

Standard Bidding Document

TENDER NOTICE FY 2026-2027
(Goods)

National

Single Stage-One Envelope



August 31, 2026

*Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI)), Section Officer
5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory
Phone: +92-300-554-2511, Email: soadmn@cci.gov.pk*

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REQUEST FOR BIDS

PROCUREMENT OF GOODS

1. The **Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI))** has reserved Funds for the procurement planned for FY **2026-27**. The **Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI))** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the "**TENDER NOTICE FY 2026-2027**" with the reference of "**P62147**"
2. The **Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI))** invites sealed Bids from eligible Bidders for procurement of goods described in the bidding documents on **EPADS v2.0**.
3. **Single Stage-One Envelope** will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.
4. All Bids must be accompanied by a Bid Security amounting described in Bid Security Section in Bidding Document in the form of **Pay Order** or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents
5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **<https://epads.gov.pk/opportunities/federal/procurements/62147>** for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.
6. The e-bids, prepared in accordance with the instructions in the e-Bidding Documents, must be submitted through **EPADS v2.0** on or before **Friday, September 18, 2026 11:00 AM**. E-bids will be opened using **EPADS v2.0** on the same day at **Friday, September 18, 2026 12:00 PM**. Manual submission of Bids shall not be entertained. Those vendors who have not yet

registered on the new version of **EPADS v2.0**, may register themselves on <https://vendors.epads.gov.pk/>. A tutorial to explain the registration process is available at <https://www.youtube.com/watch?v=MNW6T38v7tc>

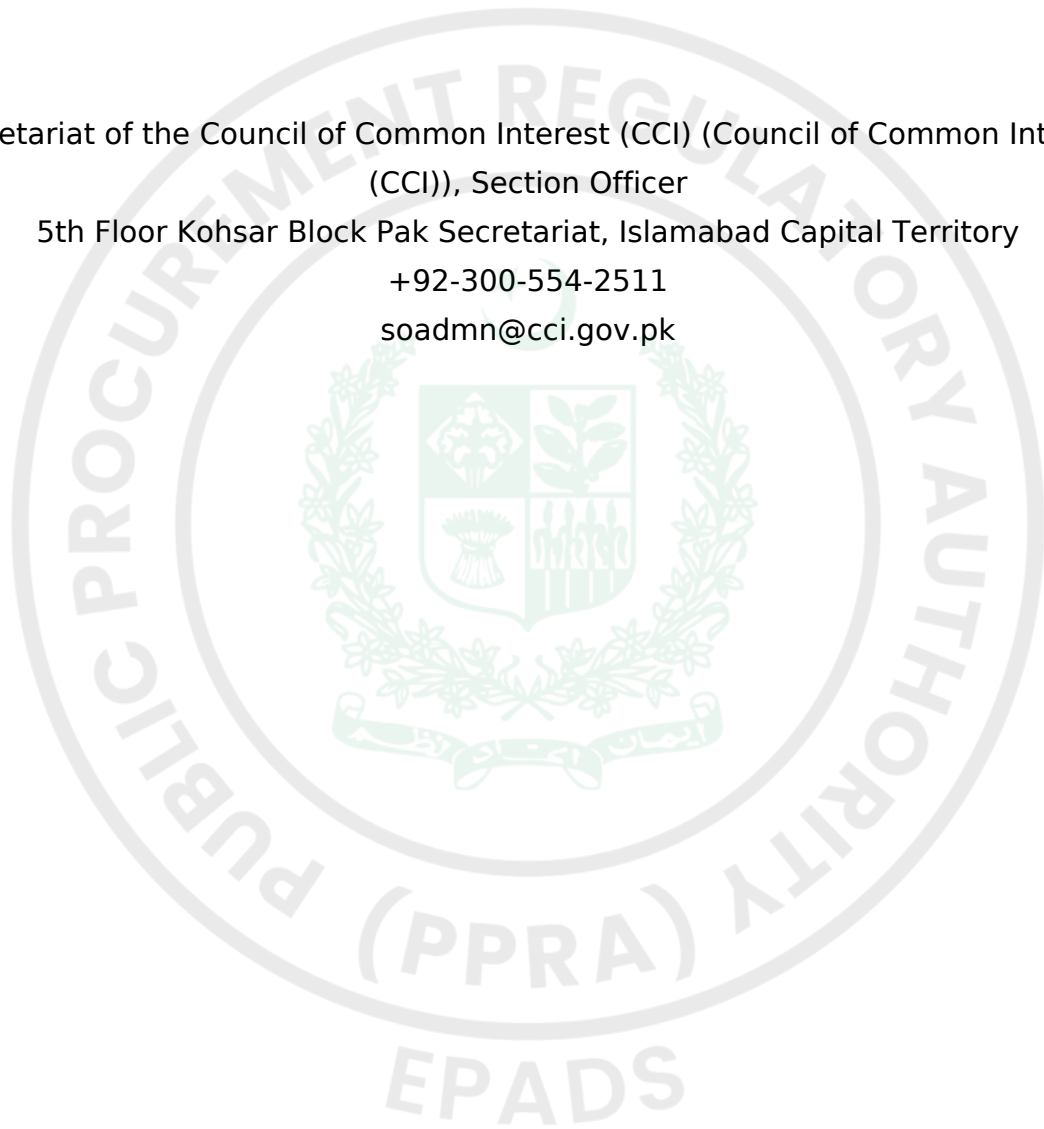
In terms of Rule 48 of Public Procurement Rules, 2004 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (www.ppra.org.pk).

Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI)), Section Officer

5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory

+92-300-554-2511

soadmn@cci.gov.pk





Instructions to Bidders

A. Introduction

1.Scope of Bids

1.1 The Procuring Agency (PA), as indicated in the **Bids Data Sheet (BDS)** invites Bids **through EPADS v2.0** for the provision of Goods for as specified in the BDS and **in Section V - Evaluation Criteria, Specifications & Schedule of Requirements**. The name, identification, and number of items/deliverables are provided in the **BDS**. The successful Bidders will be expected to provide the goods within the specified period and timeline(s) as stated in the **BDS**.

2. Source of Funds

2.1 Source of funds is referred in Clause-1 of Invitation for Bids.

3. Eligible Bidders

3.1 A Bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country, or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture, consortium, or association shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the Bidding process, and in case of award of contract, during the execution of the contract.

3.2 Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.

3.3 The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the Procuring Agency.

3.4 Any bid submitted by the joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring Agency and in line with

any instructions issued by the Authority.

(The limit on the number of members of JV or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).

3.5 The invitation for Bids is open to all prospective suppliers, manufacturers, or authorized agents / dealers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business. Procuring agencies shall specify the registration/licensing requirements for the foreign bidders keeping in view the requirement of that business.

3.6 A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:

1. are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the Goods to be purchased under this Invitation for Bids.
2. have controlling shareholders in common; or
3. receive or have received any direct or indirect subsidy from any of them; or
4. have the same legal representative for purposes of this Bid; or
5. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bids of another Bidder, or influence the decisions of the Procuring Agency regarding this Bidding process; or
6. Submit more than one Bid in this Bidding process.

3.7 A Bidder may be ineligible if –

1. he is declared bankrupt or, in the case of company or firm, insolvent;
2. payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;

3. the Bidder is convicted, by a final judgment, of any offence involving professional conduct;

4. the Bidder is blacklisted locally or by international organizations and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of Bid securing declaration.

3.8 As and when required, bidders shall provide to the Procuring Agency evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.

3.9 Bidders shall submit Bids relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to more than ten (10) percent of the Bid price is envisaged.

4. Eligible Goods and Related Services

4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services. For purpose of this Bid, ineligible countries are the countries declared ineligible by the Federal Government.

5. One Bid per Bidder

5.1 A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.

5.2 The Bidder shall not engage a subcontractor for any portion of the contract if the value of such subcontracting exceeds thirty percent (30%) of the total contract amount.

6. Cost of Bidding

6.1 Any cost incurred by the bidder relating to the preparation and submission of its Bid shall be borne by the bidder, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. Bidding Documents

7. Contents of Bidding Document

7.1 The Goods required, Bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation for Bids, the Bidding documents which should be read in conjunction with any addenda issued in accordance with **ITB 9.1** include:

Section I -Invitation to Bids

Section II Instructions to Bidders (ITB)

Section III Bid Data Sheet (BDS)

Section IV Evaluation Criteria, Specifications, Schedule of Requirements

Section V Bid Forms

Section VI General Conditions of Contract (GCC)

Section VII Special Conditions of Contract (SCC)

Section VIII Contract Forms

7.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding documents. Failure to furnish all the information required in the Bidding documents through **EPADS v2.0** will be at the Bidder's risk and may result in the rejection of his Bids.

8. Clarification of Bidding documents

8.1 A prospective Bidder requiring any clarification of the Bidding documents may notify the Procuring Agency through **EPADS v2.0**.

