



Government of Pakistan  
Ministry of Interior  
**National Forensic Science Agency Project**



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**TENDER DOCUMENT FOR PURCHASE  
OF STATIONERY AND OTHER  
STORE ITEMS  
(FOR THE FINANCIAL YEAR 2021-22)**

Date of Tender Notice	04/02/2022
Last date of Bid Submission	03/03/2022 at 11:30 A.M
Opening of Bids (Technical & Financial)	03/03/2022 at 12:00 P.M

**NATIONAL FORENSIC SCIENCE AGENCY**  
**“PURCHASE OF STATIONERY AND OTHER STORE ITEMS”**

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**NATIONAL FORENSIC SCIENCE AGENCY**

**Instructions to the Bidders**

1. National Forensic Science Agency (NFSA) intends to invite sealed bids from well-known / established firms for purchase of Stationery and Other Store Items at NFSA, Plot No. 1,2,27 & 28 opp Police Line H-11/4, Islamabad.
2. NTN & GST registered firms / companies having sufficient experience (at least three (03) years) of dealing with Stationery and Other Store Items. The Firm must have received five (05) purchase orders from Government/Autonomous Bodies or private sector of repute in terms of Stationery and Other Store Items.
3. Sealed bids must reach to NFSA on or before **03-03-2022** 11:30 A.M. Late received bids shall be rejected straightway.
4. Single Stage one (01) envelope bidding procedure shall be followed for processing and subsequently awarding of contract as per PPRA Rules 2004, 36(a).
5. **The firms are suggested to quote their price as per lots mentioned in this tender document. However, if the firms intends to quote their prices, it has to provide the whole items as specified in the lot.**
6. Bids sent through fax or email shall not be considered. If the bidder fails to submit his/her bid stated above, same would be considered as non-responsive bid. During the evaluation process, no amendment in the technical as well as financial bids shall be permitted.
7. Following documents should be enclosed with the Tender Document:-
  - a. Attested copies of NTN and GST Registration Certificates of the firms.
  - b. Affidavit that the firm is not blacklisted from any organization and also not involved in any court cases, etc, as per the Specimen attached at **Annex-B**
  - c. Documented details of past experience along with Job / Contract completion certificates (at least 05)
8. Payment of the firms / contractors shall be made through cheque duly issued by AGPR. Any additional information / documents /certificates which is compatible to Stationery and Other Store Items may be attached with tender document.

**NATIONAL FORENSIC SCIENCE AGENCY**

**Detail information of Firm / Company**

1. Name of the Firm : \_\_\_\_\_

2. Date of Establishment : \_\_\_\_\_

3. Name of the Owner(s) : \_\_\_\_\_

4. Father's Name : \_\_\_\_\_

5. Address of the firm : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Address of the Owner : \_\_\_\_\_  
\_\_\_\_\_

7. Telephone No : PTCL \_\_\_\_\_ Cell \_\_\_\_\_

8. CNIC No. : \_\_\_\_\_

9. GST Registration No : \_\_\_\_\_

10. NTN/Income Tax No : \_\_\_\_\_

11. AGPR Vendor No. : \_\_\_\_\_

Account No.  
12. (Registered in AGPR) : \_\_\_\_\_

Bank Name and address of Bank  
13. (Registered in AGPR) : \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Dated: \_\_\_\_\_

(Signature of Company's Owner with Seal / Stamp)

**CERTIFICATE OF DECLARATION  
(On Notary Public)  
(AFFIDAVIT)**

The undersigned Mr..... S/o Mr..... owner / authorized representative of M/s..... do hereby solemnly affirm, as under:-

1. That we are not involved in any court case with National Forensic Science Agency and/or other government Departments/Organizations /Autonomous Bodies.
2. That our Company has not been blacklisted with any government department including National Forensic Science Agency.
3. That we are not defaulters of any bank, financial institution, any Government Department of Pakistan.
4. That our firm will provide best choice available in the market and tendering process will be completed with total dignity, integrity and as per terms and conditions.
5. That our firm will be responsible if certain defective supply is provided to the Procuring Agency. The firm/contractor shall be liable to replenish the defective, obsolete item immediately.
6. That our firm not facing any enquiry/ proceeding under PPRA Rules or any criminal proceeding in any Government department or Court.
7. No document and any other information in the bid documents are false/ fabricated.
8. That the above statements are correct to the best of my knowledge and belief while no information has been kept hidden intentionally.

