

### Tender Notice

Discipline & Inspections Branch invites sealed tender based on the Punjab Procurement Rules 2014, from well-reputed firms registered with Income Tax and Sales Tax Department, for **Others items, Printing Items, Stationery Items, Computer Stationery items and Repair of Transport items** for D&I Branch CPO Lahore during current Financial Year 2021-2022. Tender may be addressed to the AIG/ Inquiries (DDO/D&I), CPO Punjab Lahore shall be received till **01.04.2022 before 10:00 A.M shall be opened at 10:30 A.M on the same day** in CPO Complex, Bank Road, Old Anarkali Lahore in the presence of bidders. The delivery period will be decided while issuing supply order. The tender notice is available on the PPRA's website (<http://ppra.punjab.gov.pk>) and for any other information email ([inspection.vigilance@gmail.com](mailto:inspection.vigilance@gmail.com))

Sr.#	Stationery Items
1	Laser Paper A/4 Size (Rim) (80 gm Imported Brand, 500-Sheets)
2	Laser Paper Legal Size (Rim) (80 gm Imported Brand, 500-Sheets)
3	Uniball Signo or equalent (Fine Quality) (Packs)
4	Uniball Vision or equalent (Fine Quality)
5	Short Hand Book (100-Leaves)
6	High Lighter (Fine Quality) (Packs)
7	Sharpener Steel (Packs)
8	Gum Stick (Packs) UHV or equivalent
9	Cotton Tag 6" Long
10	Pen Fluid (Packs)
11	Stapler Pin (Packs)
12	File Board Simple
13	Scale
14	Paper Punch
15	Bulldog Clip (Box)
16	Stamp Pad Ink (Box)
17	Daak Books
18	Register Single Line
<b>Others Items</b>	
19	Duster Microfiber (Cloth)
20	Umbrella (Fine Quality)
21	Dettol Liquid
22	Air Freshener (Fine Quality)
23	Mortin Spary/ Odourless 300 ml or equivalent
24	Soap Dove or equivalent
25	Dettol (Floor Cleaning)
26	Vim Soap (For Crockery)


27	USB (Fine Quality) 32 GB HP or equivalent
28	Glass Cleaner Glint or equivalent
29	Extension Lead (Fine Quality)
30	Towel Large Size (70x140 cm Cotton)
31	Telephone Set (Fine Quality)
32	Head Phone (Fine Quality)
33	Power Cable for Computer (Fine Quality)
34	Mouse for Computers Bluetooth cordless
35	Key Board of Computers (Fine Quality)
36	Steno Set for officers (Fine Quality)
37	Electric Tea Kettle (Fine Quality)
38	Clock (Fine Quality)
39	Cell (Clock) AA & AAA Energiser or equivalent
40	Tissue Roll (Fine Quality)
41	Scotch Tape/ Binding Tape
42	Tissue Paper Rose Petal, Pop up or equivalent
43	Tissue Roll (Fine Quality) (Packs)
44	Ball Point Piano
45	Air Freshener Machine
46	HD Cable
47	Milk + Sugar Pot (Small & Large)
48	Call Bell
49	Power Plug for AC
50	Surf Excel Sachet Packs
51	Dust Bin (Plastic)
52	Baskets for Daak
53	Air Freshner Cartridge
54	Dash Board Polish for Vehicles (Fine Quality)
55	Car Wax Carnuba or equalent (Fine Quality)
56	Car Polish (Fine Quality)
<b>Printing Items</b>	
57	Diary Dispatch Registers
58	Officer Note Book Cover
59	Dairy Cover (Small)
60	Officer Note Book
61	File Cover (A-4)
62	File folders Cover (Daak)
63	Color Papers (Mix) Rim
64	Envelope (Small)
65	Envelope (A-4)
66	Envelope (Large)
67	Flapper Rexine 3"x26" (Simple)
68	DO Letters Papers
69	Log Books
70	CC-Certificates

