

WORKERS WELFARE FUND



BIDDING DOCUMENT FOR PROCUREMENT OF OFFICE /COMPUTER STATIONERY FOR WORKERS WELFARE FUND

BIDDING DOCUMENTS

WORKERS WELFARE FUND

Building No 2, Street 39, G-10/4 Islamabad.

Tel 051-9106325-26 Fax 051-9106321

Web: www.wwf.gov.pk .Email: info@wwf.gov.pk

GOVERNMENT OF PAKISTAN
MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT
WORKERS WELFARE FUND
Building # 02, ST # 39, Mauve Area, SECTOR G-10/4
ISLAMABAD

Subject: - TENDER NOTICE FOR OFFICE /COMPUTER STATIONARY FOR WWF SECRETARIAT.

Workers Welfare Fund (WWF), invites sealed bids from the firms/general order supplier / companies registered with Income Tax, Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for supply of office /Computer stationery to Workers Welfare Fund, Islamabad.

2. Bidding documents containing detail terms and conditions, method of procurement, etc may be obtained from the Office of the undersigned on payment of **Rs.500/- (Rupees Five Hundred only)** non-refundable through a request letter on letter head of the firm from 22-09-2021 to 6-10-2021 during office hours. Bidding documents can also be downloaded from WWF website www.wwf.gov.pk and PPRA website www.ppra.org.pk. (Pay order of Rs.500/- may be attached in case downloaded from website).

3. The bids, prepared in accordance with instructions in the bidding documents, along with Bid Security/Earnest money of 2% of the total bid value in the shape of Bank draft/Pay order drawn in favor of Workers Welfare Fund may reach Office of the undersigned by October 7th, 2021 at 12:00 hrs. The bids will be opened on the same day at 12:30 hrs. in presence of representatives of bidders who choose to attend the meeting.

4. As per PPRA Rules 33(1), 2004, Workers Welfare Fund (WWF), Government of Pakistan, has the right to reject any or all bids/proposals at any time prior to the acceptance of a bid/proposal.

Deputy Director (GA)
Workers Welfare Fund (WWF)
Building No 2, Street 39, G-10/4,
Mauve Area Islamabad
(GENERAL ADMN)

EVALUATION CRITERIA MANDATORY

1. The company must be registered with FBR for Income tax and General Sales Tax The certificates shall be provided.
2. The bidding firms/company's must be dully registered.
3. The firm/company shall be on FBR's Active Taxpayer's List (ATL).
4. The bidder has well established office/ shop for such that supplies.
5. Undertaking that the Shop/ Firm / Company is not blacklisted and not involved in litigation with Government / WWF Islamabad on Rs. 50 Stamp paper duly attested from Notary Public.
6. The Original draft/pay order @ 2% of the total bid on account of Earnest Money/bid amount shall be enclosed with the bid.
7. The financial Bid shall be submitted on the bidding documents (Annex A) without alteration and correction.

I have read the above condition and agreed to the mentioned mandatory requirements.

Authorized Signatures: _____

Stamp: _____

GENERAL TERMS & CONDITIONS FOR THE BIDDERS

Accepted by M/S _____

1. To supply office stationery items for Workers Welfare Fund, Building No 2, Street 39, G-10/4, Mauve Area Islamabad.
2. The Bidding documents can be obtained from the Office of the undersigned on payment of **Rs.500/- (Rupees Five Hundred only)** from 22-09-2021 to 6-10-2021 during office hours.
3. The bids, may reach the Office of the undersigned by October 7th, 2021 at 12:00 hrs. The bids will be opened on the same day at 12:30 hrs. in presence of representatives of bidders who choose to attend the meeting.
4. Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN) and are on FBR's Active Taxpayer's List (ATL). A certificate may be attached to verify that your firm is an active tax payer.
5. The quoted rates will be firm and final for the whole period of contract w.e.f. the date of signing of the agreement. The bids will be evaluated on complete package basis and the bidder must bid for each and every item in the financial bid for office/computer stationery items. Any item if missed will be considered as incomplete bid and will be rejected. The supply order to successful bidder will be issued upon completion of all codal formalities under the rules.
6. Bidder(s) must have sound financial position and have sufficient experience, well reputation and have the facility of outlets/shop or office with in Islamabad and Rawalpindi.
7. Bidder(s) must attach Bank Draft/Pay Order / Call Deposit @ 2% of the total bid amount in favour of WWF which will be refundable in case of non-acceptance of tender. Bid(s) found without 2 % of bid amount will not be considered and turned down. Cheques shall not be accepted. The Bid Security should be valid for a period not less than 3 months and must be enclosed in financial bid. The same for the un successful bidder will be returned after award of tender.
8. Firm(s) must certify that it has not been blacklisted from any Government organization on Rs. 50 stamp papers.

