



**WAFAQI MOHTASIB (OMBUDSMAN)'S SECRETARIAT
PESHAWAR**

**Bidding Documents for Procurement of Stationery & Other Miscellaneous
Stores Items on Annual (Running) Contract Basis Through EPADS for the
Financial Year 2025-26**



OMBUDSMAN

F.No 1(13) Stores/WMS/2025-26

WAFAQI MOHTASIB SECRETARIAT, PESHAWAR

Issue Date 23.02.2026
Due Date 10.03.2026

Receiving Time 11:00am
Opening Time 12:00pm

E-TENDER NOTICE NO. 1 (2025-26)

PURCHASE OF STATIONERY & OTHER MISCELLANEOUS STORES ITEMS ON ANNUAL CONTRACT BASIS THROUGH EPADS FOR FINANCIAL YEAR 2025-26

Wafaqi Mohtasib's Secretariat, Peshawar invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) for purchase of stationery and other miscellaneous stores items on the basis of annual running contract on "as and when" required basis, for the **financial year 2025-26** from the date of award of the contract and up to 30th June, 2026 from well reputed firms/ manufacturers/ their authorized agents/ general order suppliers/stockist/stationers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods having NTN, GST No. on Active Tax payers List of FBR etc, also registered on PPRA E-PADS and maintaining proper Shops/Offices located in Peshawar.

2. List of the items with specifications and terms & conditions are given in the tender document. The tender document can be downloaded from www.mohtasib.gov.pk or accessed through the e-PADS <https://eprocure.gov.pk> Interested bidders may submit their bids & tender documents duly signed/stamped along with covering letter on firm/company's letter head on e-PADS on or before **10.03.2026** by **11:00 am** positively. The sealed bids along with original bid security may also be submitted in the office of the Assistant (Store). Bids will be opened at **12:00 pm** on the same day in the presence of bidders or their representatives who wish to be present. The annual running contract will be awarded to successful bidder(s) after scrutiny by the committee as per criteria laid down in tender document and in accordance with PPRA Rules, 2004.

3. Each bid should be accompanied by bid security of **Rs. 90,000/-** in the shape of pay order in favour of DDO, Wafaqi Mohtasib's Secretariat, Peshawar. The bids without bid security shall not be entertained. The firms should be active tax payer, registered with income tax/sales tax departments and also registered on PPRA e-PADS. The payment of all the taxes is the responsibility of the firms. The competent authority may reject all bids or any prior to the acceptance in accordance with Rule 33 of Public Procurement Rules, 2004.

(Fawad Hanif)
Director (Admin)
Phone: 091-9213477

INSTRUCTIONS TO BIDDERS (ITB)

Bidders are advised to read the Instruction to Bidders (ITB) carefully as elaborated below;-

1. Scope of Bid.

1.1 Wafaqi Mohtasib's Secretariat (WMS), Peshawar invites electronic bids on PPRA e-Pak Acquisition & Disposal System (EPADS) for purchase of stationery and other miscellaneous stores items as specified in detail, Schedule of Requirements on the basis of annual running contract on "as and when" required basis, for the financial year **2025-26**. The successful bidders will be required to supply best quality items to WMS as per terms and conditions specified in this bidding document.

2. Eligible Bidders.

2.1 This Invitation for Bids is open to all original manufacturers/ their authorized agents/ general order suppliers/stockist/stationers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods having NTN, GST No. on Active Tax payers List of FBR etc and also registered on PPRA e-PADS.

2.2 Not blacklisted under the provision of Rule 19 of PPRA Rules 2004.

3. Preparation of Bids and Applicable Bidding Procedure.

3.1 **The bidding procedure** is governed by Public Procurement Rule 36 "Procedures of Open Competitive Bidding" sub-rule (a) "**Single stage – One Envelop procedure**". Each bid shall be comprised of one single envelope containing financial proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

3.2 **Language of Bid:-** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency, shall be written in English/Urdu.

3.3 **Bid Form;-** The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the Goods to be supplied, a brief description of the Goods and prices.

