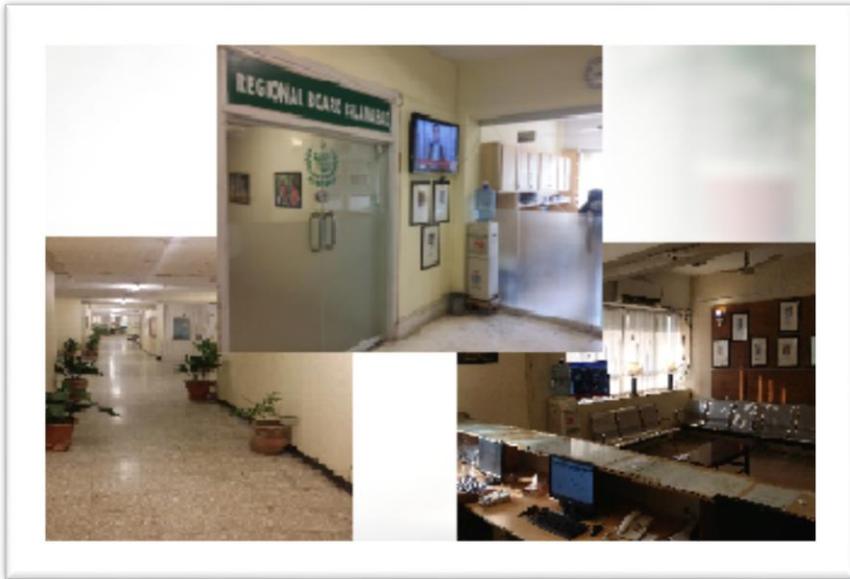




# Bidding Document For Supply of Stationery and Miscellaneous Items During Financial Year 2025-2026



**Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Suharwardy, Zero Point, Islamabad.**

## Preface

Rule 23 of Public Procurement Rules requires procuring agencies to formulate bidding documents that shall be made available to the bidders immediately after the publication of the invitation for bid. Use of these documents is mandatory for either open or limited bidding.

Document comprises of the Sections listed below:

- Section I Invitation for Bids (IFB)
- Section II Instructions to Bidders (ITB)
- Section III Specification & Schedule of Delivery
- Section IV Evaluation Criteria
- Section V Sample Forms
  - a. Inspection Certificate
  - b. Bid Form
  - c. Price Schedule Form
  - d. Commercial Compliance / Bidder's Capacity Assessment Form
  - e. Performance Security Form
  - f. Contract Agreement Form
- Section VI General Conditions of Contract
- Section VII Special Conditions of Contract

**Section – I Invitation for Bids (IFB)**  
**TENDER NOTICE**

Federal Employees Benevolent & Group Insurance Fund (FEB&GIF) invites sealed bids from experienced well reputed, registered bidders/suppliers also having NTN and Sales tax registered with FBR, for the timely Supply of **“Stationery and Miscellaneous items”** during financial year **2025-2026**.

1. Bidding will be conducted under National Competitive Bidding process pursuant to Single stage single envelope procedures ‘as per Rule 36(a) of Public Procurement Rules 2004 and is open to all eligible bidders as defined in the Public Procurement Rules 2004.
2. Bids must be accompanied by a **bid security of not less than Rs. 200,000/-** in the shape/form of pay order/bank draft in favor of “Board of Trustees, FEB&GIF” Islamabad must be attached with bid.
3. The Bidders are requested to give their best and final prices (item wise) as no negotiations shall be allowed. The rates quoted will remain valid during the Financial Year-2025-2026 after opening of tenders and till signing of agreement etc. whereas, supply order will be issued for each item to the lowest approved bidder in accordance with the approved samples/quality by inspection/quality control committee of FEB & GIF.
4. The bidders must quote rate against all items either for Part-A or Part-B or both parts as mentioned in section-III of tender documents.
5. The bidders should have documented track of completing at least 3 similar assignments in the last 3 years.
6. Interested eligible bidders may download the bidding documents from <https://eprocure.gov.pk> and [www.febgif.gov.pk](http://www.febgif.gov.pk).
7. Copies of active registration with Income Tax Department and Sale Tax Department should be enclosed with bid. Non submission of this document is liable to declare the bidder non responsive.
8. Bidders must be registered with E-Pak Acquisition & Disposal System of PPRA and bids must be submitted through EPADS portal of PPRA.
9. Bidders should be financially sound having proper office, telephone number and fax number in Islamabad.
10. Late bids will be rejected. Bids submitted without signed Bid Form by the bidder/authorized nominee of the bidder will also be rejected.
11. Successful bidder(s) will deliver samples of stationary and miscellaneous items at his own cost.
12. Successful Bidders will have to deliver all stationery items to FEB & GIF Regional Offices Lahore & Karachi at their own cost.
13. The Purchaser reserves the right to accept or reject any Bid, and to cancel the process of competition and reject all Bids, at any time prior to the award of the Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Purchaser’s decision while complying with PPR-2004

