



OFFICE OF THE DIRECTOR

**FEDERAL INVESTIGATION AGENCY**



FIA COMPLEX, QAISER WASEEM PLAZA G-13/3,  
**ISLAMABAD**

No.DIZ/FIA/Store/Tender/2022-23/37-38

Date: 04/08 / 2022

To,

**The Deputy Director (M&IMP),  
Public Procurement Regulatory Authority (PPRA),  
Islamabad.**

Subject: **TENDER NOTICE.**

A tender notice regarding supply of Office/Computer Stationery, Furniture & Fixtures and misc/general items for FIA Islamabad Zone is urgently required to be published at PPRA website.

2. List of items/tender documents can be obtained by the bidders from FIA Islamabad Zone, Qaiser Waseem Plaza, Sector G-13/3, Madni Chowk , Islamabad
3. It is therefore requested that same may be published on PPRA website, please.

**Mahr Muhammad Akmal**  
Assistant Director/ Store  
FIA Islamabad Zone Islamabad

**Copy to:-**

- ✓ 1. Incharge FIA NR3c Islamabad for upload the same on the website of FIA on date mentioned on tender notice.



**OFFICE OF THE DIRECTOR  
FIA ISLAMABAD ZONE  
ISLAMABAD**

**TENDER NOTICE**

Federal Investigation Agency (FIA) invites sealed bids from well reputed contractors/suppliers/dealers/firms/companies **GST/NTN registered** which are on Active Taxpayers list of the Federal Board of Revenue on the basis of **single stage (one envelope) procedure under the PPRA Rules 2014** for supply of **Office/Computer Stationary Items and Misc/general items** to FIA Islamabad Zone, Islamabad.

02. Bidding documents, containing detailed terms and conditions are available at Store Branch FIA Islamabad Zone, Islamabad, which can be obtained free of cost.

03. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Store Branch, FIA Islamabad Zone on or before **30.08.2022 at 11:00 AM**. Bids will be opened the same day at **01.00 PM**. This advertisement is also available on FIA website [www.fia.gov.pk](http://www.fia.gov.pk).

**Director  
FIA Islamabad Zone  
Islamabad**

**GOVERNMENT OF PAKISTAN  
FEDERAL INVESTIGATION AGENCY  
ISLAMABAD ZONE, ISLAMABAD**



|                     |  |
|---------------------|--|
| Tender document for | <u>OTHERS/MISC. ITEMS</u>  |
| Tender document No. | <u>04/FIA/DIZ/Store/T.D/2022-23</u>  |
| Total Pages         | 06   |
| Detail of Pages     | Page-1 General Instructions/Terms & Conditions for Bidders.<br>Page-2-5 Forms for Financial Proposal.<br>Page-6 Check list for Bidders/Venders |

*Please read tender documents carefully while filling up rates, product specification etc.*

Tender Advertisement Date:- 10<sup>th</sup> August 2022  
PPRA & FIA web site  
Deadline Tender Submission:- 30<sup>th</sup> August 2022, 11:00am  
Tender Opening:- 30<sup>th</sup> August 2022, 01:00pm  
Issued free of cost

Office of the Director/FIA (Islamabad Zone),  
QaiserWaseem Plaza, Madni Chowk, Sector G-13/3, Islamabad  
Telephone No. 051-9334585



## GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1. Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered, have National Tax Number (NTN) and are active on Active Tax Payer List of FBR.
2. Bidder(s) must have sound financial position, sufficient experience, well reputation and capability for timely completion of supply.
3. The participating firms/companies must have its registered office in Islamabad/Rawalpindi also.
4. Bidder(s) must attach 2% of the complete bid/offer (cost with GST, if applicable) as Earnest Money (refundable) in the shape of Pay Order, Call Deposit Receipt or Bank Draft.
5. Bid(s) found without 2% of the complete bid/offer (cost with GST, if applicable) as Earnest Money in the shape of Pay Order, Call Deposit Receipt or Bank Draft will not be considered and turned down.
6. Firm(s) must certify that it has not been blacklisted from any government organization.
7. Bid(s) with 2% Earnest Money **in the form of Cheque** shall not be accepted.
8. No bidder will be allowed to submit its second or third offer with the same bid.
9. Only those Bid(s) will be considered which would be submitted on the Director (FIA)'s tender documents Form.
10. **Bid opening Procedure.**  
Single stage- One envelope procedure will be adopted to evaluate the offer(s).
11. Offer(s)/item(s) which will not be found according to the standard/specification(s) and evaluation criteria shall not be accepted.
12. The offered price of item(s) should be inclusive of General Sales Tax if applicable. Income Tax will be deducted at the time of payment.
13. The specifications, standard and quality of the items mentioned in the document are final and unchangeable, if any firm submits its offer with itself changing in the above mentioned specifications will not be accepted and will be deemed for the same specifications, standard and quality mentioned in the tender document.
14. Payment will be made after complete delivery.
15. Supply will have to be made within one week of Supply Order at Director FIA (Islamabad Zone) Islamabad. However, emergent demand(s) if any, will be fulfilled within a day or next day positively during the **financial year 2022-2023**
16. No bidder will be allowed to submit its second or third offer with the bid.
17. Only that/those Bid(s) will be considered which would be submitted on the FIA's Tender document.
18. Validity of Bid shall be upto **30 June, 2023.**
19. Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).
20. Bank Account No \_\_\_\_\_ Vender No. \_\_\_\_\_  
Name of Bank \_\_\_\_\_  
Address \_\_\_\_\_
21. Pay Order/Call Deposit Receipt/Bank Draft of Rs. \_\_\_\_\_ bearing No. \_\_\_\_\_  
dated \_\_\_\_\_ of Bank \_\_\_\_\_ is attached in original as 2% earnest money.
22. Payment will be claimed on completion of 100% supply as per tender specifications and approved samples.
23. Successful bidder(s) shall deposit 5% of the total value of contract money as performance warranty in shape of Pay Order, Call Deposit Receipt or Bank Draft which will be retained by the department till expiry of warranty period for one year from the date of delivery of item(s).
24. A separate agreement shall be executed with successful bidder.
25. The quantity of items(s) can vary subject to availability of funds.
26. All item(s) shall be inspected at Office of the Director/FIA, IslamabadZone, Islamabad.
27. Item(s) which will not be found according to required specifications/standard shall not be accepted.
28. In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.



