

F.No.4(16)/2026-General
GOVERNMENT OF PAKISTAN
SECRETARIAT OF THE COUNCIL OF COMMON INTERESTS
ISLAMABAD
Tel: 051-9211946



TENDER FORM /BIDDING DOCUMENTS

FINANCIAL YEAR 2026-2027

Sr. #	Tender Description	Bid Security / Earnest Money (not exceeding 5%) in favor of DDO, Secretariat of CCI
1.	Purchase of Stationery items	Rs.150,000/-
2	Purchase of Computer Stationery	Rs.125,000/-
3.	Purchase of Other / Misc. items	Rs.225,000/-

Sr.No.

F.No.4(16)/2026-General
GOVERNMENT OF PAKISTAN
SECRETARIAT OF COUNCIL OF COMMON INTERESTS
ISLAMABAD

TENDER DOCUMENTS / FORM

Note:- **PLEASE READ CAREFULLY ALL THE CONDITIONS SPECIFIED IN THE INSTANT TENDER DOCUMENT/FORM BEFORE SUBMISSION OF THE BID/QUOTATION.**

Part-I (Section-I)	➤ Instructions to Bidders / Firms (ITB) • Introduction • Terms and Conditions • Bid Currencies • Bid Prices • Bid Security • Forfeiture of Earnest Money and Blacklisting of Firm / Vendor • Submission and opening of Bids • Evaluation and comparison of bids • Award of Procurement Contract • Delivery of Items • Payments • Corrupt or Fraudulent Practices
Part-I (Section-II)	➤ Check List ➤ Standard Bid Form ➤ Price Schedule in Pak Rupees for Stationery Items ➤ Price Schedule in Pak Rupees for Computer Stationery ➤ Price Schedule in Pak Rupees for Other / Misc. Items. ➤ Contract Form
Part-II (Section-I)	➤ General Conditions of Contract (GCC)
Part-II (Section-II)	➤ Special Conditions of Contract (SCC)

PART-I

(SECTION-I)

INSTRUCTIONS TO BIDDERS

Part-I (Section-I)

INSTRUCTIONS TO BIDDERS / FIRMS

Introduction

1. Sealed bids are invited from the original manufactures / authorized dealers / reputed stationers / general order suppliers registered with Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock / manpower / expertise in Rawalpindi / Islamabad for supply of following items to Secretariat of the Council of Common Interests (CCI Division), Government of Pakistan, Islamabad during the Financial Year 2026-27:-

1	2	3
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3.	Purchase of Other / Misc. items	Rs.225,000/-

Terms & Conditions

2. Tendering process shall be carried out through EPADS v2.0.
3. Interesting eligible bidders must be registered on the <https://vendors.epads.gov.pk/login> and submit their documents on EPADS v2.0.
4. National Tax Number (NTN), General Sales Tax (GST) number and Vender Number with documentary proof will have to be provided by each bidder in the tender otherwise the bid shall be rejected.
5. The firm / bidder must have at least 02-years of experience of supply of similar nature items as requisitioned in this bid. However, the firms / bidder registered during last year shall be exempted from this clause / condition.
6. The firm / bidder must show demonstrated capability and completed at least 02 contracts of supply of similar nature items as requisitioned in this bid. Documentary evidence to this effect must be provided with the bid.
7. The firm / bidder shall furnish details of its premises i.e. full address, Telephone/Fax/Whatsapp No. and e-Mail. The Firms/bidders should have their proper office in Rawalpindi / Islamabad.
8. The bidder/manufacture/supplier/ will submit an undertaken in form of affidavit on stamps paper of Rs.100/- that their firm has not been blacklisted in the past on any ground by any government (Federal, Provincial) a local body or a public sector organization. On account of submission of false statement or concealment of facts the bidder/manufacture will be debarred from bid.
9. Single stage-one envelop procedure as contained in Rule 36(a) of PPRA, 2004 shall apply.
10. The purchaser reserves the right to accept or reject any or all the tender bids as per PPRA Rules, 2004 amended from time to time.

11. In case of any dispute, decision of the Chairman Purchase Committee shall be final.
12. No hard copies of the bids documents shall be accepted bids shall only be submitted through EPADS v2.0 <https://epads.gov.pk/>.

