
**NATIONAL POLICE ACADEMY
SECTOR H-11, ISLAMABAD**



BIDDING DOCUMENTS

Supply of Stationery Items

January 2019

F. No. NPA/12-18/2018-19
NATIONAL POLICE ACADEMY
SECTOR H-11, ISLAMABAD

INVITATION TO BID
Ref. No. 2/2018-19
(Say No to Corruption)

National Police Academy, a premier police training institute of Pakistan, invites sealed bids from the bidders having experience in relevant field and registered with Income Tax and Sales Tax departments and who are on Active Taxpayers List of the Federal Board of Revenue for “**Supply of Stationery Items**”.

2. Bidding documents, containing detailed terms and conditions, etc. may be collected from the office of the Assistant Director (Admn), National Police Academy, Sector H-11, Islamabad after payment of Rs. 300/-, as per Rule 23(5) of Public Procurement Rules, 2004. Bidding documents may also be downloaded from website address (www.npa.gov.pk) free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents must reach in the office of Assistant Director (Admn), National Police Academy, Sector H-11, Islamabad on Tuesday, 15th January, 2019 on or before 1100 hours. Bids will be opened on the same day at the National Police Academy at 1130 hours. This advertisement is also available on PPRA website at www.ppra.org.pk.

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(Rana Abdul Aziz) PSP
Deputy Director Admn)
National Police Academy
Sector H-11, Islamabad.
Phone Off: 9258183
Fax: 9257414

INSTRUCTIONS TO BIDDERS

1. Scope of Bid

Supply of Stationery Items as per list enclosed as Annex-A.

2. Samples

National Police Academy has approved its samples of stationery items. Bidders must quote the rates after reviewing the approved samples as deviated supply from approved samples shall not be accepted.

3. Corrupt and Fraudulent Practices

The bidder will show highest standards of ethics during carrying out the contract. In pursuance of this policy, the following provisions shall apply:

- (a) ***“coercive practice”*** means impairing or harming or threatening to impair or harm, directly or indirectly, persons or their property, to influence their participation in tendering process, or affect the execution of a contract;
- (b) ***“collusive practice”*** means a scheme or arrangement between two or more parties, with or without the knowledge of NPA, designed to establish prices at artificial, noncompetitive levels or to otherwise deprive NPA of the benefit of free and open competition;
- (c) ***“corrupt practice”*** means the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the actions of a public official (including purchaser and employees of organization taking or reviewing selection decisions) in the selection process or in contract execution or the making of any payment to any third party, in connection with or in furtherance of a contract, in violation of any applicable law in the country;
- (d) ***“fraudulent practice”*** means any act or omission, including any misrepresentation, in order to influence (or attempt to influence) a selection process or the execution of a contract to obtain a financial or other benefit or to avoid (or attempt to avoid) an obligation;
- (e) ***“obstructive practice”*** means destroying, falsifying, altering or concealing evidence material or making false statements in order to impede an investigation into allegations of a coercive, collusive, corrupt, fraudulent, or prohibited practice; and threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation and acts intended to impede the exercise of the inspection and audit rights; and
- (f) ***“prohibited practice”*** means any action that makes disqualification of bidder. NPA will reject a Bid if it determines that any Bidder directly or indirectly is engaged in coercive, collusive, corrupt, fraudulent, obstructive or prohibited practices in competing for contract.

