



Punjab Energy Efficiency & Conservation Agency (PEECA)
Energy Department, Government of the Punjab



Bidding Document

for

PROCUREMENT OF OFFICE SUPPLIES

Single Stage Single Envelope (SSSE)

In line with PPRA Rules 2014 (Amended up to Date)

Issued on: 7th October, 2025

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**PUNJAB ENERGY EFFICIENCY & CONSERVATION
AGENCY (PEECA),
ENERGY DEPARTMENT
GOVERNMENT OF PUNJAB, LAHORE**



**INVITATION TO BID
FOR
PROCUREMENT OF OFFICE SUPPLIES**

With reference to the tender regarding “**PROCUREMENT OF OFFICE SUPPLIES**” uploaded on PPRA & EPAD’s tender No. P-251039430 dated 01-10-25.

The date of submission of proposals is **24th October, 2025**. Single Stage Single Envelope (SSSE) procedure will be adopted as per PPRA rules (amended up to date). The Proposals should be submitted through E- Pak Acquisition Disposal System (EPADS) **24th October, 2025** before 11:00 AM. and the proposals will be opened on the same day at 11:30 AM.

The detailed tender document may be accessed online for information and participation at www.ppra.punjab.gov.pk, www.peeca.punjab.gov.pk and E- Pak Acquisition Disposal System (EPADS) <https://eprocure.gov.pk/#/supplier/registration>.

For further information, please contact:

**Manager Legal
Punjab Energy Efficiency & Conservation Agency (PEECA),
Energy Department, Government of the Punjab,
48-A C-II, Ghalib Road Gulberg III, Lahore.
Phone: (+92-42) 99268362-3,
(Email: peeca.qu@energy.punjab.gov.pk)**

INVITATION TO BIDS

PROCUREMENT OF OFFICE SUPPLIES

PEECA invites eligible and well reputed Companies/Contractors/Suppliers/Firms who are registered with PPRA & E-PADS and relevant Tax Departments, to indicate their interest for the Provision of Office Supplies in accordance with PPRA Rules, 2014 (amended up to date)

Interested Companies/Contractors/Suppliers/Firms should provide their Technical and Financial Bids with relevant documents, demonstrating that they have the required experience to provide the below mentioned goods. Single Stage Single Envelope (SSSE) bidding procedure shall be adopted as per PPRA Rules 2014 (amended up to date)

The LOT wise estimated prices along with its corresponding Bid Security is as follows:

No.	Description	Estimated Cost- PKR	Bid Security- PKR
LOT-1	Stationery Items	2,194,100	43,882
LOT-2	Kitchen Items	344,800	6,896
LOT-3	General, Cleaning and Toiletry Items	169,600	3,392
LOT-4	Computer and IT Items	175,000	3,500
	Total	2,883,500	57,670

If any bidder/participant wants to participate in all four (LOT 1- 4) lots combined, it needs to submit a cumulative bid security @ 02% amounting to **PKR 57,670** in the form of CDR/ Bank Draft/ Pay Order in favor of **Managing Director, Punjab Energy Efficiency & Conservation Agency (PEECA)** along with the Bid.

The detailed tender document may be accessed online for information and participation at www.ppra.punjab.gov.pk, www.peeca.punjab.gov.pk and E- Pak Acquisition Disposal System (EPADS) <https://eprocure.gov.pk/#/supplier/registration>.

Bids must be submitted through E- Pak Acquisition Disposal System (EPADS) before the opening date of **October 24, 2025 on 02:00PM**. Bids will be opened on the same day at **02:30PM** Single Stage Single Envelope (SSSE) procedure will be adopted as per PPRA rules (amended up to date).

