

HEAVY INDUSTRIES TAXILA
TAXILA CANTT

APC FACTORY

TENDER DOCUMENT



Method of Tender

FOR

Procurement of Stationery Items

Tender Inquiry No. 3881/402/S&P/IT-15/APC/Proc

DATED 05 May 2026

Opening Date 22 May 2026 Opening Time 1230 Hours

Forward your bids on or before **22 May 2026** but not later than closing time 1200 hours.

The tender will be opened at 1230 hours on the same date

Tel: 051-9314130-37 Extn: 62529

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SECTION 1: LETTER OF INVITATION

APC Factory, Heavy Industries Taxila (HIT) hereby invites you to submit a Bid to this **Tender Inquiry** on FOR basis for Procurement of **Stationery Items**.

If you are interested in submitting a bid in response to this Tender Inquiry, please prepare your bid in accordance with the requirements and procedure as set out in this Tender and submit it by the given deadline.

Please acknowledge receipt of this tender by sending an email at the address: **apcf_hit@margallahil.com**, indicating whether you intend to submit a bid or otherwise. Kindly communicate with the undersigned for any clarifications regarding this tender inquiry.

APC Factory, HIT looks forward to receiving your bid and thank you in advance for your interest in HIT procurement opportunities.

**AB & AO
A/OIC (S&P)
APC Factory
HIT, Taxila Cantt**

SECTION 2: INSTRUCTIONS TO BIDDERS

A. General Provision	
1. Introduction	<p>1.1 This Tender Inquiry is being sought in accordance with the PPRA Rules 2004 and subsequent amendments. Bidders are bound to adhere to all the requirements of this Tender Inquiry including any amendments made in writing by HIT.</p> <p>1.2 HIT reserves the right to cancel the Procurement process at any stage without any liability of any kind for HIT upon notice to the bidders or publication of cancellation notice.</p>
2. Fraud & Corruption, Gifts and illegal Gratifications	<p>2.1 In pursuance of this policy HIT shall declare a bidder ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the bidder has engaged in any corrupt or fraudulent practices in competing for, or in executing a contract.</p>
B. Preparation of Bids	
3. General Considerations	<p>3.1 The bidder will not be permitted to take advantage of any errors or omissions in the Tender Inquiry. Should such errors or omissions occur, the bidder must notify the HIT accordingly well in time.</p>
4. Cost of Preparation of Bid	<p>4.1 The bidder shall bear all costs related to the preparation and / or submission of the bid, regardless of whether its bid is selected or not. HIT shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
5. Documents Establishing the Eligibility and Qualification of the Bidder	<p>5.1 The bidder shall furnish documentary evidence of its status as an eligible and qualified bidder using the Annexure attached at Annexure (A-J)</p> <p>5.2 A bidder and his firm should not be blacklisted / defaulted and should provide a “Non Blacklisting / Non Defaulting / Suspended / Debarred” by any Govt / Semi Govt Organization within or outside Pakistan. Certificates (Affidavit on judicial stamp as per specimen attached at Annexure “G” duly attested by Notary Public / equivalent be provided.</p> <p>5.3 <u>For Local Bidders only.</u> Only FBR registered suppliers / persons who are on Active Taxpayer List (ATL) of FBR are eligible to supply goods to government departments. Documentary Evidence is to be attached.</p> <p>5.4 <u>Country of Origin.</u> Any except India, Israel, Taiwan</p> <p>5.5 <u>Conformance to Technical Specifications.</u> Conformance to fulfill the given technical specifications must be highlighted in the technical bid.</p> <p>5.6 Confirmation of the validity period of the quote, delivery period and warranty period will be provided with the technical bid.</p> <p>5.7 Confirmation of the part numbers and nomenclatures of required store.</p>
6. Technical Bid	<p>6.1 The bidder is required to submit Technical Bid, filling the</p>