3.4 **Bid Currencies;-** Prices shall be quoted in Pak Rupees.

4. Bid Security

4.1 The Bidder shall furnish, as part of its bid, a bid security amounting to Rs. -----/- in shape of pay order.

4.2 The bid security is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 4.6.

4.3 Any bid not secured in accordance with ITB Clauses 4.1 will be rejected by the Procuring Agency as nonresponsive.

4.4 Unsuccessful bidders' bid security will be discharged or returned as promptly as possible after the award of contract to the successful bidder/bidders.

4.5 The successful Bidder's bid security will be converted into Security Deposit which will be retained with the Wafaqi Mohtasib Secretariat till 30.06.2026

4.6 The bid security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity specified in the Clause 5.2(iii);

(b) if a bidder is found indulged in fraudulent/ corrupt practices/concealment of facts ;

(c) in the case of a successful Bidder, if the Bidder fails:

- to sign the contract in accordance with the contract agreement form.
- fails to deliver the Goods within stipulated time period as per Schedule of Requirements.
- fail to supply superior quality items.

5. Evaluation and Qualification Criteria.

5.1 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 requirements subject to the most advantageous bid. In other words the contract shall be awarded to the responsive bidder whose bid will be determined as the most advantageous bid of every item.

5.2 The following mandatory documents will be required for eligibility and qualification of the bidders:-

- NTN & GST Certificate.
- Proof of on active Tax payers List of FBR.
- Registered suppliers on the e-Pak Acquisition & Disposal System (EPADS).
- Undertaking regarding Bid validity period of one year i.e till 30.06.2026.
- Submission of original pay order as bid security with bid.
- Bidding documents duly signed/stamped.
- Certificate regarding not blacklisted under the provision of Rule 19 of PPRA Rules 2004.
- Location & address of the shop/company/firm in Peshawar.

6. Period of Validity of Bids:-

6.1 Bids shall remain valid for the period specified in Clause 5.2(iii) i.e 30.06.2026 after the date of bid opening prescribed by the Procuring Agency in the invitation to bids/tender notice. A bid valid for a shorter period shall be rejected by the Procuring Agency as nonresponsive.

7. Modification and Withdrawal of Bids:-

7.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring Agency prior to the deadline prescribed for submission of bids.

7.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. A withdrawal notice may be uploaded on e-PADS and also be sent by fax or email, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

7.3 No bid may be modified after the deadline for submission of bids.

7.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 4.6.

8. Clarification of Bids:-

8.1 During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

9. Preliminary Examination:-

9.1 The Procuring Agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

9.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, the bid will be rejected, and bid security shall be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

9.3 The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided that such waiver does not prejudice or affect the relative ranking of any Bidder.

9.4 The Procuring Agency will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions, such as those concerning Bid Security and Taxes and Duties will be deemed to be a material deviation. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

9.5 If a bid is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

10. Contacting the Procuring Agency:-

10.1 Subject to ITB Clause 8, no Bidder shall contact the Procuring Agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring Agency, it should be done in writing.

10.2 Any effort by a Bidder to influence the Procuring Agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

11. Award Criteria; Subject to ITB Clause 12, the Procuring Agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

12. Procuring Agency's Right to Accept/ Reject Bids; The Procuring Agency reserves the right to accept or reject all bids, and to annul the bidding process and reject all bids at any time prior to acceptance of the bids, without thereby incurring any liability to the affected Bidder or bidders. The Procuring Agency will inform the affected Bidder or bidders of the grounds for the Procuring Agency's action, if so requested, but

the Procuring Agency shall not be required to justify the grounds. It may also add or skip the items mentioned in schedule of requirement.

13. Notification of Award:

13.1 Prior to the expiration of the period of bid validity/extended bid validity, the Procuring Agency will notify the successful Bidder in writing by registered letter, that its bid has been accepted.

13.2 The notification of award under ITB 13.1 will constitute the formation of the Contract.

14. Signing of Contract: At the same time as the Procuring Agency notifies the successful Bidder, the Procuring Agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.

