

BIDDING DOCUMENTS

**PROCUREMENT OF STATIONERY ITEMS
AGRICULTURE AND COOPERATIVES DEPARTMENT**



AGRICULTURE AND COOPERATIVES DEPARTMENT

Receipt No. _____

Dated _____

Cost (Non-refundable)

RS.1,000/-

GOVERNMENT OF BALOCHISTAN, AGRICULTURE & COOPERATIVES
DEPARTMENT, QUETTA

PURCHASE OF STATIONERY

Firm/Contractor Profile _____

Owner's Full Name & Address _____

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Telephone No. _____ Year of Establishment _____

NTN # _____ GST# _____

Work Experience:-

A Firm/Contractors Name _____

Worked/Contractors _____ To _____

B Firm/Contractors Name _____

Worked/Contractors _____ To _____

C Firm/Contractors Name _____

Worked/Contractors _____ To _____

Present Status _____

S.T.T. No. _____

Agent

Sub Agent

Manufacturer

Distributor

Supplier

Partnership

Sole Proprietor

Limited Company

1. **LETTER OF INVITATION FOR BIDS**

Sealed Tenders are invited under the Balochistan Public Procurement Rules- 2014 (BPPR) by Agriculture and Cooperatives Department, Quetta from reputed Firms having registration with Income Tax and Sales Tax for supply of stationery items for financial year 2017-18.

INFORMATION ABOUT THE ASSIGNMENT

The successful bidder has to provide time up to 07-02-2018 stationery items in approved rates in respect of Agriculture & Cooperatives Department, Government of Balochistan. The data sheet as follow: -

S. No.	Item Name	Specification
1	Computer Paper A4 Size 100 Gm	length 210 X 297 cm 500 sheet
2	Computer Paper A4 Size 80 Gm	length 210 X 297 cm 500 sheet
3	Computer Paper Legal Size 80 Gm	216X330 cm, 500 sheet
4	USB 16 GB	Best Quality
5	Tonner HP LaserJet Printer 83-A	83-A
6	Tonner HP LaserJet Printer 1102	1102
7	File Tag	Best quality
8	File Lace	25 & thick fine quality
9	Stapler Machine	Best quality
10	Gum Stick	35g non-toxic
11	Calculator	14 Digits
12	Pencil	Best Quality
13	Ball Point	Best Quality
14	Marker Black & Blue	Best Quality
15	Ink Blue & Black	Best quality
16	Table Set	Wooden/Marble
17	Scale 12"	Steel
18	Dock Folder	Superior quality
19	Register	200 Pages
20	Note Book	Best Quality
21	Not Sheet pad	Best Quality
22	Appeal Paper	100 pages
23	Post in Paid	3X3, 100 Stickers
24	Marker	Best Quality
25	Pin Catcher	Normal
26	File Board	Full Patti
27	File Tray	Plastic
28	Binder Clips	Small & Medium
29	Paper Pin	Best Quality
30	Stapler Pin	24/6-1000
31	Paper Clips	Best Quality
32	Dustbin	Plastic
33	Yellow Duster	Best Quality
34	Stamp Pad	Medium Size

EVALUATION CRITERIA: -

The bids offered will be evaluated according to following criteria:

Technical 60 marks

Financial 40 marks

The following manner is prescribed for technical evaluation of bids, whereas 100 marks shall be deducted on non-conformity required specification per unit: -

Name of items

S. No.	Required Specification	Fulfilled the required specification or not (Yes/No)		
		Firm - A	Firm - B	Firm - C
Remarks				

d) ASSESSMENT & COMPUTATION OF BID PRICE

The bid price will be assessed **items wise** and the bid found to be the lowest evaluation will be accepted. All the taxes must be included in the rates. The department reserves the right to increase or decrease the quantity as per available budget. The following manner is prescribed for financial evaluation of bids: -

S. No.	Name of item	Rate/Unit	Quantity	Total Amount
Remarks				

c) SECURITY DEPOSIT: -

Sealed Financial Proposal must be accompanied with Bid Security in the Form of Deposit at Call/Pay order from a scheduled bank of @ 2% of total bid value in the name of Deputy Secretary (Coop:/DDO), Agriculture and Cooperatives Department Block-02, 2nd Floor, Room No.34 at Civil Secretariat, Quetta.

e) SUBMISSION OF BIDS: -

Sealed Tenders must be reached on 07-02-2018 at 10:00 A.M in office of the Section Officer (General), Agriculture and Cooperatives Department Block-02, Top Floor, Room No.34 at Civil Secretariat, Quetta courier or may be dropped.

f) OPENING OF BIDS: -

The proposal (bids) will be opened on the same day i.e 07-02-2018 at 12:00PM hrs. sharp in the office of the Additional Secretary (Admn), Agriculture and Cooperatives Department Block-02, 2nd Floor, Civil Secretariat, Quetta in the presence of the bidders or their authorized representatives.

g) METHOD OF PROCUREMENT USED:

Procedure of bidding shall be “Single Stage-two Envelop Procedure” as per Rules # 41(3) of the Balochistan Public Procurement Rules-2014.

h) INSTRUCTION FOR PREPARING BID:

