BIDDING DOCUMENT

FRAMEWORK CONTRACT

Tender No: 12/2026-27

National Competitive Bidding

Single Stage – One Envelope

PROCUREMENT OF OFFICE STATIONERY AND JANITORIAL ITEMS FOR FY 2026-27

Punjab Seed Corporation

4-Lytton Road, Lahore

Phone: 042-99212563

Email: commercial@psc.punjab.gov.pk

www.psc.gop.pk

November, 2026

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Grievance Redressal Committee

In accordance with the Punjab Procurement Rules, 2014, the following Grievance Redressal Committee (GRC) has been constituted by the Procuring Agency. A bidder aggrieved by any act or decision of the Procuring Agency may approach the Committee in writing.

S.No	Designation	Phone	Email	Address
1	Director Marketing	042-99212571-4	marketing@psc.punjab.gov.pk	4-Lytton Road, Lahore
2	Assistant Director Audit	042-99212571-4	Audit@psc.punjab.gov.pk	4-Lytton Road, Lahore
3	Assistant Director Legal	042-99212571-4	legal@psc.punjab.gov.pk	4-Lytton Road, Lahore

Section 1: Invitation for Bids

National Competitive Bidding

Tender No. 12/2026-27 **Dated: 14.10.2026**

Punjab Seed Corporation intends to enter into a **Framework Contract**, valid up to **30.06.2027**, for the **"Procurement of Office Stationery and Janitorial Items for FY 2026-27"**. Part of the proceeds of the budget will be applied to eligible payments under the Purchase Orders issued against the Framework Contract for the following Lots:

Sr. No.	Items Description	Unit	Qty	Estimated Cost (Rs)	Bid Security (Rs.)
LOT L01 - A4 COPY PAPER					
1	Paper Ream A4 70g	Nos.	860	12,38,400	24,768
Lot Total				**12,38,400**	
LOT L02 - WRITING & DESKTOP STATIONERY					
1	Ballpoint Pen (Superior)	Packets (12 per packet)	158	314,736	6,295
2	Ballpoint Pen	Packets(10 per packet)	234	145,548	2,911
3	Ballpoint Pen (Red)	Packets (12 per packet)	32	63,744	1,275
4	Fluid (Correction Pen)	Nos.	173	21,452	429
5	Flag (Different Color) pkt.	Packets (100 sheets per pack)	271	27,100	542
6	Gum Stick Medium	Nos.	285	141,930	2,839
7	Highlighter	Nos.	221	16,575	332
8	Lead pencil	Packets (12 per packet)	177	55,047	1,101
9	Marker Small	Nos.	67	5,025	101
10	Marker Large (Blue)	Nos.	91	6,825	137
11	Marker (Permanent)	Nos.	313	23,475	470
12	Paper clip 30mm	Boxes (100 per box)	165	14,355	287

13	Paper pin	Boxes	109	9,483	190
14	Pin remover	Nos.	88	13,112	262
15	Punching Machine	Nos.	66	41,052	821
16	Rubber soft	Nos.	136	3,400	68
17	Stamp pad	Nos.	146	9,052	181
18	Stamp Pad Ink (Blue)	Nos.	73	4,526	91
19	Stamp Pad Ink (Black)	Nos.	73	4,526	91
20	Stapler Machine	Nos.	128	87,680	1,754
21	Stapler Pin	Boxes	41	4,100	82
22	Sharpener	Nos.	50	622	12
23	Scotch Tape 2 inch	Nos.	134	19,966	399
24	Steel Scale	Nos.	68	6,800	136
25	Binding Tape 1.5 inch	Nos.	22	4,114	82
26	Binding Tape 2.5 inch	Nos.	22	8,206	164
27	Scissors	Nos.	30	11,190	224
28	Binding Sheet	Packets (100 per pack)	36	22,392	448
29	Calculator	Nos.	10	11,000	220
30	Big Stapler Machine	Nos.	2	12,450	249
Lot Total				**1,109,483**	
LOT L03 - FILING, ENVELOPES & PRINTED MATERIAL					
1	Envelopes (4 x 9)	Nos.	18,500	32,190	644
2	Envelopes (5 x 11)	Nos.	14,500	28,855	577
3	Envelope (A4 Size)	Nos.	3,100	13,516	270
4	Envelope (File Size)	Nos.	1,855	10,388	208
5	File Board	Nos.	2,321	287,804	5,756
6	Flying Cover	Nos.	3,641	160,204	3,204
7	File Cover (Pair)	Nos.	100	9,500	190
8	Log Book (100 pages)	Nos.	5	5,250	105
9	Laces	100 Nos.	341	42,284	846
10	Receiving Register	Nos.	18	1,350	27
11	Rough Pad	Nos.	326	40,424	808

12	Tags	Guchi	715	71,500	1,430
13	PSC Pad Colour	Nos.	5,000	56,000	1,120
14	Box Files	Nos.	25	15,550	311
Lot Total				**774,815**	
LOT L04 - DRY-CELL BATTERIES					
1	Cell AA-4	Per 40 pieces	200	398,400	7,968
2	Cell AAA-4	Per 40 pieces	200	398,200	7,964
Lot Total				**796,600**	
LOT L05 - CLEANING CHEMICALS & HYGIENE CONSUMABLES					
1	Tissue Paper Box (Pop Up)	Boxes	900	279,900	5,598
2	Soap 100g	Nos.	600	112,200	2,244
3	Hand wash	Bottles (150ml each)	200	99,600	1,992
4	Air freshener 300ml	Nos.	300	149,400	2,988
5	Insecticide Spray 500ml	Nos.	100	74,700	1,494
6	Dish Wash Soap 165g	Nos.	200	12,400	248
7	Acid for washrooms (500 ml)	Bottles	537	100,277	2,006
8	Toilet cleaner (500 ml)	Bottles	310	57,888	1,158
9	Phenyl / Disinfectant (500 ml)	Bottles	472	176,278	3,526
10	Surf/Detergent (500 mg)	Nos.	1,283	638,883	12,778
11	Sponges	Nos.	161	10,021	200
12	Bleach powder (500 g)	Nos.	26	12,947	259
13	Glass Cleaner	Nos.	20	16,184	324
14	Mask (Box)	Nos.	41	22,968	459
Lot Total				**1,763,646**	
LOT L06 - CLEANING TOOLS, BROOMS & PLASTICS					
1	Duster White	Nos.	365	45,260	905
2	Duster Yellow	Nos.	424	39,432	789
3	Broom stick / Simple Jharoo	Kgs	982	733,495	14,670

4	Broom stick (phool Jharoo)	Nos.	366	113,908	2,278
5	Towel (Cleaning)	Nos.	475	59,133	1,183
6	Toilet Cleaning Brush	Nos.	149	37,098	742
7	Plastic Dustbin/Bucket (Small)	Nos.	155	115,776	2,316
8	Plastic Dustbin/Bucket (Big)	Nos.	128	159,347	3,187
9	Wiper	Nos.	144	107,559	2,151
10	Floor Cleaning Brush	Nos.	111	48,364	967
11	Lotay	Nos.	151	46,995	940
12	Rubber Cleaning Gloves (Pairs)	Nos.	82	18,375	367
13	Plastic Zipper Big	Kgs	6	3,361	67
14	Plastic Zipper Small	Kgs	6	3,735	75
Lot Total				**1,531,838**	
LOT L07 - CROCKERY & RECEPTION					
1	Office Bell	Nos.	15	28,005.00	560
2	Water Glass	(6 Each) Boxes	20	19,920.00	398
3	Tea cup	Per 6 cups	50	217,850.00	4,357
Lot Total				**265775**	

1. **Punjab Seed Corporation** invites online bids for the supply of the above-mentioned items under a **Framework Contract** from Original Manufacturers / Importers / Authorized Distributors / General Order Suppliers. The detailed items list lot-wise is given in the Items List and Bid Security.
2. Bidding shall be conducted through Open Competitive Bidding, **Single Stage – One Envelope** procedure, as specified in the Punjab Procurement Rules, 2014 (as amended to date), and is open to all eligible bidders as defined in the bidding document.
3. Bids shall be submitted **only through the Punjab e-Procurement System** (https://ep.punjab.gov.pk) on or before **23.11.2026 at 11:00 AM**. Submission of bids by hand, post or courier shall not be allowed in accordance with the PPRA Rules regarding e-procurement.
4. Bids will be opened on the same day, i.e. **23.11.2026 at 11:30 AM**, on the Punjab e-Procurement System in the presence of bidders' representatives who choose to attend, at 4-Lytton Road, Lahore.
5. Bid security of **two percent (2%) of the estimated cost of each Lot** in which the bidder participates, as mentioned above, shall be deposited **online only**, via the PSID generated on the Punjab e-Procurement System, on or before **23.11.2026 at 11:00 AM**. Bid security in the form of any physical financial instrument shall not be accepted.

