

F. No. 2/4-1/2023/PIE/PC
Government of Pakistan
Pakistan Institute of Education
Ministry of Federal Education and Professional
Taleemi Chowk, G-8/1, Islamabad

INVITATION TO BIDS THROUGH EPADS

Stationery, Computer Stationery and Miscellaneous store items

Office of **Pakistan Institute of Education (PIE)** a Federal Government organization, invites bids through E- Pak Acquisition and Disposal System (**EPADS**) from the suppliers/firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers list of the Federal Board of Revenue and having registered office, for supply of **Office Stationery, Computer Stationery/Toners and Miscellaneous store items**.

2. Bidding documents containing detail terms and conditions, can be downloaded from <http://eprocure.gov.pk> and **PIE website www.pie.gov.pk** free of cost. Bids should be submitted electronically **ONLY** through EPADS by E-Submission. Manual submission of bids are **NOT** allowed. For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact Mr. Rizwan Mehmood, Director MIS PPRA Room No. 199, 1st, Floor FBC building Sector G-5/2 Islamabad, contact number 0333-5200843,051-9205728.
3. The bids must be submitted through EPADS by **10-01-2025** at 11:30 hrs. Bids will be opened on the same day at 12:00 hrs.

Director / Chairman Purchase Committee

Pakistan Institute of Education
Taleemi Chowk, G-8/1, Islamabad
Ph No: 9261358

Instructions to Bidders

A. Introduction

1.	Source of Funds	1.1	Government of Pakistan.
2.	Eligible Bidders	2.1	This Invitation for Bids is open to all eligible suppliers, 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 engaged by the Purchaser 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	Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Government of Pakistan.
3.	Cost of Bidding	3.1	The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser named in the Invitation hereinafter referred to as "the Purchaser," will in no case be responsible or liable for those costs, regardless of the conduct of the bidding process.
B. The Bidding Documents			
4.	Applicable Bidding Procedure and Content of Bidding Documents	4.1	The Bidding procedure shall be governed as per the laws of the Islamic Republic of Pakistan in accordance with the Public Procurement Rules- 2004 issued and amended from time to time, by the Public Procurement Regulatory Authority (PPRA). The applicable Public Procurement Rules (PPRA) 36 "Procedures of Open Competitive Bidding" Sub-Rule (a) "Single Stage – Single Bid Procedure". Bidders are also advised to refer to the PPRA-2004 to conform to the procedure given for Single Stage One Bid Procedure.
		4.2	The Goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation the bidding documents include: - <ul style="list-style-type: none"> a. Instructions to Bidders (ITB) b. Bid Data Sheet (BDS) c. General Conditions of Contract (GCC) d. Special Conditions of Contract (SCC) e. Requirements and Technical Specifications f. Bid Form and Price Schedules g. Contract Form h. Performance Guarantee Form
		4.3	The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish the required information 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.

5.	Clarification of Bidding Documents	5.1	A prospective Bidder requiring any clarification may submit query on E-Pak Acquisition and Disposal System (EPADS).
		5.2	Bidders can visit the office of the purchase for sample checking.
C. Preparation of Bids			
6.	Language of Bid	6.1	The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in a language other than that specified in the Bid Data Sheet, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case the translation shall govern.
7.	Documents Comprising the Bid	7.1	The bid prepared by the Bidder shall comprise the following components: - A Bid Form, Price Schedule and bid security form.
8.	Bid Form	8.1	The Bidder shall complete the Bid Form and the appropriate Price schedule furnished in the bidding documents, indicating the quantity, a brief description of the Goods, quantity, and prices
9.	Bid Prices	9.1	The Bidder shall indicate on the appropriate Price Schedule the items wise prices (where applicable) and total bid price of the Goods to supply under the contract.
		9.2	Prices indicated on the Price Schedule shall be inclusive of all applicable taxes, freight (transportation) charges, insurances & war risk etc.

		9.3	Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any other basis otherwise specified in the Bid Data Sheet. A bid submitted with an adjustable price quotation will be treated as nonresponsive and will be rejected.
10.	Bid Currencies	10.1	Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.
11.	Documents Establishing Bidder's Eligibility and Qualification	11.1	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.
		11.2	The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the satisfaction of the Purchaser that the Bidder meets the qualification criteria listed in the Bid Data Sheet.
12.	Bid Security	12.1	The Bidder shall submit original bid security amounting to Rs 100,000/- to the purchaser before closing date of Tender and will submit copy on EPADS.
		12.2	The bid security shall be in Pak. Rupees and shall be in the form of "Call-deposit/bank draft/pay order" in the name of the Drawing and Disbursement Officer (DDO), Pakistan Institute of Education (PIE).

