



**INTER STATE GAS SYSTEMS (PVT) LTD.**

Tender No. ISGS/Proc/TE-Admn-06/25-26

**INVITATION TO BID**

**SUPPLY CONTRACT OF STATIONERY ITEMS**

1. Inter State Gas Systems (Private) Limited (ISGS) is a company working under the umbrella of Ministry of Energy (Petroleum Division), Government of Pakistan. ISGS invites electronic bids from experienced eligible suppliers, registered with Tax Departments, for entering into an annual rate running contract for stationery items. Interested bidders can register themselves electronically on e-PADS through <https://eprocare.gov.pk/#/supplier/registration>.
2. Bidding documents containing detailed requirements, terms and conditions are available for the registered bidders on e-PADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and [www.isgs.com.pk](http://www.isgs.com.pk).
3. The electronic bids, prepared in accordance with the instructions provided in the bidding documents, must be submitted by using e-PADS portal on or before **1400 hrs. on 16 March 2026**. Manual bids shall not be accepted. Electronic bids will be opened on the same day at 1430 hrs. on [www.eprocure.gov.pk](http://www.eprocure.gov.pk). In case the day of bid submission and opening falls on a public holiday, the next working day shall be considered as the deadline for the same.
4. Notification of the GRC constituted in terms of Rule-48 of Public Procurement Rules, 2004 is provided on the procuring agency's website ([www.isgs.com.pk](http://www.isgs.com.pk)), on e-PADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and [www.ppra.org.pk](http://www.ppra.org.pk).

Chairman Tender Committee  
Tender for Supply Contract of Stationery Items  
Inter State Gas Systems (Private) Limited.  
Petroleum House, 8<sup>th</sup> Floor, Ataturk Avenue, G-5/2, Islamabad.  
Phone No. 051-9217667-9  
Email: [isgs.procurement@isgs.com.pk](mailto:isgs.procurement@isgs.com.pk)

**Tender No: ISGS/Proc/TE-Admn-06/25-26**

**Tender Document**

**SUPPLY CONTRACT OF STATIONERY ITEMS**

**Bid Submission**

e-PADS Portal

Date: **16 March 2026** (up to 1400 Hrs)

**Bid Opening**

Venue: ISGS Head Office

Date: **16 March 2026** (at 1430 Hrs)



**Inter State Gas Systems (Private) Limited**

**Petroleum House, 8<sup>th</sup> Floor, Ataturk Avenue, G-5/2, Islamabad**

Tel: 051-9217667- 9

Fax: 051-9217671

Website: [www.isgs.com.pk](http://www.isgs.com.pk)

**TABLE OF CONTENTS**

<b>1.</b>	<b>DEFINITIONS .....</b>	<b>4</b>
<b>2.</b>	<b>INTRODUCTION OF THE COMPANY.....</b>	<b>4</b>
<b>3.</b>	<b>INVITATION TO BID.....</b>	<b>4</b>
<b>4.</b>	<b>SCOPE OF SUPPLY UNDER THE TENDER.....</b>	<b>4</b>
<b>5.</b>	<b>INSTRUCTIONS TO BIDDERS.....</b>	<b>4</b>
<b>6.</b>	<b>SELECTION PROCEDURE.....</b>	<b>6</b>
<b>7.</b>	<b>TERMS OF PAYMENT .....</b>	<b>7</b>
<b>8.</b>	<b>SPECIAL CONDITIONS OF TENDER .....</b>	<b>7</b>
<b>9.</b>	<b>CLARIFICATIONS .....</b>	<b>7</b>

**LIST OF ANNEXURES**

<b>Annex-I:</b>	<b>FORM OF BID [On Bidder's Letter head] .....</b>	<b>8</b>
<b>Annex-II:</b>	<b>DRAFT CONTRACT AGREEMENT.....</b>	<b>10</b>
<b>Annex-III:</b>	<b>MANDATORY REQUIREMENTS FOR BIDDERS TO QUALIFY.....</b>	<b>20</b>
<b>Annex-IV:</b>	<b>PRICE SCHEDULE [On Bidder's Letter head].....</b>	<b>22</b>

## **1. DEFINITIONS**

In this Tender Document, unless there is anything repugnant in the subject or context:

- 1.1 **“Annexure/Annex”** means any of the Performa/template defined in this Tender Document.
- 1.2 **“Bidder” or “Bidders”** means a person, consultant, firm, company or an organization that has submitted a proposal to ISGS in accordance with this Tender Document.
- 1.3 **“Bid Security”** means a deposit made by the bidder in favor of ISGS through pay order or demand draft.
- 1.4 **“Contract”** means an agreement signed between the Successful Bidder and ISGS for supply of stationery items.
- 1.5 **“ISGS”** means Inter State Gas Systems (Private) Limited. The terms ISGS, client & company are used interchangeably.
- 1.6 **“Project”** means entering into a rate running contract with a supplier through a tendering process, for supply of stationery items as given in Annex-IV.
- 1.7 **“Successful Bidder”** means the Bidder(s) selected for the award of tender based on evaluation criteria stated herein.
- 1.8 **“Supply”** means supply of stationery items as envisaged in this Tender Document.
- 1.9 **“Tender Document”** means this bid solicitation document in respect of hiring of supplier for entering into a rate running contract for supply of stationery items, and as may be amended or modified in accordance with the Public Procurement Rules, 2004 (PPRA Rules) and terms stated herein. The expressions Tender and Tender Document are used interchangeably.
- 1.10 **“Tender Committee”** means a committee constituted by the ISGS to conduct the procurement process till the selection of Successful Bidder as per the Tender Document.

## **2. INTRODUCTION OF THE COMPANY**

ISGS was incorporated in 1996 as a private limited company. ISGS is engaged in implementation of mega projects in the oil & gas sector. These include infrastructure development, transportation and management/operations through large diameter, long haul transmission networks for petroleum products.

## **3. INVITATION TO BID**

ISGS invites sealed e-bids from experienced and tax registered suppliers to enter into a rate running contract, for a period of one (1) year, for supply of stationery items as per the terms and conditions of this Tender. The Contract may be extended on expiry with the same terms and conditions based on satisfactory performance of the Successful Bidder and at the sole discretion of ISGS.

## **4. SCOPE OF SUPPLY UNDER THE TENDER**

The scope of Supply under the Tender shall be as per clause 2 “Scope of Supply” of the Annex-II: Draft Contract.

