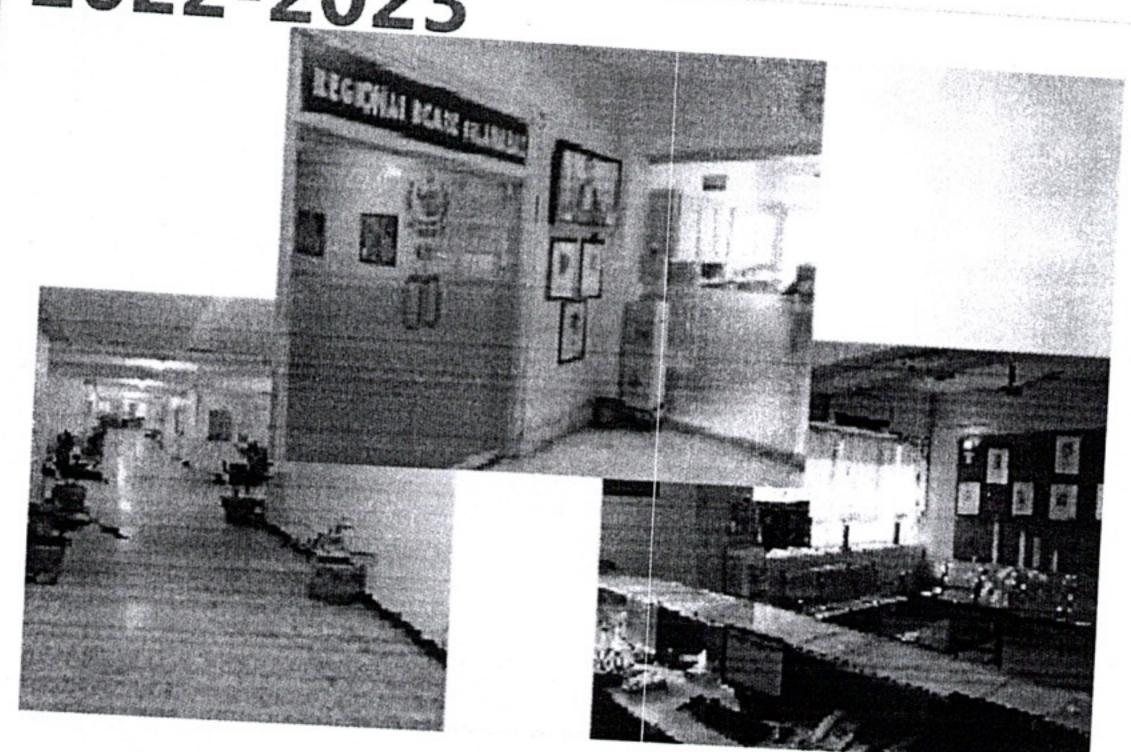
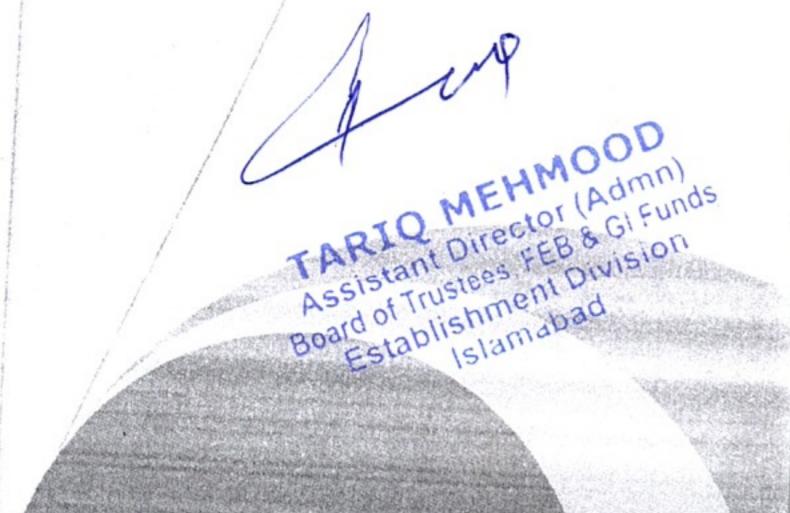


Bidding Document
For Supply of Stationery
and Miscellaneous Items
During Financial Year
2022-2023



Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Suharwardy, Zero Point, Islamabad.



Preface

Rule 23 of Public Procurement Rules requires procuring agencies to formulate bidding documents that shall be made available to the bidders immediately after the publication of the invitation for bid. Use of these documents is mandatory for either open or limited bidding.