Bid Currencies

13. Prices shall be quoted in Pak Rupees.

Bid Prices

14. The bid prices should be submitted/uploaded on EPADS v2.0.
15. The bid prices should be submitted on Original Bid Form issued by the Secretariat of the Council of Common Interests (CCI Division) which is annexed herewith.
15. Tender Form is to be filled in very carefully, preferably typed. Any alteration/correction must be signed.
16. All prices must inclusive of all direct / indirect taxes/ General Sales Tax (GST) and other taxes and duties where applicable. If there is no mention of taxes, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties.
17. The prices/rates offered by the bidder shall be valid and binding on the bidder throughout the period of contract up to 30-06-2027. However, the procuring agency i.e. Secretariat of CCI shall be entitled to extend the contract period after 30-06-2027 till the next tender award but not more than 02 months, if required.
18. Every page of the tender documents is to be signed and stamped at the bottom.
19. The firms are required to quote for minimum 80% of the listed/documents items otherwise the bid shall not be considered.

Bid Security

20. Tenders/Bids shall be accompanied by an earnest money in shape of a Bank Draft/Pay Order/Call deposit as per Tender Documents Clause 1 (Column 3 of the table) which is not exceeding 5% of the bid in favour of Section Officer (General), Secretariat of the Council of Common Interests (CCI Division). The scanned copy of same shall be uploaded on EPADS v2.0. The Tenders found deficient of the earnest money will not be considered and rejected straightway. The previous earnest money of any firm / vendor will not be considered for carried forward.
21. Unsuccessful bidders' (if none of the item quoted is approved) bid security will be discharged / returned as promptly as possible but not later than 30 days after the announcement of evaluation results.

Forfeiture of Earnest Money and Blacklisting of Firm / Vendor

22. All kinds of required items shall be provided as per approved specifications especially all kinds of toners of original manufactured by the company concerned, not compatible or refilled or refurbished etc. otherwise the Securities Deposit / Earnest Money will be forfeited and the firm would also be disqualified/blacklisted.

Submission and opening of Bids

Opening & Closing date, and time	From 03-09-2026 to 18-09-2026 , bidding documents shall be available on PPRA e-Pak Acquisition & Disposal System (EPADS) v2.0 and all prospective bidders shall apply for tender 2026-27 through EPADS v2.0. No manual bids/hard copies shall be accepted.
Date, Time & Place of opening proposals	On 18-09-2026 at 12:00 P.M. , Committee Room of Secretariat of CCI, 5 th Floor, New Secretariat, Kohsar Block, Islamabad in the presence of bidders or their representatives who may choose to be present in terms of Rule 28 of PPRA, 2004.

Evaluation and comparison of bids

23. The Purchase Committee will evaluate and compare the bids which have been determined to be substantially responsive and lowest. Result of bid evaluation in the form of a report giving justification for acceptance or rejection of bids (Minutes of the Meeting of Purchase Committee) at least 10 days prior to the award of procurement contract will also be announced in terms of Rule 35 of PPRA Rules, 2004.

Award of Procurement Contract

24. The procuring agency / purchaser i.e. Secretariat of CCI will award the contract to the successful bidders / firms whose bids have been determined to be substantially responsive and have been determined to be the lowest evaluated bid (item wise).

25. The notification of award of contract of successful items will be issued in favour of lowest bidders / firms.

26. Within 07 days of receipt of notification of award, the successful bidders and the procuring agency / purchaser shall sign the contract agreement on stamp paper worth Rs. 100/-. Specimen annexed herewith.

Delivery of Items

27. The supplies shall be delivered at the address given in the supply order, even on a short notice in the risk and cost of the supplier. The entire supplies will be delivered within time frame as given in the supply order. In case no supply is made within the time frame specified in the supply order, the contract to the extent of non-delivered portion of supply will stand cancelled without formal notice to this effect. No supplies will be accepted and earnest money to extent of non-delivered portion will be forfeited. If the firm fails to supply the whole consignment the entire earnest money against the accepted value will be forfeited to the Secretariat of CCI account and the firm will be blacklisted for future participation.

28. All the supplies / products will be acceptable subject to physical examination to be carried after receipt of supplies at the Office of Secretariat of CCI in accordance with the required specification. If any item is found to be against the required specification, the purchaser may reject the goods and the supplier shall replace the rejected goods to meet the required specification free of cost. This opportunity will be provided only once. In case, after replacement of supplies, the inspection report again declare the item as of against the required specification, the stock will not be accepted and the firm will be blacklisted for future participation, including forfeiture of their earnest money to the Secretariat of Council of Common Interests Account.

Payments

29. Payments will be made on receipt of original delivery challans/bills and invoices in duplicate duly completed in all respect. Payment for supplied items shall be made after satisfactory inspection report by the concerned Incharge. Income Tax and Sales Tax at Government rate/rules will be deducted from each invoice.