		12.3	Unsuccessful bidders' bid security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration period of bid validity.
		12.4	The successful Bidder's bid security will be discharged upon the submission of performance security.
		12.5	The bid security may be forfeited: <ul style="list-style-type: none"> a. if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form. b. in the case of a successful Bidder, if the Bidder fails to sign the contract or unable to submit performance guarantee.

13	Period of Validity of Bids	13.1	Bids shall remain valid till 30 th May 2025
			D. Submission of Bids
14.	Submission of Bids	14.1	The bidders will upload their respective bid on E-Pak Acquisition and Disposal System (EPADS) of Public Procurement Regulation (PPRA). The submission of bid by post or in person is not allowed.
15.	Deadline for Submission of Bids	15.1	Upto 10-01-2025 till 11:30 am
16.	Modification and Withdrawal of Bids	16.1	As per the provision on EPADS
		16.2	No bid will be modified after the deadline for submission of bids.
		16.3	No bid will 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.
			E. Opening and evaluation of bids
17.	Opening of Bids by the Purchaser	17.1	The Purchaser 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 an "Attendance Sheet" evidencing their attendance.
		17.2	The bidders' names, bid modifications or withdrawals, bid prices and the presence or absence of requisite bid security and such other information, at the discretion of the Purchaser, will be announced at the opening.
		17.3	Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.
		17.4	Evaluation will be done through EPADS.
18.	Clarification of Bids	18.1	During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
19.	Preliminary Examination	19.1	The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been corrected, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in compliance with the requirements of the Bid Data Sheet.
		19.2	Arithmetical errors will be rectified, if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the error, the 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.

		19.3	The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided that the waiver does not prejudice or affect the relative ranking of any Bidder.
		19.4	If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by correction of the nonconformity.
20	Evaluation and Comparison of Bids	20.1	The bid evaluation will be processed electronically by the EPADS.
		20.2	The bidder can visit the purchaser for sample checking.
			F. Award of Contract
21.	Qualification	21.1	In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest responsive bid is qualified to perform the contract satisfactorily.
		21.2	The determination will take into account the Bidder's compliance with the qualification criteria defined in the Bid Data Sheet.
22.	Award Criteria	22.1	The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
23.	Purchaser's Right to Vary Quantities at Time of Award	23.1	The Purchaser 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.

24.	Purchaser's Right to Accept any Bid and to Reject any or All Bids	24.1	Pursuant to Public Procurement Rule No. 33 of 2004, the Purchaser reserves the right to accept or reject any bid, and to annul the bid and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders. The Purchaser shall inform the affected Bidder or bidders of the grounds for the Purchaser's action, if so requested, but the Purchaser shall not be required to state the grounds.
25.	Notification of Award	25.1	The Purchaser will Upload the Final Evaluation on EPADS, which show the most advantageous bidder.

26.	Signing of Contract	26.1	The bidder whose bid has been accepted will be sent a notification of award by the Purchaser prior to expiration of Bid Validity Period. The Purchaser notifies the successful Bidder that its bid has been accepted and asks the bidder to submit Performance Security. The bidder shall submit Performance Security to the Purchaser's representative for signing of the Contract.
		26.2	Within fifteen (15) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Purchaser.
27	Corrupt or Fraudulent Practices	27.1	The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of the Purchaser's policy:
		27.2	<p>Defines, for the purposes of this provision, the terms set forth below as follows:</p> <p><i>"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring authority (misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (before or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring authority of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the exercise of his duty"</i></p>
		27.3	The purchaser 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;
28.	Purchaser's Right to cross validation before Acceptance and issuance of Workorder	28.1	The Purchaser reserves the right of inspection of office before acceptance/issuance of work order for cross validation as evidence provided by the bidders if needed.

BID DATASHEET

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

Introduction

Name of Contract & No.	Procurement of Office Stationery, Computer Stationery and Miscellaneous Store Items
Name of Purchaser	Pakistan Institute of Education (PIE), Ministry of Federal Education & Professional Training, Islamabad
Purchaser's Address	Pakistan Institute of Education (PIE), Taleemi Chowk, G-8/1, Islamabad.

The Bidding Document

Clarification of Bidding Documents	As mentioned on EPADS
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Preparation of Bids

Language of the Bid	English
Bid Price	The price shall be in Pak Rupees and shall be fixed . The Price shall remain valid during currency of the contract inclusive of applicable indirect taxes as per law. If mention of taxes, the offered/quoted price(s) will be considered as inclusive of all applicable indirect taxes/duties, transportation charges, insurances & warranties, if any. If subsequent legislation enacted between bid opening and finalization of award and that impacts the bid price, would be duly accounted for in the contract agreement.

