

### Tender Notice

Discipline & Inspections Branch invites sealed tender based on the Punjab Procurement Rules 2014, from well-reputed firms registered with Income Tax and Sales Tax Department, for **Others items, Stationery Items, Computer Stationery items and Repair of Transport items** for D&I Branch CPO Lahore during current Financial Year 2021-2022. Tender may be addressed to the AIG/ Inquiries (DDO/D&I), CPO Punjab Lahore shall be received till **17.12.2021 before 10:00 A.M shall be opened at 10:30 A.M on the same day** in CPO Complex, Bank Road, Old Anarkali Lahore in the presence of bidders. The delivery period will be decided while issuing supply order. The tender notice is available on the PPRA's website (<http://ppra.punjab.gov.pk>) and for any other information email ([inspection.vigilance@gmail.com](mailto:inspection.vigilance@gmail.com))

<b>Sr.#</b>	<b>STATIONERY ITEMS</b>	<b>DEMAND</b>
1.	Laser Paper A/4 Size (80gm Imported Brand, 500-sheets )	500
2.	Laser Paper Legal Size (80gm Imported Brand, 500-sheets )	20
3.	Uniball Signo or equalent (Fine Quality) for officer	400
4.	Uniball Vision or equalent (Fine Quality) for officer	400
5.	Stapler machine	50
6.	Shorthand Book (100-Leaves)	50
7.	High Lighter Fine Quality	100
8.	Paper Rubber Fine Quality	250
9.	Sharpener	250
10.	Gum Stick	50
11.	Cotton Tag 6" Long	50
12.	Pen Fluid	50
13.	Stapler Pin	500
14.	File Board simple	200
15.	Flapper Rexion 3"x26" (Simple)	500
<b>OTHER ITEMS</b>		
16.	Duster (Cloth)	300
17.	Umbrella Fine Quality	10
18.	Dettol Liquid	50
19.	Air Freshener Fine quality	250
20.	Motrin Spray	250
21.	Soap Lux or Fine Quality	100
22.	Duster (F/Q)	300
23.	Dettol (Floor Cleaning)	200
24.	Vim Soap ( for crockery)	50
25.	USB (F/Q) 16GB	100
26.	Glass Cleaner (F/Q)	50
27.	Extension Lead (Best Quality)	50
28.	Towel (Large Size)	30
29.	Telephone Set	10

30.	Head Phone (F/Q)	20
31.	Power Cable for computer	20
32.	Mouse for computers	20
33.	Key Board for computers	20
34.	Steno Set for officer (Fine Quality)	05
35.	Electric Teakettle (Fine Quality)	05
36.	Clock (Fine Quality)	10
37.	Cell (Clock)	250
38.	Scotch Tape	10
39.	Tissue Paper (Fine Quality)	300 Boxes
<b>COMPUTER STATIONERY</b>		
40.	Toner Photostat Mach: Toshiba Studio-450.	04
41.	Toner HP Laser Jet PRO 400 (80A).	10
42.	Toner HP Laser Jet PRO 402dw(26A).	10
<b>REPAIR OF TRANSPORT</b>		
43.	Oil Filters Corolla XLI 2015 Model	05
44.	Oil Filters Corolla XLI 2009 Model	05
45.	Oil Filters Corolla XLI 2002/07 Model	05
46.	Oil Filter Cultus Car 2015 Model	05
47.	Oil Filter Vigo D/C 2015 Model	03
48.	Oil Filter Vigo D/C 2012 Model	07
49.	Oil Filter Vigo D/C 2006/07	05
50.	Oil Filter P-Up S/C 2009 Model	03
51.	Oil Filter P-up S/C 2005 Model	03
52.	Air Filters Corolla XLI 2002/07 Model	05
	Air Filters Corolla XLI 2015 Model	05
53.	Diesel Filter Vigo D/C 2015 Model	05
54.	Diesel Filter Vigo D/C 2012 Model	04
55.	Diesel Filter Vigo D/C 2006/07 Model	04
56.	Diesel Filter P-Up S/C 2009 Model	02
57.	Diesel Filter P-up S/C 2005 Model	02
58.	Lubricants for diesel / Petrol vehicles	300 boxes

2. The bids shall be received under "Single Stage-Two Envelop" procedure as per Punjab Procurement Rules-2014. The bids shall comprise a single package containing two envelopes. Each envelopes shall contain separately the 'Financial Proposal' and 'Technical Proposal'. The envelope colour of Financial Proposal should be 'White', while the Technical Proposal should be 'Khaki'.