71	Road Certificates (Packs)
72	Stock Register
73	File Board Rexine (with mono gram)
<b>COMPUTER STATIONERY</b>	
74	Toner Photostat Mach: Toshiba Studio-450
75	Toner HP Laser Jet PRO 400 (80-A)
76	Toner HP Laser Jet PRO 402dw (26-A)
77	Toner Fax Machine Pentium M6600NW (PC-210-E)
78	Toner Fax Machine Canon FX-3 (L-220)
<b>REPAIR OF TRANSPORT</b>	
79	Oil Filters Corolla XLI 2015 Model
80	Oil Filters Corolla XLI 2009 Model
81	Oil Filters Corolla XLI 2002/07 Model
82	Oil Filter Cultus Car 2015 Model
83	Oil Filter Vigo D/C 2015 Model
84	Oil Filter Vigo D/C 2012 Model
85	Oil Filter Vigo D/C 2006/07
86	Oil Filter P-Up S/C 2009 Model
87	Oil Filter P-up S/C 2005 Model
88	Air Filters Corolla XLI 2002/07 Model
89	Air Filters Corolla XLI 2015 Model
90	Diesel Filter Vigo D/C 2015 Model
91	Diesel Filter Vigo D/C 2012 Model
92	Diesel Filter Vigo D/C 2006/07 Model
93	Diesel Filter P-Up S/C 2009 Model
94	Diesel Filter P-up S/C 2005 Model
95	Lubricants for diesel / Petrol vehicles

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

3. Technical proposal will be opened on **01.04.2022 at 10:30 A.M** while the Financial proposal shall remain (in sealed form) in the custody of the Committee and would be opened after receipt of technical evaluation report, in the presence of bidders. The financial proposal of bidders found technically un-acceptable/non responsive shall be returned un-opened to the respective bidders along-with the bid security under the rules.

4. Rates quoted would inclusive of all Federal & Provincial taxes/duties/charges and shall be valid up to 30.06.2022.
5. The bidders shall furnish a bid security @ 3% of the estimated price with their Technical proposals in shape of pay Order of Bank Draft of any Schedule Bank in favour of AIG/ Inquiries, CPO, Lahore. Proposals without bid security will be rejected.
6. Successful bidders shall deposit security equal to @ 10% of the total value of stores in the form of deposit at call in the name of AIG/Inquiries, CPO Lahore, which shall be refunded on successful of the contracted obligations.
7. The interested firms are informed to collect bidding documents, which are available containing Term & Conditions, method of procurement from the office of the D&I, Branch, Room No.411, CPO Complex, Old Anarkali, Lahore, on any working day during office hours up-to 01.04.2022. Tender document fee @ Rs. 500/- (**non-refundable**) duly deposited into State Bank of Pakistan on Treasury Challan 32-A under head CO2642-Police-Others (in original) will be charged. The offers shall be accepted only with original bidding documents. Photocopies would not be accepted.
8. The authority reserves the right to reject all bids or proposals in line with rule 35 of PPRA Rules, 2014.

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

## BIDDING DOCUMENTS

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

1. Each bid shall comprise a single sealed package containing two separate envelopes as under:-
- 1) **TECHNICAL PROPOSAL:** Details of specifications, make, country, etc. On the firm's letter head pad along-with catalogue, bidding documents, earnest money for respective item
  - 2) **FINANCIAL PROPOSAL:** Rate of respective items including all taxes/ charges whatsoever, may be quoted as per following from on the firm's letter Head Pad. Rates of all items must be duly filled. The tender will be awarded on the basis of sum total of all the rates quoted. Detail of firms, experience and earnest money.

3)

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

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

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

2. Technical proposal will be opened on ~~01.04.2021~~ at 10:30 A.M while Financial Proposal shall remain (in sealed form) in custody of the committee and would be opened after Technical evaluation report. Financial Proposals of the technically accepted bids would be opened in the presence of responsive bidders. The lowest evaluated bid would be accepted. The Financial Proposal found technically unacceptable/ non responsive shall be returned un-opened to the respective bidders.

3. The bidders shall submit bid security @ 3% of the estimated price along-with their Technical Proposal in shape of pay Orders/ Bank Drafts of any scheduled Bank in favour of the AIG/Inquiries (DDO/D&I), CPO Lahore, otherwise bid will be rejected. In case of non-acceptance of tenders, the earnest money will be refunded after finalization of the tender. Total estimated cost of the tender is **Rs. 3,623,000/-**.

4. In case of acceptance of tenders, bidders shall deposit a security @ 10% of the total value of stores in the form of deposit at call in the name of Provincial Police Officer, Government of the Punjab, Police Department and draw the contract agreement etc. Security shall be refunded on successful completion of the contracted obligations.

5. Rates quoted would be considered inclusive of all taxes/ duties/ charges and shall be valid upto 30.06.2022.

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

8. The supply made by the firms shall be inspected in the light of approved sample/ specification. The store failed to confirm the standard specifications/requirement of Police Department, approved sample will be rejected,

  
**(WAQAS HASSAN) PSP**

AIG/ Inquiries  
For Addl. Inspector General of Police  
Discipline & Inspection Branch  
CPO, Punjab