Government of Pakistan
Ministry of Housing & Works
Federal Government Employees Housing Authority
Mauve Area, Sector G-10/4, Islamabad.

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TENDER DOCUMENT

Procurement of Stationary Items & Office Supplies of Federal Government Employees Housing Authority, Islamabad.

Issued to.
M/S. _____

_____

Deputy Director (GA)
Federal Government Employee Housing Authority,
10-Mauve Area, Sector G-10/4, Islamabad.

1. **Introduction/Instructions to Bidders**

i. The **Federal Government Employees Housing Authority** invites **sealed bids** from the interested bidders for supply of stationery items as per given specifications.

ii. The procurement process shall be governed by **PPRA Rules 2004(amended from time to time).**

iii. Bids are required to be submitted in sealed envelope, for the mentioned lots & items, as per **PPRA Rule** specifying **Single Stage One Envelope Procedure.**

iv. Bidders are required to supply/deliver the requisite items as per the given specifications.

v. The firm must have its own office, telephone facility, good repute, sound financial position and complete enterprising infrastructure in Islamabad/Rawalpindi.

vi. The Competent Authority reserves the right to increase/decrease the quantity as per the actual need.

viii. All bidders should be registered with Income Tax & Sales Tax Authorities and shall submit their respective copy of NTN and GST Certificate.

xi. In case the times, found sub-standard or less in quantity or delayed/other than kind is specified items, the competent authority reserves the right to cancel the entire or partial contract during the financial year 2024-25 and the firm could be black-listed.

x. The FGEHA reserves the right to accept or reject any or all bids as per rule.

xi. Bidders are required to submit item-wise rates for all quoted items as per the technical specifications outlined in this document. The tender will be awarded to the bidder whose total sum of quoted rates for all items is the lowest, even if the individual item rates may vary—being higher or lower—compared to other bids.

xii. Prices shall be quoted in Pak Rupees inclusive of all taxes.

xv. The firm will be arranged delivery of stationary, and Misc items to the office of FGEHA as per demand.

xvi. The rates offered in the bids, shall be valid up to 30th June, 2025.

xvii. The bid security of Rs. 100,000 shall be attached with the bid in the form of Pay Order/Demand Draft/CDR duly issued by any schedule bank in favor of FGEHA, otherwise the tender will not be been entertained.

DEPUTY DIRECTOR (GA)
FEDERAL GOVERNMENT EMPLOYEES HOUSING AUTHORITY
10, MAUVE AREA, G-10/4, ISLAMABAD
TELE: 051-9106044

FEDERAL GOVERNMENT EMPLOYEES HOUSING AUTHORITY

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Name of the Firm: _____

Address: _____

Telephone No: _____

GST Reg. No. _____

National Tax No. _____

LIST OF STATIONARY & MISC ITEMS

S.No.	Items	Qty	Price per item Inclusive all taxes (Rs.)
1.	Paper Rim A-4 computer 80Gm (Imported)	1	
2.	Paper Rim Legal computer 80Gm (Imported)	1	
3.	Paper Rim A3 80Gm (Imported)	1	
4.	Color Papers 80 Grams /ACR (Red, Yellow)	1	
5.	Note Sheet 80gm (Legal Size)	1	
6.	Sticky Notes 75x75mm	1	
7.	Pen Piano HIT Gel Deluxe	1	
8.	Binder clip 36 mm	1	
9.	Paper Cutter (Branded)	1	
10.	Tissue Box (Best Quality)	1	
11.	Tissue Roll (Best Quality)	1	
12.	Schneider One business Jell Pen	1	
13.	Pen RG 100 Black Blue	1	
14.	Ball Point Picasso/ Piano (Blue & Black)	1	
15.	Uni Ball Eye Black & Blue (fine)	1	
16.	Uni Ball (Vision) Black & Blue	1	
17.	Dollar Gel1 blue & Black	1	
18.	Pen M&G Smarten 0.7mm Blue & Black	1	
19.	Pen M&G Expert Gel 1.0mm Blue & Black	1	
20.	High Lighter Piano	1	
21.	Gum Stick Shark(21g)	1	

22.	Marker Bold (blue & black) Dollar	1	
23.	White Board Marker	1	
24.	Pencils Gold Fish	1	
25.	Pencil Picasso Executive	1	
26.	Rubber (Dux)	1	
27.	Sharpener	1	
28.	Envelop white window (9*4)	1	
29.	Envelop A-4 Size (Brown)	1	
30.	Envelop Small (brown)	1	
31.	Envelop Legal Size Brown	1	
32.	Stapler Large Size (Branded)	1	
33.	Stapler Pins Large Size	1	
34.	Stapler Machine (Deli 0300)	1	
35.	Stapler Pin 24/6 Dollar (1000)	1	
36.	Stapler Remover	1	
37.	Plastic File D Ring Transparent	1	
38.	File Box (Blue/Black)	1	
39.	Table Set	1	
40.	File Tray Plastic	1	
41.	File Tag Bundle	1	
42.	File Flapper Rexene	1	
43.	Drafting Ring Pad Medium size	1	
44.	Dispatch Register 06 Number	1	
45.	Peon Book Superior	1	
46.	Short Hand Book	1	
47.	Log Book (04 No)	1	
48.	Dak Pad Orion	1	
49.	Steel Scale	1	
50.	Stock Register (06 No)	1	
51.	Register Plane	1	
52.	Diary Register (06 No)	1	
53.	Punch Single Hole Steel (Large size)	1	
54.	Punch Double hole big size	1	
55.	Stamp pad Dollar	1	

