

WORKERS WELFARE FUND



BIDDING DOCUMENT FOR PROCUREMENT OF OFFICE STATIONERY ITEMS FOR WORKERS WELFARE FUND

Building No 2, Street 39, G-10/4 Islamabad.

Tel 051-9106325-26 Fax 051-9106321

Web: www.wwf.gov.pk .Email: info@wwf.gov.pk

TENDER NOTICE FOR E-PROCUREMENT OF OFFICE STATIONERY ITEMS FOR WORKERS WELFARE FUND, SECRETARIAT.

Workers Welfare Fund (WWF), invites purchase of stationery items on PPRA E-Pak Acquisition & Disposal System (EPADS) from authorized firms/general order supplier/ companies registered with Income Tax, Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for supply of office stationery items to Workers Welfare Fund, Islamabad.

2. Bidders are required to submit their bids through PPRA EPADS System (www.eprocure.gov.pk) however the original Bid Security/Earnest money of 2% of the total bid value in the shape of Bank draft/Pay order /call deposit drawn in favor of Workers Welfare Fund may reach office of the undersigned must be delivered Workers Welfare Fund on below mentioned address before bid submission closing date & time. Bids must be submitted online through EPADS as per the following schedule: -

| | |
|---------------------------------------|------------------------|
| Bid Submission Date & Time | 18-08-2025 on 11:00 AM |
| Bid Opening Date & Time | 18-08-2025 on 11:30 AM |

3. The bidding documents can also be downloaded free of cost from the Workers Welfare Fund website and PPRA EPADS System, Further, the tender documents may also be obtained from the bidders in a hard form other than EPADS, so if bids are not able to download on bid opening day, then the tender process may be carried out smoothly without any delay.

4. Bidders are recommended to get registered on Public Procurement Regulatory Authority (PPRA) EPAD System to participate in Workers Welfare Fund current and future bidding processes.

**Assistant Director (General Admn)
Workers Welfare Fund (WWF)
Building No 2, Street 39, G-10/4,
Maive Area Islamabad**

GENERAL TERMS & CONDITIONS FOR THE BIDDERS

Accepted by M/S _____

1. To supply office stationery items for Workers Welfare Fund, Building No 2, Street 39, G-10/4, Mauve Area Islamabad.
2. Bidders are required to submit their bids through PPRA EPADS System (www.eprocure.gov.pk). Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN) and are on FBR's Active Taxpayer's List (ATL). A certificate attached to verify that your firm is an active tax payer.
3. List of Clients along with their valid addresses & contact numbers has been supply the stationery items for the last five years.
4. The quoted rates will be firm and final for the whole period of contract w.e.f. the date of signing of the agreement. The bids will be evaluated on complete package basis and the bidder must bid for each and every item in the financial bid for office stationery items. Any item if missed will be considered as incomplete bid and will be rejected.
5. The supply order to successful bidder will be issued upon completion of all codal formalities under the rules.
6. Bidder(s) must have sound financial position and have sufficient experience, well reputation and have the facility of outlet/shop or office with in Islamabad.
7. Bidder(s) must submit Bid Security/Earnest money of 2% of the total bid value in the shape of Bank draft/Pay order /call deposit drawn in favor of Workers Welfare Fund may reach office of the undersigned must be delivered Workers Welfare Fund. Any bid found without 2 % of bid amount will not be considered and rejected. Cheques shall not be accepted. The Bid Security should be valid for a period not less than 3 months and must be enclosed in financial bid. The bid amount for the un-successful bidder will be returned after award of tender.
8. The Bid amount @ 2% of the successful bidder will be returned after the award of tender and the bidder will submit performance guarantee @ 5% of the total bid on signing an agreement with WWF, the same will be retained till completion of agreement period.
9. Firm(s) must certify that it has not been blacklisted from any Government organization on Rs. 100 stamp paper.
10. The offered price in Pakistani Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Rules and shall be valid for the agreement period.
11. **Bid Opening Procedure: - Single Stage-One Envelop (36(a) PPRA Rule, 2004)-** Procedure will be adopted to evaluate the offers. Each bid shall comprise one single envelope containing, separate, technical proposal (**Annex-A**) and, financial proposal (**Annex-B**) (if any). All Bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
12. Offer(s)/ item(s) which are not found according to the standard/specification(s) and evaluation criteria shall not be accepted.

