



Tender Number: TSE-222305332221

Published Dated: 5/31/2023

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Balochistan Education Foundation

**BIDDING DOCUMENT FOR**

**Purchase of Stationery Items For Balochistan  
Education Foundation Office**

**(TECHNICAL PROPOSAL)**

**TSE-222305332221**

**NAME OF BIDDER:**

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(To be filled-in by the Bidder)

**Letter of invitation for Bids:**

Sealed Tenders are invited under the Balochistan Public Procurement Rules (BPPR) - 2014 by the **Balochistan Education Foundation** from "Eligible Bidders" dealing in Sales and after - sale services (as applicable) of **Stationary Items Supply** as per details contained here - under:...

Bidding Information	Particulars
Designation of Procurement Officer	Procurement Officer
Postal Address of the Procuring Agency	Quetta
Phone Number & Fax Number	0812301812 ,
E-Mail Address & Website (If Available)	nisar@bef.org.pk
Bidding Procedure	Single Stage Two Envelope Bidding Procedure
Issuance of Bidding Documents	<p>From <b><u>Balochistan Education Foundation (BEF) House No. 1, 10, 11 Shalimar City Near NADRA Verification Center, Airport Road Quetta.</u></b> during working hours up-to one working day prior to the opening of bids and from BPPRA Website <a href="http://www.bppra.gob.pk">www.bppra.gob.pk</a>  <b>TSE-222305332221</b></p> <p><b>Note: Downloaded Bidding document DOES NOT REQUIRE signature and stamp of the procurement officer and can freely be downloaded and used from BPPRA website</b></p>
Deadline for Submission of Bids	Date <b>June 15, 2023</b> & Time <b>11:00 AM</b> through courier or may be dropped in the <b>Tender Box</b> at the office of the Procuring Agency or the place of <b>Bid Opening</b>
Opening Of Technical Bids	Date <b>June 15, 2023</b> & Time <b>12:00 PM</b> at the location of the <b>Balochistan Education Foundation (BEF) House No. 1, 10, 11 Shalimar City Near NADRA Verification Center, Airport Road Quetta.</b>
Tentative Opening Of Financial Bids	Date <b>June 15, 2023</b> & Time <b>01:00 PM</b> at the location of the <b>Balochistan Education Foundation (BEF) House No. 1, 10, 11 Shalimar City Near NADRA Verification Center, Airport Road Quetta.</b>
Bidding Document Fee	<p>Amount: 1,000 PKR. In the form of: Cash Deposit</p> <p><b>Submission of Bidding Document fee is not a requirement for issuance of the Bidding Document. It will be checked during the eligibility evaluation</b></p>
Bid Security	<p>Amount: 2.00 % of the Bid Value</p> <p>Manner of Payment: Deposit at Call</p> <p>in favor of : Balochistan Education Foundation</p>
Performance Security	<p>Amount: 10% of the Contract value (Up-to 10%) Manner of Payment: Deposit at Call in favor of: Balochistan Education Foundation</p>
Bid Validity Period (Days)	90 Days.

**Eligibility Criteria for Bidders:**

S.No.	Bidders Eligibility Factor	Requirement	Document Required
1	Experience	03 Assignments of Similar Nature and Complexity 800,000 in Previous 03	Copy's of Supply Order's with relevant completion certificate's or Inspection Report's or delivery challan (items must cross-verify with supply order)
2	Financial Capacity	Turn over of at least 700,000 PKR in 03 Subsequent Previous Years	Supporting Bank Certificate of Company's Bank Account
3	Status As Active Tax Payer	Presence in Active Tax Payer List	NTN Certificate and proof of Presence in ATL
4	Sales Tax Registration	Sales Tax Certificate	GST Registration Certificate or NTN Certificate with highlighted GST Number
5	Non Blacklisted Certificate	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan	Duly signed & stamped declaration of non blacklisting on company's Letter head by the bidder verifiable from all PPPRA's web portals
6	Joint Venture	JV is not permissible	EPPS generated confirmation for applying as sole-bidder

7	Bid Security	Submission of the required Bid Security In case Bid Security is not found as required during financial evaluation the bidding firm shall be declared as in-eligible and non-responsive	In case the Bid Security is a fixed amount or is required as percentage of the estimated budget, (non-confidential), please attach clear scan of the Bid Security In case the Bid Security is required as percentage of the offered cost (confidential), please attach declaration of submission of the Bid Security on bidders Letter head
8	Bidding document Fee	Submission of the required Bidding document Fee	Receipt of payment of Bidding document Fee
9	Stationery Samples assessing quality	Stationery Samples will be required at the time of opening of Technical Evaluation. Samples if found with lower quality will be rejected and will be asked as per our requirement mentioned in this bidding document	Samples of all items required and quality will be priority
10	Warranty	Warranty for any items described will be required	Vendor's Letter Head

**NOTE: It is mandatory for the bidders to meet all the above-mentioned requirements of eligibility. In-case of not meeting any single requirement, the Bid shall be declared as "NON-RESPONSIVE"**

**Scope Of Work:**

The Balochistan Education Foundation (BEF) invites Bids for “Supply of Stationary Items”. The successful bidder will be required to supply best quality items to BEF as per terms and conditions specified in this bidding document.

Successful bidder shall be an independent service provider liable and able to provide all the Services including transportation of the material to the site. All arrangements will be the responsibility of the successful bidder.

The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect may result in the rejection of the Bid. In case of any conflict of instructions/provisions herein with the Balochistan Procurement Rules, 2014 (“the Rules”), the Rules shall prevail. Bidders must ensure that they submit all the required documents indicated in the Bid the Bid the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny. Applicability of Balochistan Procurement Rules, 2014 (Amended Rules till date) This Bidding Process will be governed under Balochistan Procurement Rules, 2014 (Amended Rules till date), as amended from time to time and instructions of the Government of the Balochistan received during the completion of the project.

