

**PESHAWAR HIGH COURT BANNU BENCH,
BANNU.**

**TENDER DOCUMENT
FOR
Office Stationery**

Last date for Bid Submission: May, 28th, 2025 by 10:00 AM

Date of Bid Opening: May, 28th, 2025 by 10:30 AM

May 2025

Terms and Conditions

1. Procurement shall be governed under the Khyber Pakhtunkhwa Public Procurement Rules, 2014.
2. Sealed bids must reach the office of the undersigned on 28.05.2025 upto 10:00 AM. Bids shall be opened on the same day at 10:30 AM in the office of Assistant Registrar, Chairman Purchase Committee in presence of the representative of the bidders (who may choose to be present).
3. Single Stage, One Envelopes method will be adopted for Bidding Process.
4. The envelopes shall be marked as "OFFICE STATIONERY".
5. The total quoted price must be inclusive of all other taxes or duties.
6. Each bidding firm will provide an undertaking that it is not involved in any case of litigation etc.
7. The bidders must submit earnest money 2% of the bid value in the favor of Additional Registrar, Peshawar High Court, Bannu Bench, Bannu in the shape of CDR from any scheduled Bank otherwise tender will be rejected.
8. Incomplete Bid Forms or Bid Forms with overwriting will not be accepted.
9. The procuring agency may reject all bids at any time prior to the acceptance of a bid with cogent reason.
10. The successful bidder must supply the goods within 15 days from the issuance date of Purchase Order.
11. In case the successful bidder fails to supply the ordered goods within 15 days, his purchase order will supposed to be cancelled, earnest money will be confiscated and the order will be placed to next lowest bidder(s).
12. It will be the responsibility of the successful bidder to supply and fix all the goods within the stipulated time at the Peshawar High Court, Bannu Bench, Bannu. The Procuring Agency will not bear any type of transportation cost.
13. The goods must be new and refurbished goods or broken/damaged goods will not be accepted.
14. Quantity may be increased or decreased subject to availability of funds.
15. Supply Order will be issued subject to availability of funds.

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

1. Definitions

The Purchaser is: Peshawar High Court, Bannu Bench, Bannu.

2. Inspection and Tests

- i. After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity, quality, specifications of goods.
- ii. The Committee will carry out detailed physical examination of stocks and can reject, any item if found not according to the approved specifications etc. Moreover, the Supplier will also be responsible to replace the same without any further charges.

3. Packing

All the items to be provided in proper company packing.

4. Transportation and delivery requirements:

- i. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.
- ii. The Supplier shall arrange such transportation of the Goods as is required to prevent their damage or deterioration during transit.
- iii. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.

6. Payments:

- Payment to the successful bidder/Supplier will be made subject to:
- Satisfactory delivery, inspection, testing and configuration of items.
- Upon submission of required documents.
- 100% payments will be made after successful testing and commission

FORM OF BID**OFFICE STATIONERY**

Items	Quantity	Items	Quantity
Stapler Machines Japanese imported	25	Short Hand Note books	100
Sticky notes,	30 large packets	Ball point cliper packets, balck, red and blue.	100
Pointer pen, black, red and blue.	100	Short hand pencil	100 packets
Eraser	20 packets	Transparent tape	50 packets
Binding tape	50 packets	File tags	100 bundles
Stapler pins small,	30 large packets	Stapler pins large	20 large packets
Blank Registers	30 full size	Small envelopes	10 packets
White fluid correction pen	20 packets	Pin removers packet	05 packets
Water dumper	05 packets	Steel rulers	50
Gum stick	10 packets	Dhaga	20 bundles
Plastic sheet legal size for binding	50 rams	Highlighter	10
Marker black red and blue	05 packets each	Dispatch registers	10
Daak wasuli/rawangi register	10	Stamp pad ink	10 packets
Carbon paper	20 packets	Stamp pads	03 packets
Gel pen	10 packets	Tissue Boxes best quality	200 packs
Toilet paper	30 packets	Mosquito spray	60
Toners 76A, 85A, 26A, & for copier 3245x	05 each	Daak folders	30
Sticky notes plastic	05 full	White Paper 80 gram legal size	800 rams

	packs		
White paper 70 gram legal size	1000 rams	White paper 80 gram A4 size	300 rams
		Whitener fluid pens	30 packets
Staplers Machines large size	10	Air freshener spray	50

IT IS HERE BY GUARANTEED THAT

- i) The Stores will be supplied exactly in accordance with the requirement /specification.
- ii) The Stores will be supplied within 15 days after receipt of Contract.
- iii) Offer is valid upto 30.06.2025

Name & Address of Firm. _____

Signature & Stamp of Authorized Rep: _____

Tel: No. _____

Mob:No. _____

Email Address: _____

BID DECLARATION FORM

Name of the interested firm: _____

Name of Representative: _____

Address of Firm. _____

CNIC NO: _____
(please attach copy of CNIC)

NTN No. _____
(Please attach copy of NTC certificate)

GST No. _____
(Please attach copy of GST Certificate)

Price Offered as per **Annex-A**: Rs. _____ in words: _____

Value of Earnest Money: Rs. _____

Declaration: I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct and made in good faith. I understand that false and fraudulent information on or attached to this form may be ground for not entertaining my bid, or for cancellation after bid acceptance and may be punishable by fine or imprisonment according to law of Pakistan. Moreover I hereby declare that all terms and conditions of bid document are accepted.

Signature & Stamp of Authorized Rep: _____

Tel: No. _____

Mob:No. _____

Email Address: _____

DETAIL OF STANDARDS (if applicable)

S. #	Meets best quality standards (5)	Meets acceptable quality standards (4)	Meets un acceptable quality standards (3)	Does not meet acceptable quality standards (2)
1.				
2.				
3.				
4.				

Delivery / Deliverable accepted since it meets acceptable / best quality standards (5/4)

(Assessment /Evaluation Officers)

Name and Designation