Format and Content	“Technical Specifications” using the standard template provided in Annexure “D” of the Tender Inquiry.
7. Price Schedule	<p>7.1 Over writing and cutting of any nature in the quotation will not be accepted</p> <p>7.2 Quoted / Offered price must be inclusive of packing, handling and delivery charges, etc (as applicable).</p> <p>7.3 Quoted / Offered price must be inclusive of all applicable taxes at the time of tendering including GST etc, mentioned separately.</p>
8. Bid Security	<p>8.1 All Firms participating in the tender will deposit a fix amount of Rs 30,000/- in the shape of CDR / Bank Guarantee addressed to Managing Director (A), APC Factory, Heavy Industries Taxila. The bid security will be provided in Original by the firms in commercial envelope with clear mentioning of the same in the technical quotation without indicating the amount of bid money, failing which the bid will stand rejected. The bid securities will be returned as under:-</p> <p>a. Unsuccessful Bidders. Within 15 days of completion / announcement of the bid evaluation result.</p> <p>b. Successful Bidders. Upon submission of Performance Bank Guarantee.</p>
9. Bid Validity Period	9.1 Bids shall remain valid for the period specified in the Bid Data Sheet (BDS) attached as Section 3. A bid valid for a lesser than the required period will be rejected by HIT and rendered being non-responsive.
10. Extension of Bid Validity Period	<p>10.1 In exceptional circumstances, prior to the expiration of the bid validity period, HIT may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing, and shall be considered integral part of the bid.</p> <p>10.2 If the bidder agrees to extend the validity of its bid, it shall be done without any change to the original bid and shall also extend the bid bond accordingly.</p> <p>10.3 The bidder has the right to refuse to extend the validity of its bid, in which case, the bid shall not be further evaluated without any penalty to the bidder.</p>
11. Amendments in Bids	<p>11.1 At any time prior to the deadline of bid submission, HIT may for any reason, such as in response to a clarification requested by a bidder may modify / amend the contents of the bidding documents on the PPRA website / Newspapers. Amendments will be made available to all prospective bidders.</p> <p>11.2 If the amendment is substantial, HIT may extend the deadline for submission of bid to give the bidders reasonable time to incorporate the amendment into their bids.</p>
C. Submission and Opening of Bids	
12. Submission	12.1 The bidder shall submit duly signed and complete bid comprising the documents and annexure in accordance with requirements given in the Bid Data Sheet (BDS) attached at Section 3.

	<p>12.2 The bid shall be signed by the bidder or person(s) duly authorized by the bidder.</p> <p>12.3 Bid will be enclosed in separate sealed envelopes marked as “TECHNICAL BID PART-I WITHOUT PRICE” and COMMERCIAL BID (PART-II) WITH PRICE” written in BLOCK CAPITAL LETTERS, both placed in a single large envelope bearing complete details of the tender inquiry as under:-</p> <p style="text-align: center;"><u>REGISTERED</u></p> <p style="text-align: center;"><u>BID NUMBER. 3881/402/S&P/IT-15/APCF/PROC DATED 05 May 2026</u> <u>TO BE OPENED ON 22 May 2026 AT 1230 HOURS</u></p> <p style="text-align: center;">TO: MANAGING DIRECTOR (A) HEAVY INDUSTRIES TAXILA APC FACTORY TAXILA CANTT</p> <p>FROM: M/s.....</p> <p>Note: - Postal Order for Rs. 1000/- (Rupees One Thousand) in favor of Managing Director (A), APC Factory, HIT Taxila Cantt, will invariably be enclosed with the technical offer, failing which the bid will be ignored.</p>
<p>13. Deadline for Submission of Bids and Late Bids</p>	<p>13.1 Bids must be received by HIT in the above mentioned manner and not later than the date and time specified in the Bid Data Sheet attached as Section 3.</p> <p>13.2 HIT shall not consider any bid that is received after the deadline for the submission of bids.</p>
<p>14. Withdrawal, Substitution, Modification of Bids</p>	<p>14.1 A bidder may not withdraw, substitute or modify its bid after submission of the bid.</p>
<p>15. Bid Opening</p>	<p>15.1 APC Factory will open the bid in the presence of Board of Officers formed by HIT with at least of two (2) members.</p>
D. Evaluation of Bids	
<p>16. Confidentiality</p>	<p>16.1 Information relating to the examination, evaluation, and comparison of bids, and the recommendation of contract award, shall only be disclosed to concerned bidders.</p> <p>16.2 Any effort by a bidder or anyone on behalf of the bidder to influence APC Factory in the examination, evaluation and comparison of the bids or contract award decisions, result in the rejection of his bid and subsequently be subjected to punitive action.</p>
<p>17. Evaluation of Bids</p>	<p>17.1 Evaluation of bids will be undertaken as under:-</p> <ol style="list-style-type: none"> a. Preliminary Examination including Eligibility. b. Arithmetical check and ranking of bidders who passed preliminary examination by past experience. c. Qualification assessment (if pre-qualification was not done). d. Evaluation of Technical Bids. e. Evaluation of Commercial Bids.

