

**Lahore  
Knowledge  
Park**



**BIDDING DOCUMENT  
FOR  
PROCUREMENT OF OFFICE STATIONERY (LOT.1)  
& COMPUTER STATIONERY (LOT.2) ITEMS  
ON FRAMWORK (RATE) CONTRACT BASIS**

**Issue Date: May 17, 2021**

**Closing Date: June 08, 2021**

**LAHORE KNOWLEDGE PARK COMPANY (LKPC)  
GOVERNMENT OF THE PUNJAB, THROUGH HIGHER EDUCATION  
DEPARTMENT**

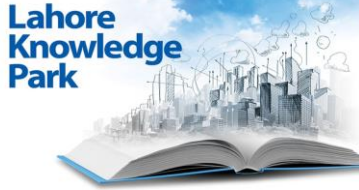
**15-A Abu Bakar Block, New Garden Town, Lahore.**



Government of the Punjab



## Part A: INVITATION TO BIDS

 <p><b>Lahore Knowledge Park</b></p>	<h3>Tender Notice</h3> <p><b>For Procurement of Stationery Items on Framework (Rate) Contract Basis For Lahore Knowledge Park Company</b></p>
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The Lahore Knowledge Park Company (LKPC) is a Public Sector Large Scale Organization duly registered with the SECP u/s 42 (not-for-profit) of the Companies Act 2017, through Higher Education Department (HED), Government of the Punjab.

LKPC invites sealed proposals (Technical + Financial) under PPR Rules, 2014 from reputed firms/suppliers/individuals, registered with Sales Tax & Income Tax departments for supply of Office & Computer Stationery Items on frame work (rate) contract basis in the following lots:

S. Nos.	Description of Lots	Nature of Contract	Estimated Price	Specifications/Quantity
Lot No.1	Office Stationery	Framework (Rate) Basis	960,000/-	As per Bidding Document
Lot No.2	Computer Stationery	Framework (Rate) Basis	1,200,000/-	As per Bidding Document

#### Bidding Document (TORs):

Interested eligible bidders may get the Bidding Document (TORs) immediately after the publication of this tender on submission of written application along with tender fee of Rs. 1,000/- (non-refundable) in the form of "CDR, Bank Draft, or Pay order" in favor of "Lahore Knowledge Park Company", during working hours from the address given below.

#### Bid Opening Date, Time & Venue:

Submission of Bids: June 08, 2021 at 11:00 AM  
Opening of Bids: June 08, 2021 at 11:30 AM  
Venue: Lahore Knowledge Park Company  
15- Abu Bakar Block, New Garden Town, Lahore

#### TERMS AND CONDITIONS

- As per Punjab Procurement Rules-2014. Rule 38 (1) single stage one envelope bidding procedure will be applicable.
- Tenders received after the due date & time will not be brought under consideration.
- Proposals must contain Bid Security in shape of CDR, Bank Draft, or Pay Order equivalent to 2% of the estimated price (Total Estimated price Rs: 2,160,000/-) in favor of "Lahore Knowledge Park Company", without which the offer shall be rejected being non-responsive.
- Bidders may bid for either in both Lots or any one of them separately.
- The procuring agency (LKPC) may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per Rule 35 of PPR Rules 2014.
- The Financial Bid shall be considered as inclusive of all applicable taxes.

For further clarification, please contact Manager Admin & Procurement on the address and contact detail given below.



**Manager Admin & Procurement**  
Lahore Knowledge Park Company  
15-Abu Bakar Block, New Garden Town, Lahore, Pakistan.  
Tel: 042 99075000  
Cell: 0300-4648128  
Email: [sohail@lkpc.com.pk](mailto:sohail@lkpc.com.pk)

## Part-B

### **INSTRUCTIONS FOR BIDDERS**

1. Financial proposal must contain bid Security in form of CDR/Demand Draft/Pay Order equivalent to 2% of the total estimated price (Estimated price Rs: 2,160,000/) in favor of Lahore Knowledge Park company.
2. Bids which are incomplete, without signatures & stamp, unsealed, without bid security and late by specified time shall not be considered.
3. Sealed bids in conformity with bidding documents should reach in the office of the Manager Admin & Procurement LKPC, not later than **11:00 AM on June 08, 2021.** Sealed proposals shall be opened on **June 08, 2021 at 11:30 AM,** in the presence of bidders or their representative having a valid authority letter from their respective organization.
4. Bidding documents can be obtained on submission of a written request on company's letter head from office of the Manager Admin & Procurement of LKPC. Request must be accompanied with Bid Fee of Rs: 1,000/- in form of Pay Order/Demand Draft. LKPC shall not be responsible for delays & non delivery caused by courier firms/post office etc. regarding issuance & receiving of bidding document/proposals. The photocopy / downloaded copy of the bidding documents, from PPRA's website, shall not be accepted.
5. Organization must be registered with Federal Board of Revenue for Income & Sale Tax purposes with active tax payer profile.
6. Bidding organizations must attach information about finances and financial capabilities i.e., Sales tax returns, latest income statement /balance sheet and banker's statement/undertaking about financial soundness of bidding organization.
7. Bidding procedure of single stage one envelope shall be applicable under Punjab Procurement Rule 38 (1) which implies; -
  - (i). The bid shall be submitted in a **single package consisting of one envelope.**
  - (ii) The outer envelopes shall be marked as, "***Bids for Procurement of Office & Computer Stationery Items on Framework (Rate) Contract Basis - Due on 08-06-2021.***
  - (iii) The lowest evaluated bidder shall be awarded contract within the original or extended bid validity period. (if applicable)
8. Proposals shall remain valid for at least **120 days** from opening.

