NATIONAL POLICE ACADEMY
SECTOR H-11, ISLAMABAD

BIDDING DOCUMENTS

for

SUPPLY OF STATIONARY AND NON-STATIONARY ITEMS AT THE NATIONAL POLICE ACADEMY SECTOR H-11, ISLAMABAD

January, 2025

F. No. NPA/12-18/2025-26
NATIONAL POLICE ACADEMY
SECTOR H-11, ISLAMABAD

INVITATION TO BID
Ref. No. 18/2025-26
For Goods, Works and Non-Consulting Services or equivalent
Say No to Corruption or equivalent
We stand united against terrorism or equivalent

National Police Academy, a premier police training institution of Pakistan, invites electronic bids from the original manufacturers/authorized dealers/distributor ship registered with Income Tax and Sales Tax Departments for ***"Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"***.

2. E-bidding documents as per regulation, containing detailed terms, specifications and requirements etc. are available for registered bidders on EPADS at (www.eprocure.gov.pk).

3. The electronic bids, must be submitted by using EPADS on or before 13th of February, 2026 at 1100 hours. Manual bids shall not be accepted. Electronic bids will be opened on the same day on 13th of February, 2026 at 1130 hours. Bid money in original must be delivered at office of the Assistant Director (Procurement) prior to submission date & time else bid shall not be considered.

Note: Notification of the GRC constituted in terms of rules -48 of PPRA rules, 2004 is provided on EPADS at www.eprocure.gov.pk.

Muhammad Farooq
Deputy Director (Admn)
Ph: 051-9258183
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1. **Scope of Bid** — ***"Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"*** as per specification enclosed as Annex-A.

2. **Corrupt and Fraudulent Practices** — The bidder will show highest standards of ethics during bidding process and carrying out the contract. In pursuance of this, the following provisions shall apply:

   (a) ***"coercive practice"*** means impairing or harming or threatening to impair or harm, directly or indirectly, persons or their property, to influence participation in tendering process, or affect the execution of a contract;

   (b) ***"collusive practice"*** means a scheme or arrangement between two or more parties, with or without the knowledge of NPA, designed to establish prices at artificial, noncompetitive levels or to otherwise deprive NPA of the benefit of free and open competition;

   (c) ***"corrupt practice"*** means the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the actions of a public official (including purchaser and employees of organization taking or reviewing selection decisions) in the selection process or in contract execution or the making of any payment to any third party, in connection with or in furtherance of a contract, in violation of any applicable law in the country**;**

   (d) ***"fraudulent practice"*** means any act or omission, including any misrepresentation, in order to influence (or attempt to influence) a selection process or the execution of a contract to obtain a financial or other benefit or to avoid (or attempt to avoid) an obligation;

   (e) ***"obstructive practice"*** means destroying, falsifying, altering or concealing evidence material or making false statements in order to impede an investigation into allegations of a coercive, collusive, corrupt, fraudulent, or prohibited practice; and threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation and acts intended to impede the exercise of the inspection and audit rights; and

   (f) ***"prohibited practice"*** means any action that makes disqualification of bidder. NPA will reject a bid if it determines that any bidder directly or indirectly is engaged in coercive, collusive, corrupt, fraudulent, obstructive or prohibited practices in competing for contract.

   (g) ***"Inspection of accounts"*** means NPA has the right to inspect financial position, records and other documents of the bidder in order to determine that the bidder has firm footing.

3. **Procedure** — Single stage one envelope procedure of the open competitive

bidding process shall be adopted. Items shall be evaluated and awarded on item wise least cost basis.

4. Language of Bid

Bid as well as all correspondence and documents relating to the bid exchanged by bidder and NPA shall be written in English/Urdu**.**

5. Eligible Bidders

A bidder must:

(a) Be on active taxpayers list of FBR.

(b) Have at least last 03 years' experience in relevant field with government departments.

(c) Not declared blacklisted.

(d) Pakistani having valid CNIC.

(e) Have good reputation in relevant field.

6. Number of bids

(a) Bidder shall submit only one bid which will be processed and evaluated as per specifications and criteria defined in the bidding document.

(b) In case of submission of 2nd bid, only 1st bid will be considered.