- (h) **“inspection of accounts”** means NPA has the right to inspect financial position, records and other documents of the bidder in order to determine that the bidder has firm footing.
- 4. Procedure** Single stage one envelope procedure of the open competitive bidding process shall be adopted.
- 5. Language of Bid** Bid as well as all correspondence and documents relating to the bid exchanged by bidder and NPA shall be written in English/Urdu.
- 6. Eligible Bidders** A bidder must:
- Be on active taxpayers list of FBR.
 - Have at least 03 years’ experience of Supply of Stationery Items duly supported with relevant documents to government departments.
 - Be on Active Taxpayer’s list of the website of FBR.
 - Not declared blacklisted.
 - Pakistani having valid CNIC.
 - Have good reputation in relevant field.
- 7. Cost of Bidding documents** Bidding documents containing elaborated clauses for submission and execution of work can be obtained from the office of the Assistance Director (Admn) during office hours after payment of Rs. 300/-. It can however be downloaded from the NPA website address www.npa.gov.pk.
- 8. Estimates of work** Bidder shall quote rates of the items after reviewing the approved samples of stationery items available with Stationery Moharir. NPA shall not bear liability for any kind of miscalculations or unforeseeable expenses not accounted for by the bidder.
- 9. Number of bids** Bidder shall submit only one bid which will be processed and evaluated as per specifications and criteria defined in the bidding documents. In case of submission of 2nd bid only 1st bid will be considered.
- 10. Bid Price**
- Bid price must be quoted in Pak rupees inclusive of prevalent taxes.
 - Over writing of figure and use of fluid will not be permitted and the bid will be rejected in that case.
 - Price of each item as per enclosed list be mentioned.
- 11. Increase or decrease in number of items** NPA has the right to increase or decrease quantum/number of stationery items. In such cases pricing would be observed as per head rates quoted by the bidder.
- 12. Documents Comprising the Bid** Bid shall comprise the following:
- Written consent to supply the stationery items on letter head duly signed and stamped as per Annex-B.
 - Item-wise rates on the enclosed list of Stationery Items at Annex-A.
 - Price of each item must be inclusive of all prevalent taxes. The quoted price will be deemed to be inclusive of all taxes.
 - Call deposit in shape of demand draft/pay order in favour of “Academy Fund Account” @ 5% of the total price of the bid.
 - Documents showing experience in relevant field having at

- least 03 years' experience in relevant field.
- (f) Copies of NTN certificate.
 - (g) Copies of GST certificate.
 - (h) Addresses of retail outlets and warehouses.
 - (i) Certificate as per Annex-C:
 - i. Certificate of ownership of firm;
 - ii. Not declared black listed;
 - iii. Having read and accepted all clauses of bidding documents;
 - iv. Authorize person, if any, to deal with NPA.
 - (j) Valid Address, Telephone, Fax & Mobile Nos.
 - (k) Valid CNIC copy of owner/representative.
 - (l) Registration certificate with local administration if any.
 - (m) Any other document that the bidder may feel to add in support of its bid and has plus point.
- 13. Incomplete bid** Bids not accompanying the mentioned documents/information shall be construed as incomplete bid and shall be rejected.
- 14. Dead line for submission of Bids** Bids must be received in the office of Assistant Director (Admn), NPA, on the date and time as given in invitation to bid.
- 15. Postdated bid** Bids received after given date and time shall be considered as postdated bid and shall be returned unopened.
- 16. Period of Validity of Bids** Bids shall remain valid for Ninety (90) days. Period can be extended after consultation with the bidders.
- 17. Bid Security**
- (a) Bid security shall be in shape of demand draft/pay order in favour of "Academy Fund Account" @ 5% of aggregate price of all items which should not be less than Rs. 20,000/-.
 - (b) Bid security of unsuccessful bidders will be returned after issuance of supply order to the lowest evaluated bidder.
- 18. Performance Guarantee**
- (a) Bid security of successful bidder shall stand converted as performance guarantee and shall be retained for the period of agreement. Period of agreement shall start from the date of issuance of Supply of Stationery Item.
 - (b) Performance guarantee shall be forfeited in case of carrying out partial, substandard work and not completing the supply within timeframe.
- 19. Submission, Sealing and Marking of Bids**
- (a) Bids shall be submitted in the office of Assistant Director (Admn).
 - (b) Bidder shall submit bids by hand or through mail in sealed form with company stamp.
 - (c) On front side of the envelope it shall explicitly be written "Supply of Stationery Items".
 - (d) Bid shall be addressed to the Deputy Director (Admn), National Police Academy, Islamabad.
 - (e) Bidder shall submit bid in sealed form duly signed and stamped on the outside of the envelope.
- 20. Participation in the bids opening** Attendance of all bidders or their representatives shall be obtained. In case of representatives, authorization letter on the letter head