13. The bid shall remain valid for the period of **90 days** from the date of bid opening.
14. The percentage for quantity of items may increase by 15% within one year of award of contract.
15. The supply order will be on requirement basis and the Workers Welfare Fund may issue part supply order. The quantity of items may increase or decrease as per original requirement and therefore, payment will be made on completion of supplies on actual basis. Successful bidder shall ensure timely supply of office stationery items as per the supply order issued by Workers Welfare Fund.
16. The supplier will deliver the items at Workers Welfare Fund Building No. 2, Street 39, G-10/4, Mauve Area Islamabad.
17. Submission of any false statement/Documents or concealing of information will lead to disqualify the bidder.
18. The Item(s) which are not found according to required specifications/standard shall not be accepted and will be replaced by the supplier at his own cost. However, items found above the required specification and standard will be accepted at the same rate quoted by the bidder.
19. In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
20. The employer will open the tenders including submission made in the presence of the bidders or their representatives who choose to attend on date, time and venue mentioned in tender notice.
21. The Workers Welfare Fund reserves the right to accept or reject the bids as prescribed under PPRA Rules, 2004.
22. During the supply if Workers Welfare Fund observed that the items are not provided as per the standard and requirement or are substandard, the bidder will replace the items at his own cost and Workers Welfare Fund may cancel the contract with one-month notice and forfeiting the 5% performance guarantee.
23. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes by the bidders, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required items.
24. If the bid is withdrawn before the expiry of its validity or the items are not provided within due date, the performance guarantee will be forfeited in favor of the Workers Welfare Fund.
25. No advance payment will be made for any kind of invoice. Workers Welfare Fund will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, of complete items as per supply order.
26. A separate agreement shall be executed with successful bidder as per attached form in the tender documents. **(Annex-C)**.
27. Any dispute arising during execution of the contract between the purchaser and the supplier a dispute resolution committee (DRC) will be constituted by Workers Welfare Fund. The decision of the dispute resolution committee will be final and binding upon both the parties.

28. The contract will be initially for one year however may be extended for another period of one year with mutual consent of both parties on same terms and conditions. The extension will not exceed beyond two years.
29. The delivery shall be completed within 02 weeks from the date of issuance of purchase/Supply order or as desired.

I on behalf of M/S _____, hereby accept the above-mentioned terms and conditions.

(SIGNATURE & SEAL OF BIDDER)

Cover Letter for the Submission of BID

A cover letter as specified in **Annex D** shall be submitted with the proposal.

Note: Please provide the required information/Response to all Annexure mentioned in this document and mark them while submitting the bid. Every page of the bid proposal must be stamp and signed by the bidder.

ANNEXURES

Annex – A

TECHNICAL BID SUBMITTED BY

M/S _____

| Sr. # | Description | Remarks |
|-------|--|---------|
| 1. | The company is duly registered with FBR for Income tax and General Sales Tax. Documentary proof is enclosed. | |
| 2. | The firm/company is on FBR's Active Taxpayer's List (ATL). Documentary proof is enclosed | |
| 3. | The bidder has an established office or shop/out let at Islamabad for supplies. Documentary proof is enclosed | |
| 4. | Undertaking that the bidder Shop/ Firm / Company is not blacklisted and not involved in litigation with Government / Workers Welfare Fund Islamabad on Rs. 100 Stamp paper duly attested from Notary Public. | |
| 5. | The Original draft/pay order @ 2% of the total bid on account of Earnest Money / bid amount is enclosed with the financial bid. | |
| 6. | The Technical and financial Bids are submitted on the bidding documents (Annex A and B) without alteration and correction. | |
| 7. | The bidder submits rates for each and every item. If fails the bid will be considered incomplete and shall be rejected. | |

I have read the above condition and the mandatory requirements are completed.