For further information, please contact:

Manager Legal
Punjab Energy Efficiency & Conservation Agency(PEECA),
Energy Department,
48-A, Block CII, Ghalib Road Gulberg III, Lahore, Pakistan
Phone: +92- 42-99268362-2
Email: peeca.qu@energy.punjab.gov.pk

APPLICATION

Subject: TENDER FOR PROCUREMENT OF OFFICE SUPPLIES

1.)	NAME OF FIRM:
2.)	OWNER OF FIRM:
3.)	CNIC:
4.)	NTN:
5.)	IS AFFIDAVIT ATTACHED?:
6.)	CONTACT NO:
7.)	E-MAIL:
8.)	OFFICE ADDRESS:

INSTRUCTIONS TO BIDDERS

- i. A bidder should quote items according to the specifications given in the Requirement Schedule.
- ii. The Committee may reject any proposal which does not conform to the specified requirements given in the Specifications/Requirement Schedule.
- iii. During the technical evaluation, no amendments in the Technical Proposal shall be permitted.
- iv. The Procurement Committee may ask bidder(s) for explanation of any item/information given in bidder's proposals.
- v. The bids shall be submitted through EPADS.
- vi. The bids shall be opened publicly at a time and date mentioned in the advertisement / EPADS.
- vii. The bidders may be asked to provide samples to check the quality.
- viii. The bidders shall submit complete details of their firm, offices, along-with postal address, phone/fax numbers etc.
- ix. Any erasing / cutting / crossing etc. appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages to the tender must also be properly signed and stamped. An offer with any overwriting shall in no circumstances be accepted.
- x. There will be a 2 % Bid Security in the form of CDR of the total estimated cost which will remain in the custody of the Client till the award of the Contract Agreement. **The Original Bid Security must be submitted before closing time and date of Bids for bank verification otherwise, the bid will be considered non-responsive.**
- xi. Performance Security will be furnished by the successful bidder **5%** of the Contract Price.
- xii. The bidders are expected to examine the bidding documents / tender notice, including all instructions, terms & conditions, specifications etc. Failure to furnish all information / documents or submission of a bid not substantially responsive to the bidding documents / tender notice in any aspect shall result in the rejection of the bid.
- xiii. Companies should mention company profile and past relevant experience.
- xiv. The Procuring Agency reserves the right to reject all the proposals submitted in response to this tender notice prior to acceptance.
- xv. The Tender Notice and Bidding Documents are available on website of PEECA and on PPRA website. The bidders may be disqualified / blacklisted as per PPRA Rules 2014 (amended up to date) upon violating any of the terms and conditions.
- xvi. The Goods must be delivered as per the requirements of the Client at PEECA's office after issuance of Purchase Order.
- xvii. In evaluating and computing the financial bids, the successful bidder will be determined by adjusting the bid price by making any correction for any arithmetic errors as follows:
 - a. Where there is a discrepancy between amounts in figures and in words, the amount in words shall govern;
 - b. where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - c. If the Client refuses to accept the correction, the Bid will be rejected.
- xviii. No Bid shall be modified after the deadline for submission of Bid.
- xix. The prices should be quoted in the local currency i.e. Pak Rupees (PKR), and should be inclusive of all applicable taxes and supply charges.

- xx. The bid price shall remain valid for a period of **thirty (30)** calendar days counted from the date of submission of the Bid. The Client may request the bidder to extend the period of validity for a specified additional period. The Client's request and the bidders' response(s) shall be made in writing. A bidder may refuse the request for extension of Bid validity in which case it may withdraw its bid without any penalty. A bidder agreeing to the request will not be required or permitted to otherwise modify its Bid.
- xxi. The bidders are requested to give their best and final prices as no negotiations shall take place.
- xxii. The Client, reserves the right to increase or decrease the quantities of supplies. (Quantities can be increased or decreased by 15% of the original quantity).

TERMS & CONDITIONS

1. The successful bidder/bidders shall provide/deliver the goods at PEECA's premises after issuance of the Purchase/Work Order as per the requirement. For the execution of the Contract, the stamp duty shall be payable by the successful bidder.
2. Quality test of food items shall be conducted, as per the requirement of the Client from random samples. The cost of the test shall be borne by the successful bidder. In the event that the quality is found to be unsatisfactory and not as per the specifications, the bidder shall pay a penalty of PKR 10,000/- (Pakistani rupees ten thousand) per item along with the replacement of the item.
3. The Client reserves the rights to terminate the Contract at any time and re-tender any LOT or all the LOTS in case of poor quality of items or inefficient services.
4. If the successful bidder at any time during the Contract intends to terminate the contract, it shall service a two months' Notice at the minimum along with reason (s) which may be considered by the Client on reasonable grounds.
5. The Bids must be Submitted through E- Pak Acquisition Disposal System (EPADS) <https://eprocure.gov.pk/#/supplier/registration>.
6. Bids shall be opened on the same time and day mentioned on the advertisement.
7. The Procurement Committee shall evaluate the technical proposal in a manner prescribed herein before, without reference to the price as per approved specification.
8. The Tender process adopted is "Single Stage-Single Envelope Procedure" as per Punjab Procurement Rules, 2014 (amended up to date). The bid shall comprise of a single envelope for each LOT.