Document comprises of the Sections listed below:

Section I Invitation for Bids (IFB)

Section II Instructions to Bidders (ITB)

Section III Specification & Schedule of Delivery

Section IV Evaluation Criteria

Section V Sample Forms

a. Bid Form

b. Price Schedule Form

c. Commercial Compliance / Bidder's Capacity Assessment Form

d. Performance Security Form

e. Contract Agreement Form

Section VI General Conditions of Contract

Section VII Special Conditions of Contract

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Assistant Director (Admn)

Board of Trustees, FEB & GI Funds

Establishment Division

Islamabad

Section – I Invitation for Bids (IFB)

FEB&GIF No.9-17/2022-2023-Admn

TENDER NOTICE

Federal Employees Benevolent & Group Insurance Fund (FEB&GIF) invites sealed bids from experienced well reputed bidders/suppliers having NTN and Sales tax registered with FBR, for the timely Supply of "Stationery and Miscellaneous items" during financial year 2022-2023.

- 1. Bidding will be conducted under National Competitive Bidding process pursuant to Single stage single envelope procedures' as per Rule 36(a) of Public Procurement Rules 2004 and is open to all eligible bidders as defined in the Public Procurement Rules 2004.
- Bids must be accompanied by a bid security of Rs. 5% of bid price in the shape/form of pay order/bank draft in favor of "Board of Trustees, FEB&GIF" Islamabad must be attached with bid.
- 3. The Bidders are requested to give their best and final prices (item wise) as no negotiations shall be allowed. The rates quoted will remain valid during the Financial Year-2022-2023 after opening of tenders and till signing of agreement etc. whereas, supply order will be issued on need basis of each item to the lowest approved bidder in accordance with the approved samples/quality by inspection/quality control committee of FEB & GIF.
- 4. The bidders must quote rate against all items mentioned in section-III of tender documents.
- 5. The bidders should have documented track of completing at least 3 similar assignments in the last 3 years.
- 6. Interested eligible bidders may obtain the bidding documents including detailed specifications without any charges on the submission of a written application to the address mentioned below. These documents can also be downloaded from www.febgif.gov.pk as well.
- 7. Copies of active registration with Income Tax Department and Sale Tax Department should be enclosed with bid. Non submission of this document is liable to declare the bidder non responsive.
- 8. Bidders should be financially sound having proper office, telephone number and fax number in Islamabad.
- Late bids will be rejected. Bids submitted without signed Bid Form by the bidder/authorized nominee of the bidder will also be rejected.
- 10. Every bidder will deliver samples of stationary and miscellaneous items at his own cost with the bids.

Sealed envelopes clearly bearing the IFB number and title of the bid must be delivered on the below mentioned address on or before 11:00am, January 31, 2023. Bids will be opened at 11:30 am on the same day in the presence of bidders/their representatives (who may like to attend) at the Committee Room of Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Suharwardy, Zero Point, Islamabad.

(Abid Saeed) Director (Admin)

Federal Employees Benevolent & Group Insurance Fund (FEB&GIF), BF Building, Shahrah-e-Suharwardy, Zero Point, **Islamabad** Tel: 92-51-925 2202 Fax: 92-51-925 2354

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Section II- Instructions to Bidders (ITB)

- 1. Scope of Procurement: The General Administration Section invites Bids for "Supply of Stationary and Miscellaneous Items" as described in the Section III. The successful bidder will be required to supply best quality items to FEB&GIF as per terms and conditions specified in this bidding document.
- 2. **Eligibility to Bid:** Suppliers duly registered with tax authorities are eligible to participate only if they:
 - a. Enclose proof of registration with the Income Tax and Sales Tax Departments with their Bid. (Failure to enclose these documents would declare the bidder non responsive)
 - Not blacklisted by any department/firm/organization under the provision of Rule 19 of Public Procurement Rules 2004
 - c. Submit only one bid, individually. All Bids submitted in violation of this rule shall be rejected.
 - d. Enclose attested copies of valid Service Contracts (proof of experience) for last three years of providing stationary & Misc. items of almost similar amount to Government departments, Autonomous/Semi-Autonomous bodies, organizations of comparable scale and stature.
- 3. Qualification of the Bidder/Supplier: To qualify for award of the Contract, a bidder/Supplier shall meet the requirements specified in the commercial compliance in Section IV. Bid must be provided along-with prescribed Bid Form, duly completed, signed and stamped along with Bid Security as specified in IFB of this tender documents.
- 4. Contents of Bidding Documents: The set of Bidding Documents comprises of the Sections listed below:

Section I Invitation for Bids (IFB)

Section II Instructions for Preparing Bid

Section III Specification & Schedule of Delivery

Section IV Evaluation Criteria

Section V Sample Forms

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- Bid Form a.
- Price Schedule Form b.
- Specification Compliance Form c.
- Commercial Compliance / Bidder's Capacity Assessment Form d.
- Performance Security Form e.
- Contract Agreement Form f.