## **5. INSTRUCTIONS TO BIDDERS**

The objective of “instructions to bidders” is to provide Bidders the information to submit their bids in response to this Tender, according to the requirements defined in this Tender and in the same order/sequence as set forth in this document. Bidders must follow the following requirements for their proposals/bids:

- 5.1 Bidders downloading the Tender Document from ISGS website ([www.isgs.com.pk](http://www.isgs.com.pk)) shall send an acknowledgement to ISGS. The acknowledgement shall have full contact details of its contact person. Any communication/response to the clarifications shall be shared to such provided contact

- person. ISGS assumes no liability for non-receipt of communication/clarifications for such Bidders who do not share the required contact details.
- 5.2 Bid Security for an amount as mentioned in Annex-III shall be submitted in the form of demand draft/pay order in favor of ISGS. The original Bid Security shall be submitted at ISGS head office and a soft copy to be uploaded on e-PADS. No bid shall be entertained without Bid Security.
  - 5.3 For this Tender, the procedure narrated in Rule 36(a) of Public Procurement Rules, 2004 (“PPR 2004”) “Single stage – one envelope procedure” for open competitive bidding shall be followed.
  - 5.4 Bidders are required to submit their electronic bids through e-PADS. All the pages of the bid must be sequentially numbered. All pages of the price schedule and Form of Bid must be stamped & signed by the representative authorized at clause 6 of the Form of Bid. All other pages of the bid must be stamped and initialled by the representative authorized at clause 6 of the Form of Bid.
  - 5.5 Bidders shall provide the documents as mentioned in Annex-III “Mandatory Requirements For Bidders’ To Qualify”. Any short coming in the said requirements shall render the Bidder disqualified.
  - 5.6 Bidders are required to state, in their bids, the name, title, fax number and email address of the bidder’s authorized representative through whom all communication shall be directed until the process has been completed.
  - 5.7 The Bidders shall bear all costs/expenses associated with the preparation and submission of the bids and ISGS shall in no case be responsible/liable for those costs/expenses.
  - 5.8 Each bidder shall submit only one bid, multiple bid submissions shall render the Bidder disqualified.
  - 5.9 ISGS may, at any time prior to the deadline for submission of the Tender, on its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, or for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s). ISGS shall notify the amendment(s) in writing within reasonable time prior to the bid submission date.
  - 5.10 ISGS may, at its exclusive discretion extend the deadline for the submission of the bids in which case all rights and obligations of the ISGS and the Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
  - 5.11 ISGS may, at its exclusive discretion, terminate this tender at any stage of procurement process without incurring any liability whatsoever and without assigning any reason or having to owe any explanation whatsoever.
  - 5.12 Currency of the Tender is Pakistani Rupee (PKR). Bidders are required to submit their bids accordingly. All kind of taxes, duties, charges/levies applicable in Pakistan shall be considered inclusive in the bid price and taxes shall be deducted at source as per applicable laws. The prices shall remain fixed for the term of the Contract and no change/revision in price shall be allowed.
  - 5.13 The bid validity period will be one hundred and twenty (120) days, starting from the date of opening of the bids. Within the original validity of the bids, ISGS may request the Bidders to extend their bid validity for another period not exceeding the original bid validity. The Bidders who choose not to extend their bid validity as desired by ISGS would be required to withdraw their bids and their Bid Security shall be returned to them.
  - 5.14 In case of extension of bid validity, the Bidders shall also extend validity of their Bid Securities for corresponding period.
  - 5.15 Bid Security shall be returned to the unsuccessful bidders after the award of subject Contract. Whereas the Bid Security of the successful bidder shall be returned after retention of Performance Security from its first invoice.
  - 5.16 An amount equivalent to 10% of total amount of each invoice of the Successful Bidder will be retained by ISGS as “Performance Security”, the retained amount of each invoice shall be released

on retention of amount of 10% of total amount from the next invoice. At a given time, throughout the contract period, ISGS shall not retain an amount of more than 10% of total amount of corresponding invoice on account of Performance Security. The retained amount on account of Performance Security shall be returned to Successful Bidder upon successful completion of contract period, or if terminated earlier, in accordance with the clauses of the contract signed between ISGS and Successful Bidder.

- 5.17 The language of the bids shall be English and/or Urdu. Any printed literature furnished by the Bidder(s) in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.
- 5.18 The Bidders may, by written notice served on the ISGS, modify or withdraw their bids after submission, if it has been submitted before the deadline of submission and the modified bid is resubmitted within the submission deadline. After expiry of deadline for submission of the bids no modification of withdrawal shall be allowed. The Bid(s), withdrawn after the deadline for submission of the bids and prior to the expiration of the period of the bid validity, shall result in forfeiture of the Bid Security.
- 5.19 Bids may be rejected if:
- a. Signed "Form of Bid", as per format given at Annex-I, with official stamp affixed on it is not provided; or
  - b. Bid Security is not submitted as per the requirements; or
  - c. Bid is substantially non-responsive; or
  - d. Bid having partially filled-in/quoted price schedules; or
  - e. Bid is submitted in the format other than the one prescribed in this Tender; or
  - f. Bid is incomplete, un-sealed, un-signed, partial, conditional, alternative, late; or
  - g. Bidder(s) has conflict of interest with the ISGS; or
  - h. Bidder(s) engages in corrupt or fraudulent practices during the whole procurement process.
- 5.20 e-bids are to be submitted at e-PADS portal on or before, **16 March 2026** at 1400 Hrs and original bid securities at ISGS office. Late submission of bids is not possible and will not be entertained by ISGS.
- 5.21 Bids will be opened on same day at 1430 Hrs. In case the day of bid submission and opening falls on a public holiday, the next working day shall be considered as the deadline for the same.

## **6. SELECTION PROCEDURE**

- 6.1 Single stage-one envelope procedure will be followed for the selection of Successful Bidder for the award of this Tender.
- 6.2 The bids shall be opened at the specified time and place in presence of the authorised representatives of the bidders who chose to attend.
- 6.3 The bidders shall provide duly completed/filled in Annex-III "Mandatory Requirements for Bidders' to Qualify", along with supporting documents as specified therein. The Tender Committee shall evaluate the bids according to the Annex-III "Mandatory Requirements for Bidders' to Qualify" and reject any proposal which does not conform to the specified requirements and finally concluded as "non-responsive".
- 6.4 ISGS's intent in issuing this Tender Document is to award a Contract based on least cost method to a bidder that meets specifications/requirements as laid out in Tender Document and who fulfils all mandatory requirements mentioned in Annex-III "Mandatory Requirements for Bidders' to Qualify" and Special Conditions of Tender. If any of the requirements agreed under this Tender is not met by the Successful Bidder at the time of award/performance, the bid will be considered as non-

responsive, and the Bid/Performance Security shall be forfeited. In such case the second most advantageous bidder shall be considered.

- 6.5 In case of a tie between the qualified bidders for quoting least cost, the bid of the bidder scoring more points in Annex III “Mandatory Requirements for Bidders to Qualify” shall be considered.
- 6.6 Successful bidder shall have to sign a Contract with ISGS for this Tender as per Draft Contract format at Annex-II within the timeline advised by ISGS.
- 6.7 During evaluation of the bids ISGS may call samples of quoted items from Bidders. The samples so called shall be returned to unsuccessful bidders on award of Contract. However, the samples of the Successful Bidder shall be retained by ISGS for future reference and the price of the same shall be adjusted in its first invoice.