7. Bid Price

(a) Bid price must be quoted in Pak rupees inclusive of prevalent taxes.

(b) Overwriting of figure and use of fluid will not be permitted and the bid may be rejected in that case.

(c) Only one price of item shall be mentioned.

8. Documents Comprising the Bid

Bid shall comprise the following:

(a) Rates as per pattern at Annex-A.

(b) Written consent as per Annex- B.

(c) Price inclusive of all prevalent taxes. The quoted price will be deemed to be inclusive of all taxes.

(d) Call deposit in shape of demand draft/pay order/CDR in favour of ***"Academy Fund Account"*** @ Rs. 300,000/-.

(e) Documents showing at least last 03 years' experience in relevant field to the government departments.

(f) Copies of NTN/GST certificates which ever applicable.

(g) Addresses of retail outlets & warehouses which ever applicable.

(h) Certificate as per Annex-C:

i. Certificate of ownership of firm;

ii. Not declared black listed;

iii. Having read & accepted all clauses of biding documents;

iv. Authorized person, if any, to deal with NPA.

(i) Valid Address, Telephone, Fax & Mobile Nos.

(j) Valid CNIC copies of owner and representative, if any.

(k) Original manufacturer or valid authorized dealership/distributorship.

(l) Copy of CNIC/license of driver who would supply feed at NPA;

(m) Copy of registration of vehicle which would delivered feed;

(n) Contract on judicial paper along with its bid which should not be less than Rs.50/- as per Annex-D.

(o) Broacher/pamphlet having complete details of the item/services/work to be supplied/carried out, if applicable.

(p) Any other document that the bidder may feel to add in support of its bid and has plus point.

9. Dead line for submission of Bids

Bids must be submitted only electronically physically bids shall not be accepted. Bid shall be submitted before designated time in invitation to Bid.

10. Bid Security

(a) Bid security shall be in shape of demand draft/pay order/CDR in favour of ***"Academy Fund Account"*** @ Rs. 300,000/-.

(b) Bid security shall be submitted physically at the office of Assistant Director Procurement NPA, Sector H-11, Islamabad.

(c) Bid shall not be accepted if bid security is not received physically.

(d) Bid security of unsuccessful bidders will be returned after issuance of supply/work order to the lowest evaluated bidder.

(e) Representative may collect the bid security on furnishing a written request on letter head duly signed & stamped and proving identity.

11. Performance Guarantee

(a) Bid security of successful bidder shall stand converted as performance guarantee and shall be retained till warranty or extended period(s). Period of warranty shall start from the date of completion of supply/work.

(b) Performance guarantee shall be forfeited in case of carrying out partial, substandard or deviated supply/work/services and not completing the supply/work/services within timeframe.

12. Period of Validity of Bids

Bids shall remain valid for One Hundred & Twenty (120) days. Period can be extended after consultation with the bidders.

13. Participation in the bids opening session

(a) Attendance of all bidders or their representatives shall be obtained.

(b) In case of representatives, authorization letter on the letter head of firm duly signed and stamped shall be mandatory for participation in the bids opening session.

14. Bid Opening Session

(a) Bids shall be opened on the prescribed date & time, as given in invitation to bid, by the Departmental Purchase & Inspection Committee of NPA.

(b) All envelopes shall be opened in a session.

(c) The official shall read aloud: name of bidder; presence of bid security; price quoted and any other detail as deemed appropriate.

15. Public riot, strike or insurgency

In case of Public Riot, Strike, Insurgency and scenario beyond human control, next working day of office will be considered as bid opening session.

16. Incomplete bid

Bids not accompanying the mentioned documents/information shall be construed as incomplete bid and may be rejected.

17. Confidentiality; Undue Influence

Information relating to evaluation of bids and recommendations of contract award shall not be disclosed to bidders or any other person not officially concerned with such process until evaluation report is published. Undue use by any bidder of confidential information related to the process may result in the rejection of its bid.

18. Deviations, Reservations, and Omissions

During the evaluation of bids, the following definitions apply:

(a) *"deviation"* is a departure from the requirements specified in bidding documents;

(b) *"reservation"* is the setting of limitation or conditions or withholding from complete acceptance of the requirements specified in the bidding documents; and

(c) *"omission"* is the failure to submit part or all of the information or documentation required in the bidding documents.