Section VI

General Condition of Contract

Section VII

Special Condition of Contract

- Documents Comprising the Bid: The Bid submitted by the Bidder shall comprise the following 5. documents:
 - Bid Form (as per sample attached)
 - Qualification and Experience Information ii.
 - Copies of Taxation Documents iii.
 - **Bid Security** iv.
 - Documentary Evidence of Similar Supplies and Experience ٧.
 - Brochures (if any) of the items to be supplied vi.
- Bids: Prices shall be quoted entirely in Pak Rupees inclusive of all applicable taxes. The Bidder shall fill in the rate and prices for the required items, described in this document. All duties, taxes and other levies payable by the bidder. Cost for carriage/delivery shall be included in the rates/prices/total bid submitted by the bidder.
- Validity of Bid. The Bid price shall remain valid during the Financial Year 2022-23 counted from the date of submission of the Bid specified in Clause 11 below. The Purchaser may request the Bidders to extend the period of validity for a specified additional period. The Purchaser's request and the Bidders responses shall be made in writing or by fax or by email. A Bidder may refuse the request for extension of Bid validity in which case he may withdraw his Bid without any penalty. A Bidder agreeing to the request will not be required or permitted to otherwise modify its Bid.
- Language of the Bid: All documents relating to the Bid and contract shall be in the English 8. language.

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- 9. **Preparation and Price Sealing of Bid**: The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 6 above, with the Form of Bid, and clearly marked —Original . In addition, the Bidder shall also submit one copy which shall be clearly marked as —COPY . In the event of discrepancy between them the original shall prevail. The original and copy of the Price Bid shall be signed by the bidder or person(s) duly authorized to sign on behalf of the Bidder. All the pages of the Bid where entries contain amendments or corrections shall be initialed by the person or persons signing the Bid. The envelopes containing Bid should be duly sealed, bearing the IFB number and the subject as "**Supply of Stationery and Miscellaneous items**" shall be addressed to the Purchaser at the address provided above and shall provide a warning not to open before the specified time and date for Bid opening as defined in Invitation to Bid. If the envelope is not sealed and marked as above, the Purchaser will assume no responsibility for the misplacement or premature opening of the Bid.
 - 10. **Bid Security:** The amount of Bid Security shall not be less than 5% of bid price and should be in the shape/form of pay order/band draft in favor of "Board of Trustees, FEB&GIF" Islamabad & must be attached with bid. Bid Security will stand forfeited in case the successful bidder fail to comply the execution of services/supply. Bid Security of successful bidder will be released after signing of the Contract and on submission of performance security/bond. Bid Security of unsuccessful bidder will be released not later than 21 days after notification of award of works.
 - 11. Place and Deadline for Submission of Bid: The Bid shall be delivered to the Purchaser NOT LATER than January 3, 2023 at 11.00 AM at the address given in IFB. Any Bid received by the Purchaser after the deadline prescribed in this clause will not be accepted and be returned unopened to the Bidder.
 - 12. **Modification and Withdrawal of Bid:** No Bid shall be modified after the deadline for submission of Bid specified in Clause 11 above. Withdrawal of a Bid between the deadline for submission of Bid and the expiration of the validity of the Bid as specified in Clause 7.
 - Opening of Bid: The Purchaser will open the Bids, including modifications, in the presence of the Bidder's representatives who choose to attend, at January 3, 2023 at 11.30 AM at the address given in IFB. The Bidders' names, the Bid prices, the total amount of each Bid, any discounts, and Bid modifications and withdrawals will be announced by the Purchaser at the time of Bid opening.
 - 14. **Process to be Confidential:** Information relating to the examination, clarification, evaluation and comparison of Bid and recommendation for the contract award shall not be disclosed until the award to the successful Bidder has been announced. Results of the bid evaluation will be made known in due

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course. Bidders are advised not to approach Purchaser. Any attempt to influence the process of evaluation will lead to rejection of bid.