6. Bids shall remain valid for **60 days** from the date of bid opening. The performance security shall be **ten percent (10%) of the offered price** and shall also be deposited online only via PSID generated on the Punjab e-Procurement System.
7. The evaluation and award shall be made **individually for each Lot**. A bidder is required to **quote rates for all items of the Lot** in which it is participating; otherwise its bid for that Lot shall be rejected as non-responsive.
8. The financial bid shall be inclusive of all applicable taxes (Income Tax, Sales Tax, etc.). Bidders are required to give their **best and final prices** as no negotiations are allowed. NTN and Sales Tax registration certificates must be provided with the bid.
9. Supply shall be made against Purchase Orders issued by any Centre of Punjab Seed Corporation within **five (05) working days**. In case of delay, liquidated damages of 0.1% per day shall be imposed up to a maximum of 10%, after which the contract shall be terminated and the performance security forfeited.
10. Bids not complying with the requirements shall be rejected as non-responsive. Alternative proposals and/or conditional bids shall be considered non-responsive.
11. This advertisement and the bidding documents are also available on http://www.psc.gop.pk, https://www.ppra.punjab.gov.pk and https://ep.punjab.gov.pk.
12. For obtaining any further information or clarification, please contact the person named below:-

Assistant Director Purchase
Punjab Seed Corporation, 4-Lytton Road, Lahore
Phone: **042-99212563**

Section 2: Instructions to Bidders

A. General

1. Source of Funds

1.1 The Procuring Agency named in the Bid Data Sheet (BDS) has budgetary allocation for this procurement. The Procuring Agency intends to apply a portion of the proceeds to eligible payments under the Framework Contract for which this Invitation for Bids is issued.

2. Eligible Bidders

2.1 This Invitation for Bids is open to all suppliers, except as provided hereinafter.

2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring Agency to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.

2.3 Government-owned enterprises may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government.

2.4 Bidders shall not be under a declaration of blacklisting by Punjab Seed Corporation.

2.5 Bidders shall be registered with the Federal Board of Revenue (FBR) for Income Tax and Sales Tax with active status on the Active Taxpayer List (ATL), and shall be registered on the Punjab e-Procurement System with valid login credentials.

3. Eligible Goods and Services

3.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the BDS, and all expenditure under the contract will be limited to such goods and services.

3.2 For purposes of this clause, “origin” means the place where the goods are mined, grown or produced, or the place from which the related services are supplied. The origin of goods and services is distinct from the nationality of the Bidder.

4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency (hereinafter “the Purchaser”) will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. The Bidding Documents

5. Content of Bidding Documents

5.1 The goods required, bidding procedures and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

(a) Instructions to Bidders (ITB);

(b) Bid Data Sheet (BDS);

(c) Items List and Bid Security;

(d) Schedule of Requirements;

(e) Technical Specifications;

(f) Bid Submission Form and Price Schedules;

(g) Framework Contract Form;

(h) General Conditions of Contract (GCC);

(i) Special Conditions of Contract (SCC); and

(j) Annexures.

5.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents, or submission of a

bid not substantially responsive to the bidding documents in every respect, will be at the Bidder's risk and may result in the rejection of its bid.

6. Clarification of Bidding Documents

6.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing at the address indicated in the BDS, or through the Punjab e-Procurement System, by the date specified in the BDS. The Purchaser will respond in writing to any request for clarification received no later than three (3) days prior to the deadline for submission of bids. Copies of the response (without identifying the source of the inquiry) will be sent to all prospective bidders and uploaded on the Punjab e-Procurement System.

7. Amendment of Bidding Documents

7.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.

7.2 All amendments shall be uploaded on the Punjab e-Procurement System and the websites of PPRA and the Procuring Agency, and shall be binding on all prospective bidders.

7.3 In order to allow prospective bidders reasonable time to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for submission of bids.

C. Preparation of Bids

8. Language of Bid

8.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language specified in the BDS. Supporting documents and printed literature furnished by the Bidder may be in the same language.

9. Documents Comprising the Bid

9.1 The bid prepared by the Bidder shall comprise the following components:

(a) a Bid Submission Form and Price Schedule for each Lot, completed in accordance with ITB Clauses 10, 11 and 12;

(b) documentary evidence established in accordance with ITB Clause 14 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;

(c) documentary evidence established in accordance with ITB Clause 15 that the goods to be supplied by the Bidder are eligible goods and conform to the bidding documents;

(d) proof of deposit of bid security for each participating Lot in accordance with ITB Clause 16; and

(e) the Annexures duly filled in, signed and stamped.

10. Bid Submission Form

10.1 The Bidder shall complete the Bid Submission Form and the appropriate Price Schedule(s) furnished in the bidding documents, indicating the goods to be supplied, their brief description, country of origin, quantity and prices.

11. Bid Prices

11.1 The Bidder shall indicate on the appropriate Price Schedule the unit price and total price of every item of the goods it proposes to supply under the Framework Contract.

11.2 Prices shall be quoted on a Delivered Duty Paid (DDP) basis, inclusive of all applicable taxes, duties, levies, packing, transportation and insurance, for delivery at any Centre of Punjab Seed Corporation.

11.3 Prices quoted by the Bidder shall be fixed throughout the validity of the Framework Contract and shall not be subject to variation on any account, unless otherwise specified in the BDS. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 25.

11.4 The Bidders shall quote their best and final prices. No negotiations are allowed.

12. Participation in Lots and Complete Quotation

12.1 The requirement has been divided into two (2) Lots, as specified in the Items List and Bid Security. A Bidder may bid for one or more Lots. Each Lot shall be treated, evaluated and awarded individually.

12.2 A Bidder shall quote rates for all items of the Lot in which it is participating. If the rate of any item of a Lot is omitted, left blank or not quoted, the bid of that Bidder shall be rejected as non-responsive.

12.3 Bid security shall be deposited separately for each Lot in which the Bidder participates, in accordance with ITB Clause 16.

13. Bid Currencies

13.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the BDS.

14. Documents Establishing Bidder's Eligibility and Qualification

14.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

14.2 The documentary evidence of the Bidder's eligibility shall establish to the Purchaser's satisfaction that the Bidder, at the time of submission of its bid, is eligible as defined under ITB Clause 2.

14.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction that the Bidder meets the qualification criteria listed in the BDS.

15. Documents Establishing Goods' Eligibility and Conformity

15.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods which the Bidder proposes to supply.

15.2 The documentary evidence of conformity may be in the form of brochures, literature and data, and shall consist of a detailed description of the essential characteristics of the goods and an item-by-item commentary on the Purchaser's Technical Specifications demonstrating substantial responsiveness, or a statement of deviations and exceptions.

15.3 The Purchaser may, during evaluation, require the Bidder to submit samples of any quoted item. Samples shall be provided free of cost and the Purchaser shall not be liable for their return or any damage in testing.

15.4 Standards of workmanship and material, and references to brand names or catalogue numbers in the Technical Specifications, are descriptive only and not restrictive. The Bidder may offer alternative standards, brands or catalogue numbers provided it demonstrates to the Purchaser's satisfaction that they are substantially equivalent to those specified.

16. Bid Security

16.1 Pursuant to ITB Clause 9, the Bidder shall furnish, as part of its bid, a bid security of two percent (2%) of the estimated cost of each Lot in which it participates, in the amounts specified in the BDS and in the Items List and Bid Security.

16.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 16.7.