8.2 The Procuring Agency will within three (3) working days after receiving the request for clarification, respond to any request for clarification through **EPADS v2.0** provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in **ITB 22**

8.3 Copies of the Procuring Agency's response will be forwarded to all identified Prospective Bidders through **EPADS v2.0**, including a description of the inquiry, but without identifying its source.

8.4 Should the Procuring Agency deem it necessary to amend the Bidding document as a result of a clarification, it shall do so following the procedure under **ITB 9**.

8.5 If indicated **in the BDS**, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned **in the BDS**. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding document.

8.6 Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be uploaded on **EPADS v2.0**. Any modification to the Bidding documents that may become necessary as a result of the pre-Bid meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to **ITB 9**. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.

9. Amendment of Bidding documents

9.1 Before the deadline for submission of Bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or Pre-Bid meeting may modify the Bidding documents by issuing addenda through **EPADS v2.0**.

9.2 The Procuring Agency shall promptly publish the addendum through **EPADS v2.0**.

9.3 Any addendum issued including the notice of any extension of the deadline shall also be communicated through EPADS v2.0 to all the bidders who have already submitted their bids. Such bidders shall have the right to withdraw their already submitted bid and re-submit the revised bid prior to the original or extended bid submission deadline.

9.4 To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the Procuring Agency may, at its discretion, extend the deadline for the submission of Bids through **EPADS v2.0**:

Provided that the Procuring Agency shall extend the deadline for submission of Bids, if such an addendum is issued within last three (03) days of the Bids submission deadline.

C. Preparation of Bids

10. Language of Bid

10.1 The Bid prepared by the bidder, as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency shall be written in the English language unless otherwise specified in the BDS. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless otherwise specified in the **BDS**, in which case, for purposes of interpretation of the Bidder, the translation shall govern.

11. Documents and samples Constituting the Bid

11.1 The Bid prepared by the Bidder shall constitute the documents required in the **BDS**.

Details of sample(s) where applicable and requested in the BDS.

1. Documentary evidence established in accordance with ITB that the Bidder is eligible and/or qualified for the subject bidding process;
2. Documentary evidence establish that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods;
3. Documentary evidence establish that the goods and related services to be supplied by the Bidder are eligible goods and services, and conform to the Bidding Documents;
4. Bid security or Bid Securing Declaration furnished in accordance with **ITB 18**.

12. Documents Establishing Eligibility of the Goods and Conformity to Bidding documents

12.1 To establish the conformity of the bidder to the Bidding document, the Bidder shall furnish as part of its Bids the documentary evidence that Goods provided conform to the technical specifications and standards.

13. Documents Establishing Eligibility and Qualification of the Bidder

13.1 The Bidder shall furnish, as part of its Bid, all those documents establishing the Bidder's eligibility to participate in the Bidding process and/or its qualification to perform the contract if its Bid is accepted.

14. Form of Bids

14.1 The Bidder shall fill the Form of Bid furnished in the Bidding documents. The Bids Form must be completed without any alterations to its format and no substitute shall be accepted.

15. Bids Prices

15.1 The Bids Prices quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below or exclusively mentioned hereafter in the Bidding documents.

15.2 All items in the Schedule of Requirement must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced and neither explicitly denied, their prices shall be construed to be included in the prices of other items.

15.3 Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive Bidder(s) shall be construed to be the price of those missing item(s).

15.4 The Bid price to be quoted in the Form of Bid in accordance with **ITB 14.1** shall be the total price of the Bid.

15.5 The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the Goods it proposes to provide under the contract.

15.6 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected.

16. Bids Currencies

16.1 Prices shall be quoted in Pakistani Rupees unless otherwise specified in the BDS in accordance with Rule 30 (2) of the Public Procurement Rules, 2004.

17. Bids Validity Period

17.1 Bids shall remain valid for the period specified in the **BDS** after the Bid submission deadline prescribed by the Procuring Agency. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. The period of Bid validity will be determined from the complementary Bid securing instrument, i.e. the expiry period of Bid Security or Bids Securing Declaration as the case may be.

17.2 The procuring agency shall ordinarily be under an obligation to process and evaluate the bid and to issue letter of award within the stipulated bid validity period.

17.3 Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids only once through **EPADS v2.0**, for the period not more than the period of initial bid validity. The Bid Security provided under **ITB 18** shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing to be executed its Bid Securing Declaration. A Bidder agreeing to the request will not be required nor permitted to modify its Bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension.

18. Bid Security or Bid Securing Declaration

18.1 The Bidder shall furnish as part of its Bid, a Bid Security in accordance with Rule 25 of the Public Procurement Rules, 2004.

18.2 The original Bid Security shall be enclosed within the sealed envelope and to be submitted physically before closing time for submission of bids. Whereas, scanned copy of bid security shall be uploaded electronically through EPADS v2.0 before closing hours for submission of bids.

18.3 The Bidder who failed to submit the original Bids security before the submission deadline shall be disqualified straightaway.

18.4 The Bid Security or Bid Securing Declaration is required to protect the Procuring Agency against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to **ITB 18.7**.

18.5 The Bid Security shall be denominated in the local currency, and it shall be a Bank Draft in the name of the Procuring Agency and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period

for Bids/Bid Validity is extended. In either case, the form must include the complete name of the Bidder.

18.6 The Bid Security shall be payable promptly upon written demand by the Procuring Agency in case any of the conditions listed in **ITB 18** are invoked.

18.7 Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bids Validity prescribed by the Procuring Agency pursuant to **ITB 17**. The Procuring Agency shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:

- a. the expiry of the Bid Security;
- b. the entry into force of a procurement contract and the provision of a Performance Guarantee, for the performance of the contract if such a guarantee, is required by the Bid documents;
- c. the rejection by the Procuring Agency of all Bids;
- d. the withdrawal of the Bids prior to the deadline for the submission of Bids, unless the Bids documents stipulate that no such withdrawal is permitted.

18.8 The successful Bidder's Bids Security will be discharged upon the Bidder signing the contract, or furnishing the Performance Guarantee.

18.9 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- a. if a Bidder:
- b. withdraws its Bid during the period of Bid Validity as specified by the Procuring Agency, and referred by the Bidder on the Form of Bids except as provided for in **ITB 17.2**; or
- c. does not accept the correction of errors; or
- d. in the case of a successful Bidder, if the Bidder fails:
- e. to sign the contract; or
- f. to furnish Performance Guarantee.

19. Withdrawal, Substitution, and Modification of Bid

19.1 Before Bid submission deadline, any Bidder may withdraw, substitute, or modify its Bid after it has been submitted through EPADS v2.0. Bids requested to be withdrawn, shall be returned unopened to the Bidders through **EPADS v2.0**.

20. Format and Signing of Bid

20.1 The Bidder shall prepare and submit Bids with due diligence after carefully reading all the terms and condition **before bid submission deadline** through EPADS v2.0.

D. Submission of Bids

21. Submission of Bids through EPADS v2.0

21.1 The Technical and Financial Bids if required to submitted, shall be submitted on **EPADS v2.0**.

22. Deadline for Submission of Bids

22.1 Bids shall be received by the Procuring Agency through **EPADS v2.0** before bid submission deadline.

22.2 The Procuring Agency may, under exceptional circumstances, extend the deadline for the submission of Bids, after recording reasons in writing and in an equal opportunity manner.

In such case, all rights and obligations of the Procuring Agency and the Bidders that were previously governed by the original deadline shall thereafter be subject to the revised deadline.

E. Opening and Evaluation of Bids

23. Opening of Bids

23.1 The Bid Evaluation Committee of the Procuring Agency shall open all Bids through the EPADS v2.0, on the date and time specified in the Bid Data Sheet (BDS).

23.2 The Bid Evaluation Committee **shall generate minutes through EPADS v2.0 containing brief details of bid opening process.** The record of the Bid opening shall include, as a minimum: the name of the Bidder, the Bid price if applicable, and the presence or absence of a Bid Security or Bid Securing Declaration.

23.3 The procuring agency shall live broadcast the opening of bids on national media or on their website or digital channels, if the volume of procurement exceeds five hundred million rupees in case of goods and services and one thousand million rupees in case of works.

23.4 In case the date of opening of bid has been declared as public holiday or the procuring agency fail to open bid due to any EPADS v2.0 related issues, the submission and opening of bids shall be shifted to the next working day on the same time.

23.5 In case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring Agency may consider appropriate, will be announced by the Bid Evaluation Committee.

24. Clarification of Bids

24.1 To assist in the examination, evaluation and comparison of Bids of the Bidders, the Procuring Agency may, ask any Bidder for a clarification of its Bid including breakdown of prices.

24.2 The request for clarification and the response shall be sought through EPADS v2.0 **before three days prior to the deadline for submission of bids.** No change in the prices or substance of the Bids shall be sought, offered, or permitted.