Stamp & Signature \_\_\_\_\_  
(Company Owner / Manager)

Date \_\_\_\_\_

Name \_\_\_\_\_

CNIC No. \_\_\_\_\_

**NATIONAL FORENSIC SCIENCE AGENCY**  
**ELIGIBILITY CRITERIA**

**FOR PURCHASE OF STATIONERY AND OTHER STORE ITEMS**

<b>Sr.#</b>	<b>Description</b>	<b>Remarks/ Status</b>
<b>1.</b>	Is your firm as registered in FBR in term of sales Tax, Active Tax Payer (ATL)? Please provide FBR certificate.	
<b>2.</b>	Is your bid unconditional?	
<b>3.</b>	Has your firm received (1-5) service orders from Government, autonomous bodies, semi-autonomous bodies in terms of Stationery & Other Store Items?	
<b>4.</b>	Is your firm has STRN? Please provide STRN certificate	
<b>5.</b>	Is your bid valid for 120 days?	
<b>6.</b>	2% Bid security (Bank draft/ Bankers Cheque)	

Note:- Compliance of Sr.# from 1-6 is mandatory Non-compliance of above shall lead to disqualification from further procurement process.

**NATIONAL FORENSIC SCIENCE AGENCY  
EVALUATION CRITERIA**

**FOR PURCHASE OF STATIONERY AND OTHER STORE ITEMS**

For successful awarding of the tender firm's bid will be evaluated on the following evaluation criteria.

**Note:- Least price based method shall be followed to evaluate the bids.**

**PATTERN TO BE FOLLOWED BY THE FIRM (ON LETTER HEAD).**

<b>Sr.#</b>	<b>Name of Item</b>	<b>Specification (To be produced by the firm)</b>	<b>Qty</b>	<b>Rate (Per Unit with GST)</b>	<b>Total Amount (With GST)</b>
1.					
2.					
etc.					
<b>Grand Total Amount (With GST)</b>					
<b>2% Bid Security Amount</b>					

The firm is suggested to write exact serial number as per annex-H and specifying the items interested in. If the firm wants to apply more than one lot, the firm may continue in the same sequence in another table on the letter head.

**Least price based method shall be followed for award of contract.**



NATIONAL FORENSIC SCIENCE AGENCY

**BLACK LISTING OF BIDDERS AS PER RULE-19**

The procuring Agency has devised a mechanism for blacklisting and debarment of bidders and in accordance with the regulation made by the authority.

1. If the bidders are involved in corrupt and fraudulent practices after establishing the facts, the period of debarment shall not be more than 10 years.
2. If the bidders fails to perform his contractual obligation during the execution the contract or breach the contract, will be black listed not more than 3 years after establishing the facts.
3. if the bidders fails to abide with a bid securing declaration without being indulge in any corrupt or fraudulent practices shall be blacklisted not more six months.
4. PPRA Rules 2004 will be followed in true letter and spirits for blacklisting and debarment.

**NATIONAL FORENSIC SCIENCE AGENCY**  
**DETAILS OF “EXPERIENCE WITH OTHER**  
**GOVERNMENT DEPARTMENTS/ ORGANIZATIONS/**  
**AUTONOMOUS BODIES, ETC”**

<b>Sr. No</b>	<b>Name of the Govt Department/ Organization/Autonomous Body etc.</b>	<b>Description</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Note.** Attach documentary proof and Performance Certificate from concerned Govt Department/Organization/Autonomous Body i-e Job / Work completion certificate.

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**UNDERTAKING**  
**(ON LETTER HEAD)**

Mr. \_\_\_\_\_ S/o \_\_\_\_\_

CNIC No \_\_\_\_\_, Owner/Manager of the firm  
namely \_\_\_\_\_, hereby undertake that I have read  
and understood all the Instructions/Terms & Conditions carefully and I am willfully agreed/accept  
all the Instructions/Terms & Conditions accordingly.