15. Corrupt or Fraudulent Practices:

15.1 The Procuring Agency observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Procuring Agency:

(a) Defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a PPRA financed contract if it at any time determines that the firm has engaged in corrupt and fraudulent practices in competing for, or in executing, a PPRA financed contract.

16. Blacklisting:

16.1 The Procuring Agency may blacklist a bidder/firm found under obligation of the wrong doings vide clause 15.1 (a, b and c) or who consistently fails to perform satisfactorily.

16.2 Before blacklisting of the firm, show cause notice will be issued to the bidder followed by personal hearing, in case of non-resolution of issue. The nature of blacklisting of firm, whether temporary or permanent, will depend upon the gravity of offense.

Table of Contents

S. No	Description
1	Section I. Invitation to Bids (Tender Notice)
2	Section II. Instructions to Bidders
3	Section III. Schedule of Requirement
	Schedule of Delivery
4	Section IV. Evaluation Criteria
5	Section V. Contract Agreement Form
6	Section VI. Term and Conditions of Contract

SCHEDULE OF REQUIREMENT

F.No.01 (13) Stationery/Miscellaneous/WMS/2025-26

**WAFaqI MOHTASIB'S SECRETARIAT, PESHAWAR
LIST OF STATIONERY, MISCELLANEOUS AND IT ITEMS (Price Schedule)**

S. No.	Item/Description	Unit Price without GST (Rs)
(A)	STATIONERY ITEMS	
1.	Dak/Peon Book-96 Sheets	
2.	Dak Pad Rexine F/S size	
3.	Diary Register 12,10,6	
4.	Eraser DG-50	
5.	Eraser-AL-30	
6.	Envelope SE-5 khaki Per 100 (9 x 4 size)	
7.	Envelope SE-6 khaki Per 100 (11 x 5 size)	
8.	Envelope SE-8 khaki Per 100 (15 x 12 size)	
9.	Envelope Cloth lined A/4 per 100 (10 x 12 size)	
10.	File Binder Rexine	
11.	File Board	
12.	File Cover	
13.	Fax Roll 30 Mtr	
14.	Gum Bottle 5-oz (142 gms)	
15.	Gum Stick (large)	
16.	Gum Stick (Medium)	
17.	Ink (Fountain Pen) blue, black & Red	
18.	Marker compo	
19.	Marker Uniball 157 Uniball	
20.	Marker Highlighter (All Colours)	

21.	Paper Cutter Knife steel	
22.	Paper Offset A4 80 gms (Imported) – 500 sheets	
23.	Paper Offset Double A 80 gms (Imported) 500 sheets	
24.	Paper coloured Imported 80 gms A4	
25.	Paper coloured Imported 80 gms Legal	
26.	Paper Duplicating 55 gms (F/S) – 450 sheets	
27.	Paper Pin 50 gms	
28.	Paper Clip 36 mm	
29.	Ball Point regular	
30.	Ball Point superior	
31.	Pointer double soft liner	
32.	Punch Single hole	
33.	Pencil Lead Rubber Tip (HB0)	
34.	Punch Double hole	
35.	Post-it- Pads (Size 2x3)	
36.	Post-it- Pads (Size 3x3)	
37.	Post-it- Pads (Size 3x5)	
38.	Ruled Register No 08	
39.	Ruled Register No 10	
40.	Ruled Register No 12	
41.	Ruled Register No 14	
42.	Ruled Register No 16	
43.	Ruled Register No 20	
44.	Ruled Register No 24	
45.	Stock Register	
46.	Scotch Tap (1/2 x 10 yards)	
47.	Scotch Tap (1 x 10 yards)	
48.	Scotch Tap (1 x 50 yards)	
49.	Stamp Pad (blue, black, red) large size	
50.	Stamp Pad Ink (blue Black & Red)	
51.	Sharpener Plastic (good quality)	
52.	Short Hand Book 100 sheets	
53.	Short Hand Pencil	
54.	Stapler Machine	
55.	Staple Pin (1000 Nos. 24/6)	