24.3 The alteration or modification in the BIDS which in any way affect the following parameters will be considered as a change in the substance of a Bids:

1. evaluation & qualification criteria;
2. required scope of work or specifications;
3. all securities requirements;
4. tax requirements;

5. terms and conditions of Bidding documents.

6. change in the ranking of the Bidder

24.4 From the time of Bids opening to the time of Contract award if any Bidder wishes to contact the Procuring Agency on any matter related to the Bids it should do so through **EPADS v2.0**.

25. Preliminary Examination of Bids

25.1 Prior to the detailed evaluation of Bids, the Procuring Agency will determine whether each Bid:

1. meets the eligibility criteria defined in **ITB 3**;
2. has been prepared as per the format and contents defined by the Procuring Agency in the Bidding documents;
3. is accompanied by the required securities; and
4. is substantially responsive to the requirements of the Bidding documents.

25.2 The Procuring Agency's determination of a Bid's responsiveness will be based on the contents of the Bid itself.

25.3 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation or reservation is one that: -

1. affects in any substantial way the scope, quality, or performance of the Goods;
2. limits in any substantial way, inconsistent with the Bidding documents, the Procuring Agency's rights or the Bidders obligations under the Contract; or
3. if rectified, would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.

25.3 If a Bids is not substantially responsive, it will be rejected by the Procuring Agency and may not subsequently be evaluated for complete technical responsiveness.

26. Examination of Terms and Conditions; Technical Evaluation

26.1 The Procuring Agency shall examine the Bids to confirm that all terms and conditions specified in the **GCC** and the **SCC** have been accepted by the Bidder without any material deviation or reservation.

26.2 The Procuring Agency shall evaluate the technical aspects of the Bids submitted, to confirm that all requirements specified in Schedule of Requirements and Technical Specifications of the Bidding documents have been met without material deviation or reservation.

26.3 If after the examination of the terms and conditions and the technical evaluation, the Procuring Agency determines that the Bid is not substantially responsive in accordance with **ITB 25.2**, it shall reject the Bid.

27. Correction of Errors

27.1 Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

1. if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
2. if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
4. Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bids, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.

27.2 The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and the Bid Security may be forfeited or the Bids Securing Declaration may be executed.

28. Conversion to Single Currency

28.1 To facilitate evaluation and comparison, the Procuring Agency will convert all Bids prices expressed in the amounts in various currencies in which the Bids prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate prevailing on the date of opening of financial bids specified in the bidding documents, in accordance with weighted average customer exchange rates list issued by the State Bank of Pakistan on that day.

29. Evaluation of Bids

29.1 The Bids, quotations, or proposals shall be evaluated by the respective evaluation committees as per evaluation criteria described in the Bidding Documents in accordance with Rule 29 and 30 of the Public Procurement Rules, 2004.

1. Least Cost Based Selection (LCBS)

After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered Successful Bid.

2. Quality and Cost Based Selection (QCBS)

In such combination, there shall be some specific weightage of both the technical features and financial aspects of the proposal. The financial marks shall be awarded on the basis of inverse proportion calculations. The successful bid shall be declared, on the basis of combined evaluation.

3. Quality Based Selection (QBS)

After meeting the requirements of eligibility, qualification and substantial responsiveness the bid in compliance with all the mandatory (technical) specifications/requirements and attaining highest marks in the Technical Evaluation considering all other qualitative and/or quantitative parameters (or point rated criteria) for technical proposal(s) such as working methodology, implementation plan, resource allocation, additional functionalities, risk management approach, knowledge transfer techniques, post implementation methodology etc. shall be treated as highest ranked bid. Later on, the financial proposal of highest ranked bidder shall be opened, however, in case of failure to proceed further with such a bidder, the procuring agency may resort to second

highest bidder and so on.

29.2 In case of tie of bids, the bidders shall be provided an opportunity to offer their best and final monetary offer through EPADS v2.0. However, in no case the rates shall be higher than the original financial bids.

30. Domestic Preference

30.1 The procuring agency shall evaluate and compare bids, allow for preference to domestic bidders, while competing with the international bidders in accordance with the policies of Federal Government.

The percentage of preference, to be accorded shall be clearly mentioned in the bidding documents under the bid evaluation criteria.

31. Determination of Successful Bid

31.1 Selection technique will be adopted for determining the Successful Bid in accordance with the criteria referred in the BDS or prescribed in the separate section titled as Evaluation Criteria.

31.2 In case where the Procuring Agency adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price from amongst those which are eligible, compliant and substantially responsive shall be the Successful Bid.

31.3 The Procuring Agency may adopt the Quality & Cost Based Selection Technique due to the following two reasons:

1. Where the Procuring Agency knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the goods to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or
2. Where the Procuring Agency, in addition to the mandatory requirements and mandatory technical specifications, requires parameters specified in Evaluation Criteria to be evaluated while determining the quality of the goods.

31.4 In such cases, the Procuring Agency may allocate certain weightage to these factors as a part of Evaluation Criteria, and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(h) of the Public Procurement Rules, 2004.

32. Abnormally Low Financial Bids

32.1 Where the Bid price is considered to be abnormally low, the Procuring Agency shall perform price analysis either during determination of Successful Bids or as a part of the post-qualification process.

32.2 The Procuring Agency may reject an Abnormally low financial bids.

32.3 In order to identify the Abnormally Low Bids (ALB) following approaches can be considered to minimize the scope of subjectivity:

1. Comparing the Bids price with the cost estimate;
2. Comparing the Bids price with the Bids offered by other Bidders submitting substantially responsive Bids; and
3. Comparing the Bids price with prices paid in similar contracts in the recent past either government- or development partner-funded.

32.4 The Procuring Agency will determine to its satisfaction whether the Bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily.

32.5 The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Procuring Agency deems necessary and appropriate. Factors not included in these Bidding documents shall not be used in the evaluation of the Bidders' qualifications.

32.6 Procuring Agency may seek "Certificate for Independent Price Determination" from the Bidder and the results of reference checks may be used in determining an award of contract.

Explanation: The Certificate shall be furnished by the Bidder. The Bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.

32.7 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's Bids, in which event the Procuring Agency will proceed to the next ranked Bidder to make a similar determination of that Bidder's capabilities to

perform satisfactorily.

F. Award of Contract

33. Criteria of Award

33.1 The Procuring Agency will award the Contract to the Bidder whose Bids has been determined to be substantially responsive to the Bidding documents and who has been declared as Most Advantageous Bidder.

34. Negotiations

34.1 The procuring agency shall not engage in negotiations with respect to scope and price with the bidder except when the procuring agency conducts a procurement using direct **or negotiated** contracting or a request for proposals with evaluation based on quality alone.

34.2 The procuring agency may negotiate with the most advantageous bid with a view to streamline the work or task execution, at the time of contract finalization on methodology, work plan, staffing, finalizing payment arrangements, delivery arrangements, minor amendments to the special conditions of the contract.

35. Procuring Agency Right to reject all bids

35.1 The Procuring Agency reserves the right to reject all bids or proposals at any time prior to the issuance of the Letter of Award, without incurring any liability, in accordance with Rule 33 of the Public Procurement Rules, 2004.

36. Procuring Agency's Right to Vary Quantities at the Time of Award

36.1 The Procuring Agency reserves the right at the time of contract award to increase or decrease the **quantity of** Goods originally specified in these Bidding documents provided this does not exceed **by** 15%, without any change in unit price or other terms and conditions of the Bids and Bidding documents.

37. Notification of Award

37.1 Prior to the award of contract, the procuring agency shall announce and publish the result of bid evaluation on **EPADS v2.0** in accordance with Rule 35

of the Public Procurement Rules, 2004.

37.2 The Bidder whose Bids has been accepted will be notified of the award by the Procuring Agency prior to expiration of the Bids/Bid Validity period. The Letter of Award will state the sum that the Procuring Agency will pay the successful Bidder in consideration for the delivery of Goods as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).

37.3 The Letter of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Guarantee and signing of the contract.

38. Signing of Contract

38.1 Promptly after issuance of Letter of award, Procuring Agency shall send the successful Bidder the draft Contract, incorporating all terms and conditions as agreed by the parties to the contract.

38.2 Immediately after the Redressal of grievance by the GRC (if any), mandatory standstill period in accordance with Rule 35 of the Public Procurement Rules, 2004 and **after fulfillment of all condition's precedent** of the Contract Form, the successful Bidder and the Procuring Agency shall sign the Contract.

39. Corrupt & Fraudulent Practices

39.1 Procuring Agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

F. Grievance Redressal & Complaint Review Mechanism

40. Constitution of Grievance Redressal

40.1 The Grievance Redressal Committee shall address the grievance, if any submitted by any party, including the bidder, in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

40.2 In case if any party or the bidder is not satisfied with the decision of the GRC or if it fails to decide within ten days, the bidder or the party may file an appeal before the Appellate Committee of the Authority in accordance with Rule 48 of the Public Procurement Rules, 2004 to be read with Redressal of Grievances Regulations, 2021.