- session** duly signed and stamped shall be mandatory for participation in the bids opening session.
- 21. Bid Opening Session**
- (a) Bids shall be opened on the prescribed date and time, as given in invitation to bid, by the departmental Purchase and Inspection Committee of NPA.
 - (b) All envelopes shall be opened in a session.
 - (c) The official shall read aloud: name of bidder; presence of bid security; price quoted for the work and any other detail as deemed appropriate.
- 22. Confidentiality; Undue Influence**
- Information relating to evaluation of bids and recommendations of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process until evaluation report is published. Undue use by any bidder of confidential information related to the process may result in the rejection of its bid. Any attempt by a bidder to influence evaluation process may result in rejection of its bid.
- 23. Deviations, Reservations, and Omissions**
- During the evaluation of bids, the following definitions apply:
- (a) *“deviation”* is a departure from the requirements specified in bidding documents;
 - (b) *“reservation”* is the setting of limitation or conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and
 - (c) *“omission”* is the failure to submit part or all of the information or documentation required in the Bidding Documents.
- 24. Evaluation of Bids**
- Evaluation of bids shall be made by the departmental Purchase & Inspection Committee, evaluation report shall be published. Lowest evaluated bid shall be accepted. Following shall be the Evaluation Criteria:
- (a) Envelop has been sealed as per instructions.
 - (b) Availability of written consent as per specimen at Annex-B.
 - (c) In case of same price for the work, selection will be made on the basis of experience of the firm and warranty of items.
 - (d) Item-wise rates on the enclosed list of stationery items attached as Annex-A.
 - (e) Copy of NTN Certificate.
 - (f) Copy of GST Certificate.
 - (g) Online verification of bidders on FBR.
 - (h) Call deposit at the rate and shape as specified.
 - (i) Documents showing experience in relevant field; at least for the last 03 years.
 - (j) Certificate as per Annex-C.
 - i. Ownership of firm.
 - ii. Not declared blacked listed;
 - iii. Having read and accepted all clauses of bidding documents;
 - iv. Authorize person, if any, to deal with NPA;
 - (k) Copy of CNIC of owner/representative.

- (l) Selection of bidders will be made on lowest quoted rates of each item and not on aggregate price of entire bid.
 - (m) Online verification of bidder on Active Taxpayer's list of FBR.
 - (n) Registration certificate with local government.
 - (o) Valid Address, Telephone & Mobile No. of the bidder.
 - (p) Copies of supply orders of stationery items.
 - (q) Inspection of retail Outlet/Warehouse of the bidder.
 - (r) Bidders quoting for entire items will be preferred.
 - (s) Bidder may add additional documents in support of its bid.
 - (t) Clarification of the documents could be enquired.
- 25. Grievances Committee** National Police Academy has constituted a grievances committee which can be approached through a written complain.
- 26. Right of acceptance or rejection**
- (a) Departmental Purchase & Inspection Committee of NPA reserves the right to accept or reject bids or annul bidding process at any time prior to issuance of supply order.
 - (b) In case of rejection or annulment, bidders shall telephonically be conveyed. Collection of bid security and evaluation report shall be responsibility of bidders.
 - (c) Bidders shall collect their bid securities on written request on letter head duly authorized to their representative from the office of Assistant Director (Admn), NPA.
- 27. Debarring or Blacklisting** National Police Academy reserves the right to debar any bidder for a specific period or blacklisting for future bids.
- 28. Subletting of work** Subletting of the work to any other individual/firm shall not be allowed and the work assigned shall be cancelled.
- 29. Award of work** Lowest evaluated bidders shall be issued supply orders.
- 30. Completion time** The firm shall be bound to supply the stationery items during the agreed period in the contract. Period can be extended with mutual consent for further period.
- 31. Quality and quantity of items** Bidder shall supply stationery items as per samples. Deviated/substandard/delayed work shall in no way be accepted. In case of unavailability of any item in the market the departmental purchase and inspection committee has the right to make selection of other items on the already quoted rates.
- 32. Advance** No advance amount will be released by the NPA.
- 33. Contract** After issuance of supply order, the successful bidder shall submit contract on judicial paper amounting to Rs. 20 or more. Specimen of contract is attached as Annex-D.
- 34. Partially completed work** Sub-standard, partially, left over supply and not accomplishing within timeframe shall be at the risk & cost of the bidder and no liability of what so ever will be owned by the NPA. Performance Guarantee in such case shall be forfeited.
- 35. Security clearance** Security clearance of all the supply and suppliers shall be carried out in routine.