Bids must be uploaded to the EPADS Website <https://eprocure.gov.pk> on or before **10:30am, February 17, 2026**. Bids will be opened at **11:00 am** on the same day in the presence of bidders/their representatives (who may like to attend) at the Committee Room of Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Suharwardy, Zero Point, Islamabad.

**(Ghulam Murtaza)**  
**Director (Admin)**

Federal Employees Benevolent & Group Insurance Fund (FEB&GIF),  
BF Building, Shahrah-e-Suharwardy, Zero Point, **Islamabad**  
Tel: 92-51-925 2308 Fax: 92-51-925 2354

## Section II- Instructions to Bidders (ITB)

1. **Scope of Procurement:** The General Administration Section Invites Bids for **“Supply of Stationary and Miscellaneous Items”** as described in the Section III. The successful bidder will be required to supply best quality items to FEB&GIF as per terms and conditions specified in this bidding document.

2. **Eligibility to Bid:** Suppliers duly registered with tax authorities are eligible to participate only if they:

- a. Enclose proof of registration with the Income Tax and Sales Tax Departments with their Bid. (Failure to enclose these documents would declare the bidder non responsive)
- b. Not blacklisted by any department/firm/organization under the provision of Rule 19 of Public Procurement Rules 2004
- c. Enclose Inspection Certificate (Proforma attached in Sample Forms Section)
- d. Submit only one bid, individually. All Bids submitted in violation of this rule shall be rejected.
- e. Enclose attested copies of valid Service Contracts (proof of experience) for last three years of providing stationary & Misc. items of almost similar amount to Government departments, Autonomous/Semi-Autonomous bodies, organizations of comparable scale and stature.
- f. Quotation/Bid of Vendors/bidders already working with FEB & GIF who have not completed delivery of all items within stipulated period or provided substandard items will not be considered.

3. **Qualification of the Bidder/Supplier:** To qualify for award of the Contract, a bidder/Supplier shall meet the requirements specified in the commercial compliance in Section IV. Bid must be provided along-with prescribed Bid Form, duly completed, signed and stamped along with Bid Security as specified in IFB of this tender documents.

4. **Contents of Bidding Documents:** The set of Bidding Documents comprises of the Sections listed below:

Section I	Invitation for Bids (IFB)
Section II	Instructions for Preparing Bid
Section III	Specification & Schedule of Delivery
Section IV	Evaluation Criteria

Section V	Sample Forms
	a. Inspection Certificate
	b. Bid Form
	c. Price Schedule Form
	d. Specification Compliance Form
	e. Commercial Compliance / Bidder 's Capacity Assessment Form
	f. Performance Security Form
	g. Contract Agreement Form
Section VI	General Condition of Contract
Section VII	Special Condition of Contract

5. **Documents Comprising the Bid:** The Bid submitted by the Bidder shall comprise the following documents:

- i. Inspection Certificate
- ii. Bid Form (as per sample attached)
- iii. Qualification and Experience Information
- iv. Copies of Taxation Documents
- v. Bid Security
- vi. Documentary Evidence of Similar Supplies and Experience
- vii. Brochures (if any) of the items to be supplied

6. **Bids:** Prices shall be quoted entirely in Pak Rupees **inclusive of all applicable taxes**. The Bidder shall fill in the rate and prices for the required items, described in this document. All duties, taxes and other levies payable by the bidder. Cost for carriage/delivery shall be included in the rates/prices/total bid submitted by the bidder.

7. **Validity of Bid.** The Bid price shall remain valid during the Financial Year 2025-26 from the date of submission of the Bid specified in Clause 11 below. The Purchaser may request the Bidders to extend the period of validity for a specified additional period. The Purchaser's request and the Bidders responses shall be made in writing or by fax or by email. A Bidder may refuse the request for extension

of Bid validity in which case he may withdraw his Bid without any penalty. A Bidder agreeing to the request will not be required or permitted to otherwise modify its Bid.