**Data-Sheet of the Assignment**

The objective of the below given Data-Sheet / Schedule of Requirements is to provide sufficient information to bidders to understand complete scope of this procurement such that no requirement of the Procuring Agency is left un-mentioned hereunder, so as to enable the bidders to prepare their bids accordingly:

S. No.	Item Name	**Qty	Item Details / Specification	Mandatory
1	96102113-Paper Rim	150	<ul style="list-style-type: none"> <li>● <b>Paper Rim:</b> 150 unit (30 Box) White paper A-4 Size 80 gram Paper One or Equivalent (Premium Quality)</li> </ul>	Yes
2	96102113-Paper Rim	10	<ul style="list-style-type: none"> <li>● <b>Paper Rim:</b> 10 unit (02 Box) White paper Legal Size 80 gram Paper One or Equivalent (Premium Quality)</li> </ul>	Yes
3	44121704-Ball point pens	40	<ul style="list-style-type: none"> <li>● <b>Ball Pen:</b> 40 Packets Ball Point (Blue) ((Orange/Clipper/Dux/Picasso or Equivalent with Premium Quality)</li> </ul>	Yes
4	44121704-Ball point pens	15	<ul style="list-style-type: none"> <li>● <b>Roller Ball Pen:</b> 15 Packets of Roller Ball Pen (Blue) (Uni-Ball Eye Fine or Equivalent with Premium Quality)</li> </ul>	Yes
5	44121642-Sticky Notes / Pads	20	<ul style="list-style-type: none"> <li>● <b>Multi Coloured Sticky Notes:</b> 20 Packets of Florescent neon stickers multi-coloured bookmark stickers/sticky notes (Multicolored) (Premium Quality)</li> </ul>	Yes
6	44121506-Standard envelopes	200	<ul style="list-style-type: none"> <li>● <b>Standard Size Envelopes:</b> Envelope 9x4" (Premium Quality)</li> </ul>	Yes
7	44121644-Tape	15	<ul style="list-style-type: none"> <li>● <b>Binding Tape:</b> Binding Tape 2 inch (Premium Quality)</li> </ul>	Yes
8	14111546-Green Note	50	<ul style="list-style-type: none"> <li>● <b>Green Note Portion:</b> 50 Rim Green Paper (Note Portion) (Premium Quality)</li> </ul>	Yes
9	44121706-Wooden pencils	4	<ul style="list-style-type: none"> <li>● <b>Wooden Pencils:</b> 04 Dozens of Pencils Dollar My Pencil or Equivalent (Premium Quality)</li> </ul>	Yes
10	44121716-Highlighters	12	<ul style="list-style-type: none"> <li>● <b>Highlighters Double Color:</b> 12 unit Highlighters Two Colour (Premium Quality)</li> </ul>	Yes

11	44121806-Correction pen refills	5	<ul style="list-style-type: none"> <li>• <b>Blanco Fluid:</b> Blanco (Fluid+ Thinner) Pelican or Equivalent Premium Quality</li> </ul>	Yes
12	44121805-Correction pens	12	<ul style="list-style-type: none"> <li>• <b>Correction Pen:</b> 12 Unit Correction Pen Pelican or Equivalent Premium Quality</li> </ul>	Yes
13	44121615-Staplers	8	<ul style="list-style-type: none"> <li>• <b>Staplers:</b> 08 Unit Stapler Machine Kangaroo or Equivalent with Premium Quality</li> </ul>	Yes
14	44121612-Paper cutters or refills	6	<ul style="list-style-type: none"> <li>• <b>Cutter:</b> 06 unit Cutter Premium Quality</li> </ul>	Yes
15	44121618-Scissors	4	<ul style="list-style-type: none"> <li>• <b>Scissors:</b> Scissor stainless steel Imported/Premium Quality</li> </ul>	Yes
16	44121641-Glue stick / gums	12	<ul style="list-style-type: none"> <li>• <b>Glue Stick:</b> Glue Stick Dollar or equivalent Premium Quality</li> </ul>	Yes
17	44121724-Takhti (Writing Pad)	30	<ul style="list-style-type: none"> <li>• <b>Writing Pads:</b> Writing Pads large Premium Quality</li> </ul>	Yes
18	44121724-Takhti (Writing Pad)	30	<ul style="list-style-type: none"> <li>• <b>Drafting Pads:</b> Drafting Pads Small Premium Quality</li> </ul>	Yes
19	44121503-Mailers	5	<ul style="list-style-type: none"> <li>• <b>USB:</b> USB 64 GB (Genuine required and copy will be rejected if found) Kingston or Equivalent with 5 Years Warranty (Premium Quality)</li> </ul>	Yes
20	44121644-Tape	12	<ul style="list-style-type: none"> <li>• <b>Scotch Tape:</b> Scotch Tape 1 inch Premium Quality</li> </ul>	Yes
21	44121905-Ink or stamp pads	6	<ul style="list-style-type: none"> <li>• <b>Stamp Pads:</b> Stamp Pads Premium Quality</li> </ul>	Yes
22	44122003-Binders	100	<ul style="list-style-type: none"> <li>• <b>Plastic Spiral Binders:</b> 100 unit Plastic Spiral Binding Strips 2" Premium Quality</li> </ul>	Yes

23 96102108-Duster

12

			● <b>Duster:</b> 12 unit/nos Duster Cloth Premium Quality	Yes
24	44122012-Clipboards	10	● <b>Binding Clips:</b> 10 Boxes/packets Binding Clips 1" Premium Quality	Yes
25	44121708-Markers	12	● <b>Board Marker:</b> Board Marker Dollar or Equivalent Premium Quality	Yes
26	44122012-Clipboards	10	● <b>Binder Clips:</b> 10 Boxes/packets Binder Clips Small Premium Quality	Yes
27	44122012-Clipboards	50	● <b>Slide Clip:</b> 50 Units Slide clip A-4 size Premium Quality	Yes
28	44121644-Tape	12	● <b>Solution Tape:</b> Solution Tape Premium Quality	Yes
29	44122014-Sheet lifters	2	● <b>Transparency Sheets:</b> Transparency Sheet A-4 Size Super clear flexible Premium Quality	Yes
30	44122040-File Cover	1,000	● <b>Printed Card Files:</b> BEF Printed Card Files Standard Size (Bleach Card 250-300 Grams)	Yes
31	14111515-Calculator or cash register paper	6	● <b>Calculator:</b> Calculator M&G or Equivalent Premium Quality	Yes
32	14111531-Log books or pads	8	● <b>Log Books:</b> Log Book Premium Quality	Yes
33	44121511-Mailing boxes	2	● <b>Toner for Photocopier:</b> 02 units Toner for Sharp Photocopier M452 Genuine required no copy will be accepted	Yes
34	44121511-Mailing boxes	1	● <b>Toner for Photocopier:</b> Toner for Photocopier for Konica Minolta BIZHUB 367 Genuine required no copy will be accepted	Yes

\* Brand names & model numbers (if any) referred-to in this tender document are only for reference purpose in the light of BPPRA Rules - 2014 # 13(1), however **ALL** offers in conformity with the generic specification shall be evaluated as equal.