56.	Staple Pin Heavy duty (1000 Nos. 23/8)	
57.	Staple Pin Remover	
58.	Scissor Plastic Handle (7 Inch) good quality	
59.	Tag Cotton (8 inch)	
60.	Tag Cotton (12inch)	
61.	Table Set	
62.	Toner for Photocopier (Toshiba Digital e-Studio 5008A) T 3008 P	
63.	Toner for Photocopier (Toshiba Studio 181)	
64.	Toner for Printer brother DR.3607	
65.	Toner HP 84A-85-A-05A 80-A LaserJet Printer	
66.	Toner HP 79-A 12-A LaserJet Printer	
67.	Toner W-151 –A LaserJet Printer	
68.	Toner DR 3607 LaserJet Printer	
69.	Toner for Fax Machine (Canon L-120)	
70.	White Fluid with Thinner	
71.	Uni Correction Pen CLP-300(8ml)	
72.	Waste Paper Basket Plastic (Round)	
(B) MISCELLANEOUS ITEMS		
73.	Air Freshener (Mosquito)-300ml	
74.	Air Freshener -300 ml	
75.	Brooms Tinka Large size	
76.	Cell (AA 1.5V) for Wall Clock	
77.	Cell (AAA 1.5v) for Remote	
78.	Cell 12 V A23	
79.	Commode Brush (Nylon)	
80.	Car Polish	
81.	Thermos bottle (2 ltr)	
82.	Choke for electric Tube Light 40-Watt	
83.	Tube Light 40-Watt complete	
84.	Duster Cotton (18" x 30")	
85.	Duster Flalain Thick superior (18" x 30")	
86.	Glint Spray, 500ml	
87.	Lota Plastic	
88.	Phenyl ball per kg	
89.	Mob brush	

90.	Finis (2.75 ltr)	
91.	Sweep ½ Litre	
92.	Soap Toilet (70grams)	
93.	Liquid Soap	
94.	Soap washing	
95.	Hand Sanitizer 500 ml	
96.	Examination Gloves (latex) (Pkt)	
97.	Mask	
98.	Polyphone Gloves (Latex) pkt	
99.	Hand wash (500 ml)	
100.	Starter for Electric Tube Rod S-10,S2	
101.	Thinner Per ltr	
102.	Tissue Box (100 x 2 ply) Supreme	
103.	Tissue Roll (Big size)	
104.	Tube Rod 4 ft. (Electric) 40watt	
105.	Bulb(LED 14 watt) (20 watt) (30 watt) (50 watt)	
106.	Bulb(Energy Saver 14 watt) (20 watt) (30 watt) (50 watt) (12 watt (ceiling light)	
107.	Bulb Holder	
108.	Electric Heater	
109.	Electric Kettle	
110.	Power Shoe	
111.	Remote Bell	
112.	Multi Extension Board	
113.	Telephone Set	
114.	Vim powder bottle 450 gms	
115.	Wiper Steel Handle	
116.	Water Tumbler (Glass)	
117.	Washing Powder/Surf 115 gms	
118.	Tezab for floor cleaning	
119.	Towel	
120.	Plastic Mug	
121.	Plastic Balti Large	
122.	Door Lock	
123.	Door Handle	
124.	Chapka Kundi	
125.	China Lock	

126.	Wall Clock	
127.	Water Filter (Filters 2 Type)	
128.	Basin Mixture	
129.	Muslim Shower	
130.	Wash room set	
131.	Tap Spender	
132.	Tap cover	
133.	Mirror	
134.	Tea Cups	
135.	Tea Set	
136.	Steel Tray	
137.	Jug	
138.	Dispenser water bottle	
139.	Quarter Plates (Glass)	
140.	Large Plates (Glass)	
141.	Bowl (Donga) (Glass)	
142.	Tea Spoon	
143.	Table spoon	
144.	Mate	
145.	Backache Cushion	
(C)	COMPUTER ACCESSORIES	
146.	Keyboard	
147.	Mouse Optical	
148.	Mouse Pad Imported	
149.	Flash/USB 16 GB	
150.	Flash/USB 32GB	
151.	DVD Re-writable 4GB	
152.	Flash/USB 64 GB	
153.	CD RE-writable 700 MB	
(D)	REFILLING OF TONER CARTRIDGES OF PRINTERS	
154.	Toner for Photocopier (Toshiba Studio 181)	
155.	Toner HP 84A-85-A-05A 80-A LaserJet Printer	
156.	Toner HP 79-A 12-A LaserJet Printer	
157.	Toner W-151 –A LaserJet Printer	
158.	Toner DR 3607 LaserJet Printer	