BID PROPOSAL:

Details to be furnished in the proposal:

- a) Covering Letter.
- b) Tender Documents of Proposal.
- c) Copies of Sales Tax and Income Tax Certificate and last Income Tax return.
- d) Check List duly filled, signed and stamped by authorized representative.
- e) An Affidavit on Rs.100/- E-Stamp Paper stating that they are not blacklisted or debarred by Procuring Agency and PPRA to participate in bidding and to supply goods / equipment. Failure to submit such an affidavit may lead to disqualification.
- f) Specifications as per requirements on bidder's Letter Head mentioning full details. The Bid should contain only one Brand/Model/Make for each item (where applicable). No alternate options for one item.
- g) Bank Statement for last One Year.
- h) Authority letter in case a representative of the Firm/Company is nominated to participate in the bidding process.
- i) The bid should contain individual rates of all items and a grand total of each LOT must be given in the bid separately if applying for more than one LOT.
- j) Price Schedule.
- k) Bid Security LOT wise if a bidder wants to apply for more than one LOT should be attached with the bid proposal.

EVALUATION CRITERIA
(Relevant documents must be attached)

TENDER ELIGIBILITY/MANDATORY PARAMETERS

An eligible bidder/tenderer is one who:

- i. Has a valid registration certificate for Sales Tax and Income Tax with active NTN Number/active taxpayer by FBR.
- ii. Has deposited bid security LOT wise if applying for more than One (01) LOT.
- iii. Provides an Affidavit on Rs.100/- E-Stamp Paper stating that they are not blacklisted or debarred by Procuring Agency and PPRA to participate in bidding and to supply equipment. Failure to submit such an affidavit may lead to disqualification.

EVALUATION CRITERIA

- i. Technical bids shall be evaluated LOT wise on the basis of specifications mentioned in the requirement/specification schedule as per **Punjab Pure Food Regulations 2018 (amended up to date)** and the terms and conditions mentioned in the Tender Eligibility.
- ii. The Contract shall be valid up to a Term of **30th June, 2026** extendable for a period of One Year on satisfactory performance subject to allocation of budget by the Finance Department by the approval of Competent Authority. Any such extension of the Term shall be on the previously agreed rates. The rates should be inclusive of all applicable taxes and transport charges incurred during the supply of food, stationery and other items. There shall be no any hidden charges.
- iii. Lowest Evaluated Price per LOT.
- iv. The Contract Agreement (s) shall be executed as per the LOT with the bidder who submitted the lowest price for each respective LOT.
- v. Details of office items along with specifications where required and quantities LOT-wise.

LOT 1 - Demand for Stationery Items				
Sr. No.	Description	Quantity	Unit Price	Total Price
1	Paper Rim A4 Size (A4) 80 Grams	375 Rim		
2	Paper Rim (Legal Size) 80 Grams	78 Rim		
3	Gel Pen	80 Boxes		
4	Ball Point	80 Boxes		
5	Printed Card Files with Threads	3000 Pieces		
6	Envelope	3000 Pieces		
7	Calculator	10 Pieces		
8	Punch Machine (Small)	30 Pieces		
9	Hard Files with Ring Clip	300 Pieces		
10	Register	30 Pieces		
11	Gum Stick	120 Pieces		
12	Stapler Pins	80 Boxes		
13	Stapler	30 Pieces		
14	PEECA Letter Head (A4 Size) 100 GSM	4 Rim		
15	Leather Diaries with PEECA Logo	60 Pieces		
Total Price inclusive of all applicable taxes (PKR)				

LOT 2 - Demand for Kitchen Items				
Sr. No.	Description	Quantity	Unit Price	Total Price
1	Nestle Everyday Milk Powder	60 Kg		
2	Tea Bags (100/Box)	90 Boxes		