Corrupt or Fraudulent Practices

30. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

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

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

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

(iii) will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Secretariat of CCI being procuring agency.

I / We have read and agree with the above mentioned terms and conditions.

Name of Bidder/Firm

Signature. _____

Date:

Seal

PART-I

(SECTION-II)

- **Check List**
- **Standard Bid Form**
- **Price Schedule in Pak Rupees for Stationery Items**
- **Price Schedule in Pak Rupees for Computer Stationery**
- **Price Schedule in Pak Rupees for Other / Misc. Items.**
- **Contract Form**

Part-I (Section-II)

CHECK LIST

Name of Firm _____

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No
1.	Registered on EPADS v2.0.	
2.	Earnest money	
3.	NTN No. with copy of certificate	
4.	GST No. with copy of certificate	
5.	Copy of Active Taxpayer List	
6.	Bank Account No.	
7.	Documentary Proof of having 02-years experience alongwith copies of two successful contracts	
8.	Stamp paper /declaration about black listing	
9.	Whether rates quoted on prescribed form	
10.	Signature and Stamp on Tender Documents	
11.	Address of firm alongwith Landline Telephone / Fax Numbers and other contact details.	
12.	Experience Certificate	

Name of Bidder/Firm

Signature. _____

Date:

Seal

Part-I (Section-II)

1. BID FORM

(To be printed on letter head)

Section Officer (General)

Secretariat of Council of Common Interests

Islamabad

TenderNo.4 (16)/2026-General

Date: _____

Sir,

Having examined the terms and conditions contained in tender notice as well as in bidding documents and specifications of tender, the receipt of which is here by duly acknowledged, we, the undersigned, offer to install, supply and deliver (description of goods and services) in conformity with said bidding documents and specifications mentioned therein on the unit rates quoted in our price schedule, attached hereto, if stand lowest, till 30th June, 2027, validity which may be further extended till finalization of next tender, if desired so, by the procuring agency.

If our bid is accepted, we shall deliver the equipment mentioned in the tender documents within time frame given in the purchase / supply order.

We agree to abide by the terms and conditions of the tender for the period till 30.06.2027 further extendable upto 02 months and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

Until a formal purchase order(s) is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand, that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons thereof

Date this ----- day of ----- 20-----

Signature ----- in the capacity of ----- duly authorized to sign tender for and on behalf of

(NAME OF FIRM IN BLOCK CAPITALS)

Complete

Address: _____

Fax No. _____ Telephone No. _____

Signature

Witness:

1. _____

2. _____

Part-I (Section-II)
2. Price schedule in Pak Rupees

List of Stationery Items

S.No.	Items	Specifications	Unit (Packet/Each)	Rate Per Unit with GST
1.	Toner Photocopier Toshiba e studio 2505	Original with Official Warranty		
2.	Ball Point (Blue, Black, Red & Green)	Picasso Grip		
3.	Ball Point (Blue, Black, Red & Green)	Picasso Oria		
4.	Ball Point (Blue, Black, Red & Green)	Piano (0.8mm Point)		
5.	Ball Point (Blue, Black, Red & Green)	Piano Silk		
6.	ACE- Roller Ball Pen (M&G)	0.5 (Blue+ Black+Red)		
7.	Peon Book	Upto 60 Pages		
8.	Diary Register	No.08		
9.	Stock inward & outward Register	No. 08		
10.	Register imported Per No.	Ruled		
11.	Attendance Register	Standard		
12.	File Register	Standard		
13.	Drafting Pad	Small		
14.	Drafting Pad (Large)	Size: A4		
15.	Spiral Ring Pad	A-7 (100 Sheets)		
16.	Spiral Ring Pad	A-7 (200 Sheets)		
17.	File Separator (Plastic)	A to Z		
18.	File Separator (Plastic)	1 to 20		
19.	File Separator (Plastic)	1 to 50		
20.	Steel Lock (Unity)	40mm		
21.	Steel Lock (Unity)	40mm (Long Shackle)		
22.	Steel Lock (Unity)	50mm		
23.	Steel Lock (Unity)	50mm (Long Shackle)		
24.	Post IT Pads (Yellow)	Size: 3/3"		
25.	Post IT Pads (Yellow)	Size: 4/4"		
26.	Stapler Pin (Medium)	Size: 24/6" Dollar		
27.	Stapler Pin Remover	KW		
28.	Stapler Machine (Medium)	Size: 24/6" KW		
29.	Heavy Duty Stapler Machine	Size: 23/10" KW		
30.	Heavy Duty Stapler Machine	Size: 23/17" KW		
31.	Heavy Duty Stapler Machine	Size: 23/24" KW		
32.	Heavy Duty Stapler Pins	Size: 23/10" KW		
33.	Heavy Duty Stapler Pins	Size: 23/17" KW		
34.	Heavy Duty Stapler Pins	Size: 23/24" KW		
35.	Punch Machine Double	Small upto 25 Sheets KW		
36.	Punch Machine Double	Medium up to 80 Sheets KW		
37.	Punch Single Hole	Small		
38.	Punch Single Hole	Large		
39.	Punch Single Hole Steel	Small		
40.	Gum Stick	21 Grams UHU		
41.	Gum Stick	40 Grams UHU		