Note: Where ever make or model is mentioned, the bidder may quote the rate of any other equivalent make/model of item with good quality.

Name of Firm, Signature & Seal _____

SCHEDULE OF DELIVERY: The items shall be delivered and installed in accordance with the following schedule.

S. No.	Description	Qty	Required Delivery Schedule from the Date of Supply Order	Location
1	Items mentioned in every supply order	As per supply order	Within three days	Wafaqi Mohtasib Secretariat, Peshawar

Bid Form

Date: _____

No: _____

To: Director (Admin)
Wafaqi Mohtasib Secretariat
Peshawar.

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the goods in conformity with the said bidding documents enclosed with Bid Security which is **Rs. 90,000/-**

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we hereby agree that our Bid Security as being provided herewith this "Bid Form", will remain with the Procuring agency according to Clause 20 of the terms & conditions.

We also agree regarding Bid validity period till 30.06.2026 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.

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.

Dated this _____ day of _____ 20_____.

[Signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

AGREEMENT

This agreement is made the _____ day of _____ 2025 between Wafaqi Mohtasib (Ombudsman)'s Secretariat, Peshawar (hereinafter called the purchaser) and M/S _____ (hereinafter called "the supplier/vendor"), whenever the context as permits assigns) of the one of the part.

Whereas the supplier/vendor has agreed to supply the items with reference to Wafaqi Mohtasib Secretariat's Award of Contract No. _____ dated-_____ 2025.

NOW THIS AGREEMENT WITNESSETH FOLLOWS:

1. In this Agreement words and expressions shall have **AS** the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) The Purchaser's Notification to the Supplier of Award of Contract (Supply Order);
- (b) The Form of Bid and the Price Schedules submitted by the Supplier;
- (c) The Term & Conditions of Contract;
- (d) The Schedule to Bid (requirement);
- (e) Specifications (if any);

3. Conditions of Contract

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.

Agreement Period. The agreement will be valid from the date of award of contract till 30th June 2026.

- a) **Supply of Goods.** i) The approved items of the tender will be supplied on free delivery basis at Wafaqi Mohtasib Benevolent Fund Building Peshawar on, as and when required basis, throughout the **financial year 2025-26.**
ii) All the supplies will be new and strictly in accordance with the specifications as laid down in the tender documents. Toners for printers & photocopiers will be genuine/original.
iii) Partial supply is not admissible
- c) **Inspection and Tests.** i). After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity and quality of goods.

ii. The Inspection Committee of Wafaqi Mohtasib Secretariat, Peshawar will carry out detailed physical examination of stocks and can reject, any item if found not according to the approved sample etc. Moreover, the Supplier will also be responsible to replace the same without any further charges.

d). **Packing & accessories:** All the items to be provided are in proper company packing.

e). **Transportation and delivery requirements.** i. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.

The Supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination.

ii. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.

f). **Warranty.** The warranty period (if any of the items is) of the supplied goods shall be one year from the date of delivery of the supplies at the purchaser's premises.

g) **Payments.** Payment to the successful bidder/Supplier will be made subject to:

- i) Satisfactory delivery of items as per approved sample.
- ii) 100% payments on delivery of items will be made through cross cheque by AGPR Peshawar.
- iii) Payment of GST and other taxes etc. is the responsibility of the firms. If any item is exempted from GST, documentary proof is required to be furnished.

h) **Security Deposit:** The bid securities of the successful bidder(s), will be converted into Security Deposit which will be retained with the Wafaqi Mohtasib Secretariat till **30.06.2026.**

IN WITNESS the parties hereto have caused this Agreement to be executed in accordance with the laws of PPRA Rules 2004 on the day, month and year indicated above.