- 15. **Evaluation and Comparison of Bid:** Upon technical and commercial compliance/qualification of the bidders with the specified requirements, mentioned in this tender document, the Purchaser will award the Contract to the Bidder who has offered the lowest evaluated bid in each item. In evaluating the bid, the Purchaser will determine for each proposal as follows:
 - a. The bidders must quote rate against all items mentioned in section-III of tender documents.
 - b. where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - c. if a Bidder refuses to accept the correction, his Bid will be rejected.
 - d. Conditional, incomplete bid or bid without Bid Security shall not be accepted; Bids received after the closing date and time will also be rejected.
- 16. **Purchaser's Right to Accept Any Bid and to Reject any or all Bids:** The Purchaser reserves the right to accept or reject any Bid, and to cancel the process of competition and reject all Bids, at any time prior to the award of the Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Purchaser's decision while complying with PPR-2004.
- 17. **Purchaser's Right to order Quantities**: The Purchaser, reserves the right to order quantities of the supplies of stationary & Misc. items as per its requirement.
- 18. **Notification of Award and Signing of Contract:** Results of evaluation would be announced in a reasonable time, Bidders are instructed not to approach the Purchaser after opening of Bids until the finalization of award. The Bidder whose Bid has been accepted will be notified of the award by the Purchaser prior to the expiration of the validity period of the Bid, by letter. This letter will state the sum that the Purchaser will pay the Bidder in accordance with lowest bid price for supply of Stationary and Miscellaneous Items by the Bidder as prescribed by the Contract. The written notification of award may constitute the formation of the Contract.
- 19. **Performance Security:** Within twenty-one (21) days of the receipt of notification/letter of award from the Purchaser, the successful Bidder shall furnish the performance security for amount as per the Performance Security Form provided in the bidding documents, or in another form acceptable to the Purchaser. The bid security can be **retained by the purchaser** till satisfactory delivery of supplies during contract period.

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Section-III Specifications

		Specifications			
S.No.	Items Description	No./Pkts/Box	Total Quantity to be purchased during financial year 2022-23	Price per unit(No./pkt/Box) including all taxes as per rule	
		Pkts	246		
1	Ball point Blue (Piano Pro)	(Containing 10 Units)			
		Pkts	30		
2	Ball point Black (Piano Pro)	(Containing 10 Units)		1889-	
	•	Pkts	30		
3	Ball point red (Piano Pro)	(Containing 10 Units)			
		Single Unit	130		
4	Brighter Marker (Germany)	Siligie Offic			
		Single Unit	140		
5	Correction Fluid Pen	Siligic Offic		196	
		Pkts	17		
6	Lead Pencil (Dux)	(Containing 12 Units)			
		Single Unit	224		
7	Marker (Permanent) Dollar	Single Offic			
,	(Black/blue)	Cinale Unit	100		
8	Marker small (Tempo)	Single Unit	100		
0	Ivial Kel Siliali (Tellipo)		60		
0	Pointer Dollar (Blue, Black)	Pkts	00		
9	Pointer Dollar (Blue, Black)	(Containing 10 Units)	160		
10	Gel-I (Dollar) (Blue & Black)	Pkts	160		
10	Gel-I (Dollar) (Blue & Black)	(Containing 10 Units)			
- 11	Uni Ball (Eye) (Blue)	Pkts	55		
11		(Containing 10 Units)			
	D interview (FO Chapte)	Single Unit	7		
12	Attendance Register (50 Sheets)				
	Dispatch Register #6	Single Unit	2		
13	Dispatch Register #6				
	D. D	Single Unit	12		
14	Diary Register #6				
	D : 1 - Disir (400 mages)	Single Unit	4		
15	Register Plain (400 pages)				
		Single Unit	40		
16	Draft Pad (Large)				
	Draft/Diary Pad (Small) (As per Sample	Single Unit	50		
17	of FEB & GIF)				
		Single Unit	6		
18	Log Book		4-		
	Note Sheet Pad (Imported) Best	Single Unit	50		
19	Quality				
		Single Unit	1		
20	Peon Book				
		Single Unit	24		
21	Short Hand Note Book				
	Colored Paper for ACR (Yellow & Pink	Pkts	6		
22	Colored raper for Acid (Fellow Color)	(100 sheet)			
	Green Paper for court cases (Legal	Ream	10		
	Green Paner Int Collin Cases in Eggi			_	

	- sexecular to the sexe			
24	Summary Paper A-4 size (80/Gm) Best Quality	Ream (Containing 500 pages)	1275	
25	Transparent Sheet Plastic	Pkts (Containing 100 Sheets)	10	
26	Envelop File Size (Cloth)	Single Unit	2000	
27	Envelop 10x8 (Khaki)	Single Unit	4000	
28	Envelop 9x4 (Khaki) (window)	Single Unit	95500	
29	85/90gsm Envelop 9x4 (Khaki)	Single Unit	1000	25\$\$\$p.
30	Envelop 9x4 (White)	Single Unit	1000	
31	File Board White	Single Unit	3500	
32	Flapper	Single Unit	500	
33	File Cover White (Single hole Tag)	Single Unit	62500	
34	File Cover Blue (DAR Cases)	Single Unit	2500	
35	File Cover Yellow (Invalid Cases)	Single Unit	1500	
36	File Cover Pink (Death During Service)	Single Unit	2500	
37	Stamp Pad (Large)	Single Unit	5	
38	Stamp Pad (Small)	Single Unit	72	
39	Stamp Pad Ink Blue/Black	Single Unit	36	
40	Staple Machine (as per FEB&GIF	Single Unit	132	
41	Staple Pins (24/6)	Box (Containing 1000 pins)	1236	
42	Staple Pin (Heavy Duty)	Box (Containing 1000 pins)	10	
43	Staple Pin Remover	Single Unit	30	
44	Staple Machine (Heavy Duty)	Single Unit	6	
45	Tonner HP 2035, 2055 (5A)	Single Unit	105	
46	Tonner HP 400 M401, 400M425 (80-A) Best Quality	Single Unit	56	
47	Tonner HP P1102, M1132 (85-A) Best Quality	Single Unit	40	
48	Toner HP m203, MFP M227 (30- A) Best Quality	Single Unit	42	
49	Toner HP (12-A), Best Quality	Single Unit	25	
50	Toner HP M402, MFP M426 (26-A) Best Quality	Single Unit	37	