Any deviation, reservation & omission may lead to rejection of bid.

19. Evaluation of Bids

Evaluation of bids shall be made by the Departmental Purchase & Inspection Committee, report of which shall be uploaded on EPADS. Lowest evaluated bid shall be accepted. Following is the Evaluation Criteria:

(a) Envelop has been sealed as per instructions;

(b) Rate on the enclosed list as at Annex-A;

(c) Availability of written consent as per specimen at Annex-B;

(d) In case of same price for the supply/work/services, selection will be made on the basis of length of experience of the firm and warranty period, if applicable;

(e) Copies of NTN/GST Certificates which ever applicable;

(f) Call deposit at the rate and shape as specified;

(g) Certificate as per Annex-C:

  i. Ownership of firm;

  ii. Not declared blacked listed;

  iii. Having read & accepted all clauses of bidding documents; and

  iv. Authorized person, if any, to deal with NPA;

(h) Copies of valid CNIC of owner and representative;

(i) Availability of broacher/pamphlet of the items/works/services to be supplied/carried out, if applicable;

(j) Selection of bidders will be made on lowest evaluated rates;

(k) Online verification of bidder on Active Taxpayer's List of FBR;

(l) Valid Address, Telephone & Mobile No. of the bidder;

(m) Copies of last 03 years supply/work orders in the relevant field to government departments;

(n) Contract on judicial paper not less than Rs. 50/- as per specimen of contract at Annex-D;

(o) Inspection of retail Outlet/Warehouse of the bidder;

(p) Sampling of items/services/work could be carried out by the Departmental Purchase & Inspection Committee which would be the key factor for selection;

(q) Bidder may add additional documents in support of its bid; and

(r) Clarification of the documents could be made.

20. Sampling of the items/work Sampling of items/services/work could be carried out by the Departmental Purchase & Inspection Committee on the date of opening of bid. Decision for selection of products by the DP&IC will be final. Selected items can be retained by NPA for post evaluation.

21. Acceptance of Bid

a) Selection of bidders will be made on lowest quoted rates of each item and on aggregate price of entire bid.

b) The most advantageous bid shall be accepted.

22. Grievances Committee National Police Academy has constituted a grievances committee which can be approached through a written complain addressed to the *"National Police Academy Grievances Committee"*.

23. Right of acceptance or rejection

(a) Departmental Purchase & Inspection Committee of NPA reserves the right to accept or reject bids or annul bidding process at any stage prior to issuance of supply/work order.

(b) In case of rejection or annulment, bidders shall collect bid security from the office of Assistant Director (Procurement). Collection of bid security and evaluation report shall be responsibility of bidders.

(c) Bidders shall collect their bid securities on written request on letter head duly authorized to their representative.

24. Debarring or Blacklisting National Police Academy reserves the right to debar any bidder for a specific period or blacklist bidder for future bids.

25. Subletting of work Subletting of the supply/services/work to anyone else shall not be allowed and the contract would be cancelled in that case and performance guarantee will be forfeited.

26. Award of work Lowest evaluated bidder(s) as per evaluation criteria shall be issued supply/work order.

27. Contract The bidder shall submit contract on judicial paper along with its bid which should not be less than Rs.50/-. Specimen of contract is at Annex-D.

28. Supply/work

a. The bidder shall carry out supply/work as per demand from the National Police Academy.

b. Assistant Director (S&HQ) shall be focal person for seeking guidance or carrying surveillance of the work/supply.

c. The supply/work shall be carried out/accepted as per scope of work at Annex-A and keeping into consideration demand of Assistant Director (Procurement).