8. **Language of the Bid:** All documents relating to the Bid and contract shall be in the **English** language.

9. **Preparation and Price Sealing of Bid:** The bidding documents shall be submitted by uploading on EPADS portal of PPRA. However, Original Bank Draft in f/o Board of Trustees FEB & GIF will be submitted to this office.

10. **Bid Security:** The amount of Bid Security shall not be less than **Rs. 200,000/-** and should be in the shape/form of pay order/band draft in favor of "Board of Trustees, FEB&GIF" Islamabad & must be attached with bid. Bid Security will stand forfeited in case the successful bidder fails to comply the execution of services/supply. Bid Security of successful bidder will be released after signing of the Contract and on submission of performance security/bond. Bid Security of unsuccessful bidder will be released not later than 21 days after notification of award of works.

11. **Place and Deadline for Submission of Bid:** The Bid shall be delivered to the Purchaser **NOT LATER** than **February 17, 2026 at 10.30 AM** at the EPADS portal of PPRA. Any Bid received by the Purchaser after the deadline prescribed in this clause will not be accepted and be returned unopened to the Bidder.

12. **Modification and Withdrawal of Bid:** No Bid shall be modified after the deadline for submission of Bid specified in Clause 11 above. Withdrawal of a Bid between the deadline for submission of Bid and the expiration of the validity of the Bid as specified in Clause 7.

13. **Opening of Bid:** The Purchaser will open the Bids, including modifications, in the presence of the Bidder's representatives who choose to attend, at **February 17, 2026 at 11.00 AM** at the address given in IFB. The Bidders' names, the Bid prices, the total amount of each Bid, any discounts, and Bid modifications and withdrawals will be announced by the Purchaser at the time of Bid opening.

14. **Process to be Confidential:** Information relating to the examination, clarification, evaluation and comparison of Bid and recommendation for the contract award shall not be disclosed until the award to the successful Bidder has been announced. Results of the bid evaluation will be made known in due course. Bidders are advised not to approach Purchaser. Any attempt to influence the process of evaluation will lead to rejection of bid.

15. **Evaluation and Comparison of Bid:** Upon technical and commercial compliance/qualification of the bidders with the specified requirements, mentioned in this tender document, the Purchaser will award the Contract to the Bidder on the basis of Quality and Cost based technique (item wise) of PPRA Rules. In evaluating the bid, the Purchaser will determine for each proposal as follows:

- a. **The bidders must quote rate against all items either for Part-A or Part-B or both parts as mentioned in section-III of tender documents.**
- b. **Bidders must submit Inspection Certificate duly signed/stamped as a proof of samples inspection of Stationery and Misc. Items.**
- c. where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- d. if a Bidder refuses to accept the correction, his Bid will be rejected.
- e. Conditional, incomplete bid or bid without Bid Security shall not be accepted; Bids received after the closing date and time will also be rejected.

16. **Purchaser's Right to Accept Any Bid and to Reject any or all Bids:** The Purchaser reserves the right to accept or reject any Bid, and to cancel the process of competition and reject all Bids, at any time prior to the award of the Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Purchaser's decision while complying with PPR-2004.

17. **Purchaser's Right to order Quantities:** The Purchaser, reserves the right to order quantities of the supplies of stationary & Misc. items as per its requirement and the quantity mentioned in Bill of Quantities section (Section-III of bidding documents) can be increased or decreased as well.

18. **Notification of Award and Signing of Contract:** Results of evaluation would be announced in a reasonable time; Bidders are instructed not to approach the Purchaser after opening of Bids until the finalization of award. The Bidder whose Bid has been accepted will be notified of the award by the Purchaser prior to the expiration of the validity period of the Bid, by letter. This letter will state the sum that the Purchaser will pay the Bidder in accordance with lowest bid price for supply of Stationary and Miscellaneous Items by the Bidder as prescribed by the Contract. The written notification of award may constitute the formation of the Contract.

19. **Performance Security:** Within twenty-one (21) days of the receipt of notification/letter of award from the Purchaser, the successful Bidder shall furnish the performance security for amount as per the Performance Security Form provided in the bidding documents, or in another form acceptable to the Purchaser. The bid security can be **retained by the purchaser** till satisfactory delivery of supplies during contract period.