Stamp & Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Father's Name \_\_\_\_\_

CNIC No. \_\_\_\_\_

**STATIONERY ITEMS**

<b>Lot-1, Stationery</b>						
<b>Sr. #</b>	<b>Description</b>	<b>Unit</b>	<b>Required Qty</b>	<b>Specifications</b>	<b>Unit Price</b>	<b>Total Price (With GST)</b>
1	Ball Point	Pkts.	30 Pkts. Each	Clippers Colors (Blue, Red And Black)		
2	Biding Tape	Nos.	50 Nos.	(Best Quality)		
3	CD-Re-Writable	Pkts.	100 Pkts.	(80 minute/700 MB (12 cm)) 10 CD's Per Packt		
4	Drafting Pad	Nos.	300 Nos.	(A-4 Size)		
5	Drafting Pad	Nos.	100 Nos.	(Small)		
6	DVD	Pkts.	50 Pkts.	(Re-Writeable) 4.7 GB (12 cm) 10 CD's Per Packt		
7	Envelope	Nos.	5000 Nos.	(11 X 5 Khaki)		
8	Envelope	Nos.	10000 Nos.	(9 X 4 Khaki)		
9	Envelope	Nos.	5000 Nos.	A - 4 Size (Khaki)		
10	Envelope	Nos.	5000 Nos.	Legal Size (Khaki)		
11	File Cover Plastic	Nos.	100 Nos.	(A-4 Size, Transparent)		
12	File Cover Plastic	Nos.	50 Nos.	(Legal Size, Transparent)		
13	Gum Stick	Nos.	50 Nos.	Washable (35 gm)		
14	Letter Head Pads	Pages.	10,000 Nos.	(Imported Paper With NFSA Printing) (with duplicate same numbers)		
15	Marker	Pkts.	20 Pkts.	Black and Blue Standard Quality		
16	Marker Sketch line	Pkts.	20 Pkts.	(All Color)		
17	Office Desk Organizer	Nos.	12 Nos.	Plastic/ Wooden		
18	Paper A-4 size	Ream	150 Ream	70 gms		
19	Paper Legal size	Ream	10 Ream	80 gms Imported AA		
20	Pen Holder	Nos.	6 Nos.	Steel Mesh Round Shape		
21	Plastic Presentation Cover	Pkts.	20 Pkts.	(PPC) A-4 Size		
22	Pointer Soft Liner	Pkts.	25 Pkts.	(Dollor)		
23	Post it Pad	Nos.	20 Nos.	(3x3 Size) Sticky Note		
24	Post it Pad	Nos.	20 Nos.	(3x5 Size)		
25	PVC Plastic Sheet	Pkts.	5 Pkts.	(A-4 Size)		
26	Register	Nos.	2 Nos.	(Attendance No.2)		

27	Register	Nos.	8 Nos.	(Issue No.4)		
28	Register	Nos.	50 Nos.	No.10 and No.12 (Each 25)		
29	Register	Nos.	25 Nos.	(No.16)		
30	SD Card (Memory Card)	Nos.	6 Nos.	16 GB With Macro Card Holder		
31	Sharpener Small	Nos.	50 Nos.	Best quality		
32	Slide Bar with Jacket	Pkts.	20 Pkts.	(A1 Size)		
33	Spiral	Pkts.	5 Pkts.	(No.25)		
34	Spiral	Pkts.	5 Pkts.	(No.20)		
35	Spiral	Pkts.	5 Pkts.	(No.22)		
36	Stamp Pad Ink Crystal	Nos.	12 Nos.	Blue Color		
37	Stamp Pad Crystal	Nos.	36 Nos.	Blue Color		
38	Stapler Pins	Pkts.	100 Pkts each	(24/6)		
39	Tag	Bandle	20 Bandle	12"		
40	Tag	Bandle	30 Bandle	6"		
41	Tape	Nos.	100 Nos.	(Scotch 1")		
42	Tape	Nos.	50 Nos.	(Scotch 2")		
43	Air Tight Envelope (Medium and Large)	Nos.	2000 Nos. (Each)	Best Quality		
Total quoted price by the firm						