9. The LKPC officials before award of the contract may seek clarifications and samples of quoted items from bidding organizations (if needed).
10. Successful bidder shall have to enter into contract on standard terms & conditions of bidding regarding items, technical specifications, their costs, delivery time, removal of defects, warranty, inspection & completion certification of qualitative and quantitative aspects, billing, payments, closing of contract and other necessary terms.
11. Financial proposals must be quoted in Pak Rupees and inclusive of all applicable taxes.
12. In case of holiday or unforeseen situation resulting closure of LKPC Office on the date of opening, bids shall be submitted/opened on next working day on the same time & venue.
13. Bidding organization should submit an affidavit about its status about present and past black listing by Govt. and its subsidiary organizations / departments / autonomous bodies.
14. Bidding Organization shall not quote alternative proposals.
15. Bidding organization must quote technical proposal in accordance to bid form. In case it intends to use its own pattern of bid form then every component offered by bidding organization must be clearly identified about its matching/reference component number given in LKPC 's prescribed bid form.
16. Financial bids must be quoted component wise in sequence similar to technical bid form and total financial costs offered must be clearly mentioned both in words and figures without any cutting/erasing/overwriting in legible ink or printed form. Financial bids must be inclusive of all applicable taxes.
17. Bids without samples of quoted items shall not be considered. LKPC approved samples of required items. (If required)
18. Estimated price for each lot is mentioned in bidding document which is for whole financial year or during the contract period.
19. Bids shall be evaluated on the basis of conformity of quoted samples to LKPC approved samples together with financial proposal.
20. Purchase orders shall be awarded on LKPC office, 15-Abu Bakar Block, New Garden Town, Lahore Main Store's requisition on periodic basis under Framework (Rate) Contract.

21. The bidder(s) must fulfill all terms & conditions and specifications required for the bidding lot(s) otherwise it would be considered disqualified for participated lot(s).
22. Firms must have three years of experience in supply of required items to reputed Government/Semi Governments/ organizations/departments/companies.
23. Bidders may bid for either in both lots or any one of them separately.
24. Technically responsive and lowest evaluated bidders shall be award the contract(s).

**Bidders Profile**

Firm Name	
Entity of Firm	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/> Other
Nature of Business	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Vendor/ Supplier
Address/ Branches (if any)	
Telephone/ Cell	
Email	
Date & Place of Registered	
Company NTN & Sales Tax Registration Nos:	NTN: _____ STN: _____
Owner Information	Name: _____ CNIC: _____ Address: _____

Annual Sales	2017-18	2018-19	2019-20
Five Major Clients	i. _____ ii. _____ iii. _____ iv. _____ v. _____		
Bank Details	Bank _____ A/C No. _____		
Copy of Returns Attached	Last 3 years		

### 23. Technical Evaluation Criteria:

- Profile of the Firm
- The applicant must be in the business minimum from last three years.
- Company / Firm Certificate of Registration (in case of partnership)
- NTN & Sales Tax registration certificates.
- Copy of CNIC of proprietor.
- List of Clients.
- Minimum Supply of Rs. 600,000/pa.
- Any other relevant information with documents in addition to the above that the Firm may like to furnish in support of their application.

**(Minimum 65 marks required for Technical qualification):**

Sr. Nos.	Criteria Marks	Marks
1	Past Experience 1. Minimum 3 years: 10 marks 2. 3 to 5 years: 15 marks 3. 5 to 8 years: 20 marks 4. More than 8 years: 25 marks max.	<b>25</b>
2	Company Profile (List of clients) 1. 2 Mark for Each Government Dept./ Govt. funded project (Max. 20 Marks)	<b>40</b>

	2. 1 Mark for each Private Companies/Firms. (Max. 20 Marks)	
3	Annual Sale Base on Last year: Up to Rs. 600,000/- 10 marks From Rs. 600,001 to Rs. 1,000,000 15 marks From Rs. 1,000,001 above 20 marks	<b>20</b>
4	Income & Sale Tax returns: Last 3 years:	<b>15</b>
	<b>Total</b>	<b>100</b>

**TOTAL 100**

**Qualify Marks: 65**

**Note:**

Technically responsive/qualify after getting the qualify marks 65 and the lowest evaluated bidder shall be awarded the contract.