G. Mechanism of Blacklisting

41. Mechanism of Blacklisting

41.1 The Procuring Agency shall initiate blacklisting proceedings against any bidder, supplier, or contractor in accordance with the Mechanism for Blacklisting Regulations, 2024, read with Rule 19 of the Public Procurement Rules, 2004.

41.2 The blacklisted/debarred bidder may file the review petition before the Authority in accordance with Rule 19 of the Public Procurement Rules, 2004 to be read with Procedure of filing and disposal of Review Petitions Regulations, 2021.





Bid Data Sheet

Bids Data Sheet (BDS)

The following specific data for the procurement of Goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

BDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instruction to Bidders

A. Introduction

BDS Clause Number 1

ITB Number 1.1

Name of Procuring Agency: **Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI))**

The subject of procurement is: **TENDER NOTICE FY 2026-2027**

Expected commencement date: **Saturday, October 3, 2026**

BDS Clause Number 2

ITB Number 2.1

Financial year for the operations of the Procuring Agency: **2026-27**

Name and identification number of the Contract: **P62147**

BDS Clause Number 3

ITB Clause Number 3.1

JV/Consortium or Association Allowed: **No**

Number of JV/Consortium Members: **Nil**

see section of eligibility criteria.

B. Bidding Documents

BDS Clause Number 4

ITB Number 8.1

The Bidders may seek clarifications through **EPADS v2.0** : Clarification Date:
Friday, September 11, 2026

C. Preparation of Bids

BDS Clause Number 5

ITB Number 10.1

The Language of all correspondences and documents related to the Bids shall be in: **English**

List of documents required along with the bid: No

BDS Clause Number 6

ITB Number 11.1

Items/Lots and threre related documents:

See section items and Lots

BDS Clause Number 7

ITB Number 12.1

Items / Lots Specifications:

see section of items specifications.

BDS Clause Number 8

ITB Number 15.6

The price shall be **Fixed**.

BDS Clause Number 9

ITB Number 16.1

Currency of the Bids shall be : **PKR**

BDS Clause Number 10

ITB Number 17.1

The Bids/Bid Validity period shall be: **360 Days**

BDS Clause Number 11

ITB Number 18.1

The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**

The Bid Security shall be in the form of: **Pay Order**

D. Submission of Bids

BDS Clause Number 12

ITB Number 20.1

Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following;

5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory
before bid submission deadline.

Bids that are not submitted on EPADS v2.0 shall be disqualified.

The deadline for Bids submission is: **Friday, September 18, 2026 11:00 AM**

E. Opening and Evaluation of Bids

BDS Clause Number 13

ITB Number 23.1

The Bids opening shall take place on **EPADS v2.0**.

Day : **Friday**

Date: **Friday, September 18, 2026**

Time : **12:00 PM**

BDS Clause Number 14

ITB Number 31.1

Selection technique adopted will be: **Least Cost Based Selection (LCBS)**
see Evaluation Criteria

F. Review of Procurement Decisions

BDS Clause Number 15

ITB Number 41.1

Grievance against this procurement shall be submitted online on EPADS v2.0.

Arbitrator shall be appointed by mutual consent of the both parties.

Eligibility Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	SECP
Company (Public Limited)	
Company (Holding Company)	
Company (Limited by Guarantee)	
State Owned Enterprise (Private Limited)	
State Owned Enterprise (Public Limited)	

Eligibility Criteria	Document
Bank Account No.	Yes
Documentary Proof of having 02-years experience alongwith copies of two successful contracts	Yes
Stamp paper /declaration about black listing	Yes

Whether rates quoted on prescribed form	Yes
Signature and Stamp on Tender Documents	Yes
Experience Certificate	Yes



Evaluation Criteria

Eligible bidder(s) with substantially responsive bid(s) offering **Least Cost Based Selection (LCBS)** shall be consider for the award of contract(s).

Least Cost Based Selection (LCBS)



Items/Lots

Items Without Lots :

Item	UNSPSC	Delivery Schedule	Quantity	Bid Security
Purchase of Other / Misc. items	Miscellaneous	Address: 5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory Schedule: 27 Days Quantity: 140/Qty	140/Qty	225000 PKR
List of Computer Stationary Items FY 2026-2027	Stationery	Address: 5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory Schedule: 27 Days Quantity: 11/Qty	11/Qty	125000 PKR
List of Stationary Items FY 2026-2027	Stationery	Address: 5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory Schedule: 27 Days Quantity: 114/Qty	114/Qty	150000 PKR

Related Services of Goods:

No



Items/Lot Specification

Items Without Lots :

Item: Purchase of Other / Misc. items

UNSPSC: Miscellaneous

Specifications / Requirementss:

S. No	Items	Brand / Specification	Unit	Rate Per Unit with GST
			(Packet/Each)	
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		

S.No	Items	Brand / Specification	Unit	Rate Per Unit with GST
Safeguard - 125 gram			11.	
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)		

Bath
Soap

S.No	Items	Brand / Specification	Unit	Rate Per Unit with GST
Surf Excel - 110 gram			27.	
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		

Surf Powder

S.No	Items	Brand / Specification	Unit	Rate Per Unit with GST
42.	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		
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		

Dust
Bin

S.No	Items	Brand / Specification	Unit	Rate Per Unit with GST
Cosmic			59.	
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 Porcelain as per Sample		

Car
Polish

S.No	Items	Brand / Specification	Unit	Rate Per Unit with GST
	Ceramic white Porcelain as per Sample		77.	
78.	Small Plate	Ceramic white Porcelain as per Sample		
79.	Medium Plate	Ceramic white Porcelain as per Sample		
80.	Large Plate	Ceramic white Porcelain as per Sample		
81.	Salan Bowl	Ceramic white Porcelain as per Sample		
82.	Soup Bowl	Ceramic white Porcelain 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		

Milk
&
Sugar
Pot
(Set)

S.No	Items	Brand / Specification	Unit	Rate Per Unit with GST
Rahber - Small			91.	
92.	Water Cooler	Rahber - Medium		
93.	Water Cooler	Rahber - Large		
94.	Hot Pot	CHEF - Large		
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		

Water Cooler

S.No	Items	Brand / Specification	Unit	Rate Per Unit with GST
64	GB Kingston		106.	
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		

USB
Original

S.No	Items	Brand / Specification	Unit	Rate Per Unit with GST
5 mm per sq.ft			121.	
122.	Table Cloth	Per Meter - Superior quality		
123.	Stamp Printy Machine	Fine quality (lowest rate for both items will be awarded to single firm)		
124.	Stamp with Handel per line rate	Per Line		
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		

Table
Glass

S.No	Items	Brand / Specification	Unit	Rate Per Unit with GST
Pack of 100 Fine Quality			134.	
135.	Wireless Wi-Fi Device	Alfa		
136.	Ortho Back Care	Molty Foam Original with warranty		
137.	Umbrella (Small)	Fine quality as per sample		
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		

Disposa
Polyther
Gloves

Item: List of Computer Stationary Items FY 2026-2027

UNSPSC: Stationery

Specifications / Requirementss:

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	

S. No	Description	Specification	Rate Per Unit with GST
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	

Item: List of Stationary Items FY 2026-2027

UNSPSC: Stationery

Specifications / Requirementss:

S.No.	Items	Specifications	Unit	Rate Per Unit with GST
			(Packet/Each)	
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		

S.No.	Items	Specifications	Unit	Rate Per Unit with GST
Piano (0.8mm Point)			4.	
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		

Ball
Point
(Blue,
Black,
Red
&
Green)

S.No.	Items	Specifications	Unit	Rate Per Unit with GST
1 to 20			18.	
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		

File
Separat
(Plastic)

S.No.	Items	Specifications	Unit	Rate Per Unit with GST
Small upto 25 Sheets KW			35.	
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		
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)		

Punch
Machine
Double

S.No.	Items	Specifications	Unit	Rate Per Unit with GST
One Hybrid C (0.5mm)			50.	
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		

Schneid
(Blue,
Black,
Red
&
Green)

S.No. KW	Items	Specifications	Unit	Rate Per Unit with GST
			62.	
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)		

Sharpen
Machine

S.No.	Items	Specifications	Unit	Rate Per Unit with GST
A4 Size (Different Colors)			78.	
79.	Transparent File Cover	Legal Size (Different Colors)		
80.	Strip Folders	A4 - Transparent		
81.	Strip Folders	Legal -Transparent		
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		

Transpa
File
Cover

S.No.	Items	Specifications	Unit	Rate Per Unit with GST
3"	Different Colors		92.	
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.		