**Note:-** The firm must have to provide the lot and one price against above mentioned items be given accordingly

<b>Lot-2, Toner</b>						
<b>Sr. #</b>	<b>Description</b>	<b>Unit</b>	<b>Required Qty</b>	<b>Specifications</b>	<b>Unit Price</b>	<b>Total Price (With GST)</b>
44	Toner Photocopier Machine	Nos.	3 Nos.	(Aficio MP-2852sp) (RICOH)		
45	Toner-HP Laserjet Pro200	Sets.	4 Sets.	131-A EMYK Set		
46	Toner HP 404 Printer	Nos.	12 Nos.	HP 80A Black High Quality		
47	Toner HP Laserjet Pro M102a	Nos.	2 Nos.	HP 17A Black Original LaserJet Toner Cartridge(CF217A)		
48	Toner HP Printer m402d	Nos.	10 Nos.	Genuine High Capacity Black HP 26X/26A Toner Cartridge Twin Pack - (CF226XD)		
49	Toner HP Printer 48A	Nos.	2 Nos.	HP 48A Toner		
50	Canon Printer 325 Starter	Nos.	6 Nos.	325 Starter		
51	Four (04) Color Ink Bottles	Nos.	2 Nos.	CMYK Ink for Epson L310 Printer Bottle (250ml)		
52	Toner Photocopier Machine (Kyocera 4501i) (Black Toner TK 6307K PKT)	Nos.	2 Nos.	(Black Toner TK 6307K PKT)		
53	HP Laser Jet 44A	Nos.	2 Nos.	44A Black		
54	HP Laser Jet 35A	Nos.	2 Nos.	Black 35A		
55	Toner NPG-51, Canon Photocopier I.R 2520	Nos.	3 Nos.	Black Toner For Canon IR2520i, IR2525i, GRAM : 700G		
Total quoted price by the firm						

**Note:-** The firm must have to provide the lot and one price against above mentioned items be given accordingly

<b>Lot-3, Electrical Items</b>						
<b>Sr. #</b>	<b>Description</b>	<b>Unit</b>	<b>Required Qty</b>	<b>Specification Details</b>	<b>Unit Price</b>	<b>Total Price (With GST)</b>
<b>56</b>	Alkaline Battery Cell AA	Pairs	100 Pairs	Alkaline Non-Rechargeable Batteries Voltage:1.5V Size: AA (14*50mm) Capacity: AA3000mah		
<b>57</b>	Alkaline Battery Cell AAA	Pairs	100 Pairs	Alkaline Non-Rechargeable Batteries Voltage:1.5V Size: AAA (14*50mm) Capacity: AAA1200mah		
<b>58</b>	3 PIN MULTI PLUG ADAPTOR (Heavy Duty)	Dozen	2 Dozen	15 Amp with Light Must have flat plugs Voltage 240 volts Must have Power Plug		
<b>59</b>	Breaker	Dozen	2 Dozen	C32 Amp (Hangur/ Ligrand)		
<b>60</b>	Breaker	Dozen	2 Dozen	C20 Amp (Hangur/ Ligrand)		
<b>61</b>	Ethernet Cable	Nos.	2 Nos.	Cat-6		
<b>62</b>	Electric Heater	Nos.	12 Nos.	4 Bar Halogen 4 Heat Setting 400W/800W/1200W/1600W Safety tip over switch Wide angle heat reflector, with one year warranty		
<b>63</b>	Electric Kettle (Steel)	Nos.	3 Nos.	Volume: 1.8 Ltre Material: Steel Voltage: 220V Black and Decker equivalent, with one year warranty		
<b>64</b>	Energy Saver	Nos.	100 Nos.	12W Screw Type		
<b>65</b>	Ethernet Connector RJ-45	Nos.	24 Nos.	RJ45 Connector CAT-5e RJ45 Gigabit Ethernet Double-Shielded Gold-Plated Copper Shell Network		
<b>66</b>	Extension (Without Wire)	Nos.	12 Nos.	4 Sockets Heavy Duty Best Quality		