16.3 The bid security shall be in Pak Rupees and shall be deposited ONLINE ONLY, through the PSID generated on the Punjab e-Procurement System. Bid security in the form of any physical instrument (pay order, demand draft, bank guarantee, cheque, call deposit or cash) shall not be accepted.

16.4 Any bid not secured in accordance with ITB Clauses 16.1 and 16.3 will be rejected by the Purchaser as non-responsive for the Lot concerned, pursuant to ITB Clause 25.

16.5 Unsuccessful bidders' bid security will be discharged / released as promptly as possible but not later than thirty (30) days after the expiration of the period of bid validity prescribed by the Purchaser pursuant to ITB Clause 17.

16.6 The successful Bidder's bid security will be discharged upon the Bidder signing the Framework Contract, pursuant to ITB Clause 32, and furnishing the performance security, pursuant to ITB Clause 33.

16.7 The bid security may be forfeited:

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form; or

(b) in the case of a successful Bidder, if the Bidder fails:

(i) to sign the Framework Contract in accordance with ITB Clause 32; or

(ii) to furnish the performance security in accordance with ITB Clause 33.

17. Period of Validity of Bids

17.1 Bids shall remain valid for sixty (60) days after the date of bid opening prescribed by the Purchaser, pursuant to ITB Clause 23. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

17.2 In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

18. Format and Signing of Bid

18.1 The bid shall be prepared electronically and all documents shall be scanned legibly and uploaded on the Punjab e-Procurement System in the Single Stage – One Envelope format. No hard copy of the bid shall be accepted.

18.2 All documents of the bid shall be duly signed and stamped by the Bidder or a person duly authorized to bind the Bidder to the contract.

18.3 The Bidder shall furnish information as described in the Bid Submission Form on commissions or gratuities, if any, paid or to be paid to agents relating to this bid, and to contract execution if the Bidder is awarded the contract.

D. Submission of Bids

19. Submission of Bids

19.1 The bids shall be submitted ONLY on the Punjab e-Procurement System (https://ep.punjab.gov.pk). Bids submitted on any other system, and submission of bids by hand, post or courier, shall not be allowed in accordance with the PPRA Rules regarding e-procurement.

19.2 The bidding procedure is Single Stage – One Envelope: the technical and financial proposals shall be submitted together in a single envelope on the Punjab e-Procurement System.

20. Deadline for Submission of Bids

20.1 Bids must be received by the Purchaser through the Punjab e-Procurement System no later than the time and date specified in the BDS.

20.2 The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bidding documents in accordance with ITB Clause 7, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

21. Late Bids

21.1 Any bid received after the deadline for submission of bids prescribed by the Purchaser pursuant to ITB Clause 20 will not be accepted by the system and shall be treated as rejected.

22. Modification and Withdrawal of Bids

22.1 The Bidder may modify or withdraw its bid after submission, prior to the deadline prescribed for submission of bids.

22.2 No bid may be modified after the deadline for submission of bids.

22.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result in forfeiture of the bid security, pursuant to ITB Clause 16.7.

E. Opening and Evaluation of Bids

23. Opening of Bids by the Purchaser

23.1 The Purchaser will open all bids on the Punjab e-Procurement System at the time and on the date specified in the BDS, in the presence of bidders' representatives who choose to attend at the place specified in the BDS. The bidders' representatives who are present shall sign an attendance sheet.

23.2 The bidders' names, bid prices and the presence or absence of the requisite bid security and such other details as the Purchaser may consider appropriate will be announced at the opening.

23.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.

23.4 The Purchaser will prepare minutes of the bid opening.

24. Clarification of Bids

24.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered or permitted.

25. Preliminary Examination

25.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required bid security has been deposited, whether the documents have been properly signed, and whether the bids are generally in order.

25.2 Arithmetical errors will be rectified on the following basis: if there is a discrepancy between the unit price and the total price obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected; if there is a discrepancy between words and figures, the amount in words will prevail. If the Bidder does not accept the correction of the errors, its bid will be rejected and its bid security may be forfeited.

25.3 The Purchaser may waive any minor informality, nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

25.4 Prior to the detailed evaluation, the Purchaser will determine the substantial responsiveness of each bid. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to, critical provisions such as those concerning Bid Security (ITB Clause 16), Applicable Law (GCC Clause 29) and Taxes and Duties (GCC Clause 31) will be deemed to be material deviations.

25.5 In accordance with ITB Clause 12, a bid for a Lot in which the rate of any item has not been quoted shall be rejected as non-responsive.

25.6 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

26. Qualification and Evaluation of Bids

26.1 The Purchaser will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB Clause 14 and the BDS, based upon the documentary evidence submitted by the Bidder and such other information as the Purchaser deems necessary and appropriate.

26.2 The Purchaser will technically evaluate and compare the bids which have been determined to be substantially responsive, as per the Technical Specifications.

26.3 The financial evaluation of a bid will be on the Delivered Duty Paid (DDP) price inclusive of all applicable taxes and duties.

26.4 Evaluation shall be carried out individually for each Lot. The total evaluated price of a Lot shall be computed by multiplying the quoted unit rate of each item with the estimated quantity given in the Price Schedule and summing up the results for all items of the Lot. A Bidder who participates in more than one Lot shall be evaluated separately for each Lot.

26.5 The evaluation report shall be published on the website of PPRA and the Punjab e-Procurement System at least ten (10) days prior to the award of the contract, as required under the Punjab Procurement Rules, 2014.

27. Contacting the Purchaser

27.1 Subject to ITB Clause 24, no Bidder shall contact the Purchaser on any matter relating to its bid from the time of bid opening to the time the evaluation report is made public. If the Bidder wishes to bring additional information or a grievance to the notice of the Purchaser, it should do so in writing or through the Punjab e-Procurement System.

27.2 Any effort by a Bidder to influence the Purchaser during bid evaluation or bid comparison may result in the rejection of the Bidder's bid.

F. Award of Contract

28. Award Criteria

28.1 Subject to ITB Clause 30, the Purchaser will award the Framework Contract for each Lot individually to the Bidder whose bid for that Lot has been determined to be substantially responsive and the lowest evaluated bid, provided that the Bidder is determined to be qualified to perform the contract satisfactorily.

28.2 Different Lots may be awarded to different bidders. Award of one Lot shall not be conditional upon the award of any other Lot.

29. Purchaser's Right to Vary Quantities

29.1 The Purchaser reserves the right at the time of award to increase or decrease, by the percentage indicated in the BDS, the quantity of goods originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

30. Purchaser's Right to Accept or Reject All Bids

30.1 The Purchaser reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Bidders. The Purchaser shall upon request communicate to any Bidder the grounds for its rejection of all bids, but shall not be required to justify those grounds. The Bidders shall be promptly informed about the rejection of the bids, if any.

31. Notification of Award

31.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing that its bid has been accepted.

31.2 Upon the successful Bidder furnishing the performance security pursuant to ITB Clause 33, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 16.

32. Signing of Framework Contract

32.1 At the same time as the Purchaser notifies the successful Bidder that its bid has been accepted, the Purchaser will send the Bidder the Framework Contract Form provided in the bidding documents, incorporating all agreements between the parties.

32.2 Within ten (10) days of the issuance of the notification of award, the successful Bidder shall sign and date the Framework Contract and return it to the Purchaser.

33. Performance Security

33.1 Within ten (10) days of the receipt of notification of award, the successful Bidder shall furnish a performance security equal to ten percent (10%) of its offered price for the awarded Lot, in accordance with the GCC and SCC.

33.2 The performance security shall be deposited ONLINE ONLY, through the PSID generated on the Punjab e-Procurement System. Performance security in any physical form shall not be accepted.

33.3 Failure of the successful Bidder to comply with the requirement of ITB Clause 32 or ITB Clause 33.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new bids.

34. Corrupt or Fraudulent Practices

34.1 The Procuring Agency requires that Bidders, Suppliers and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:

(a) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;

(b) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency; and

(c) “collusive practice” means an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition.

34.2 The Procuring Agency will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

34.3 The Procuring Agency will sanction a firm, in accordance with the prevailing blacklisting procedures under the Punjab Procurement Rules, 2014, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract.