## **7. TERMS OF PAYMENT**

Terms of payment for the Project shall be as per clause 8 “Price and Payment” of Annex-II: Draft Contract.

## **8. SPECIAL CONDITIONS OF TENDER**

Following terms & conditions shall apply to this Tender:

- 8.1. The decisions of the Tender Committee will be binding on all bidders. The bidder has the right to file complaint before the Grievance Redressal Committee.
- 8.2. ISGS is not bound to accept any bid in this regard and reserves the right to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
- 8.3. During the examination and evaluation of the bids, ISGS at its sole discretion may ask any bidder for clarifications of its bid and/or samples of quoted items. The request for clarification and the response shall be in writing/email. However, no change in the price or substance of the bid shall be sought, offered or permitted after bid submission.
- 8.4. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totalling, that shall be corrected. If a Bidder does not accept the corrected amount of bid, his bid shall be rejected and his Bid Security shall be forfeited.
- 8.5. Bids submitted via email or fax shall not be entertained.
- 8.6. Bidders shall indemnify ISGS against all third party claims of infringement of patent trade mark, industrial design rights and other intellectual property rights arising out of or from use of the goods / services from the bidder.

## **9. CLARIFICATIONS**

Queries of the Bidders, if any, for seeking clarification regarding the Tender must be received in writing on the following email address or on e-PADS portal not later than three (03) days prior to the deadline for the submission of Bids. Any query received after above mentioned timeline shall not be entertained. All queries shall be responded within due time. ISGS may host a question & answer session, if required.

Chairman Tender Committee  
Inter State Gas Systems (Private) Limited,  
Petroleum House, 8<sup>th</sup> Floor, Ataturk Avenue,  
G-5/2, Islamabad.  
Phone No. 051-9217667-9  
E-mail: [isgs.procurement@isgs.com.pk](mailto:isgs.procurement@isgs.com.pk)

**ANNEX-I: FORM OF BID [ON BIDDER'S LETTER HEAD]**

The Chairman Tender Committee  
Inter State Gas Systems (Private) Limited  
Petroleum House, 8<sup>th</sup> Floor,  
Ataturk Avenue, G-5/2, Islamabad.

Sir

Reference your tender advertisement for Supply Contract of Stationery Items.

1. We, hereby submit our complete e-bid along with all the requirements as per the Tender Document. We acknowledge that ISGS is not bound to accept any bid in this regard and reserve the right to accept any bid and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. The decision of Tender Committee shall be final, and the Tender Committee will not be liable for any loss or damage to any party acting in reliance thereon.
3. We agree to abide by this Tender for a period of one hundred and twenty (120) days from the tender opening date or any extension thereto granted and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that **M/s [name of Bidder]** and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization and their cases regarding blacklisting are not under trial by any Court of Law.
5. We submit herewith our e-bid as one original including a copy of the requisite bid security.
6. We do hereby appoint and authorize **Mr./Ms. (full name of authorised representative)** who is presently employed with us and holding the position of **[designation of authorised representative]** in **[name of the Bidder]** to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to ISGS in all matters in connection with our bid. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.
7. We have gone through the Terms/Conditions of this Tender Document and have found the document in whole as non-biased to any particular company/contractor/vendor or product/ brand. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections / conditions of this Tender Document. We do not have any objection/comment on any item and fully understand the item as compliant with Public Procurement Rules, 2004.
8. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any

information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid and our disqualification.

9. We declare that our bid is our only and final offer and no unsolicited offer of any description shall be made for consideration of the ISGS.

We remain,

Yours' sincerely

[Bidder's Official Stamp]

Authorized Signature: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
Name & Address of Firm: \_\_\_\_\_  
Cell No. of Signatory: \_\_\_\_\_  
e-mail address of Signatory: \_\_\_\_\_  
Mailing address of Signatory: \_\_\_\_\_

Acceptance by representative authorised at Clause 6 above:

Signatures of Authorised Representative: \_\_\_\_\_  
Name and Title: \_\_\_\_\_  
Name & Address of Firm: \_\_\_\_\_  
Cell No.: \_\_\_\_\_  
e-mail address: \_\_\_\_\_  
Mailing address: \_\_\_\_\_

**ANNEX-II: DRAFT CONTRACT AGREEMENT**

**Supply of Stationery Items**

Between

**Inter State Gas Systems (Private) Limited**

And

**[Name of Successful Bidder]**

**[Date & Month] 2026**

(Contract No. ISGS/Proc/CA-Admn-06/25-26)

[On judicial paper of Rs. 100/- or above]

This Contract is made as of the [date] of [month], 2026

**By and Between**

**Inter State Gas Systems (Private) Limited**, a company incorporated under the laws of Pakistan, having its registered office at 8<sup>th</sup> Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad (**hereinafter referred to as "ISGS"**), which expression shall where context so permits be deemed to include its successors-in-interests and assigns of the one part;

And

[Full name of Successful Bidder], a [legal status of the Successful Bidder] incorporated under the laws of Pakistan having its registered office at [registered office address of Successful Bidder] (**hereinafter referred to as "Supplier"**) which expression shall where the context so permits be deemed to include its successors-in-interest and assigns of the other part;

The parties of First Part and the Second Part individually would be referred to as a "Party" and collectively as "Parties" to the Contract.

**RECITALS**

**WHEREAS**

- (A) ISGS intends to enter into a rate running agreement for the supply of stationery items.
- (B) The Supplier has qualified through the bidding process and has agreed to provide successfully the required supply in accordance with the terms and conditions described herein.
- (C) The Supplier represents and warrants to ISGS that it has the required professional skills and resources to provide required Supply on the terms and conditions set forth in this Contract.

**NOW THEREFORE**, in consideration of mutual covenants set forth in this Contract, the Parties agree as follows:

**1. Definitions**

In this Contract the following words and phrases shall have the meanings ascribed thereto hereunder:

- (a) "**Applicable Laws**" means the laws and any other instruments having the force of law in Pakistan as may be issued and in force from time to time.
- (b) "**Contract**" means this Contract and includes all Schedules attached thereto or incorporated therein by reference.
- (c) "**Effective Date**" shall mean the date on which this Contract is signed by the Parties.
- (d) "**Supply**" means supply of stationery items as agreed between ISGS and the Supplier and envisaged in this Contract agreement.

- (e) **“Party”** means a party to this Contract and the term **“Parties”** shall be construed accordingly.
- (f) **“ISGS”** means Inter State Gas Systems (Private) Limited. The words ISGS, Client and Company are used interchangeably.

### **1.1 Interpretation**

For the purposes of interpretation and construction of this Contract:

- (a) Headings are only for convenience and shall be ignored in construing this Agreement;
- (b) Words importing one gender include the others;
- (c) Words importing the singular or plural number include the plural and singular number respectively;
- (d) References to Clauses and Appendices are references to Clauses and Appendices in this Contract.