Signature of the Supplier

Signature of the Purchaser

Seal

Seal

Term and Conditions of Contract

TERMS & CONDITIONS

1. The bidders must have their own retail or whole sale shops located in Peshawar.
2. The firms should be active tax payers and registered with Income Tax and GST Departments.
3. The Firm should be registered supplier on the e-Pak acquisition & Disposal system (EPADS)
4. Two options of prices quoted for the same item will be rejected in accordance with PPRA Rules 2004. Only one price should be quoted for each item.
5. The approved items of the tender will be supplied on free delivery basis at Wafaqi Mohtasib Secretariat Benevolent Fund Building Peshawar cant on, as and when required basis, throughout the financial year 2025-26.
6. Bids will be evaluated on the basis of prescribed specifications and samples provided by the bidders. Samples of all the items will have to be provided on demand. However, the samples of paper must be attached with the bids. Approved samples of approved bidders will be retained till 30.6.2026.
7. All the supplies must be new and strictly in accordance with the specifications as laid down in the tender documents. Toners for printers & photocopiers must be genuine/original.
8. Rates offered shall remain valid for a period of one year from the date of contract and till 30th June, 2025.
9. Bids must be accompanied with bid security of Rs.90, 000/- equal to 3% of the tender value in the shape of pay order in favour of Wafaqi Mohtasib Secretariat, Peshawar.
10. Bills of the inspected and accepted supplies must be furnished in triplicate appended with active tax payer list. After necessary scrutiny and verification of such bills, the payments will be made through AGPR, Peshawar by cross cheque subject to furnishing of bill/GST invoice along with active tax payer list by the company. All the taxes levied by the Government of Pakistan from time to time will be deducted from the bills
11. Wafaqi Mohtasib's Secretariat reserves the right to impose cut on prices proportionately in case the supplies are not found conforming to the specifications.
12. The competitive rates quoted must commensurate/match with the quality/standard of supply.

13. At any stage during tender period any prospector/proprietor whose firm previously was black-listed but he deceitfully succeeds in getting his other firm registered with new name, then this other firm too will automatically stand black listed.
14. Each bidder must possess its Vendor number, GST number, National Tax Number. & Telephone /mobile number etc.
15. All successful bidders will have to furnish active tax payer certificate from FBR etc and also registered on PPRA e- PADS.
16. In case of non-supply of requisite items within stipulated period (7days), Wafaqi Mohtasib's Secretariat will either purchase these items from open market at the risk and cost of the supplier and difference (if any) will be charged to the supplier concerned OR contract will be cancelled and his bid security will be forfeited.
17. Partial supply is not admissible.
18. Any tender/bid received after due date/time given in the tender notice will not be accepted.
19. Payment of GST and other taxes etc. is the responsibility of the firms. If any item is exempted from GST, documentary proof is required to be furnished.
20. The Competent Authority of Wafaqi Mohtasib Secretariat may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with rule 33 of Public Procurement Rules, 2004.
21. The bid securities will be returned/released to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it can be converted into Security Deposit which will be retained till 30.06.2026.
22. In case of dispute/confusion, the decision of the Chairman, Purchase Committee will be final.
23. The purchase procedures are subject to observance of PPRA Rules, 2004.

We, M/S _____ have read, understood and bound to abide by the above mentioned terms & conditions.

NAME OF FIRM, SIGNATURE & SEAL _____

FIRM/COMPANY'S PROFILE

FIRM'S NAME: _____

ADDRESS: _____

TELEPHONE NO. _____ FAX NO. _____

BANK A/C NO. _____

BANK NAME/BRANCH. _____

SALES TAX REGISTRATION NO. _____

NATIONAL TAX NO. _____

AGPR'S VENDOR NO. _____

NAME OF FIRM, SIGNATURE & SEAL _____

