GOVERNMENT OF PAKISTAN

OFFICE OF THE AUDITOR-GENERAL OF PAKISTAN

ISLAMABAD

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BIDDING DOCUMENT

FOR

PROCUREMENT OF COMPUTER & GENERAL STATIONERY ITEMS, MISCELLANEOUS & ELECTRIC ITEMS, AND PRINTED ITEMS

(FRAMEWORK AGREEMENT - FINANCIAL YEAR 2026-27)

Single Stage - Two Envelope Bidding Procedure [Rule 36(b), PPRA Rules, 2004]

Tender No.: AGP/ADMN-III/STY/2026-27

Bid Submission Deadline: 11:00 A.M. on 24-08-2026

Bid Opening: 11:30 A.M. on 24-08-2026

Constitution Avenue, Sector G-5/2, Islamabad
Phone: 051-9202505 | Website: www.agp.gov.pk

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PART A

BIDDING PROCEDURE AND REQUIREMENTS

SECTION I: INVITATION TO BIDS

Office of the Auditor-General of Pakistan, Islamabad, intends to procure "Computer & General Stationery items, Miscellaneous & Electric Items and Printed Items" for the Financial Year 2026-27, in accordance with the PPRA Rules, 2004. Sealed bids are invited from firms registered with Income/Sales Tax authorities and PPRA, EPAD, having proper offices & shops at Rawalpindi/Islamabad.

Lots:

S.No	LOT No.	Name of Equipment
01.	LOT No. I	General Stationery Items
02.	LOT No. II	Computer Stationery
03.	LOT No. III	Miscellaneous & Electric Items
04.	LOT No. IV	Printed Items

Terms and Conditions:

1. Tender document of the above procurement can be obtained from the Office of the Auditor-General of Pakistan. These are also available on the official website of this office, i.e. www.agp.gov.pk and on the PPRA website.
2. Sealed bids completed in all respects should reach the Audit Officer (Admn-III), Office of the Auditor-General of Pakistan (Audit House), Constitution Avenue, Islamabad, on or before 11:00 a.m. on 24-08-2026, which will be opened on the same date at 11:30 a.m.
3. For further details and for bidding documents, the undersigned may be contacted in writing during working hours.
4. All bidders, fulfilling the mandatory and technical requirements as contained in the Bid Data Sheet (BDS), are required to bid for any LOT in whole, or for any item(s) within a LOT.
5. Original Bid Security against each LOT, in the form of Call Deposit/Bank Draft/Pay Order in favour of "Drawing & Disbursing Officer, Office of the Auditor-General of Pakistan", should be submitted with the Technical Proposal to the address mentioned below.
6. The Office of the Auditor-General of Pakistan may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under the Public Procurement Rules, 2004.

(Muhammad Shahbaz Hassan)
Assistant Auditor-General (Personnel)
Phone No. 9202505

Note: The last date for submission of bids stands extended from 22-08-2026 to 24-08-2026 vide Corrigendum dated 06-08-2026, published in the same newspapers. All other terms and conditions of the Tender Notice remain unchanged.

SECTION II: INSTRUCTIONS TO BIDDERS (ITBs)

This Section provides information to help bidders prepare their bids. It also provides information on the submission, opening, and evaluation of bids, and on the award of contracts. Where there is a conflict between the provisions of this Section and the Bid Data Sheet (BDS), the provisions of the BDS shall prevail.

A. Invitation to Bid

- Office of the Auditor-General of Pakistan ("the Procuring Agency" or "AGP") intends to procure Computer & General Stationery Items, Miscellaneous & Electric Items, and Printed Items for the Financial Year 2026-27, for which sealed bids are invited from eligible bidders on a Single Stage - Two Envelope bidding procedure, in accordance with Rule 36(b) of the Public Procurement Rules, 2004 ("the Rules").
- Firms must have their own office/shop in Islamabad/Rawalpindi.
- The procurement comprises four (4) Lots as detailed in Section IV. Bidders may bid for one, several, or all Lots, and within a Lot may quote for any number of items; the bid will be evaluated and awarded on an item-wise basis.

B. Receipt and Opening of Bids

- Sealed bids should reach this office on or before 24-08-2026 by 11:00 a.m. and will be opened on the same day at 11:30 a.m. Bids shall be placed in a sealed outer cover marked "BID FOR PURCHASE OF COMPUTER & GENERAL STATIONERY, MISCELLANEOUS & ELECTRIC, AND PRINTED ITEMS - FY 2026-27", clearly stating the Lot(s) bid for.
- For any clarification or further information, bidders may contact the Assistant Auditor-General (Personnel), Office of the Auditor-General of Pakistan, Islamabad, on Phone No. 051-9202505 during office hours.

C. Clarification of Bidding Documents

- A prospective bidder requiring clarification of the Bidding Document may contact, in writing, the Assistant Auditor-General (Personnel), Office of the Auditor-General of Pakistan.
- A request for clarification received at least three (3) working days prior to the bid submission deadline shall be responded to in writing.

D. Amendment of Bidding Documents

- At any time prior to the deadline for submission of bids, the Procuring Agency may, for any reason, modify the Bidding Document by issuing an addendum.
- Any addendum so issued shall form part of the Bidding Document and shall be published on the AGP and PPRA websites.

E. Eligible Bidders

MANDATORY REQUIREMENTS

Sr. #	Documentary Requirements (Non-Compliance = Disqualification)	Yes	No
1	Certificate of Incorporation with SECP or Registrar or relevant Registration authority showing organization's/firm's legal status.		
2	Valid Income Tax Registration Certificate (Status = Active with FBR)		
3	Valid Sales Tax Registration Certificate (Status = Active with FBR)		
4	Valid AGPR Vendor Registration Number		

Sr. #	Documentary Requirements (Non-Compliance = Disqualification)	Yes	No
5	Firm's at least 03 similar projects executed/work orders undertaken in Pakistan for supplying stationery, computer stationery, or allied items. Documentary proof/evidence required (attach work/supply order, contract agreement, or completion certificate).		
6	Firm should be in operation for at least 03 years (Certificate of incorporation/registration under the laws of Pakistan - documentary proof/evidence required).		
7	Bid Security		
8	Firm must have its own office/shop/store at Islamabad or Rawalpindi.		
9	Bidder must provide an Affidavit on non-judicial stamp paper of Rs. 100/- that it has never been blacklisted/debarred by PPRA or any public procuring agency and has not been finally convicted/adjudged for fraudulent, corrupt or tax-evasion practices by a competent court/authority.		

Note: Verifiable documentary evidence/proof for all of the above is a mandatory requirement. Non-submission of evidence for any item above shall render the bid non-responsive.

Bidding is open to all firms meeting the requirements in the Mandatory Requirements table above.

F. Documents Comprising the Bid

Each bid (Technical and Financial Envelope, as applicable) shall comprise:

- Covering letter on the firm's letterhead.
- Form of Bid (Technical Proposal) - duly filled, signed, and stamped on every page.
- Technical Schedule of Items Offered (Form 1A) - for every item bid for, stating the brand/model being offered and whether a sample and/or equivalency certificate is enclosed. This form shall NOT state any price; see Clause J and Form 1A.
- Bid Security for each Lot bid for, submitted with the Technical Proposal - see Clause H below.
- Documentary evidence for Mandatory Requirements - as in Clause E.
- Client certificate(s) of satisfactory performance.
- Equivalency certificate/technical literature where an "equivalent" brand is offered in place of the named ones.
- Price Schedule (Financial Proposal), sealed separately as per Clause J below.