Amount of bid security and Performance Guarantee	The Financial Bid should be accompanied by a bid security of Rs. 200,000/- . The bid security to the unsuccessful bidders shall be returned immediately after award of the lowest evaluated bidder and in case of successful bidder(s), earnest money will be released on submission of performance security @ 10% of contract cost in shape of a Bank Guarantee/Pay Order/Bank Draft on the prescribed format as provided in the Bidding document which shall remain valid till expiry of the Contract.
Form of Bid Security	<ul style="list-style-type: none"> i. In the shape of pay order/demand draft/ call deposit in the name of DDO, Pakistan Institute of Education (PIE), Islamabad. ii. Original bid security must reach to the purchaser before opening of the Tender. iii. No personal cheques shall be acceptable at any cost. iv. Any previous bid security shall not be considered or carried forward.
Bid validity period.	Bid should remain valid till 30-05-2025 .
Format of Bid	Single Stage-One Envelop.

Submission of Bids

Address for bid submission.	All bids will be submitted through E-Pak Acquisition and Disposal System (EPADS) of Public Procurement Regulatory Authority (PPRA), Islamabad.
Deadline for bid submission.	10th January, 2025 at 11:30 am.

Evaluation of Bids/ Mandatory criteria for responsiveness

Time, date, and place for bid opening.	10th December, 2025 at 12:00 am. Committee Room, Pakistan Institute of Education (PIE), Taleemi Chowk, G-8/1, Islamabad.
Criteria for bid evaluation.	<ul style="list-style-type: none"> i. Bid Security of Rs. 200,000/- in shape of Pay order/Demand Draft in the Name of DDO Pakistan Institute of Education. ii. Substantively responsive bidder offering lowest price inclusive of all applicable indirect taxes (GST), duties, freight (transportation), installation charges, insurances & warranties, if any, etc. iii. At-least three (03) years of experience of similar nature as requisitioned in the bid. iv. Bidders must provide documentary evidences establishing their annual minimum turnover of PAK Rupees 05 million in any one year for last 3 years. v. The Bidder has to quote only one make and model against Nos item (where required) as alternate model/bid or separate accessories shall not be accepted. vi. The Bidder has to quote only one rate for Nos item/ as per Bid's specification. vii. For toners, a bidder must submit an authorization certificate from manufacturer or its authorized distributor/agent as proof of genuineness. viii. The Procurement Committee may call samples from Successful bidder/s for verification and testing purpose. ix. Bids shall remain valid till 30-05-2025. x. Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- stating that the bidder is not-blacklisted by any public sector organization in Pakistan and that bidder has never been Blacklisted for offence related to fraud, under-invoicing, tax evasion, concealment, money laundering from any bidder who is found or purported to be engaged in these offenses shall be rejected without assigning any reason. xi. The bidder must have proper Business setup i.e. shop, outlet or branch office in Rawalpindi/Islamabad and landline telephone facility.

1. Bid Form

To,

Director/ Chairman Procurement Committee (PIE), Pakistan Institute of Education, Islamabad.

Having examined the bidding documents including Agenda Nos., if issued any, [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, delivery and installation [description of goods and services] in conformity with the said bidding documents for the sum of [Total amount in words and figure] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith, if stand lowest, till 30-05-2025 which may be further extended till finalization of tender, if desired so, by mutual consent and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule as per the requisite items, quantities, delivery schedule & rate of liquidated damages against late deliveries.

If our bid is accepted, we undertake to provide a performance security having validity of 30 days after the expiration of Warranty Period in the form, in the amounts, and within the times specified in the bidding documents.

We also agree to abide by this Bid till 30-05-2025 from the date fixed for Bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period and quoted rates shall remain valid till the expiry of the contract, if we stand as lowest evaluated responsive bidder.

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
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(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 _____

2. Price Schedule in Pak. Rupees

Name of Bidder _____ Number: _____ Page of _____

Lot No	Description of item	Brand / Model	Quantity	Unit Price (PKR) <small>(with all applicable indirect taxes (GST), transportation & delivery charges, insurances & warranties, if any)</small>	Total Cost (PKR) <small>(with all applicable indirect taxes (GST), transportation & delivery charges, insurances & warranties, if any)</small>
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					

It is hereby confirmed that the specifications of offered items are fully compliant to the technical specifications provided in Section III of bidding document.