## **2. Scope of Supply**

- 2.1 The Supplier shall Supply stationery items as per **Appendix-I** (Specifications & Price Schedule of Stationery Items).
- 2.2 The Supply would be made on need basis against Purchase Orders (POs) issued by authorized representative(s) of the Company as per **Appendix-II**.
- 2.3 The Supplier shall supply the required stationary items as per the terms and conditions of corresponding PO and this Contract.
- 2.4 The quality of stationary items shall be same or better than the sample of the items approved.

## **3. Assignment of Tasks / Issuance of Purchase Order(s)**

- 3.1 For the purpose of Supply to be delivered under the Contract, authorized representative(s) of ISGS shall issue Purchase Order(s), as per **Appendix-II**, which will contain necessary instructions containing description/specifications of items to be supplied under corresponding Purchase Order. The Purchase Order shall be signed and stamped by the authorized representative(s) of ISGS. ISGS shall not be responsible for any supply provided without the Purchase Order. The terms and conditions mentioned in the Purchase Order shall govern, in addition to the terms and conditions of this Contract, the Supply to be delivered under respective Purchase Order. In the event of any conflict, the terms of the Contract shall prevail.
- 3.2 The Supplier must deliver the items within the delivery period specified in each Purchase Order, unless ISGS agrees otherwise in writing. The Supplier shall remain liable for any delay, defect, or non-conformity in the supply, even if such supply was delivered pursuant to a Purchase Order, unless otherwise expressly agreed in writing.
- 3.3 Delivery of supply under each Purchase Order shall be subject to inspection and acceptance by ISGS in accordance with the specifications set out in the Purchase Order. Risk of loss or damage to the supply shall remain with the supplier until acceptance by ISGS.

## **4. Term of the Contract**

The term of this Contract shall commence on or upon the Effective Date and shall be for a period of one (01) year, unless otherwise instructed or earlier terminated in accordance with the provisions of this Contract. On expiry of the term of Contract it may be extended for the same period with the same terms and conditions based on satisfactory performance of the Supplier and at the sole discretion of ISGS.

## 5. Contract Documents and Information

The Supplier or its employees shall not, without ISGS's prior written consent, make use of the Contract, or any provision thereof, or any document(s), or information furnished by or on behalf of ISGS in connection therewith or any information coming into knowledge thereof during performance of the Contract, except for purposes of performing the Contract or disclose the same to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

## 6. Contract Language

The Contract and all documents relating thereto, sent, delivered, received or, exchanged between the Parties, shall be in English language.

## 7. Warranty

- 7.1 The Supplier warrants and undertakes that the supplied items under the Contract shall be according to the specifications given at **Appendix-I** and approved samples. If any item does not meet these requirements, the Supplier shall, replace, repair, or refund the non-compliant items within [15] days at the Supplier's cost.
- 7.2 The Supplier warrants and undertakes that it shall provide the Supply as per the schedule / requirements of the Company.
- 7.3 The Supplier warrants and undertakes to indemnify and hold the Company harmless against any and all claims, demands or legal proceedings initiated by the Supplier's employees or any other person / authority in respect of any claims or infringements of intellectual property rights, patents, trademarks, or copy rights.
- 7.4 The Supplier warrants and undertakes that items supplied as mentioned in the POs time to time should suitably be neatly packed; loose sheets/items should be neatly put in the packing boxes. The Supplier bears all risk of loss or damage until the Company inspects and accepts the delivery.
- 7.5 The Supplier shall replace, or refund any defective items at its cost within the warranty period of the supplied items.

## 8. Price and Payment

- 8.1 In consideration of the Supply detailed herein rendered satisfactorily by the Supplier, ISGS shall pay to the Supplier, inclusive of all taxes, government duties, charges and levies, an amount for each supply based on the unit rates as detailed in **Appendix-I** and as per terms and conditions of corresponding Purchase Order.
- 8.2 The prices shall remain fixed for the term of the Contract. In the event where Pakistan Bureau of Statistic's published national annual average CPI is over 5% then price adjustment max up to 15% shall only be applied upon extension of the term of contract under clause 4, subject to the approval and acceptance of the same by ISGS.
- 8.3 There shall be no advance payment on account of mobilization advance or any other advance.
- 8.4 The Supplier shall submit its original error free invoice(s) soon after successful completion of Supply of each Purchase Order as per its terms. Production of Sales Tax Invoice shall be mandatory for payment processing.
- 8.5 The payment shall be released to the Supplier upon successful completion of Supply for respective Purchase Order and acceptance of the same through issuance of GRN (Goods Received Note) by ISGS. The Supplier shall submit a copy of GRN along with a copy of the corresponding PO with its

invoice. The submitted GRN shall also be signed and stamped by the Supplier. Any invoice which is submitted without a signed and stamped GRN and a copy of corresponding PO as stated above shall be considered incomplete and ineligible for payment processing.

- 8.6 Payment shall be made, through cross cheque in Pakistani Rupees (PKR), within 30 days after submission of valid error free invoices duly verified and accepted by ISGS.
- 8.7 Taxes shall be deducted at source as per applicable laws at the time of payment. Responsibility to incorporate correct taxes shall be that of the Supplier.
- 8.8 An amount equivalent to 10% of total amount of each invoice of the Supplier will be retained by ISGS as “Performance Security”, the retained amount of each invoice shall be released on retention of amount of 10% of total amount from the next invoice. At a given time, throughout the contract period, ISGS shall not retain an amount of more than 10% of total amount of corresponding invoice on account of Performance Security. The retained amount on account of Performance Security shall be returned to the Supplier upon successful completion of Contract period, or if terminated earlier, in accordance with the clauses of this Contract.
- 8.9 In case of any increase or decrease in GST rates, the same shall be to the cost and benefit of ISGS.

## **9. Contract Amendment**

No amendments, changes, or modifications to this Agreement shall be valid except if the same are in writing and signed by a duly authorized representative of each of the Parties hereto.

## **10. Assignment / Subcontract**

- 10.1 The Supplier shall not assign or sub-contract its obligations under the Contract, in whole or in part, except with ISGS's prior written consent. Approval of assignment/subcontract shall not relieve the Supplier of any of its obligations under this Contract.
- 10.2 The Supplier shall guarantee that any and all assignees/sub-suppliers of the Supplier shall, for performance of any part/whole of the Contract, comply fully with the terms and conditions of the Contract applicable to such part/whole of the Supply. The Supplier remains fully responsible and liable for the acts, omissions, defaults, and negligence of its subcontractors and their personnel as if they were the acts and omissions of the Supplier.