3	Green Tea	20 Boxes		
4	Sugar	120 Kg		
5	Bisuits	80 Boxes		
6	LPG Gas for Kitchen (10 KG One time)	14 Nos.		
Total Price inclusive of all applicable taxes (PKR)				

LOT 3 - Demand for Toiletry & Cleaning Items				
Sr. No.	Description	Quantity	Unit Price	Total Price
1	Liquid Soap	60 Bottles		
2	Tissues	60 Boxes		
3	Wiper Mop	12 Pieces		
4	Garbage Bags	100 Pieces		
5	Phenyl Liquid (Perfumed)	60 Bottles		
6	Air Freshners	12 Pieces		
Total Price inclusive of all applicable taxes (PKR)				

LOT 4 - Demand for Computer & IT Items				
Sr. No.	Description	Quantity	Unit Price	Total Price
1	Toner for HP 630 Photocopier	12 Pieces		
2	HP Toner 26A	10 Pieces		
3	HP Toner Color for 254 Printer	2 Set		
Total Price inclusive of all applicable taxes (PKR)				

SPECIFICATIONS

1. The successful bidder shall get the sample approved from the Client within two (2) days of issuance of Purchase/Work Order.
2. All items shall be as per approved samples.
3. The successful bidder shall deliver the ordered quantity at PEECA's office as per the delivery schedule mentioned in Purchase/Work Order.
4. Any delays in the delivery shall be subject to a penalty up to 10% of the Purchase/Work Order.
5. The Bid Security or Performance Security (as the case may be) shall be forfeited in the case of non-compliance to the terms, conditions and requirements of the Client.
6. All costs involved in the supply at PEECA's office shall be borne by the successful bidder.

Price Schedule (Financial Bid LOT wise)

LOT 1 - Demand for Stationery Items				
Sr. No.	Description	Quantity	Unit Price	Total Price
1	Paper Rim A4 Size (A4) 80 Grams	375 Rim		
2	Paper Rim (Legal Size) 80 Grams	78 Rim		
3	Gel Pen	80 Boxes		
4	Ball Point	80 Boxes		
5	Printed Card Files with Threads	3000 Pieces		
6	Envelope	3000 Pieces		
7	Calculator	10 Pieces		
8	Punch Machine (Small)	30 Pieces		
9	Hard Files with Ring Clip	300 Pieces		
10	Register	30 Pieces		
11	Gum Stick	120 Pieces		
12	Stapler Pins	80 Boxes		
13	Stapler	30 Pieces		
14	PEECA Letter Head (A4 Size) 100 GSM	4 Rim		
15	Leather Diaries with PEECA Logo	60 Pieces		
Total Price inclusive of all applicable taxes (PKR)				

LOT 2 - Demand for Kitchen Items				
Sr. No.	Description	Quantity	Unit Price	Total Price
1	Nestle Everyday Milk Powder	60 Kg		
2	Tea Bags (100/Box)	90 Boxes		
3	Green Tea	20 Boxes		
4	Sugar	120 Kg		

5	Bisuits	80 Boxes		
6	LPG Gas for Kitchen (10 KG One time)	14 Nos.		
Total Price inclusive of all applicable taxes (PKR)				

LOT 3 - Demand for Toiletry & Cleaning Items				
Sr. No.	Description	Quantity	Unit Price	Total Price
1	Liquid Soap	60 Bottles		
2	Tissues	60 Boxes		
3	Wiper Mop	12 Pieces		
4	Garbage Bags	100 Pieces		
5	Phenyl Liquid (Perfumed)	60 Bottles		
6	Air Fresheners	12 Pieces		
Total Price inclusive of all applicable taxes (PKR)				

LOT 4 - Demand for Computer & IT Items				
Sr. No.	Description	Quantity	Unit Price	Total Price
1	Toner for HP 630 Photocopier	12 Pieces		
2	HP Toner 26A	10 Pieces		
3	HP Toner Color for 254 Printer	2 Set		
Total Price inclusive of all applicable taxes (PKR)				

NOTE:

- The Bidder shall quote its price for all of the above items.
- Evaluation shall be done on the lowest rates of each LOT and the contract shall be awarded accordingly.
- A blank or partially/ conditionally filled Bid Price Schedule shall be considered as non-responsive.

