

**Government of Pakistan
Pakistan Mint, Lahore**

Tender Enquiry No:	Proc. 11.(Stat)/T-04/2023-24	
Subject of Procurement:	<i>Stationery Computer and Store Items etc.</i>	
Deadline for Bid submission	28 -08-2023 at 11:30 Hours	
Schedule for opening of Bids	Technical:	Date: 28-08-2023 Time: 12:00 Hours
	Financial:	Date: 31 -08-2023 Time: 12:00 Hours
Method of procurement	Single Stage Two Envelope	

1. Bidding shall be conducted in line with the Public Procurement Rules 2004 and any regulations, guidelines or instructions issued by PPRA from time to time. Provisions of National Standard Bidding Documents (NSBDs) available on PPRA website shall be deemed to have been read and adhered to by the bidders. In the event of any ambiguity or conflict between the documents listed below, the order of precedence shall be the order in which the documents are listed below: -

- (a) Public Procurement Rules 2004 and any regulations, guidelines or instructions issued by PPRA from time to time.
- (b) This whole tender document from page 1 till end.
- (c) Provisions of Purchase Order/Work Order and other terms and condition as mentioned in bidding documents.
- (d) Instruction to bidders (ITB); Section-II of NSBD.
- (e) Special Conditions of Contract (if applicable); Section VIII of NSBDs
- (f) General Conditions of the Contract: Section VII of NSBDs;

BID DATA SHEET (BDS)

BDS Clause No.	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
A. Introduction		
1.	1.1	Name of Procuring Agency: Pakistan Mint Period for delivery of goods : 20 days Commencement date for delivery of Goods: Immediately after PO/WO
2	2.1	Financial year for the operations of the Procuring Agency: 2023-24
B. Bidding Documents		
3.	7.2	The number of documents to be completed and returned is One Original
4.	8.1	The address for clarification of Bidding Documents is: Procurement Officer, Pakistan Mint, Lahore (042-99250040)
	8.5	Pre-bid meeting will not be held. However, such request from bidder can be entertained on merit.
C. Preparation of Bids		
5.	10.1	The Language of all correspondences and documents related to the Bid is: English & Urdu.
6.	11.1(b)	Detail of sample(s) to be submitted with the Bid are: As specified in Schedule of requirements.
7.	12.3 (c)	Other procurement specific documentation requirements are: As specified in Schedule of requirements.

8.	15.9	The price shall be fixed. Rates quoted should be on FOR Mint basis (Free delivery to the consignees end without any additional charges) including all levies and taxes. Single rate should be offered in a tender. If the party desires to offer alternate rates for one item, separate tender documents for each rate may be purchased; otherwise their offer will be rejected at the time of opening. Rate quoted should be firm & final inclusive of all taxes etc. Tenderer should note that if during the currency of contract, any tax or duty etc is levied by the Government; it would be the responsibility of the tenderer. Prices offered should be for the entire quantity demanded; partial quantity offers shall straightway be rejected. Conditional offer shall also be considered as non-responsive Bidder. Where prices are to be quoted for package/LOT, all items mentioned in the package/LOT shall be quoted in the offered prices. Non-mentioning of price of each item of the package/LOT being non- responsive shall be rejected straightway and Ranking of Bid shall be done on the basis of total price of whole Package / LOT offered by the responsive bidder.
9.	16.1(a)	Price shall be quoted in <u>Pakistani Rupees</u>
10.	17.1	The Bid Validity period shall be 40 days .
11.	18.1	The amount of Bid Security shall be for Lot A Rs.8000/-, Lot B Rs.5000/-, Lot C Rs.300/-, Lot D Rs.4000/- The currency of the Bid Security shall be: PKR
12.	18.3	The Bid Security shall be in the form of CDR/Bankers cheque from scheduled Bank in favour of Director General, Pakistan Mint, Lahore having validity of at least 180 days from date of opening of tender. Offers without Bid Security or short money would be rejected. The original Bid Security shall be attached with Financial Proposal and copy of same be attached with Technical Proposal.
D. Submission of Bids		
13.	23.1	The deadline for Bid submission is as mentioned at Page No. 1 of Tender
E. Opening and Evaluation of Bids		
14.	35	Evaluation Techniques : Least Cost Based Selection (LCBS) After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered highest ranked bid.
15.	33.5 (b)	Delivery must be completed within the period mentioned in the tender or purchase order. The supply should conform to the relevant specifications and Pakistan Mint requirement failing which the same will be rejected and removed at the risk and cost of the supplier.
16.	34.1	Preference to domestic or national suppliers or contractors shall be in accordance with policies of the Federal Government and/or in accordance with the regulations issued by the Authority.
F. Award of Contract		
17.	40.1	Percentage for quantity increase or decrease is [<i>As per requirement of Pakistan Mint</i>]. Director General, Pakistan Mint reserves the right to Increase/ Decrease Quantity and deletion of any items in a LOT/ Package.
18.	43.1	The Performance Security (or guarantee) shall be 5 percent of the Contract Price . In case any bidder fails, his Bid Security can be forfeited and 2 nd lowest can be considered. If the supplier fails to supply the goods, the performance security can be forfeited.
19.	43.2	The Performance Security (or guarantee) shall be in the form of CDR or Bank Guarantee.
G. Review of Procurement Decisions		
20.	49.1	The address of the Procuring Agency: Pakistan Mint, GT Road, Lahore.