## **11. Extensions in time for performance of obligations under the Contract**

If the Supplier encounters conditions impeding timely performance of any of the obligations, under the Contract, at any time, the Supplier shall, by written notice served on ISGS, promptly indicate the facts of the delay, its likely duration, its cause(s) and proposed mitigation plan. As soon as practicable after receipt of such notice, ISGS shall evaluate the situation and may, at its exclusive discretion, without prejudice to any other remedy it may have, by written order served on the Supplier, extend the Supplier's time for performance of its obligations under the Contract.

## **12. Liquidated Damages**

- 12.1 In case of delay from scheduled time of performance of obligations ISGS shall have the right to impose a liquidated damages at the rate of 0.5% of the total value of the affected Purchase Order for each day of delay not exceeding 10% of the total value of the corresponding Purchase Order.
- 12.2 If the Supply is not executed up to the satisfaction of the management of ISGS and in accordance with the requirements, ISGS shall have the right to reject the Supply(ies), cancel the Contract forthwith without incurring any liability whatsoever on any account.

### **13. Blacklisting**

- 13.1 If the Supplier repeatedly fails/delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract ISGS may, at any time, without prejudice to any other right of action/remedy it may have blacklist the Supplier, either indefinitely or for a stated period, for future Tenders by ISGS.
- 13.2 If the Supplier is found to have engaged in corrupt or fraudulent practices in competing for the award of Contract, during procurement process or during the execution of the Contract, ISGS may, at any time, without prejudice to any other right of action/remedy it may have, blacklist the Supplier, either indefinitely or for a stated period, for future Tenders by ISGS.

### **14. Forfeiture of Performance Security**

- 14.1 In case the Supplier fails/delays in performance of any of the obligations under the Contract, commits breach of any of the terms and conditions of the Contract, ISGS may, without prejudice to any other right of action/remedy it may have, forfeit Performance Security of the Supplier.
- 14.2 Provision of wrong/false information and/or documents as required during bidding stage and under this Contract will result in forfeiture of Performance Security amount and the Supplier will not be allowed to participate in future tenders.

### **15. Termination**

- 15.1 This Contract shall be automatically terminated upon completion of term of this Contract as provided in Clause 4 (Term of the Contract).
- 15.2 ISGS shall retain the right to terminate this Contract at any time, with or without cause, by giving one month written notice of such termination to the Supplier. ISGS shall not be liable for any loss of anticipated profit, loss of opportunity, or consequential damages.
- 15.3 Supplier may be entitled to compensation for all acceptable Supplies rendered prior to the expiry or effectiveness of the notice of termination of the Contract subject to the acceptance of ISGS.

### **16. Force Majeure**

- 16.1 Force majeure shall mean any event, act or circumstances beyond the reasonable control of a Party that makes the performance of the Party under the Contract impossible. Force majeure shall include Act of God, natural calamities including flood, earthquake, war etc. not being an event, act or circumstance under the control of a Party. Non-availability of required Supply/items shall not constitute Force Majeure. If by reasons of Force Majeure obligations under the Contract cannot be performed by the due date then the date may be extended appropriately by ISGS at its sole discretion, keeping in view all the circumstances and requirements of ISGS.
- 16.2 The Supplier shall not be liable for liquidated damages, forfeiture of its Performance Security, blacklisting for future tenders, termination for default, if and to the extent his failure/delay in performance/discharge of obligations under the Contract is the result of an event of Force Majeure.
- 16.3 If a Force Majeure situation arises, the affected party shall, by written notice served on the other party, indicate such condition and the cause thereof. Unless otherwise decided by the Parties in writing, each Party shall continue to perform its duties under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### **17. Dispute Resolution**

- 17.1 The Parties agree to amicably resolve any dispute, which may arise, under the Contract through good faith negotiations. In case of no resolution of the dispute by the authorized representatives, the matter

shall be referred to the management of ISGS which shall resolve the dispute and its decision shall be final and binding. While the parties are resolving their disputes both sides shall continue to perform their obligations under the Contract.

- 17.2 Notwithstanding the existence of any difference or dispute, Supplies to be provided under this Contract shall not be suspended or discontinued by the Supplier except for the items in dispute nor shall any payment be withheld by ISGS except the difference of the amount in dispute, which is the subject matter of such proceedings.

### **18. Compliance with the Laws**

The Supplier shall, in all matters arising during or in relation to the performance of the Contract, conform, in all respects, with the provisions of all Applicable Laws.

### **19. Taxes and Duties**

The Supplier shall be entirely responsible for calculating and incorporating correct taxes in its invoices and to any make inquiries on income tax/sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

### **20. Contract Cost**

The Supplier shall bear all costs/expenses incurred on the preparation/execution of the Contract and ISGS shall in no case be responsible/liable for those costs/expenses.

### **21. Authorized Representative**

- 21.1 The Parties may, at their exclusive discretion, appoint their authorized representatives and may, from time to time, delegate any/all of the duties/authority, vested in them, to their authorized representative(s), including but not limited to, signing on their behalf to legally bind them, and may, at any time, revoke such delegation.
- 21.2 The Authorized Representative shall only carry out such duties and exercise such authority as may be delegated to them, by ISGS or the Supplier.
- 21.3 Any such delegation or revocation shall be in writing and shall not take effect until notified to the other parties to the Contract.
- 21.4 Any decision, instruction or approval given by the Authorized Representative, in accordance with such delegation, shall have the same effect as though it had been given by the Party.
- 21.5 Notwithstanding anything contained herein, any failure of the Authorized Representative to disapprove any obligation shall not prejudice the right of ISGS to disapprove such obligation and to give instructions for the rectification thereof.
- 21.6 If the Supplier questions any decision or instruction of the authorized representative of ISGS, the Supplier may refer the matter to the management of ISGS who shall confirm, reverse or vary such decision or instruction.
- 21.7 Any notice or request required or permitted to be given or made under this Contract shall be in writing. Such notice or request shall be deemed to be duly given or made when it shall have been delivered by hand, by e-mail or through registered mail or courier on the following address:

**ISGS**

[Name of Representative]  
[Designation]  
Land-line number:  
Cell number:

**Supplier**

[Name of Representative]  
[Designation]  
Land-line number:  
Cell number:

Fax number:  
e-mail address:  
Office Address:

Fax number:  
e-mail address:  
Office Address:

21.8 Any change in the details of above-mentioned authorized representatives shall be immediately communicated to the other party.

**22. Waiver**

Failure of either party to insist upon strict performance of the obligations of the other party, under the Contract, shall in no way be deemed or construed as waived or to affect in any way the right of that party to require such performance.

**23. Order of Precedence**

In case of any discrepancy between the main body of the Contract and Appendices incorporated therein by reference or otherwise, the main body of the Contract shall have preference over the Appendices.

**24. Severability**

In the event that any of these terms, conditions or provisions shall be determined to be invalid, unlawful or unenforceable to any extent, such term, condition or provision shall to that extent be severed from the remaining terms, conditions and provisions which shall continue to be valid to the fullest extent permitted by law.