## **Technical Specifications:**

### **Lot. No. 1. Office Stationary Items:**

<b>Sr. No:</b>	<b>Name of Items</b>	<b>A/U</b>
1	<i>Ball Point Blue, Black and Green (1x10) clipper</i>	<i>Pkt.</i>
2	<i>Ball Point Uniball Signo or Equivalent Blue, Black and Green (1x12)</i>	<i>Pkt.</i>
3	<i>Ball Point Uniball Eye Fine Blue (1x12)</i>	<i>Pkt.</i>
4	<i>Marker Dollar No.70 Blue, Black and Green (1x12)</i>	<i>Pkt.</i>
5	<i>Marker Dollar Large 90 Blue, Black and Green(1x12)</i>	<i>Pkt.</i>
6	<i>White Fluid Pelken or Equivalent</i>	<i>Set</i>
7	<i>Correction Pen (Fluid)</i>	<i>Pkt.</i>
8	<i>White Board Marker Blue, Black and Green (1x12) Doller or Equivalent</i>	<i>No</i>
9	<i>Duster Cloth</i>	<i>No</i>
10	<i>Duster for white board</i>	<i>No</i>
11	<i>Ink For White Board Marker Blue, Black and Green Doller or Equivalent</i>	<i>No</i>
12	<i>Highlighter Yellow Black, Black and Green Doller or Equivalent</i>	<i>Pkt.</i>
13	<i>Led Pencil (1x12) Goldfish or Equivalent</i>	<i>Pkt.</i>
14	<i>Pen Holder</i>	<i>Set</i>
15	<i>Ink for Fountain Pen (Blue) Peliken or Equivalent</i>	<i>Bottle</i>

16	<b>Binding Tape 2"</b>	<b>Roll</b>
17	<b>Binding Tape 3"</b>	<b>Roll</b>
18	<b>Plastic Paper for binding A-4</b>	<b>Pkt.</b>
19	<b>Scotch Tape 1" Deer or Equivalent</b>	<b>No</b>
20	<b>Scotch Tape 3" Deer or Equivalent</b>	<b>No</b>
21	<b>Packing Tape 3"</b>	<b>No</b>
22	<b>Masking Tape 1"</b>	<b>No</b>
23	<b>Masking Tape 2"</b>	<b>No</b>
24	<b>Masking Tape Double side 2"</b>	<b>No</b>
25	<b>Tape Dispenser 1"</b>	<b>No</b>
26	<b>Tape Dispenser 2"</b>	<b>No</b>
27	<b>Tape Dispenser 3"</b>	<b>No</b>
28	<b>Computer Paper (A-4) 80grm AA</b>	<b>Ream</b>
29	<b>Computer Paper (A-3) 80grm AA</b>	<b>Ream</b>
30	<b>Computer Paper Legal Size AA</b>	<b>Ream</b>
31	<b>Color Paper (A-4)</b>	<b>Pkt.</b>
32	<b>Color Paper Legal Size</b>	<b>Pkt.</b>
33	<b>Carbon Paper (1x100)</b>	<b>Pkt.</b>
34	<b>File Separator (A-4) PVC</b>	<b>Pkt.</b>
35	<b>Box File 3" (A-4) Imported</b>	<b>No</b>
36	<b>Box File 3" (A-4) local</b>	<b>No</b>
37	<b>Cut Box local</b>	<b>No</b>
38	<b>Ring File PVC</b>	<b>No</b>
39	<b>Clip File TT- Billi</b>	<b>No</b>
40	<b>Hanging File</b>	<b>No</b>
41	<b>File Flapper Green</b>	<b>Pkt.</b>
42	<b>Flapper With Board</b>	<b>No</b>
43	<b>Tag Small</b>	<b>Pkt.</b>
44	<b>Tag Large 24"</b>	<b>Pkt.</b>
45	<b>Ruled Register (150 Page)</b>	<b>No</b>
46	<b>Ruled Register (300 Page)</b>	<b>No</b>
47	<b>Stock Register (200 Page)</b>	<b>No</b>
48	<b>Stock Register (300 Page)</b>	<b>No</b>
49	<b>Log Book For Generator 100 pages</b>	<b>No</b>
50	<b>Attendance Register Staff</b>	<b>No</b>
51	<b>Dispatch Register 200 pages</b>	<b>No</b>
52	<b>Dairy Register 100 pages</b>	<b>No</b>
53	<b>Cash Book 300 pages</b>	<b>No</b>
54	<b>Dak Folder</b>	<b>No</b>
55	<b>Peon Book</b>	<b>No</b>
56	<b>Log Book for Vehicle 100 pages</b>	<b>No</b>
57	<b>Draft Pad Small Local</b>	<b>No</b>
58	<b>Draft Pad Large Local</b>	<b>No</b>
59	<b>Stamp Pad Blue, Black and Green Color</b>	<b>No</b>
60	<b>Stapler 24x6 (Max Original or Equivalent)</b>	<b>No</b>
61	<b>Stapler Heavy Duty (KW)</b>	<b>No</b>