S.No.	Items	Specifications	Unit (Packet/Each)	Rate Per Unit with GST
42.	Stamp Pad (Blue Ink)	Size: 5m		
43.	Ink for Stamp Pad (Blue & Black)	Endorsing Ink, 30 Grams		
44.	Pointer (Blue & Black)	0.3 mm Dollar		
45.	Pointer (Blue & Black)	0.3 mm Piano		
46.	Uniball (Blue, Black, Green & Red)	Micro Eye		
47.	Uniball (Blue, Black, Green & Red)	Vision Elite		
48.	Uniball Gel Pen (Blue, Black)	Signo 0.7mm UM-12		
49.	Schneider (Blue, Black, Red & Green)	Business One (0.5mm)		
50.	Schneider (Blue, Black, Red & Green)	One Hybrid C (0.5mm)		
51.	White Board Marker (Blue, Black, Red & Green)	Dollar		
52.	White Board Marker (Blue, Black, Red & Green)	Mercury		
53.	Permanent Marker Blue, Black, Red & Green)	Dollar		
54.	Permanent Marker Blue, Black, Red & Green)	Mercury		
55.	Paper Pin	Standard		
56.	Paper Clip	26 mm		
57.	Paper Clip (Colored)	26 mm		
58.	Lead pencils	Hb 5000 Gold Fish		
59.	Lead pencils	ORO		
60.	Shorthand Pencil	Fine Quality		
61.	Sharpener	Dux		
62.	Sharpener Machine	KW		
63.	Eraser	ORO		
64.	Scissor 9"	Large		
65.	Scissor	Medium		
66.	Paper Cutter	Standard		
67.	Steel Scale	12" Standard		
68.	Envelops Brown	SE-05 Size:9x4"		
69.	Envelops Brown	SE-06		
70.	Envelops Brown	A-4		
71.	Envelops Brown	Legal Size		
72.	Envelops with Cloth (White)	Legal Size		
73.	Correction Pen / White Fluid	DUX		
74.	Correction Pen / White Fluid	Uni		
75.	Correction Pen / White Fluid	Picasso		
76.	D-Ring Folder	Imported, Size 52mm WW-252D, (As per sample)		
77.	D-Ring Folder	Imported, Size 38mm WW-238D, (As per sample)		
78.	Transparent File Cover	A4 Size (Different Colors)		
79.	Transparent File Cover	Legal Size (Different Colors)		
80.	Strip Folders	A4 - Transparent		
81.	Strip Folders	Legal -Transparent		

S.No.	Items	Specifications	Unit (Packet/Each)	Rate Per Unit with GST
82.	L-Shape Folder (12 Pcs)	A4 Size - Transparent		
83.	L-Shape Folder (12 Pcs)	Legal Size - Transparent		
84.	Calculator	Citizen CT-9300 14-Bit Large Display		
85.	Calculator	CASIO – Scientific (Latest Version) as per sample		
86.	File flapper	Rexene		
87.	Scotch Tap	1”		
88.	Scotch Tap	2”		
89.	Scotch Tap	3”		
90.	Packing Tap	3”		
91.	Binding Tap	2” Different Colors		
92.	Binding Tap	3” Different Colors		
93.	Binding Tap	4” Different Colors		
94.	Binding clip	¾”		
95.	Binding clip	½”		
96.	Binding clip	1”		
97.	Binding clip	1 ½”		
98.	Binding clip	2”		
99.	Highlighter	Schneider – Different Colors		
100.	Table Set	Wooden		
101.	Table Set	Leather		
102.	Table Set	Black Steel		
103.	Table Set	Marble		
104.	Telephone Index	Large		
105.	Shorthand Note Book	Standard		
106.	Pen/Pencil Holder	Metal Mesh Pen Holder		
107.	Movement/Petrol Register	Per No.		
108.	Log Book	Per No.		
109.	Note Sheet	A-4 80 Grams		
110.	File Tag	Standard		
111.	File Tag	Large		
112.	File Board	Legal (Good Quality)		
113.	Table Diary	Standard		
114.	Table Calendar	Standard		