**25. Governing Law**

This Contract shall be constructed and governed in accordance with the laws of Pakistan.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of Pakistan as of the day, month and year first indicated above.

For and on behalf of  
**ISGS**

For and on behalf of  
**Supplier**

\_\_\_\_\_  
[Name of authorized signatory]  
[Designation]

\_\_\_\_\_  
[Name of authorized signatory]  
[Designation]

Witness:

\_\_\_\_\_  
[Name]  
[Designation]

\_\_\_\_\_  
[Name]  
[Designation]

**APPENDIX-I: SPECIFICATIONS & PRICE SCHEDULE OF STATIONERY ITEMS**

**{PRICE SCHEDULE OF SUCCESSFUL BIDDER TO BE PLACED HERE}**

**APPENDIX-II: FORMAT OF PURCHASE ORDER**

Ref: \_\_\_\_\_

Dated: \_\_\_\_\_

[Name & Address of Authorised Representative of Supplier]

**Subject: Supply of Stationery Items Under Contract No. ISGS/Proc/CA-Admn-06/25-26**

We write with reference to Contract No. ISGS/Proc/CA-Admn-06/25-26 dated XXXXX regarding the subject mentioned. You are requested to supply following items as per Terms & Conditions of the main Contract and this purchase order:

Sr.	Description	Unit	Unit Price (Tax Inclusive) (Rs)	Total Price (Tax Inclusive) (Rs)
1	{Description/specifications of items to be supplied}	XX	XXXX	XXXX
<b>Total Amount (Tax Inclusive)</b>				<b>XXXXX</b>
<b>Amount in Words:</b> Pak Rupees XXXXXXXXXXXXXXXXXXXXXXXX Only.				

**Terms and Conditions:**

<b>Payment Terms</b>	Payment to be made within 30 days of successful delivery & acceptance of merchandise and provision of original error free invoices.
<b>Delivery Place &amp; Lead Time:</b>	Supply to be made at ISGS Office Located on 8 <sup>th</sup> Floor of Petroleum House, within XX days of issuance of this Purchase Order.
<b>Warranty:</b>	The items supplied shall be as per the approved specifications/Samples. All non-conformities to be removed/rectified within fifteen days of notification of the same which shall not be after thirty days of delivery of goods.
<b>Liquidated Damages (Late Delivery Penalty)</b>	Any delays in delivery beyond the duration/lead time specified in this purchase order shall entail imposition of fine (liquidated damages) at the rate of 0.5% per day up to a maximum of 10% of the total value of this Purchase Order (PO). This condition may be waived off by Inter State Gas Systems (Pvt) Ltd. (ISGS) in case of force majeure which should be proved by Supplier and supported by documentary evidence. Moreover, if the Supplier fails to complete the supply within the time frame provided or if the liquidated damages amount reaches its maximum limit i.e., 10% of PO value, ISGS reserves the right to cancel this PO and forfeit the Performance Security.
In case of any conflict between the terms and conditions of this Purchase Order with the main Contract, the terms and conditions of the main contract shall prevail.	

**[Signatures and Stamp of authorized  
representative of ISGS]**

**ANNEX-III: MANDATORY REQUIREMENTS FOR BIDDER TO QUALIFY**

The Bidders must fulfil the following mandatory requirements to qualify:

S/N	Mandatory Requirements
1.	The Bidder must possess valid NTN/GST registration.
2.	The Bidder must have established office in Islamabad or Rawalpindi.
3.	The Bidder must possess minimum five (05) years working experience in the same field.
4.	The Bidder must have minimum five (05) clients to its credit for provision of specific/similar jobs in Pakistan in last five (05) years.
5.	The Bidder must attach Bid Security (Rs. 17,000/-) with its bid.
6.	The Bidder must attach signed cover letter with official stamp affixed on it as per the format given in <u>Annex-I</u> with its bid.
7.	The Bidder must attach duly filled in and signed & stamped <u>Annex-IV</u> : Price Schedule with its bid.

In order to show fulfilment of abovementioned mandatory requirements, the Bidders are required to submit the following documents with their bids.

S/N	Attributes	Reference Page in Proposal	Points (Applicable in case of tie in quoted prices)
1.	Complete profile including name, registered office address, telephone, fax and e-mail address and web address (if any), complete contact details of the contact person, details of branch office(s).		-
2.	FBR registration certificate(s).		-
3.	Last 2 years Audited Financial Statements or Bank Certificates/Statements.		-
4.	General experience from the date of establishment of business (attach a copy of certificate of incorporation/registration etc.).		5 years = 5 6-7 years = 7 More than 7 = 10
5.	List of Clients of similar project(s) in last five years with documentary proofs/evidence (attach details/POs etc.).		05 Clients = 5 06-10 Clients = 7 More than 10 = 10
6.	Bid Security amounting to Rs. 17,000/- (Rupees Seventeen Thousand Only) in the form of a pay order/demand draft/CDR issued by a Scheduled		-

S/N	Attributes	Reference Page in Proposal	Points (Applicable in case of tie in quoted prices)
	Bank of Pakistan, in favour of ISGS.		
7.	Signed cover letter (Form of Bid) with official stamp affixed on it as per the format given in <a href="#">Annex-I</a> .		-
8.	Duly filled in and signed & stamped <a href="#">Annex-IV: Price Schedule</a> . Proposals not following the given format shall lead to the rejection of bid.		-

Note: The bidder will use this table as index of the submitted bid with page numbers mentioning relevant sections/documents.