Name of Bidder / Firm:

Signature _____

Date: _____

Seal:

Name of Bidder Number

Page of

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

3. Contract Form

THIS CONTRACT (hereinafter termed as "Contract" is entered into, signed and executed at Islamabad on this----th Day of _____, 2025

BETWEEN

Pakistan Institute of Education (PIE), Ministry of Federal Education & Professional Training, situated at Taleemi Chowk, G-8/1, Islamabad, Hereinafter shall be termed as "PURCHASER", which expression shall include the successors in office, permitted assigns and legal representatives.

AND

M/s----, a firm duly registered with ----bearing number----- and has never been declared as defaulter

by any authority or forum, having its registered office at--- (Hereinafter referred to as "SUPPLIER",

which expression shall, unless repugnant to the context or meaning thereof, be deemed to mean and include its successors in interests, administrators and/or assignees)

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., **Procurement of Office Stationery, Computer Stationery/Toners & Other Misc. Store Items** for PIE and has accepted the following rates of requisite item, quantities, delivery schedule & rate of liquidated damages in case late deliveries of equipment 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"):-

Sr#	Bidder Name	Items	Unit Price	Total Price (Inclusive of GST)
1				
2				

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. Notwithstanding, in this Contract, unless there is anything repugnant in the subject or context and in clash thereof the general laws, rules and principle words and expressions shall have the same meanings as are assigned to them in the Conditions of Contract referred to.
2. Both the parties of this Contract hereby agree that the following documents shall be read, understood and constructed as an essential and fundamental part of this Contract:
 - a. The General Conditions of Contract;
 - b. The Special Conditions of Contract;
 - c. The Schedule of Requirements;
 - d. Technical Specification;
 - e. Price Schedule;
 - f. The Integrity Pact;
 - g. The Purchaser's Notification of Award; and,
 - h. The Bid Form and the Price Schedule submitted by the Bidder.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser and shall be bound to provide the Goods or services set right, resolve, redress, remedy, and cure the complaints, deficiencies, defect(s), shortcomings, or flaw(s) therein in conformity with the provisions of the Contract, failing which, the payments or charges shall be withheld, accordingly, and no additional cost shall be made to the Supplier.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying/resolving 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.

PARTIES

For and on behalf of 'Purchaser/PIE, M/o FE&PT'

For and on behalf of 'SUPPLIER'

Name: Designation: CNIC:

Name: Designation: CNIC:

WITNESSES

Name: Designation: CNIC:

Name: Designation: CNIC:

Form of Performance Security

To:

Pakistan Institute of Education, Islamabad.

Whereas [Name of Service Provider] (hereinafter called "the Service Provider") has undertaken, in pursuance of Contract No. dated [date] to supply [description of goods] (hereinafter called "the Contract").

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 10% of the total Contract amount as a Security for compliance with the Service Provider's performance obligations in accordance with the Contract.

And whereas we have agreed to give the Service Provider a Guarantee:

Therefore we here by affirm that we are Guarantors and responsible to you, on behalf of the Service Provider/Bidder/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 Service Provider 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 30th day of May 2025

Signature and Seal of the Guarantors/ Bank

Address Date

General Conditions of Contract

1. Definitions	<p>Notwithstanding, in this Contract, unless there is anything repugnant in the subject or context and in clash thereof the general laws, rules and principles, the following terms shall have the meaning ascribed thereto as provided below:-</p> <p>a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by them including all attachments and appendices there to and all documents incorporated by reference therein. satisfactory</p> <p>b. "The Contract Price" means the price which shall be payable to the Supplier under the Contract pursuant to the rates agreed at the time signing thereof subject to proper / satisfactory performance of its contractual obligations.</p> <p>c. "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract.</p> <p>d. "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, 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.</p> <p>e. "GCC" means the General Conditions of Contract contained in this section.</p> <p>f. "SCC" means the Special Conditions of Contract.</p> <p>g. "The Purchaser" means the organization purchasing the Goods, as named in SCC.</p> <p>h. "The Purchaser's country" is the country named in SCC.</p> <p>i. "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.</p> <p>j. "The Project Site," where applicable, means the place or places named in SCC.</p> <p>k. "Day" means calendar day.</p>
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. Standards	3.1 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.
4. Inspections and Tests	4.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract

	<p>specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires them to be conducted. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any samples (representatives) retained for their purposes.</p> <p>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' destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to production data, shall be furnished to the inspectors at no charge to the Purchaser.</p> <p>3. Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser 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 Purchaser.</p> <p>4. The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the Purchaser's delivery point shall be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to their shipment from the factory/warehouse.</p> <p>5. Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.</p>
5. Packing	<p>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. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation, 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.</p> <p>2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.</p>
6. Delivery and Documents	1. Delivery of the Goods shall be made by the Supplier in accordance with the Schedule of Requirements.
7. Transportation	7.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Purchaser's country, transport to such place of destination in the Purchaser's country, including

	insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price
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8. Warranty	<p>1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and they incorporate improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under the Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specification 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 destination.</p> <p>2. Unless otherwise specified in the Special Conditions of Contract, the warranty shall remain valid for three (03) years after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the destination indicated in the Contract.</p> <p>3. The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>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 parts thereof, without costs to the Purchaser.</p> <p>5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.</p>
9. Payment	<p>1. The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.</p> <p>2. The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.</p> <p>3. Payments shall be made promptly by the Purchaser, but in no case later than 30-06-2025 after submission of an invoice or claim by the Supplier.</p> <p>4. The currency of payment is Pak. Rupees.</p>
10. Prices	<p>10.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.</p>

11. Change Orders	<p>1. The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 21, make changes within the general scope of the Contract in any one or more of the following:</p> <ul style="list-style-type: none"> a. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser; b. the method of packing; (b) the place of delivery. <p>11.2 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 claim for adjustment under this clause must be asserted within thirty (30) working days from the date of the Supplier's receipt of the Purchaser's order.</p>
12. Contract Amendments	<p>12.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.</p>
13. Assignment	<p>13.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.</p>
14. Performance Security	<p>1. Performance Guarantee: The Supplier, within seven (07) days of signing of this contract, shall provide to the Purchaser a Performance Guarantee equivalent to 10% of the total Contract amount on the prescribed format and in prescribed manner. This Performance Guarantee shall be released to the Supplier upon successful completion of the Contract including any warranty obligations, unless specified otherwise in SCC.</p> <p>2. Supplier's Bid Security already submitted with the Bid shall only be released upon satisfactory submission of a Performance Guarantee in accordance with sub-clause 14.1 above.</p> <p>3. Failure to submit a Performance Guarantee shall result into forfeiture of Bid Security and Cancellation of Contract.</p>
15. Delays in the Supplier's Performance	<p>1. Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.</p> <p>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 Purchaser in writing of the fact of the delay, its likely duration and its cause as soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion</p>

	<p>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 to the Contract.</p> <p>15.3 Except as provided under GCC Clause 18, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable for the imposition of liquidated damages pursuant to GCC Clause 16, unless an extension of time is agreed upon pursuant to GCC Clause 15.2 in lieu of application of liquidated damages.</p>
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16. Liquidated Damages	16.1 Subject to GCC Clause 16, if the Supplier fails to deliver any or all of the Goods or to perform the Services, as per satisfaction of PIE or within specified in this Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as damages, a sum equivalent to the percentage specified in SCC for late delivery for Nos day up to a maximum deduction of the percentage specified. Once the maximum is Nosed, the Purchaser may consider termination of the Contract pursuant to GCC Clause 17.
17. Termination for Default	<p>1. The Purchaser, without prejudice to any other remedy for Nos of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:</p> <ul style="list-style-type: none"> a. if the Supplier fails to deliver any or all of the Goods within the period specified in this Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 15.2; or b. if the Supplier fails to perform any other obligation(s) under the Contract. c. if the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract. <p>For the purpose of this clause:</p> <p>"corrupt and fraudulent practices" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation or order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) or to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition; or request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.</p> <p>2. In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 17.1, the Purchaser 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</p>

	Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
18. Force Majeure	<p>1. Notwithstanding the provisions of GCC Clauses 15, 16, and 17, the Supplier shall not be liable for forfeiture of its bid 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.</p> <p>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 Purchaser in its sovereign capacity, wars or revolutions, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>3. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. If, at the option otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is practicable, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>
19. Resolution of Disputes	<p>1. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract.</p> <p>2. If negotiations fails or the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require the dispute to be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, mediation by a third party, adjudication in an agreed manner and/or arbitration subject to approval of the Competent Authority, PIE.</p>
20. Governing Language	20.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 20, 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.
21. Applicable Law	21.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.
22. Notices	<p>22.1 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.</p> <p>22.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>
23. Taxes and Duties	23.1 Supplier shall be entirely responsible for all taxes, duties, licenses, and other charges, etc., incurred until delivery of the contracted Goods to the Purchaser.

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:** Pakistan Institute of Education, Ministry of Federal Education and Professional Training, Islamabad, Government of Pakistan.