SPECIAL CONDITION OF CONTRACT (SCC) AND OTHER TERMS AND CONDITIONS

1. The tenderer should indicate the National Tax and G.S.T. number in his offer.
2. The payment will only be made after the presentation of the sale tax invoice along with the bill.
3. For firms related to contract Services should be registered with PRA before payment otherwise payment will be made as per PRA Rules.
4. Tenderer should be registered suppliers who are on active taxpayer list (ATL) of FBR. If the Tenderer is not on active taxpayer list (ATL) the payment will not be made till his appearance on ATL of FBR.
5. All pages of Tender Documents must be signed and attested by bidder.
6. Bidder/Tenderer should attach copy of his/her CNIC.
7. In case of late Supply/Completion Liquidated damage at the rate of 2% per month upto a maximum at 10% can be imposed on prorated basis. It will be carried out in accordance with PPRA National Standard Bidding documents GCC Clause 25,26,27,28.
8. No interest will be paid on any delay in payment (GCC Clause 19.3).
9. The Director General, Pakistan Mint reserves the right in the Public Interest:-
 - a. To accept or reject the part or whole of the tender without assigning any reason.
 - b. To waive off any of the condition /Specification in the tender/Purchase Order.
 - c. To withdraw any or all items, amend or change the quantity of stores included in this Tender while placing the order.

SCHEDULE OF REQUIREMENT; TECHNICAL SPECIFICATION

Item	Dept.	Description of Goods	Quantity and physical unit	
LOT - A				
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.				
1.	Routine	Computer Paper (A4) 80 GSM 500 Sheets Ream (BLC or equivalent)	100 Reams	Brand quoted for all items (Bidder can be asked to provide sample of Brand) (Yes or NO) OR Sample provided for all items. (Yes or NO)
2.	Routine	Computer Paper (Legal) 80 GSM 500 Sheets Ream (BLC or equivalent)	50 Reams	

LOT - B				
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.				
1.	Routine	Ball Point (Blue) 0.7 mm Piano/Picasso or equivalent	600 Nos	
2.	Routine	Ball Point (Red) 0.7 mm Piano/Picasso or equivalent	200 Nos	
3.	Routine	Ball Point (Black) 0.7 mm Piano/Picasso or equivalent	400 Nos	
4.	Routine	Correction Pen/Fluid Sensa/Deli/Dux/Dollar or equivalent	50 Nos	
5.	Routine	Lead Pencil HB Gold Fish/Piano/Dollar or equivalent	300 Nos	

6.	Routine	Marker Blue Dollar/Piano/Tempo/Picasso or equivalent	50 Nos	Brand quoted for all items (Bidder can be asked to provide sample of Brand) (Yes or NO) OR Sample provided for all items. (Yes or NO)
7.	Routine	Marker Black Dollar/Piano/Tempo/Picasso or equivalent	50 Nos	
8.	Routine	Hi-Lighter Yellow Colour Sensa/Deli/Pelikan/Dollar	50 Nos	
9.	Routine	Eraser Millan or equivalent	300 Nos	
10.	Routine	Sharpener Dux or equivalent	300 Nos	
11.	Routine	Tags As per sample	200 Nos	
12.	Routine	Glue Stick 22g Amos/Picasso/Sensa or equivalent	100 Nos	
13.	Routine	Stamp Pad Blue Sensa/Crystal/Lancer/Dollar or equivalent	50 Nos	
14.	Routine	Paper Pins Picasso or equivalent	50 Nos	
15.	Routine	Stapler Pins 24/6 Dollar/Picasso or equivalent	200 Nos	
16.	Routine	Binding Tape 1 Inches Black Colour As per sample available in Routine Section	50 Nos	
17.	Routine	File Covers As per sample	3000 Nos	
18.	Routine	Office Scizzor 8" Deli/Sensa/Fuji or equivalent	20 Nos	
19.	Routine	Scizzor 12" As per sample	1 Nos	
20.	Routine	Scale Steel As per sample available in Routine Section	50 Nos	
21.	Routine	Simple Calculator 14 Digit Casio/Citizen or Equivalent	10 Nos	
22.	Routine	Printer Cartridge HP 2015 (53A)HP (China)	5 Nos	
23.	Routine	Printer Cartridge HP 2055 (05A)HP (China)	5 Nos	
24.	Routine	Printer Cartridge HP M102A (17A)HP (China)	10 Nos	
25.	Routine	Printer Cartridge HP 1320 (49A)HP (China)	2 Nos	
26.	Routine	Printer Cartridge HP M402dne (26A)HP (China)	2 Nos	
27.	Routine	Printer Cartridge HP M404dne (59A)HP (China)	2 Nos	