**ANNEX-IV: PRICE SCHEDULE [ON BIDDER'S LETTER HEAD]**

Sr.	Description	Unit	Weightage for Price Evaluation (A)	Quoted Items (Mention Brand, Model, Product Code etc.)	Tax Inclusive Unit Cost (B)
1	Paper A-4 Double A (80 Gms)	Box (5 Reams)	46.71%		
2	Paper A-3 Double A (80 Gms)	Box (5 Reams)	1.70%		
3	Paper Legal Double A (80 Gms)	Box (5 Reams)	0.49%		
4	Box file Alfalah 929	each (10 pcs in 1 pack)	1.76%		
5	Box file Alfalah 992	each (10 pcs in 1 pack)	2.80%		
6	Box file A-4 imported	each (10 pcs in 1 pack)	0.23%		
7	Box file white A-4 (Commet View binder 225-D)	each (28 pcs in 1 Box)	3.63%		
8	Box file white legal (Commet View binder 238-D)	each (20 pcs in 1 Box)	1.02%		
9	Box file white A-3 (Commet View binder 252-D)	each (16 pcs in 1 Box)	0.48%		
10	Envelopes:				
	a) Envelope white 9x4 (100 Gms)	pkt(20)	0.79%		
	b) Envelope white A-4 (100 Gms)	pkt(50)	3.93%		
	c) Envelope white legal (100 Gms)	pkt(50)	0.46%		
	d) Envelope white A-3 (100 Gms)	pkt(50)	0.15%		
	e) Envelope white 7x5 (100 Gms)	pkt(50)	0.04%		
	f) Envelope brown 9x4 (100 Gms)	pkt(20)	0.02%		
	g) Envelope brown A-4 (100 Gms)	pkt(50)	0.08%		
	h) Envelope brown legal (100 Gms)	pkt(50)	0.11%		
	i) Envelope brown A-3 (100 Gms)	pkt(50)	0.15%		
11	L. shape folder	Pkt (12 Nos)	3.58%		
12	File Flags (3M):				
	a) Lift off file flag	each	0.63%		
	b) File flags color (4 Flags- Size 3x3)	1 Box (12 Nos)	0.15%		
	c) File flags colored (Neon Transparent 3M)	1 Box (12 Nos)	0.15%		
13	Logbook (Tayyaba No.6)	each	0.05%		
14	Note pad/writing pad (book type & normal):				
	a) Notebook large (Alba No. 256-240 Pages)	each (12 pcs in 1 pack)	2.33%		
	b) Note pad medium (Alba No. 224- 300 Pages)	each (12 pcs in 1 pack)	0.63%		

## Supply Contract of Stationery Items

Sr.	Description	Unit	Weightage for Price Evaluation (A)	Quoted Items (Mention Brand, Model, Product Code etc.)	Tax Inclusive Unit Cost (B)
	c) Note pad small (Alba No. 224-240 Pages)	each (12 pcs in 1 pack)	0.56%		
	d) Note pad (A4 Normal Lucky)	each (12 pcs in 1 pack)	0.07%		
	e) Note pad (A5 Normal Lucky)	each (12 pcs in 1 pack)	0.05%		
15	Post it pad 3x2 (3M)	each (12pcs in 1 Box)	0.12%		
16	Post it pad 3x3 (3M)	each (12pcs in 1 Box)	0.16%		
17	Post it pad 3x4 (3M)	each (12pcs in 1 Box)	0.21%		
18	Separator Set:				
	a) Separator set simple (page 1-10)	1 Set	0.07%		
	b) Separator set plastic (page 1-10)	1 Set	0.03%		
	c) Separator set (page 1-12)	1 Set	0.02%		
	d) Separator set plastic (page 1-12)	1 Set	0.04%		
	e) Separator set plastic (31)	1 Set	0.06%		
19	Two ring binder (file A-4)	Pkt (4 in 1 pack)	2.19%		
20	Two ring binder (file A-3)	Pkt (4 in 1 pack)	0.59%		
21	Correction pen (Uni)	Pkt (12 nos)	0.16%		
22	Gel Pen:				
	a) Gel pen blue (Uniball Eye Fine) (1 pkt of 12 nos)	1Pkt	0.52%		
	b) Gel pen black (Uniball Eye Fine) (1 pkt of 12 nos)	1Pkt	0.52%		
	c) Gel pen blue (Dollar Gel-1 0.7) (1 pkt of 12 nos)	1Pkt	0.15%		
	d) Gel pen black (Dollar Gel-1 0.7) (1 pkt of 12 nos)	1Pkt	0.15%		
23	Gum stick large (40 Gsm) UHU	each (12pcs in 1 Box)	0.37%		
24	Gum Stick medium (21Gsm) UHU	each (12pcs in 1 Box)	0.24%		
25	Highlighter Pelikan/Schneider	1Pkt (12 Nos)	0.29%		
26	Piano (ball point pen 0.8)	1Pkt (12 Nos)	3.18%		
27	Picasso (ball point pen)	1Pkt (12 Nos)	3.32%		
28	Pointer (Dollar)	1Pkt (12 Nos)	0.19%		
29	Scotch tape 1" (Deer)	1 Pack (6 pcs)	0.09%		
30	Scotch tape 2" (Deer)	1 Pack (6 pcs)	0.08%		

## Supply Contract of Stationery Items

Sr.	Description	Unit	Weightage for Price Evaluation (A)	Quoted Items (Mention Brand, Model, Product Code etc.)	Tax Inclusive Unit Cost (B)
31	Top transparent file (T.T Files)	1 Pkt (12 Nos)	0.04%		
32	Strip file	1 Pkt (10 Nos)	0.38%		
33	Attendance register (Tayyaba no.2)	each	0.02%		
34	Visiting card Album 256 card Cosmo	each	0.10%		
35	Dak folder (Cosmo Superior card)	each	0.12%		
36	Dispatch register (Tayyaba No.8)	each	0.07%		
37	File board (good quality)	each (10pcs in 1 Pack)	0.02%		
38	File tag large (good quality)	Pkt (20 Bdl in 1 Pack)	0.10%		
39	File tag small (good quality)	Pkt (20 Bdl in 1 Pack)	0.06%		
40	Hanging file (Alba/Alfalah)	each ( 25 in 1 pack)	0.26%		
41	Inward/outward register (Tayyaba No.6)	each	0.05%		
42	Petty cash register (No. 6)	each	0.05%		
43	Phone index Cosmo PF-103	each	0.05%		
44	Peon book local (96 Pages)	each	0.01%		
45	Stock register (Tayyaba No.10)	each	0.09%		
46	Board marker (Dollar) (12 in 1 Box) (12 Nos)	1 Box	0.10%		
47	Permanent marker (Dollar) (12 in 1 Box)	1 Box	0.05%		
48	Paper clips (Steel 30mm) (1 pkt of 80 pcs)	1 Box (10 pkt)	0.10%		
49	Paper clips colored (Three flower) (1 pkt of 80 pcs)	1 Box (10 pkt)	0.03%		
50	Binding Clips (Diamond):				
	a) Binding clips 51MM (12 in 1 pkt)	1 Box (12 pkt)	0.04%		
	b) Binding clips 41MM (12 in 1 pkt)	1 Box (12 pkt)	0.03%		
	c) Binding clips 32MM (12 in 1 pkt)	1 Box (12 pkt)	0.21%		
	d) Binding clips 25MM (12 in 1 pkt)	1 Box (12 pkt)	0.14%		
	e) Binding clips 19MM (12 in 1 pkt)	1 Box (12 pkt)	0.11%		
	f) Binding clips 15MM (12 in 1 pkt)	1 Box (12 pkt)	0.07%		
51	Double hole punch (Three Flower/KW-trio)	each	0.03%		