Binding
Tap

S.No.	Items	Specifications	Unit	Rate Per Unit with GST
A-4 80 Grams			109.	
110.	File Tag	Standard		
111.	File Tag	Large		
112.	File Board	Legal (Good Quality)		
113.	Table Diary	Standard		
114.	Table Calendar	Standard		

Note
Sheet

Price Schedule

For Individual Items

#	Item Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		





General Conditions of Contract

A. General

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

- a. "Applicable Law" means the laws and any other instruments having the force of law in the Government's Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;
- b. "Procuring Agency" means:-
 - a. any Ministry, Division, Department or any Office of the Government;
 - b. any authority, corporation, body or organization established by or under a Law or which is owned or controlled by the Government;
- c. "The Contract" means an agreement enforceable by law;
- d. "The Contract Price" means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations;
- e. "Ancillary Services" means those services ancillary to the provision of 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 Bidder covered under the Contract;
- f. "GCC" means the General Conditions of Contract contained in this section;
- g. "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- h. "Day" means calendar day unless indicated otherwise.
- i. "Effective Date" means the date on which this Contract comes into force and effect.
- j. "The Bidder" means the individual or corporate body whose Bids to provide the Goods has been accepted by the Procuring Agency;
- k. "The Project Site," where applicable, means the place or places named in Bids Data Sheet and technical Specifications;
- l. "Government" means the Government of Pakistan;
- m. "Subcontractor" means any entity to which the Bidder subcontracts any part of the Goods.
- n. "Service" means any object of procurement other than goods or works;
- o. "Party" means the Procuring Agency or the Bidder, as the case may be, and "Parties" means both of them;
- p. "Foreign Currency" means any currency other than the currency of the country of the Procuring Agency;

q. "Completion Date" means the date of completion of the contract by the Bidder as certified by the Procuring Agency;

r. "In Writing" means communicated in written form with proof of receipt;

s. "Local Currency" means the currency of Pakistan;

2. Application and Interpretation

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

2.2 In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.

3. Applicable Law

3.1 The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

4. Governing Language

4.1 The Contract as well as all correspondence and documents relating to the Contract exchanged between the Bidder and the Procuring Agency, shall be written in the **English language** unless otherwise stated in the SCC. Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5. Notices

5.1 Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC.

6. Delivery/Location

6.1 The Goods shall be delivered to such locations as the Procuring Agency may approve and as specified in SCC.

7. Authorized Representatives / Authority of Member in charge

7.1 Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Bidder may be taken or executed by the officials specified in the SCC.

B. Commencement, Completion, Modification, and Termination of Contract

8. Effectiveness of Contract

8.1 This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the SCC.

9. Commencement of Services

9.1 The Bidder shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the SCC.

10. Program

10.1 Before commencement of the Services, the Bidder shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

11. Starting Date/Expiration Date

11.1 The Bidder shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the SCC.

11.2 Unless terminated earlier pursuant to Clause **GCC 15** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SCC.

12. Entire Agreement

12.1 This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

13. Modification

13.1 Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any Bids for modification or variation made by the other Party.

13.2 In cases of any modifications or variations, the prior written consent of the Procuring Agency is required.

14. Force Majeure

14.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

14.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

14.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result

of Force Majeure.

14.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Bidder shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

15. Termination

15.1 By the Procuring Agency

The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Bidder in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

- a. If the Bidder fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;
- b. If the Bidder becomes (or, if the Bidder consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;
- c. If the Bidder fails to comply with any final decision reached as a result of arbitration proceedings;
- d. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;
- e. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

15.2 By the Bidder

The Bidder may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

- a. If the Procuring Agency fails to pay any money due to the Bidder pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Bidder that such payment is overdue.
- b. If, as the result of Force Majeure, the Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days.
- c. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration.
- d. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Bidder's notice specifying such breach.

C. Obligations of the Bidder

16. General

16.1 Standard of Performance

1. The Bidder shall deliver the product and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Bidder shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties.

16.2 Law Applicable to Goods

The Bidder shall deliver the goods in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

17. Conflict of Interests

17.1 Bidder Not to Benefit from Commissions and Discounts.

The remuneration of the Bidder shall constitute the Bidder's sole remuneration in connection with this Contract or the Services, and the Bidder shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Bidder shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

17.2 Bidder and Affiliates Not to be Otherwise Interested in Project

The Bidder agree that, during the term of this Contract and after its termination, the Bidder and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Goods for any project resulting from or closely related to the Services.

17.3 Prohibition of Conflicting Activities

Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;
- b. during the term of this Contract, neither the Bidder nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

18. Confidentiality

18.1 Except with the prior written consent of the Procuring Agency, the Bidder and the Experts shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

19. Insurance to be Taken Out by the Bidder

19.1 The Bidder(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, loss or damage, and for the coverage, as shall be specified in the SCC; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

20. Bidder's Actions Requiring Procuring Agency's Prior Approval

20.1 The Bidder shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

- (a) appointing such members of the Personnel not provided by the Bidder;
- (b) changing the Program of activities; and
- (c) any other action that may be specified in the SCC.

21. Reporting Obligations

21.1 The Bidder shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

22. Liquidated Damages

22.1 If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in SCC. Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to **GCC Clause 15**.

22.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Bidder by adjusting the next payment certificate. The Bidder shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in SCC.

22.3 Lack of performance penalty

If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Bidder. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the SCC.

23. Performance Guarantee

23.1 Within Seven (07) days from the issuance of acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape of ----- at the discretion of the PA in the amount **specified in SCC**. In case the amount of Bids security is equal or greater than

23.2 The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

23.3 The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in SCC.

23.4 The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC**.

24. Fraud and Corruption

24.1 The Procuring Agency requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the Bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

25. Sustainable Procurement

25.1 The Bidder shall conform to the sustainable procurement contractual provisions, if and as specified in the SCC.

D. Bidder's Personnel

26. Description of Personnel

26.1 The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Bidder's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

27. Removal and/or Replacement of Personnel

27.1 Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Bidder, it becomes necessary to replace any of the Key Personnel, the Bidder shall provide as a replacement a person of equivalent or better qualifications.

27.2 If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Bidder shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

27.3 The Bidder shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

28. Assistance and Exemptions

28.1 The Procuring Agency shall use its best efforts to ensure that the Government shall provide the Bidder such assistance and exemptions as specified in the SCC.

29. Change in the Applicable Law

29.1 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the related Services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the SCC.

30. Services and Facilities

30.1 The Procuring Agency shall make available to the Bidder and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described , at the times and in the manner specified in the SCC or terms of reference.

30.2 In case that such services, facilities and property shall not be made available to the Bidder, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Bidder for the performance of the Services, (ii) the manner in which the Bidder shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Bidder as a result thereof.

F. Payments to the Bidder

31. Contract Price

31.1 The price payable shall be in Pakistani Rupees unless otherwise specified in the SCC. Prices charged by the Supplier for Goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its Bid.

32. Terms and Conditions of Payment

32.1 Payments will be made to the Bidder according to the payment schedule stated in the SCC and as per actual invoice submitted by the Bidder.

32.2 Unless otherwise stated in the SCC, the advance payment shall be made against the provision by the Bidder of a bank guarantee for the same amount, and shall be valid for the period stated in the SCC. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Bidder have submitted an invoice to the Procuring Agency specifying the amount due.

33. Currency of Payment

33.1 Any payment under this Contract shall be made in the currency(ies) specified in the SCC.

G. Quality Control

34. Identifying Defects

34.1 The principle and modalities of Inspection of the Goods by the Procuring Agency shall be as indicated in the SCC. The Procuring Agency shall check the Bidder's performance and notify him of any Defects that are found. Such checking shall not affect the Bidder's responsibilities. The Procuring Agency may instruct the Bidder to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the SCC.

35. Correction of Defects, and

Lack of Performance Penalty

35.1 The Procuring Agency shall give notice to the Bidder of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

35.2 Every time notice a Defect is given, the Bidder shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

35.3 If the Bidder has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the Bidder will pay this amount, and a Penalty for Lack of Performance.

36. Taxes and Duties

36.1 A Supplier shall be entirely responsible for all taxes, duties, fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.

H. Settlement of Disputes

37. Alternate Dispute Resolution

37.1 The disputes between the parties to the contract may be settled in accordance with Public Procurement Rules, 2004.

37.2 The procuring agency shall refer the matter to the Chief Justice Islamabad High Court or Managing Director PPRA or the Secretary Ministry of Law & Justice for appointment of Arbitrator.

37.3 The fee for the Arbitrator shall be specified in Pak Rupees as determined by the appointing authority which shall be borne and shared equally by the contracting parties.



Special Conditions of Contract

SECTION VIII. 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 Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Number of GC Clause 1

Definitions

The Procuring Agency is: Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI)), Section Officer 5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory

The Supplier is:

The title of the subject procurement is: TENDER NOTICE FY 2026-2027

Number of GC Clause 3

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 4

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English**.

Number of GC Clause 5

Notices:

The addresses for the notices are:

Procuring Agency:

Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI)), Section Officer
5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory
+92-300-554-2511
soadmn@cci.gov.pk

Contractor/ Bidder:

[Name, address and telephone number].