29. Warranty Period All supply/work/services shall have warranty of 01 year. Performance guarantee shall be released after the designated period

	of warranty. In case of extended warranty offered by the bidder, period of warranty shall also stand extended.
30. Validity of rates	Rates quoted in the bid shall be valid for a period of (01) one year or for extended period with mutual consensus of NPA and the bidder.
31. Completion time	The bidder shall be bound to carry out the supply/work/services within agreed period as stated in the contract. Period can be extended with mutual consent of both parties.
32. Increase or decrease work/supply	National Police Academy reserves the right to increase or decrease quantity of item/work/services during the agreed period. In that case, rate per item/work/services will be charged by the bidder.
33. Extension of Contract	Period of contract can be extended with mutual consent of both the parties.
34. Advance	No advance amount will be released by the NPA.
35. Physical Inspection	National Police Academy reserves the right to carry out physical inspection of the supply/work/services during the process or prior to acceptance.
36. Payments	Payments will be released after satisfactory completion of supply/work/services, submission of bills and signed physical inspection report by the Departmental Purchase & Inspection Committee.
37. Notices	Notices may be served to the bidder in case of supplying/carrying out damaged, dysfunctional, defective, used, repaired, altered or deviated supply/services/work. Upon serving third notice, supply/work awarded shall be cancelled and the performance guarantee shall be forfeited.
38. Public Procurement Rules	Procurement process shall be made in accordance with Public Procurement Rules, 2004, as amended from time to time. Any clause of the bidding document in contravention of the Public Procurement Rules shall stand frozen.

Annex-A

SCOPE OF WORK

Price must be quoted inclusive of all taxes or equivalent

Stationery Items

S. No	NAME OF ITEMS	Unit	Qty Proposed for FY 2024-25
1.	ACR Paper Different Color (Yellow & Pink) (Spectra) (PKT)	Pkt	12
2.	Art Card Sheet as per Sample	Nos	10
3.	Ballpoint Dollar Clipper equivalent	Nos	2000
4.	Ball Pen Uni ball eye Fine equivalent	Nos	300
5.	Ball Pen Uni ball Vision/ Elite equivalent	Nos	70
6.	Uni Eye Micro equivalent	Pkt	300
7.	Uni Ball Signo Um-120 equivalent	Nos	300
8.	Binding Tape l. 7"inch sensa equivalent	Nos	60
9.	Binding Tape (2 INCH) sensa equivalent	Nos	100
10.	Carbon Paper	Nos	12
11.	Clip Board (Deli equivalent)	Nos	24
12.	Certificate paper 125gm as per Sample	Nos	500
13.	Certificate Printed as per Sample	Nos	500
14.	Chart Paper (colored)21-I/2x227-l/2" 150gm as per Sample	Nos	24
15.	Card Dori	Nos	250
16.	Card Cover Plastic PVC size (Peach equivalent)	Nos	250
17.	Card Cover Clips (Peach equivalent)	Nos	250
18.	Calculator CT-912 (Citizen equivalent)	Nos	18
19.	Coating sheet ID size Ecotone 250 Micron	Nos	200
20.	Coating Sheet A4 size Ecotone 80 Micron	Nos	200
21.	Dispatch Register	Nos	04
22.	Day Book	Nos	04
23.	Drafting Pad Ax4 Size (Al Farooq equivalent)	Nos	60
24.	Drafting Pad Small (Al Farooq equivalent)	Nos	60
25.	DO Letter Pad A4 as per Sample 100 Sheets	Pad	06
26.	Duster board	Nos	12