18. Evaluation of Eligibility and Qualification	18.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility / Qualification requirements specified in the Section 4 (Bid Evaluation Criteria).
19. Evaluation of Technical Bids and Prices	19.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the Bid Data Sheet and other Tender Inquiry documents. When necessary, and if stated in the Bid Data Sheet, APC Factory may invite technically responsive bidders for clarifications related to their bids.
20. Clarification of Bids	<p>20.1 To assist in the examination, evaluation and comparison of Bids, APC Factory may, at its discretion, request any bidder for a clarification of his bid.</p> <p>20.2 APC Factory 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, except to provide clarification, and confirm the correction of any arithmetic errors discovered by APC Factory in the evaluation of the Bids, in accordance with the Tender Inquiry.</p> <p>20.3 Any unsolicited clarification submitted by a bidder in respect to its bid, which is not a response to a request by APC Factory, shall not be considered during the review and evaluation of the bids.</p> <p>20.4 APC Factory will provide the responses to clarifications through the mail electronic or paper.</p>
21. Responsiveness of Bid	21.1 If a bid is not substantially responsive, it shall be rejected by APC Factory and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.
E. Award of Contract	
22. Right to Vary Requirements at the Time of Award	22.1 At the time of award of contract, APC Factory reserves the right to vary the quantity of goods and / or services, by up to a maximum fifteen per cent (15%) of the total offer, without any change in the unit price or other terms and conditions.
23. Contract Award and Signature	<p>23.1 APC Factory shall award the contract to the eligible and qualified bidder having best evaluated bid as per requirements of Schedule of Requirements and Technical Specifications attached as Annexure (A to J).</p> <p>23.2 Within fifteen (15) days from the date of receipt of the contract, the successful bidder shall sign and date the contract and return it to APC Factory. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the bid security, if any.</p>

24. Payment	<p>24.1 Payment will be made through cheque by CMA concerned against pre-receipted bills (duly affixed with revenue stamps) along with professional tax certificates (attested photocopies) of the suppliers after delivery and acceptance of stores.</p> <p>24.2 Partial Payment against partial deliveries will be allowed.</p> <p>24.3 The payment to the registered person is linked with active taxpayer status of the supplier as per FBR data base. If any registered supplier is not on active Taxpayer list, his / her payment will be stopped till he / she files his / her mandatory returns and appears on ATL of FBR.</p>
25. Performance Bank Guarantee (PBG)	<p>25.1 05% Performance Bank Guarantee must be provided by the successful bidder within 30 days after signing of the contract by both parties.</p> <p>Note:</p> <p>a. If PBG not provided within stipulated time, letter of advice will be issued to the firm to provide within next 30 Days. If still not provided, another 30 days will be given with deduction in bid security on case to case basis.</p> <p>b. If still after 90 days, PBG is not provided, the contract will be short closed on Risk & Expense (R&E) of the firm along with confiscation of the bid money.</p>
26. Liquidated Damages (LD)	<p>26.1 APC Factory shall apply Liquidated Damages (LD) for late delivery, damages and/or risks caused to HIT resulting from the contractor's delays or breach of its obligations as per contract.</p> <p>26.2 In case of firm failure to supply the stores within the stipulated periods, liquidated damages at the rate of 1% - 2% of amount involved per month but not more than 10% of contracted store value or a part there-of will be levied.</p> <p>26.3 If the supplier fails to deliver the store after grace period or does not respond, the case for debarment or blacklisting will be initiated.</p>
27. Warranty / Guarantee	<p>27.1 Warranty period will be confirmed by supplier as mentioned in the bid data sheet of section 3.</p>
28. Delivery of Store	<p>28.1 Firm will be responsible for delivery of Packaged Milk to APC Factory at firm's expense.</p>