<b>67</b>	LED Ceiling Light	Nos.	50 Nos.	Osaka 18 Watt. Flat Panel
<b>68</b>	LED Ceiling Light	Nos.	50 Nos.	Osaka 18 Watt. Panel Round
<b>69</b>	PPR Pipe Heater	Nos.	2 Nos.	Dia 20, 32, 40
<b>70</b>	Queel Wire	Nos.	1 Nos.	(40/76) Copper
<b>71</b>	Tape Osaka	PKT	3 Pkt	PVC Tape (Red,Black & White)
<b>72</b>	Two Pin Shoe	Dozen	4 Dozen	Heavy Duty (Best Quality)
<b>73</b>	Lithium Battery	Nos.	24 Nos.	6V CRP2
<b>74</b>	Electric Gysar Element	Nos.	6 Nos.	
<b>75</b>	Electric Socket	Nos.	36 Nos.	Double Light Plug Multi With Boxes
<b>76</b>	Roll 3/29 Wire	Nos.	2 Nos.	High quality
<b>77</b>	Roll 7/29 Wire	Nos.	3 Nos.	High quality
<b>78</b>	Roll 7/36 Wire	Nos.	2 Nos.	High quality
<b>79</b>	Roll 7/52 Wire	Nos.	1 Nos.	High quality
<b>80</b>	Coil Earthing Wire	Nos.	2 Nos.	2.55 (mm)
<b>81</b>	Screw Driver	Nos.	6 Nos.	Different Size Each 2
<b>82</b>	USB Lead	Nos.	6 Nos.	Best Quality

Total quoted price by the firm

**Note:-** The firm must have to provide the lot and one price against above mentioned items be given accordingly



<b>Lot-4, Gardening Tools</b>						
<b>Sr. #</b>	<b>Description</b>	<b>Unit</b>	<b>Required Qty</b>	<b>Specifications</b>	<b>Unit Price</b>	<b>Total Price (With GST)</b>
83	Water Pipe	Feet	100 Foot	Material: PU PP PE PA Customized Length: 100 Meter Thickness: 1" Standard Quality		
84	Machine Blade (Two Sided)	Nos.	6 Nos.			
85	Machine's Cupay	Nos.	6 Nos.			
86	Machnie's Doori	Bundles	4 Bundle			
87	Dantari	Nos.	4 Nos.			
88	Kheriay	Nos.	4 Nos.			
89	Phool Cutter	Nos.	2 Nos.			
90	Qainshi Cutter	Nos.	1 Nos.			
91	Aary	Nos.	1 Nos.			
92	Bailcha	Nos.	4 Nos.			
93	Khudaal	Nos.	2 Nos.			
94	Khudai Wali Kaasi	Nos.	1 Nos.			
95	Machine Tool Kit	Nos.	1 Nos.			
96	Machine's Plug	Nos.	6 Nos.			
97	Fish Door	Bundles	12 Bundle			
98	Plastic Door/ Rasi Door	Bundles	12 Bundle			
99	Safety Kit	Nos.	10 Nos.			
100	Takari	Nos.	4 Nos.			
101	Plastic Gloves	Sets.	6 Sets.			
102	Glassis for Grass Cutting	Nos.	6 Nos.			
103	Gumla Khurpi Set	Nos.	2 Nos.			
Total quoted price by the firm						

**Note:-** The firm must have to provide the lot and one price against above mentioned items be given accordingly

<b>Lot-5, Sanitary Items</b>						
<b>Sr. #</b>	<b>Description</b>	<b>Unit</b>	<b>Required Qty</b>	<b>Specifications</b>	<b>Unit Price</b>	<b>Total Price (With GST)</b>
104	Detol Bottle	Nos.	100 Nos.	Volume:(500 ml) Type: Surface Cleaner (Antiseptic)		
105	Dry Mop	Nos.	24 Nos.	Head Type: Fabric-based Handle: Plastic/Steel Handle Length: 2-3 feet		
106	Duster Cloth	Nos.	200 Nos.	Color: Yellow Material: Cotton Size: Medium/Large		
107	Floor Mate	Nos.	12 Nos.	Size: 3'x6' Material: Rubber		
108	Glint	Nos.	36 Nos.			
109	Handwash Refiller	Nos.	12 Nos.	Volume: 4 - 5 Litre Type: Multiple Fragrant		
110	Hand Sanitizer	Nos.	6 Nos.	Alcohol Free, Volume: 4.5 Litre		
111	Insect Killer	Nos.	12 Nos.	Volume: 300ml Type: Spray Type Pest Type: Mosquitos, Flies		
112	Liquid Dishwasher	Nos.	50 Nos.	Volume:250ml-500ml Type: Bottle Fragrant: Any		
113	Liquid Hand Wash	Nos.	24 Nos.	Volume:250ml Type: Antiseptic Fragrant: Any		
114	Phenyle	Nos.	100 Nos.	Volume: 1 Litre Must be of renowned brand Must be Fragrant		
115	Puchara (With Handle)	Nos.	24 Nos.	MOP Head Material: Cotton Handle material: Steel Head Type: Detachable		
116	Scotch Brite Foam	Nos.	50 Nos.	Double side foams Non Scratch Scub		

