

BIDDING DOCUMENTS

TERMS & CONDITIONS TO PARTICIPATE IN TENDER OF STATIONERY/COMPUTER STATIONERY/PRINTING/OTHER, POL & TRANSPORT ITEMS OF INVESTIGATION BRANCH, PUNJAB

1 Each bid shall comprise a single sealed package containing two separate envelopes as under:-

(A).. **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:-

(B). **FINANCIAL PROPOSAL**:- Rate of respective item including all taxes/charges whatsoever, as per following form on the Firms 's letter Head Pad:-

Sr.#	DESCRIPTION	UNIT PRICE (Rs.)	INCOME TAX	SALES TAX	OTHERDUTIES/ CHARGES ETC	TOTAL UNIT PRICE (Rs.)

The envelopes should be marked in bold letter as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" respectively with name of item.

➤ DO NOT INCLUDE FINANCIAL PROPOSAL INSIDE TECHNICAL PROPOSAL ENVELOP OR ANY STATEMENT IN TECHNICAL PROPOSAL; WHICH MAY INDICATE YOUR PRICES.

2 Technical proposals will be opened on **07.12.2012** while Financial Proposals shall remain (in sealed form) in custody of the Committee and would be opened after Technical evaluation. Financial Bid would be opened in the presence of bidders. The Technical qualified lowest bid would be accepted. The Financial proposal of bids found technically unacceptable shall be returned un-opened to the respective bidders.

3 Bidders interested for the supply of toners must attach "AUTHORIZATION CERTIFICATE" of the relevant manufacturers along-with their bids.

4 The Bidders shall submit Earnest Money @ 5% with their technical proposal of the total value of their tender items in the shape of Pay Order/Bank Draft of any Scheduled Bank in favour of the SSP/Admn, Investigation Branch, Punjab, CPO, Lahore. In case of non-acceptance of tenders the earnest money will be refunded after finalization of the tender.

5 In case of acceptance of tenders, bidders shall deposit a security @10% of total value of stores in the form of deposit at call in the name of the Addl:IGP, Investigation Branch, Punjab and draw the contract agreement. Security shall be refunded on successful completion of the contract.

6 Rates quoted would be considered inclusive of all taxes/duties/charges and shall be valid up to **30.06.2013**

7 Quantities of the advertised stores may be increase/decreased as per availability of funds.

8 The authority reserves the right to accept, reject any increase or decrease the quantities or all tender without assigning any reason.


(ZAHID SHERAZI)

SSP/Administration

For Addl: Inspector General of Police
Investigation Branch Punjab

SHORT TENDER NOTICE

Office of the Addl:IGP, Investigation Branch, Punjab, Central Police Office, Lahore invites sealed tenders based on the Punjab Procurement Rules, 2009 from well-reputed firms registered with Income Tax and Sales Tax department, for purchase of stationery/computer stationery/Printing/Others, POL & Transport items of Investigation Branch, Punjab :-

Sr.#	DESCRIPTION	Qty to be purchased	Earnest Money Rs.5%
STATIONERY			
1	Ball Point Piano Crystal	3000	735
2	Computer Paper-PPC Imported A-4-70-Gram-500-Sheet	1000	18000
3	Diary Register 300-Leaves	50	1000
4	Dispatch Register 300-Leaves	50	1000
5	Steno Book 100-Leave-80-GM	200	500
6	Envelop Small "9 x 4" "Golden"	10000	275
7	Envelop Medium "11x4" "Golden"	12000	390
8	Envelop A-4 "10x12" "Golden"	1500	135
9	Envelop Large "11 ½ X 15" "Golden"	500	54
10	Fluid Pelikan Blanco 2 x 20-ML	50	230
11	File Cover Plain Bleach Card "14 x 20"-300-GM	2000	1200
12	Fax Paper Roll 30-M-Panasonic	1000	5100
13	Flapper Retxin Strip	200	100
14	Gum Stick UHU-21-Gram	50	220
15	Gum Bottle Dollar/Matro-1-Liter	50	162.50
16	Lead Pencil Dollar/Goldfish (No.5000)	2000	495
17	Note Sheet Imported Paper-80-Gram-400-Sheets	10	257
18	Paper Pin China	200	140
19	Eraser Branded/AL-30	150	52.5
20	Register Large 80-GM-300-Leave	200	1800
21	Register Small 80-GM-200-Leave	200	1000
22	Stapler Maped/Opal/Max	20	120
23	Stapler Pin Dux /Dollar	200	130
24	Sharpener Dux/Silver	200	70
25	Signo Uni-ball -0.7	300	525
26	Tag Cotton -"6"	500-B	250
27	Highlighter Mercury/Dollar	30	38
28	Paper cutter China	30	55.5
29	Toner-Printer HP-1200-Original	04	1220