**Section-III**  
**Specifications/Bill of Quantities**

**Stationery & Misc Items (Part-A)**

<b>Sr. No.</b>	<b>Description</b>	<b>Nos./Pkts</b>	<b>Quantity Required</b>	<b>Price (Including all applicable taxes)</b>
1	Attendance Register # 2	No.	5	
2	Ball point Blue (Piano Pro)	Pkts	210	
3	Brighter Marker (Dollar)	No.	112	
4	Binding Tape 2 Inch	No.	24	
5	Calculator (as per sample)	No.	26	
6	Correction Fluid Pen	No.	94	
7	Dumper Plastic (As per Sample)	No.	148	
8	Dispatch Register #6	No.	5	
9	Diary Register #6	No.	5	
10	Draft Pad (A4) Imported	No.	22	
11	Draft/Diary Pad (Small) (As per Sample)	No.	50	
12	Duster Yellow 20x30	No.	350	
13	Envelop File Size (Cloth) 100 gm	No.	2000	
14	Envelop 10x8 (Khaki) 100gm	No.	4200	
15	Envelop 10x8 (Khaki) Window 100gn (As per Sample)	No.	10000	
16	Envelop 9x4 (Khaki) (window) Printed as per sample	No.	65000	
17	Envelop 9x4 (Khaki) 100gm	No.	2600	
18	Envelop 9x4 (White) 100gm	No.	100	
19	File Board White (A4)	No.	1100	
20	File Cover Clip (As Per Sample)	No.	1000	
21	File Cover White (Single hole Tag) As per Sample	No.	55000	
22	File Cover Blue (DAR Cases) As Per Sample	No.	2000	
23	File Cover Yellow (Invalid Cases) As Per Sample	No.	500	
24	File Cover Pink (Death During Service) As Per Sample	No.	1500	
25	Gum Stick (Large) 20gm	No.	139	
26	Lead Pencil (Goldfish)	Pkts	7	
27	Log Book # 4	No.	8	
28	Marker (Permanent) Dollar (Black/blue)	No.	462	
29	Note Sheet Pad A4 (Imported)	No.	32	

30	Paper Cutter Knife (Large)	No.	30	
31	Peon Book 144 Pages	No.	10	
32	Pointer Dollar (Blue, Black)	Pkts.	10	
33	Punch Machine (Single Hole) Large	No.	70	
34	Punch Machine (Heavy Duty) imported upto 65 Pages	No.	12	
35	Roll Tape (PVC) 2 Inch Yellow	No.	36	
36	Register Plain (400 pages)imported	No.	15	
37	Scale Steel 1mm	No.	48	
38	Scissors Large Size (Imported)	No.	48	
39	Sharpener (Dux)	No.	87	
40	Short Hand Note Book (As per Sample)	No.	25	
41	Soft Rubber/Eraser	No.	124	
42	Stamp Pad (Small)	No.	40	
43	Stamp Pad Ink Blue/Black	No.	44	
44	Staple Machine (as per sample)	No.	136	
45	Staple Pins (24/6)	Box	1000	
46	Staple Machine (Heavy Duty) As per Sample	No.	5	
47	Staple Pin (Heavy Duty)	Box	20	
48	Staple Pin Remover (As per Sample)	No.	124	
49	Color Flags (As Per Sample)	Pkts	100	
50	Sticking Notes	Pkts	100	
51	Summary Paper A-4 size (80/Gm) Best Quality As per Sample	Ream	1600	
52	Summary Paper Legal size (80/Gm) Best Quality	Ream	5	
53	Tag Bundle (Best Quality)	Bundle	2500	
54	Tissue Paper Box (Lilly or Equivalent))	Box	350	
55	Toilet Role (22 meter) Rose Petal	No.	700	
56	Transparent Tape 1 Inch	No.	60	
57	Transparent Sheet Plastic (Pkt. Containing 100 Sheets)	Pkts	30	
58	Uni Ball (Oro G5)	Pkt.	37	
59	Gel-1 Pen (Dollar)	Pkt.	55	
60	Education Stipend/Reimbursement form (Colored Paper As per Sample)	No.	10000	
61	Marriage Grant Form (Colored Paper As per Sample)	No.	4000	