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51	Toner HP (51- A) Best Quality	Single Unit	6	
	Toner HP (55- A) Best Quality	Single Unit	6	
52		Single Unit	5	
53	Toner HP (76-A) Best Quality Toner HP M402, MFP M426 (107-A)	Single Unit	40	
54	Best Quality	Single Unit	6	
55	Toner HP (83- A) Best Quality			
56	HP LaserJet 600 M602 (Toner 90-A), Best Quality	Single Unit	6	
57	Toner for Photocopy Machine (Konica Minolta Bizhub 450i), Original	Single Unit	6	
58	Fax Roll	Single Unit	10	
59	Punch Machine (Single Hole) as per FEB&GIF sample	Single Unit	20	
60	Punch Machine (Heavy Duty) imported	Single Unit	12	
61	USB (32GB)	Single Unit	30	
62	Education Stipend/Reimbursement form	Single Unit	13000	
63	Marriage Grant Form	Single Unit	5000	
64	Benevolent Grant Form (B) Deceased Employee	Single Unit	6000	
65	Benevolent Grant Form (B) Incapacitated Employee	Single Unit	2500	
66	Farewell Grant Form	Single Unit	10000	
67	Transparent Tape	Single Unit	170	
68	Roll Tape (PVC)	Single Unit	10	
69	Binding Tape	Single Unit	100	
70	Spiral Binding Clip (Five Different sizes)	Box (Containing 100 Units)	40	
71	Tissue Paper Box (Best Quality) with	Single Unit	1080	
72	logo (FEB&GIF) Toilet Role	Single Unit	310	
73	Color Flags	Pkts (As per standard Packing)	130	
74	Sticking Notes	Pkts (As per standard racking) Pkts	10	
75	Lux Soap (Large Size)	Single Unit	172	
76	Dater Stamps (As per sample of FEB &	Single Unit	2	
77	Tag Bundle (Best Quality)	Bundle (Containing 50 Units)	486	

			25	
78	Calculator (CASIO MJ-120)	Single Unit	25	
79	Dumper Plastic	Single Unit	40	
		Single Unit	500	
80	Duster	Single Unit	540	
81	Gum Stick (Large)	Single Offic		
		Box	4	
82	Paper Clip	(Containing 100 Units)		
83	Paper Cutter Knife	Single Unit	50	.489a.
84	Plastic Doori	Single Unit	500	
85	Scale Steel	Single Unit	48	
86	Scissors Large Size (Imported)	Single Unit	50	
87	Sharpener (Dux)	Single Unit	200	
88	Soft Rubber/Eraser	Single Unit	200	

Note: In case of non-compliance of above specification, bid shall be subject to rejection. Further, where ever make or model is mentioned, the bidder can quote the rate of any other equivalent make/model of item. The prospective bidders can visit this office to see the samples of items where necessary and shall also provide sample of abovementioned items for which they have quoted bid price.

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Schedule of Delivery

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery required.

Sr. #	Description	Qty.	Required Delivery Schedule from the Date of supplier order	Location
1	Items mentioned in every supply order.	As per supply order.	20 days	Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Suharwardy, Zero Point, Islamabad and its two Regional Offices at Lahore & Karachi (the bidder, on approval of quality & quantity of stationary items by purchaser, shall be liable to deliver stationary & Misc. items at Lahore & Karachi Regional offices at his own freight & delivery cost.

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Section – IV Evaluation Criteria

Subject to preliminary examination of the bidders/bids to determine their responsiveness to the eligibility criteria specified in this bidding document the Evaluation Criteria for the subject procurement shall be based on mandatory compliance of the Specifications and Commercial requirements subject to Lowest item-wise Evaluated Cost/bid. In other words the contract shall be awarded to the responsive bidder whose bid will be determined as the Financially Lowest Evaluated Bid item wise, subject to mandatory compliance of the commercial specification requirements.