34.4 Bidders shall also be aware of the provisions of GCC Clauses 6 and 23.

35. Grievance Redressal

35.1 A Bidder aggrieved by any act or decision of the Procuring Agency during the procurement process may lodge a written complaint with the Grievance Redressal Committee (GRC) of the Procuring Agency, whose members are listed at the beginning of this document, in accordance with the Punjab Procurement Rules, 2014. The complaint may also be lodged through the Punjab e-Procurement System.

Section 3: Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in the ITB.

Reference	Provision
Procuring Agency / Contract (ITB 1)	Name of Procuring Agency: **Punjab Seed Corporation** Address: **4-Lytton Road, Lahore** Phone: **042-99212563** Name of Contract: **Procurement of Office Stationery and Janitorial Items for FY 2026-27** Tender No.: **12/2026-27** Type of Contract: **Framework Contract** valid up to **30.06.2027** Procedure: **National Competitive Bidding – Single Stage, One Envelope**
Eligible source countries (ITB 3)	Pakistan and all countries from which goods are lawfully imported into Pakistan.
Clarification (ITB 6)	Address for clarification: **Punjab Seed Corporation, 4-Lytton Road, Lahore** or through the **Punjab e-Procurement System**. Requests for clarification shall be received by the Purchaser no later than **26.10.2026**.
Language of the bid (ITB 8)	**English**
Bid price and currency (ITB 11)	The price quoted shall be **Delivered Duty Paid (DDP)** at any PSC Centre, inclusive of all applicable taxes. Prices shall be in **Pak Rupees** and shall be **fixed** for the Framework Period.
Lots (ITB 12)	The requirement comprises two Lots (Lot 1 and Lot 2). The bidder may bid for one or more Lots but shall **quote rates for all items of each participating Lot**; otherwise the bid for that Lot shall be rejected.
Eligibility requirements of the bidder (ITB 14)	1. Registration with the Federal Board of Revenue (FBR) for Income Tax and Sales Tax with active status on the Active Taxpayer List (ATL) of FBR (NTN and Sales Tax registration certificates). 2. Registration on the Punjab e-Procurement System. 3. Fulfilling all requirements of ITB Clause 2 (Eligible Bidders). 4. An affidavit / undertaking for correctness of information and non-blacklisting on the prescribed format (Annexure-I). 5. Power of Attorney (Annexure-III) from the bidding firm / company authorizing the relevant person to represent it (if applicable). 6. Undertaking that the firm is not blacklisted by Punjab Seed Corporation. In case of involvement in any litigation, proof of dispute resolution is required (Annexure-IV). 7. In case of exemption from any tax, a valid Tax Exemption Certificate shall also be attached.
Qualification requirements of the bidder (ITB 14.3)	1. The bidder must be an Original Manufacturer / Importer / Authorized Distributor / General Order Supplier of the goods continuously for the last Two years. 2. Income Tax Returns for the last two (2) years showing an average gross annual sale from this business of not less than twice the estimated cost of each participating Lot. 3. Technical brochures / literature of the items quoted, mentioning specifications, manufacturer's model / product number and country of origin (where applicable). 4. The Purchaser may require the bidder to provide samples of the quoted items; eligibility is subject to satisfactory evaluation of the samples.
Amount and form of bid security (ITB 16)	Bid security shall be **2% of the estimated cost of each Lot** in which the bidder participates: **Lot 1: PKR 104,105; Lot 2: PKR 49,652.** Bid security shall be deposited **online only**, via PSID generated on the Punjab e-Procurement System. No physical instrument shall be accepted.
Bid validity period (ITB 17.1)	**60 days** after the date of opening of bids.

Reference	Provision
Format and submission of bids (ITB 19)	Bids shall be submitted in the **Single Stage – One Envelope** format, **only on the Punjab e-Procurement System** (https://ep.punjab.gov.pk). Bids shall be addressed to **Punjab Seed Corporation, 4-Lytton Road, Lahore**, with the name and address of the bidder. Tender title and number: **Procurement of Office Stationery and Janitorial Items for FY 2026-27**; Ref: **12/2026-27**.
Deadline for bid submission (ITB 20)	Date: **23.11.2026** Time: **11:00 AM**
Time, date and place of bid opening (ITB 23)	Date: **23.11.2026** Time: **11:30 AM** Place: **4-Lytton Road, Lahore** (bids will be opened on the Punjab e-Procurement System)
Criteria for bid evaluation (ITB 26.4)	Substantially responsive bid (from a qualified bidder) offering the **lowest evaluated Delivered Duty Paid (DDP) price, individually for each Lot**. **Contract award:** The bidder shall quote a unit rate for every item in each Lot for which it submits a bid. If the unit rate for any item is omitted, the bid of that bidder for that entire Lot shall be declared non-responsive and rejected. Each Lot shall be evaluated and awarded separately.
Variation in quantities (ITB 29)	Percentage for quantity increase: **15.00%** of the total contract value. Percentage for quantity decrease: **15.00%** of the total contract value.
Performance security (ITB 33)	**10% of the offered price** of the awarded Lot, to be deposited **online only** via PSID generated on the Punjab e-Procurement System within ten (10) days of notification of award.

Section 4: Items List and Bid Security

The requirement is divided into the following two Lots. Evaluation and award shall be made individually for each Lot. A bidder shall quote rates for **all items** of the Lot in which it participates. Bid security is **2% of the estimated cost of each Lot** and shall be deposited online only via PSID generated on the Punjab e-Procurement System.

S.No	Items Description	Unit	Qty	Bid Security (Rs.)
LOT L01 - A4 COPY PAPER				
1	Paper Ream A4 70gm	Nos.	860	24768
LOT L02 - WRITING & DESKTOP STATIONERY				
1	Ballpoint Pen (Superior)	Packets (12 per packet)	158	6,295
2	Ballpoint Pen	Packets (10 per packet)	234	2,911
3	Ballpoint Pen (Red)	Packets (12 per packet)	32	1,275
4	Fluid (Correction Pen)	Nos.	173	429
5	Flag (Different Color) pkt.	Packets (100 sheets per pack)	271	542
6	Gum Stick Medium	Nos.	285	2,839
7	Highlighter	Nos.	221	332
8	Lead pencil	Packets (12 per packet)	177	1,101
9	Marker Small	Nos.	67	101
10	Marker Large (Blue)	Nos.	91	137
11	Marker (Permanent)	Nos.	313	470
12	Paper clip 30mm	Boxes (100 per box)	165	287
13	Paper pin	Boxes	109	190
14	Pin remover	Nos.	88	262
15	Punching Machine	Nos.	66	821
16	Rubber soft	Nos.	136	68
17	Stamp pad	Nos.	146	181

18	Stamp Pad Ink (Blue)	Nos.	73	91
19	Stamp Pad Ink (Black)	Nos.	73	91
20	Stapler Machine	Nos.	128	1,754
21	Stapler Pin	Boxes	41	82
22	Sharpener	Nos.	50	12
23	Scotch Tape 2 inch	Nos.	134	399
24	Steel Scale	Nos.	68	136
25	Binding Tape 1.5 inch	Nos.	22	82
26	Binding Tape 2.5 inch	Nos.	22	164
27	Scissors	Nos.	30	224
28	Binding Sheet	Packets (100 per pack)	36	448
29	Calculator	Nos.	10	220
30	Big Stapler Machine	Nos.	2	249
LOT L03 - FILING, ENVELOPES & PRINTED MATERIAL				
1	Envelopes (4 x 9)	Nos.	18,500	644
2	Envelopes (5 x 11)	Nos.	14,500	577
3	Envelope (A4 Size)	Nos.	3,100	270
4	Envelope (File Size)	Nos.	1,855	208
5	File Board	Nos.	2,321	5,756
6	Flying Cover	Nos.	3,641	3,204
7	File Cover (Pair)	Nos.	100	190
8	Log Book (100 pages)	Nos.	5	105
9	Laces	100 Nos.	341	846
10	Receiving Register	Nos.	18	27
11	Rough Pad	Nos.	326	808
12	Tags	Guchi	715	1,430
13	PSC Pad Colour	Nos.	5,000	1,120
14	Box Files	Nos.	25	311
LOT L04 - DRY-CELL BATTERIES				
1	Cell AA-4	Per 40 pieces	200	7,968