Name of Bidder/Firm

Signature. _____

Date:

Seal

Part-I (Section-II)

3. Price schedule in Pak Rupees

List of Computer Stationary

Note: The purchaser will purchase Compactable manufactured by the company concerned. In case the supply found against the original, the earnest money will be forfeited and the firm will be black listed.

S. No	Description	Specification	Rate Per Unit with GST
1.	HP LJ Pro M404dn (59A)	Original with Official Warranty	
2.	HP LJ Pro 400M401a (80-A)	Original with Official Warranty	
3.	HP LJ Pro 404dn Toner (76-A)	Original with Official Warranty	
4.	HP LJ Pro 402d (26-A)	Original with Official Warranty	
5.	HP Pro 200 Color M251n (131-A) (SET)	Original with Official Warranty	
6.	HP LJ P2015d Toner (53-A)	Original with Official Warranty	
7.	HP LJ 1320 Toner (49-A)	Original with Official Warranty	
8.	Toner Fax Machine KX FL422 Panasonic	Original with Official Warranty	
9.	Computer Paper A-4 (500 Sheets)	Double A 80 Gram	
10.	Computer Paper Legal (500 Sheets)	Double A 80 Gram	
11.	Computer Paper A-3 (500 Sheets)	Double A 80 Gram	

Name of Bidder/Firm

Signature. _____

Date:

Seal

Part-I (Section-II)

List of Other / Miscellaneous Items

S. No	Items	Brand / Specification	Unit (Packet/Each)	Rate Per Unit with GST
1.	Air- Freshener	Aseel - 300 ml		
2.	Air- Freshener	Delite - 300 ml		
3.	Tissue Paper Box	Rose Petal Luxury		
4.	Tissue Paper Box	Pop-Up		
5.	Toilet Roll (Maxob)	Rose Petal		
6.	Hygiene Tissue	Rose Petal (White)		
7.	Duster Phylane	Yellow, Good Quality		
8.	Duster Phylane	White, Good Quality		
9.	Duster Cotton	White, Good Quality		
10.	Micro Fiber Duster for Cars	Superior Quality		
11.	Bath Soap	Safeguard - 125 gram		
12.	Bath Soap	Dettol – 110 gram		
13.	Bath Soap	Lifebuoy – 98 gram		
14.	Bath Soap	Lux (Large) – 128 gram		
15.	Bath Soap	Dove (Original White) - Imported		
16.	Hand Wash Liquid	Lifebuoy (Blue/Red) – 200 ml		
17.	Hand Wash Liquid	Fresco – 500 ml		
18.	Liquid Soap Gallon	Fresco - 05 liter		
19.	Soap Dispenser	Fresco		
20.	Air-Freshener Machine	Fresco		
21.	Air-Freshener Refiller	Fresco – 300 ml		
22.	Lemon Max Powder	400 Grams		
23.	Lemon Max	Long Bar		
24.	Lemon Max Liquid	275 ml		
25.	Lemon Max Liquid	750 ml		
26.	Detergent	Surf Excel Liquid (1000 ml)		
27.	Surf Powder	Surf Excel - 110 gram		
28.	Dettol Antiseptic Liquid	01 Litter - Original		
29.	Dettol Surface Cleaner	01 Litter - Original		
30.	Sponge	Scotch Brite (Large)		
31.	Stainless Steel Wire Spiral	Scotch Brite (Large)		
32.	Glass Cleaner Spray	Glint (500ml) - Original		
33.	Hand Sanitizer	Purell - 500 ml Original		
34.	Towel (100% Cotton) White	Large Size (24 X 42)		
35.	Call Bell	VOYE		
36.	Insect Killer	300 ml Mortein (Odorless)		
37.	Phenyl Bottle	Finis - 2.9 litter Original		
38.	Acid for washroom	Tiger - Original Standard		
39.	Roomi Tikki	Standard with Rubber Case		
40.	Harpic (Blue)	450 ml Original		
41.	Harpic (Red)	450 ml Original		
42.	Dust Bin	Plastic Standard (Medium)		
43.	Dust Bin	Plastic Standard (Large)		
44.	Yellow cleaning bucket	Heavy duty - Professional Use		
45.	Wheel Garbage Dustbin	240 Litre		
46.	Dust Mop (Large)	Microfiber Super Duster		
47.	Pachara (Large)	Good Quality With long threads		
48.	Wiper	Good Rubber Wiper Steel Rod		
49.	Broom (Phool)	Large		
50.	Broom (Tinka)	Per Kg		
51.	Toilet Brush	Fine quality		