**Delivery Schedule & Requirements:**

**Place of Delivery of Goods:** Balochistan Education Foundation (BEF) House No. 1, 10, 11 Shalimar City  
Near NADRA Verification Center, Airport Road Quetta.

**Last Date & Time of Delivery:** Jun 26, 2023

Partial delivery is **Not Allowed**

**Instructions for Bidders:**

For more details please see the relevant section

**Evaluation Criteria:**

Selection of the successful bidder shall be based on **"Least-Cost Selection Method"**

on Package wise which means ,Eligible Bidder quoting Technically Responsive package at the lowest financial cost. The procedure shall be applied on knock-down basis as follows: -

1. **Bidders Eligibility Assessment.**

Initial evaluation of the proposals shall be carried-out by the **PROCUREMENT COMMITTEE** subsequent upon fulfilment of requirements of the eligibility criteria laid down under the heading of "Letter of Invitation for Bids - Eligibility Criteria for Bidders" in the following manner:

S.NO	Eligibility Factor	Requirement	Bidder 1 Yes/No	Bidder 2 Yes/No	Bidder 3 Yes/No
1	Experience	03 Assignments of Similar Nature and Complexity 800,000 in Previous 03			
2	Financial Capacity	Turn over of at least 700,000 PKR in 03 Subsequent Previous Years			
3	Status As Active Tax Payer	Presence in Active Tax Payer List			
4	Sales Tax Registration	Sales Tax Certificate			
5	Non Blacklisted Certificate	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan			
6	Joint Venture	JV is not permissible			
7	Bid Security	Submission of the required Bid Security In case Bid Security is not found as required during financial evaluation the bidding firm shall be declared as in-eligible and non-responsive			
8	Bidding document Fee	Submission of the required Bidding document Fee			
9	Stationery Samples assessing quality	Stationery Samples will be required at the time of opening of Technical Evaluation. Samples if found with lower quality will be rejected and will be asked as per our requirement mentioned in this bidding document			
10	Warranty	Warranty for any items described will be required			

- i. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
- ii. Subsequent upon said assessment, Bidders shall be categorized as:
  1. Eligible Bidders
  2. Ineligible Bidders

**2. Return of Financial Proposals to Ineligible Bidders.**

Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall NOT be accepted for any further evaluation:

1. Their Financial Proposals shall be returned without being opened.
2. Their Bid security shall be released upon their written request.

**3. Package wise Evaluation:**

The Bids received from Eligible Bidders shall then be evaluated by the Technical Member / Committee or the Procurement Committee itself (If the required items are not technically complex) for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet) on basis, in the following manner:

**Technical Evaluation of Bids**

S.NO	ITEM NAME	TECHNICAL REQUIREMENET	Mandatory	Eligibility Bidder 1 Fulfill Requirement YES / NO	Eligibility Bidder 2 Fulfill Requirement YES / NO	Eligibility Bidder 3 Fulfill Requirement YES / NO
1	96102113-Paper Rim	<ul style="list-style-type: none"> <li>• <b>Paper Rim:</b> 150 unit (30 Box) White paper A-4 Size 80 gram</li> </ul>	Yes			
2	96102113-Paper Rim	<ul style="list-style-type: none"> <li>• <b>Paper Rim:</b> 10 unit (02 Box) White paper Legal Size 80 gram</li> </ul>	Yes			
3	44121704-Ball point pens	<ul style="list-style-type: none"> <li>• <b>Ball Pen:</b> 40 Packets Ball Point (Blue)</li> </ul>	Yes			
4	44121704-Ball point pens	<ul style="list-style-type: none"> <li>• <b>Roller Ball Pen:</b> 15 Packets of Roller Ball Pen (Blue) (Uni-Ball Eye</li> </ul>	Yes			
5	44121642-Sticky Notes / Pads	<ul style="list-style-type: none"> <li>• <b>Multi Coloured Sticky Notes:</b> 20 Packets of Florescent neon</li> </ul>	Yes			
6	44121506-Standard envelopes	<ul style="list-style-type: none"> <li>• <b>Standard Size Envelopes:</b> Envelope 9x4" (Premium Quality)</li> </ul>	Yes			
7	44121644-Tape	<ul style="list-style-type: none"> <li>• <b>Binding Tape:</b> Binding Tape 2 inch (Premium Quality)</li> </ul>	Yes			
8	14111546-Green Note	<ul style="list-style-type: none"> <li>• <b>Green Note Portion:</b> 50 Rim Green Paper (Note Portion)</li> </ul>	Yes			
9	44121706-Wooden pencils	<ul style="list-style-type: none"> <li>• <b>Wooden Pencils:</b> 04 Dozens of Pencils Dollar My Pencil or</li> </ul>	Yes			

10	44121716-Highlighters	<ul style="list-style-type: none"> <li>• <b>Highlighters Double Color:</b> 12 unit Highlighters Two Colour</li> </ul>	Yes			
11	44121806-Correction pen refills	<ul style="list-style-type: none"> <li>• <b>Blanco Fluid:</b> Blanco (Fluid+ Thinner) Pelican or Equivalent</li> </ul>	Yes			
12	44121805-Correction pens	<ul style="list-style-type: none"> <li>• <b>Correction Pen:</b> 12 Unit Correction Pen Pelican or</li> </ul>	Yes			
13	44121615-Staplers	<ul style="list-style-type: none"> <li>• <b>Staplers:</b> 08 Unit Stapler Machine Kangaroo or Equivalent with</li> </ul>	Yes			
14	44121612-Paper cutters or refills	<ul style="list-style-type: none"> <li>• <b>Cutter:</b> 06 unit Cutter Premium Quality</li> </ul>	Yes			
15	44121618-Scissors	<ul style="list-style-type: none"> <li>• <b>Scissors:</b> Scissor stainless steel Imported/Premium Quality</li> </ul>	Yes			
16	44121641-Glue stick / gums	<ul style="list-style-type: none"> <li>• <b>Glue Stick:</b> Glue Stick Dollar or equivalent Premium Quality</li> </ul>	Yes			
17	44121724-Takhti (Writing Pad)	<ul style="list-style-type: none"> <li>• <b>Writing Pads:</b> Writing Pads large Premium Quality</li> </ul>	Yes			
18	44121724-Takhti (Writing Pad)	<ul style="list-style-type: none"> <li>• <b>Drafting Pads:</b> Drafting Pads Small Premium Quality</li> </ul>	Yes			
19	44121503-Mailers	<ul style="list-style-type: none"> <li>• <b>USB:</b> USB 64 GB (Genuine required and copy will be rejected if</li> </ul>	Yes			