SECTION 3: BID DATA SHEET (BDS)

The following data for goods or services to be procured shall complement, supplement, or amend the provisions in the **Tender Inquiry**. In the case of conflict between the instructions to bidders, the bid data sheet, and other annexes or references attached to the bid data sheet, the provisions in the bid data sheet shall prevail.

BDS No.	Ref to Section 2 Clause no	Data	Specific Instructions/ Requirements
1.		Language of the Bid	English.
2.		Bidding Method	Two Stage Two Envelope
3.	09	Bid Validity	60 Days (Minimum).
4.	08	Bid Security	Participating firms will deposit a fix amount of Rs 40,000/- in the shape of CDR / Bank Guarantee addressed to Managing Director (A), APC Factory, Heavy Industries Taxila.
5.	26	Liquid and Damages	In case of firm failure to supply the stores within the stipulated periods, liquidated damages at the rate of 1% - 2% of amount involved per month but not more than 10% of contracted store value or a part there-of will be levied.
6.	25	Performance Bank Guarantee	Will be provided equal to 5% of the total contract value excluding GST in the form of Bank Guarantee (Specimen enclosed at Section 5) in the name of "CMA Concern" and valid for the period of one year (as per the requirement) after clearance of receipt of stores as per format attached as Annexure " H "
7.		Currency of Bid	Pakistani Rupees
8.		Pre-Bid Meeting	7 Days before opening of the bid
9.	20	Contact detail for submitting clarification / questions	DAD (S&P), APC Factory Heavy Industries Taxila Email: apcf_hit@margallahil.com Ph No. 051-9315333/051-9315354 Extn: 62529/62519
10.	13	Deadline for submission of Bid	Not later than at 1200 hours on 22 May 2026 . No bid will be entertained / considered after 1200 hours on tender opening day
11.	15	Date, time and venue for opening of the Bid	Bids will be opened by Board of Officers on 22 May 2026 at 1230 hours at DAD (S&P) office at APC Factory, Heavy Industries Taxila in the presence of the available representative of the firms.
12.	17,18	Bid Evaluation Method	Least Cost Method, Technically Responsive, Eligible and Qualified Bid.

13.		Delivery Period	Store will be delivered 15 x days after signing of contract
14.	24	Payment Terms	100% on CRC/CRV Partial payments against partial deliveries will not be allowed.
15.		Warranty / Guarantee	Warranty will remain 12 x Months after issuance of CRV.
16.		Advance Sample	The bidders must provide advance sample alongwith its technical offer on "No Cost No obligation" basis at APC Factory. The said sample will be evaluated / tested as per required quality standards and conformance of desired specification. In case of failure to provide advance sample, technical offer will stand rejected.

SECTION 4: BID EVALUATION CRITERIA

LEAST COST METHOD EVALUATION CRITERIA

1. **Minimum Eligibility Criteria.** Eligibility and Qualification will be evaluated on a Pass / Fail basis.

Subject	Criteria	Yes/No
Bid security	Submitted as per Tender Inquiry (Section 3 Clause 4)	
Bid validity	As per Tender Inquiry (Section 3 Clause 3)	
Country of Origin	All countries except India, Israel, Taiwan.	
No Blacklisting / Defaulting	Certificates attached as per (section 2 Clause 5.2)	
Tax Registration Status	Whether registered / Active on the Taxpayer List (ATL) of FBR?	