29. Director/FIA shall have the right at any stage to change the required quantity of the items subject to availability of funds or cancel the agreement without assigning the reason thereof.

(SIGNATURE & SEAL OF BIDDER)

**Price Schedule**  
**[Printed on company letter head]**

**1. Price Schedule for Stationery Items**

Name of Bidder with complete address : \_\_\_\_\_

| S.# | Name of Item             | Quality required              | Specification                            | Unit Price<br>Incl. Tax |
|-----|--------------------------|-------------------------------|--|-------------------------|
| 1.  | Paper Ream               | Navigator or equivalent       | Legal, 80 grams, 500 pages imported      |                         |
| 2.  | Paper Ream               | Navigator or equivalent       | A-4, 80 grams, 500 pages imported        |                         |
| 3.  | File Cover               | Good quality (FIA Printed)    | As per sample                            |                         |
| 4.  | File Board               | Good quality                  | As per sample                            |                         |
| 5.  | Highlighter              | Pelikan Germany or equivalent | Colour: different                        |                         |
| 6.  | Scotch Tape              | 3M/ Scotch or equivalent      | Transparent, 2.0"                        |                         |
| 7.  | Fluid                    | Palikan or equivalent         | Complete set                             |                         |
| 8.  | Ruled Register           | Good quality                  | No. 24                                   |                         |
| 9.  | Ruled Register           | Good quality                  | No. 12                                   |                         |
| 10. | Uni Ball Pen (Blue)      | Good quality                  | SingNo or Equivalent                     |                         |
| 11. | Ball Point (Blue)        | Good quality                  | Piano / Dollar or Equivalent             |                         |
| 12. | Ball Point (Black / Red) | Good quality                  | Piano / Dollar or Equivalent             |                         |
| 13. | Envelope                 | Golden craft or equivalent    | SE-6 Khaki                               |                         |
| 14. | Envelope                 | Golden craft or equivalent    | SE-5 Khaki                               |                         |
| 15. | Envelope                 | Golden craft or equivalent    | SE-8 Khaki                               |                         |
| 16. | Sticky Note Multiples    | Good quality                  | Multicolours                             |                         |
| 17. | Stamp Pad                | Good quality                  | Blue/Black                               |                         |
| 18. | Gum Stick                | Good quality                  | Amos or Equivalent 21g                   |                         |
| 19. | Shorthand book           | Good quality                  | --                                       |                         |
| 20. | Note Sheet Pad           | Imported                      | 80 Sheets, A-4 Size, Line Space 1.2 Inch |                         |
| 21. | Led Pencil               | Good quality                  | Gold fish or Equivalent                  |                         |
| 22. | Stapler Machine          | Good quality                  | Good quality                             |                         |
| 23. | Marker Black (Permanent) | Good quality                  | Dollar or Equivalent                     |                         |
| 24. | Single Punch             | Good quality                  | As per sample                            |                         |
| 25. | Double Punch             | Good quality                  | Delli or Equivalent                      |                         |
| 26. | File Box (Plastic)       | Good quality                  | --                                       |                         |
| 27. | USB                      | Good quality                  | 64 GB (Original) Sony/Kingston           |                         |
| 28. | Table Set                | Superior quality              | Marble/Rexime                            |                         |
| 29. | Eraser                   | Good quality                  | Good quality                             |                         |
| 30. | Stapler Pin Remover      | Good quality                  | Good quality                             |                         |
| 31. | Binder Clip              | Good quality                  | Good quality                             |                         |

SIGNATURE & SEAL OF BIDDER)