27.	Duster Cloth White as per Sample	Nos	200
28.	Duster Cloth Yellow as per Sample	Nos	300
29.	Drawing Pins Colored (Dingli equivalent) PKT	Nos	48
30.	Dock Folder Executive (Cosmo equivalent)	Nos	18
31.	Envelope F4 cotton Jali	Nos	18
32.	Envelops7-I/2x5-l/2 White 70gm as per Sample	Nos	1000
33.	Envelops 9x4-White 70gm- as per sample	Nos	2500
34.	Envelops 9x4-Khaki 80gm- as per sample	Nos	3000
35.	Envelops A4 size White70gm as per sample	Nos	1000
36.	Envelop A4 size Khaki 70 gm as per sample	Nos	1500
37.	Envelops Legal Size white 70gm as per sample	Nos	1000
38.	Envelops Legal Size Khaki 70gm as per sample	Nos	200
39.	Engagement Stand Ax4 Crystal as per sample	Nos	18
40.	Fluid with Thinner (Pelikan equivalent)	Nos	12
41.	Fluid Pen (Dux)	Nos	200
42.	Fax Roll (Panasonic)	Nos	36
43.	File Cover Legal Size Four color Printing With NPA Logo as per sample	Nos	3000
44.	File Board Legal size as per sample	Nos	1500
45.	Folder for Officers Rexene Red Printed Logo Size 5-1/2 x8 as per sample	Nos	300
46.	Folder for Certificates as per sample (CBC equivalent) blue	Nos	200
47.	Folder for Certificate Blue Rexene as per sample	Nos	300
48.	Glace Paper	Nos	200
49.	Gum Liquid Bottle 1 Littre	Littre	36
50.	Gum Bottle 142 (Nafees equivalent)	Nos	36
51.	Gum Stick 40 gm (UHU equivalent)	Nos	200
52.	High Lighter (Pelikan equivalent)	Nos	350
53.	Ink Pot 60ml (Dollar equivalent)	Nos	12
54.	Ink Stamp Pad28.5ml (Crystal equivalent)	Nos	18
55.	Invitation card as per sample	Nos	1000
56.	Invitation Card Printing	Nos	1000
57.	ID Card Printing	Nos	500
58.	Medical Card Printing	Nos	500
59.	Led Pencils (Dux equivalent)	Nos	600

60.	Log Book No 6 (Tayyaba equivalent)	Nos	06
61.	Marker Permanent (Dollar equivalent)	Nos	120
62.	Marker White Board (Dollar equivalent)	Nos	120
63.	Note Sheet pad Ax4 Size 70 gm 50 Sheets as per sample	Pad	250
64.	Officer Hand Pad 3-1/2x8 100 Sheet with printed NPA Logo	Pad	200
65.	Paper Pin (Elephant equivalent)	Nos	100
66.	Paper Clips (Twelue Stars equivalent) (PKT)	Nos	100
67.	Paper Photocopy 80 gm Ax4 Size (Paper One equivalent) (REAM)	Ream	700
68.	Photocopy 80gm Legal Size (Paper One equivalent) (REAM)	Ream	12
69.	Paper Computer AA 80gm Ax4 Size (Double A equivalent) (REAM)	Ream	600
70.	Paper Computer Ream A4 80 Grm Legal (REAM)	Ream	12
71.	Paper White 100 gm A4 (PAPER ONE equivalent) (REAM)	Ream	06
72.	PC Cleaner (Peridot equivalent)	Nos	12
73.	Pen Holder (Dux equivalent)	Nos	06
74.	Punch Single Hole as per sample	Nos	18
75.	Punch Double Hole Large Size (KW-Trio equivalent) 912	Nos	12
76.	Plastic Sheets for Binding Ax4 Size (IBICO equivalent)	Nos	1000
77.	Plastic Sheets for Binding Legal Size (IBICO equivalent)	Nos	300
78.	Peon Book 90 Sheets (Tayyaba equivalent)	Nos	36
79.	Post IT Pad 2x3 (Pronoti equivalent)	Nos	18
80.	Post IT Pad 3x3" (Pronoti equivalent)	Nos	36
81.	Post IT Pad 3x4 (Pronoti equivalent)	Nos	36
82.	Post IT Pad 3x5 (Pronoti equivalent)	Nos	36
83.	Paper Cutter Deli 2001	Nos	12
84.	Pin Remover (KW-Trio)	Nos	12
85.	Paper Colored Hard Sheets for Binding Ax4 Size 150gm as per sample	Nos	700
86.	Paper Colored Hard Sheets for Binding Legal Size 150gm as par sample	Nos	300
87.	Pin Cushion	Nos	06
88.	Rubber Band	Nos	06
89.	Ring Folder	Nos	08