Authorized Signatures: _____

Stamp: _____

**FINANCIAL BID
SUBMITTED BY**M/S _____
_____**STATIONERY ITEMS**

| S. No | Name of item and specifications | Unit Quantity | Rate per unit (Rs./Unit) | Total Price |
|--------------|--|----------------------|-------------------------------------|--------------------|
| 1. | Photo Copy Paper (80 gms Imp A/4) | 1200 Reams | | |
| 2. | Photo Copy Paper (80 gms Imp A/3) | 15 Reams | | |
| 3. | Photo Copy Paper (80 gms Imp Legal) | 100 Reams | | |
| 4. | Thermal Paper Roll 3” | 200 Roll | | |
| 5. | Ordinary Ballpoint Piano 0.8 mm or equivalent | 4000 Nos. | | |
| 6. | Uniball eye (Fine) or equivalent | 600 Nos. | | |
| 7. | Lead Pencil ‘A’ Quality (Local) | 2000 Nos. | | |
| 8. | USB Flash Drive (32 GB) hp steel body or equivalent | 25 Nos. | | |
| 9. | Brown Envelops (Extra Large) | 500 Nos. | | |
| 10. | Brown Envelops F/S (Clothed) | 700 Nos. | | |
| 11. | Brown Envelops F/S | 600 Nos. | | |
| 12. | Brown Envelops A/4 | 2000 Nos. | | |
| 13. | Brown Envelops 11x5 | 4000 Nos. | | |
| 14. | Brown Envelops 9x4 | 6000 Nos. | | |
| 15. | Binding Sheet Plastic A-4 | 3000 Nos. | | |
| 16. | Calculator Casio Large Original simple or equivalent | 50 Nos. | | |
| 17. | Calculator Casio scientific Original or equivalent | 05 Nos. | | |
| 18. | CD Writeable | 10 Box | | |

| | | | | |
|-----|--------------------------------------|-----------|--|--|
| 19. | CD Rewriteable | 10 Box | | |
| 20. | File Board A-4 Size Fine Quality | 5000 Nos. | | |
| 21. | File Separator Set (10-P) A/4 | 300 Nos. | | |
| 22. | File Separator Set (30-P) A/4 | 300 Nos. | | |
| 23. | File Separator Set (20-P) PVC/A-4 | 300 Nos. | | |
| 24. | Marker No.70 | 80 Nos. | | |
| 25. | Marker No. 90 | 80 Nos. | | |
| 26. | White Board Marker | 10 Nos. | | |
| 27. | Fluid Correction Pen | 400 Nos. | | |
| 28. | Fluid Correction Bottle with Thinner | 100 Nos. | | |
| 29. | Gum Stick 40mg UHU | 500 Nos. | | |
| 30. | Eraser Pelikan AI-30 | 300 Nos. | | |
| 31. | Eraser Pelikan DG-50 | 200 Nos. | | |
| 32. | Sharpener Steel | 200 Nos. | | |
| 33. | Scale 12 inches (Steel) | 50 Nos. | | |
| 34. | Scissors (Large) Imp | 100 Nos. | | |
| 35. | High Lighter | 100 Nos. | | |
| 36. | Stapler Machine No.24/6 Max | 100 Nos. | | |
| 37. | Stapler Machine Heavy Duty | 05 Nos. | | |
| 38. | Stapler Pin No. 24/6 (M) | 200 Box | | |
| 39. | Stapler Pin HD (23/10) | 5 Box | | |
| 40. | Stapler Pin HD (23/13) | 5 Box | | |
| 41. | Stapler Pin HD (23/15) | 5 Box | | |
| 42. | Stapler Pin HD (23/17) | 5 Box | | |
| 43. | Stapler Pin HD (23/20) | 5 Box | | |
| 44. | Stapler Pin HD (23/24) | 5 Box | | |
| 45. | Stamp Pad Medium Lancer | 50 Nos. | | |
| 46. | Stamp Pad Ink | 10 Nos. | | |
| 47. | Pen Ink | 12 Nos. | | |
| 48. | Envelop Opener | 100 Nos. | | |
| 49. | Packing Tape Nichiban (2*72) | 30 Nos. | | |
| 50. | Masking Tape (2 *5) | 15 Nos. | | |
| 51. | Scotch Tape (1/2" x50") | 15 Nos. | | |
| 52. | Scotch Tape (1"x50") | 15 Nos. | | |
| 53. | Scotch Tape (1"x72") | 25 Nos. | | |