G. Sufficiency of Bid

Each bidder shall satisfy itself, before bidding, as to the correctness and completeness of its bid and the rates entered against each item.

H. Bid Security

- Each bidder shall furnish, per Lot bid for, a Bid Security equal to 5% of the total quoted value, in the form of a Call Deposit Receipt, Bank Draft, or Pay Order in favour of the "Drawing & Disbursing Officer, Office of the Auditor-General of Pakistan", valid for 120 days from the date of bid opening.
- Any bid not accompanied by the required Bid Security shall be rejected as non-responsive.
- Bid Security of unsuccessful bidders shall be returned within 30 days upon request in writing; the successful bidder's Bid Security shall be discharged upon signing of the contract and, where applicable, furnishing of Performance Guarantee.

- The Bid Security may be forfeited if the bidder withdraws its bid during the bid validity period, fails to sign the contract/framework agreement, or fails to furnish the Performance Guarantee.

I. Conditional Bids

Any bid found to be conditional, or containing an adjustable/variable price quotation, will be rejected as non-responsive.

J. Scope of Bid and Sealing of Envelopes (Single Stage - Two Envelope Procedure)

- Pursuant to Rule 36(b) of the Rules, each bid shall comprise two separate, sealed inner envelopes - one marked "TECHNICAL PROPOSAL" and the other marked "FINANCIAL PROPOSAL" - both enclosed within a single sealed outer envelope.
- The Technical Proposal shall contain all documents listed at Clause F above, including the Technical Schedule of Items Offered (Form 1A), but shall NOT disclose any price. For each item bid for, the bidder shall state in Form 1A the brand/model offered and shall attach the corresponding sample and/or equivalency certificate required under Clause L.2, so that technical responsiveness can be determined without reference to price.
- The Financial Proposal shall contain only the duly filled Price Schedule (Form 2) for the item(s)/Lot(s) bid for, and shall repeat the same brand/model declared in Form 1A against each item, without repeating samples or certificates.
- Bidders may participate in one or more Lots. Within a Lot bid for, a bidder may quote for any number of items.
- Only one rate shall be quoted per item; a bid quoting two or more rates for the same item shall be treated as non-responsive for that item.
- Items shall be supplied against monthly (or as-needed) call-off/work orders issued during Financial Year 2026-27, at the rates locked through this tender, up to the estimated annual quantities indicated in Section IV, which may vary at the discretion of the Procuring Agency.

K. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid; the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

L. Quality Standard

All items delivered must be new, original, and in no case used, refurbished, or sub-standard. The equivalency standard for named brands is set out in Clause L.1, the sample requirement in Clause L.2, the toner sourcing policy in Clause L.3, and the minimum technical/safety standards in Clause L.4. The bidder shall be solely responsible for all applicable government taxes on the items supplied.

L.1. Brand Equivalency - General Rule

- Except for Lot II items that are consumables specific to a named printer/fax/photocopier model (which must be compatible with that model, per Clause L.3 below), the naming of any brand(s) anywhere in Section IV - whether or not accompanied by the words "or equivalent" - shall be read as "brand or equivalent". A bidder may offer any other genuine, branded product of equal or superior quality.
- The Procuring Agency's Purchase/Evaluation Committee shall determine equivalency solely on the basis of quality, specification, and fitness for purpose, and shall not reject an equivalent offer merely because it differs from the brand named in Section IV.

L.2. Sample Submission Requirements

- Category 1 - Samples required WITH the Technical Proposal (mandatory for bid evaluation): all items in Section IV marked "as per sample", including but not limited to file covers, envelopes, diaries, and crockery items in Lots I, III, and IV bearing the official logo/design. Bids for these items submitted without the corresponding sample shall be treated as non-responsive for that item, per ITB Clause M.
- Sample tagging: each physical sample submitted with the Technical Proposal shall be individually and legibly tagged by the bidder with the bidder's name, Lot number, and Item S.No. (Matching the corresponding row of Form 1A), so that it can be matched to the bidder's declaration without ambiguity. An untagged or unidentifiable sample shall be treated as not submitted for the item it was intended to support.
- Verification at Technical opening: at the bid opening under ITB Clause O, the Tender Committee shall physically check, item by item, whether a tagged sample has in fact been submitted for every item and shall record the result against each such item.
- Consequence of mismatch: where Form 1A declares a sample as enclosed for a Category 1 item but no corresponding tagged sample is found at opening, that item shall be treated exactly as if no sample had been declared, and shall be marked Technically Non-Responsive under Clause M, without further notice to the bidder, and without affecting the bidder's other items.
- Category 2 - Samples/quality checks at each delivery: for all awarded items, the Procuring Agency reserves the right to inspect a delivery against the accepted sample or specification before acceptance, per GCC Clause 5. An item found not to conform on repeated deliveries may result in the item being re-awarded to the next most advantageous bidder, without prejudice to Liquidated Damages under ITB Clause X.
- The Sample Evaluation Sheet for each item shall be signed by not less than three members of the Purchase/Evaluation Committee. A bidder may, per Rule 33 of the Rules, request the reasons for rejection of its sample, and may raise a grievance under ITB Clause Z (Rule 48 of the Rules) where it considers the rejection was not, in fact, based on the specified requirements in Section IV.
- Samples submitted for evaluation shall be retained by the Procuring Agency for the duration of the Framework Agreement Period as the reference standard; unsuccessful bidders' samples shall be returned on request after contract award.

L.3. Toner and Cartridge Sourcing Policy (Lot II)

- Bidders may offer either genuine OEM (original equipment manufacturer) toners/cartridges or the toners/cartridges compatible for the printer, fax, and photocopier models listed in Lot II.
- Where a compatible toner or cartridge is offered, the bidder shall furnish a written undertaking guaranteeing print quality and print-yield equivalent to the OEM product for a period of not less than one (1) year from delivery, and shall bear the cost of any printer/photocopier damage or malfunction demonstrably caused by a defective compatible cartridge supplied under this Contract, as assessed by an authorized service technician.
- The Procuring Agency may reject, or require replacement of, any compatible toner found to cause print-quality defects or equipment malfunction, without prejudice to Liquidated Damages under ITB Clause X.
- Rate comparison and item-wise award under ITB Clause Q shall be made without distinguishing between OEM and compatible offers, save that where two bids for the same item are otherwise equal on price, preference shall be given to the bidder offering genuine OEM product.

L.4. Minimum Technical and Safety Standards for Equivalent Offers

The "or equivalent" and item-wise least-cost rules at Clauses L.1 and Q allow price competition, but only among offers that first clear the minimum standards below. An offer failing a minimum standard is technically non-responsive for that item regardless of price, and is not brought forward for price comparison at all.

- Electrical and electronic items (including, without limitation, light fixtures, tube lights, bulbs, extension leads, the electric kettle, and light/power plugs in Lot III): whether the named brand or an offered equivalent, the item must (i) carry a valid PSQCA (Pakistan Standards and Quality Control Authority) certification mark or other officially recognized Pakistani safety-compliance certification, and (ii) be rated for standard Pakistani mains supply (220–240V, 50Hz). A copy of the applicable certification shall be submitted with the Technical Proposal (Form 1A); an item without it shall not be considered technically responsive.