2	Cell AAA-4	Per 40 pieces	200	7,964
LOT L05 - CLEANING CHEMICALS & HYGIENE CONSUMABLES				
1	Tissue Paper Box (Pop Up)	Boxes	900	5,598
2	Soap 100g	Nos.	600	2,244
3	Hand wash	Bottles (150ml each)	200	1,992
4	Air freshener 300ml	Nos.	300	2,988
5	Insecticide Spray 500ml	Nos.	100	1,494
6	Dish Wash Soap 165g	Nos.	200	248
7	Acid for washrooms (500 ml)	Bottles	537	2,006
8	Toilet cleaner (500 ml)	Bottles	310	1,158
9	Phenyl / Disinfectant (500 ml)	Bottles	472	3,526
10	Surf/Detergent (500 mg)	Nos.	1,283	12,778
11	Sponges	Nos.	161	200
12	Bleach powder (500 g)	Nos.	26	259
13	Glass Cleaner	Nos.	20	324
14	Mask (Box)	Nos.	41	459
LOT L06 - CLEANING TOOLS, BROOMS & PLASTICS				
1	Duster White	Nos.	365	905
2	Duster Yellow	Nos.	424	789
3	Broom stick / Simple Jharoo	Kgs	982	14,670
4	Broom stick (phool Jharoo)	Nos.	366	2,278
5	Towel (Cleaning)	Nos.	475	1,183
6	Toilet Cleaning Brush	Nos.	149	742
7	Plastic Dustbin/Bucket (Small)	Nos.	155	2,316
8	Plastic Dustbin/Bucket (Big)	Nos.	128	3,187

9	Wiper	Nos.	144	2,151
10	Floor Cleaning Brush	Nos.	111	967
11	Lotay	Nos.	151	940
12	Rubber Cleaning Gloves (Pairs)	Nos.	82	367
13	Plastic Zipper Big	Kgs	6	67
14	Plastic Zipper Small	Kgs	6	75
LOT L07 - CROCKERY & RECEPTION				
1	Office Bell	Nos.	15	560
2	Water Glass	(6 Each) Boxes	20	398
3	Tea cup	Per 6 cups	50	4,357

Section 5: Schedule of Requirements

1. Nature of Requirement

1.1 This is a **Framework Contract** under the Punjab Procurement Rules, 2014. The quantities indicated in the Items List / Price Schedule are estimated quantities required during FY 2026-27. The Procuring Agency will issue Purchase Orders from time to time as per actual requirement.

1.2 The Framework Contract shall be valid up to **30.06.2027**.

2. Demand and Ordering Procedure

2.1 Demand for the Goods may be placed by **any Centre of Punjab Seed Corporation**. The authorized officer of the Centre shall issue a Purchase Order specifying the items, quantities, delivery location and required delivery date.

2.2 Each Purchase Order shall form part of the Framework Contract and shall be governed by its terms and conditions.

3. Delivery Period

3.1 All items ordered under any Purchase Order must be delivered **within 05 (five) working days** of issuance of the Purchase Order.

3.2 In case of delay, liquidated damages / delay charges at the rate of **0.1% per day** shall be imposed, up to a maximum of **10%**. After the maximum is reached, the Contract shall be terminated and the performance security shall be forfeited (see SCC Clause 9).

4. Place of Delivery

4.1 Goods shall be delivered DDP at the PSC Centre / location indicated in each Purchase Order.

5. No Obligation for Full Quantity

5.1 The Procuring Agency does not guarantee that the full estimated quantity of any item will be ordered. The Supplier shall be bound to supply whatever quantity is ordered through Purchase Order(s) at the accepted unit rates.

Section 6: Technical Specifications

Where the specification is stated as “As per sample”, the goods shall conform to the reference sample available for inspection in the office of the Assistant Director Purchase, 4-Lytton Road, Lahore during working hours. Brand names mentioned are descriptive and “or equivalent” is acceptable subject to ITB Clause 15.

LOT L01 - A4 COPY PAPER

Item Name	Unit	Specifications
Paper Ream A4	Nos.	AA, 70 gm or equivalent

LOT L02 - WRITING & DESKTOP STATIONERY

Item Name	Unit	Specifications
Ballpoint Pen	Packets (12 per packet)	Uniball signo UM-120 or equivalent
Ballpoint Pen	Packets (10 per packet)	Dollar Jet Flow or equivalent
Ballpoint Pen (Red)	Packets (12 per packet)	Uniball signo UM-120 or equivalent
Fluid (Correction Pen)	Nos.	Kita, As per sample
Flag (Different Color) pkt.	Packets (100 per packet)	As per sample
Gum Stick Medium	Nos.	UHU 21 g or equivalent
Highlighter	Nos.	Pelikan text marker in green, yellow and red or equivalent
Lead pencil	Packets (12 per packet)	Oro or equivalent
Marker Small	Nos.	Tempo in blue and black or equivalent
Marker Large (Blue)	Nos.	Dollar or equivalent
Marker (Permanent)	Nos.	Dollar or equivalent
Paper clip	Boxes (100 per box)	As per sample
Paper pin	Boxes	As per sample
Pin remover	Nos.	As per sample
Punching Machine	Nos.	Three Flower TF0102 or equivalent
Rubber soft	Nos.	Oro or equivalent
Stamp pad	Nos.	Lancer or equivalent
Stamp Pad Ink (Blue)	Nos.	As per sample
Stamp Pad Ink (Black)	Nos.	As per sample
Stapler Machine	Nos.	As per sample
Stapler Pin	Boxes	Opal / Dollar, 24/6 or equivalent
Sharpener	Nos.	Oro or equivalent
Scotch Tape 2 inch	Nos.	As per sample
Steel Scale	Nos.	Sensa or equivalent
Binding Tape 1.5 inch	Nos.	Sensa or equivalent
Binding Tape 2.5 inch	Nos.	Sensa or equivalent
Scissors	Nos.	As per sample
Binding Sheet	Packets (100 per box)	A4 Size or equivalent
Calculator	Nos.	Casio or equivalent
Big Stapler Machine	Nos.	As per sample

LOT L03 - FILING, ENVELOPES & PRINTED MATERIAL

Item Name	Unit	Specifications
Envelopes (4 x 9)	Nos.	As per sample
Envelopes (5 x 11)	Nos.	As per sample
Envelope (A4 Size)	Nos.	As per sample
Envelope (File Size)	Nos.	As per sample
File Board	Nos.	As per sample
Flying Cover	Nos.	As per sample
File Cover (Pair)	Nos.	As per sample
Log Book (100 pages)	Nos.	As per sample

Laces	100 Nos.	As per sample
Receiving Register	Nos.	As per sample
Rough Pad	Nos.	As per sample
Tags	Guchi	As per sample
PSC Pad Colour	Nos.	As per sample
Box Files	Nos.	As per sample

LOT L04 - DRY-CELL BATTERIES

Item Name	Unit	Specifications
Cell AA-4	Per 40 pieces	As per sample
Cell AAA-4	Per 40 pieces	As per sample

LOT L05 - CLEANING CHEMICALS & HYGIENE CONSUMABLES

Item Name	Unit	Specifications
Tissue Paper Box (Pop Up)	Boxes	Rose Petal or equivalent
Soap 100g	Nos.	Palmolive, Detol or equivalent
Hand wash 150ml	Bottles	Dettol, Lifebuoy (note: 200 bottles of 150ml at Rs410) or equivalent
Air freshener 300ml	Nos.	As per sample
Insecticide Spray	Nos.	Mortein, 500 ml or equivalent
Dish Wash Soap 165g	Nos.	Lemon Max or equivalent
Acid for washrooms (500 ml)	Bottles	As per sample
Toilet cleaner (500 ml)	Bottles	As per sample
Phenyl / Disinfectant (500 ml)	Bottles	Finis or equivalent
Surf/Detergent (500 mg)	Nos.	Bonus/excel or equivalent
Sponges	Nos.	As per sample
Bleach powder (500 g)	Nos.	As per sample
Glass Cleaner	Nos.	As per sample
Mask (Box)	Nos.	As per sample