117	Soap	Nos.	100 Nos.	Size: 135gms Type: Antiseptic Fragrance: Multiple		
118	Sweep	Nos.	100 Nos.	(500ml) (Original Chemical)		
119	Toilet Cleaner Liquid Bleach	Nos.	100 Nos.	(500 ml)		
120	Towels White	Nos.	36 Nos.	(Pure Cotton) Medium Size		
121	Vim Powder	Nos.	24 Nos.	250gm		
122	Viper	Nos.	6 Nos.	(Large)		
123	Washing Powder	Nos.	100 Nos.	(500 gm)		
124	Washing Powder	Nos.	100 Nos.	(1 kg) of renowned Brand		

Total quoted price by the firm

**Note:-** The firm must have to provide the lot and one price against above mentioned items be given accordingly

<b>Lot-6, Other Items</b>						
<b>Sr. #</b>	<b>Description</b>	<b>Unit</b>	<b>Required Qty</b>	<b>Specifications</b>	<b>Unit Price</b>	<b>Total Price (With GST)</b>
125	Air Freshner	Nos.	100 Nos.	Bottle Size 300ml Spray Type Multiple Fragnant		
126	Black (100%) Tinted Sheets for Glass	Rolls	2 Rolls	Window and Door Glass Film (Size 3.50 feet x 100 feet)		
127	Car Dashboard Spray	Nos.	12 Nos.	Size: 500ml Type: Spray Fragnant		
128	Car Polish (Auto Shine)	Nos.	24 Nos.	Size: 400-500ml Type: Spray Fragnant		
129	Car Shampoo	Nos.	12 Nos.	Size: 400-500ml Type: Fluid Fragnant		
130	Cotton Rope Mop	Nos.	24 Nos.	Cotton/ Rayon/ Synthetic Mop YARN TYPE: COTTON/ RAYON BLEND YARN COMPOSITION: 70% Cotton - 30% Mix MOP WEIGHT: 12 TO 32		
131	Chopping Board with Knife	Nos.	2 Nos.	Plactic/ Wood		
132	Cup With Saucer	Nos.	250 Nos.	Bone China Set NFSA Monogram Embedded		
133	Dinner Set	Nos.	4 Nos.	Type: Bone China Quantity: 72 pcs. Best Quality (with NFSA Monogram)		
134	Door Control (Auto Door Control)	Nos.	12 Nos.	Best Quality, Durable		
135	Door Locks (single Key)	Nos.	40 Nos.	Best Quality, Durable		
136	Face Mask	Boxes.	100 Boxes.			

137	Water Set	Sets.	4 Sets.	Material: Glass Type: Plane Transparent
138	Luster Spray	Nos.	12 Nos.	
139	Pepperr	Nos.	3 Nos.	
140	Plates Large	Nos.	250 Nos.	Unbreakable Plactic NFSA Logo/ Monogram Embedded
141	Plates Small	Nos.	250 Nos.	Unbreakable Plactic NFSA Logo/ Monogram Embedded
142	Sugar Pot and Salt Pot	Sets.	6 Sets.	Plactic
143	Table Spoons	Dozen	4 Dozen	Steel
144	Table Knife	Dozen	1 Dozen	Steel
145	Tea Spoons	Dozen	4 Dozen	Steel
146	Forks	Dozen	2 Dozen	Steel
147	Tissue Box	Nos.	200 Nos.	(White) Best Quality
148	Tissue Roll (For Toilet)	Nos.	200 Nos.	Standard Size Best Quality
149	Water Glass Sets	Dozen	4 Dozen	Material Glass