LOT – C				
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.				
1.	Routine	Printer data cable for USB Port As per sample available in Routine Section	5 Nos	Brand quoted for all items (Bidder can be asked to provide sample of Brand) (Yes or NO) OR Sample provided for all items. (Yes or NO)
2.	Routine	Power Cables for PC As per sample available in Routine Section	5 Nos	
3.	Routine	VGA Cables for PC As per sample available in Routine Section	5 Nos	
4.	Routine	USB 32 GB with 6 months warranty Sandisk or equivalent	5 Nos	

Lot D				
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.				
1	Routine	Tissue Box (Multi Colour 150 x 2 PLY) Rose Petal or equivalent	100 Nos	Brand quoted for all items (Bidder can be asked to provide sample of Brand) (Yes or NO) OR Sample provided for all items. (Yes or NO)
2	Routine	Tissue Roll (White Soft) Rose Petal Maxob or equivalent	100 Nos	
3	Routine	Hijeen Tissue/Paper Towel 75 Sheets Packet Rose Petal or equivalent	50 Nos	
4	Routine	Air Freshener Spray 300 ml (Jasmine or Levendora Fragrance) Airwick/Aerosol or equivalent	100 Nos	
5	Routine	Glass Cleaning Spray Glint or equivalent	50 Nos	
6	Routine	Falalin Cloth for dusting (2 feet x 2 feet) As per sample available in Routine Section	300 Nos	
7	Routine	Soap Bar Lux or equivalent	20 Nos	
8	Routine	Tumbler (Pure white Glass) 350 ml As per sample available in Routine Section	30 Nos	
9	Routine	Liquid Soap refill pouch 1000 ml Life Buoy/Dettol or equivalent	10 Nos	
10	Routine	Cell AA Toshiba/Sony original	50 Nos	
11	Routine	Cell AAA Toshiba/Sony original	50 Nos	

LETTER OF BID – TECHNICAL PROPOSAL

INSTRUCTION TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT
Place this Letter of Bid in the First envelope” TECHNICAL PROPOSAL”.
The Bidder must prepare the Letter of Bid on stationery with its letterhead (or on same page) clearly showing the Bidder’s complete name and business address.

Tender Enquiry No:	Proc.11.(Stat)/T- 04 /2023-24	
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	Financial:	Date: 31-08-2023 Time: 12:00 Hours
Method of procurement	Single Stage Two Envelope	

To: [Pakistan mint Lahore]

We, the undersigned Bidder, hereby submit our Bid, in two parts, namely:

- a) The Technical Proposal, and
- b) The Technical Proposal.

In submitting our Bid we make the following declarations:

- a) **No reservations:** We have examined and have no reservations to the Bidding document, including addenda issued in accordance with Instructions to Bidders (ITB 9);
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in according with ITB3;
- c) **Bid/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Agency based on execution of a Bid Securing Declaration or Proposal Securing Declaration in the Procuring Agency’s country in accordance with ITB4;
- d) **Conformity:** We offer to supply in conformity with the Bidding document and in accordance with the Delivery Schedules specified in the Schedule of Requirement of Goods.
- e) **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS 17.1 (as amended, if applicable) from the date fixed for the Bid submission dealing.