3. Technical proposal will be opened on **17.12.2021 at 10:30 A.M** while the Financial proposal shall remain (in sealed form) in the custody of the Committee and would be opened after receipt of technical evaluation report, in the presence of bidders. The financial proposal of bidders found technically un-acceptable/non responsive shall be returned un-opened to the respective bidders along-with the bid security under the rules.

5. The bidders shall furnish a bid security @ 3% of the estimated price with their Technical proposals in shape of pay Order of Bank Draft of any Schedule Bank in favour of AIG/ Inquiries, CPO, Lahore. Proposals without bid security will be rejected.

6. Successful bidders shall deposit security equal to @ 10% of the total value of stores in the form of deposit at call in the name of AIG/Inquiries, CPO Lahore, which shall be refunded on successful of the contracted obligations.

7. The interested firms are informed to collect bidding documents, which are available containing Term & Conditions, method of procurement from the office of the D&I, Branch, Room No.411, CPO Complex, Old Anarkali, Lahore, on any working day during office hours up-to 17.12.2021. Tender document fee @ Rs. 500/- (**non-refundable**) duly deposited into State Bank of Pakistan on Treasury Challan 32-A under head CO2642-Police-Others (in original) will be charged. The offers shall be accepted only with original bidding documents. Photocopies would not be accepted.

8. The authority reserves the right to reject all bids or proposals in line with rule 35 of PPRA Rules, 2014.

  
(WAQAS HASSAN) PSP  
AIG/Inquiries  
For Addl. Inspector General of Police  
Discipline & Inspection  
CPO, Punjab. 

## BIDDING DOCUMENTS

### TERMS & CONDITIONS TO PARTICIPATE IN TENDER OF OTHER ITEMS, STATIONERY ITEMS, COMPUTER STATIONERY ITEMS AND REPAIR OF TRANSPORT ITEMS.

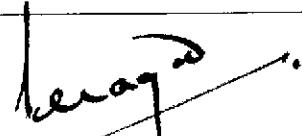
1. Each bid shall comprise a single sealed package containing two separate envelopes as under:-
- 1) **TECHNICAL PROPOSAL:** Details of specifications, make, country, etc. On the firm's letter head pad along-with catalogue, bidding documents, earnest money for respective item
  - 2) **FINANCIAL PROPOSAL:** Rate of respective item including all taxes/ charges whatsoever, may be quoted as per following from on the firm's letter Head Pad:-
  - 3)

Sr. No.	Description	Unit Price (Rs.)	Sales Tax	Other duties/ charges etc. If any	Total Unit Price (Rs.)

Envelope should be marked in bold letters as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" respectively with name of item.

- **DO NOT INCLUDE FINANCIAL PROPOSAL INSIDE TECHNICAL PROPOSAL ENVELOPE OR ANY STATEMENT IN TECHNICAL PROPOSAL WHICH MAY INDICATE YOUR PRICES.**

2. Technical proposal will be opened on **17.12.2021 at 10:30 A.M** while Financial Proposal shall remain (in sealed form) in custody of the committee and would be opened after Technical evaluation report. Financial Proposals of the technically accepted bids would be opened in the presence of responsive bidders. The lowest evaluated bid would be accepted. The Financial Proposal found technically un-acceptable/ non responsive shall be returned un-opened to the respective bidders.
3. The bidders shall submit bid security @ 3% of the estimated price along-with their Technical Proposal in shape of pay Orders/ Bank Drafts of any scheduled Bank in favour of the AIG/Inquiries (DDO/D&I), CPO Lahore, otherwise bid will be rejected. In case of non-acceptance of tenders, the earnest money will be refunded after finalization of the tender. Total estimated cost of the tender is **Rs. 2,879,000/-**.
4. In case of acceptance of tenders, bidders shall deposit a security @ 10% of the total value of stores in the form of deposit at call in the name of Provincial Police Officer, Government of the Punjab, Police Department and draw the contract agreement etc. Security shall be refunded on successful completion of the contracted obligations.
5. Rates quoted would be considered inclusive of all taxes/ duties/ charges and shall be valid upto 30.06.2022.
6. The authority reserves the right to reject all bids or proposals in line with Rule 35 of PPRA Rules 2014.
8. The supply made by the firms shall be inspected in the light of approved sample/ specification. The store failed to confirm the standard specifications/requirement of Police Department, approved sample will be rejected,

  
**(WAQAS HASSAN) PSP**  
*AIG/ Inquiries*  
For Addl. Inspector General of Police  
Discipline & Inspection Branch  
CPO, Punjab