- 36. Payments**
- (a) Payment shall be released after successful completion of supply.
 - (b) Inspection report/completion certificate of departmental Purchase & Inspection Committee.
 - (c) Submission of invoices.
 - (d) Payment shall be made in favour of the firm through cross cheque after deduction of taxes.
- 37. Release of bid security**
- Bid security of the unsuccessful bidders will be released after issuance of supply order to successful bidder(s). Representative may collect the bid security on furnishing a written demand on letter head and proving identity. Payment of successful bidders shall be released on completion of agreed or extended period.
- 38. Notices**
- Notices shall be served to the bidder in case of poor performance or sub-standard work or not carrying out the work in requisite period. After issuance of third notice, the supply order/contract shall stand cancelled.
- 39. Public Procurement Rules**
- Procurement process shall be made in accordance with Public Procurement Rules, 2004, as amended from time to time. Any clause of the bidding document in contravention of the Public Procurement Rules shall stand frozen.

LIST OF STATIONERY ITEMS

(Rates must be quoted in the given format, S # & inclusive of all taxes)

(Samples of Stationery Items available in NPA must be reviewed before quoting rates)

S. #	Name of Items	Qty	Rate without Taxes	Rates with Taxes	Total Amount (c x e)
A	b	c	d	e	f
1.	ACR Paper Different Color (Yellow & Pink) (Spectra)	3 pkt Each			
2.	Art Card Sheet as per Sample	200			
3.	Ballpoint Dollar Clipper	1200			
4.	Ball Pen uniball eye Fine	100			
5.	Ball Pen Uniball Vision/ Elite	100			
6.	UniBall signo Um-120	100			
7.	Binding Tape 1.7"inch (Barooj)	120			
8.	Clip Board (Deli)	12			
9.	Certificate paper 125gm as per Sample	300			
10.	Certificate Printed as per Sample	1000			
11.	Chart Paper (colored)21-1/2x227-1/2" 150gm as per Sample	24			
12.	Card Cover Plastic pvc size (Peach)	200			
13.	Card Cover Clips (Peach)	200			
14.	Calculator CT-912 (Citizen)	12			
15.	Drafting Pad Ax4 Size (Alfarooq)	1000			
16.	Drafting Pad Small (Alfarooq)	100			
17.	D O Letter Pad A4 as Per Sample	12			
18.	Duster Cloth white as Per Sample	100			
19.	Duster Cloth yellow as Per Sample	300			
20.	Drawing Pins pkt Colored (Dingli)	40 box			
21.	Dock Folder Executive (Grash)	06			
22.	Envelops7-1/2x5-1/2 White 80gm as Per Sample	1000			
23.	Envelops 9x4 Khaki 80gm as Per Sample	5000			
24.	Envelops A4 size White80gm as Per Sample	600			
25.	Envelop A4 size Khaki 80 gm as Per Sample	300			
26.	Envelops Legal Size white 80gm as Per Sample	100			
27.	Envelops Legal Size Khaki 80gm as Per Sample	100			
28.	Engagement Stand Ax4 Crystal as Per Sample	12			
29.	Fluid With Thinner (Pelikan)	50			
30.	Fluid Pen (Dux)	100			