Total quoted price by the firm

**Note:-** The firm must have to provide the lot and one price against above mentioned items be given accordingly

**NATIONAL FORENSIC SCIENCE AGENCY**  
**GENERAL TERMS & CONDITIONS**

1. All the firms / companies are expected to provide Stationery and Other Store Items as per demand, specification, quantity and terms & conditions to National Forensic Science Agency, (NFSA) Plot No. 1,2,27 & 28 Opp. Police Line H-11/4 Islamabad.
2. The quoted price of each firm / company must be in Pakistani Currency including all taxes against the unit price.
3. The firm should clearly indicate as to whether GST is included or not in the offered rates.
4. 2% of total quoted price shall be submitted as a bid security which will be returned back after completion of supply and it should be in favor of Project Director, NFSA. The bid security should be in the form of Bank Draft/ Bankers Cheque.
5. The bids of the firm shall be processed in one (01) stage. Technical and financial bids shall be opened at the same time as per PPRA rule i.e. single stage one envelope procedure i.e PPRA Rule 36(a).
6. The bill of the awarded firm shall not be processed until complete supply of all the items to NFSA are made.
7. The firm or company has to deliver the items as specified in the contract agreement.
8. The firm or company may note that different lots are mentioned in the bidding documents. If the firm intends to quote their price , it has to be one price, against a lot. The firm/ company shall ensure that all the respective items mentioned in the lot be provided accordingly at one time and not in partial delivery. The firm may also bid against complete lots.
9. Bid validity period should be clearly mentioned in the bid.
10. All the firms are suggested to write the exact serial Nos. of this tender document as and when filling the bids as per Annexure-H.
11. Single technical statement be made against one lot.
12. The firms are expected to provide qualitative item to the procuring Agency.
13. The bill of the firm shall be received and processed conditioned that complete supply to NFSA are made. ***It should be noted that partial supply shall not be accepted.***
14. **The firm shall be solely responsible if defective or malfunctional items are provided to NFSA.**
15. The firm shall have to provide sample where necessary before delivering items to the procuring Agency. If provided items are not as per provided specimen, then bid security will be forfeited.
16. **In case of delay in supply bid security (2%) shall be forfeited.**
17. The Awarded items shall have to be delivered within thirty (30) days after issuance of supply order.
18. If firm, fails to supply any or all the items/ complete the job as per specification and required standard, 5% security will be forfeited and the un-supplied items will be

purchased on the risk and cost of the supplier concerned, apart from that, action for blacklisting of the firm will be initiated.

19. All item(s) shall be inspected at National Forensic Science Agency, Plot # 1, 2, 27, 28 opposite Police Line, H-11/4, Islamabad item(s) not found according to, required specifications/ standard asked by NFSA, shall not be accepted.

### **SPECIAL TERMS & CONDITIONS**

20. In case of violation of any term and condition of the agreement, responsibility for any loss or damage will lie on the supplier firm.
21. If any document/ information is found false/ fake/ bogus, the bid shall be rejected at any stage of the procurement process.
22. Any bid received after the deadline will not be accepted.
23. Conditional offers shall not be entertained.
24. Any conditional, ambiguous or incomplete offer in any respect shall be ignored.
25. The bidders shall specifically indicate their NTN and GST registration No.
26. Any erasers/ cutting/ crossing in the bid will lead to rejection of the bid.
27. A certificate shall be given by the bidder that he will be responsible for the free replacement of item(s) if the same are found to be substandard and or at variance with the specifications/ standards given in the tender enquiry.
28. Items should be brand new and as per standard & specification.
29. Testing charges of samples shall be borne by the bidders, if any.
30. No bidder is allowed to alter or modify his bid after the bid has been opened
31. Each page / paper of tender document must be stamped and signed by the authorized Signatory of Firm/ Company or representative.
32. In order to evaluate the standard and specifications of items, test of each item will be conducted
33. The successful bidder shall deposit 5% of the total value of contract as performance guarantee in case of failure of performance of items, the performance warranty will be forfeited.
34. The quantity of items(s) can vary subject to availability of funds. More so, NFSA reserves the right to reject any or all the tenders, without assigning any reason to accept full or part of the tender at its discretion.
35. All the pages of bidding document and other relevant certificates be attached as well as numbered accordingly.
36. If the firm fails to supply the awarded items as mentioned in supply order, their invoice shall not be forwarded to AGPR irrespective how much items being delivered to NFSA, Islamabad.

It is stated that I (Owner of the Firm) is agreed to all terms and conditions and willing to work with NFSA for period of one (01) year. Any violation in tender document and thereto shall lead to cancellation of contract.

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_