The Contractor/ Bidder's Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 7.1

The Authorized Representatives are:

For the Procuring Agency:

Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI)), Section Officer
5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory
+92-300-554-2511
soadmn@cci.gov.pk

For the Bidder:

Name:

Designation:

Address:

Number of GC Clause 8

Effectiveness of the contract

Number of GC Clause 9

Commencement of Contract:

Number of GC Clause 11.2

Expiration of Contract:

Number of GC Clause 15

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 17

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17.

Number of GC Clause 22

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.00%** to **0.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 23

Performance Guarantee:

The amount of performance guarantee shall be **0%** of the contract price in acceptable form of **Nil**

Number of GC Clause 32

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 33

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 34

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

For being Brand New, bearing relevant reference numbers of the equipment (Certificate from supplier)

For Physical Fitness having No Damages (Certificate from supplier)

For the Country of Origin as quoted by the Supplier (Certificate from manufacturer)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;

Copies of the packing list identifying contents of each package;

Insurance Certificate;

Manufacturer's or Supplier's Valid Warranty Certificate;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier's Factory Inspection Report;

Certificate of Origin.

The above documents would be required even if the equipment has already been imported and is available with the supplier ex-stock

Number of GC Clause 37

Following is the guidance for Dispute Resolution

- i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract – whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 14 (fourteen) days following a notice sent by one Party to the other Party in this regard.
- ii. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.
- iii. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in Islamabad, Pakistan and proceedings will be conducted in English language.
- iv. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer's fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.
- v. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after completion of the contract.

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Authority shall pay the Bidder any monies due to the Bidder.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder who is a national of the Islamic Republic of Pakistan arising in connection with the present Contract shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan including Arbitration Act 1940, however above provision shall prevail in referring the case to the Arbitrator.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place of arbitration shall be at Islamabad. The award of the arbitrator shall be final and shall be binding on the parties.



Bid Securing Declaration

Form 9: Bid Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: **P62147**

To: **Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI)), Section Officer 5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;
2. Disagreement to arithmetical correction made to the Bid price; or
3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful

Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.



Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the ____ day of _____ 20____ between **Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI)), Section Officer 5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory**

(hereinafter called “the Procuring Agency”) of the one part and [name of Bidder] of [city and country of Bidder] (hereinafter called “the Bidder”) of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **TENDER NOTICE FY 2026-2027 (P62147)** and has accepted a Bids by the Bidder for the provision of Goods in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract 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 Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency’s Letter of Acceptance; and
8. [add here: any other documents]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods 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 Contract to be executed in accordance with their respective laws the day and year first above written.

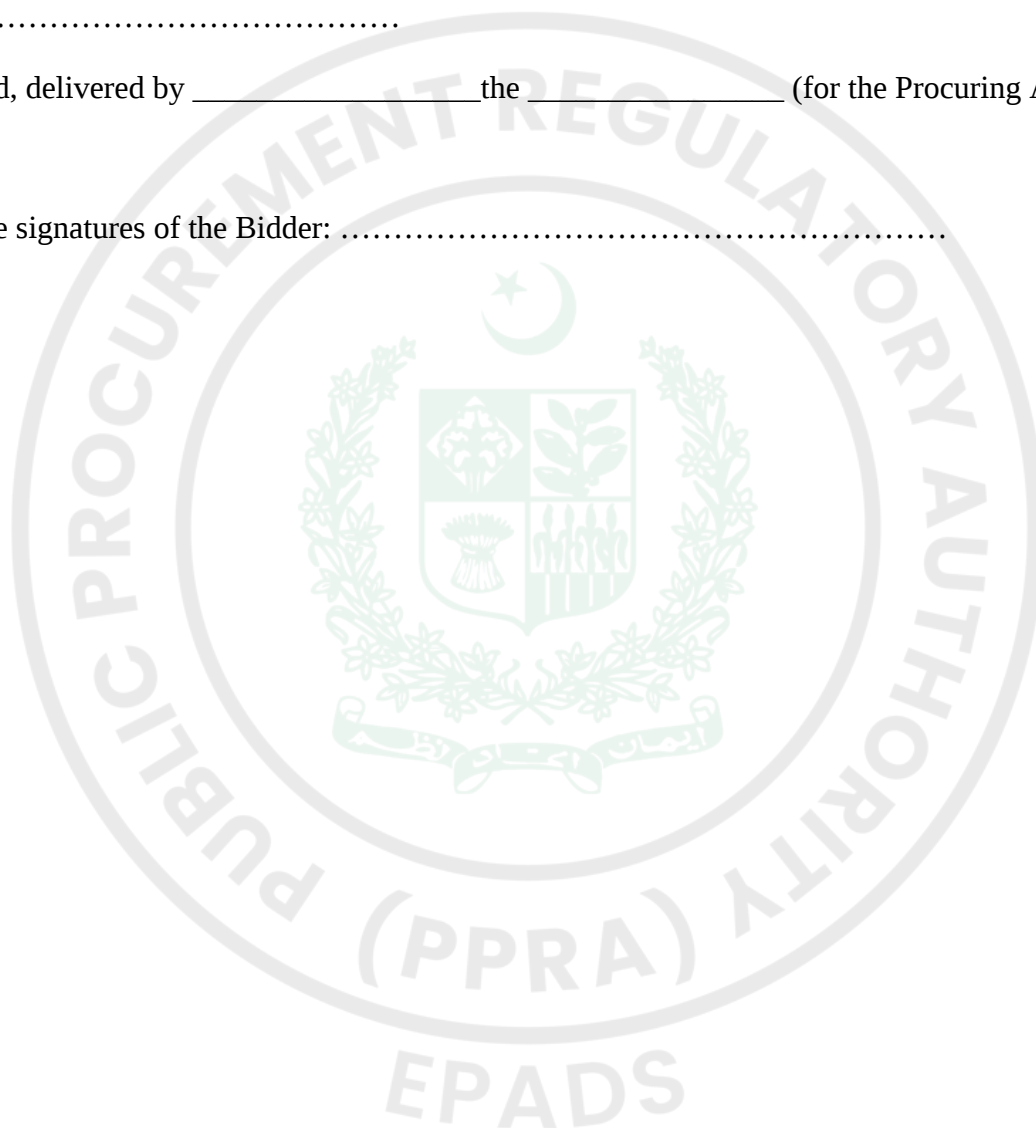
Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Procuring Agency:

.....

Signed, sealed, delivered by _____ the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder:





Integrity Pact

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract

Number: Contract

Value: Contract Title:

Dated:

[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 Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

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

[Name of Supplier] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.



Performance Guarantee Form

Performance Guarantee Form

To: **Secretariat of the Council of Common Interest (CCI) (Council of Common Interest (CCI)), Section Officer 5th Floor Kohsar Block Pak Secretariat, Islamabad Capital Territory**

WHEREAS *[name of Bidder]* (hereinafter called “the Bidder”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for provision of Goods(hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidders guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