62	Benevolent Grant Form (B) Deceased Employee (Colored Paper As Per Sample)	No.	4000	
63	Benevolent Grant Form (B) Incapacitated Employee (Colored Paper As Per Sample)	No.	1000	
64	Farewell Grant Form (Colored Paper As per Sample)	No.	3000	
65	File Separator Plastic (1-10)	Set	250	
66	Lux Soap 128Gm	No.	96	

### **Toners (Part-B)**

<b>Sr. No.</b>	<b>Description</b>	<b>Nos./Pkts</b>	<b>Quantity Required</b>	<b>Price (including all applicable taxes)</b>
67	Tonner HP 2035, 2055 (5A) Original	No.	62	
68	Tonner HP 400 M401, 400M425 (80-A) Original	No.	95	
69	Tonner HP P1102, M1132 (85-A) Original	No.	40	
70	Toner HP m203, MFP M227 (30- A) Original	No.	58	
71	Drum Unit HP m203dw, MFP M227 (32- A) Original	No.	47	
72	Toner HP M402, MFP M426 (26-A) Original	No.	75	
73	Toner HP M402, MFP M426 (107-A) Original	No.	60	
74	Toner HP 12-A Original	No.	24	
75	Pantum Printer Toner 5120H Original	No.	65	
76	Pantum Printer Drum Unit Original	No.	25	
77	HP Toner 83-A Original	No.	10	
78	Toner HP 76-A with Chip Original	No.	15	
79	Toner 55-A (Original)	No.	5	
80	HP Toner 151-A (Original)	No.	75	
81	HP Toner 90-A (Original)	No.	5	
82	HP Toner 53-A (Original)	No.	10	

**\*\*\* Above mentioned Quantity Can be increased/decreased as per requirement.**

**Note: In case of non-compliance of above specification, bid shall be subject to rejection. Further, where ever make or model is mentioned, the bidder can quote the rate of any other equivalent make/model of item. The prospective bidders can visit this office to see the samples of items where necessary and shall also provide sample of above mentioned items for which they have quoted bid price.**

## Schedule of Delivery

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery required.

Sr. #	Description	Qty.	Required Delivery Schedule from the Date of supplier order	Location
1	Items mentioned in every supply order.	As per supply order.	20 days	Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Suharwardy, Zero Point,  Islamabad and its two Regional Offices at Lahore & Karachi (the bidder, on approval of quality & quantity of stationary items by purchaser, shall be liable to deliver stationary & Misc. items at Lahore & Karachi Regional offices <b>at his own freight &amp; delivery cost.</b>

## **Section – IV Evaluation Criteria**

Subject to preliminary examination of the bidders/bids to determine their responsiveness to the eligibility criteria specified in this bidding document the Evaluation Criteria for the subject procurement shall be based on mandatory compliance of the Specifications and Commercial requirements subject to quality of goods and Lowest item-wise Evaluated Cost/bid. In other words, the contract shall be awarded to the responsive bidder whose bid will be determined as the Financially Lowest Evaluated Bid and quality of product (item wise), subject to mandatory compliance of the commercial specification requirements.

Bidding Documents

## Section –V Sample Forms

### Notes on the Sample Forms:

The **Inspection Certificate**, bidders shall provide Inspection Certificate as a proof of samples inspection of Stationery and Misc. items after in person visit by the bidder or his representative.

The **Bid Form and Price Schedule Form**, bidder shall complete and submit with its bid the Bid Form and the Price Schedule from pursuant to ITB Clause 11 and in accordance with the requirements included in the bidding documents. The bidder should provide the Bid Security, in the form acceptable to the Purchaser, pursuant to ITB Clause 10

The **Contract Form**, will be required to be submitted by the successful bidder, after the contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 17, 18 and GCC Clause 9, acceptable deviations (e.g. payment Schedule pursuant to GCC Clause 6, spare parts pursuant to GCC Clause 8 or quantity variations pursuant to ITB Clause 17) the Price Schedule and Schedule of Delivery deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** should not be completed by the bidders at the time of their bid preparation/submission. Only the successful bidder will be required to provide the Performance Security (Guarantee) in accordance with the form indicated herein or in another form acceptable to the Purchaser, pursuant to GCC Clause 5 read with SCC Clause 3.