62	<i>Stapler Pin 24 x6 (Dollar/KW or Equivalent)</i>	<i>Pkt.</i>
63	<i>Stapler Pin 23x10 (Dollar/KW or Equivalent)</i>	<i>Pkt.</i>
64	<i>Stapler Pin 23x17(Dollar/KW or Equivalent)</i>	<i>Pkt.</i>
65	<i>Stapler Pin Remover (Dollar/KW or Equivalent)</i>	<i>No</i>
66	<i>Common Pin</i>	<i>Pkt.</i>
67	<i>Paper Clip 36mm</i>	<i>Pkt.</i>
68	<i>Thumb Pin</i>	<i>Pkt.</i>
69	<i>Punch Machine Single</i>	<i>No</i>
70	<i>Punch Machine Double</i>	<i>No</i>
71	<i>Punch Machine Heavy Duty</i>	<i>No</i>
72	<i>Post-it-Pad 2"x3" (Yellow, Pink, Green)</i>	<i>No</i>
73	<i>Post-it-Pad 1"x2" (Annexure) yellow, pink, green</i>	<i>No</i>
74	<i>Serial Number Machine</i>	<i>No</i>
75	<i>Paper Cutter Deli</i>	<i>No</i>
76	<i>Scissor</i>	<i>No</i>
77	<i>Eraser Dux/Kita or Equivalent</i>	<i>No</i>
78	<i>Sharpener Dux Jar or Equivalent</i>	<i>Jar</i>
79	<i>Chalk</i>	<i>Pkt.</i>
80	<i>Stickey note aero Style</i>	<i>Roll</i>
81	<i>Visiting Card Holder A-4 size Imported</i>	<i>No</i>
82	<i>Gum Bottle 1000 grm</i>	<i>No</i>
83	<i>Paper Weight</i>	<i>No</i>
84	<i>Pin Cussion</i>	<i>No</i>
85	<i>Ruler S. Steel 12"</i>	<i>No</i>
86	<i>Rubber Ban</i>	<i>No</i>
87	<i>Damper</i>	<i>No</i>
88	<i>Sootri</i>	<i>Kg</i>
89	<i>Binder Clip 25mm KW</i>	<i>Pkt.</i>
90	<i>Binder Clip 32mm KW</i>	<i>Pkt.</i>
91	<i>Binder Clip 41mm KW</i>	<i>Pkt.</i>
92	<i>Binder Clip 51mm KW</i>	<i>Pkt.</i>
93	<i>Calculator DJ-220 Casio Original or Equivalent</i>	<i>Pkt.</i>
94	<i>Staff Designation Pressing Square Stamp</i>	<i>No</i>
95	<i>LKPC Logo Pressing Round Stamp R-532</i>	<i>No</i>

## **Lot. No. 2. Computer Stationary Items:**

<b>Sr. No:</b>	<b>Name of Items</b>	<b>A/U</b>
01	<i>HP 83-A Original Tonner or Equivalent for Printer</i>	<i>No</i>
02	<i>HP 85-A Original or Equivalent Tonner or Equivalent for Printer</i>	<i>No</i>
03	<i>Tonner for Photocopier Muratec MFX- 2835 R or Equivalent</i>	<i>No</i>
04	<i>Tonner set for Color printer CP 1025</i>	<i>No</i>
05	<i>HP Color Laser Jet M651 Tonner (Cyan CF331A) or Equivalent</i>	<i>Each</i>

06	<i>HP Color Laser Jet M651 Tonner (Yellow CF332A) or Equivalent</i>	<i>Each</i>
07	<i>HP Color Laser Jet M651 Tonner (Magenta CF333A) or Equivalent</i>	<i>Each</i>
08	<i>HP Color Laser Jet M651 Tonner (Black CF320A) or Equivalent</i>	<i>Each</i>
09	<i>USB 3.0 16GB</i>	<i>Each</i>
10	<i>Lenovo Idea Pad 510-15 IKB Charger</i>	<i>Each</i>
11	<i>HP 440 G3 Charger or Equivalent</i>	<i>Each</i>
12	<i>Writable DVD,s</i>	<i>Each</i>
13	<i>Wire Mouse USB Fine Quality</i>	<i>Each</i>
14	<i>USB Printer Cable</i>	<i>Each</i>
15	<i>Power Cable Fine Quality (Male)</i>	<i>Each</i>
16	<i>Power Cable Fine Quality ( Female)</i>	<i>Each</i>
17	<i>HDMI Cable Fine Quality (15 Meter)</i>	<i>Each</i>
18	<i>VGA Cable Fine Quality</i>	<i>Each</i>
19	<i>USB Key Board</i>	<i>Each</i>

**Draft Contract Form**

THIS CONTRACT is made at \_\_\_\_\_ on the day of \_\_\_\_\_ 2021, between the [Full name & address of the procuring agency] (hereinafter referred to as the “Procuring Agency”) of the First Part; and M/s (firm name) a firm having its registered office at (address of the firm) (hereinafter called the “Supplier”) of the Second Part (hereinafter referred to individually as “Party” and collectively as the “Parties”).