- Paper items (Lot I): the GSM (paper weight) of an equivalent offer shall not vary from the GSM specified in Section IV by more than ±5%, and the paper must run cleanly through standard office photocopiers/printers without jamming.
- Toner/cartridges (Lot II): governed separately by the print-quality and warranty requirements at Clause L.3, which serves the same quality- floor function for that Lot.
- For any other item where an equivalent brand is offered, the equivalent shall not be inferior to the named brand in any respect material to its function - including durability, capacity, safety, or print/write quality. The burden of demonstrating equivalence lies with the bidder, per Clause F.

M. Disqualification

A bid (or the relevant item bid) may be rejected if:

- It is submitted without the required Bid Security or required sample(s).
- It is received after the specified date and time.
- Specifications or other requirements are not properly adhered to.
- The GST/NTN certificates are not attached.
- The eligibility criteria at Clause E are not met.
- Any other material discrepancy is found in the proposal.

N. Instructions to Bidders - General

- The bidder is expected to follow all instructions and specifications in this Bidding Document. Failure to furnish all required information, or to submit a bid not substantially responsive, will be at the bidder's risk and may result in rejection.
- Bids shall remain valid for the period stated in the BDS.
- No alteration is to be made in the Form of Bid except in filling the blanks as directed.
- The bid shall be signed by a person duly authorized under a Power of Attorney; all pages of the bid shall be initialed and stamped by the signatory.
- Bids shall be delivered in person or by registered mail to the address in the BDS, not later than the stipulated date and time. Bids submitted by fax or email shall not be considered.
- The inner and outer envelopes shall be addressed to the Assistant Auditor-General (P), Office of the Auditor-General of Pakistan, and shall bear the bidder's name and address so that a late bid can be returned unopened.
- Bids received after the deadline shall be returned unopened.
- No bidder shall be permitted to alter or modify its bid after opening; however, the Procuring Agency may seek clarifications that do not change the substance of the bid, always in writing.
- Bid prices shall be quoted inclusive of all applicable taxes.

O. Evaluation Procedure - Two Envelope Mechanics

- The Procuring Agency shall first open the Technical Proposals, in public, in the presence of bidders or their representatives who choose to attend. Financial Proposals shall remain unopened and in the custody of the Procuring Agency during this stage.

- A bidder's name, presence/absence of Bid Security, and other relevant particulars (excluding price) shall be read out and recorded at the Technical opening.
- Technical evaluation shall proceed in two steps.
  - Step 1 (firm-level): the Purchase/Evaluation Committee shall check each bidder's eligibility documents against the Mandatory Requirements table at Clause E; a bidder failing any mandatory requirement shall be declared technically non-responsive in full, and its Financial Proposal shall be returned unopened.
  - Step 2 (item-level): for each remaining bidder, the Committee shall (i) physically verify tagged samples/certificates against Form 1A as per the procedure at Clause L.2, (ii) verify compliance with the minimum technical and safety standards at Clause L.4 for any item to which those standards apply, and (iii) mark each item bid for as either "Technically Responsive" or "Technically Non-Responsive" against the specification in Section IV, the sample-verification and standards-compliance results, and the brand-equivalency rule at Clause L.1 - all without reference to price.
- Only items determined to be technically responsive against all mandatory quality requirements shall proceed to financial evaluation. Price shall not compensate for failure to meet any mandatory technical or quality requirement. Among the technically responsive offers for each item, the lowest evaluated price inclusive of all applicable taxes shall constitute the Most Advantageous Bid.
- During Financial opening, for each item, only the rates of bidders found technically responsive for that item shall be opened, read out, and recorded; the rate of a bidder found technically non-responsive for an item shall not be opened or considered for that item.

P. Clarification of Bids

The Procuring Agency may, at its discretion, seek written clarification of a bid, including clarification of the brand/model declared in Form 1A. No change in price or substance of the bid shall be sought, offered, or permitted at this stage.

Q. Bid Evaluation Criteria

- A substantially responsive bid is one that conforms to all terms and conditions of the Bidding Document without material deviation.
- A bid determined non-responsive shall be rejected and may not subsequently be made responsive by correction of the non-conformity.
- Evaluation shall be conducted item-wise. For each item, among technically responsive bidders who quoted that item, the bidder offering the lowest evaluated price (inclusive of all taxes) for that item shall be declared the Most Advantageous Bidder for that item, and awarded the corresponding call-off/work orders during FY 2026-27.
- Bidders may raise a grievance in accordance with ITB Clause Z and Rule 48 of the PPRA Rules, 2004.

R. Award of Contract

- The Procuring Agency shall award item-wise call-off rights under a Framework Agreement to bidder(s) determined to be substantially responsive and offering the lowest evaluated price for the relevant item(s).
- The Procuring Agency reserves the right to increase or decrease quantities, accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, subject to the Rules, without incurring liability to affected bidders.

S. Notification of Award

Prior to expiry of the bid validity period, the Procuring Agency will notify successful bidders in writing of acceptance of their bid(s)/item(s).

T. Performance Guarantee

The successful bidder(s) shall furnish a Performance Guarantee equal to 5% of the annual awarded value of the item(s) awarded to the successful bidders, in the form of a bank guarantee from a scheduled bank, valid until expiry of the warranty period (where applicable) or completion of the Framework Agreement period, whichever is later.

U. Payment and Currency

Payment shall be made in Pakistani Rupees through the AGPR against delivery and submission of original GST invoices for each call-off/work order. All taxes shall be deducted at source as per applicable government rules.

V. Delivery Time

Items shall be delivered within the period specified in the BDS (within seven days of issuance of a work order), unless a different delivery period is specifically prescribed for the item in Section IV/BDS, at the Office of the Auditor-General of Pakistan, Constitution Avenue, Islamabad, at the supplier's cost. No additional payment shall be claimed on account of delivery/transportation.

W. Warranty

Where applicable to the item (e.g. electric/electronic items), the warranty period must be clearly stated in the bid; it shall not be less than one year. Preference in tie-breaking (Clause Q) will be given to bidders offering a longer warranty.

X. Liquidated Damages

- In case of late delivery against a work order, Liquidated Damages of 0.3% of the relevant work-order value per day of delay shall be imposed, up to a maximum of 15% of the work-order value, after which the Procuring Agency may cancel the work order and proceed against the next most advantageous bidder for that item, without prejudice to blacklisting proceedings.
- Any item found not original, sub-standard, or defective shall be rejected and must be replaced within three (3) working days of notice, failing which the same Liquidated Damages regime shall apply.

Y. Integrity

- The bidder shall sign and submit the Integrity Pact at Section X wherever the contract value for the item(s)/Lot(s) awarded to it, individually or cumulatively over the Framework Agreement period, is expected to reach or exceed Rs. 10,000,000 (Rupees ten million).

Z. Grievance Redressal

- Any party may lodge a complaint against the eligibility parameters, evaluation criteria or other terms and conditions of the Bidding Documents, where considered contrary to the applicable procurement regulatory framework, for consideration by the Grievance Redressal Committee before the bid submission deadline.
- A bidder aggrieved by any act of the Procuring Agency after submission of its bid may lodge a written complaint within seven (7) days of announcement of the Technical Evaluation Report or within five (5) days of issuance of the Final Evaluation Report, as applicable. The Grievance Redressal Committee shall investigate and decide the complaint within ten (10) days of receipt. Further appeal may be filed before the Public Procurement Regulatory Authority within the period and in the manner prescribed under Rule 48 and the applicable regulations.