LOT L06 - CLEANING TOOLS, BROOMS & PLASTICS

Item Name	Unit	Specifications
Duster White	Nos.	As per sample
Duster Yellow	Nos.	As per sample
Broom stick / Simple Jharoo	Kgs	As per sample
Broom stick (phool Jharoo)	Nos.	As per sample
Towel (Cleaning)	Nos.	As per sample
Toilet Cleaning Brush	Nos.	As per sample
Plastic Dustbin/Bucket (Small)	Nos.	As per sample
Plastic Dustbin/Bucket (Big)	Nos.	As per sample
Wiper	Nos.	As per sample
Floor Cleaning Brush	Nos.	As per sample
Lotay	Nos.	As per sample
Rubber Cleaning Gloves (Pairs)	Nos.	As per sample
Plastic Zipper Big	Kgs	As per sample
Plastic Zipper Small	Kgs	As per sample

LOT L07 - CROCKERY & RECEPTION

Item Name	Unit	Specifications
Office Bell	Nos.	Expert or equivalent
Water Glass	(Each) Boxes	As per sample
Tea cup	Per 6 cups	As per sample

Section 7: Bidding Forms

Bid Submission Form

To
Punjab Seed Corporation, 4-Lytton Road, Lahore

Having examined the bidding documents including Addenda Nos. [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver goods under the Framework Contract: **Procurement of Office Stationery and Janitorial Items for FY 2026-27** (Tender No. 12/2026-27) in conformity with the said bidding documents for Lot(s) No. [insert Lot No(s).] for the sum of [total bid amount in words and figures], or such other sums as may be ascertained in accordance with the Price Schedule(s) attached herewith and made part of this bid.

We undertake, if our bid is accepted, to deliver the goods against each Purchase Order within 05 (five) working days in accordance with the Schedule of Requirements, and to furnish the performance security of ten percent (10%) of our offered price, deposited online via PSID generated on the Punjab e-Procurement System.

We confirm that we have quoted rates for all items of each Lot in which we are participating and understand that otherwise our bid for that Lot shall be rejected.

We agree to abide by this bid for a period of **60 days** from the date fixed for bid opening under ITB Clause 23, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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. Commissions or gratuities, if any, paid or to be paid by us to agents relating to this bid, and to contract execution if we are awarded the contract, are listed below (if none, state “none”):

Name and address of agent	Amount and currency	Purpose of commission or gratuity

Details of bid security deposited online (separate PSID for each Lot):

Lot	PSID No.	Amount (PKR)	Date of deposit
Lot 1			
Lot 2			

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20____

Signature: _____

In the capacity of: _____

Duly authorized to sign the bid for and on behalf of: _____

Name of Bidder / Seal: _____

Section 8: Price Schedules

(Inclusive of all applicable taxes – DDP at any PSC Centre)

The bidder shall quote a unit rate for **every item** in each Lot for which it submits a bid. If the unit rate for any item is omitted, the bid of the bidder for that entire Lot shall be declared non-responsive and rejected. Each Lot shall be evaluated and awarded separately. Quantities are estimated; payment shall be made only for the quantities actually ordered and supplied.

S.No	Items Description	Unit	Qty	Unit Price	Total
LOT L01 - A4 COPY PAPER					
1	Paper Ream A4 70gm	Nos.	860		
Lot Total					
LOT L02 - WRITING & DESKTOP STATIONERY					
1	Ballpoint Pen (Superior)	Packets (12 per packet)	158		
2	Ballpoint Pen	Packets(10 per packet)	234		
3	Ballpoint Pen (Red)	Packets (12 per packet)	32		
4	Fluid (Correction Pen)	Nos.	173		
5	Flag (Different Color) pkt.	Packets (100 sheets per pack)	271		
6	Gum Stick Medium	Nos.	285		
7	Highlighter	Nos.	221		
8	Lead pencil	Packets (12 per packet)	177		
9	Marker Small	Nos.	67		
10	Marker Large (Blue)	Nos.	91		
11	Marker (Permanent)	Nos.	313		
12	Paper clip 30mm	Boxes (100 per box)	165		
13	Paper pin	Boxes	109		
14	Pin remover	Nos.	88		

15	Punching Machine	Nos.	66		
16	Rubber soft	Nos.	136		
17	Stamp pad	Nos.	146		
18	Stamp Pad Ink (Blue)	Nos.	73		
19	Stamp Pad Ink (Black)	Nos.	73		
20	Stapler Machine	Nos.	128		
21	Stapler Pin	Boxes	41		
22	Sharpener	Nos.	50		
23	Scotch Tape 2 inch	Nos.	134		
24	Steel Scale	Nos.	68		
25	Binding Tape 1.5 inch	Nos.	22		
26	Binding Tape 2.5 inch	Nos.	22		
27	Scissors	Nos.	30		
28	Binding Sheet	Packets (100 per pack)	36		
29	Calculator	Nos.	10		
30	Big Stapler Machine	Nos.	2		
Lot Total					
LOT L03 - FILING, ENVELOPES & PRINTED MATERIAL					
1	Envelopes (4 x 9)	Nos.	18,500		
2	Envelopes (5 x 11)	Nos.	14,500		
3	Envelope (A4 Size)	Nos.	3,100		
4	Envelope (File Size)	Nos.	1,855		
5	File Board	Nos.	2,321		
6	Flying Cover	Nos.	3,641		
7	File Cover (Pair)	Nos.	100		
8	Log Book (100 pages)	Nos.	5		
9	Laces	100 Nos.	341		
10	Receiving Register	Nos.	18		
11	Rough Pad	Nos.	326		
12	Tags	Guchi	715		

13	PSC Pad Colour	Nos.	5,000		
14	Box Files	Nos.	25		
Lot Total					
LOT L04 - DRY-CELL BATTERIES					
1	Cell AA-4	Per 40 pieces	200		
2	Cell AAA-4	Per 40 pieces	200		
Lot Total					
LOT L05 - CLEANING CHEMICALS & HYGIENE CONSUMABLES					
1	Tissue Paper Box (Pop Up)	Boxes	900		
2	Soap 100g	Nos.	600		
3	Hand wash	Bottles (150ml each)	200		
4	Air freshener 300ml	Nos.	300		
5	Insecticide Spray 500ml	Nos.	100		
6	Dish Wash Soap 165g	Nos.	200		
7	Acid for washrooms (500 ml)	Bottles	537		
8	Toilet cleaner (500 ml)	Bottles	310		
9	Phenyl / Disinfectant (500 ml)	Bottles	472		
10	Surf/Detergent (500 mg)	Nos.	1,283		
11	Sponges	Nos.	161		
12	Bleach powder (500 g)	Nos.	26		
13	Glass Cleaner	Nos.	20		
14	Mask (Box)	Nos.	41		
Lot Total					
LOT L06 - CLEANING TOOLS, BROOMS & PLASTICS					
1	Duster White	Nos.	365		
2	Duster Yellow	Nos.	424		
3	Broom stick / Simple Jharoo	Kgs	982		
4	Broom stick (phool Jharoo)	Nos.	366		

5	Towel (Cleaning)	Nos.	475		
6	Toilet Cleaning Brush	Nos.	149		
7	Plastic Dustbin/Bucket (Small)	Nos.	155		
8	Plastic Dustbin/Bucket (Big)	Nos.	128		
9	Wiper	Nos.	144		
10	Floor Cleaning Brush	Nos.	111		
11	Lotay	Nos.	151		
12	Rubber Cleaning Gloves (Pairs)	Nos.	82		
13	Plastic Zipper Big	Kgs	6		
14	Plastic Zipper Small	Kgs	6		
Lot Total					
LOT L07 - CROCKERY & RECEPTION					
1	Office Bell	Nos.	15		
2	Water Glass	(6 Each) Boxes	20		
3	Tea cup	Per 6 cups	50		

Section 9: Contract Forms

Framework Contract Form

THIS AGREEMENT made the _____ day of _____ 20____ between **Punjab Seed Corporation, 4-Lytton Road, Lahore** (hereinafter called "the Purchaser") of the one part and [name of Supplier] of [address] (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited bids for certain goods, viz., **Procurement of Office Stationery and Janitorial Items for FY 2026-27**, under a Framework Contract valid up to **30.06.2027**, and has accepted a bid by the Supplier for the supply of the goods of Lot(s) No. [___] at the unit rates mentioned in the Price Schedule, the estimated contract price being [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.: the Bid Submission Form and the Price Schedule submitted by the Bidder; the Schedule of Requirements; the Technical Specifications; the General Conditions of Contract; the Special Conditions of Contract; the Purchase Orders issued from time to time; and the Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract, against each Purchase Order issued during the Framework Period.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Purchaser)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

Section 10: General Conditions of Contract

1. Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

(a) "The Contract" or "the Framework Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Framework Contract Form signed by the parties, including all attachments and appendices thereto, all Purchase Orders and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations, being the sum of the prices of the goods ordered through Purchase Orders at the accepted unit rates.