**DRAFT CONTRACT AGREEMENT FOR PROCUREMENT OF OFFICE SUPPLIES
LOT 1-4**

THIS CONTRACT AGREEMENT FOR PROCUREMENT OF OFFICE SUPPLIES LOT NO. _____ (hereinafter referred to as "**LOT No. Agreement**") is executed on this _____ day of _____, 2025 at Lahore by and between the following:

1. **Punjab Energy Efficiency & Conservation Agency**, having its office at 48-A Ghalib Road, Block C-II, Gulberg, Lahore (hereinafter referred to as "**Client**") and where the context so requires, its successors-in-interest and permitted assigns.
2. _____ with its office at _____ (hereinafter referred to as the "**Contractor**") and where the context so requires, its successors-in-interest and permitted assigns.

(The Client and the Contractor are hereinafter jointly referred to as the "**Parties**" or singularly as "**Party**")

RECITALS

WHEREAS, the Client is an autonomous body under the administrative control of the Energy Department, Government of Punjab. The Client needs to procure office supplies.

WHEREAS, the Contractor has been deemed successful for awarding of LOT _____ for a Contract Price of _____. The details are as follows:

Sr.No.	LOT No.	LOT NAME	Bids Prices (Inclusive of all applicable taxes)
1	LOT NO.	--	-
		Total	-

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein and other good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree as follows:

1. SCOPE OF WORK

The Contractor shall provide the goods as provided for in LOT No. – attached as Annexure - A.

2. TERM & PAYMENT

2.1 This Agreement shall come into force on the date of execution of this Agreement and shall be valid till 30 June, 2026.

2.2 The Client shall make the payment in accordance with the Work Order.

3. RIGHTS AND OBLIGATIONS OF THE CLIENT

3.1. The Client has the right to inspect the quality of food and other items from random samples. The cost, if any, shall be borne by the Contractor.

3.2. The Client reserves the right to terminate the Contract at any time and retender the LOT items in case of poor quality of goods and/or inefficient services.

3.3. The Client reserves the right to increase or decrease the quantity of supplies. The quantities can be increased or decreased by 15% of the originally advertised quantity.

4. RIGHTS AND OBLIGATIONS OF THE CONTRACTOR

4.1. The Contractor shall provide Performance Security worth 5% of the Contract Price within three (03) days of the issuance of the Letter of Acceptance (LOA) following which the Purchase Order shall be issued.

4.2. The Contractor shall deliver the goods at the premises following the issuance of the Work Order on a monthly basis as per the requirement of the Client.

4.3. The Contractor shall be penalized PKR 10,000 if it delivers goods which are of an unsatisfactory quality. The Contractor shall also be required to replace the item which was found to be unsatisfactory.

5. RELATIONSHIP BETWEEN THE PARTIES

The Parties agree that the Contractor shall act as an independent contractor in the carrying out of its obligations under this Agreement, and that no principal/agent and/or employer/employee relationship shall arise between the parties as a result of entering into this Agreement.

6. GOOD FAITH AND FAIRNESS

6.1. The parties undertake to act in good faith with respect to their respective rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

6.2. In the event of there being any dispute between the Parties arising out of this Agreement such dispute shall be resolved through good faith negotiations and the Parties expressly undertake not to seek settlement of any dispute through litigation before any court or arbitrator.

7. MISCELLANEOUS PROVISIONS

7.1. Upon signature of this Agreement all previous agreements, understandings (whether oral or in writing) between the Parties hereto shall stand terminated and superseded by this Agreement as of the date of its signature.

7.2. This Agreement may only be amended or modified in writing by duly authorized representatives of the parties and any such amendment or modification shall come into effect upon its being approved by the respective competent authorities of the Parties.

7.3. This Agreement is executed in two originals with each Party retaining an original for its records.

7.4. This Agreement shall be governed by the laws of Pakistan.

7.5. Neither the failure by either Party to insist on any occasion upon the performance of the terms, conditions and provisions of this Agreement, nor time or other indulgence granted by one Party to the other, shall act as a waiver of such breach or acceptance of any variation or the relinquishment of any such right or any other right hereunder, which shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on this day, month and the year first above written in the presence of the following witnesses:

EXECUTANTS:

WITNESSES:

1)

Name:
Designation:
CNIC:

On behalf of the Client

2)

Name
Designation:
CNIC:

On behalf of the Contractor