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Assistant Director (Feb & GI Funds
Board of Trustees FEB & GI Funds
Establishment Division
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Section -V Sample Forms

Notes on the Sample Forms:

The **Bid Form and Price Schedule Form**, bidder shall complete and submit with its bid the Bid Form and the Price Schedule from pursuant to ITB Clause 11 and in accordance with the requirements included in the bidding documents. The bidder should provide the Bid Security, in the form acceptable to the Purchaser, pursuant to ITB Clause 10

The **Contract Form**, will be required to be submitted by the successful bidder, after the contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 17, 18 and GCC Clause 9, acceptable deviations (e.g. payment Schedule pursuant to GCC Clause 6, spare parts pursuant to GCC Clause 8 or quantity variations pursuant to ITB Clause 17) the Price Schedule and Schedule of Delivery deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** should not be completed by the bidders at the time of their bid preparation/submission. Only the successful bidder will be required to provide the Performance Security (Guarantee) in accordance with the form indicated herein or in another form acceptable to the Purchaser, pursuant to GCC Clause 5 read with SCC Clause 3.

The **Manufacturer's Authorization** form should be completed by the manufacturer, as appropriate, pursuant to ITB Clause 2

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Assistant Director (Feb & GI Funds
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Bid Form

(On firm's letterhead)

Date:
Director (Admn) Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Shuhrwady, Zero Point, Islamabad.
Dear Sir:
Having examined the entire contents of bidding documents we offer to execute the Contract for "Supply of Stationery and Miscellaneous Items" in accordance with the Conditions of Contract accompanying this Bid for the Contract
We agree to abide by this Bid for Financial Year 2022-2023 from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
If our Bid is accepted, we will obtain the guarantee of a bank @ 10% of amount of supply order issued by purchaser for the due performance, in the form prescribed by the Purchaser.
Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
We understand that you are not bound to accept the lowest or any bid you may receive.
Authorized Signature:
Name and Title of Signatory
Name of Bidder:
Address:
Phone Number:
Email:
Fax Number, if any:

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Price Schedule Form (In Pak Rupees)

Name	of Bidder			
IFB No.				
Sr. #	Description	Country of	Unit Cost in figures	Amount in Words
		Origin	(Inclusive of all taxes and delivery charges)	
1	2	3	4	5
Note:	essful bidders shall prov	ide free of cost	replacement of defectiv	ve sunnlies
	ase of discrepancy betw			amount shown in column-5 above
inciden	tal services and all taxes	\$55° , , , , , , , , , , , , , , , , , ,	4	ce (EXW) prices should include the by the purchaser for the incidenta
Signati Date	ure & Seal of Bidder			

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Commercial Compliance Form

Name of Bidde	er:					
IFB No		& [Date:			
Minimum manufacturi business.			nimum of five years erience in the relevant fie	of ld.	of firm	te of Incorporation with any proof of this business for a ears
Misc. Items	y of Stationary 8	at le the Misc scale	east 3 similar assignment last 3 years of stationar c. items, of a compar e.	ts in	assignme attested	The second second
setup by train	esence of service led staff		nabad.		presence of skille	for location of /office and detail d personal with umber is required
(Current)	nments in Hand					
Affidavit (that the firm has never been blacklisted by private, Govt., Semi Govt./any Autonomous Body)		Simila	rtment Name ar assignment(s) of scale re		Name & departme	Contact No. of nt.
Other than original of the ori	ginal manufacture		ertificate (if applicable)		Convetice	т. р
NTN			Certificate			TN Certificate
xperience of S	upply					
S. No	Description		Name / Contact Details Purchaser	of C	Cost	Date

Attached support documents

Assistant Director (Admn)
Board of Trustees FEB & GI Funds
Establishment Division
Islamabad

Performance Security Form

(Bank/Insurance Guarantee)

To:
Director (Admn)
Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Shuhrwady, Zero Point,, Islamabad.
WHEREAS [name of Supplier] (hereinafter called —the Supplier) has undertaken, in pursuance of Contract No. [reference number of the contract] dated 2022 to supply [description of goods and services] (hereinafter called —the Contract).
AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract
AND WHEREAS we have agreed to give the Supplier a guarantee:
THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.
This guarantee is valid until the day of202.
Signature and seal of the Guarantors
[name of bank
[address]

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Board of Trustees FEB & GI Funds

Establishment Division

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Contract Agreement Form CONTRACT AGREEMENT