30	Toner-Printer HP-1300-Original	04	1330
31	Toner-Printer HP-1300-N-Original	02	630
32	Toner-Printer Lexmark-T-430-Original	15	9675
33	Toner Printer Lexmark T-603	2	1200
34	Toner-Printer HP-1320-Original	4	1100
35	Toner Printer HP-2035	4	1100
36	Toner-Fax Machine L-220-Original	4	2080
37	Toner-Fax Machine L-140-Original	6	3120
38	Toner-Photocopier Toshiba-St-282/232-Original	3	1275
39	Toner-Photocopier Toshiba-St-200-Original	6	990
40	Toner-Photocopier Toshiba-St-166-Original	3	1455
41	Toner-Photocopier Canon-IR-3530-Original	2	1050
42	Toner-Photocopier Canon-IR-1600-Original	6	1200
PRINTING			
1	File Cover Printed A/4-12x15-260-GM-Monogram	5000	2750
2	File Cover Printed F/S-14x20-260-GM-Monogram	3000	1800
3	Zimni Internal-Paper-80-GM-100-Sheets	100	600
1	Zimni External-Paper-80-GM-100-Sheets	100	600
OTHERS			
1	Basket Medium	50	250
2	Duster Yellow (2 ½) X (2 ½)	100	175
3	Tissue Paper Box Rose Petal	100	390
POL ITEMS			
1	Mobile Havoline 4-Liter Cane	40	3400
2	Mobile Dello Silver Calla 4-Liter Cane	100	8400
TRANSPORT			
1	Oil Filter Guard GDO-151 Toyota Corrola Car XLI-2006	30	232.5
2	Air Filter Guard GDA-2011 Toyota Corrola Car XLI-2006	10	227.5
3	Oil Filter Guard -GDO-158 Cultus Car 1000-CC-2003	20	130
4	Air Filter GDA-863 Cultus Car 1000-CC-2003	10	192.5
5	Oil Filter GDO-161 Toyota Jeep-4600-6-Clinder	60	1050
6	Diesel Filter Guard GDF-213 Toyota Jeep 4600/2800/PICK UP-2400-CC	30	510
7	Air Filter Guard GDA-889 Toyota Jeep 4600/2800-CC	10	255
8	Oil Filter Guard GDA-506 Toyota Jeep 2800/PICK UP-2400-CC	30	273
9	Air Filter Guard GDA-2002-PICK UP-2400-CC	15	367.5
10	Oil Filter Guard GDO-198 Toyota Vigo D/C	40	440
11	Diesel Filter Guard Toyota Vigo D/C	10	225
12	Air Filter Guard-23390 Toyota Vigo D/C	10	434

2. Tender be addressed to the SSP Administration Investigation Branch, Punjab, Central Police Office, Lahore and would be opened on **07.12.2012** at **11:00 A.M** in Committee Room of Investigation Branch, Punjab, CPO, Bank Road, Old Anarkali, Lahore in the presence of bidders. The delivery period would be 15 days and supply of all items will be delivered by firms to this office.

3. Tender documents containing terms & Conditions, method of procurement, can be obtained from the office of SSP Admn, Investigation Branch Punjab, Central Police Office, Punjab, Bank Road, Old Anarkali, Lahore on any working day during office hour up-to **06.12.2012**. Tender documents fee @ Rs.500/- (non-refundable) will be charged in shape of cash. The offers shall be accepted only with original bidding documents. Photocopies would not be accepted.

4. The authority reserves the right to increase or decrease the quantities and accept, reject all tenders without assigning any reason.


(ZAHID SHERAZI)

SSP/Administration
For Addl: Inspector General of Police
Investigation Branch Punjab