9. All bids should be submitted in tape or ring binding. Bids with loose papers shall be rejected. All documents should contain an index and proper page numbers attached in sequence as indicated for evaluation in the bidding documents and signatures of authorized person.
10. Only those Bid(s) will be considered which would be submitted on WWF tender documents.
11. The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Rules and shall be valid for the tender period.
12. **Bid Opening Procedure: - Single Stage-One Envelop (36(a) PPRA Rule, 2004)-** Procedure will be adopted to evaluate the offer. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All Bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
13. Offer(s)/item(s) which are not found according to the standard/specification(s) and evaluation criteria shall not be accepted.
14. The bid shall remain valid for the period of **90 days** from the date of bid opening.
15. The percentage for quantity of items may increase by 15% within one year of award of contract.
16. The supply order will be on requirement basis and the WWF may issue part supply order. The quantity of items may increase or decrease as per original requirement and therefore, payment will be made on completion of supplies on actual basis. Successful ensure timely supply of office stationery items as per the supply order issued by WWF.
17. The supplier will deliver the items at Workers Welfare Fund Building No 2, Street 39, G-10/4, Mauve Area Islamabad.
18. Submission of any false statement/Documents or concealing of information will lead to disqualify the bidder.
19. Item(s) which are not found according to required specifications/standard shall not be accepted and will be replaced by the supplier at his own cost. However, items found above the required specification and standard will be accepted at the same bidding cost.
20. In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.

21. The employer will open the tenders including submission made in the presence of the bidders or their representatives who choose to attend on date, time and venue mentioned in tender notice.
22. The complete tender shall be without alterations, or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderer, in which case such correction shall be initialed by the person or persons signing the contract.
23. The 2 % bid security of successful bidder will be retained and returned after completion of Contract period.
24. The Workers Welfare Fund reserves the right to accept or reject the bids as prescribed under PPRA Rules, 2004.
25. Bids not accompanied by bid security or with less amount of bid security will not be entertained.
26. For case the WWF observed that the items are not provided as per the standard and requirement or are substandard, the WWF shall have the right to cancel the contract with one-month notice and forfeiting the 2% Bid amount.
27. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes by the bidders, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required items, if selected and declared as lowest evaluated bid. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the WWF.
28. If the bid is withdrawn before the expiry of its validity or the items are not provided within due date, the bid security will be forfeited in favor of the WWF.
29. No advance payment will be made for any kind of invoice. WWF will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, of complete items as per supply order.
30. A separate agreement shall be executed with successful bidder as per attached form in the tender documents. **(Annex B)**.
31. Any dispute arising during execution of the contract between the purchaser and the supplier a dispute resolution committee (DRC) will be constituted by WWF. The decision of the dispute resolution committee will be final and binding upon both the parties.

32. The contract will be initially for one year however may be extended for another period of one year with mutual consent of both parties on same terms and conditions. The extension will not exceed beyond two years.

33. Tenders will be opened at the Workers Welfare Fund Building No 2, Street 39, G-10/4 Mauve area Islamabad.

I on behalf of M/S _____, hereby accept the above-mentioned terms and conditions.

(SIGNATURE & SEAL OF BIDDER)

Cover Letter for the Submission of BID

A cover letter as specified in **Annex C** shall be submitted with the proposal.

Note: Please provide the required information/Response to all Annexure mentioned in this document and mark them while submitting the bid. Every page of the bid proposal must be stamp and signed by the bidder.