2. **Qualification Criteria.** Participating firms should meet the following criteria with:-

- a. Minimum 50% score in each and every below mentioned individual category of Performance Evaluation
- b. Minimum 50% score in below mentioned category of Technical Evaluation
- c. The scoring would be done as under:-

Ser	Description	Maximum Points	Passing Marks
Performance Evaluation			
(1)	Financial Soundness	30	15
(2)	Past Experience / Record	25	12.5
(3)	Past Performance	30	15
Technical Evaluation			
(4)	Project's Technical Evaluation Parameters	15	7.5
Total		100	50
Price: Qualified Bidder, having maximum score in Technical & Performance Evaluation (mentioned above), with Least Cost will be awarded the Contract.			

- d. Further details of criteria for each of the above categories are as under:-

- (1) **Financial Soundness.** Following parameters will be used in qualification criteria:-

Ser	Description	Max Points	Explanation for Marks Obtained	Remarks
(a)	Annual turnover of last Financial Year	10	<ul style="list-style-type: none"> • 10 Marks for Rs. 5 Million & Above • Others will be graded relatively 	<ul style="list-style-type: none"> • Third Party generated verifiable audit reports or Bank statement for last financial year to be provided • Else Income Tax returns for last financial year.
(b)	Working Capital of last year	20	<ul style="list-style-type: none"> • 20 Marks for working capital of 10 Million or above • Others will be graded relatively 	
Total		30		

(2) **Past Experience / Past Record**

Ser	Description	Max Points	Explanation for Marks Obtained
(a)	Projects of similar nature and complexity of last year.	20	<ul style="list-style-type: none"> • Max marks for three similar projects • Others will be graded relatively
(b)	Status of enlistment with Govt Org (Attested copies of Registration certificate to be enclosed)	5	Full marks will be given on provision of at least 1 x Registration certificate Non Registered firms will be awarded 2.5 gratis Marks
Total		25	

(3) **Past Performance.** Credit marks for past performance shall be awarded on the basis of following criteria (data will be attached duly verified from the concerned procurement agency as per format attached as per Annexure “J”)

Ser	Description	Max Points	Maximum Points
(a)	Contracted store supplied beyond DP in last year	5	$X1 = \text{Total value of last 01 year contracts}$ $X2 = \text{Total value of last 01 year contracts Completed within DP in first go.}$ Formula: Score= $\frac{X2}{X1} * 5$
(b)	Quantum of rejections of items in the last 01 year contract	5	$X1 = \text{Total value of last 01 year contracts}$ $X2 = \text{Total value of the passed items in first go in the last 01 year contracts}$ Formula: Score= $\frac{X2}{X1} * 5$
(c)	Timely provision of documents/ bank guarantees / bid security money	5	$X1 = \text{Total no of contracts concluded in last 01 year}$ $X2 = \text{Total number of timely provided bank guarantees/ bid securities against the total no of contracts in last 01 year}$ Formula: Score= $\frac{X2}{X1} * 5$
(d)	No of contracts / items still pending beyond DP	5	1 x mark would be deducted for each contract in hand, which is pending beyond DP over 2 months
(e)	Risk and Expense action against firm approved	5	0.5 x marks will be deducted against each Risk and Expense action approved
(f)	Response to HIT Procurement queries /problems	5	½ x mark will be deducted for each advice letter issued to the firm 1 x mark will be deducted for each warning letter issued to the firm
Total		30	

(4) **Project Technical Evaluation**

Ser	Description	Max Points	Remarks
(a)	Compliance to specification	10	
(b)	Provision of advance sample	5	
Total		15	

SECTION 5: FORM OF PERFORMANCE BANK GUARANTY

BANK GUARANTEE FOR PERFORMANCE ON JUDICIAL STAMP PAPER OF Rs. 50/- OR AS SUITABLE TO THE AMOUNT OF BANK GUARANTEE

- (i). Contract no. _____ dated _____
(ii). Name of the Firm _____
(iii). Address of Firm/Contractor _____
(iv). Name of Guarantor _____
(v). Address of Guarantor _____
(vi). Amount of Guarantee Rs. _____ (_____)
(in words)
(vii). Date of Expiry of Guarantee _____