90.	Register No 24 (Alfarooq equivalent)	Nos	36
91.	Register Stock No 8 (Tayyaba equivalent)	Nos	12
92.	Register Attendance No 2(Tayyaba equivalent)	Nos	08
93.	Register Cash Book No.6 (Tayyaba equivalent)	Nos	06
94.	Register No. 10 (Alfarooq equivalent)	Nos	50
95.	Register No. 8.S (Letts equivalent)	Nos	02
96.	Eraser (Pelikan equivalent)	Nos	150
97.	Ruler Steel 12" as per sample	Nos	24
98.	Scotch tape 0.75"inch (5 Star equivalent)	Nos	100
99.	Scotch Tape 1.75[11]inch (5Star equivalent)	Nos	100
100.	Schneider Max 222F Marker	Nos	12
101.	Schneider One Business Pen	Nos	10
102.	Stapler Machine 24/6 (KW-Trio equivalent) 5871	Nos	24
103.	Stapler Machine No l0 (KW-Trio equivalent)	Nos	06
104.	Short Hand Book 80 Sheets (Lucky equivalent)	Nos	12
105.	Short Hand Pencils (Goldfish equivalent)	Nos	36
106.	Stamp Pad (Lancer equivalent)	Nos	18
107.	Sharpener Plastic (Rabbit equivalent)	Nos	50
108.	Sharpener Steel (Dux equivalent)	Nos	50
109.	Scissor Large 9" as per sample	Nos	12
110.	Scissor Small 5" as per sample	Nos	12
111.	Separator Sheets A-Z Plastic or 1-20 as per sample	Pkt	50
112.	Stapler Pin 23/10	Pkt	10
113.	Stapler Pin 23/13	Pkt	10
114.	Stapler Pin 23/15	Pkt	10
115.	Stapler Pin 23/17	Pkt	10
116.	Stapler Pin 23/20	Pkt	10
117.	Stapler Pin 24/6 (KW-Trio equivalent)	Nos	160
118.	Stapler Pin No 10 (KW-Trio equivalent)	Nos	60
119.	Sharpener Machine (KW-Trio equivalent)	Nos	06
120.	Spiral For Binding 8 mm (IBICO equivalent)	Nos	50
121.	Spiral For Binding 10 mm (IBICO equivalent)	Nos	50
122.	Spiral For Binding 12 mm (IBICO equivalent)	Nos	50

123.	Spiral For Binding 14 mm (IBICO equivalent)	Nos	50
124.	Spiral For Binding 16 mm (IBICO equivalent)	Nos	50
125.	Spiral For Binding 19 mm (IBICO equivalent)	Nos	50
126.	Spiral For Binding 22 mm (IBICO equivalent)	Nos	50
127.	Spiral For Binding 25 mm (IBICO equivalent)	Nos	50
128.	Spiral For Binding 28 mm (IBICO equivalent)	Nos	50
129.	Spiral For Binding 32 mm (IBICO equivalent)	Nos	50
130.	Spiral For Binding 36 mm (IBICO equivalent)	Nos	50
131.	Spiral For Binding 40mm (IBICO equivalent)	Nos	50
132.	Spiral For Binding 46 mm (IBICO equivalent)	Nos	50
133.	Spiral For Binding 50 mm (IBICO equivalent)	Nos	50
134.	Tape Dispenser (KW-Trio equivalent)	Nos	06
135.	Tags 6" as per sample	Nos	500
136.	Table Diary (World Dairy equivalent)	Nos	06
137.	Table Planner as per sample	Nos	18
138.	Table Set Transparent Joint (Kaligaon equivalent)	Nos	08
139.	Telephone Index Large (Cosmo equivalent)	Nos	08
140.	Table File Tray Plastic as per sample	Nos	16
141.	Table Name Plate as per sample	Nos	400
142.	Binder Clip ½ 19mm (1x12)	Nos	48
143.	Binder Clip 1” 25mm (1x12)	Nos	48
144.	Binder clip 1-1/2” 32mm (1x12)	Nos	48
145.	Binder Clip 2” 51mm (1x12)	Nos	48
146.	Reflecting Diaries	Nos	200

Non-Stationery Items

S. No	NAME OF ITEMS	Unit	Qty Proposed for FY 2024-25
1.	Cell A23	Nos	200
2.	Cell AA Power Plus	Nos	700
3.	Cell AAA Power Plus	Nos	700
4.	Ring Binder File 25mm Comet	Nos	06
5.	Ring Binder File 35 mm Comet	Nos	06
6.	Stop Watch	Nos	03
7.	Table Bell Automatic	Nos	12
8.	Air Freshener Air Wick equivalent Refill	Nos	48
9.	Air Freshener equivalent Cobra	Nos	70