## Supply Contract of Stationery Items

Sr.	Description	Unit	Weightage for Price Evaluation (A)	Quoted Items (Mention Brand, Model, Product Code etc.)	Tax Inclusive Unit Cost (B)
52	Eraser pelikan AL-30 (Pack of 30 nos)	1 Pack	0.21%		
53	Financial calculator Casio FC-200	each	0.84%		
54	Financial calculator Casio HL-122TV	Each	0.28%		
55	Flash drive 8GB Kingston	each	0.67%		
56	Flash drive 16GB Kingston	each	1.10%		
57	Lead pencil (Goldfish Autocrate) (Pkt of 12 nos)	1Pkt	0.03%		
58	Lead pencil with rubber (Picasso Executive) (Pkt of 12 nos)	1Pkt	0.04%		
59	Binding tape Sensa 2"	1 Pack (2 Pcs)	0.15%		
60	Binding tape Sensa 3"	1 Pack (2 Pcs)	0.04%		
61	Ordinary calculator (original Casio or Citizen)	each	0.16%		
62	Paper cutter (Deli 2001)	each	0.01%		
63	Paper pins (Grash)	1 Box (10 pkt in 1 Box)	0.04%		
64	Pin remover KW-trio	each	0.01%		
65	Punch machine kw trio 9670	each	0.27%		
66	Scale steel	1 Pkt (12 Nos)	0.05%		
67	Scientific calculator (Casio FX 200)	each	0.35%		
68	Scissor 6" (Delta)	each	0.02%		
69	Sharpener Dux	pkt (50pcs in 1 pkt)	0.04%		
70	Single hole punch (K.W or Best Quality)	each	0.05%		
71	Spiral Comb:				
	a) Spiral comb 10mm ibico	1Pkt (100 Pcs)	0.13%		
	b) Spiral comb 12mm ibico	1Pkt (100 Pcs)	0.09%		
	c) Spiral comb 14mm ibico	1Pkt (100 Pcs)	0.10%		
	d) Spiral comb 16mm ibico	1Pkt (100 Pcs)	0.13%		
	e) Spiral comb 18mm ibico	1Pkt (100 Pcs)	0.15%		
	f) Spiral comb 20mm ibico	1Pkt (100 Pcs)	0.04%		
	g) Spiral comb 22mm ibico	1Pkt (100 Pcs)	0.04%		
	h) Spiral comb 25mm ibico	1Pkt (100 Pcs)	0.05%		
	i) Spiral comb 28mm ibico	1Pkt (100 Pcs)	0.06%		
	j) Spiral comb 32mm ibico	1Pkt (100 Pcs)	0.08%		
	k) Spiral comb 38mm ibico	1Pkt (100 Pcs)	0.09%		
	l) Spiral comb 45mm ibico	1Pkt (100 Pcs)	0.08%		
	m) Spiral comb 52mm ibico	1Pkt (100 Pcs)	0.06%		

## Supply Contract of Stationery Items

Sr.	Description	Unit	Weightage for Price Evaluation (A)	Quoted Items (Mention Brand, Model, Product Code etc.)	Tax Inclusive Unit Cost (B)
	n) Spiral comb 6mm ibico	1Pkt (100 Pcs)	0.04%		
	o) Spiral comb 8mm ibico	1Pkt (100 Pcs)	0.05%		
	p) Spiral wire 10mm ibico	1Pkt (100 Pcs)	0.21%		
	q) Spiral wire 14mm ibico	1Pkt (100 Pcs)	0.32%		
	r) Spiral wire 6mm ibico	1Pkt (100 Pcs)	0.12%		
	s) Spiral wire 8mm ibico	1Pkt (100 Pcs)	0.16%		
	t) Spiral wire 12mm ibico	1Pkt (100 Pcs)	0.27%		
72	Stamp pad Lancer (6x9 cm)	each	0.09%		
73	Stapler (Deli) (20 Pages)	each	0.02%		
74	Stapler max HD-50R (30 Pages)	each	0.07%		
75	A-3 fancy cards imported	Pkt (100)	0.19%		
76	Binding cards A-4 (Ivory card)	Pkt (100)	0.04%		
77	Cut box file A-4 Alfalah	Pack (2 pcs)	0.07%		
78	Double trays stand steel	each	0.07%		
79	Tripple trays stand steel	each	0.09%		
80	DVDR (Sony)	Box (10dvdr)	0.11%		
81	Stapler large kw trio (50 LBN) (190 pages)	each (Heavy Duty)	0.28%		
82	Stapler Pins (Dollar):				
	a) Stapler pins 24/6 (Pkt of 1000 Pins)	1 Box (20 Pkt)	0.35%		
	b) Stapler pins 23/10 (Pkt of 1000 Pins)	1 Box (20 Pkt)	0.24%		
	c) Stapler pins 23/13 (Pkt of 1000 Pins)	1 Box (20 Pkt)	0.28%		
	d) Stapler pins 23/15 (Pkt of 1000 Pins)	1 Box (20 Pkt)	0.32%		
	e) Stapler pins 23/17 (Pkt of 1000 Pins)	1 Box (20 Pkt)	0.37%		
	f) Stapler pins 23/20 (Pkt of 1000 Pins)	1 Box (20 Pkt)	0.40%		
	g) Stapler pins 23/24 (Pkt of 1000 Pins)	1 Box (20 Pkt)	0.46%		
83	Transparent sheet A-3 (150 Micron)	pkt (100Sheets)	0.19%		
84	Transparent sheet A-4 (150 Micron)	pkt (100Sheets)	0.09%		
85	Transparent sheet A-4 (Frosted)	pkt (100Sheets)	0.12%		
86	Punch machine large (kw trio 9330)	each (Heavy Duty)	1.00%		
87	Thumb pins colored	1 Box (12 Pkt)	0.06%		
88	Thumb pins steel	1 Box (12 Pkt)	0.04%		

## Supply Contract of Stationery Items

Sr.	Description	Unit	Weightage for Price Evaluation (A)	Quoted Items (Mention Brand, Model, Product Code etc.)	Tax Inclusive Unit Cost (B)
89	Refill ink for stamps (Dollar)	each	0.09%		
90	Shinny stamp S-843	each	0.21%		
91	Round/square stamps	each	0.29%		
Total Weighted Average 100%					

## NOTE :

- (i) Bidders are required to quote the items mentioned in the above table. Bidders can quote mentioned brands **or equivalent brands**.
- (ii) The contract will be awarded based on the lowest evaluated cost, calculated as per the following formula, of bidder fulfilling all the mandatory requirements (Annex-III):  

$$[Evaluated\ Cost = SUM(AxB)].$$
- (iii) Bids having partially filled-in/quoted price schedules shall be **rejected**.
- (iv) The quoted unit price shall be inclusive of all duties and taxes.
- (v) Bidders are essentially required to quote their rates on this format of Price Schedule. Rates quoted on other than the required format shall not be entertained.
- (vi) The quoted rates shall remain fixed for the duration of the Contract. No revision in the rates shall be allowed.

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

Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

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

Cell No. of Signatory: \_\_\_\_\_

e-mail address of Signatory: \_\_\_\_\_

Official Mailing address of Signatory:  
\_\_\_\_\_[Bidder's Official  
Stamp]