THIS AGREE	EMENT made the	day of	2022	between Federal	Employees
Benevolent	& Group Insurance	Fund (FEB&GIF) (here	inafter called — th	e Purchaser) of the c	ne part and
[name of S	upplier] of [city ar	nd country of Supplie	r] (hereinafter call	ed — the Supplier) o	of the other
part:					
		ed bids for supply of s			
		Supplier for the supply		d services in the sum	of [contract
price in wor	<i>rds and figures]</i> (he	ereinafter called — the	Contract Price).		
NOW THIS A	AGREEMENT WITN	ESSETH AS FOLLOWS:			
1. In t	his Agreement wo	ords and expressions	shall have the sar	ne meanings as are	respectively
assigned to	them in the Condit	tions of Contract referr	red to.		
		ents shall be deemed	to form and be re	ead and construed as	part of this
Agreement,		t: f C t t			
l. ::		tions of Contract;			
ii.		ions of Contract;			
iii.	Appendices;	C:f:+: / D			
	Appendix1:	Specifications / Requ		ما مطاعی ما امام المعادم ما روم ما روم ما روم ما روم الم	اططمه/
	Appendix2:		**************************************	ule submitted by the b	nader)
	Appendix3:	Notification of Awar	d		
	Appendix4:	Acceptance Letter			
	Appendix5:	Performance Securit	y (where applicabl	e)	
The	supplier is bound	to supply the stationa	ry & Misc. items o	n the rates quoted by	/ him during
		without any increase.			
	W. W. W.	e payments to be ma			
	attitudity. The	by covenants with the			vices and to
remedy def	ects therein in con	formity in all respects v	with the provisions	of the Contract	
4. The	Durchaser herehy	covenants to pay the	e Sunnlier in cons	ideration of the prov	ision of the
100	Maria Cara	he remodifying of defe	51. 7.1		
• ***	A. 382	ne provisions of the co			
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IN WITNESS	whereof the parti	es hereto have caused	this Agreement t	o be executed in acco	rdance with
their respec	tive laws the day a	nd year first above wr	itten.		
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Witness 1:			Witnes	ss 2:	
Signed, seal	ed, delivered by th	e (for the Supplier)			
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Section -VI General Conditions of Contract (GCC)

- 1. **Definitions**: Boldface type is used to identify the defined terms
 - a. **The Contract** is the Contract between the Purchaser and the Service Provider to execute, complete, and maintain the Supplies as specified in the Form of Contract or in other sections of the Contract.
 - b. The Purchaser means the organization purchasing the Goods, as named in Form of Contract
 - c. **The Supplier** is a person or corporate body whose Quotation to carry out the Supplies has been accepted by the Purchaser and is named in the Form of Contract
 - d. **The Supplier's Quotation** is the complete document (Invitation for Bids together with attachments) submitted by the Supplier to the Purchaser.
 - e. **The Contract Price** is the price stated in the Letter of Acceptance/award of contract letter and thereafter as adjusted in accordance with the provisions of the Contract.
 - f. Days are calendar days; months are calendar months.
 - g. A Defect is any part of the Supplies not completed in accordance with the Contract.
 - h. **Specification** means the Specification of the Supplies included in the Contract and any modification or addition made or approved by the Purchaser.
 - i. The Site is stated in SCC: where supplies are to be made on working day except Sunday at Supplier's expense
- **2. Scope:** The Supplier would provide supplies as stated in this tender document or any other requirements pursuant to GCC-9 hereto, during the period of the contract.
- 3. Communications: Communications between parties that are referred to in these Conditions shall be effective only when made in writing. A notice shall be effective only when it is delivered to addresses specified in Form of Contract
- **4. Language and Law:** The Contract shall be in the English language. The law governing the Contract shall be the applicable law(s) of the Government of Islamic Republic of Pakistan and other requirements as listed at SCC

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5. Performance Security:

- 5.1 Within twenty one (21) days of receipt of the notification/letter of Contract award, the successful Bidder shall furnish to the Purchaser the performance security @ 10% of the total bid price/the amount of lowest evaluated bid mentioned in letter of award of contract issued by purchaser in the amount specified in SCC.
- 5.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
- 5.3 The performance security shall be denominated in the currency of the Contract acceptable to the Purchaser and shall be an unconditional bank guarantee issued by a reputable bank located in the Purchaser's country, in the form provided in the bidding documents **or** as per Clause 4 of Special Conditions of the Contract (SCC)
- 5.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days after 365 days of award of contract to the bidder and the completion of the Contract fulfilling all the obligations.
- **6. Payments:** The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.
 - 6.1 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Job delivered and upon fulfillment of other obligations stipulated in the Contract.
 - 6.2 Payments shall be made promptly by the Purchaser, but in no case later than fifteen (15) days after submission of an invoice or claim by the Supplier, if no defect is found in supplies.
- 7. Taxes: The Supplier is responsible for all taxes in accordance with the laws of Islamic Republic of Pakistan. Production of Sales Tax Invoice would be mandatory for receiving payments under contract
- **8. Price Adjustment**: Prices charged by the Supplier for Job delivered under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC by the purchaser.