**WHEREAS** the Procuring Agency invited bids for procurement of goods, in pursuance where of M/s (firm name) being the Manufacturer/ authorized Supplier/ authorized Agent of (Equipment) in Pakistan and ancillary services offered to supply the required item (s); and Whereas the Procuring Agency has accepted the bid by the Supplier for the supply of (item name) and related services in the sum of Rs (amount in figures and words) cost per unit, the total amount of (quantity of goods) shall be Rs (amount in figures and words).

**NOW THIS CONTRACT WITNESSETH AS FOLLOWS:**

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as “Contract”:
2. The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:
  - a. the Price Schedule submitted by the Bidder,
  - b. the Schedule of Requirements;
  - c. the Technical Specifications;
  - d. the General Conditions of Contract;
  - e. the Special Conditions of Contract;
  - f. the Procuring Agency’s Notification of Award;
  - g. the scope of work;
  - h. the Contract; and
  - i. the Bid & its clarifications.
  - j. the contracted specifications (attached as annexure)
3. In consideration of the payments to be made by the Procuring Agency to the Supplier/ Manufacturer as hereinafter mentioned, the Supplier/ Manufacturer hereby covenants with the Procuring Agency to provide the Goods and its related Services etc. and to remove/rectify defects therein in conformity in all respects with the provisions of this Contract.

4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. [The Supplier] hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of the Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of the Punjab) through any corrupt/collusive business practice.
6. Without limiting the generality of the foregoing, [the Seller/ Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab, except that which has been expressly declared pursuant hereto.
7. [The Supplier] certifies that it has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of the Punjab and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
8. [The Supplier] accepts full responsibility and strict liability for not making any false declaration, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty and making full disclosure of all relevant information as required by procuring agency. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of the Punjab under any law, Contract or other instrument, be voidable at the option of Government of the Punjab.
9. Notwithstanding any rights and remedies exercised by Government of the Punjab in this regard, [The Supplier] agrees to indemnify Government

of the Punjab for any loss or damage incurred by it on account of its corrupt

Business practices and further pay compensation to Government of the Punjab in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [The Seller/Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab.

10. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Secretary Law or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
11. This Contract shall be governed by the laws of Punjab Government and the courts of Punjab (Pakistan) shall have exclusive jurisdiction
12. Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, which cannot be amicably settled between the Parties, shall be referred to mediation in accordance with the Center for Effective Dispute Resolution (CEDR) Model Mediation Procedure and to be conducted by a mediator who is duly accredited by CEDR. Both Parties shall appoint a mediator who is mutually acceptable. If the Parties fail to agree upon a mediator within fourteen (14) days after one Party has notified the other in writing of the dispute, then, the courts at Punjab (Pakistan) may be requested by either Party to appoint a CEDR-accredited mediator. The venue for the mediation proceedings shall be in Punjab (Pakistan). The language of mediation and the appropriate documentation shall be English

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at \_\_\_\_\_ (the place) and shall enter into force on the day, month and year first above mentioned.

Signed/ Sealed by the  
Manufacturer/  
authorized Supplier/ authorized Agent  
Sealed by Procuring Agency

Signed/

1. 1.

2. 2.

**(Draft Purchase Order of LKPC)**

**Lahore Knowledge Park Company**

**PURCHASE ORDER**

**Purchase Order No.** LKPC/PO-Tender/2021 **Date:** \_\_\_\_\_

<b>To</b>	
<b>M/S:</b> _____	
<b>Address:</b> _____	
<b>Telephone No:</b> _____	<b>Mobile No:</b> _____
<b>Fax No:</b> _____	<b>E-Mail:</b> _____

Please deliver the Goods described below according to the terms and conditions described herein and in Annexure 'A'.

**Description of Goods: -**

\_\_\_\_\_

**Purchase Order: -**

The total price of the contract is Rs. \_\_\_\_\_

(In Words): \_\_\_\_\_

**Delivery Schedule: -**

Delivery period	
Ordering Date	
Delivery Date	

\_\_\_\_\_

\_\_\_\_\_

Signed & Stamp of LKPC

Signed & Stamp of Supplier

**Note: -**

This acceptance copy must be signed by or on behalf of the supplier both on the face and Annexure 'A'.