| | | | | |
|-----|-----------------------------------|------------|--|--|
| 54. | Scotch Tape (2"x7"2) | 25 Nos. | | |
| 55. | Binding Tap (2" 50) Yard | 50 Nos. | | |
| 56. | Binding Tap (1"x50") | 50 Nos. | | |
| 57. | Tags Medium size | 300 Bundle | | |
| 58. | Attendance Register No.2 | 30 Nos. | | |
| 59. | Dispatch register-No.12 | 30 Nos. | | |
| 60. | Stock register-No. 12 | 4 Nos. | | |
| 61. | Section Diary register No.12 | 30 Nos. | | |
| 62. | Ruled Register No.8 | 10 Nos. | | |
| 63. | Ruled Register No.10 | 10 Nos. | | |
| 64. | Ruled Register No.12 | 20 Nos. | | |
| 65. | Ruled Register No. 16 | 10 Nos. | | |
| 66. | Ruled Register No.20 | 10 Nos. | | |
| 67. | File Register | 50 Nos. | | |
| 68. | Ruled Register No.24 | 05 Nos. | | |
| 69. | Peon Book (96 Pages) | 50 Nos. | | |
| 70. | Log Book No.4 | 100 Nos. | | |
| 71. | Writing Pad N/B Size (Normal) | 100 Nos. | | |
| 72. | Writing Pad L/S Size (Normal) | 50 Nos. | | |
| 73. | Note Sheet Pad (F/S) 80 sheets | 30 Pad | | |
| 74. | Note Sheet Pad A-4 80 sheets | 50 Pad | | |
| 75. | Spiral Pad (A/4) | 30 Nos. | | |
| 76. | Post it pad (2x3 Inches) Pro-noti | 10 Box | | |
| 77. | Post it pad (3x3 Inches) | 5 Box | | |
| 78. | Post it pad (3x5 Inches) | 5 Box | | |
| 79. | Paper Slip Pad (White) | 10 Pad | | |
| 80. | Paper Slip Pad (Colored) | 10 Pad | | |
| 81. | Box File Uni | 100 Nos. | | |
| 82. | Dak Folder (Fine) Leather | 40 Nos. | | |
| 83. | File Folder Plastic Nokia 1444 | 100 Nos. | | |
| 84. | File Cover Plastic A/4 | 400 Nos. | | |
| 85. | File Cover Plastic F/S | 50 Nos. | | |
| 86. | Paper Cutter SDI (Large) | 100 Nos. | | |
| 87. | Paper Cutter (Knife Large) | 10 Nos. | | |
| 88. | Punch Machine Single Hole | 100 Nos. | | |

| | | | | |
|------|--|-----------|--|--|
| 89. | Punch Machine Double Hole (S) | 20 Nos. | | |
| 90. | Punch Machine Double Hole (M) | 15 Nos. | | |
| 91. | Punch Machine Double Hole (H/D) | 05 Nos. | | |
| 92. | Paper Clips (26 mm) | 15 Box | | |
| 93. | Paper Clips (30 mm) | 15 Box | | |
| 94. | Paper Clips (36 mm) | 10 Box | | |
| 95. | Paper Clips Colored | 10 Box | | |
| 96. | Paper Pin | 10 Box | | |
| 97. | Paper Tray Pencil Tray | 10 Nos. | | |
| 98. | Plastic Dory | 10 Roll | | |
| 99. | Spiral 6 mm (100Pcs P/P) | 5 Packets | | |
| 100. | Spiral 8 mm (100Pcs P/P) | 5 Packets | | |
| 101. | Spiral 10 mm (100Pcs P/P) | 5 Packets | | |
| 102. | Table Set Plastic Leather, Crystal | 15 Set | | |
| 103. | Table Calendar | 15 Nos | | |
| 104. | Table Diary Stand | 15 Nos. | | |
| 105. | Toner HP Laser Jet Printer (P1102) | 150 Nos. | | |
| 106. | Toner HP Laser Jet Printer (P1105) | 15 Nos. | | |
| 107. | Toner HP Laser Jet P1300 | 12 Nos. | | |
| 108. | Toner HP Laser Jet P3015 | 10 Nos. | | |
| 109. | Toner HP Laser Jet P2055 | 10 Nos. | | |
| 110. | Toner HP Laser Jet P1005 | 10 Nos. | | |
| 111. | Toner HP Laser Jet P1006 | 10 Nos. | | |
| 112. | Toner Hp Laser Jet Pro MSP M125A | 20 Nos. | | |
| 113. | Colour printer Toner HP Laser Jet 131A-Y | 6 Nos. | | |
| 114. | Colour printer Toner HP Laser Jet 131A-M | 6 Nos | | |
| 115. | Colour printer Toner HP Laser Jet 131A-C | 6 Nos | | |
| 116. | Colour printer Toner HP Laser Jet 131A-K | 6 Nos | | |
| 117. | Photocopier Toner Konica Minolta BizHub 501 (Minim yield copies up to 18000) | 8 Nos. | | |
| 118. | Photocopier BizHub 552 max copies up to 28000- | 10 Nos. | | |