To: The President of Islamic Republic of Pakistan through the Controller Military Accounts (DP)
Rawalpindi / Controller Military Accounts (HIT)

Sir,

1. Whereas your good self have entered into Contract No. _____ dated _____ with Messer's _____ (Full Name and Address) hereinafter referred to as our customer and that one of the conditions of the contract is the submission of unconditional Bank Guarantee by our customer to your good self for a sum of Rs. _____ (as applicable)

2. In compliance with this stipulation of the contract, we hereby agree and undertake as under:-
- To pay to you unconditionally on demand and/or without any reference to our customer an amount not exceeding the sum of Rs. _____ (as applicable) _____ as would be mentioned in your written Demand Notice.
 - To keep this Guarantee in force till _____
 - That the validity of this Bank Guarantee shall be kept on clear year ahead of the original/extended delivery period or the warranty of the Store whichever is later in duration on receipt of information from our customer i.e. M/s _____ or from your office. Claim, if any must be duly received by us on or before this day. Our liability under this Bank Guarantee shall cease on the closing of Banking hours on the last date of the validity of this Bank Guarantee. Claim received thereafter shall not be entertained by us whether you suffer a loss or not. On receipt of payment under this Guarantee, this document i.e. Bank Guarantee must be clearly cancelled, discharged and returned to us.
 - That we shall inform your office regarding termination of the validity of this Bank Guarantee one clear month before the actual expiry date of this Guarantee.
 - That with the consent of our customer you my amend/alter any term/clause of the contract or add/delete any term / clause to / from this contract without making any reference to us. We do not reserve any right to receive any such amendment /alternation or addition /deletion provided such like actions do not increase our monetary liability under this Bank Guarantee which shall be limited only to Rs. (_____)
 - That the Bank Guarantee herein before given shall not be affected by any change in the constitution of the Bank or Customer / Seller or Vendor.
 - That this is an unconditional Bank Guarantee, which shall be en-cashed on sight on presentation without any reference to our Customer/Seller or Vendor.

Dated: _____

Guarantor

(Bank Seal and Signatures)

SECTION 6: OUTLINE FORM OF THE CONTRACT

FOR	
Clause No.	Subject
1	Name of Indenter
2	Consignee
3	Cost debatable to Head
4	Terms and Date of Delivery
5	Dispatch Particulars
6	Packing and Marking
7	Inspection
8	Terms of Payment
9	Failure and Termination
10	Force Maiure
11	Secrecy
12	Manufacturer's Warranty
13	Security Deposit
14	Certificate

BID SUBMISSION FORM

Name of Bidder: [_____] **Date:** _____

Name of Bidding Firm: [_____]

BID NUMBER: _____

I the undersigned, offer to supply the _____ and related goods / services required for the _____ in accordance with your Invitation to Bid No _____.

I hereby submit my bid, which includes Technical Bid and Commercial Bid/Price Schedule.

I certified that I/my CEO, his partners and my firm, named -----:

- a. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any Govt or any other organization
- b. have not been blacklisted from any govt or any other organization
- c. have no conflict of interest in accordance with Instruction to Bidders

I declare that all the information and statements made in this bid are true and I accept that any misinterpretation or misrepresentation contained in this bid may lead to my and my firm disqualification from this tender.

I offer to supply the _____ and related goods / services in conformity with the bidding documents.

My bid shall be valid and remain binding upon me for the period specified in the Bid Data Sheet.

I understand and recognize that you are not bound to accept any bid you receive.

I, the undersigned, certify that I am duly authorized by [_____] to sign this bid and bind it should HIT accept the bid

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the bidder]

BIDDER INFORMATION FORM**(If Firm is not previously registered itself / along with OEM)**

Name of the Bidder	
Name of the Bidding Firm	
Address	
Tel Number	Line Cell
Bidder Registration Status with other Organizations	Permanent Registered with ----- Provisional Registered with ---- Not Registered
Status of Firm	Manufacturer/Stockiest/Importer, etc
Bidder Authorized Representative	Name: Cell Number:
Contact Person for Firm	Name: Cell Number:
Number of Employees with Firm	
Any Certification Held with Firm with Validity Period	
Bidder Email Address, if any	
Fax Number, if any	
OEM of Firm by whom store is manufactured	
Principal of Firm from whom store will be provided	

PERFORMANCE EVALUATION FORM

Name of Bidder: _____ Date: _____

BID Number: _____

- a. Participating firms would be assessed against following under mentioned parameters with minimum score mentioned against each (50% score in each Performance, 50 % in Technical category and minimum 50% aggregate score of all categories).