S. No	Items	Brand / Specification	Unit (Packet/Each)	Rate Per Unit with GST
52.	Garbage Bag Plastic Roll	18 x 20		
53.	Garbage Bag Plastic Roll	18 x 24		
54.	Garbage Bag Plastic Roll	20 x 30		
55.	Garbage Bag Plastic Roll	24 x 36		
56.	Garbage Bag Plastic Roll	28 x 37		
57.	Garbage Bag Plastic Roll	30 x 50		
58.	Ash Try Large	Crystal		
59.	Car Polish	Cosmic		
60.	Revive all Luster	KIWI Original		
61.	Extension Lead	KM 8 Way Wire Length 3 meter		
62.	Extension Lead	KM 8 Way Wire Length 5 meter		
63.	Two Pin Shoo	KM Original		
64.	Three Pin Shoo	KM Original		
65.	Power Plug	KM Original		
66.	Light Plug	KM Original		
67.	Multi Plug	KM Original		
68.	Electric Wire (copper)	Roll (3/29) Pakistan Cable		
69.	Electric Wire (copper)	Roll (7/29) Pakistan Cable		
70.	Tube Rod Small	Philips (36-40 Watt)		
71.	Tube Rod Small	Osaka - 18 Watt Original with Official Warranty		
72.	LED Light	Osaka – 40 Watt Original with Official Warranty		
73.	LED Light	Osaka – 72 Watt Original with Official Warranty		
74.	LED Bulb	Phillips - 13W Original with Official Warranty		
75.	LED Bulb	Phillips - 18W Original with Official Warranty		
76.	Tea Cup with Saucers	Ceramic white Porcelin as per Sample		
77.	Milk & Sugar Pot (Set)	Ceramic white Porcelin as per Sample		
78.	Small Plate	Ceramic white Porcelin as per Sample		
79.	Medium Plate	Ceramic white Porcelin as per Sample		
80.	Large Plate	Ceramic white Porcelin as per Sample		
81.	Salan Bowl	Ceramic white Porcelin as per Sample		
82.	Soup Bowl	Ceramic white Porcelin as per Sample		
83.	Tea Spoon	Imported quality as per Sample		
84.	Rice Spoon	Imported quality as per Sample		
85.	Fork	Imported quality as per Sample		
86.	Stainless Steel Food Tong	Small as per sample		
87.	Tea Tray Large	White Melamine imported quality as per Sample		
88.	Kinfe Set of 6 Pcs	Kiwi Original (19cm, 22 cm, 25cm, 28cm, 31cm, 34cm)		
89.	Jug for water	Delisoga		
90.	Glass for water	Delisoga		
91.	Water Cooler	Rahber - Small		
92.	Water Cooler	Rahber - Medium		
93.	Water Cooler	Rahber - Large		
94.	Hot Pot	CHEF - Large		