SECTION III: BID DATA SHEET (BDS)

The following specific data complements, supplements, or amends the provisions of the Instructions to Bidders (ITB) in Section II. Wherever there is a conflict, the provisions herein shall prevail.

Clause #	ITB Ref.	Data Item	Specific Data
1	A	**Name of Procuring Agency**	Office of the Auditor-General of Pakistan, Islamabad
2	A	**Subject of Procurement**	Computer & General Stationery Items, Miscellaneous & Electric Items, and Printed Items (4 Lots) , FY 2026-27
3	A	**Bidding Procedure**	Single Stage - Two Envelope [Rule 36(b), PPRA Rules 2004]
4	B	**Bid submission address**	Audit Officer (Admn-III), Office of the Auditor-General of Pakistan (Audit House), Constitution Avenue, Islamabad
5	B	**Deadline for submission of Bids**	11:00 a.m. on 24-08-2026
6	B	**Date, time & place of Technical opening**	24-08-2026, 11:30 a.m., Office of the Auditor-General of Pakistan, Constitution Avenue, Islamabad
7	B	**Date of Financial opening**	To be communicated in writing to technically responsive bidders, after completion of technical evaluation
8	E	**Minimum relevant experience**	3 years, supported by documentary evidence of completed contracts/work orders and client satisfaction certificates
9	F/H	**Bid Security**	5% of the total quoted value per LOT
10	N	**Bid Validity Period**	120 days from the date of bid opening
11	V	**Delivery Time**	Within seven (7) days of issuance of each work order, unless otherwise specified against an item
12	W	**Warranty**	Not less than one (1) year for electric/electronic items; preference to longer warranty as a tie-breaker
13	T	**Performance Guarantee**	5% of the annual awarded value, bank guarantee, valid till end of warranty/Framework Agreement period Annual awarded value = accepted unit rate × estimated annual quantity of the item(s) awarded.
14	U	**Currency & Payment**	Pakistani Rupees, through AGPR, against original GST invoice per work order; taxes deducted at source
15	Y	**Integrity Pact threshold**	Mandatory where awarded value (individually or cumulatively) reaches/exceeds Rs. 10,000,000
16	Z	**Address for Grievance Redressal**	Grievance Redressal Committee, Office of the Auditor-General of Pakistan, Constitution Avenue, Islamabad; Appeal: Grievance Redressal Appellate Committee, PPRA, 1st Floor, G-5/2, Islamabad. Tel: 051-9202254
17	C	**Address for clarification**	Assistant Auditor-General (P), Office of the Auditor-General of Pakistan, Constitution Avenue, Islamabad
18	L.1	**Brand equivalency**	Applies to all items in Lots I, III & IV; named brands are read as "brand or equivalent" unless stated otherwise
19	L.2	**Sample requirement**	Mandatory with Technical Proposal for all "as per sample" items; may be called for other items per Clause L.2
20	L.3	**Toner/cartridge sourcing (Lot II)**	OEM or compatible accepted, subject to print-quality guarantee for compatible offers

SECTION IV: SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS

Delivery of all items shall be made to the Office of the Auditor-General of Pakistan, Constitution Avenue, Islamabad, against monthly/periodic call-off work orders issued during Financial Year 2026-27, at the rates locked through this tender. Quantities indicated below are annual estimates and may be varied by the Procuring Agency as per BDS Clause 17, without change in the quoted unit rate.

Wherever a brand name is indicated, the words "or equivalent" shall be read to apply, and a bidder offering an equivalent brand shall furnish supporting literature/equivalency certificate and, if required, a sample, per ITB Clause L.

LOT I: GENERAL STATIONERY ITEMS

S.No	Description of Item (Brand or Equivalent)	Unit	Estimated Qty (Annual)	Unit Rate (Excl. Tax) Rs.	GST/Tax per Unit	Total Cost (Incl. Tax) Rs.
1	Ball Point 0.8 mm (Blue/Black) Dollar / Piano /Dux or equivalent	Nos.	3000			
2	Binding Tape 1’ Burooj / Regal or Equivalent	Nos.	200			
3	Box File Rigid board A4/Legal Size Alba or Equivalent	Nos.	2000			
4	Calculator 12 Digit Casio or Equivalent	Nos.	48			
5	Correction Pen 7ml Dollar/ Pelikan/Deli/M&G or equivalent	Nos.	1000			
6	Diary Register No.6 Alba, Tayyaba, Deli or equivalent	Nos.	100			
7	Dak Pad executive quality, as per sample	Nos.	100			
8	Plain Draft Pad A5 minimum 50 Sheets	Nos.	300			
9	Plain Draft Pad A4 minimum 50 Sheets	Nos	300			
10	Envelope Khaki (5x11) 80 gsm or Equivalent	Nos	10000			
11	Envelope Khaki A4 Size 80 gsm or Equivalent	Nos	6000			
12	Envelope White A4 Size 100 gsm as per Sample	Nos	6000			
13	Envelope White Large Size/File Size With Cloth 100 gsm as per Sample	Nos	6000			
14	File Board with Rexene Flapper (10x14), as per sample	Nos	4000			
15	File Binders Sheets, A4	Nos.	100			
16	Gum Stick (Medium) 21 gm or higher UHU Omega or equivalent	Nos.	600			
17	Heavy Duty Stapler, Large, minimum 100 sheet capacity KW, Deli, Opal, Kangaro or Equivalent	Nos.	10			
18	High Lighter assorted colours Dollar, Piano or equivalent	Nos	1000			
19	Lead Pencil with rubber Dollar, Goldfish, Piano or Equivalent	Nos.	2000			

S.No	Description of Item (Brand or Equivalent)	Unit	Estimated Qty (Annual)	Unit Rate (Excl. Tax) Rs.	GST/Tax per Unit	Total Cost (Incl. Tax) Rs.
20	Marker Permanent, Round tip, 1.0 mm (Black, Blue & Red) Dollar, Picasso, Piano or equivalent	Nos.	200			
21	Whiteboard Marker, Round, 2.0 mm (Black, Blue) Dollar, Picasso, Piano or equivalent	Nos.	200			
22	Plastic File L Shape, transparent, A4 Best quality	Nos	100			
23	Pen Stand with Cards Holder	Nos	30			
24	Plastic Management file, A4, transparent O M or Equivalent	Files	1000			
25	Sticky Notes 3x3 (3 Colors), Good adhesive Deli / M&G/ 3M or equivalent	Pkt	500			
26	Sticky Notes (2X3) , Good adhesive Deli / M&G/ 3M or equivalent	Nos.	500			
27	Punch (Double Heavy Duty) 100 sheets KW, Deli, Opal, Kangaro or Equivalent	Nos.	10			
28	Punch (Single Heavy Duty) Large size KW, Deli, Opal, Kangaro or Equivalent	Nos.	100			
29	Ring Binder File (A/4) Alba or Equivalent	Nos.	100			
30	Rubber, soft Bahadur/Oro or Equivalent	Nos.	800			
31	Ruled Register No.10 Lucky or equal	Nos.	50			
32	Scale 12” Steel Best Quality	Nos.	50			
33	Scissors 6”, Stainless Steel Delta or Equivalent	Nos.	100			
34	Adhesive Tape 2” (75 yards) Scotch tape or equivalent	Nos.	200			
35	Separator Set (a to z Color A-4) Multi hole	Sets	200			
36	Sharpener (Chrome Body)	Nos.	500			
37	Stapler Machine No.0306 KW/Deli/M&G/OPAL/Dollar or Equivalent	Nos.	200			
38	Staples Pins 24/6 Dollar/M&G or equal	Boxes	1000			
39	Stapler Pins 23/7 Dollar/M&G or equal	Boxes	20			
40	Stapler Pins 23/10 Dollar/M&G or equal	Boxes	20			
41	Stapler Pins 23/13 Dollar/M&G or equal	Boxes	20			
42	Stapler Pins 23/15 Dollar/M&G or equal	Boxes	20			
43	Stapler Pins 23/17 Dollar/M&G or equal	Boxes	20			
44	Stapler Pins 23/20 Dollar/M&G or equal	Boxes	20			
45	Stapler Pins 23/24 Dollar/M&G or equivalent	Boxes	20			
46	Stock Register No.6, Tayyba or Equivalent	Nos.	05			