Specified in BDS 23.1(as amended, if applicable), and it shall remain binding upon us, and may be accepted at any time before the expiration that period;

- (f) **Performance Security:** If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document;
- (g) **One Bid per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements, other than Alternative Bids submitted in accordance with ITB 19;
- (h) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not Controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring Agency. Further, we are not ineligible under Pakistan laws;
- (i) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (j) **Not Bound to Accept:** We understand that you are not bound to accept the Most Advantageous Bid or any other Bid that you may receive; and
- (k) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

SEAL AND SIGNATURE OF TENDERER

Name of Firm: _____
Address: _____
Bank A/C No. _____
NTN No: _____
GST No.: _____
Authorized Person name: _____
Phone No.: _____
Email address: _____

Letter of Bid – Financial Proposal

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT

Place this Letter of Bid – Financial Proposal in the second envelope marked “FINANCIAL PROPOSAL”. The Bidder must prepare the Letter of Bid – Financial Proposal on stationery with its letter head (or on same page) clearly showing the Bidder’s complete name and business address.

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<i>Method of procurement</i>	<i>Single Stage Two Envelope</i>	

Price Schedule Form

Item	Dept.	Description of Goods	Quantity and Physical Unit	Unit Price Per Items	Total Price Per Items Inclusive Of Taxes
LOT - A					
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.					
1.	Routine	Computer Paper (A4) 80 GSM 500 Sheets Ream (BLC or equivalent)	100 Reams		
2.	Routine	Computer Paper (Legal) 80 GSM 500 Sheets Ream (BLC or equivalent)	50 Reams		
Total Amount of Lot With Taxes					

LOT – B					
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.					
1.	Routine	Ball Point (Blue) 0.7 mm Piano/Picasso or equivalent	600 Nos		
2.	Routine	Ball Point (Red) 0.7 mm Piano/Picasso or equivalent	200 Nos		
3.	Routine	Ball Point (Black) 0.7 mm Piano/Picasso or equivalent	400 Nos		
4.	Routine	Correction Pen/Fluid Sensa/Deli/Dux/Dollar or equivalent	50 Nos		
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8.	Routine	Hi-Lighter Yellow Colour Sensa/Deli/Pelikan/Dollar	50 Nos		
9.	Routine	Eraser Millan or equivalent	300 Nos		
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16.	Routine	Binding Tape 1 Inches Black Colour As per sample available in Routine Section	50 Nos		
17.	Routine	File Covers As per sample	3000 Nos		
18.	Routine	Office Scizzor 8" Deli/Sensa/Fuji or equivalent	20 Nos		
19.	Routine	Scizzor 12" As per sample	1 No		
20.	Routine	Scale Steel As per sample available in Routine Section	50 Nos		
21.	Routine	Simple Calculator 14 Digit Casio/Citizen or Equivalent	10 Nos		
22.	Routine	Printer Cartridge HP 2015 (53A) HP (China)	5 Nos		
23.	Routine	Printer Cartridge HP 2055 (05A) HP (China)	5 Nos		
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27.	Routine	Printer Cartridge HP M404dne (59A)HP (China)	2 Nos		
Total Amount of Lot With Taxes					

LOT – C					
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.					
1.	Routine	Printer data cable for USB Port As per sample available in Routine Section	5 Nos		
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3.	Routine	VGA Cables for PC As per sample available in Routine Section	5 Nos		
4.	Routine	USB 32 GB with 6 months warranty Sandisk or equivalent	5 Nos		
Total Amount of Lot With Taxes					

LOT – D					
Brand shall be quoted otherwise sample must be provided by the bidder along with technical proposal.					
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2.	Routine	Tissue Roll (White Soft) Rose Petal Maxob or equivalent	100 Nos		
3.	Routine	Hijeen Tissue/Paper Towel 75 Sheets Packet Rose Petal or equivalent	50 Nos		
4.	Routine	Air Freshener Spray 300 ml (Jasmine or Levendora Fragrance) Airwick/Aerosol or equivalent	100 Nos		
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10.	Routine	Cell AA Toshiba/Sony original	50 Nos		
11.	Routine	Cell AAA Toshiba/Sony original	50 Nos		
Total Amount of Lot With Taxes					

Note. 1: Ranking of Bid shall be done on the basis of total price of whole Package / LOT offered by the responsive bidder.

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

3: No payment will be made against the sample.

To: [Pakistan Mint, Lahore]

We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Proposal

In submitting our Financial Proposal we make the following additional declarations:

- (a) **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS 17. 1 (as amended, if applicable) from the date fixed for the bid submission deadline specified in BDS 23.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (b) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

SEAL AND SIGNATURE OF TENDERER

Name of Firm: _____

Address: _____

Bank A/C No. _____

NTN No: _____

GST No.: _____

Authorized Person name: _____

Phone No.: _____

Email address: _____