9. Change Orders:

- 9.1 The Purchaser may at any time, by a written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:
- a. quantities, or specifications;
- b. the place of delivery; and/or

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- 9.2 If any such change causes increase or decrease in the cost of supplies, or the time required for, the Supplier performance of any provisions under the Contract, an equitable adjustment may be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment if accepted by purchaser under this clause must be asserted within fifteen (15) days from the date of the Supplier receipt of the Purchaser's change order.
- 10. Amendment: Subject to GCC Clause 9, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties
- 11. Warranty: As specified in the Clause 5 of SCC.

12. Inspections & Tests:

- 12.1 The Purchaser or its representative shall have the right to inspect and/or to test the quality of the supplies, to confirm their adherence to the Contract specifications at no extra cost to the Purchaser. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.
- 12.2 The inspections and tests may be conducted at point of delivery or at the final destination. If conducted, all reasonable facilities and assistance shall be provided at no charge to the Purchaser.
- 12.3 Supplier will be liable to immediately replace the defected items highlighted during inspection/test or any time at belted stage & will provide best quality items in lieu thereafter immediately to the purchaser without demanding any additional cost to the quoted bid price.
- 13. Supplier's Risks: The risks of personal injury, death, and loss or damage to property and adjacent property (including, without limitation, the Supplies, materials and equipment) are Supplier's risks.
- 14. Liquidated Damages: Subject to GCC Clause 16, if the Supplier fails to deliver goods as specified in the Contract, timely, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in clause 6 of SCC of the delivered price of the delayed performance for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in clause 6 of SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract.

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- 15. Quality of Goods/supplies: No variation in quality/substance etc. of supplies from specifications/requirements will be allowed. In case of delayed/unsatisfactory performance or non-performance, Purchaser shall impose a suitable penalty which may lead to the termination of the contract in part or in full. The Purchaser will recover the cost of job with substandard quality i.e. other than specifications/requirement, from accrued payments. The name of such Supplier can also be posted on website of the FEB&GIF for information of all Procuring Agencies & the supplier can also be blacklisted by the purchaser in case of non-compliance to purchaser.
- 16. Force Majeure: Either party may terminate the Contract by giving a thirty (30) days' notice to the other for events beyond that party's control, such as Wars and acts of God such as earthquakes, floods, fires, etc.

17 Termination:

- 17.1 Termination for Default. The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, may terminate this Contract in whole or in part:
- (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices, as defined at Rule 19 of PPR2004, in competing for or in executing the Contract.
- (d) if the Supplier becomes bankrupt or otherwise insolvent
- 17.2 Termination for Convenience. The Purchaser, by written notice sent to the Supplier may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective
- 18. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct negotiations any disagreement or dispute arising between them under or in connection with the Contract. In case of further disagreement either party can take the matter to arbitration in accordance with the Arbitration Act of 1940. However, such proceedings cannot initiate till 15 days of the notification of disagreement.
- 19. Extension of Contract: One month before the expiry of the contract period, both the parties with mutual agreement, can renew or extend the contract.

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Section -VII Special Conditions of Contract (SCC)

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. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1 (i)—The Purchaser's site is: General Administration Section, Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Shuhrwady, Zero Point, Islamabad.

2. Applicable Law & Language (GCC Clause 4)

GCC 4- The other legislative requirements are as follows:

The Employment of Children (ECA) Act 1991

The Bonded Labor System (Abolition) Act of 1992

The Factories Act 1934

3. Performance Security (GCC Clause 5)

Performance Security @ 10% of the amount of supply order/amount of total lowest evaluation bid & mentioned in letter of award by the purchaser in shape of Bank/Insurance Guarantee is to be provided by the bidder to purchaser. The bid money can also be retained by the purchaser till satisfactory supplies of material during the contract period.

4. Payment (GCC Clause 6)

Full (100 %) payment in Pak Rupees of the items supplied against each supply order (complete delivery) will be made upon receipt of invoices/delivery challan and issuance of satisfactory certificate by Admin Wing of the Purchaser duly signed/by name stamped, after supply of the items as per supply order, subject to submission of the Performance Security as specified at GCC Clause 5 and SCC Clause 3.e

5. Warranty (GCC Clause 11)

The supplier will provide full support during the One year warranty period including repair and immediate replacement of all the supplies and associated parts and components replacement without any cost to purchaser in case of any failure, except any damage caused by the fire or disaster event.

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6. Liquidated Damages (GCC Clause 14)

Subject to Clause 14 GCC, if the Supplier fails to deliver the goods or perform the services within the time period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract deduct from the Contract Price, as liquidated damages, a sum equivalent to minimum 0.07 percent of the supply order for each day of delay until actual delivery or performance, up to a maximum deduction of 20% of supply order. Once the maximum is reached, the purchaser may consider termination of the contract.

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