ANNEXURES

Annex – A

FINANCIAL BID SUBMITTED BY

M/S

STATIONERY ITEMS

| S. No | Name of item and specifications | Unit Quantity | Rate per unit (Rs./Unit) | Total Price |
|-------|--|---------------|--------------------------|-------------|
| 1. | Photo Copy Paper (80 gms Imp A/4) | 1150 Reams | | |
| 2. | Photo Copy Paper (80 gms Imp A/3) | 15 Reams | | |
| 3. | Photo Copy Paper (80 gms Imp Legal) | 100 Reams | | |
| 4. | Ordinary Ballpoint Piano 0.8 mm or equivalent | 1450 Nos. | | |
| 5. | Uniball eye (Fine) or equivalent | 250 Nos. | | |
| 6. | Lead Pencil 'A' Quality (Local) | 750 Nos. | | |
| 7. | USB Flash Drive (32 GB) hp steel body or equivalent | 25 Nos. | | |
| 8. | Brown Envelops (Extra Large) | 500 Nos. | | |
| 9. | Brown Envelops F/S (Clothed) | 700 Nos. | | |
| 10. | Brown Envelops F/S | 600 Nos. | | |
| 11. | Brown Envelops A/4 | 1400 Nos. | | |
| 12. | Brown Envelops 11x5 | 2750 Nos. | | |
| 13. | Brown Envelops 9x4 | 3600 Nos. | | |
| 14. | Binding Sheet Plastic A-4 | 1650 Nos. | | |
| 15. | Calculator Casio Large Original simple or equivalent | 25 Nos. | | |
| 16. | Calculator Casio scientific Original or equivalent | 05 Nos. | | |
| 17. | CD Writeable | 05 Box | | |
| 18. | CD Rewriteable | 05 Box | | |
| 19. | File Board A-4 Size Fine Quality | 3000 Nos. | | |

| | | | | |
|-----|--------------------------------------|----------|--|--|
| 20. | File Separator Set (10-P) A/4 | 20 Nos. | | |
| 21. | File Separator Set (30-P) A/4 | 70 Nos. | | |
| 22. | File Separator Set (20-P) PVC/A-4 | 15 Nos. | | |
| 23. | Marker No.70 | 10 Nos. | | |
| 24. | Marker No. 90 | 10 Nos. | | |
| 25. | White Board Marker | 10 Nos. | | |
| 26. | Fluid Correction Pen | 40 Nos. | | |
| 27. | Fluid Correction Bottle with Thinner | 70 Nos. | | |
| 28. | Gum Stick 40mg UHU | 50 Nos. | | |
| 29. | Eraser Pelikan AI-30 | 100 Nos. | | |
| 30. | Eraser Pelikan DG-50 | 100 Nos. | | |
| 31. | Sharpener Steel | 150 Nos. | | |
| 32. | Scale 12 inches (Steel) | 25 Nos. | | |
| 33. | Scissors (Small) Imp | 25 Nos. | | |
| 34. | Scissors (Large) Imp | 25 Nos. | | |
| 35. | High Lighter | 50 Nos. | | |
| 36. | Stapler Machine No.24/6 Max | 50 Box | | |
| 37. | Stapler Machine Heavy Duty | 05 Nos. | | |
| 38. | Stapler Pin No. 24/6 (M) | 50 Box | | |
| 39. | Stapler Pin HD (23/10) | 10 Box | | |
| 40. | Stapler Pin HD (23/13) | 10 Box | | |
| 41. | Stapler Pin HD (23/15) | 10 Box | | |
| 42. | Stapler Pin HD (23/17) | 10 Box | | |
| 43. | Stapler Pin HD (23/20) | 10 Box | | |
| 44. | Stapler Pin HD (23/24) | 10 Box | | |
| 45. | Stamp Pad Medium Lancer | 15 Nos. | | |
| 46. | Stamp Pad Ink | 05 Nos. | | |
| 47. | Pen Ink | 12 Nos. | | |
| 48. | Envelop Opener | 50 Nos. | | |
| 49. | Packing Tape Nichiban (2*72) | 15 Nos. | | |
| 50. | Masking Tape (2 *5) | 15 Nos. | | |
| 51. | Scotch Tape (1/2" x50") | 15 Nos. | | |
| 52. | Scotch Tape (1"x50") | 15 Nos. | | |
| 53. | Scotch Tape (1"x72") | 25 Nos. | | |