(c) "Purchase Order" means a written order issued by the Purchaser to the Supplier under the Framework Contract specifying the items, quantities, delivery location and required delivery date.

(d) "PSC Centre" means any office, centre, farm, store or unit of Punjab Seed Corporation.

(e) "The Goods" means all of the items which the Supplier is required to supply to the Purchaser under the Contract.

(f) "The Services" means those services ancillary to the supply of the Goods, such as packing, transportation, insurance and any other incidental services.

(g) "GCC" means the General Conditions of Contract contained in this Section and "SCC" means the Special Conditions of Contract.

(h) "The Purchaser" means the organization purchasing the Goods, as named in the SCC.

(i) "The Purchaser's country" is the Islamic Republic of Pakistan.

(j) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.

(k) "Day" means calendar day and "Working Day" means a day other than Saturday, Sunday and a public holiday notified by the Government of the Punjab.

2. Framework Contract and Purchase Orders

2.1 This is a Framework Contract for the supply of the Goods at the fixed unit rates quoted by the Supplier, valid for the Framework Period specified in the SCC.

2.2 During the Framework Period, the Purchaser shall place demand for the Goods from time to time through Purchase Orders issued by any PSC Centre. Each Purchase Order shall form part of the Contract and shall be governed by its terms and conditions.

2.3 The quantities in the Schedule of Requirements are estimates only. The Purchaser does not guarantee that the full estimated quantity of any item will be ordered, and the Supplier shall be bound to supply whatever quantity is ordered at the accepted unit rates.

3. Application

3.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

4. Country of Origin

4.1 For purposes of this Clause, "origin" means the place where the Goods were mined, grown or produced, or from which the Services are supplied. The origin of Goods and Services is distinct from the nationality of the Supplier.

5. Standards

5.1 The Goods supplied under this Contract shall conform to the standards and specifications mentioned in the Technical Specifications and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin.

6. Use of Contract Documents and Information; Inspection and Audit by the Purchaser

6.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

6.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information referred to above except for purposes of performing the Contract.

6.3 Any document, other than the Contract itself, referred to above shall remain the property of the Purchaser and shall be returned to the Purchaser on completion of the Supplier's performance under the Contract if so required.

6.4 The Supplier shall permit the Procuring Agency to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Procuring Agency, if so required.

7. Patent Rights

7.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof.

8. Performance Security

8.1 Within ten (10) days of receipt of the notification of award, the successful Bidder shall furnish to the Purchaser the performance security in the amount specified in the SCC.

8.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

8.3 The performance security shall be denominated in Pak Rupees and shall be deposited online only, through the PSID generated on the Punjab e-Procurement System, as specified in the SCC.

8.4 The performance security will be discharged by the Purchaser and released to the Supplier not later than thirty (30) days following the expiry of the Framework Period and completion of the Supplier's performance obligations under the Contract, unless specified otherwise in the SCC.

9. Inspections and Tests

9.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The SCC and the Technical Specifications specify what inspections and tests the Purchaser requires.

9.2 The inspections and tests may be conducted at the point of delivery and/or at the Goods' final destination.

9.3 Should any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject the Goods, and the Supplier shall replace the rejected Goods free of cost to the Purchaser within the period specified in the SCC.

9.4 Nothing in this Clause shall in any way release the Supplier from any warranty or other obligations under this Contract.

10. Packing

10.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing, marking and documentation shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC.

11. Delivery and Documents

11.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements and the Purchase Order. Time of delivery is of the essence of the Contract.

11.2 The documents to be furnished by the Supplier at the time of delivery are specified in the SCC.

12. Insurance

12.1 The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the Purchaser only after the Goods have been delivered and accepted; hence insurance coverage is the Supplier's responsibility.

13. Transportation

13.1 The Supplier is required under the Contract to transport the Goods to the place of destination specified in the Purchase Order within the Purchaser's country. Transportation, loading, unloading, insurance and storage shall be arranged by the Supplier and the related costs shall be included in the Contract Price.

14. Warranty

14.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, genuine, of the specified brand / quality and free from any defect arising from design, materials or workmanship, or from any act or omission of the Supplier.

14.2 The Purchaser shall promptly notify the Supplier in writing of any claim arising under this warranty. Upon receipt of such notice, the Supplier shall, within the period specified in the SCC, replace the defective Goods without cost to the Purchaser.

14.3 If the Supplier, having been notified, fails to remedy the defect within the specified period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

15. Payment

15.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in the SCC.

15.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 11, and upon fulfillment of other obligations stipulated in the Contract.

15.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of a correct invoice or claim by the Supplier together with acceptance of the Goods.

15.4 The currency of payment is Pak Rupees.

16. Prices

16.1 Prices charged by the Supplier for Goods delivered and Services performed 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 the SCC.

17. Change Orders

17.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 30, make changes within the general scope of the Contract in any one or more of: (a) the method of shipment or packing; (b) the place of delivery; and/or (c) the Services to be provided by the Supplier.

17.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall 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 under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

18. Contract Amendments

18.1 Subject to GCC Clause 17, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

19. Assignment

19.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Purchaser's prior written consent.

20. Subcontracts

20.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification shall not relieve the Supplier from any liability or obligation under the Contract.

21. Delays in the Supplier's Performance

21.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed in the Schedule of Requirements and the Purchase Order.

21.2 If at any time during performance of the Contract, the Supplier encounters conditions impeding timely delivery of the Goods, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

21.3 Except as provided under GCC Clause 24, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 22, unless an extension of time is agreed upon without the application of liquidated damages.

22. Liquidated Damages

22.1 Subject to GCC Clause 24, if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract / Purchase Order, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages (delay charges), a sum equivalent to the percentage specified in the SCC of the price of the delayed Goods for each day of delay until actual delivery, up to a maximum deduction of the percentage specified in the SCC.

22.2 Once the maximum is reached, the Purchaser shall terminate the Contract pursuant to GCC Clause 23 and the performance security shall be forfeited, as specified in the SCC.

23. Termination for Default

23.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, 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 within any extension thereof granted by the Purchaser pursuant to GCC Clause 21, and the maximum liquidated damages have been reached;

(b) if the Supplier fails to perform any other obligation(s) under the Contract; or

(c) if the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices (as defined in ITB Clause 34) in competing for or in executing the Contract.

23.2 In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods. However, the Supplier shall continue performance of the Contract to the extent not terminated.

23.3 In case of termination for default, the performance security shall be forfeited in favour of the Purchaser.

24. Force Majeure

24.1 Notwithstanding the provisions of GCC Clauses 21, 22 and 23, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

24.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

24.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical.

25. Termination for Insolvency

25.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

26. Termination for Convenience

26.1 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 Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

26.2 Purchase Orders already issued and delivered or in transit within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices.

27. Resolution of Disputes

27.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

27.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

28. Governing Language

28.1 The Contract shall be written in the language specified in the SCC. The version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

29. Applicable Law

29.1 The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan.

30. Notices

30.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by e-mail and confirmed in writing to the other party's address specified in the SCC.

30.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

31. Taxes and Duties

31.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser. Taxes will be deducted at source as per the applicable laws of the Government.

Section 11: 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. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

1.1 GCC 1.1 – The Purchaser is: **Punjab Seed Corporation, 4-Lytton Road, Lahore**.

1.2 GCC 1.1 – The Purchaser's country is: Islamic Republic of Pakistan.

1.3 GCC 1.1 – The Supplier is: the successful Bidder(s) to whom a Lot is awarded.

1.4 The Project Site / Place of Delivery is: any Centre of Punjab Seed Corporation as indicated in the Purchase Order.

2. Framework Period (GCC Clause 2)

2.1 The Framework Contract shall be valid up to **30.06.2027**. Demand shall be placed by Purchase Orders issued by any Centre of Punjab Seed Corporation during the Framework Period. The Supplier shall be bound to supply the Goods at the accepted unit rates against all Purchase Orders issued during the Framework Period.