10.	Air Freshener equivalent Glade	Nos	36
11.	Air wick equivalent Automatic Machine	Nos	06
12.	Air Freshener equivalent Al Rehab	Nos	24
13.	Certificate Printing A4 size	Per 4 color print	200
14.	Face Mask	Pkt	12
15.	Glass Cleaner	Nos	12
16.	Lifebuoy equivalent Liquid Soap Big 200ml	Nos	24
17.	Liquid Bleach	Nos	12
18.	Liquid Soap Dove equivalent	Nos	12
19.	Morteen equivalent Spray 300ml	Nos	24
20.	Magazine Book Print 250 Pages	Per copy	40
21.	MCMC course book printing as per sample 40 pages	Per copy	90
22.	Notice Board 3x4	Nos	06
23.	Kiwi equivalent Revive all Spray	Nos	24
24.	Officer Hand bags with name plate	Nos	150
25.	News Letter Book Printing 50 pages	Per copy	650
26.	Packing Shopper for Uniform (KG)	KG	350
27.	Pencil Holder Mug	Nos	12
28.	Paper shredder machine Deli	Nos	02
29.	Soap Lux equivalent 100 gram	Nos	60
30.	Dove equivalent soap 135 gram	Nos	24
31.	Shield small leather 6*8	Nos	200
32.	Ceramic Shields	Nos	50
33.	Shield NPA building (Black)	Nos	50
34.	Shield VVIP large	Nos	06
35.	Stamp Official Printy equivalent	Nos	50
36.	Oak wood Shield blue 8*8	Nos	100
37.	Washing Powder (Surf Excel equivalent) 500 gms	Kgs	10
38.	Tissue Paper Multi Color Rose Petal equivalent	Nos	50
39.	Tissue Paper Supreme	Nos	100
40.	Tissue Paper Pop Up equivalent	Nos	200
41.	Tissue Roll Rose Petal equivalent	Nos	200
42.	Towel 25x50 White	Nos	03
43.	Target poster for firing size 2 feet x 10 Inch x 1 feet x 10 Inch	Nos	1000
44.	Tie PSP	Nos	48
45.	Tie Pin	Nos	48
46.	Tie NPA	Nos	48
47.	Table Calendar	Nos	18
48.	Rain Coat	Nos	16
49.	Umbrella	Nos	16

50.	Hand Sanitizer	Nos	100
51.	Flags Law Enforcement Agencies	Nos	12
52.	Table Flags of different countries	Nos	12
53.	Stand for Table flags	Nos	06
54.	Custom Kraft Paper bags	Nos	12
55.	Thinner	Nos	06
56.	Black Sheet for firing	Nos	600
57.	Khaki Sheet for firing (as per Sample)	Nos	600
58.	Rope	ft	100

Signed & stamped by the bidder _____

Annex-B

To be reproduced on the letter head of firm/contractor/proprietorship or equivalent

Islamabad, ____ day of _____ month of _____

The Deputy Director Admn or equivalent
National Police Academy
Sector H-11, Islamabad.

Subject: SUPPLY OF STATIONARY AND NON-STATIONARY ITEMS AT THE NATIONAL POLICE ACADEMY, SECTOR H-11, ISLAMABAD

Reference: Invitation to Bid No. 19/2023-24 of the National Police Academy for "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"***,

M/s_____

hereby submit its Bid for "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"***. Necessary documents as have been asked for are also enclosed.

Signatures of bidder _____

Name of bidder _____

Status of Bidder owner/representative or equivalent _____

Name of firm _____

Address of firm _____

Stamp of firm _____

Annex-C

To be reproduced on the letter head of firm/contractor/proprietorship by the owner or equivalent

CERTIFICATE

This is to certify that I, _____ am the legal owner of firm M/s _____ with its address at _____. I have read and accepted all the clauses of bidding document for Bid for "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"***. I hereby certify that my firm has not been declared blacklisted by any government agency. I hereby appoint/authorize Mr. _____mention "self" if not authorized anyone or equivalent as my representative to deal with National Police Academy for the purpose of this bid.