20 44121644-Tape

		<ul style="list-style-type: none"> <li>● <b>Scotch Tape:</b> Scotch Tape 1 Inch Premium Quality</li> </ul>	Yes			
21	44121905-Ink or stamp pads	<ul style="list-style-type: none"> <li>● <b>Stamp Pads:</b> Stamp Pads Premium Quality</li> </ul>	Yes			
22	44122003-Binders	<ul style="list-style-type: none"> <li>● <b>Plastic Spiral Binders:</b> 100 unit Plastic Spiral Binding Strips 2"</li> </ul>	Yes			
23	96102108-Duster	<ul style="list-style-type: none"> <li>● <b>Duster:</b> 12 unit/nos Duster Cloth Premium Quality</li> </ul>	Yes			
24	44122012-Clipboards	<ul style="list-style-type: none"> <li>● <b>Binding Clips:</b> 10 Boxes/packets Binding Clips 1"</li> </ul>	Yes			
25	44121708-Markers	<ul style="list-style-type: none"> <li>● <b>Board Marker:</b> Board Marker Dollar or Equivalent Premium</li> </ul>	Yes			
26	44122012-Clipboards	<ul style="list-style-type: none"> <li>● <b>Binder Clips:</b> 10 Boxes/packets Binder Clips Small Premium Quality</li> </ul>	Yes			
27	44122012-Clipboards	<ul style="list-style-type: none"> <li>● <b>Slide Clip:</b> 50 Units Slide clip A-4 size Premium Quality</li> </ul>	Yes			
28	44121644-Tape	<ul style="list-style-type: none"> <li>● <b>Solution Tape:</b> Solution Tape Premium Quality</li> </ul>	Yes			
29	44122014-Sheet lifters	<ul style="list-style-type: none"> <li>● <b>Transparency Sheets:</b> Transparency Sheet A-4 Size Super</li> </ul>	Yes			
30	44122040-File Cover	<ul style="list-style-type: none"> <li>● <b>Printed Card Files:</b> BEF Printed Card Files Standard Size (Bleach</li> </ul>	Yes			

31 14111515-Calculator or cash register paper

		<ul style="list-style-type: none"> <li>• <b>Calculator:</b> Calculator M&amp;G or Equivalent Premium Quality</li> </ul>	Yes			
32	14111531-Log books or pads	<ul style="list-style-type: none"> <li>• <b>Log Books:</b> Log Book Premium Quality</li> </ul>	Yes			
33	44121511-Mailing boxes	<ul style="list-style-type: none"> <li>• <b>Toner for Photocopier:</b> 02 units Toner for Sharp Photocopier M452</li> </ul>	Yes			
34	44121511-Mailing boxes	<ul style="list-style-type: none"> <li>• <b>Toner for Photocopier:</b> Toner for Photocopier for Konica Minolta</li> </ul>	Yes			

- \* List all requirements stated in the Data-sheet of the assignment & schedule of requirements, to evaluate the bid on all the required & mentioned technical characteristics.
- i. Bids conforming to the required technical qualification shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:
1. Responsive Proposals
  2. Non-Responsive Proposals

**4. Return of Non-Responsive Proposals & preparation of Technical Evaluation Report.**

Technical Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall NOT be accepted for any further evaluation:

1. Their financial proposals shall be returned without being opened.
2. Their Bid security shall be released upon their written request.
3. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific item/s in which it does not meet the minimum technical qualification. And may be recommended for item/s in which it is technically responsive.
4. Technical Evaluation Report shall be prepared duly signed by all the members of the **Procurement Committee**, giving **REASONS** for;
  - i. Acceptance of the Eligible & Responsive Bid/s
  - ii. Rejection of the Ineligible &/OR Non-Responsive Bid/s
5. Technical Evaluation concludes at this stage.

**5. Financial Evaluation.**

Financial Proposals of the Responsive Technical Proposals shall be publicly opened as specified in this document under the heading of “Letter of Invitation for Bid”. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **Procurement Committee** in the following manner:

**FINANCIAL EVALUATION OF BIDS**

S.NO	Item Name / Model & Description	Quantity	Responsive Bidder 1 Yes/ No		Responsive Bidder 2 Yes/ No		Responsive Bidder 3 Yes/ No	
			Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price
1	96102113-Paper Rim	150						
2	96102113-Paper Rim	10						
3	44121704-Ball point pens	40						
4	44121704-Ball point pens	15						
5	44121642-Sticky Notes / Pads	20						
6	44121506-Standard envelopes	200						
7	44121644-Tape	15						
8	14111546-Green Note	50						
9	44121706-Wooden pencils	4						
10	44121716-Highlighters	12						
11	44121806-Correction pen refills	5						
12	44121805-Correction pens	12						
13	44121615-Staplers	8						
14	44121612-Paper cutters or refills	6						
15	44121618-Scissors	4						

16	44121641-Glue stick / gums	12						
17	44121724-Takhti (Writing Pad)	30						
18	44121724-Takhti (Writing Pad)	30						
19	44121503-Mailers	5						
20	44121644-Tape	12						
21	44121905-Ink or stamp pads	6						
22	44122003-Binders	100						
23	96102108-Duster	12						
24	44122012-Clipboards	10						
25	44121708-Markers	12						
26	44122012-Clipboards	10						
27	44122012-Clipboards	50						
28	44121644-Tape	12						
29	44122014-Sheet lifters	2						
30	44122040-File Cover	1,000						
31	14111515-Calculator or cash register paper	6						
32	14111531-Log books or pads	8						

33	44121511-Mailing boxes	2						
34	44121511-Mailing boxes	1						

**6. Recommendation of Procurement Committee & Uploading of Evaluation Report.**

After Technical and Financial Evaluation of the Bids, both the Technical & the Financial Evaluation Reports shall be combined, this Report shall be called the “Evaluation Report”. The Evaluation Report must clearly state justification for acceptance of lowest evaluated Bid/s, and reason/s for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the “Eligible and Responsive Bidders” shall be recommended for the Award of Contract/ Annual Rate Contracting Agreement by the **Procurement Committee**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Balochistan Public Procurement Regulatory Authority under the relevant TSE number, at-least three days prior to the award of Contract. Copy of the same shall be provided to bidders upon their request.

**7. Award of Contract.**

Annual rate Contracting Agreement/ Contract shall be executed with the lowest evaluated bidder after three days of uploading of the Evaluation Report at B-PPRA Website.