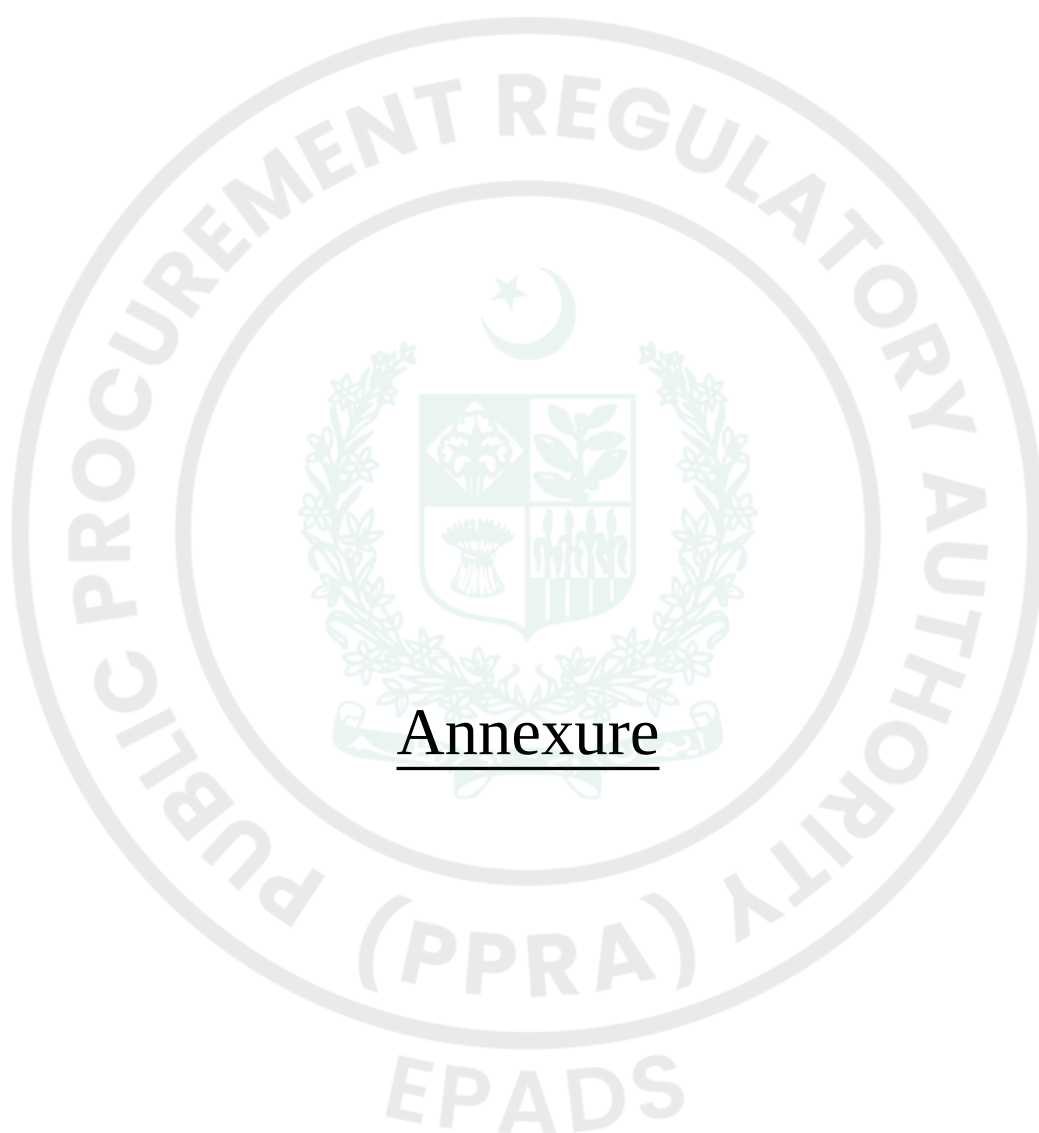
Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]





Annexure

Tender Form Bidding Documents

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Tender Form Bidding Documents** (page number: 84)





Procurement Forms







Additional Forms and Documents

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/-

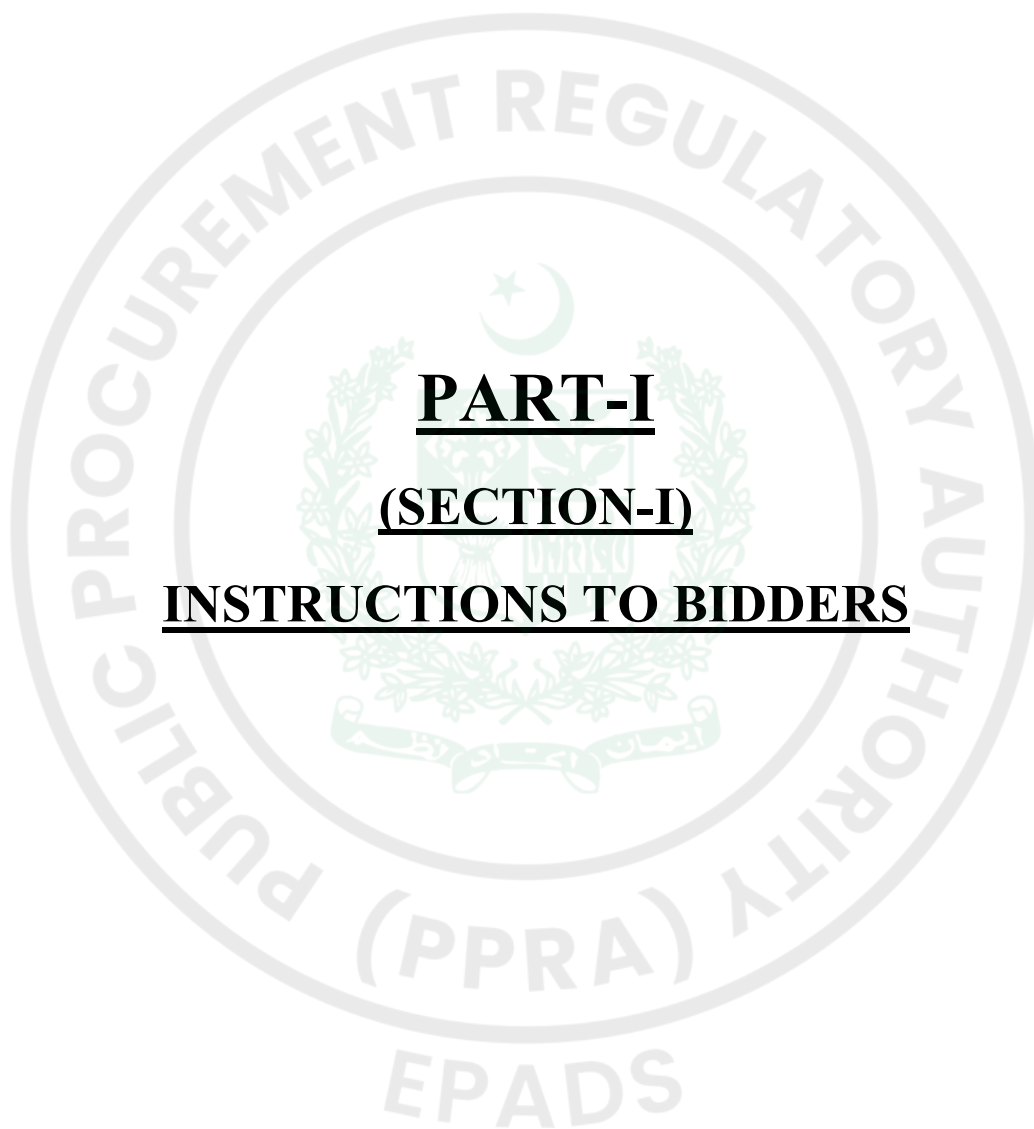
Sr.No.

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
Sr. #	Tender Description	Bid Security / Earnest Money (not exceeding 5%)
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/-

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. _____

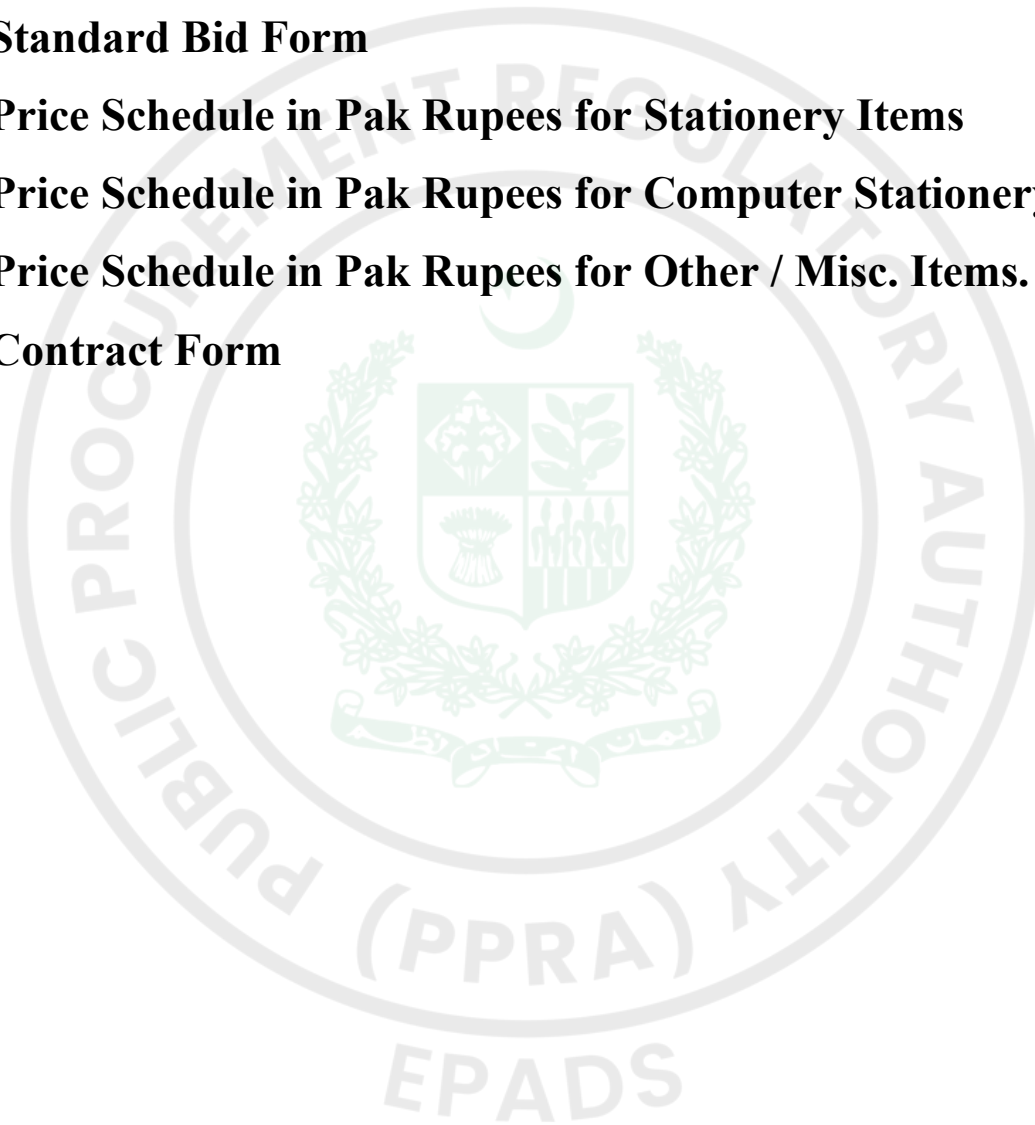
Date:

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 Divison)**, 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.