**Acceptance: -**

We agree to deliver the Goods according to the terms & conditions specified in this Purchase Order and on Annexure 'A'.

<u>Company</u>	<u>Supplier</u>
For Lahore Knowledge Park Company.  _____	For _____ (Suppliers).  _____
1. Authorized Signature  _____	Authorized Signature  _____
2. Authorized Signature	Company Stamp
<u>Company Stamp</u>	
Date: _____	Date: _____

**Original to: -**

1. Procurement Section.
2. Supplier.

**Copy to: -**

1. Accounts & Finance Section.
2. Store & Inventory Section.

\_\_\_\_\_  
  
Signed & Stamp of LKPC  
Supplier

\_\_\_\_\_  
  
Signed & Stamp of

**TERMS & CONDITIONS OF PURCHASE ORDER**

1. **THIS PURCHASE ORDER** supersedes all previous correspondence, bids, offers and acceptances. Wavier of or any exception to any of the term and conditions of this order should be specifically agreed in writing between Lahore Knowledge Park Company (hereinafter called company) and **M/S.\_\_\_\_\_** (hereinafter called supplier).
2. **PURCHASE ORDER PRICE:** The estimated price of Purchase Order shall be Rs.\_\_\_\_\_/-. However, the payment shall be made on the basis of actual quantities of the goods delivered at agreed unit rates and terms & conditions.
3. **RATES** are inclusive of all taxes except GST/duties etc. as per prevailing Government rules & regulations.
4. **TAXES** shall be deducted from the supplier invoices verified by the company representative as per prevailing Government rules & regulations.
5. **ESCALATION:** There will be no escalation in prices for any reason, whatsoever for the period of this Purchase Order.
6. **INSPECTION:** The Company shall have the right to inspect the Goods for which the supplier will provide safe and free access.
7. **COMPANY RESERVES THE RIGHT** to modify suspend or cancel this Purchase Order due to any of the following reasons: -
  - (i) Non-compliance by the supplier of the terms & conditions as laid down herein.
  - (ii) Failure on report of the supplier to meet delivery schedule as laid down herein.
  - (iii) If any or all Goods supplied by the supplier does not comply with specification required by the company.
8. **AMENDMENT:** Any amendment subsequent to this purchase order which have been mutually agreed shall only be in writing and shall be deemed as a part of this purchase order.

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Signed & Stamp of LKPC

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Signed & Stamp of Supplier



9. **DELIVERY SCHEDULE:** The Goods should be delivered on or before the schedule specified in the Purchase Order. In case of non-compliance of delivery schedule, company may arrange to execute the Purchase Order through another source(s).
10. **SETTLEMENT OF DISPUTES:** If any dispute whatsoever, shall arise between the parties in connection with or arising out of the Purchase Order, the parties shall make every attempt to resolve the same amicably. If no settlement is reached, the decision of the Chief Executive Officer of the LKPC shall be final.
11. **WARRANTY/GUARANTEE** for a period (specifically mention) shall be provided by the supplier.
12. **IMPLIED WARRANTY OF WORKMANSHIP:** The supplier warrants that he has the requisite skill, personnel and authorization for the supply of Goods and that the Goods and all materials incorporated therein shall be fit for the purpose for which they are to be used and shall be free from all defects. All Goods to be supplied shall be new and unused.
13. **ASSIGNMENT & SUB-ORDERED:** The Goods shall be delivered by the supplier and may not be sub-ordered without prior written consent of company.
14. **PAYMENT TERMS:** Payment will be made against delivery of Goods (as mentioned in Purchase Order) through Crossed Cheque/ Pay Order/ Demand Draft.
15. **LIQUIDATED/(DELAY) DAMAGES** shall be charged @ 10% of the total Purchase Order price for delay of supplies after delivery date mentioned in purchase order.