S.No	Description of Item (Brand or Equivalent)	Unit	Estimated Qty (Annual)	Unit Rate (Excl. Tax) Rs.	GST/Tax per Unit	Total Cost (Incl. Tax) Rs.
47	Schneider Pen Business One Blue, Black & Green or equivalent	Nos.	500			
48	Table Set, Executive	Sets	05			
49	Roller/Gel Pen, 0.6-0.7mm, Blue Black	Nos.	4000			
50	Uni-ball eye fine 0.7mm	Nos	2000			
51	Paper A4 size 80gsm, 500 sheets per ream Double A, PaperOne, IK Plus, BLC or equivalent	Ream	2500			
52	Paper A4 size 90gsm, 500 sheets per ream Double A, PaperOne, IK Plus, BLC or equivalent	Ream	500			
53	Paper Legal size, 80gsm, 500 sheets per ream Double A, PaperOne, IK Plus, BLC or equivalent	Ream	100			
54	Coloured Paper for ACR (Yellow/Pink/Green) A4 size, 80 gsm, mimimum 100 sheets	Ream	500			
55	Paper Cutter Plastic Handle/Deli 2001 or equivalent	Nos.	200			
56	Paper Clip, 32mm, steel	Nos.	200			
57	Paper Clip, 32mm, coloured	Nos.	50			
58	Meeting Stand, A-4 Senator or Equivalent	Nos	50			
59	Tape Dispenser, heavy duty KW or Equivalent	Nos	50			

LOT II: COMPUTER STATIONERY

This Lot is for toner cartridges and other printer/fax/photocopier consumables only, for the machine models already in use at the Office of the Auditor-General of Pakistan (listed below for identification purposes so that the correct compatible item is supplied). No printer, fax machine, or photocopier hardware is being procured under this Lot.

All toner cartridges/consumables shall be genuine, factory-sealed and compatible with the specified machine model. Re-filled/reconditioned cartridges shall not be accepted. The bidder shall specify the make, cartridge number and paper yield of the offered items in the technical specifications

S.No	Toner/ConsumablePrinter/Fax/Photocopier Model	Unit	Estimated Qty (Annual)	Unit Rate (Excl. Tax) Rs.	GST/Tax per Unit	Total Cost (Incl. Tax) Rs.
1	Brother Fax 2840	Nos.	15			
2	Brother HL5340D	Nos.	15			
3	HP 402 Printer (26-A)	Nos.	60			
4	HP 604 Heavy Duty Printer (81-A)	Nos.	03			
5	HP Color Laser Jet 254 NW Printer	Nos.	10			
6	HP Printer 15 (48-A)	Nos.	10			
7	HP-1005 (35-A)	Nos.	15			
8	HP-1020 (12-A)	Nos.	30			
9	HP-1320 (49-A)	Nos.	30			
10	HP-2055d (05-A)	Nos.	80			
11	HP-P1102 (85-A)	Nos.	15			
12	HP-P1505n (36-A)	Nos.	25			
13	HP-P2015 (53-A)	Nos.	15			
14	HP-M130 Pro (17-A)	Nos.	20			
15	HP-MFP107 (107A)	Nos.	10			
16	Ricoh Color Printer Toner (C440DN)	Nos.	05			
17	Ricoh Fax Toner (SF-210)	Nos.	15			
18	Ricoh Fax Toner (SP-311)	Nos.	10			
19	HP-401 Toner 80-A	Nos.	04			
20	Ricoh Fax Toner (SP-3610SF)	Nos.	10			
21	Samsung Printer (ML-3710,3310)	Nos.	10			
22	Printer (ML-3050/3051N)	Nos.	05			
23	404DN (76-A)	Nos.	10			
24	Xerox 3330 Printer	Nos.	30			
25	Xerox printer B-615	Nos.	10			
26	Panasonic photocopier 8045	Nos.	15			
27	Xerox photocopier 5865	Nos.	05			

S.No	Toner/ConsumablePrinter/Fax/Photocopier Model	Unit	Estimated Qty (Annual)	Unit Rate (Excl. Tax) Rs.	GST/Tax per Unit	Total Cost (Incl. Tax) Rs.
28	Canon LBP 226Dw 057-A	Nos.	120			
29	Canon LBP 674cx Color	Nos.	25			
30	Toshiba E-Studio 6508	Nos.	07			
3	Mouse HP/DELL or equal	Nos.	100			
32	Mouse Pad Best Quality	Nos.	100			
33	USB 32 GB SanDisk, Kingston or equal	Nos.	100			
34	USB 64 GB SanDisk, Kingston or equal	Nos.	50			
35	USB 128 GB SanDisk, Kingston or equal	Nos.	20			
36	VGA Cable Best Quality	Nos.	100			
37	Data Cable for Printer Best Quality	Nos.	100			
38	Power Cable Best Quality	Nos.	100			
39	External SSD Portable 1 TB	Nos.	5			
40	SSD Hard Drive 256 GB	Nos.	15			