31.	Fax Roll (Panasonic)	100			
32.	File Cover Legal Size Four color Printing With NPA Logo as Per Sample	1000			
33.	File Board Legal size as Per Sample	500			
34.	Folder for Officers Rexene Printed Logo Size 5-1/2 x8 as Per Sample	100			
35.	Folder for Certificates as Per Sample	1000			
36.	Folder for Certificate Rexene as Per Sample	100			
37.	Glance Paper	1000			
38.	Gum Bottle 142oz (Nafees)	12			
39.	Gum Stick 40 gm (UHU)	100			
40.	High Lighter (Pelikan)	100			
41.	Ink Pot 60ml (Dollar)	24			
42.	Ink Stamp Pad 28.5ml (Cristal)	24			
43.	Invitation card as Per Sample	1000			
44.	Lead Pencils (Dux)	1000			
45.	Log Book No 6 (Tayyaba)	40			
46.	Marker Permanent (Dollar)	100			
47.	Marker White Board (Dollar)	60			
48.	Note Sheet pad A x4 Size 80gm 50 Sheets as Per Sample	500			
49.	Officers Hand Pad 3-1/2x8" 100 Sheets with Printed NPA Logo as Per Sample	80			
50.	Paper pin (Elephant)	50 pkt			
51.	Paper Clips (Twelve Stars)	80 pkt			
52.	Paper Photocopy 80gm A x4 Size (Paper One)	400 Ream			
53.	Photocopy 80gm Legal Size (Paper One)	10 Ream			
54.	Paper Computer AA 80gm A x4 Size (Double A)	200 Ream			
55.	Paper Computer AA 80gm Legal Size (Double A)	10 Ream			
56.	Paper White 100 gm A4 (Paper One)	10 Ream			
57.	PC Cleaner (Peridot)	36			
58.	Pen Holder (Dux)	36			
59.	Punch Single Hole as Per Sample	36			
60.	Punch Double Hole Large Size (KW-Trio)	12			
61.	Plastic Sheets for Binding A x4 Size (Ibico)	1200			
62.	Plastic Sheets for Binding Legal Size (Ibico)	100			
63.	Peon Book 94 Sheets (Tayyaba)	100			
64.	Post IT Pad 2x3 (Pronoti)	12			
65.	Post IT Pad 3x3" (Pronoti)	12			
66.	Post IT Pad 3x4 (Pronoti)	12			

67.	Post IT Pad 3x5 (Pronoti)	12			
68.	Paper Cutter (SDI)	48			
69.	Pin Remover (KW-Trio)	36			
70.	Paper Colored Hard Sheets for Binding Ax4 Size 150gm as Per Sample	1200			
71.	Paper Colored Hard Sheets for Binding Legal Size 150gm as Per Sample	200			
72.	Pin Cushion	12			
73.	Register No 24 (Alfarooq)	60			
74.	Register Stock No 8 (Tayyaba)	10			
75.	Register Attendance (Tayyaba)	12			
76.	Register Cash Book No6 (Tayyaba)	10			
77.	Register No10 (Alfarooq)	72			
78.	Register No. 8.S (Letts)	10			
79.	Eraser (Millan)	100			
80.	Ruler Steel 12" as Per Sample	36			
81.	Scotch Tape 0.75"inch (Five Star)	100			
82.	Scotch Tape 1.75"inch (Five Star)	100			
83.	Stapler Machine 24/6 (KW-Trio)	36			
84.	Stapler MachineNo10 (KW-Trio)	10			
85.	Short Hand Book 80 Sheets (Lucky)	36			
86.	Short Hand Pencils (GoldFish)	200			
87.	Stamp Pad (Lancer)	12			
88.	Sharpener Plastic (Rabbit)	100			
89.	Sharpener Steel (Dux)	100			
90.	Scissor Large 9" as Per Sample	10			
91.	Scissor Small 5" as Per Sample	15			
92.	Separator Sheets A-Z Plastic or 1-20 as per sample	30			
93.	Stapler Pin 24/6 (KW-Trio)	60 pkt			
94.	Stapler Pin 23/10 (Kangaro)	24 pkt			
95.	Stapler Pin 23/13 (Kangaro)	12 pkt			
96.	Stapler Pin 23/15 (Kangaro)	24 pkt			
97.	Stapler Pin 23/17 (Kangaro)	24 pkt			
98.	Stapler Pin 23/20 (Kangaro)	36 pkt			
99.	Sharpener Machine (KW-Trio)	06			
100.	Spiral For Binding 50 mm (Ibico)	36			
101.	Spiral For Binding 46 mm (Ibico)	36			

102.	Spiral For Binding 40mm (Ibico)	36			
103.	Spiral For Binding 36 mm (Ibico)	36			
104.	Tape Dispenser (KW-Trio)	06			
105.	Tags 6" as Per Sample	60			
106.	Table Diary (World Dary)	24			
107.	Table Planner as Per Sample	10			
108.	Table Set Transparent Joint (Kaligaon)	06			
109.	Telephone Index Large (Cosmo)	06			
110.	Table File Tray Plastic as Per Sample	10			
111.	Table Name Plate as Per Sample	1000			
112.	Universal Permanent Marker	50			
Total amount					

Note: NPA approved samples must be reviewed prior to quoting rates.