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Signed & Stamp of Supplier

## **Form of Financial Proposal.**

### **Lot. No. 1. Office Stationery Items:**

<b>Sr. No:</b>	<b>Name of Items</b>	<b>A/U</b>	<b>Unit Price inclusive of all applicable taxes/with GST</b>
1	<i>Ball Point Blue,Black and Green (1x10) clipper</i>	<i>Pkt</i>	
2	<i>Ball Point Uniball Signo or Equivalent Blue, Black and Green (1x12)</i>	<i>Pkt</i>	
3	<i>Ball Point Uniball Eye Fine Blue (1x12)</i>	<i>Pkt</i>	
4	<i>Marker Dollar No.70 Blue, Black and Green (1x12)</i>	<i>Pkt</i>	
5	<i>Marker Dollar Large 90 Blue ,Black and Green(1x12)</i>	<i>Pkt</i>	
6	<i>White Fluid Pelken or Equivalent</i>	<i>Set</i>	
7	<i>Correction Pen (Fluid)</i>	<i>Pkt</i>	
8	<i>White Board Marker Blue, Black and Green (1x12) Doller or Equivalent</i>	<i>No</i>	
9	<i>Duster Cloth</i>	<i>No</i>	
10	<i>Duster for white board</i>	<i>No</i>	
11	<i>Ink For White Board Marker Blue, Black and Green (Doller or Equivalent)</i>	<i>No</i>	
12	<i>Highlighter Yellow Black, Black and Green (Doller or Equivalent)</i>	<i>Pkt</i>	
13	<i>Led Pencil (1x12) Goldfish or Equivalent</i>	<i>Pkt</i>	
14	<i>Pen Holder</i>	<i>Set</i>	
15	<i>Ink for Fountain Pen (Blue) Peliken or Equivalent</i>	<i>Bottle</i>	
16	<i>Binding Tape 2"</i>	<i>Roll</i>	
17	<i>Binding Tape 3"</i>	<i>Roll</i>	
18	<i>Plastic Paper for binding A-4</i>	<i>Pkt</i>	
19	<i>Scotch Tape 1" Deer or Equivalent</i>	<i>No</i>	
20	<i>Scotch Tape 3" Deer or Equivalent</i>	<i>No</i>	
21	<i>Packing Tape 3"</i>	<i>No</i>	
22	<i>Masking Tape 1"</i>	<i>No</i>	
23	<i>Masking Tape 2"</i>	<i>No</i>	
24	<i>Masking Tape Double side 2"</i>	<i>No</i>	
25	<i>Tape Dispenser 1"</i>	<i>No</i>	
26	<i>Tape Dispenser 2"</i>	<i>No</i>	
27	<i>Tape Dispenser 3"</i>	<i>No</i>	
28	<i>Computer Paper (A-4) 80grm AA</i>	<i>Ream</i>	
29	<i>Computer Paper (A-3) 80grm AA</i>	<i>Ream</i>	
30	<i>Computer Paper Legal Size AA</i>	<i>Ream</i>	
31	<i>Color Paper (A-4)</i>	<i>Pkt</i>	
32	<i>Color Paper Legal Size</i>	<i>Pkt</i>	
33	<i>Carbon Paper (1x100)</i>	<i>Pkt</i>	

34	<i>File Separator (A-4) PVC</i>	<i>Pkt</i>	
35	<i>Box File 3" (A-4) Imported</i>	<i>No</i>	
36	<i>Box File 3" (A-4) local</i>	<i>No</i>	
37	<i>Cut Box local</i>	<i>No</i>	
38	<i>Ring File PVC</i>	<i>No</i>	
39	<i>Clip File TT- Billi</i>	<i>No</i>	
40	<i>Hanging File</i>	<i>No</i>	
41	<i>File Flapper Green</i>	<i>Pkt</i>	
42	<i>Flapper With Board</i>	<i>No</i>	
43	<i>Tag Small</i>	<i>Pkt</i>	
44	<i>Tag Large 24"</i>	<i>Pkt</i>	
45	<i>Ruled Register (150 Page)</i>	<i>No</i>	
46	<i>Ruled Register (300 Page)</i>	<i>No</i>	
47	<i>Stock Register (200 Page)</i>	<i>No</i>	
48	<i>Stock Register (300 Page)</i>	<i>No</i>	
49	<i>Log Book For Generator 100 pages</i>	<i>No</i>	
50	<i>Attendance Register Staff</i>	<i>No</i>	
51	<i>Dispatch Register 200 pages</i>	<i>No</i>	
52	<i>Dairy Register 100 pages</i>	<i>No</i>	
53	<i>Cash Book 300 pages</i>	<i>No</i>	
54	<i>Dak Folder</i>	<i>No</i>	
55	<i>Peon Book</i>	<i>No</i>	
56	<i>Log Book for Vehicle 100 pages</i>	<i>No</i>	
57	<i>Draft Pad Small Local</i>	<i>No</i>	
58	<i>Draft Pad Large Local</i>	<i>No</i>	
59	<i>Stamp Pad Blue, Black and Green Color</i>	<i>No</i>	
60	<i>Stapler 24x6 (Max Original or Equivalent)</i>	<i>No</i>	
61	<i>Stapler Heavy Duty (KW)</i>	<i>No</i>	
62	<i>Stapler Pin 24 x6 (Dollar/KW or Equivalent)</i>	<i>Pkt</i>	
63	<i>Stapler Pin 23x10 (Dollar/KW or Equivalent)</i>	<i>Pkt</i>	
64	<i>Stapler Pin 23x17(Dollar/KW or Equivalent)</i>	<i>Pkt</i>	
65	<i>Stapler Pin Remover (Dollar/KW or Equivalent)</i>	<i>No</i>	
66	<i>Common Pin</i>	<i>Pkt</i>	
67	<i>Paper Clip 36mm</i>	<i>Pkt</i>	
68	<i>Thumb Pin</i>	<i>Pkt</i>	
69	<i>Punch Machine Single</i>	<i>No</i>	
70	<i>Punch Machine Double</i>	<i>No</i>	
71	<i>Punch Machine Heavy Duty</i>	<i>No</i>	
72	<i>Post-it-Pad 2"x3" (Yellow, Pink, Green)</i>	<i>No</i>	
73	<i>Post-it-Pad 1"x2" (Annexure) yellow, pink, green</i>	<i>No</i>	
74	<i>Serial Number Machine</i>	<i>No</i>	
75	<i>Paper Cutter Deli</i>	<i>No</i>	
76	<i>Scissor</i>	<i>No</i>	
77	<i>Eraser Dux/Kita or Equivalent</i>	<i>No</i>	
78	<i>Sharpener Dux Jar or Equivalent</i>	<i>Jar</i>	
79	<i>Chalk</i>	<i>Pkt</i>	