S. No	Items	Brand / Specification	Unit (Packet/Each)	Rate Per Unit with GST
95.	Wall Clock	Champion (Medium Size) – Original with official Warranty		
96.	Wall Clock	Champion (Large Size) – Original with official Warranty		
97.	Cell AA	Camelion - Original		
98.	Cell AAA	Camelion - Original		
99.	Battery Cell (D)	Camelion - Original		
100.	Electric kettle 2.0 L	Annex - 01 Year official warranty		
101.	Electric kettle 5.0 L	Annex - 01 Year official warranty		
102.	Thermos Flask 01 liter	Regal Original with official warranty as per sample		
103.	Thermos Flask 05 liter	Regal Original with official warranty as per sample		
104.	Table Round World Globe	25/27 cm		
105.	USB Original	32 GB Kingston		
106.	USB Original	64 GB Kingston		
107.	USB Original	128 GB Kingston		
108.	Key Board	A-4 Tech		
109.	Mouse	A-4 Tech		
110.	Mouse Pad	Rubber Fine quality		
111.	Wire Less Keyboard & Mouse	A-4 Tech		
112.	Telephone Set with CLI	Original Panasonic with official warranty		
113.	Telephone Steno Set with CLI	Original Panasonic with official warranty		
114.	Coffee Maker	Annex Original with Official Warranty		
115.	Sandwich Maker	Annex Original with Official Warranty		
116.	Blender and Grinder 3 in 1	Annex Original with Official Warranty		
117.	Bracket Fan Standard	Pak Fan (Plastic Body) Original with Official Warranty		
118.	Ceiling Fan (2x2)	Pak Fan Original with Official Warranty		
119.	Electric Fan Heater 2000 W	Black & Decker Original with Official Warranty		
120.	Engagement Stand (A-4)	Plastic		
121.	Table Glass	5 mm per sq.ft		
122.	Table Cloth	Per Meter - Superior quality		
123.	Stamp Printy Machine	Fine quality (<i>lowest rate for both items will be awarded to single firm</i>)		
124.	Stamp with Handel per line rate			
125.	Comb	Fine quality		
126.	Hair Brush	Fine quality		
127.	Name Plate	As per sample		
128.	Wall looking Mirror alongwith Frame	Per Sq.ft.		
129.	Table Flag with Stand	Superior quality		
130.	Face Mask	3 lyre – MEDIPLUS Original		
131.	Face Mask	N-95 Original		
132.	Hand Gloves	Rubber Medicated with Powder		
133.	Hand Gloves	Rubber Medicated without Powder		
134.	Disposable Polythene Gloves	Pack of 100 Fine Quality		
135.	Wireless Wi-Fi Device	Alfa		
136.	Ortho Back Care	Molty Foam Original with warranty		
137.	Umbrella (Small)	Fine quality as per sample		

S. No	Items	Brand / Specification	Unit (Packet/Each)	Rate Per Unit with GST
138.	Umbrella (Large)	Fine quality as per sample		
139.	Multimedia Speaker 2.5”	Audionic Original with official warranty		
140.	Wireless Headphone	Audionic Original with official warranty		

Name of Bidder/Firm

Signature. _____

Date:

Seal

Part-I (Section-II)

3. Contract Form

THIS AGREEMENT made the _____ day of _____ 20____ between **Secretariat of the Council of Common Interests (CCI Divion)**, Government of Pakistan, having its principal place of business at 5th Floor, New Secretariat, Kohsar Block, Islamabad (hereinafter referred to as the “CCI”, which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the one part) and (name of the firm), a firm duly registered, having its head office at (complete address) (hereinafter referred to as “Supplier”, which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the other part):

WHEREAS the Purchaser invited rates for Purchase of Stationery, Computer Stationery, Misc. Items, of firms / vendors and has accepted the following unit rates that shall remain valid till 30th June, 2027 by the Supplier for the supply of items which shall be asked for through “Supply Orders” having therein the requisite items, quantities, delivery schedule & rate of liquidated damages against late deliveries, and shall be issued from time to time, nonetheless, the validity of selected rates may be further extended till finalization of next tender, if desired so, by mutual consent:-

S.No	Item with brand name	Unit Rate (Pak. Rs.) (with GST)
1.		
2.		

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Bid Form and the Price Schedule submitted by the Bidder;
 - (b) The General Conditions of Contract;
 - (c) The Special Conditions of Contract;
 - (d) The Purchaser’s Notification of Award; and
 - (e) Purchase Orders which shall be issued by CCI time to time
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Purchaser)

Signed, sealed, delivered _____ the _____ (for the Supplier)

Part-II

(Section-I)

General Conditions of Contract

Part-II (Section-I)

GENERAL CONDITIONS OF CONTRACT

1. Definitions	1.1 In this Contract, the following terms shall be interpreted as indicated: (a) “The Contract” means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein. (b) “The Contract Price” means the price which shall be payable to the Supplier under the Contract pursuant to the rates agreed in it, against the “Supply Orders” which shall be issued from time to time, for the full and proper performance of its contractual obligations. (c) “The Goods” means all of the stationery items, toners, equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract against the “Supply Orders” which shall be issued from time to time. (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract. (e) “GCC” means the General Conditions of Contract contained in this section. (f) “SCC” means the Special Conditions of Contract. (g) “The Purchaser” means the organization purchasing the Goods, as named in SCC. (h) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract.
2. Application	2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
3. Standards	3.1 The Goods supplied under this Contract against the “Supply Orders” which shall be issued from time to time, shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.
4. Inspections and Tests	4.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall

	notify the Supplier in writing, in a timely manner, of the identity of any samples (representatives) retained for these purposes. 4.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser. 4.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser. 4.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the Purchaser's delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' shipment from the factory/warehouse. 4.5 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.
5. Packing	5.1 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.
6. Delivery and Documents	6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms which shall be specified in the Schedule of Requirements of the respective "Supply Order" that shall be issued from time to time.
7. Warranty	7.1 The Supplier warrants that the Goods especially "Toners" supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination. 7.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract. 7.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