GCC 1.1 (h)—**The Purchaser's country is:** Islamic Republic of Pakistan. GCC 1.1 (i)—**The Supplier is:** [Detail]

GCC 1.1 (j)—**The Site is:** Pakistan Institute of Education (PIE), Ministry of Federal Education and Professional Training, Taleemi Chowk, G-8/1, Islamabad

2. Inspections and Tests (GCC Clause 4)

GCC 4.1—Inspection and tests prior to supply 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 as per following ways to confirm their conformity to the Contract specifications at no extra cost to the Purchaser: -

For all Lots/Items, final inspection of goods will be carried out on receipt of goods at site of delivery and payments shall be made against the Goods Receipt & Inspection Report duly signed by the purchaser on acceptance of goods. Inspection and tests prior to final acceptance are:-

- i. For being Brand New, bearing relevant reference numbers of the equipment
- ii. For Physical Fitness having No Damages
- iii. For the Country of Origin as quoted by the Supplier (Certificate from manufacturer/authorized supplier)
- iv. For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee)

3. Packing (GCC Clause 5)

GCC 5.2 – Packing & accessories: The bidder shall deliver the supplies at the destination in scratch less condition within the manufacturer supplied packing and manufacturer's manuals, booklets, accessories etc. Manufacturer's original Operating Manual must be provided.

4. Warranty (GCC Clause 8)

GCC 8.2—In partial modification of the provisions, the warranty period of the supplied items shall remain valid till the warranty period as mentioned under Technical Specifications of the respective Item from date of acceptance of the supplies. 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 2.

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 day up-to maximum 10 % of the total price

GCC 8.4 & 8.5—The period for correction of defects in the warranty period is: 15 (Fifteen) days.

5. Payment (GCC Clause 9)

GCC 9.1 & 9.3 —The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

Payment shall be made in Pak. Rupees in the following manner:

- (i) **On Acceptance: Hundred (100)** percent payment of the supplies delivered, received and accepted shall be made within thirty (30) working days of submission of claim supported by the acceptance certificate issued by the purchaser.

A copy of the sales tax, must be submitted along with the invoice besides receipt of original delivery challan (s), in duplicate duly completed in all respect. In case GST is not applicable on the Goods to be procured, the Bidder shall provide the documentary evidence to the said effect issued from the Competent Authority.

Tax(s) if any, shall be deducted at source as per applicable taxation laws, while making the payments to the Supplier.

6. Prices (GCC Clause 10)

GCC 10.1—**Prices shall be:** Fixed.

7. Performance Guarantee (GCC Clause: 14)

The Supplier, within twenty (15) days of signing of this contract, shall provide to the Purchaser a Performance Guarantee (**valid till expiry of warranty/ subscription period**) from any scheduled Bank of Pakistan equivalent to 10% of the total Contract amount in the shape of unconditional Bank Guarantee/Pay Order/Bank Draft on the prescribed format as provided in the Bidding document.

The amount of bank guarantee shall be calculated on the basis of Lot wise cost.

Service Provider's Bid Security already submitted with the Bid shall only be released upon satisfactory submission of a Performance Guarantee in accordance with provision mentioned above.

Failure to submit a Performance Guarantee shall result in to forfeiture of Bid Security and Cancellation of Contract.

The Performance Bank Guarantee shall be released upon completion of support and after sales services including all the warranties of hardware/expiration of subscription period of **software**.

8. Liquidated Damages (GCC Clause 16)

GCC 16.1—**Applicable rate:** The applicable rates on account of later delivery or unperformed Services including change of defective/sub-standard items, etc., shall be 0.5% per day and up to maximum 10 % of the contract price.

9. Termination for Default (GCC Clause 17)

If during the currency of the period it is found that supplied items are sub –standard or defective, the contract will be cancelled and Security Deposit will be forfeited and the firm will also be blacklisted

10. Resolution of Disputes (GCC Clause 19)

GCC 19.2—**The dispute resolution mechanism to be applied pursuant to GCC Clause 19.2 shall be as follows:**

In the case of a dispute between PIE and the Supplier, the dispute shall be addressed and settled in accordance with the Public Procurement Rules, 2004 and the relevant laws of the Islamic Republic of Pakistan.

11. Governing Language (GCC Clause 20)

GCC 19.1—**The Governing Language shall be:** English.

12. Notices (GCC Clause 23)

GCC 21.1—**Purchaser's address for notice purposes:**

Director/ Chairman Purchase Committee.

Pakistan Institute of Education (PIE), Ministry of Federal Education & Professional Training, Takeemi Chowk, G-8/1, Islamabad.