(To be reproduced on the letter head of firm/contractor/proprietorship)

Islamabad, ____ day of _____ month of _____

The Deputy Director (Admn)
National Police Academy
Sector H-11, Islamabad.

Subject: SUPPLY OF STATIONERY ITEMS

Reference: Invitation to Bid No. 2/2018-19 of National Police Academy for
Supply of Stationery Items at the National Police Academy, Sector H-11, Islamabad,
M/s _____

hereby submit its Bid for the work of Supply of Stationery Items at the National Police
Academy. Necessary documents as have been asked for are also enclosed.

Signatures of bidder _____

Name of bidder _____

Status of Bidder (owner/representative) _____

Name of firm _____

Address of firm _____

Stamp of firm _____

(To be reproduced on the letter head of firm/contractor/proprietorship by the owner)

CERTIFICATE

This is to certify that I, _____ am the
legal owner of firm M/s _____
with _____ its _____ address _____ at
_____.

I have read and accepted all the clauses of bidding document for Bid for Supply of Stationery
Items at the National Police Academy. I hereby certify that my firm has not been declared
blacklisted by any government agency. I hereby appoint/authorize Mr.
_____ (mention "self" if not authorized anyone) as my
representative to deal with National Police Academy for the purpose of this bid.

Signatures of owner of firm _____

Name of bidder (owner of firm) _____

Stamp of firm _____

SPECIMEN OF CONTRACT

This agreement has been made on ____ day of _____ 20 ____ between National Police Academy (hereinafter called the “Employer”) and M/s _____ (hereinafter called the “Contractor”) with their corporate status and registered address here which expression shall unless excluded by or repugnant to the context be deemed to include (in case of individual or proprietorship, firm, heirs, legal representative or if a partnership, the party or survivors, their respective heirs, executive heirs, executors and administrators of, if a company, its successors in business).

2. WHEREAS the Employer is desirous to procure stationery items in the light of clauses enumerated in bidding document for Supply of Stationery Items already collected by the Contractor. In response to invitation to bid M/s _____ has agreed to supply stationery items as per samples available in NPA in the light of clauses of bidding document of Supply of Stationery Items with the performance guarantee of its Pay Order/Demand Draft as security.

NOW this Contract witnesses as follows:

- i. The following documents shall be construed as part of this Contract:
 - (a) bidding document for Supply of Stationery Items;
 - (b) List of Stationery Items.
- ii. In this contract words and expressions shall have the same meanings as are respectively assigned to them in the bidding document hereinafter referred to.
- iii. In consideration of the payments to be made by Employer to Contractor as hereinafter agreed upon in list of items, the Contractor hereby covenants with the Employer to execute and complete the supply of stationary item in conformity and in all respects within the provisions of the bidding document and as per samples of stationery items.

- iv. Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of supply as per provisions of the bidding document for supply of stationery items.
- v. Amount to be paid to the Contractor will be as per quoted rates and as per clauses of bidding document for supply of stationery items.
- vi. All prevalent government taxes will be applicable for deduction from the Contractor.
- vii. The Contractor will have to accomplish the supply keeping into consideration timeframe given in the supply orders and during period agreed upon.
- viii. Notices shall be served to the Contractor in case of poor performance or sub-standard supply or not carrying out the supply in requisite timeframe as explained in bidding document. After issuance of third notice, the supply order/contract shall stand cancelled.
- ix. The Contractor and the Employer have agreed to execute this contract for the period w.e.f _____ to _____ and for extended period with mutual consensus.
- x. If any dispute arises relating to terms and conditions/agreement, the decision of the Commandant, National Police Academy shall be final and binding.

3. IN WITNESS WHEREOF the Employer and the Contractor agreed to execute the contract in the light of above terms and the clauses of bidding document for supply of Stationery Items.

Signature of the Contractor

Signature of NPA

(Seal)

(Seal)

Signed, sealed and delivered in the presence of:

Witness 1:

Witness 2:

(Name, CNIC No. and Address)

(Name, CNIC No. and Address)