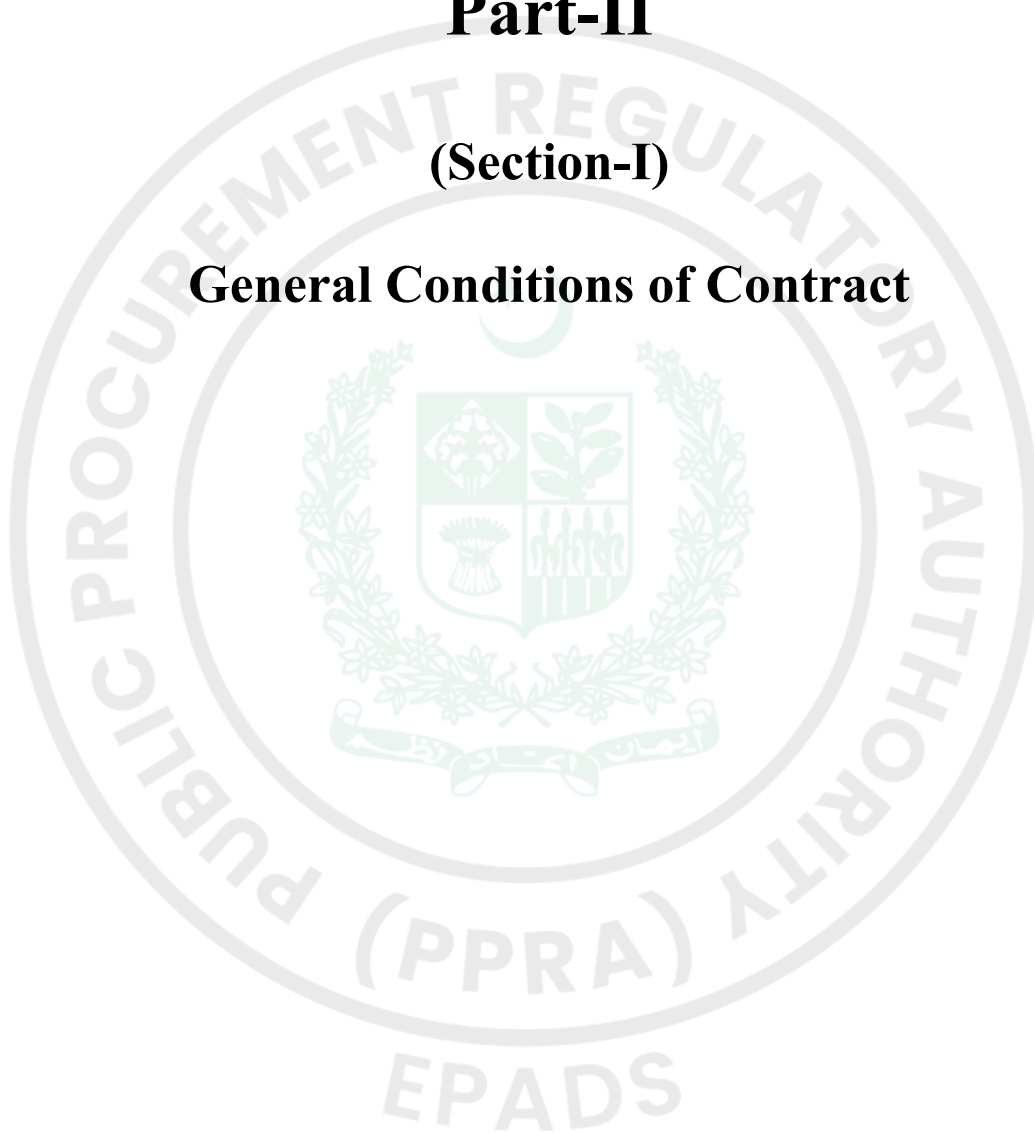
Signed, sealed, delivered by _____ the _____ (for the Purchaser)

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

Part-II

(Section-I)

General Conditions of Contract



Part-II (Section-I)

GENERAL CONDITIONS OF CONTRACT

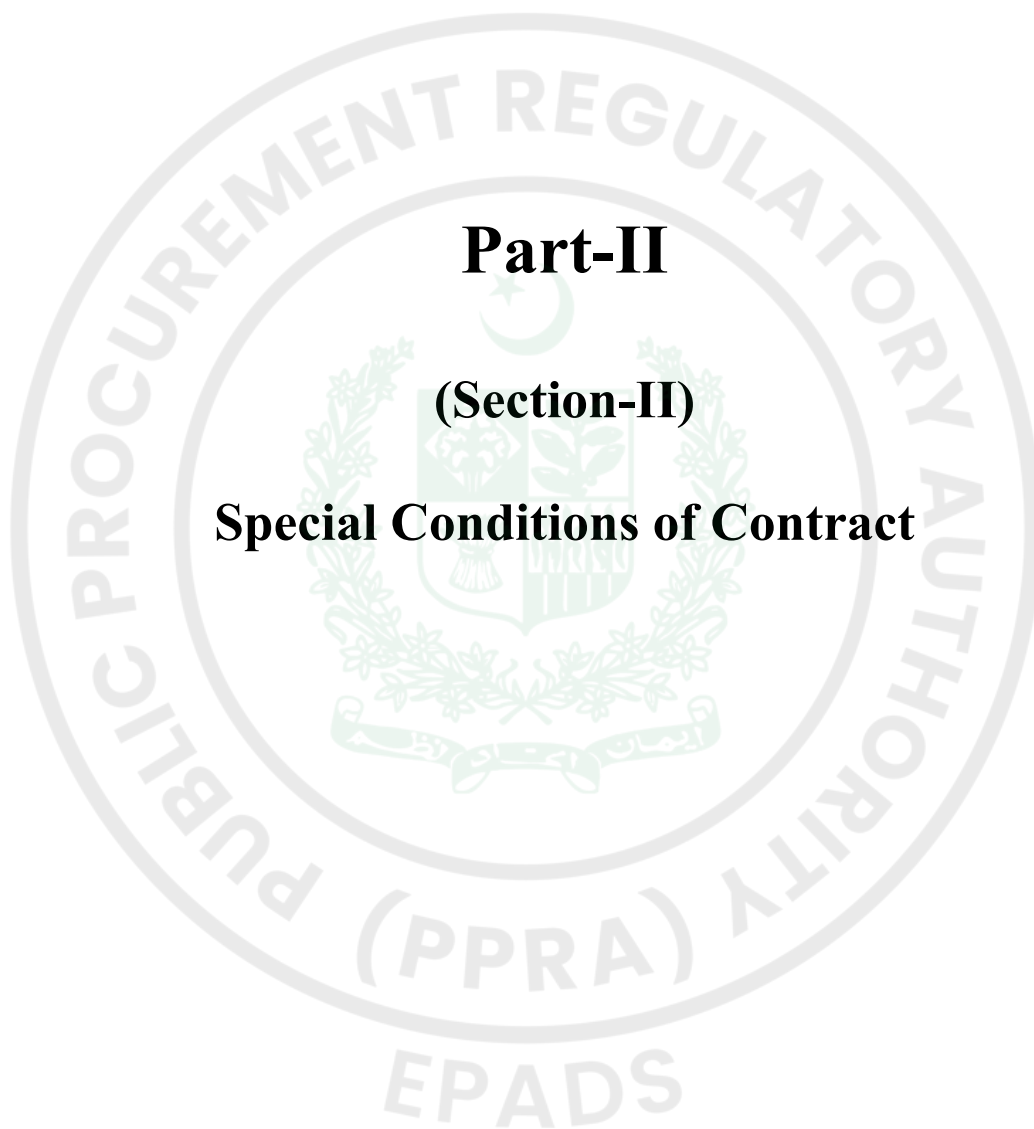
1. Definitions	1.1 In this Contract, the following terms shall be interpreted as indicated: (a) “The Contract” means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents 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:**