| | | | | |
|-----|-----------------------------------|------------|--|--|
| 54. | Scotch Tape (2"x7"2) | 25 Nos. | | |
| 55. | Binding Tap (2" 50) Yard | 25 Nos. | | |
| 56. | Binding Tap (1"x50") | 25 Nos. | | |
| 57. | Tags Medium size | 200 Bundle | | |
| 58. | Attendance Register No.2 | 10 Nos. | | |
| 59. | Dispatch register-No.12 | 10 Nos. | | |
| 60. | Stock register-No. 12 | 4 Nos. | | |
| 61. | Section Diary register No.12 | 10 Nos. | | |
| 62. | Ruled Register No.8 | 05 Nos. | | |
| 63. | Ruled Register No.10 | 05 Nos. | | |
| 64. | Ruled Register No.12 | 20 Nos. | | |
| 65. | Ruled Register No. 16 | 05 Nos. | | |
| 66. | Ruled Register No.20 | 10 Nos. | | |
| 67. | File Register | 25 Nos. | | |
| 68. | Ruled Register No.24 | 05 Nos. | | |
| 69. | Peon Book (96 Pages) | 25 Nos. | | |
| 70. | Log Book No.4 | 20 Nos. | | |
| 71. | Writing Pad N/B Size (Normal) | 25 Nos. | | |
| 72. | Writing Pad L/S Size (Normal) | 25 Nos. | | |
| 73. | Note Sheet Pad (F/S) 80 sheets | 10 Pad | | |
| 74. | Note Sheet Pad A-4 80 sheets | 50 Pad | | |
| 75. | Spiral Pad (A/4) | 10 Nos. | | |
| 76. | Post it pad (2x3 Inches) Pro-noti | 5 Box | | |
| 77. | Post it pad (3x3 Inches) | 5 Box | | |
| 78. | Post it pad (3x5 Inches) | 5 Box | | |
| 79. | Paper Slip Pad (White) | 10 Pad | | |
| 80. | Paper Slip Pad (Colored) | 10 Pad | | |
| 81. | Box File Uni | 20 Nos. | | |
| 82. | Dak Folder (Fine) Leather | 10 Nos. | | |
| 83. | File Folder Plastic Nokia 1444 | 05 Nos. | | |
| 84. | File Cover Plastic A/4 | 350 Nos. | | |
| 85. | File Cover Plastic F/S | 50 Nos. | | |
| 86. | Paper Cutter SDI (Small) | 25 Nos. | | |
| 87. | Paper Cutter SDI (Large) | 25 Nos. | | |
| 88. | Paper Cutter (Knife Large) | 10 Nos. | | |
| 89. | Punch Machine Single Hole | 25 Nos. | | |

| | | | | |
|------|---|-----------|--|--|
| 90. | Punch Machine Double Hole (S) | 15 Nos. | | |
| 91. | Punch Machine Double Hole (M) | 15 Nos. | | |
| 92. | Punch Machine Double Hole (H/D) | 05 Nos. | | |
| 93. | Paper Clips (26 mm) | 15 Box | | |
| 94. | Paper Clips (30 mm) | 15 Box | | |
| 95. | Paper Clips (36 mm) | 10 Box | | |
| 96. | Paper Clips Colored | 10 Box | | |
| 97. | Paper Pin | 25 Box | | |
| 98. | Paper Tray Pencil Tray | 10 Nos. | | |
| 99. | Plastic Dory | 10 Roll | | |
| 100. | Spiral 6 mm (100Pcs P/P) | 5 Packets | | |
| 101. | Spiral 8 mm (100Pcs P/P) | 5 Packets | | |
| 102. | Spiral 10 mm (100Pcs P/P) | 5 Packets | | |
| 103. | Table Set Plastic Leather, Crystal | 05 Set | | |
| 104. | Table Calendar | 05Nos | | |
| 105. | Table Diary Stand | 10 Nos. | | |
| 106. | HP Laser Jet P1102 | 120 Nos. | | |
| 107. | HP Laser Jet P1105 | 12 Nos. | | |
| 108. | HP Laser Jet P1300 | 6 Nos. | | |
| 109. | HP Laser Jet P3015 | 6 Nos. | | |
| 110. | HP Laser Jet P2055 | 6 Nos. | | |
| 111. | HP Laser Jet P1005 | 6 Nos. | | |
| 112. | HP Laser Jet P1006 | 6 Nos. | | |
| 113. | Hp Laser Jet Pro MSP M125A | 6 Nos. | | |
| 114. | Photocopier BizHub 501 max copies up to 18000- | 8 Nos. | | |
| 115. | Photocopier BizHub 552 max copies up to 28000- | 10 Nos. | | |
| 116. | Photocopier BizHub 458 max copies up to 18000- | 8 Nos. | | |
| 117. | Photocopier BizHub 367 max copies up to 18000- | 8 Nos. | | |
| 118. | Photocopier Panasonic -8020 max copies up to 18000- | 2 Nos. | | |