Signatures of owner of firm _____

Name of bidder owner of firm or equivalent _____

Stamp of firm _____

Annex-D

To be reproduced on judicial paper or stamp paper not less than Rs. 50 or equivalent

SPECIMEN OF CONTRACT

This agreement has been made on _____ day of _____ 20 _____ between National Police Academy hereinafter called the "Employer" or equivalent and M/s _____ hereinafter called the "Contractor" or equivalent with their corporate status and registered address shall deem to include in case of individual or proprietorship, firm, heirs, legal representative or if a partnership, the party or survivors, their respective heirs, executive heirs, executors and administrators of, if a company, its successors in business or equivalent.

2. WHEREAS, the Employer is desirous to procure/carry out item/work/services in the light of clauses enumerated in bidding document for "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"*** already collected by the Contractor. In response to invitation to bid M/s _____ has agreed to carry out supply/work of items/services at NPA in the light of clauses of bidding document for "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"*** with the performance guarantee of its Pay Order/Demand Draft as security.

NOW this Contract witnesses as follows:

i. The following documents shall be construed as part of this Contract:
   (a) bidding document for "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"***;
   (b) Specifications of the supply/work as specified in the bidding document.

ii. In this contract words and expressions shall have the same meanings as are respectively assigned to them in the bidding document for "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"***.

iii. In consideration of the payments to be made by Employer to Contractor as hereinafter agreed upon, the Contractor hereby covenants with the Employer to execute and complete the "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"*** in conformity and in all respects within the provisions of the bidding document for "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad".***

iv. Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of supply/work as per provisions of the bidding document for "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"***.

v. Amount to be paid to the Contractor will be as per quoted rates and as per clauses of bidding document for "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"***.

vi. All prevalent government taxes will be applicable for deduction from the Contractor.

vii. The Contractor will have to accomplish the supply keeping into consideration timeframe given in the supply orders and during period agreed upon.

viii. Notices may be served to the Contractor in case of poor performance or sub-standard supply/work or not carrying out the supply/work in requisite timeframe as explained in bidding document.

ix. The Contractor and the Employer have agreed to execute this contract for the period w.e.f _____ to _____ and for extended period with mutual consensus.

x. If any dispute arises relating to terms and conditions/agreement, the decision of the Commandant, National Police Academy shall be final and binding.

3. IN WITNESS WHEREOF the Employer and the Contractor agreed to execute the contract in the light of above terms and the clauses of bidding document for "***Supply of Stationary and Non-Stationary Items at the National Police Academy, Sector H-11, Islamabad"***.

Signature of the Contractor	Signature of NPA
_____	_____
Seal or equivalent	Seal or equivalent

Signed, sealed and delivered in the presence of:

Witness 1:	Witness 2:
_____	_____
Name, CNIC No. and Address or equivalent	Name, CNIC No. and Address or equivalent

CHECKLIST OF ITEMS PROVIDED WITH THE BID

S #	Points	Check box	
1.	Envelop has been sealed as per instructions	Yes ☐	No ☐
2.	Rate on the enclosed list as at Annex-A	Yes ☐	No ☐
3.	Availability of written consent as per specimen at Annex-B	Yes ☐	No ☐
4.	Copies of valid NTN/GST Certificates which ever applicable	Yes ☐	No ☐
5.	Copies of valid CNIC of owner and representative	Yes ☐	No ☐
6.	Call deposit at the rate and shape as specified	Yes ☐	No ☐
7.	Copies of last 03 years supply/work orders in the relevant field to government departments	Yes ☐	No ☐
8.	Certificate as per Annex-C: i. Ownership of firm; ii. Not declared blacked listed; iii. Having read and accepted all clauses of bidding documents; iv. Authorize person, if any, to deal with NPA.	Yes ☐	No ☐
9.	Valid Address, Telephone & Mobile No. of the bidder	Yes ☐	No ☐
10.	Online verification of bidder on Active Taxpayer's list of FBR	Yes ☐	No ☐
11.	Copies of last 03 years supply orders in relevant field to government departments	Yes ☐	No ☐
12.	Bidder may add additional documents in support of its bid	Yes ☐	No ☐