80	<i>Stickey note aero Style</i>	<i>Roll</i>	
81	<i>Visiting Card Holder A-4 size Imported</i>	<i>No</i>	
82	<i>Gum Bottle 1000 grm</i>	<i>No</i>	
83	<i>Paper Weight</i>	<i>No</i>	
84	<i>Pin Cussion</i>	<i>No</i>	
85	<i>Ruler S. Steel 12"</i>	<i>No</i>	
86	<i>Rubber Ban</i>	<i>No</i>	
87	<i>Damper</i>	<i>No</i>	
88	<i>Sootri</i>	<i>Kg</i>	
89	<i>Binder Clip 25mm KW</i>	<i>Pkt</i>	
90	<i>Binder Clip 32mm KW</i>	<i>Pkt</i>	
91	<i>Binder Clip 41mm KW</i>	<i>Pkt</i>	
92	<i>Binder Clip 51mm KW</i>	<i>Pkt</i>	
93	<i>Calculator DJ-220 Casio Original or Equivalent</i>	<i>Pkt</i>	
94	<i>Staff Designation Pressing Square Stamp</i>	<i>No</i>	
95	<i>LKPC Logo Pressing Round Stamp R-532</i>	<i>No</i>	
	<b>Grand Total of All Units Price inclusive of all applicable taxes/with GST</b>		

**Note:**

1. Bidder shall be select on lowest evaluated bid based on “Grand Total of All Units Price inclusive all applicable taxes/ with GST”.
2. Financial Proposal must be inclusive of all applicable taxes.
3. Bidders may bid for either in both lots or any one of them separately.

**Lot. No. 2 Computer Stationary Items:**

<b>Sr. No:</b>	<b>Name of Items</b>	<b>A/U</b>	<b>Unit Price Inclusive of all applicable taxes/with GST</b>
01	<i>HP 83-A Original Tonner or Equivalent for Printer</i>	<i>No</i>	
02	<i>HP 85-A Original Tonner or Equivalent for Printer</i>	<i>No</i>	
03	<i>Tonner for Photocopier Muratec MFX- 2835 R or Equivalent</i>	<i>No</i>	
04	<i>Tonner set for Color printer CP 1025</i>	<i>No</i>	
05	<i>HP Color Laser Jet M651 Tonner (Cyan CF331A) or Equivalent</i>	<i>Each</i>	
06	<i>HP Color Laser Jet M651 Tonner (Yellow CF332A) or Equivalent</i>	<i>Each</i>	
07	<i>HP Color Laser Jet M651 Tonner (Magenta CF333A) or Equivalent</i>	<i>Each</i>	
08	<i>HP Color Laser Jet M651 Tonner (Black CF320A)</i>	<i>Each</i>	
09	<i>USB 3.0 16GB or Equivalent</i>	<i>Each</i>	

10	<i>Lenovo Idea Pad 510-15 IKB Charger or Equivalent</i>	<i>Each</i>	
11	<i>HP 440 G3 Charger or Equivalent</i>	<i>Each</i>	
12	<i>Writable DVD,s</i>	<i>Each</i>	
13	<i>Wire Mouse USB Fine Quality</i>	<i>Each</i>	
14	<i>USB Printer Cable</i>	<i>Each</i>	
15	<i>Power Cable Fine Quality (Male)</i>	<i>Each</i>	
16	<i>Power Cable Fine Quality ( Female)</i>	<i>Each</i>	
17	<i>HDMI Cable Fine Quality (15 Meter)</i>	<i>Each</i>	
18	<i>VGA Cable Fine Quality</i>	<i>Each</i>	
19	<i>USB Key Board</i>	<i>Each</i>	
	<i>Grand Total of All Units Price inclusive of all applicable taxes/with GST</i>		

**Note:**

**Note:**

1. Bidder shall be select on lowest evaluated bid based on “Grand Total of All Units Price inclusive all applicable taxes/ with GST”.
2. Financial Proposal must be inclusive of all applicable taxes.
3. Bidders may bid for either in both lots or any one of them separately.