| | | | | |
|-------------------------------------|---|------|--|--|
| 119. | File covers 300 gsm art card with Logo of WWF ,Two Colour Laminated . | 6000 | | |
| Total Cost | | | | |
| Add Sales Tax | | | | |
| Total Inclusive of all Taxes | | | | |

Each and every page of the financial bid has been signed

**(SIGNATURE & SEAL OF
BIDDER)**

Annex – B

(Contract Agreement to be signed with the successful bidder)

CONTRACT AGREEMENT

This Contract Agreement (hereinafter called the “Agreement”) made on the day of----- between **Workers Welfare Fund (WWF)**, Building No 2, Street 39, G-10/4 Mauve area Islamabad hereinafter refer to as the Supplier/contractor of the second part.

WHEREAS the purchaser/procuring authority is desirous that purchase office stationery items for Worker’s welfare fund Islamabad.

NOW this agreement witness as follow:

In this agreement word and expressions shall have the same meaning as are respectively assigned to them in the condition of contract. The terms and conditions of the agreement is as under: -

Claus 1 Delivery: The supplier shall provide the items of office stationery to Workers Welfare Fund as per work/Supply order at its premises Building No 2, Street 39, G-10/4 Mauve area Islamabad.

Claus 2 Rates: - Rates offered in the bid shall be valid for **the period of contact signed between** the supplier and procuring Authority on same terms and condition as specified in the tender documents.

Claus 3 Payment: Payment will be made after the receipt of invoices received against the supply order. No advance payment will be made for any kind of invoice. However, WWF will arrange expeditious payments on submission of invoices.

Claus 4 Penalty for failure of Supply: If the supplier fails to deliver the items specified within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum up to 2% on the total value of the contract, shall be charged.

Claus 5 Quality /Quantity of Supply: If the firm fails to supply any or all the items as per the supply order or the items are substandard the same will be replaced by the supplier at his own cost/ expense. Incomplete -supplied items will be purchased on the risk and cost of the supplier, including blacklisting of the firm.

Claus 6 The Contractor will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed.

Clause 7 The following documents shall be deemed to form, and be read and construed as part of this Agreement: -

- i. Letter of Award/Supply order
- ii. Tender Documents.

IN WITNESS WHEREOF the parties here to have caused this Agreement to executed the day and the year first before written in accordance with their respective Laws.

Signature of the Supplier/contractor

Signature of Purchaser/Employer

Name: - _____

CNIC:- _____

M/s _____

Witness No. 1

Signature:- _____

Name:- _____

CNIC:- _____

Witness No. 2

Signature:- _____

Name:- _____

CNIC:- _____

Authorized Signatures: _____

Stamp: _____

**(Cover Letter for the Submission of Technical and Financial Proposal)
(Declaration on company letterhead)**

I, _____ hereby declare that:

- all the information provided in the Bid is correct in all manners and respects;
- and I am duly authorized by the Management to submit this proposal on behalf of "[Name of the Firm /Company]"

Name: - _____

Designation: - _____

Signatures: - _____

Date :- _____

Place:- _____