successful bidders are required to supply 100% delivery for items at Sr. No.01,02,03,04 and 05 to complete 100% delivery of the awarded items against the issuance of work order (time to time) of PDMA Sindh within 02 days after issuance of PO. Technical qualification criteria, items specifications and terms and condition are available in the bidding document which will be strictly adhered to. In case of any public holiday/law-and-Order situation/mishaps, the last date of tender opening date will be the next working day, at the same venue and time.

Note:

1. In case of any difficulty, prospective bidders may contact the EPADS Helpline 051-111-137-237 during working days/hours or the undersigned.

ASSISTANT DIRECTOR (PROCUREMENT)
Provincial Disaster Management Authority,
Sindh (PDMA) Plot No 26 C,
Khayaban -e- Jami, DHA Phase -VII, Karachi.
Ph: 021-35318192 Fax: 021-35314219

INF/KRY/2382/2025
WORK FOR SINDH
GOVERNMENT OF SINDH
OFFICE OF INFORMATION SERVICES



GOVERNMENT OF SINDH
REHABILITATION DEPARTMENT
PROVINCIAL DISASTER MANAGEMENT AUTHORITY (SINDH)
REVISED ANNUAL PROCUREMENT PLAN
(RELIEF ITEMS, GOODS, EQUIPMENT & SERVICES)
FINANCIAL YEAR 2025-26

S.No	Description of Procurement	Quantity (where applicable)	Funds allocated (M)	Source of funds (ADP / Non ADP)	Proposed procurement method	Timing of procurements				Remarks
						1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Hiring of Skilled Manpower (Firm)	1	20M	Non-ADP	Single Stage One Envelope	✓				Services
2	Hiring of Transporation Services & Rescue machinery (Firm)	1	50M	Non-ADP	Single Stage One Envelope	✓				Services
3	Plastic Mat/Chatai	80000	700.51M	Non-ADP	Single Stage Two Envelope	✓				Goods
4	Semi Collapsible Jerry Can	68600		Non-ADP	Single Stage Two Envelope	✓				Goods
5	Portable Toilet Tent	950		Non-ADP	Single Stage Two Envelope	✓				Goods
6	Water Tank (250 Gallons)	700		Non-ADP	Single Stage Two Envelope	✓				Goods
7	Natural Cotton Mattress	140000		Non-ADP	Single Stage Two Envelope	✓				Goods
8	Kitchen Set	18700		Non-ADP	Single Stage Two Envelope	✓				Goods
9	Filtration Unit	400		Non-ADP	Single Stage Two Envelope	✓				Goods
10	Boat 14 ft (Fiber)	5		Non-ADP	Single Stage Two Envelope	✓				Goods
11	OBM 40 HP	10		Non-ADP	Single Stage Two Envelope	✓				Goods
12	Dewatering Set 25 HP (6" DIA)	1		Non-ADP	Single Stage Two Envelope	✓				Goods
13	Dewatering Set 40 HP (8" DIA)	10		Non-ADP	Single Stage Two Envelope	✓				Goods
14	Generator Set 25 KVA	4		Non-ADP	Single Stage Two Envelope	✓				Goods
1	Ration bags	Framework Contract	180M	Non-ADP	Single Stage one Envelope	✓				Goods
2	Stationary	Framework Contract	6.60	Non-ADP	Single Stage one Envelope	✓				Goods
3	Computer Stationary/ Other Store Tear Gas	Framework Contract	6.25	Non-ADP	Single Stage one Envelope	✓				Goods
4	Printing & Publication	Framework Contract	3.10	Non-ADP	Single Stage one Envelope	✓				Goods
5	Entertainment & Gifts	Framework Contract	4.46	Non-ADP	Single Stage one Envelope	✓				Goods

Assistant Director (Procurement)
PDMA Sindh