Tender Number: TSE-222305332221

Published Dated: 5/31/2023

Balochistan Education Foundation

**BIDDING DOCUMENT FOR THE PURCHASE OF**

Purchase of Stationery Items For Balochistan Education Foundation Office

**(FINANCIAL PROPOSAL)**

TSE-222305332221

**NAME OF BIDDER:**

\_\_\_\_\_

(To be filled-in by the Bidder)

Designation of the Procurement Officer: \_\_\_\_\_

Procuring Agency's Address: \_\_\_\_\_

Procuring Agency's Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

Procuring Agency's Website: (If Any) \_\_\_\_\_

**1. Financial Evaluation.** Financial Proposals of the Responsive Technical Proposals shall be publicly opened as specified in this document under the heading of “Letter of Invitation for Bid”.

2. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **Procurement Committee** in the following manner:

**FINANCIAL EVALUATION OF BIDS**

S.No	Item Name / Model & Description	Quantity	Responsive Bidder 1 Yes/No		Responsive Bidder 2 Yes/No		Responsive Bidder 3 Yes/No	
			Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price
1	96102113-Paper Rim  ( <b>Paper Rim:</b> 150 unit (30 Box) White paper A-4 Size 80 gram Paper One or Equivalent (Premium Quality))	150						
2	96102113-Paper Rim  ( <b>Paper Rim:</b> 10 unit (02 Box) White paper Legal Size 80 gram Paper One or Equivalent (Premium Quality))	10						
3	44121704-Ball point pens ( <b>Ball Pen:</b> 40 Packets Ball Point (Blue) (/Orange/Clipper/Dux/Picas so or Equivalent with Premium Quality))	40						
4	44121704-Ball point pens ( <b>Roller Ball Pen:</b> 15 Packets of Roller Ball Pen (Blue) (Uni-Ball Eye Fine or Equivalent with Premium Quality))	15						
5	44121642-Sticky Notes / Pads ( <b>Multi Coloured Sticky Notes:</b> 20 Packets of Florescent neon stickers multi-coloured, bookmark stickers/sticky notes (Multicolored) (Premium Quality))	20						
6	44121506-Standard envelopes	200						

	( <b>Standard Size Envelopes:</b> Envelope 9x4" (Premium Quality))							
7	44121644-Tape  ( <b>Binding Tape:</b> Binding Tape 2 inch (Premium Quality))	15						
8	14111546-Green Note  ( <b>Green Note Portion:</b> 50 Rim Green Paper (Note Portion) (Premium Quality))	50						
9	44121706-Wooden pencils  ( <b>Wooden Pencils:</b> 04 Dozens of Pencils Dollar My Pencil or Equivalent (Premium Quality))	4						
10	44121716-Highlighters  ( <b>Highlighters Double Color:</b> 12 unit Highlighters Two Colour (Premium Quality))	12						
11	44121806-Correction pen refills  ( <b>Blanco Fluid:</b> Blanco (Fluid+ Thinner) Pelican or Equivalent Premium Quality)	5						
12	44121805-Correction pens  ( <b>Correction Pen:</b> 12 Unit Correction Pen Pelican or Equivalent Premium Quality)	12						
13	44121615-Staplers  ( <b>Staplers:</b> 08 Unit Stapler Machine Kangaroo or Equivalent with Premium Quality)	8						
14	44121612-Paper cutters or refills  ( <b>Cutter:</b> 06 unit Cutter Premium Quality)	6						
15	44121618-Scissors  ( <b>Scissors:</b> Scissor stainless steel Imported/Premium Quality)	4						

16 44121641-Glue stick / gums 12

	( <b>Glue Stick:</b> Glue Stick Dollar or equivalent Premium Quality)							
17	44121724-Takhti (Writing Pad) ( <b>Writing Pads:</b> Writing Pads large Premium Quality)	30						
18	44121724-Takhti (Writing Pad) ( <b>Drafting Pads:</b> Drafting Pads Small Premium Quality)	30						
19	44121503-Mailers ( <b>USB:</b> USB 64 GB (Genuine required and copy will be rejected if found) Kingston or Equivalent with 5 Years Warranty (Premium Quality))	5						
20	44121644-Tape ( <b>Scotch Tape:</b> Scotch Tape 1 inch Premium Quality)	12						
21	44121905-Ink or stamp pads ( <b>Stamp Pads:</b> Stamp Pads Premium Quality)	6						
22	44122003-Binders ( <b>Plastic Spiral Binders:</b> 100 unit Plastic Spiral Binding Strips 2" Premium Quality)	100						
23	96102108-Duster ( <b>Duster:</b> 12 unit/nos Duster Cloth Premium Quality)	12						
24	44122012-Clipboards ( <b>Binding Clips:</b> 10 Boxes/packets Binding Clips 1" Premium Quality)	10						
25	44121708-Markers ( <b>Board Marker:</b> Board Marker Dollar or Equivalent Premium Quality)	12						

26 44122012-Clipboards 10

	( <b>Binder Clips:</b> 10 Boxes/packets Binder Clips Small Premium Quality)							
27	44122012-Clipboards  ( <b>Slide Clip:</b> 50 Units Slide clip A-4 size Premium Quality)	50						
28	44121644-Tape  ( <b>Solution Tape:</b> Solution Tape Premium Quality)	12						
29	44122014-Sheet lifters  ( <b>Transparency Sheets:</b> Transparency Sheet A-4 Size Super clear flexible Premium Quality)	2						
30	44122040-File Cover  ( <b>Printed Card Files:</b> BEF Printed Card Files Standard Size (Bleach Card 250-300 Grams))	1,000						
31	14111515-Calculator or cash register paper ( <b>Calculator:</b> Calculator M&G or Equivalent Premium Quality)	6						
32	14111531-Log books or pads ( <b>Log Books:</b> Log Book Premium Quality)	8						
33	44121511-Mailing boxes ( <b>Toner for Photocopier:</b> 02 units Toner for Sharp Photocopier M452 Genuine required no copy will be accepted)	2						
34	44121511-Mailing boxes ( <b>Toner for Photocopier:</b> Toner for Photocopier for Konica Minolta BIZHUB 367 Genuine required no copy will be accepted)	1						

Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.

**INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL**

These Instruction are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
  - a. **“Name of Bidder ”**
  - b. **“Name of Tender”**
  - c. **“Financial Proposal”**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder’s covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the Financial proposal:-
  - a. Original Bid Security (If required by the Procuring Agency)
  - b. Taxes must be included along-with the price of each item
  - c. Financial Bid shall be prepared on the Bidders Letter Head in the following format:

A	B	C	D	E	F
S.No	Item Name	Quantity	Unit Price	Income Tax + GST	Total Price (Including Taxes)
A	B	C	C	E	(C x D) + E = F
1					
2					
3					
4					
5					

4. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in-case of difference in serial numbers between “Bidding Documents” and “Financial Bid” the bid may qualify for rejection.
5. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
  - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the Procuring Agency
  - ii. Loading, unloading and other labor charges
  - iii. Complete services as required in the schedule of requirements of this bidding document
  - iv. Cost including fixation, assembling, dismantling etc. (As & where applicable)
7. Taxes must be included along-with the price of each item
8. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules

# CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the \_\_\_\_ day of \_\_\_\_\_ 200\_\_ between \_\_\_\_\_ (hereinafter called the "Procuring Agency") of the one part and \_\_\_\_\_ (hereinafter called the "Contractor") of the other part.

WHEREAS the Procuring Agency is desirous that certain Works, viz \_\_\_\_\_ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

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 hereinafter referred to.
2. The following documents after incorporating addenda, if any exceptf any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
  - (a) The Letter of Acceptance;
  - (b) The completed Form of Bid along with Schedules to Bid;
  - (c) Conditions of Contract & Contract Data;
  - (d) The priced Schedule of Prices;
  - (e) The Specifications; and
  - (f) The Drawings
3. In consideration of the payments to be made by the Procuring Agency to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Agency to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, 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 Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor Signature of the Procuring Agency

\_\_\_\_\_  
(Seal) (Seal)

Signed, Sealed and Delivered in the presence of:

Witness: Witness:

\_\_\_\_\_  
(Name, Title and Address) (Name, Title and Address)

# INTEGRITY PACT

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... (name of Supplier) 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 Balochistan (GoB) or any administrative department or agency thereof or any other entity owned or controlled by GoB through any corrupt business practice.

Without limiting the generality of the foregoing, (name of Supplier) 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 sen or agreed to give and shall not give or agree to give to anyone within or outside Balochistan 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 inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoB, except that which has been expressly declared pursuant hereto.

(name of Supplier) 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 GoB and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

(name of Supplier) 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 rights and remedies available to GoB under any law, contract or other instrument, be voidable at the option of GoB.

Notwithstanding any rights and remedies exercised by GoB in this regard, (name of Supplier) agrees to indemnify GoB for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoB in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by (name of Supplier) as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from GoB.

Name of Buyer: ..... Name of Seller/Supplier: .....

Signature: ..... Signature: .....

(Seal) (Seal)

## **INSTRUCTIONS FOR PREPARING TECHNICAL BID**

These Instructions are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Technical Proposal should clearly state:
  - a. **“Name of Bidder \_\_\_\_\_”**
  - b. **“Name of Tender \_\_\_\_\_”**
  - c. **“TECHNICAL PROPOSAL”**
2. The portion of Technical Proposal of this bidding document duly filled, supported with Bidder’s covering Letter and the technical Bid on Bidders Letter Head be attached as the Technical Proposal.
3. Technical Proposal shall be prepared keeping in view the specifications provided in the Data Sheet and the schedule of requirements.
4. Following information should be attached/contained in the Technical Proposal: -
  - a. Receipt of payment of **Bidding Document Fee** (If required by the Procuring Agency)
  - b. **Completion time**, which means; time consumed in delivery to the designated location of the Procuring Agency, time required for demonstration, fixation, installation, commissioning & training (as the case may be) of the delivered Items
  - c. Documentary **evidence of fulfillment of eligibility criteria** for Bidders as required by the Procuring Agency.
  - d. Documentary evidence of **fulfillment of complete schedule of requirements as per evaluation criteria** including technical, administrative and service requirements of the Procuring Agency
  - e. **Brochure** / technical literature of the quoted items
  - f. **Description of status** as Dealership / authorization from the manufacturer / authorized importer / distributor / manufacturer / retailer etc. (as the case may be) as required by the Procuring agency in the schedule of requirements
  - g. Description of post-sales services / service contract stating the **terms of sales and after-sales support** (as the case may be) as required by the Procuring agency in the schedule of requirements
  - h. **Guaranty/Warranty** details. (As applicable) as required by the Procuring agency in the schedule of requirements.
  - i. **Format of Product genuineness** / method of Product verification from the Manufacturer, such as unique Product code etc. (Where applicable) as required by the Procuring agency in the schedule of requirements.
  - j. Every page of the **Bid must be numbered, signed & stamped** by the authorized representative.
5. Attachment of any document not demanded by the Procuring Agency at instruction 4 of “Instruction for preparation of Technical Bid” is strictly prohibited and may result in disqualification of bid.

**Evaluation Criteria for Single Stage Two Envelope:** Selection of the successful bidder shall be based on the **Least-Cost Selection Method** which means, **“Eligible Bidder quoting Technically Responsive items at the lowest financial cost”**

The procedure shall be applied on knock-down basis as follows: -

1. **Bidders Eligibility Assessment.** Initial evaluation of the Technical proposals shall be carried-out by the **PROCUREMENT COMMITTEE**, as per the requirements of the eligibility criteria laid down under the heading of “Letter of Invitation for Bids – Eligibility Criteria for Bidders” in the following manner:

Bidders Eligibility Factor	Requirement	Bidder 1	Bidder 2	Bidder 3
		YES / NO	YES / NO	YES / NO
Registration with Income Tax	Copy of NTN attached?			
Registration with Sales-Tax	Copy of GSTRN attached?			
Relevant Experience	<b>For Self-experienced / Old Firms:</b> ___ No. of Supply Orders with relevant completion certificate or Inspection Report of successfully completed similar assignments attached?			
	<b>For In-experienced / New Firms:</b> Signed & stamped copy of MoU / JV or Agreement of support, with a Firm fulfilling the above-mentioned criteria duly attested by Notary Public attached?			
Financial Capacity	Bank Certificate of Company’s Bank Account certifying annual turn-over of PKR. ___ For the past _ years attached?			
Agreement with all the terms & conditions	Signature & company seal at every page of bidding document affixed?			
Delivery time	Is the quoted completion time within the stipulated time period?			
Any other relevant factor	(To be specified by the Procuring Agency if required)			