56.	Ink Fountain Dollar (blue & black)	1	
57.	Scotch Tape Large 2”	1	
58.	Scissor (Medium)	1	
59.	Waste Paper Bin plastic	1	
60.	Duster Yellow size 24*30	1	
61.	Duster White size 24*30	1	
62.	Towel Superior (Medium Size)	1	
63.	Air Freshener Aseel	1	
64.	Air Freshener Rose/ Jasmine	1	
65.	Cobra (Morten) or equivalent	1	
66.	Calculator Casio	1	
67.	Wall Clock Superior	1	
68.	Wall Clock Toshiba Cell AA	1	
69.	Wall Clock Toshiba Cell AAA	1	
70.	USB 16 GB HP 4.0	1	
71.	Engagement Stand	1	
72.	Binding Tap 2”	1	
72	Lux Soap Medium 100g	1	
73	Water Glass Set Ordinary	1 set	
74	Water Glass Set Superior with Jug	1 set	
75	Fluid Pen UHU 7ml	1	
76	PUC Chit (Sticky Note) 75*75mm	1	
77	Color Flag (Memo Paper 75*18)	1	
		Total	

TERMS AND CONDITIONS OF TENDER

Bidders are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. Any of the provisions/terms can be altered, initiated, admitted or included in the terms & conditions by the procurement committee; however, this can only be done with prior intimation and before the opening of bids.

Tenders which are incomplete, or which do not fulfill the requirements given hereinafter may be rendered disqualified.

Qualification of the Vendor/Firm

The following vendors are eligible to apply for the tender:

1. The firm/company registered & Active on ATL with relevant Government tax authorities.
2. The firm/company who have never been blacklisted by any Government agency or authority.
3. Only registered manufacturer/partner/authorized dealer/distributor can participate in the tender.
4. Bidders shall submit profile of the firm and items in the Proposal.
5. The bidder must have at least five years of experience in the relevant business.
6. The bidders must provide the stationery as per required sample to FGEHA. The bidder may visit FGEHA Headquarter before submission of Tender documents to check the required sample of items.

Documents Required

The firms eligible to apply are required to submit the following documents with their bidding proposal:

1. Registration documents with taxation authorities.
2. A copy of audited financial statements or tax returns of last three years of the firm/supplier.
3. Affidavit, on judicial stamp paper to the effect that the:
    a. Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities.
    b. Firm/Vender is/was not involved in any litigation/arbitration and that no work as rescinded in the past.
4. Full address and contact numbers of the offices.
5. Bank statement for the last 6 months.

Method of Procurement / Evaluation of Bids:

Bidding will be conducted through the process, specified in Rules of the Public Procurement Regularity Authority. Bidding is open to all eligible bidders as defined in the PPRA Rules that meet the minimum qualification criteria and required documents. It will be a “Single Stage - One Envelope” procedure.

“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 document.”

Technical Proposals would be evaluated as follows:

As per the **Single Stage, One Envelope** procedure, the **technical evaluation (Initial Screening)** of bids must include the required documents listed below.

I. Wholesaler/ Retailer/ Sole Proprietor
II. Income Tax Registration
III. General Sales Tax Registration
IV. Affidavit that the firm/Individual is not blacklisted anywhere in Pakistan and is not involved in any litigation with Government.
V. Client List
VI. Letter from bank about financial soundness.

Note Failure to submit these documents will result in the **financial proposal** not being opened or considered for further evaluation.

Financial proposals would be evaluated as follows:

I. Incomplete bid shall stand rejected.
II. Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the substances of the financial bid may be corrected by the procuring Agency.
III. The bidder with technically evaluated lowest financial bid, if not in conflict with any other law rules, regulation or policy of the Government, shall be awarded purchase order.
IV. The procuring Agency shall notify the successful bidder in writing by registered letter that its bid has been accepted.
V. The supplies shall be delivered within 07 days after the date of issue of purchase order.

Response time:

Sealed bids duly marked as “Bid/Proposal must reach the office of the Assistant Director (CS) Federal Govt. Employees Housing Authority, G-10/4 Mauve Area, Islamabad on or before 11:00 hours on_____.

Opening of bids:

Bids received shall be opened on _____ at 12:00 hours in the committee room of the FGEHA. All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

Bid Price:

1. The prices quoted shall be binding on the bidder for a period of at least 60 days
2. The prices quoted should be inclusive of all taxes, duties & service/installation charges etc.
3. Taxes will be recovered as per rules and regulations of the Government.

Rejection of bids & dispute:

1.All bids submitted after the prescribed date and time shall not be entertained.
2. Failure in submission of the required documents will result in the rejection of bid/proposal.
3. Any bid received without earnest money, shall not be entertained.
4. FGEHA reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal with cogent reasons.

Award of Tender:

1. Tender would be awarded on **Least Cost Based Selection (LCBS)** method under **Single Stage, One Envelope (SSOE)** bidding procedure.

Earnest Money

1. Earnest Money of Rs.100,000 shall be submitted with the financial bid in the form of Bank Draft/Call Deposit//Pay Order in favor of the Federal Government Employees Housing Authority, without which bid(s) will not be accepted for consideration.

7. Undertaking

It is certified that the information furnished here in and as per the documents submitted are true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and are liable to any punitive action for furnishing false information / documents.

2. We will deliver the Work Order items without any delay.

Date this _____day of _____.

Signature

(Company Seal)