LOT III: MISCELLANEOUS & ELECTRIC ITEMS

S.No	Description of Item (Brand or Equivalent)	Unit	Estimated Qty (Annual)	Unit Rate (Excl. Tax) Rs.	GST/Tax per Unit	Total Cost (Incl. Tax) Rs.
1	Tissue Box (Rose Petal) Luxury or equivalent	Nos.	400			
2	Tissue Box (Pop Up) Rose Petal or equivalent	Nos.	350			
3	Hi - Jean Tissue (Rose Petal) or equivalent	Nos.	300			
4	Cleaning Duster, washable microfiber	Nos.	800			
5	Glint (500 ml) or equivalent	Nos.	60			
6	Vim Powder (400 g) or equivalent	Nos.	100			
7	Liquid Hand Wash 250 ml Dettol/Lux/Safeguard or equivalent	Nos.	100			
8	SoapMedium Dettol/Lux/Safeguard or equivalent	Nos.	100			
9	Air Freshener 600 ml Cobra/ Air Wick or equivalent	Nos.	250			
10	(AA) Alkaline Cell Energizer, Duracell, Panasonic, Power plus, Toshiba or equivalent	Nos.	500			
11	(AAA) Alkaline Cell Energizer, Duracell, Panasonic, Power plus, Toshiba or equivalent	Nos.	500			
12	Insect Killer 600 ml Cobra/ Mortein/ Power Plus or equivalent	Nos.	50			
13	Car Body Polish, standard pack Cosmic, Formula 1, Shinex, Turtle Wax or equivalent	Nos.	60			
14	Dash Board Polish, standard pack Cosmic, Formula 1, Shinex, Turtle Wax or equivalent	Nos.	60			
15	Polish Spray 7C F, Standard Pack	Nos.	40			
16	Car Polishing Cloth/Towel, microfiber	Nos.	60			
17	Vehicle cleaning Duster, washable	Nos.	120			
18	Surf powder, 90-110 grams	Bags	180			
19	Car Washing Shampoo, small	Sachet	240			
20	Scotch Brite or equivalent	Nos.	60			
21	Fragrance Gel Areon Black Crystal or equivalent	Nos.	40			
ELECTRIC ITEMS						
22	LED Panel Light 2x2 with frame(warm/white), at least 1 year warranty Philips, Panasonic, Fast, Osaka, Orient, Paklite or equivalent	Nos.	180			
23	LED Moon Light (24w) with mount, at least 1 year warranty	Nos.	150			

S.No	Description of Item (Brand or Equivalent)	Unit	Estimated Qty (Annual)	Unit Rate (Excl. Tax) Rs.	GST/Tax per Unit	Total Cost (Incl. Tax) Rs.
	Philips, Panasonic, Fast, Osaka, Orient, Paklite or equivalent					
24	LED Moon Light (18w) with mount, at least 1 year warranty Philips, Panasonic, Fast, Osaka, Orient, Paklite or equivalent	Nos.	150			
25	LED Bulb 18w (warm/white)), at least 1 year warranty Philips, Panasonic, Fast, Osaka, Orient, Paklite or equivalent	Nos.	120			
26	Extension Lead, 6 sockets, surge protection Camelion, Deli or equivalent	Nos.	100			
27	Light Plug, Multi Pin	Nos.	60			
28	Light Plug, Two Pin	Nos.	60			
29	Power Plug Three Pin	Nos.	60			
30	Electric Kettle 1.5 litre With 2 years warranty West Point/ Anex/ Phillips/ Dawlance or equivalent	Nos.	20			
31	Electric cable 7/29, pure Copper conductor, standard coil Pakistan Cables, Newage, Fast, GM or equivalent	Nos.	5			
32	Electric cable 3/29, pure Copper conductor, standard coil Pakistan Cables, Newage, Fast, GM or equivalent	Nos.	5			
33	Electric cable 7/36, pure Copper conductor, standard coil Pakistan Cables, Newage, Fast, GM or equivalent	Nos.	5			
34	Network Cable Cat 6 Schnider/D-Link or equal	Roll	05			
35	Insulation Tape (Red/ Black)	dzn	5			
CROCKERY ITEMS						
36	Steel Dust bin with lid	Nos.	20			
37	White Cup & Saucer with permanent official logo, as per sample	Nos.	144			
38	White Quarter Plate with permanent official logo, as per sample	Nos.	120			
39	White Rice Plate with permanent official logo, as per sample	Nos.	60			
40	White Curry Plate with permanent official logo, as per sample	Nos.	60			
41	White Milk pot/Sugar pot with spoon and permanent official logo, as per sample	Nos.	100			

S.No	Description of Item (Brand or Equivalent)	Unit	Estimated Qty (Annual)	Unit Rate (Excl. Tax) Rs.	GST/Tax per Unit	Total Cost (Incl. Tax) Rs.
42	Tea Spoon, Stainless Steel, as per sample	Nos.	144			
43	Table Spoon, Stainless Steel, as per sample	Nos.	144			
44	Rice/Serving Spoon, Stainless Steel, as per sample	Nos.	48			
45	Fork, Stainless steel, as per sample	Nos.	144			
46	Serving Tray, Medium, as per Sample	Nos.	25			
47	Serving Tray, Large, as per Sample	Nos.	25			
48	Table Knife, Stainless Steel, as per sample	Nos.	30			
49	Water Jug, as per sample	Nos.	36			
50	Drinking Glass, as per sample	Nos.	144			
51	Ashtray, as per sample	Nos.	18			
52	Thermos flask, as per Sample	Nos.	4			

Note: No affixing of logo on crockery items shall commence until a pre-production/proof sample has been approved in writing by the Procuring Agency. Such approval shall not relieve the supplier from compliance with the specifications. Delivery time in such cases would be 15 days.

LOT IV: PRINTED ITEMS

S.No	Description of Item (Brand or Equivalent)	Unit	Estimated Qty (Annual)	Unit Rate (Excl. Tax) Rs.	GST/Tax per Unit	Total Cost (Incl. Tax) Rs.
1	File Cover, 300 gsm card, official Logo (as per approved sample)	Nos.	10000			
2	Envelope White Large/File Size (80gsm),official Logo (as per approved sample)	Nos.	10000			
3	Diary/Draft Pad paper 80gsm (5 x 7.5) 50 pages with official Logo (as per sample)	Nos.	1000			
4	Rexene Green Diary Cover with official Logo (as per sample) (Maroon/Green/Blue/Black)	Nos.	500			
5	Rexene File Folder A4 Size with official Logo (as per sample) (Maroon/Green/Blue/Black)	Nos.	200			
6	Letterhead pad, 115 gsm Texture paper, of 100 Sheet with official Logo (as per sample)	pads	100			

Note: No bulk printing shall commence until a pre-production/proof sample has been approved in writing by the Procuring Agency. Such approval shall not relieve the supplier from compliance with the specifications. Delivery time in such cases would be 15 days.

SECTION V: EVALUATION CRITERIA

5.1. Mandatory Eligibility Requirements

All bidders must satisfy the eligibility requirements of ITB Clause E. Verifiable documentary evidence for each requirement is mandatory; a bid lacking such evidence shall be treated as non-responsive at the technical stage and its Financial Proposal shall not be opened.

5.2. Technical Responsiveness

- Conformity of the offered item to the specification/brand-or-equivalent standard against each item.
- Submission of sample(s).
- Submission of an equivalency certificate/literature where an equivalent brand is offered.

5.3. Financial Evaluation

Financial Proposals of technically responsive bidders only shall be opened and compared on an item-wise, Least Cost Basis. For each item, the lowest evaluated price (inclusive of all applicable taxes) among responsive bidders who quoted that item shall be declared the Most Advantageous Bid for that item, in accordance with ITB Clause Q.

5.4. Post-Qualification

Before award, the Procuring Agency shall satisfy itself that the recommended bidder(s) has/have the financial and supply capability to fulfill the awarded item(s)/Lot(s) over the Framework Agreement period.

5.5. Sample Evaluation Sheet (For Committee Use)

Where an item requires a sample under ITB Clause L.2, the Committee shall complete one row of the sheet below for every such item, for every bidder, and shall attach it to the Bid Evaluation Report. A rejection recorded without a specific reason tied to the Section IV specification, or citing only a subjective preference, is not a valid basis of rejection under Rule 36(b) of the Rules and shall be liable to be set aside on grievance under ITB Clause Z.