The **Manufacturer's Authorization** form should be completed by the manufacturer, as appropriate, pursuant to ITB Clause 2

**Federal Employees Benevolent & Group Insurance Funds Islamabad**

**INSPECTION CERTIFICATE**

(To be filled by Supplier/Bidder)

It is certified that representative of our firm M/s----- has visited/inspected the samples (in person) of supply of Stationery, Miscellaneous Items and Toners for Financial Year 2025-26 and quoted the rates accordingly. The detail of representative is following:

Name: \_\_\_\_\_

Company Seal \_\_\_\_\_

Inspection Date/Time: \_\_\_\_\_

Cell No. \_\_\_\_\_

Signature \_\_\_\_\_

Bidding Documents

**Bid Form**  
(On firm's letterhead)

Date: \_\_\_\_\_

**Director (Admn)**

Federal Employees Benevolent & Group Insurance Fund,  
BF Building, Shahrah-e-Shuhrwady, Zero Point,  
Islamabad.

Dear Sir:

Having examined the entire contents of bidding documents we offer to execute the Contract for **“Supply of Stationery and Miscellaneous Items”** in accordance with the Conditions of Contract accompanying this Bid for the Contract

We agree to abide by this Bid for Financial Year 2025-2026 from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If our Bid is accepted, we will obtain the guarantee of a bank @ 10% of amount of supply order issued by purchaser for the due performance, in the form prescribed by the Purchaser.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Fax Number, if any: \_\_\_\_\_

## Price Schedule Form (In Pak Rupees)

Name of Bidder \_\_\_\_\_

IFB No. \_\_\_\_\_

Sr. #	Description	Country of Origin	Unit Cost in figures (Inclusive of all taxes and delivery charges)	Amount in Words
1	2	3	4	5

**Note:**

1. Successful bidders shall provide free of cost replacement of defective supplies.
2. In case of discrepancy between unit price in figures and words, amount shown in column-5 above shall prevail.
3. The unit and total Delivered Duty Paid (DDP) / Ex-Warehouse Price (EXW) prices should include the incidental services and all taxes. No separate payment shall be made by the purchaser for the incidental services.

Signature & Seal of Bidder \_\_\_\_\_  
Date \_\_\_\_\_

## Commercial Compliance Form

Name of Bidder: \_\_\_\_\_

IFB No. \_\_\_\_\_ & Date: \_\_\_\_\_

<b>Minimum experience in manufacturing / supplies/ business.</b>	Minimum of five years of experience in the relevant field.	Certificate of Incorporation of firm with any proof of being in this business for at least 3 years
<b>Similar supply of Stationary &amp; Misc. Items</b>	Documented track of completing at least 3 similar assignments in the last 3 years of stationary & Misc. items, of a comparable scale.	Attach list of 3 similar assignments along-with attested copies of Purchase/ Work Orders
<b>Verifiable presence of service setup by trained staff</b>	Location of presence/office at Islamabad.	Evidence for location of presence/office and detail of skilled personal with contact number is required
<b>Similar Assignments in Hand (Current)</b>		
<b>Affidavit</b> (that the firm has never been blacklisted by private, Govt., Semi Govt./any Autonomous Body)	Department Name Similar assignment(s) of scale & stature	Name & Contact No. of department.
Other than original manufacturer		
<b>GST No.</b>	GST Certificate (if applicable)	Copy of GST Registration
<b>NTN</b>	NTN Certificate	Copy of NTN Certificate

### Experience of Supply

S. No	Description	Name / Contact Details of Purchaser	Cost	Date

Attached support documents

## Performance Security Form

(Bank/Insurance Guarantee)

To:

### Director (Admn)

Federal Employees Benevolent & Group Insurance Fund,  
BF Building, Shahrah-e-Shuhrwady, Zero Point,,  
Islamabad.

WHEREAS [name of Supplier] (hereinafter called —the Supplier||) has undertaken, in pursuance of Contract No. [reference number of the contract] dated \_\_\_\_\_ 2026 \_\_\_\_\_ to supply [description of goods and services] (hereinafter called —the Contract||).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 2026.