**1. Price Schedule for Hardware Items:**

**Name of Bidder with complete address:** \_\_\_\_\_

| S.# | Name of Item  | Quality required    | Specification       | Unit Price<br>Incl. Tax |
|-----|---|---------------------|---------------------|-------------------------|
| 1.  | <b>Cartridge of HP Laser Jet Printer</b>                        | <b>Good Quality</b> | <b>Model-1102</b>   |                         |
| 2.  | Cartridge of HP Laser Jet Printer                               | Good Quality        | Model-P2015d        |                         |
| 3.  | Cartridge of HP Laser Jet Printer (Fax Machine Director Office) | Good Quality        | Model-M2522nf       |                         |
| 4.  | Cartridge of HP Laser Jet Printer                               | Good quality        | Model-M1212 nf      |                         |
| 5.  | Cartridge of HP Laser Jet Printer                               | Good quality        | Model: 1200         |                         |
| 6.  | Cartridge of HP Laser Jet Printer                               | Good quality        | Model-MFP M-125a    |                         |
| 7.  | Cartridge of HP Laser Jet Printer                               | Good quality        | Model- Pro2055 dn   |                         |
| 8.  | Cartridge of HP Laser Jet Printer                               | Good quality        | Model-1300          |                         |
| 9.  | Cartridge of HP Laser Jet Printer                               | Good quality        | Model-Pro M 402 dn  |                         |
| 10. | Cartridge of HP Laser Jet Printer                               | Good quality        | Model-1010          |                         |
| 11. | Cartridge of HP Laser Jet Printer                               | Good quality        | Model: 1536 dn/MFP  |                         |
| 12. | Cartridge of HP Laser Jet Printer Pro                           | Good quality        | Model: Pro M404dn   |                         |
| 13. | Ricoh Photostat Machine Toner                                   | Good quality        | Model 201           |                         |
| 14. | RicohPhotostat Machine Toner                                    | Good quality        | Model 301           |                         |
| 15. | Cartridge of HP Laser Jet Printer                               | Good quality        | Model: P2035        |                         |
| 16. | Cartridge of HP Laser Jet Printer                               | Good quality        | Model: 1320         |                         |
| 17. | Cartridge of HP Laser Jet Printer                               | Good quality        | Model: MFP M-130 fn |                         |
| 18. | Cartridge of HP Laser Jet Printer                               | Good quality        | Model: 15-A         |                         |
| 19. | Toner for photocopier   | Good quality        | Model: INCO 421     |                         |
| 20. | Cartridge of Xerox Laser Jet Printer                            | Good quality        | Model: Phaser 3052  |                         |
| 21. | Mouse   | Good quality        | Dell or Equivalent  |                         |



|     |          |              |                    |  |
|-----|----------|--------------|--------------------|--|
| 22. | Keyboard | Good quality | Dell or Equivalent |  |
|-----|----------|--------------|--------------------|--|

(SIGNATURE & SEAL OF BIDDER)

**Price Schedule**  
**[Printed on company letter head]**

**1. Price Schedule for Others Items:**

Name of Bidder with complete address: \_\_\_\_\_

| S.# | Name of Item                   | Quality required | Specification             | Unit Price<br>Incl. Tax |
|-----|--------------------------------|------------------|---------------------------|-------------------------|
| 1.  | Tissue Box                     | Good quality     | Rose Petal or Equivalent  |                         |
| 2.  | Tissue Roll                    | Good quality     | Rose Petal or Equivalent  |                         |
| 3.  | Air Freshener                  | Good quality     | Fresco / Areon 250/300 ml |                         |
| 4.  | Soap (140 gram)                | Good quality     | Lux or Equivalent         |                         |
| 5.  | Towel (White) (2 x 4)          | Good quality     | Fine quality              |                         |
| 6.  | Kettle (Electric)              | Good quality     | Anex or equivalent        |                         |
| 7.  | Dust Bin                       | Good quality     | Plastic Medium            |                         |
| 8.  | Energy Saver/LED<br>(24 watt.) | Good quality     | Philips or equivalent     |                         |
| 9.  | Surf (1/2 kg)                  | Good quality     | Excel or equivalent       |                         |
| 10. | Liquid Vim Bottle<br>Medium    | Good quality     | Vim or equivalent         |                         |
| 11. | Puchara (mop)                  | Good quality     | Big Size                  |                         |
| 12. | Phynel Bottle (Finis)          | Good quality     | 2.75 Liter                |                         |
| 13. | Acid (1000 ml)                 | Good quality     | Tiger or equivalent       |                         |
| 14. | Remote Cell                    | Good quality     | Toshiba or equivalent     |                         |
| 15. | Clock Cell                     | Good quality     | Toshiba or equivalent     |                         |
| 16. | Cup with plate                 | Good quality     | --                        |                         |
| 17. | Duster Cotton                  | Good quality     | Yellow                    |                         |
| 18. | Insect Killer spray            | Good quality     | Cobra or equivalent 300ml |                         |
| 19. | Tube Light Rod (36 Watt)       | Good quality     | Philips or equivalent     |                         |