	7.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser. 7.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
8. Payment	8.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC. 8.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract. 8.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. 8.4 The currency of payment is Pak. Rupees.
9. Prices	9.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.
10. Contract Amendments	10.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
11. Assignment	11.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.
12. Delays in the Supplier's Performance	12.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements. 12.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
13. Termination for Default	13.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

	(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the respective “Supply Order” which shall be issued from time to time under this Contract, or within any extension thereof granted by the Purchaser; or (b) if the Supplier fails to perform any other obligation(s) under the Contract. (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract. For the purpose of this clause: “corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty. 13.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 17.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
14. Force Majeure	14.1 Notwithstanding the provisions of GCC Clauses 12 and 13, the Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. 14.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. 14.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

15.Resolution of Disputes	15.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. 15.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.
16. Governing Language	16.1 The Contract shall be written in the language specified in SCC. The version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.
17. Applicable Law	17.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.
18. Notices	18.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC. 18.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.
19. Taxes and Duties	19.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

Part-II

(Section-II)

Special Conditions of Contract

Part-II (Section-II)

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—**The Purchaser is:** Secretariat of Council of Common Interests,
5th Floor, New Secretariat Kohsar Block,
Islamabad.

2. Inspections and Tests (GCC Clause 4)

GCC 4.1—**Inspection and tests prior to supply of Goods and at final acceptance are as follows:**

The Purchaser or its representative shall have the right to inspect and or to test the supplies at the destination to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. In this regard, a “Supply Order” shall be issued from time to time as per needs of Secretariat of CCI having therein Schedule of Requirements & Technical Specifications of the demanded items which shall be provided by the supplier. **Besides, for the delivery of toners, the Supplier shall provide the ID. Nos. printed on the packing boxes of the toners in their delivery challan for online verification of the same through original manufacturers’ websites.**

3. Packing (GCC Clause 5)

GCC 5.2 – **Packing & accessories:** The bidder shall deliver the supplies as per the “supply Order”, issued from time to time, at the destination in scratch-less condition within proper packing with the entire manufacturer supplied accessories. With respect to toners, the same must be supplied in original packing having seal with ID. Nos. of original respective manufacturer.

4. Warranty (GCC Clause 7)

GCC 8.2—In partial modification of the provisions, the warranty period of the supplied goods, especially toners shall be **12 (Twelve) months** from date of acceptance of the supplies. The Supplier shall, in addition, comply with the performance and / or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

(a) Make such changes, modifications, and / or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 2.

5. Payment (GCC Clause 8)

GCC 8.1& 8.3 —The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

Payment shall be made in Pak. Rupees in the following manner:

- (i) **On Acceptance: Hundred (100)** percent payment of the supplies delivered and received as per the respective “Supply Order”, shall be made within sixty (60) working days of submission of claim supported by the acceptance certificate issued by the purchaser.

6. Prices (GCC Clause 9)

GCC 9.1—**Prices shall be:** Fixed.

7. Termination for Default (GCC Clause 13)

If during the currency of the period it is found that supplied items are sub –standard, defective or not genuine or from grey channel, the contract will be cancelled and Security Deposit will be forfeited and the firm will also be blacklisted

8. Resolution of Disputes (GCC Clause 15)

GCC 15.2—**The dispute resolution mechanism to be applied pursuant to GCC Clause 15.2 shall be as follows:**

In the case of a dispute between Secretariat of CCI and the Supplier, the dispute shall be addressed and settled in accordance with provisions of Public Procurement Rules, 2004 amended from time to time and the relevant laws of the Islamic Republic of Pakistan.

9. Governing Language (GCC Clause 16)

GCC 16.1—**The Governing Language shall be:** English.

10. Notices (GCC Clause 18)

GCC 18.1—**Purchaser’s address for notice purposes:**

Section Officer (General)
Room No. 542, 5th Floor,
New Secretariat, Kohsar Block, Islamabad
Tele: 051-9211946

—**Supplier’s address for notice purposes:**