Ser	Description	Maximum Points	Passing Percentage	
Performance Evaluation				
(1)	Financial Soundness	85	30	50 %
(2)	Past Experience / Record		25	50 %
(3)	Past Performance		30	50 %
(4)	Projects Technical Evaluation parameters	15	15	50 %
Overall Total		100	100	50 %

- b. **Performance Evaluation (Financial Soundness)**

Category	Last Year
Annual Turn Over per Year	
Annual Working Capital	
Current Assets(CA)	
Current Liabilities(CL)	
Total Assets(TA)	
Total Liabilities(TL)	
Total/Gross Revenue(TR)	
Profit Before Taxes(PBT)	
Net Profit	
Current Ratio	

- c. **Past Experience / Record**. To provide the following along with detail of contracts which are completed / running concluded by your firm with Govt / Semi Govt organization

Name of Organization	Contract Year	Contract Amount	Status of Completion

- d. **Past Performance**. Satisfactory Performance Certificate to be provided from organizations where business mentioned at para c has been carried out as per specimen attached at Annexure "J".

Name of Organization

Name of Bidder

Authorized person of Organization _____ Authorized person of Firm _____

Signature

Signature

We have attached a copy of the above referenced contracts signed by both partner

FORMAT OF TECHNICAL BID WITHOUT PRICE

I offer following item(s) / Store(s) in response to your TENDER INQUIRY No: 3881/402/S&P/IT-15/APC/Proc dated 05 May 2026

Subject: Procurement of Stationery Items

Ser	Nomenclature	A/U	Qty	Remarks
1.	Paper FS Size 80gm (AA or Eq)	Ream	10	
2.	Paper Ream A2 Size 16.54"x23.39" x 80g/m2	"	3	
3.	Paper Ream A1 Size 23.54"x 33.11"x80g/m2	"	3	
4.	Paper Ream A0 Size 33.11"x46.81"x 80g/m2	"	3	
5.	Paper A4 Size 70gm (Copymate)	"	300	
6.	Paper Roll A3 Size 80g/m2 (as per sample)	Roll	5	
7.	Paper Roll A2 Size 80g/m2 (as per sample)	"	5	
8.	Paper Roll A1 Size 80g/m2 (as per sample)	"	5	
9.	Paper Roll A0 Size 80g/m2 (as per sample)	"	5	
10.	Scotch Tap 1" 72 Yrd (Best Quality)	"	100	
11.	Color Toner Cartridges 119A (Set of 4)	Set	3	
12.	Color Toner Cartridges 203A (Set of 4)	"	2	
13.	Color Toner Epson L-360 ink Jet (Set of 4)	"	1	
14.	Toner 83A	Nos	30	
15.	Toner 85A	"	20	
16.	Toner 80A	"	20	
17.	Toner 107A	"	20	
18.	Toner 110A	"	10	
19.	Toner 05A	"	8	
20.	Toner for Photocopier Canon Model iR-2525	"	3	
21.	Envelop Khaki 9"x4"	"	3000	
22.	Envelop Khaki A4 size	"	3000	
23.	Envelop Khaki4.5"x10.5"	"	3000	
24.	Drafting Pad Medium Size (Fine Paper)	"	100	
25.	Drafting Pad Large Size (Fine Paper)	"	50	
26.	Register 6 QRs	"	40	
27.	Register 8 QRs	"	40	
28.	Register 10 QRs	"	20	
29.	D-Type Folder A4 Size Two Hole (as per sample)	"	100	
30.	Correction Tape	"	20	
31.	Punch Machine Single Hole	"	5	
32.	Punch Machine Double Hole	"	5	
33.	Scholar Drawing Sheet size 20"x30" 250gm (Pkt of 50)	Pkt	6	
34.	Marker Permanent (Blue, Black, Red, Green)	"	60	
35.	Marker Board (Blue, Black, Red, Green)	"	50	
36.	Uniball Eye Fine Genuine (Blue 05 Black 10)	"	10	
37.	Sticky Color Flag (Different Color)	Pkt	20	
38.	Uniball Signo (Blue 10)	"	10	
39.	Paper Pin (Best Quality)	"	60	
40.	High Lighter Dollar Different Color (15 Pieces per Pkt)	"	3	
41.	Ball Pen Dollar BP-3 (Blue) 0.7	"	150	
42.	Pointer Dollar Soft Liner 0.3 (Blue)	"	5	
43.	Rubber DG-50 (Pkt of 36)	"	6	
44.	Staple Pin 24/6	"	100	
45.	Duplicating Ink Copy Printer Duplo Model DP-L510	Tube	6	
46.	Paste it Pad 3"x5" Yellow	Pad	48	
47.	Pad Paste it 3"x3" Yellow	"	60	

