

OFFICE OF THE DIRECTOR



FEDERAL INVESTIGATION AGENCY

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

ISLAMABAD



No.DIZ/FIA/Store/Tender/2023-24/ 01-02

Date: 21 /07 / 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, QaiserWaseem Plaza, Sector G-13/3, MadniChowk , Islamabad

3. It is therefore requested that same may be published on PPRA website, please.


Muhammad Naeem Iqbal
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.

**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/2023-24</u>
Total Pages	06
Detail of Pages	Page-1 General Instructions/Terms & Conditions for Bidders. Page-2-5 Forms for Financial Proposal. Page-6 Check list for Bidders/Venders

[Please read tender documents carefully while filling up rates, product specification etc.](#)

Tender Advertisement Date:- 21th July 2023
PPRA & FIA web site

Deadline Tender Submission:- 20th August 2023, 11:00 am

Tender Opening:- 20th August 2023, 01:00 pm

Issued free of cost

Office of the Director/FIA (Islamabad Zone),
Qaiser Waseem 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 2023-2024
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 <u>30 June, 2023.</u>
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, Islamabad Zone, 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 Incl. Tax
1.	Paper Ream	AA ,Navigator or equivalent	Legal, 80 grams, 500 pages imported	
2.	Paper Ream	AA,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.	Table Set	Superior quality	Marble/Rexime	
26.	Double Punch	Good quality	Delli or Equivalent	
27.	File Folder(Plastic)	Good quality	--	
28.	USB	Good quality	64 GB (Original) Sony/Kingston	

SIGNATURE & SEAL OF BIDDER)

Price Schedule

[Printed on company letter head]

1. Price Schedule for Hardware Items:

Name of Bidder with complete address : _____

S.#	Name of Item	Quality required	Specification	Unit Price Incl. Tax
1.	Cartridge of HP Laser Jet Printer	Good Quality	Model-1102	
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.	Ricoh Photostat 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 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 / Areon250/300 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 Saviour/LED (24 watt.)	Good quality	Philips or equivalent	
9.	Surf (1/2 kg)	Good quality	Excel or equivalent	
10.	Liquid Vim Bottle Medium	Good quality	Vim or equivalent	
11.	Puchara (mop)	Good quality	Big Size	
12.	Phynel Bottle (Finis)	Good quality	5 Liter	
13.	Acid (1000 ml)	Good quality	Harpic / Domex 500ml	
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	Good quality	Cobra or equivalent 300ml	
19.	Tube Light Rod	Good quality	20/40 watt	
20.	Starter for Tube Light	Good quality		

(SIGNATURE & SEAL OF BIDDER)

CHECK LIST FOR BIDDERS/VENDOR

S #	Documents	Attached (Please tick)
1.	Request Letter for Tender Documents	
2.	CNIC copy	
3.	Company Profile	
4.	List of Support Team	
5.	Bid Security	
6.	Minimum 03 work orders for the supply of the similar item/product (in government organizations)	
7.	Financial Proposal (bid offer on above format)	
8.	Legal Status Undertaking (Company is not blacklisted)	
9.	Vendor Details (NTN, GST certificates etc)	

(SIGNATURE & SEAL OF BIDDER)