Supplier's address for notice purposes:

Check List

Name	Type
Active Taxpayer certificate	Yes/No
Experience Proof	Yes/No
Bid Security	Yes/No
Affidavit of Blacklisting	Yes/No
Authorization Certificate for Toners	Yes/No

Eligibility Criteria

Name	Type
Bid Security of Rs. 100,000/- in shape of Pay order/Demand Draft in the Name of DDO Pakistan Institute of Education	Yes/No
At-least three (03) years of experience of similar nature as requisitioned in the bid.	Yes/No
Bidders must provide documentary evidences establishing their annual minimum turnover of PAK Rupees 05 million in any one year for last 3 years	Yes/No
For toners, a bidder must submit an authorization certificate from manufacturer or its authorized distributor/agent as proof of their genuineness.	Yes/No
Bidder must provide an Affidavit on Non-judicial stamp paper of Rs. 100/- stating that the bidder is not-blacklisted by any public sector organization in Pakistan.	Yes/No

ITEMS REQUIRED

Items	Quantity	Specification	Unit of Measurement	Unit Price	Total Price
Paper Rim	100	AA imported 80 gram or equivalent	Numbers		
Tissue Paper	250	Tissue Paper Box/ Rose Petal (100x2 ply)	Boxes		
Correction pens	12	White fluid/correction pen/Piano or equivalent	Number		
Cleaner	80	Bath room Cleaner (500ml)/Harpic or Equivalent	Number		
Scissor	12	Scissor (Size 9 inch)/Sensa	Number		
Toner	3	HP LaserJet ProM12w/ HP Toner best quality	Number		
Envelop	500	Envelop/S.E.8(File size) (White 80gm craft)	Number		
Puchara	40	Puchara with rope (large size)	Number		
Register	6	Diary Register No 12/(Tayyabah Brand) or Equivalent	Number		
Wiper	6	Wiper with steel handle medium size/ Best Quality	Number		
Pad	40	Post it Pad 3x3/Sensa or Equivalent	Number		
Duster	5	White Board Duster, Best Quality	Number		
Scale	12	Scale 12" /Steel Fine Quality	Number		
Tape	60	Binding Tape 2 Inch/Sensa or Equivalent	Number		
Ball point	1000	Ball Point/ (Piano Jelflow or Equivalent)	Number		
Stapler	18	Stapler Machine(24/6)Pin Remover/Opal HD-50R or Equivalent	Number		
Hard papers	200	Color Hard Papers/A4 Size (Blue,Pink,Green,Yellow)Fine Quality	Number		
Puchara	50	Puchara doori (Superior quality)/ Superior quality	Number		
File Flapper	500	File Flapper Rag zine Best Quality	Number		
Toner	1	HP-LaserJet-452D-Color/ HP Toner best quality	Number		
Paper clips	60	Paper Clip Steel (26MM)/Tree Flower / or Equivalent	Number		
Register	2	Dispatch Register for DR's12 No/(Tayyabah Brand) or Equivalent	Number		
Brush	12	Toilet Brush plastic(hockey type) double/ Best Quality	Number		
Book	12	Peon Book (80 pages)/(Tayyaba Brand) or Equivalent	Number		
Glue	100	Glue Stick (21gm)/ UHU or Equivalent	Number		
Washing Powder	10	Washing powder 1KG pkt/ Surf Excel or equivalent	Number		
Punch Machine	6	Single Hole Punch/ Iron-Best Quality	Number		
Toner	1	HP Laser Jet 1005/ Toner 35-A best quality	Number		
Toner	6	HP LaserJet 1320n/ Toner HP best quality	Number		
Toner	2	HP LJ Pro 454DW, Color/ HP Toner best quality	Number		
Toner	2	HP Laser Jet 79-A/ Toner A-79 best quality	Number		
Toner	4	HP M-425DN / HP Toner best quality	Number		
Staple Machine	3	Staple Machine (Heavy Duty)/KW or Equivalent	Number		
Envelop	1500	Envelop Small size (White 80gm craft)	Number		