Name of Bidder: _____

Authorized Signature _____

Name of Authorized signatory: _____

PRICING SCHEDULE (COMMERCIAL BID)

I offer following price of item(s) / Store(s) in response to your TENDER INQUIRY as per the following:-

3881/402/S&P/IT-15/APC/Proc dated 05 May 2026

Subject: Procurement of Stationery Items

Ser No	Specification	Nomenclature	Accounting Unit	Quantity	Unit Price	Tax per Item	Total Price

Rates must be inclusive of all taxes

Name of Bidder: _____

Authorized Signature _____

Name of Authorized signatory: _____

AFFIDAVIT

NO BLACKLISTING / NO DEFAULT CERTIFICATE

It is certified that M/s _____ have never been blacklisted / defaulted with any Govt / Semi Govt / Defence Organization within or outside Pakistan.

(Designation, Signature & Stamp)

CONSIGNEE RECEIPT CERTIFICATE

It is certified that stores against contract no _____ dated ____ have been received and item/ quantity _____ has been taken on ledger charge vide CRV No _____ and there is no discrepancy.

Station: Taxila Cantt
Dated: _____

Signatures of issuing authority

SPECIMEN OF BANK CREDITLINE

It is certified that we _____ (Bank's name) commit to provide M/s _____ (Firm's name) a credit line amounting _____ (amount in figures as well as words) exclusively for the supply of items against IT No. 3881/402/S&P/IT-15/APC/Proc dated 05 May 2026 of APC Factory, HIT Taxila (if required / demanded by M/s _____ (Firm's name), as per out terms and conditions.

The said credit line shall be available within fifteen (15) calendar days after receipt of demand notice from the supplier i.e. M/s _____ (Name of supplier) and such credit line shall be maintained until the supply against the contract / project awarded is fully completed by the above said contractor / supplier.

This certification is being issued in favor of above said supplier i.e. M/s _____ (Name of the supplier / contractor) in connection with the bidding requirement of APC Factory, HIT Taxila against their IT No. 3881/402/S&P/IT-15/APC/Proc dated 05 May 2026. We are aware that any false statement issued by us shall make us liable for perjury.

Name and Signature of Authorized Officer of the Bank : _____

Official Designation : _____

Date /Seal of Bank : _____

Note: - The amount committed should be machine validated.

DETAIL OF THE CONTRACTS

Sr. No.	Contract No	Value	Organization	DP	Store delivered (within DP /pending beyond DP)	Value of accepted items in first go	Provision of Bank Guarantee within timeline of contract (Yes/No)	Risk and expense against the firm (if any)	Response to the Organization	Verification from procurement agency is attached
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Note: - It is certified that above mentioned data is correct and verified from concerned procuring agency / organization. In case any information found wrong / hidden, firm may be disqualified and suitable punitive action may also be taken including confiscation of bid security money.