Signature and seal of the Guarantors

[name of bank

[address]

## Contract Agreement Form

### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 2026 \_\_\_\_ between Federal Employees Benevolent & Group Insurance Fund (FEB&GIF) (hereinafter called —**the Purchaser**||) of the one part and **[name of Supplier]** of **[city and country of Supplier]** (hereinafter called —**the Supplier**||) of the other part:

WHEREAS the Purchaser invited bids for supply of stationary & Misc. items, viz., [Title of Procurement]. and has accepted a bid by the Supplier for the supply of those goods and services in the sum of **[contract price in words and figures]** (hereinafter called —**the Contract Price**||).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - i. General Conditions of Contract;
  - ii. Special Conditions of Contract;
  - iii. Appendices;  
Appendix1: Specifications / Requirements  
Appendix2: Supplier's Bid (Bid Form & Price Schedule submitted by the bidder)  
Appendix3: Notification of Award  
Appendix4: Acceptance Letter  
Appendix5: Performance Security (where applicable)

The supplier is bound to supply the stationary & Misc. items on the rates quoted by him during the Financial Year 2024-2025 without any increase.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the stationary & Misc. items and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by the (for the Purchaser)

Witness 1:

Witness 2:

Signed, sealed, delivered by the (for the Supplier)

Witness 1:

Witness 2:

## Section -VI General Conditions of Contract (GCC)

1. **Definitions:** Boldface type is used to identify the defined terms
  - a. **The Contract** is the Contract between the Purchaser and the Service Provider to execute, complete, and maintain the Supplies as specified in the Form of Contract or in other sections of the Contract.
  - b. The Purchaser|| means the organization purchasing the Goods, as named in Form of Contract
  - c. **The Supplier** is a person or corporate body whose Quotation to carry out the Supplies has been accepted by the Purchaser and is named in the Form of Contract
  - d. **The Supplier's Quotation** is the complete document (Invitation for Bids together with attachments) submitted by the Supplier to the Purchaser.
  - e. **The Contract Price** is the price stated in the Letter of Acceptance/award of contract letter and thereafter as adjusted in accordance with the provisions of the Contract.
  - f. **Days** are calendar days; **months** are calendar months.
  - g. **A Defect** is any part of the Supplies not completed in accordance with the Contract.
  - h. **Specification** means the Specification of the Supplies included in the Contract and any modification or addition made or approved by the Purchaser.
  - i. **The Site** is stated in SCC: where supplies are to be made on working day except Sunday at Supplier's expense
2. **Scope:** The Supplier would provide supplies as stated in this tender document or any other requirements pursuant to GCC-9 hereto, during the period of the contract.
3. **Communications:** Communications between parties that are referred to in these Conditions shall be effective only when made in writing. A notice shall be effective only when it is delivered to addresses specified in Form of Contract
4. **Language and Law:** The Contract shall be in the English language. The law governing the Contract shall be the applicable law(s) of the Government of Islamic Republic of Pakistan and other requirements as listed at SCC

**5. Performance Security:**

5.1 Within twenty one (21) days of receipt of the notification/letter of Contract award, the successful Bidder shall furnish to the Purchaser the performance security @ 10% of the total bid price/the amount of lowest evaluated bid mentioned in letter of award of contract issued by purchaser in the amount specified in SCC.

5.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.

5.3 The performance security shall be denominated in the currency of the Contract acceptable to the Purchaser and shall be an unconditional bank guarantee issued by a reputable bank located in the Purchaser's country, in the form provided in the bidding documents or as per Clause 4 of Special Conditions of the Contract (SCC)

5.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days after 365 days of award of contract to the bidder and the completion of the Contract fulfilling all the obligations.

**6. Payments:** The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.

6.1 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Job delivered and upon fulfillment of other obligations stipulated in the Contract.

6.2 Payments shall be made promptly by the Purchaser, but in no case later than fifteen (15) days after submission of an invoice or claim by the Supplier, if no defect is found in supplies.

**7. Taxes:** The Supplier is responsible for all taxes in accordance with the laws of Islamic Republic of Pakistan. Production of Sales Tax Invoice would be mandatory for receiving payments under contract

**8. Price Adjustment:** Prices charged by the Supplier for Job delivered under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC by the purchaser.

**9. Change Orders:**

9.1 The Purchaser may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:

- a. quantities, or specifications;
- b. the place of delivery; and/or

9.2 If any such change causes increase or decrease in the cost of supplies, or the time required for, the Supplier performance of any provisions under the Contract, an equitable adjustment may be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment if accepted by purchaser under this clause must be asserted within fifteen (15) days from the date of the Supplier receipt of the Purchaser's change order.