Items	Quantity	Specification	Unit of Measurement	Unit Price	Total Price
Photocopier toner	1	Canon Photocopier DX 8705/ Toner NPG-53 best quality	Number		
Tag	100	File Tag (50 tag in 1 bundle)/Best Quality	Number		
Toner	2	HP LaserJet 1102/ Toner CE 285-A best quality	Number		
Envelop	1000	EnvelopA-4 size (White 80gm craft)	Number		
Book	1	Cash Book/(Tayyabah Brand) or Equivalent	Number		
Highlighter	60	Highlighter (Blue, Yellow, Pink)/ Mercury or Equivalent	Number		
Liquid	50	Liquid Dish washer (500ml bottle)/Max or Equivalent	Number		
Toner	6	HP LaserJet P2015d/ Toner Q7553 X best quality	Number		
Toner	1	HP LaserJet 4014/ Toner C 364 A best quality	Number		
Phenyl	200	Phenyl (3ltr,bottle)/Finis or Equivalent	Number		
Register	24	Register No. 8 & 10 (Tayyabah Brand) or Equivalent	Number		
White Board with Stand	2	White Board Big with stand 4*3/Best Quality	Number		
Register	2	Entry Register (No.6) for Visitors	Number		
Broom	50	Bans Jaroooh (Broom)/ Best Quality	Number		
Log Book	6	Vehicle Movement Register/Log Book No. 6/(Tayyabah Brand) or Equivalent	Number		
Acid	300	Bathroom Acid bottle (Sweep) or Equivalent	Number		
Scotch Tape	40	Scotch Tape 1 inch/ Sensa or Equivalent	Number		
Calculator	2	Calculator/Citizen 14digit-2power or equivalent	Number		
Air Freshner	50	Air Freshener (300 ml)/Aseel or Equivalent	Number		
Toner	2	HP Laser Jet 612/ Toner-612 best quality	Number		
Paper cutters or refills	12	Paper Cutter blade/ Deli or Equivalent	Number		
Toner	8	HP Laser Jet, 402/ Toner 26-A best quality	Number		
Extension Lead	5	Electric extension lead(heavy duty 15 feet, Multiple Socket) Local (7/29wire)	Number		
Staple Pin	150	Stapler Pin 24/6 ((1000 pin in one pkt) (Dollar)	Packet		
Paper Rim	5	Color Paper Rim Yellow/Imported Best quality	Number		
Pencil	64000	Shopped Led Pencil/HB Goldfish 5000 or Equivalent (20 Pencils in one Box)	Number		
Clip	100	Binder Clip (Large-Medium-Small/Deli or Equivalent	Number		
Lock	18	Pad Lock(door) 50 mm, Best Quality as per sample	Number		
Puchara	50	Pachara doori (Superior quality)/ Superior quality	Number		
Insect Killer	36	Insect Killer Spray(300ml)/Cobra or Equivalent	Number		
Dustbin	10	Dust Bin Medium Best Quality	Number		
Pointer	200	Pointer (Blue, Black)/Piano or Equivalent	Number		
Glass Cleaner	50	Glass Cleaner (500ml)/Glint or Equivalent	Number		
Toner	2	Canon LBP 214DW/ Canon Toner best quality	Number		
Duster	400	Duster White-Yellow (cotton, size 24x24) Fine quality)	Number		
Toner	8	HP Laser Jet, 404/ HP Toner, 76-A best quality	Number		
Marker	12	Marker (erasable) for white board/ Piano or Equivalent	Number		
Tissue	12	Tissue Towel/Rose Petal or Equivalent	Number		
Dustbin	10	Dust Bin Medium Best Quality	Number		
Soap	150	Mini Soap/Lux or Equivalent	Number		
Door Closer	9	Door Closer Hydraulic heavy duty/Deli or Equivalent	Number		
Tape	36	Solution Tape/Osaka or Equivalent	Number		
Toner	2	HP Laser Jet 712/ Toner M-712 best quality	Number		
Plastic Sheet	5	Binding Sheet/ 180micronor or Equivalent	Packet		
Sharpner	16000	Pencil Sharpener (Steel)/ Dux or Equivalent (05 Sharpener in one packet)	Number		
Broom	80	Broom Phool/Best Quality	Number		
Towel	6	Towel (white,bathsize27x52)/Cotton/ Best Quality	Number		

Items	Quantity	Specification	Unit of Measurement	Unit Price	Total Price
Toner	2	HP Laser Jet/ Toner 85-A best quality	Number		
Puchara	12	Puchara with Steel handle (large)/ Superior quality	Number		
Stamp Pad	12	Stamp Pad Ink (Blue Ink)/Dollar or Equivalent	Number		
Toner	2	HP LJ Pro 454DW, Color/ HP Toner best quality	Number		
Staple Pin	18	Stapler Pin Big (23/10)(23/15)(23/20) (06 pkt for each))KW or Equivalent	Packet		
Notepad	3500	Note Pad (A5 Size) /Lucky or Equivalent	Number		
Tissue	20	Tissue Roll Rose petal or equivalent	Packet(6 in one Packet)		