- i. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
  - ii. Subsequent upon said assessment, Bidders shall be categorized as:
    1. Eligible Bidders
    2. Ineligible Bidders
2. **Return of Financial Proposals from Ineligible Bidders.** Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall **NOT** be accepted for any further evaluation:
  - i. Their Financial Proposals shall be returned without being opened.
  - ii. Their Bid security shall be released upon their written request.
3. **Item-wise / Package-wise (Select 1 option) Evaluation.** The Bids received from Eligible Bidders shall then be evaluated by the **TECHNICAL MEMBER / COMMITTEE OR THE PROCUREMENT COMMITTEE ITSELF** (If the required items are not technically complex) for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet) on **Item-wise / Package-wise (Select 1 option)** basis, in the following manner:

<b>TECHNICAL EVALUATION OF BIDS</b>
-------------------------------------

Item Name	* Technical Requirement/s	Eligible Bidder 1		Eligible Bidder 2		Eligible Bidder 3	
		Fulfill Requirement YES / NO	Reason	Fulfill Requirement YES / NO	Reason	Fulfill Requirement YES / NO	Reason
Item 1	Requirement 1						
	Requirement 2						
	Requirement 3						
Item 2	Requirement 1						
	Requirement 2						
	Requirement 3						
Item 3	Requirement 1						
	Requirement 2						
	Requirement 3						
Item 4	Requirement 1						
	Requirement 2						
	Requirement 3						
Item 5	Requirement 1						
	Requirement 2						
	Requirement 3						

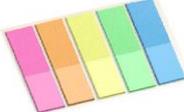
\* List all requirements stated in the Data-sheet of the assignment & schedule of requirements, to evaluate the bid on all the required & mentioned technical characteristics.

- i. Bids conforming to the required technical qualification shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:
  1. Responsive Proposals
  2. Non-Responsive Proposals

4. **Return of Non-Responsive Proposals & preparation of Technical Evaluation Report.** Technical Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall **NOT** be accepted for any further evaluation:
  - i. Their financial proposals shall be returned without being opened.
  - ii. Their Bid security shall be released upon their written request.
  - iii. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific item/s in which it does not meet the minimum technical qualification. And may be recommended for item/s in which it is technically responsive.
  - iv. Technical Evaluation Report shall be prepared duly signed by all the members of the Procurement Committee, giving **REASONS** for;
    1. Acceptance of the Eligible & Responsive Bid/s and;
    2. Rejection of the Ineligible &/OR Non-Responsive Bid/s
  - v. Technical Evaluation concludes at this stage.

5. **Financial Evaluation.** Financial Proposals of the Responsive Technical Proposals shall be publicly opened in the same/ next (Select 1 option) meeting as specified in this document under the heading of “Letter of Invitation for Bid”. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **PROCUREMENT COMMITTEE** in the following manner:

**Financial Evaluation of Bids for Purchase of Stationery Items**

Item No.	Description	Unit	Unit Cost (Rs) Inclusive of all Taxes	Total Cost (Rs) Inclusive of all Taxes	
1	White paper A-4 Size 80 gram Paper One or Equivalent (Premium Quality)	150 Ream			
2	White paper Legal Size 80 gram Paper One or Equivalent (Premium Quality)	10 Ream			
3	Ball Point (Blue) (/Orange/Clipper/Dux/Picasso or Equivalent with Premium Quality)	40 Pkts			
4	Roller Ball Pen (Blue) (Uni-Ball Eye Fine or Equivalent with Premium Quality)	15 Pkts			
5	Florescent neon stickers multi-coloured, bookmark stickers/sticky notes (Multicolored) (Premium Quality)	20 Pkts			
6	Envelope 9x4" (Premium Quality)	200			
7	Binding Tape 2" (Premium Quality)	15 Nos			
8	Green Paper (Note Portion) (Premium Quality)	50 Reams			
9	Pencills Dollar My Pencil or Equivalent (Premium Quality)	4 Dozens			
10	Highlighters Two Colour (Premium Quality)	12			
11	Blanco (Fluid+ Thinner) Pelican or Equivalent Premium Quality	05 Nos			
12	Correction Pen Pelican or Equivalent Premium Quality	12 Nos			
13	Steplar Machine Kangaroo or Equivalentwith Premium Quality	08 Nos			

14	Cutter Premium Quality	6 Nos			
15	Scissor stainless steel Imported/Premium Quality	4 Nos			
16	Glue Stick Dollar or equivalent Premium Quality	12 Nos			
17	Writing Pads large Premium Quality	30 Nos			
18	Drafting Pads Small Premium Quality	30 Nos			
19	USB 64 GB (Genuine required and copy will be rejected if found) Kingston or Equivalent with 5 Years Warranty (Premium Quality)	05 Nos			
20	Scotch Tape 1" Premium Quality	12 Nos			
21	Calculator M&G or Equivalent Premium Quality	6 Nos			
22	Stamp Pads Premium Quality	06 Nos			
23	Plastic Spiral Binding Strips 2" Premium Quality	100 Nos			
24	Duster Cloth Premium Quality	12 Nos			
25	Binding Clips 1" Premium Quality	10 Pkts			
26	Board Marker Dollar or Equivalent Premium Quality	12 Nos			
27	Binder Clips Small Premium Quality	10 Boxes			
28	Slide clip A-4 size Premium Quality	50 Nos			
29	Solution Tape Premium Quality	12 Nos			
30	Transparency Sheet A-4 Size Super clear flexible Premium Quality	2 Pkts			
31	BEF Printed Card Files Standard Size (Bleach Card 250-300 Grams)	1000			
32	Log Book Premium Quality	8 Nos	Page 33 of 38		Reference # BPPRA/G&S/31309

33	Toner for Sharp Photocopier M452 Genuine no copy will be accepted	2 Unit			
34	Toner for Photocopier for Konica Minolta BIZHUB 367 Genuine is required no copy will be accepted	1 Unit			

## **IMPORTANT NOTE**

- **Quality for the above items is mandatory and will not be compromised if quality produced is of lower quality and straightaway will be rejected**
- **Pictures pasted for the above products is just for understanding purpose**
- **Samples provision for the above items if required must be presented physically**
- **Quantity for the above products may be increased or decreased**
- **Warranty of any product if required may be presented on Vendor's Letter head**
- **Genuity of tonners will be checked and no copy of the same will be accepted. Please avoid mentioning price of copy of tonners just mention genuine product price.**

i. Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.