S.No	Bidder Name	Item Description & Section IV Spec Reference	Result (Pass/Fail)	Specific Reason (mandatory if Fail; cite the exact parameter not met)
1				
2				
3				
4				
5				
6				

Signatures of Committee Members (not less than three):

1. Name & Designation: ____________________ Signature: ____________

2. Name & Designation: ____________________ Signature: ____________

3. Name & Designation: ____________________ Signature: ____________

SECTION VI: STANDARD FORMS

Form 1: Form of Bid (Technical Proposal)

Form 1A: Technical Schedule of Items Offered (Technical Proposal - no price)

Form 2: Price Schedule (Financial Proposal)

Form 3: Bid Security Form

Form 4: Letter of Acceptance

Form 5: Bidder's Information Sheet

Form 1: Form of Bid

Date: ____________________

To: The Assistant Auditor-General (Personnel), Office of the Auditor-General of Pakistan, Constitution Avenue, Islamabad.

Gentlemen/Ladies,

Having examined the Bidding Document, including Addenda Nos: [insert numbers, if any], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply the item(s) indicated in our Price Schedule (enclosed in a separately sealed Financial Proposal envelope) for LOT(s)/item(s): _____________________, in conformity with the said Bidding Document.

We declare that our bid price did not involve any agreement with other bidders for the purpose of bid suppression.

We confirm that we do not have a conflict of interest with reference to ITB Clause E, and that our firm is not blacklisted by any Procuring Agency or the Public Procurement Regulatory Authority.

We undertake, if our bid is accepted, to deliver the items in accordance with the delivery schedule specified in the BDS and to abide by the warranty and Liquidated Damages provisions of this Bidding Document.

We agree to abide by this bid for the Bid Validity Period specified in the BDS, and it shall remain binding upon us and may be accepted at any time before expiration of that period.

We enclose herewith the Bid Security in the amount and form required under ITB Clause H.

We certify that we comply with the eligibility requirements of ITB Clause E and that we are on the Active Taxpayer List (ATL) of the FBR.

We understand that the award shall be made in accordance with the PPRA Rules, 2004 and the evaluation and award provisions of these Bidding Documents.

Dated this _____ day of _____________, 20____.

Name: _______________________________

Signature: ____________________________ (in the capacity of)

Duly authorized to sign the bid for and on behalf of: _______________________________

(Company/Firm seal)

Form 1A: Technical Schedule of Items Offered

(To be enclosed in the sealed "TECHNICAL PROPOSAL" envelope, for every LOT the bidder is bidding for. This form must NOT show any price. Reproduce the S.No., Description, Unit, and Estimated Annual Quantity columns from the relevant Lot table in Section IV, and complete the remaining columns as below.)

Important: if you enter "Y" under Sample Enclosed or Equivalency/Technical Certificate Attached, the actual sample/certificate must physically be enclosed in this envelope and tagged with your firm's name, the Lot number, and the Item S.No. shown below. The Procuring Agency verifies this physically at bid opening - see ITB Clause L.2 - and an item marked "Y" here with nothing found enclosed will be treated as if no sample/certificate was submitted.

Lot No.: ____________ Lot Title: ____________________________

S.No	Description of Item (as per Section IV)	Unit	Brand/Model Offered	Sample Enclosed? (Y/N/NA)	Equivalency / Technical Certificate Attached? (Y/N/NA)

(Attach additional sheets in the same format if bidding for more than 8 items in a Lot.)

Form 2: Price Schedule

(To be enclosed in the separately sealed "FINANCIAL PROPOSAL" envelope. Use the item tables of Section IV, reproducing S.No., Description, Unit, and Estimated Annual Quantity, and fill in the Brand/Model Offered (repeated exactly as declared in Form 1A), Unit Rate, Tax per Unit, and Total Cost columns for each item bid for. Leave blank any item not bid for)

a. The brand/model entered against each item must be identical to the brand/model declared for that item in Form 1A (Technical Schedule). A discrepancy between Form 1A and Form 2 for an item shall render that item's rate liable to rejection as non-responsive.

b. Rates shall be quoted item-wise, inclusive of all applicable taxes (GST etc.). Conditional bids or bids quoting more than one rate for the same item shall be rejected for that item.

c. Rates for items indicated with a brand/model may be quoted for the same brand/model or a genuine equivalent, subject to ITB Clause L and L.1.

d. Prices quoted shall be firm and non-adjustable for the duration of the Framework Agreement, DDP (Delivered Duty Paid) to the Office of the Auditor-General of Pakistan, Islamabad.

e. Payment is subject to the bidder's Active Taxpayer (ATL) status at the time of release of payment.

f. Prices quoted shall remain valid for the duration of the Framework Agreement (Financial Year 2026-27).

Form 3: Bid Security Details

(To be issued by the bidder's bank as a Call Deposit Receipt/Bank Draft/Pay Order in favour of "Drawing & Disbursing Officer, Office of the Auditor-General of Pakistan", OR the bidder may enclose the original instrument with the Technical Proposal. No separate specimen letter format is prescribed; the original financial instrument itself constitutes the Bid Security.)

Amount: Rs. ______________ (for LOT Nos.: ____________________)

Instrument No.: ______________ Bank: ______________ Date: ______________

Valid until: ______________ (not less than 120 days from the date of bid opening)

Form 4: Letter of Acceptance

[On the letterhead of the Office of the Auditor-General of Pakistan]

Date: ____________________

To: [Name and address of the successful bidder]

This is to notify you that your bid dated ____________ for supply of the item(s) listed in Annex A hereto, at the rates quoted in your Price Schedule, is hereby accepted.

You are required to furnish the Performance Guarantee specified in BDS Clause 13 within seven (7) days of receipt of this Letter of Acceptance, and to sign the Framework Agreement within seven (7) working days thereafter.

Authorized Signature: ____________________

Name & Title: ____________________

Form 5: Bidder's Information Sheet

(Use capital letters)

M/S (Name of Business): ____

Business Owner's Name: ____

Business Address: ____

National Tax Number (NTN): ____

Sales Tax Registration No.: ____

AGPR Vendor Number: ____________________________

Date of Registration: ____

Owner's CNIC No.: ____

Telephone No.: ____

Email: ____

Authorized Person's Name: ____

Authorized Person's Designation: ____________________________________

Authorized Person's Signature & Stamp: _______________________________

PART B

CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION VII: GENERAL CONDITIONS OF CONTRACT (GCC)

1. Definitions

"Contract" means the Framework Agreement together with all attachments and appendices thereto; "Goods" means the stationery, computer stationery, miscellaneous & electric, and printed items to be supplied; "Supplier" means the firm to whom item(s)/Lot(s) are awarded; "Procuring Agency" means the Office of the Auditor-General of Pakistan; "Framework Agreement Period" means Financial Year 2026-27, unless extended by mutual written consent within PPRA Rules.

2. Standard of Goods

All Goods supplied shall be new, genuine, and of the brand (or a bona fide equivalent) quoted and accepted, and shall conform in all respects to the specifications in Section IV.

3. Call-Off / Work Orders

Supply shall be effected against individual work orders issued by the Procuring Agency during the Framework Agreement Period, specifying item(s), quantity, and delivery timeline. The Supplier is not guaranteed the full estimated annual quantity indicated in Section IV; work orders shall be issued on an as-needed basis.