- i. Each bid shall comprise of proposal containing required technical and financial details mentioned at clause (a) above.
- ii. All bids received shall be opened and evaluated in the manner prescribed in bidding documents.
- iii. Bid found to be the lowest evaluated will be accepted.
- iv. The financial Bid should be quoted on the bidders' letter head (with sign & stamp) of the authorized representative of the Firm on the following format:-

S.#	NAME OF ITEM	UNIT PRICE	QUANTITY	TOTAL AMOUNT
(1)	(2)	(3)	(4)	(3x4)=

i) TERM OF REFERENCE

1. The proposal must be submitted in original tender documents obtained from office of the Section Officer (General), Agriculture and Cooperatives Department, Block-02, Top Floor, Room No.34 at Civil Secretariat, Quetta or downloaded from BPPRA website. Minimum rates should be quoted for each items separately and should be valid up to 07-02-2018 at 10:00AM. All government taxes i.e. Sales Tax, Income Tax and freight/carriage charges should be included in the offered rate. The tender must be submitted on the Printing pad of the company in sealed cover and the original receipt of tender fee must be attached with the technical proposal.
2. Firm/Company/Supplier blacklisted by any government department are not eligible to bid.
3. The Chairman Procurement Committee before placing the purchase order reserves the right (a) to scrap the enquiry (b) to increase and decrease the quantity (c) to delete any item.
4. The offer shall remain open for acceptance for period of (90) days from the date of opening tender.
5. The contractor cannot sublet or assign the whole or any part of the contract to any other company/firm/person.
6. The contractor shall obtain all the information pertaining to contract before submitting the tender, otherwise no reason will be acceded.
7. Only one authorized representative is allowed to attend the bid opening meeting.

J) CURRENCY & BID VALIDITY

Tender must be quoted in Pk. Rupees.

TERMS & CONDITIONS OF CONTRACT AGREEMENT: -

1. The contract will be awarded for period from the date of award of contract to 30th June, 2018. In case the performance of the contractor is found un-satisfactory the committee can terminate/cancel the contract before completion period.

2. On the acceptance of company has to submit a security deposit of in the name of Deputy Secretary (Coop:/DDO), Agriculture & Cooperatives Department, Quetta which will be retained with procuring agency till the satisfactory completion of the contract period. No. interest shall be paid on the security deposit.
3. The items should be as per specification; Payment of bill is made after inspection of the store satisfaction in accordance with the specification.
4. The supply order will be issued for the items of the required quantity as and when needed for use in the office. The delivery dates will be counted from the date of issue of the supply order. If the contractor failed to deliver the stores with within the prescribed period the Competent Authority reserves the right to cancel the contract and forfeit the security deposit.
5. No. tender shall be considered if (a) the tender is unsigned (b) the offer is ambiguous (c) the offer is conditional. Any unavoidable cutting must be signed and initialed by the bidder.
6. In case the Contractor/Supplier fails to supply the stores in proper time or to execute the contract satisfactorily, his security deposit shall forfeit in favour of the government.
7. The Committee reserves the right of cancel all tenders without assigning reason if deems necessary.
8. The contractor shall be entirely responsible for execution of the contract in accordance with terms and conditions as specified in the contract. Breach of and clause of the contract entitles the Committee to cancel the contract.
9. If any items are rejected, then the Committee shall be liberty to (a) allow the contractor to resubmit items in replacement of those reject items within a time specified by the Committee. The cost of freight shall be borne the Contractor/Suppliers on such replacement without being entitled to any extra payment (b) buy the quantity of the stores rejected or others of a similar nature elsewhere at the risk and cost of the contractor (c) terminate the contract and recover the loss from the contractor. The contractor shall not be entitled to any gain on re-purchase.
10. The Committee reserves the right to reject any tender if (i) the items offered are not found technically acceptable, or will not serve the purpose for which the terms are required (ii) it is linked up with price variation (iii) it is materially and substantially different from the tender conditions/specification.
11. Withdrawal or any modification of the original offer after opening of bids within the validity period, shall entitle the Committee to forfeit the earnest money/security deposit government account.

Bidders Signature & Stamp _____

**GOVERNMENT OF BALOCHISTAN, AGRICULTURE & COOPERATIVES
DEPARTMENT**

**ELIGIBILITY CRITERIA OF TENDER FOR PURCHASE OF STATIONERY
ITEMS AS PER TENDER DOCUMENTS FOR THE FINANCIAL YEAR,
2017-2018**

S. #	Particulars
1	Tender Fee original challan receipt with technical proposal
2	The Firm shall have GST and NTN certificates.
3	<ul style="list-style-type: none">• Relevant Work Experience Firm/Supplier shall be completed (03) three similar nature of assignment in the last three years of value each assignment not less than 0.5 million.• Copies of supply order required.
4	The Bidder shall provide income tax clearance certificate of last financial year.
5	Turnover Certificate from Schedule bank showing financial capacity of firm up to Rs.0.5 million in a year for last three years.
6	The bidder must have its Stationery items shop.

Bidders Signature _____

Bidders Stamp _____

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 & UNDERTAKE 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.

Procuring Agency's Name **Additional Secretary (Admn), Agriculture & Coop:
Department, Quetta.**

Procuring Agency's Address **Room No.34, Top Floor, Block No.02, Civil Secretariat**

Procuring Agency's Phone & Fax No. **Off: 9202343, Fax 9201805** Procuring Agency's

Website **www.balochistan.gov.pk**