6. **Recommendation of Procurement Committee & Uploading of Evaluation Report.** After Technical and Financial Evaluation of the Bids, both the Technical & the Financial Evaluation Reports shall be combined, this Report shall be called the "Evaluation Report". The Evaluation Report must clearly state justification for acceptance of lowest evaluated Bid/s, and reason/s for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the "Eligible and Responsive Bidders" shall be recommended for the Award of Contract by the **PROCUREMENT COMMITTEE**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Balochistan Public Procurement Regulatory Authority under the relevant TSE number, at-least ten days prior to the award of Contract. Copy of the same shall be provided to bidders upon their request.
7. **Award of Contract.** Contract for Supply of Item/s to the recommended Bidder/s i.e. the lowest evaluated bidder/s ("**Eligible Bidder/s quoting Technically Responsive items at lowest Financial cost, for each item / Complete Package**") (**Select 1 option**), shall be placed after ten days of uploading of the Evaluation Report at B-PPRA Website.

## **INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL**

These Instruction are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
  - a. **“Name of Bidder ”**
  - b. **“Name of Tender ”**
  - c. **“Financial Proposal”**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder’s covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the Financial proposal :-
  - a. Original Bid Security
  - b. Original Performance Security (If required by the Procuring Agency)
  - c. The Financial Bid on the bidders letter head in the following format:

<b>S. No.</b>	<b>Item Name / Model No. / Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1				
2				
3				
4				
5				

- d. Any other information relevant to the technical aspect of the items deemed necessary by the Bidder to mention.
4. Serial Numbers of items must be quoted as mentioned in the “Bidding Document” (in-case of difference in serial numbers between “Bidding Documents” and “Financial Bid” the bid may qualify for rejection.
5. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
  - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the Procuring Agency
  - ii. Loading, unloading and other labor charges
  - iii. Complete services as required in the schedule of requirements of this bidding document
  - iv. Cost including fixation, assembling, dismantling etc. (As & where applicable)
7. Taxes must be included along-with the price of each item
8. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules
9. Every page of the Bid must be numbered, signed & stamped by the authorized representative.

## GENERAL TERMS AND CONDITIONS:

1. Completion time may be clearly specified. Where completion time shall mean; time consumed in delivery of the ordered items to the designated location of Procuring Agency, including but not limited to time required for installation, commissioning & training. **(Complete delivery as per the schedule of requirements services detailed in the Data-Sheet)**
2. Maximum completion time for the order is \_\_\_\_\_ Days from the date of Supply Order
3. Tenders must be quoted in Pakistani Rupees (PKR).
4. Tax Liability:
  - i. Complete Tax liability is to be borne by the Vendor
  - ii. Quoted prices shall be inclusive of all applicable Taxes, be filled Package-wise as per the afore-mentioned format at Para-2 and may not be applied to the sub-total of the package.
  - iii. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.
5. Validity of the bid would be at-least \_\_\_ days (to be specified by the procuring agency/ office) from the date of Tender opening
6. Financial Bids must be accompanied with Bid Security in the form of Bank Guarantee or Deposit at Call from a scheduled bank @ 2% of total bid value favoring the Procurement Officer
7. Performance Security @ 10% of the Supply Order value in the form of Pay Order, Demand Draft, Bank Guarantee, or Insurance Bond (by AA ranking Insurance Company) favoring the Procurement Officer, shall be required to be provided by the bidder at the time of acceptance of Supply Order/ award of contract.
8. In case of late delivery, the supplier may be blacklisted and late delivery penalty (Liquidated Damages) shall be imposed at the rate of \_\_\_% (of the value of items delivered late) per day, upto a maximum of 10% of the Contract Value
9. The Consignment, as per the Supply Order, must be accompanied by the authorized representative (technical) at the time of delivery at procuring agency/ designated Office.
10. Partial delivery is **allowed/Not-allowed** – (Select 1)
11. Quantity may vary up-to an extent of **15%** of quantities specified in the “Data-Sheet of the Assignment” as per requirement of Procuring Agency
12. Bid Security of successful bidder/s shall be released upon submission of Performance Security.
13. Bid Security of unsuccessful bidder/s shall be released within thirty days from the date of award of contract to the successful bidder/s.
14. Work may be split among multiple lowest evaluated bidders, on the basis of the evaluation criteria for independent / non-related items.
15. Provision of partial payment does not exist in this Tender; payment shall be made within one month from the date of successful inspection.
16. Payment release is subject to satisfactory inspection by the joint team comprising of:
  - i. The Purchase Committee of Procuring Agency
  - ii. Authorized representative of the Vendor (To be clearly specified in the Tender Document)
17. Performance security of the successful bidder/s shall be released within two months from the date of successful inspection. In case of unsatisfactory performance on part of the supplier, the “Performance Security” shall be forfeited or retained till satisfactory completion of task.
18. **Any other terms or conditions deemed necessary by the Procuring Agency.**

## CURRENCY & BID VALIDITY

**DECLARATION BY THE BIDDER**

I solemnly undertake that:

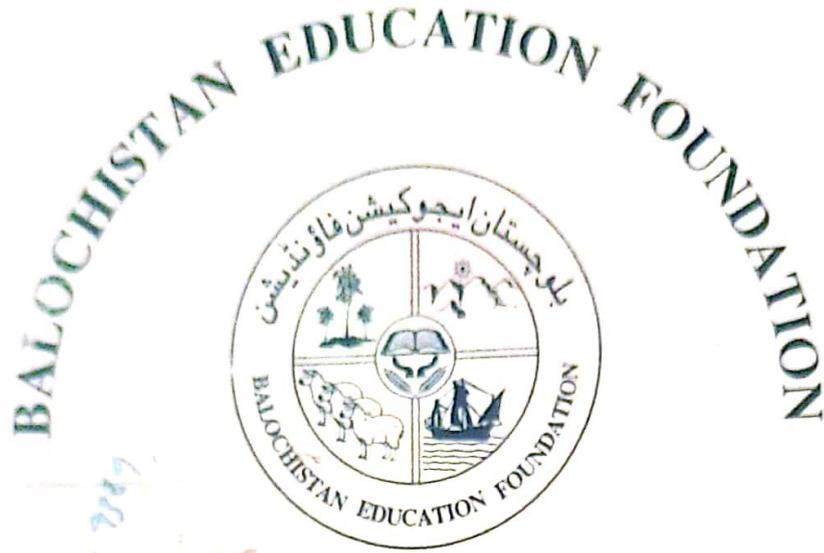
- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Balochistan, governing the procurement & financial matters, **AGREE, ACCEPT & UNDETAKE TO ABIDE BY THE SAME.**
- b. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company stamp.

File No. \_\_\_\_\_



0336 . 874 2017

Year \_\_\_\_\_

Subject \_\_\_\_\_  
\_\_\_\_\_

QUETTA