4. Delivery and Documents

The Supplier shall deliver the Goods to the Office of the Auditor-General of Pakistan, Constitution Avenue, Islamabad, within the period stated in the BDS, at its own cost, and shall submit an original GST invoice corresponding to each work order.

5. Inspection

The Procuring Agency may inspect and, where applicable, test the Goods on or after delivery. Goods found not to conform to the accepted specification/sample may be rejected, and the Supplier shall replace the same within three (3) working days of notice.

6. Warranty

Where applicable to the item, the Supplier warrants that the Goods are free from defects for the period stated in its bid (not less than one year), and shall remedy any defect notified during that period at its own cost.

7. Liquidated Damages

As set out in ITB Clause X, Liquidated Damages of 0.5% of the relevant work-order value per day of delay shall apply, up to a maximum of 20% of the work-order value.

8. Payment

Payment shall be made in Pakistani Rupees through the AGPR within a reasonable time after receipt and acceptance of Goods and a valid GST invoice, subject to the Supplier's ATL status, and subject to deduction of applicable taxes at source.

9. Taxes and Duties

The Supplier shall be responsible for all taxes, duties, and levies applicable to the Goods and this Contract under the laws of Pakistan.

10. Termination for Default

The Procuring Agency may terminate the Contract (in whole or as to a particular item/Lot) by written notice if the Supplier fails to deliver within the delivery period plus any Liquidated-Damages grace period, or otherwise materially breaches the Contract, without prejudice to the Procuring Agency's right to forfeit the Performance Guarantee/Bid Security and to initiate blacklisting proceedings under Rule 19 of the Rules.

11. Force Majeure

Neither party shall be liable for delay in performance due to events beyond its reasonable control. The affected party shall notify the other in writing promptly upon occurrence.

12. Assignment and Subcontracting

The Supplier shall not assign or subcontract the Contract, in whole or in part, without prior written consent of the Procuring Agency.

13. Corrupt and Fraudulent Practices

The Supplier shall observe the highest standard of ethics during the procurement and execution of this Contract and shall not engage in any corrupt or fraudulent practice, as defined in Rule 2 of the Rules, failing which it shall be liable to blacklisting under Rule 19 and other applicable remedies.

14. Governing Law and Dispute Resolution

This Contract shall be governed by the laws of Pakistan. Disputes shall first be addressed through the Grievance Redressal Mechanism at ITB Clause Z; unresolved disputes may be referred to arbitration by an arbitrator appointed by mutual consent of both parties.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions supplement the GCC. Wherever there is a conflict, the SCC shall prevail over the GCC.

SCC-1. GCC Clause 3 - Estimated Quantities

The annual quantities in Section IV are good-faith estimates only; the Procuring Agency may increase or decrease the quantity of any item as per the requirement.

SCC-2. GCC Clause 4 - Delivery Period

Standard delivery period: seven (7) days from issuance of each work order, unless a shorter/longer period is separately specified against a given item.

SCC-3. GCC Clause 6 - Warranty Period

Applicable to electric/electronic items in Lot III (and any electronic items in Lot II): minimum one (1) year from date of delivery, or as specifically stated against the item (e.g. Electric Kettle - 2 years, per the bidder's offer).

SCC-4. GCC Clause 13 - Framework Agreement Period

This Framework Agreement shall remain in force for Financial Year 2026-27 (i.e. 01-07-2026 to 30-06-2027), and may be extended by mutual written consent for a period not exceeding one additional year, subject to the Rules and to no material change in commercial terms.

SECTION IX: FORM OF FRAMEWORK AGREEMENT

THIS FRAMEWORK AGREEMENT is made on the _____ day of _____________, 2026, between the Office of the Auditor-General of Pakistan, Constitution Avenue, Islamabad (hereinafter called "the Procuring Agency") of the one part, and [name and address of Supplier] (hereinafter called "the Supplier") of the other part.

WHEREAS the Procuring Agency invited bids for Computer & General Stationery Items, Miscellaneous & Electric Items, and Printed Items for FY 2026-27, and has accepted the Supplier's bid for the item(s)/Lot(s) listed in Annex A hereto, at the rates set out in the Supplier's Price Schedule.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. Words and expressions in this Agreement shall have the meanings assigned to them in the General and Special Conditions of Contract.
2. The following documents shall be deemed to form and be read as part of this Agreement, in order of precedence in case of ambiguity: (a) this Form of Agreement; (b) the Letter of Acceptance; (c) the Special Conditions of Contract; (d) the General Conditions of Contract; (e) the Schedule of Requirements and Technical Specifications; (f) the Supplier's Form of Bid and Price Schedule; and (g) any other document listed in the BDS.
3. In consideration of the payments to be made by the Procuring Agency, the Supplier covenants to supply the Goods and remedy any defects therein in conformity with this Agreement.
4. The Procuring Agency covenants to pay the Supplier, in consideration of the supply of Goods and remedying of defects, the amounts due under each work order at the times and in the manner prescribed in this Agreement.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed in accordance with the laws of Pakistan, the day and year first above written.

For and on behalf of the Office of the Auditor-General of Pakistan:

Name, Title & Signature: ___________________________

For and on behalf of the Supplier:

Name, Title & Signature: ___________________________

SECTION X: INTEGRITY PACT

DECLARATION OF FEES, COMMISSION, BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES AND WORKS IN CONTRACTS WORTH RS. 10 MILLION OR MORE

Applicability: This Integrity Pact shall be executed by any bidder whose cumulative awarded value under this Framework Agreement reaches or exceeds Rs. 10,000,000 (Rupees ten million), per BDS Clause 15.

Contract Number: ______________ Dated: ______________ Contract Value: ______________

Contract Title: Framework Agreement for Supply of Computer & General Stationery Items / Miscellaneous & Electric Items / Printed Items, FY 2026-27

[Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege, or other obligation or benefit from the Government of Pakistan or any administrative subdivision or agency thereof, or any entity owned or controlled by it, through any corrupt business practice.

Without limiting the generality of the foregoing, [Name of Supplier] represents and warrants that it has fully declared any brokerage, commission, or fee paid or payable to anyone, and has not given, and shall not give, to anyone within or outside Pakistan, directly or indirectly, any commission, gratification, bribe, finder's fee, or kickback, with the object of obtaining or inducing the procurement of this Contract.

[Name of Supplier] certifies that it has made full disclosure of all agreements and arrangements with all persons in respect of this transaction, and has not taken, and will not take, any action to circumvent the above declaration.

[Name of Supplier] accepts full responsibility and strict liability for any false declaration, non-disclosure, or misrepresentation of fact in respect of the foregoing, and agrees that any benefit obtained through breach of this declaration shall be voidable at the option of the Government of Pakistan.

Notwithstanding any other right or remedy, [Name of Supplier] agrees to indemnify the Government of Pakistan for any loss or damage incurred on account of its corrupt business practices, and to pay compensation equivalent to ten times the sum of any commission, gratification, bribe, finder's fee, or kickback given, for the purpose of obtaining or inducing this Contract.

[Buyer - Office of the Auditor-General of Pakistan]	[Seller/Supplier]
Signature & Stamp: ______________	Signature & Stamp: ______________