3. Performance Security (GCC Clause 8)

3.1 The amount of the performance security shall be **ten percent (10%) of the offered price** of the Lot awarded to the Supplier.

3.2 The performance security shall be deposited **online only**, through the PSID generated on the Punjab e-Procurement System. Physical instruments (pay order, demand draft, bank guarantee, call deposit, cheque or cash) shall not be accepted.

3.3 The performance security shall be released in accordance with GCC Clause 8, and shall be forfeited in case of termination of the Contract for default.

4. Inspections and Tests (GCC Clause 9)

4.1 Inspection and tests prior to acceptance of the Goods at the place of delivery shall be:

(a) verification that the Goods are brand new and of the brand / quality offered by the Supplier;

(b) verification of physical fitness and absence of damage;

(c) verification of conformity to the Technical Specifications and the reference samples of the Purchaser; and

(d) inspection by the Inspection / Receiving Committee of the PSC Centre concerned.

4.2 Goods rejected by the Inspection / Receiving Committee shall be replaced by the Supplier within **three (3) working days** of the rejection, failing which the provisions of GCC Clause 22 shall apply.

5. Delivery and Documents (GCC Clause 11)

5.1 Supply shall be made **within 05 (five) working days** from the date of issue of the Purchase Order by any PSC Centre, at the place of delivery mentioned in the Purchase Order.

5.2 The Supplier shall furnish the following documents with each delivery:

(a) delivery challan / goods receipt note in duplicate;

(b) invoice showing description of Goods, quantity, unit price and total amount; and

(c) sales tax invoice, where applicable.

6. Warranty (GCC Clause 14)

6.1 The period for replacement of defective Goods notified by the Purchaser shall be **three (3) working days** from the date of notice.

7. Payment (GCC Clause 15)

7.1 Payment shall be made: (a) in Pakistani Rupees (PKR); (b) upon submission of the claim / invoice against each Purchase Order; and (c) within thirty (30) days of receipt of correct invoice at the PSC Centre after performing the requisite inspection and tests as mentioned in SCC Clause 4.

8. Prices (GCC Clause 16)

8.1 Prices shall be **fixed** for the whole Framework Period.

9. Liquidated Damages (GCC Clause 22)

9.1 In case of delay in supply, liquidated damages / delay charges shall be imposed at the rate of **0.1% of the price of the delayed Goods per day** of delay.

9.2 The maximum deduction shall be **10%** of the price of the delayed Goods. After the maximum is reached, the **Contract shall be terminated and the performance security shall be forfeited**.

10. Resolution of Disputes (GCC Clause 27)

10.1 The dispute shall be referred to arbitration in accordance with the Arbitration Act, 1940 (or the law in force). The venue of arbitration shall be Lahore.

11. Governing Language (GCC Clause 28)

11.1 The Governing Language shall be **English**.

12. Applicable Law (GCC Clause 29)

12.1 The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan.

13. Notices (GCC Clause 30)

13.1 Purchaser's address for notice purposes: **Punjab Seed Corporation, 4-Lytton Road, Lahore. Phone: 042-99212563.**

13.2 Supplier's address for notice purposes: as given by the Supplier in the Framework Contract Form.

Annexure-I: Undertaking for Correctness of Information and Non-Blacklisting

(To be provided on the letterhead of the Bidder)

1. I, the undersigned, do hereby certify that all the statements made in this bid and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by the Procuring Agency at any time, if it deems it necessary.
2. That the undersigned hereby authorizes and requests any bank, person, firm or corporation to furnish any additional information requested by the Procuring Agency deemed necessary to verify this statement regarding my (our) competence and general reputation.
3. That the undersigned understands and agrees that further qualifying information may be requested and I agree to furnish any such information at the request of the Procuring Agency.
4. That the undersigned / Bidder is not insolvent and is not blacklisted by Punjab Seed Corporation.
5. The undersigned certifies that my firm / company is not involved in any litigation or arbitration* except as disclosed in Annexure-IV, Signed by an authorized representative

Name of the Bidder: _____

Signature & Seal: _____

Date: _____

**In case of involvement of the Bidder in any litigation or arbitration, the current status or proof of dispute resolution, along with the history of litigation / arbitration for the last ten years on the Litigation History Form (Annexure-IV), shall be provided with the bid.*

Annexure-II: Certificates

(To be provided by the bidders on letterhead along with the bid, duly filled in, signed and stamped)

S.No	Certificate
1	We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry No. 12/2026-27 due for opening on 23.11.2026 at 11:30 AM for the supply of specified stores in addition to the conditions as appended herewith and also all the special instructions attached to the said tender enquiry. We agree to abide by all those instructions / conditions.
2	We also hereby confirm that the stores offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
3	The stores offered by us are of (a) foreign origin or (b) local origin. [Strike out whichever is not applicable.]
4	We accept that if the required bid security is not furnished or our offer is found lacking in any of the requirements of your tender enquiry, it shall be ignored.
5	We hereby confirm to understand that the delivery period is the essence of the contract and it will be strictly adhered to by us. In case of failure beyond the maximum limit of liquidated damages, we agree that the contract shall stand cancelled and the performance security shall be forfeited, and the Procuring Agency reserves the right to purchase the stores from elsewhere without any notice at the risk and cost of the defaulting contractor.
6	Certified that the prices quoted to the department against tender No. 12/2026-27 are not more than the prices we have charged from any other purchasing agencies in the country. In case of any discrepancy, the bidder hereby undertakes to refund the price charged in excess.
7	We are responsible for the free replacement of stores if the same are found to be substandard or at variance with the specifications given in the tender enquiry.
8	We guarantee to supply stores exactly in accordance with the requirements specified in the invitation to Tender No. 12/2026-27.
9	We have quoted rates for all items of each Lot in which we are participating.
10	Name of bidder: _____ Signature of bidder: _____ Designation of bidder: _____ Seal: _____

Witness:

a. Name: _____ b. Signature: _____

c. Full Address: _____ d. Date: _____

Annexure-III: Power of Attorney (For Signatory of Bid)

[To be printed on a PKR 100 stamp paper]

KNOW ALL MEN BY THESE PRESENTS THAT by this Power of Attorney ("**Power of Attorney**"), _____ [insert name of firm / company] having its registered office at [_____], does hereby nominate, appoint and authorize Mr. _____, having CNIC No. _____ hereinafter referred to as the "**Signatory of Bid**", to do in our name and on our behalf the following:

1. Sign and submit to the Punjab Seed Corporation or its authorized nominee, the bid for "**Procurement of Office Stationery and Janitorial Items for FY 2026-27**", in response to the advertisement dated [____] issued by the Procuring Agency and all other documents and instruments required to submit the bidding documents;
2. Execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing;
3. Do and carry out all other actions as may be required by the Procuring Agency in connection with the bidding process as a whole;
4. Immediately notify the Procuring Agency in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney; and
5. Do in our name and on our behalf all such acts, deeds and things necessary in connection with or incidental to our bid, including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Procuring Agency (including bid opening meetings) and providing information / responses to the Procuring Agency in all matters in connection with our bid.

We, [insert name of firm / company], do hereby ratify and confirm whatsoever the Signatory of Bid shall do by virtue of these presents and further agree that whatever the Signatory of Bid shall do or cause to be done pursuant to this Power of Attorney shall be binding on us.

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

IN WITNESS WHEREOF, we have executed this **POWER OF ATTORNEY** as of [date].

FOR: [INSERT NAME OF BIDDER]

Signature: _____

Name: _____

Title: _____

CNIC / Passport No.: _____

Annexure-IV: Litigation History

Bidders should provide information on any history of litigation or arbitration resulting from contracts executed in the last ten years or currently under execution.

S.No	Year	Award for or Against Bidder	Name of client, cause of litigation / arbitration and matter in dispute	Disputed Amount (current value in PKR)	Current Status