| | | | | |
|-------------------------------------|--|--------|--|--|
| 119. | Photocopier BizHub 458 max copies up to 18000- | 8 Nos. | | |
| 120. | Photocopier BizHub 367 max copies up to 18000- | 8 Nos. | | |
| 121. | Photocopier Panasonic -8020 max copies up to 18000- | 5 Nos. | | |
| 122. | File covers 300 gsm art card with Logo of WWF, Two Colour Laminated. | 8000 | | |
| 123. | Note pad dairy with lather cover | 50 | | |
| Total Cost | | | | |
| Add Sales Tax | | | | |
| Total Inclusive of all Taxes | | | | |

Each and every page of the financial bid has been signed

(SIGNATURE & SEAL OF BIDDER)

(Contract Agreement to be signed with the successful bidder)

CONTRACT AGREEMENT

This Contract Agreement (hereinafter called the “Agreement”) made on the day of----- between **Workers Welfare Fund (WWF)**, Building No. 2, Street 39, G-10/4, Mauve area Islamabad hereinafter refer to as purchaser and the Supplier/contractor of the second part.

WHEREAS the purchaser/procuring authority is desirous that purchase office stationery items for Worker’s Welfare Fund, Islamabad.

NOW this agreement witnesses as follow:

In this agreement word and expressions shall have the same meaning as are respectively assigned to them in the condition of contract. The terms and conditions of the agreement are as under: -

- Claus 1.** **Delivery:** The supplier shall provide the items of office stationery to Workers Welfare Fund as per work/supply order at its premises Building No. 2, Street 39, G-10/4 Mauve area Islamabad.
- Claus 2.** **Rates:** - Rates offered in the bid shall be valid for **the period of contact signed between** the supplier and procuring Authority on same terms and condition as specified in the tender documents.
- Claus 3.** **Payment:** - Payment will be made after the receipt of invoices received against the supply order. No advance payment will be made for any kind of invoice. However, Workers Welfare Fund will arrange expeditious payments on submission of invoices.
- Claus 4.** **Performance Guarantee:** The performance guarantee of Rs ----- in shape of Pay Order/bank Draft in favour of Workers Welfare Fund @ 5 % of the total bid amount is enclosed. The same will be rereleased after completion of agreement period.
- Claus 5.** **Penalty for failure of Supply:** - If the supplier fails to deliver the items specified within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per month or 1 % on the value of items whichever is higher, shall be charged.
- Claus 6.** **Quality /Quantity of Supply:** - If the firm fails to supply any or all the items as per the supply order or the items are substandard the same will be replaced by the supplier at his own cost/ expense. The purchaser may

purchase the Incomplete-supplied items on the risk and cost of the supplier, including blacklisting of the firm.

Claus 7. The Contractor will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed.

Clause 8. The following documents shall be deemed to form, and be read and construed as part of this Agreement: -

- i. Letter of Award/Supply order
- ii. Tender Documents.

Clause 9. The contract will be initially for one year however may be extended for another period of one year with mutual consent of both parties on same terms and conditions. The extension will not exceed beyond two years.

IN WITNESS WHEREOF the parties here to have caused this Agreement to be executed the day and the year first before written in accordance with their respective Laws.

Signature of the Supplier/contractor

Signature of Purchaser/Employer

Name: - _____

CNIC:- _____

M/s _____

Witness No. 1

Witness No. 2

Signature:- _____

Signature:- _____

Name:- _____

Name:- _____

CNIC:- _____

CNIC:- _____

Authorized Signatures: _____

Stamp: _____

**(Cover Letter for the Submission of Technical and Financial Proposal)
(Declaration on company letterhead)**

I, _____ hereby declare that:

- all the information provided in the Bid is correct in all manners and respects;
- and I am duly authorized by the Management to submit this proposal on behalf of "[Name of the Firm /Company]"

Name: - _____

Designation: - _____

Signatures: - _____

Date: - _____

Place: - _____