**10. Amendment:** Subject to GCC Clause 9, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties

**11. Warranty:** As specified in the Clause 5 of SCC.

**12. Inspections & Tests:**

12.1 The Purchaser or its representative shall have the right to inspect and/or to test the quality of the supplies, to confirm their adherence to the Contract specifications at no extra cost to the Purchaser. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

12.2 The inspections and tests may be conducted at point of delivery or at the final destination. If conducted, all reasonable facilities and assistance shall be provided at no charge to the Purchaser.

12.3 Supplier will be liable to immediately replace the defected items highlighted during inspection/test or any time at belted stage & will provide best quality items in lieu thereafter immediately to the purchaser without demanding any additional cost to the quoted bid price.

**13. Supplier's Risks:** The risks of personal injury, death, and loss or damage to property and adjacent property (including, without limitation, the Supplies, materials and equipment) are Supplier's risks.

**14. Liquidated Damages:** Subject to GCC Clause 16, if the Supplier fails to deliver goods as specified in the Contract, timely, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in clause 6 of SCC of the delivered price of the delayed performance for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in clause 6 of SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract.

**15. Quality of Goods/supplies:** No variation in quality/substance etc. of supplies from specifications/requirements will be allowed. In case of delayed/unsatisfactory performance or non-performance, Purchaser shall impose a suitable penalty which may lead to the termination of the contract in part or in full. The Purchaser will recover the cost of job with substandard quality i.e. other than specifications/requirement, from accrued payments. The name of such Supplier can also be posted on website of the FEB&GIF for information of all Procuring Agencies & the supplier can also be blacklisted by the purchaser in case of non-compliance to purchaser.

**16. Force Majeure:** Either party may terminate the Contract by giving a thirty (30) days' notice to the other for events beyond that party's control, such as Wars and acts of God such as earthquakes, floods, fires, etc.

**17 Termination:**

17.1 Termination for Default. The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices, as defined at Rule 19 of PPR2004, in competing for or in executing the Contract.
- (d) if the Supplier becomes bankrupt or otherwise insolvent

17.2 Termination for Convenience. The Purchaser, by written notice sent to the Supplier may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective

**18. Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct negotiations any disagreement or dispute arising between them under or in connection with the Contract. In case of further disagreement either party can take the matter to arbitration in accordance with the Arbitration Act of 1940. However, such proceedings cannot initiate till 15 days of the notification of disagreement.

**19. Extension of Contract:** One month before the expiry of the contract period, both the parties with mutual agreement, can renew or extend the contract.

## Section -VII Special Conditions of Contract (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

### 1. Definitions (GCC Clause 1)

GCC 1 (i)—The Purchaser's site is: General Administration Section, Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Shuhrwady, Zero Point,,Islamabad.

### 2. Applicable Law & Language (GCC Clause 4)

GCC 4- The other legislative requirements are as follows:

The Employment of Children (ECA) Act 1991

The Bonded Labor System (Abolition) Act of 1992

The Factories Act 1934

### 3. Performance Security (GCC Clause 5)

Performance Security @ 10% of the amount of supply order/amount of total lowest evaluation bid & mentioned in letter of award by the purchaser in shape of Bank/Insurance Guarantee is to be provided by the bidder to purchaser. The bid money can also be retained by the purchaser till satisfactory supplies of material during the contract period.

### 4. Payment (GCC Clause 6)

**Full (100 %) payment** in Pak Rupees of the items supplied against each supply order (complete delivery) will be made upon receipt of invoices/delivery challan and issuance of **satisfactory certificate** by Admin Wing of the Purchaser duly signed/by name stamped, after supply of the items as per supply order, subject to submission of the Performance Security as specified at GCC Clause 5 and SCC Clause 3.e

### 5. Warranty (GCC Clause 11)

The supplier will provide full support during the One-year warranty period including repair and immediate replacement of all the supplies and associated parts and components replacement without any cost to purchaser in case of any failure, except any damage caused by the fire or disaster event.

**6. Liquidated Damages (GCC Clause 14)**

Subject to Clause 14 GCC, if the Supplier fails to deliver the goods or perform the services within the time period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract deduct from the Contract Price, as liquidated damages, a sum equivalent to minimum 0.07 percent of the supply order for each day of delay until actual delivery or performance, up to a maximum deduction of 20% of supply order. Once the maximum is reached, the purchaser may consider termination of the contract.

Bidding Documents