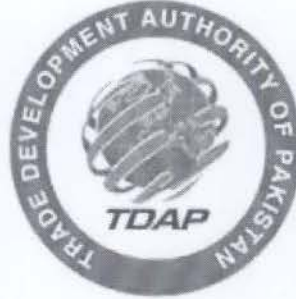




S. MASOOD A. ZAIDI
Executive Officer
Trade Development Authority of Pakistan
Government of Pakistan
Karachi.



TENDER DOCUMENT

FOR

"SUPPLY OF STATIONARY & MISC. STORE ITEMS"

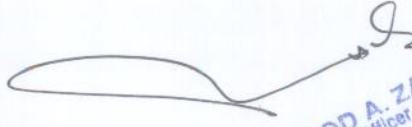
in respect of

Trade Development Authority of Pakistan (TDAP)
Karachi

Trade Development Authority of Pakistan
MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN
Block-A, 5th Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi-75350 Fax: 021-
99206461

TENDER NOTICE

Procurement of Office Stationary & Misc. Store Items


S. MASOOD A. ZAIDI
Executive Officer
Trade Development Authority of Pakistan
Government of Pakistan
Karachi.

Trade Development Authority of Pakistan (TDAP), invites sealed bids from the original manufacturers / authorized distributors / suppliers/ contractors etc, registered with Income Tax and Sales Tax Departments for **"Supply of Office Stationary & Misc. Store Items"**.

2. Bidding documents, containing detailed terms and conditions along with the list of items required are available for the interested bidders at the address given below upon the payment of Rs.1000/- (Non-Refundable) through pay order in favor of Trade Development Authority of Pakistan (TDAP) on or before **25th February 2019** or can be downloaded from www.tdap.gov.pk free of cost. In case of downloading, the firms will be required to deposit Rs. 1000/- (Non-Refundable) upon submission of the bids.

3. Bid Security equivalent to 02% of total bid value in the form of Pay Order/ Demand Draft/ Banker's Cheque in favor of Trade Development Authority of Pakistan (TDAP), Karachi shall be submitted with the sealed proposal. Bids without the Bid Security will be rejected.

4. The sealed bids, prepared in accordance with the instructions in the bidding documents, and complete in all respects must reach at the address given below on or before **February 25th, 2019** at 11.00 am. Bids will be opened on the same day at 11.30 am. This advertisement is also available on PPRA website at www.ppra.org.pk.

Deputy Director (MS)
Trade Development Authority of Pakistan
5th Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi
Tel: 021-99207216 Fax: 021-99206497

1. BACKGROUND:-

Trade Development Authority of Pakistan (TDAP), invites sealed bids under Rule No. 36(a) of Public Procurement Rules, 2004 from the original manufacturers / authorized distributors / suppliers, registered with Income Tax and Sales Tax Departments for **"Supply of Office Stationary & Misc. Store Items"** as per details and specification given in "Bill Of Quantity".

2. SCOPE OF SERVICES

The successful bidder (s) will be required to provide the Office Stationary and Misc. Store items as per specifications and requirement detailed in BOQs at the premises of Trade Development Authority of Pakistan (TDAP), located at 5th Floor, Block-A, FTC Building, Karachi. The successful bidders will supply the items as per sample provided by the TDAP. In case no sample is provided by TDAP, the successful bidders will be required to provide the sample of the required item to TDAP for prior approval by the Competent Authority before supplying the same.

3. Procedure of Competitive Bidding

Single Stage – one envelope procedure, as per rule no. 36 (a) of Public Procurement Rules, 2004, will be followed.

4. INSTRUCTIONS TO THE BIDDER:-

- I. The bidder (s) will submit the bids along with tender application form duly filled as per **Annex-I**.
- II. The bids will be considered as non-responsive in case of non-completion or mis-declaration and will be rejected.
- III. An affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public may also be furnished.
- IV. Copy of STN & NTN Certificates may be enclosed with the bid.
- V. Undertaking on company letterhead duly attested, that the items supplied will be in OEM packing and no tempering have been made.
- VI. Bill of Quantity (**Annex-II**) duly filled and attested may be attached.
- VII. TDAP reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award as per PPRA rules, without thereby incurring any liability to the Bidders
- VIII. The Bidders are hereby informed that the TDAP shall deduct Income Tax & Sales Tax at the rate prescribed under the tax laws of Pakistan, from all payments of successful Bidder.
- IX. The price quoted should be in Pak Rupees and inclusive of all applicable taxes. The price quoted in this tender will be treated as final and must be valid for sixty (60) days. Rates should be quoted on the FCS (Free delivery at Consignee's Store) basis.
- X. In case of supply of sub-standard / expired items / goods. The performance guarantee along with items supplied will be confiscated.

5. Submission and opening of Bids

Bidding Document duly filled and complete in all respect along with all the requisite document and information can be submitted on or before **February 15, 2018** on 11.00 am. The bids will be opened on the same date at 11.30 am on the address given in the tender notice as per Rule No. 28 (2) of PPRA 2004.

6. Bid Security

All the Bidders are required to submit 02% bid amount of the actual bid in form of Pay Order/ Demand Draft/ Banker's Cheque and in favor of Trade Development Authority of Pakistan (TDAP), Karachi with the sealed proposal as per Rule No. 25, Public Procurement Rules, 2004. Bids without bid security will be rejected.

7. Evaluation Procedure

The bids will be evaluated on the basis of criteria stipulated in the bidding document. The bidders quoting the lowest bids against any/ all items detailed in BOQs will be awarded the job of supplying the said items accordingly. The unit price may be quoted in Pakistan Rupees and should be inclusive of all the taxes applicable. Suppliers may quote for one or all the items listed in BOQ. The bidders fulfilling all the required specifications, quantity and criteria and quoting the best competitive and most economic prices item-wise will be declared successful and will be awarded the work accordingly.

8. Delivery of items:

The successful bidder will be liable to supply the requisite items within two (02) weeks from the issuance of date of purchase order.

9. Performance Guarantee

The Successful bidders will be required to furnish a performance guarantee of 02% of contract amount. The performance guarantee will be confiscated if the successful bidder (s) fails to provide the goods/ items as per BOQs and timelines.

10. Payment Schedule

The successful bidder (s) will be required to supply the items for which the work order has been issued as per rates and specification of quotes. After acceptance of the goods/items by the Authority and issuance of Work Completion Certificate/ Delivery Challan, the supplier can process his case for payments. The supplier would submit his bill containing the details about Invoice number, date, list of items supplied, rates per unit inclusive of GST/any applicable taxes and total payment due. The payment will be made on actual basis after successful completion of work assigned and the case regarding partial payment will not be accepted.

(To be separately sealed along with Bid Security)

Name of the firm:

Bill of Quantity

All prices must be inclusive of all applicable taxes (i.e. GST, IT etc.)


S#	Items	Description	Unit	Qty.	Rate	Amount
1	Paper Reams	A-4 size, 70 gm. 1K	Ream	600		
2	Gem clip	Apex, 30 mm	Dozen	10		
3	Gum stick 21	UHU, 21 gm.	Dozen	5		
4	Highlighter	Dollar 90	Dozen	25		
5	Stapler machine	Comet, HD 8150	Dozen	10		
6	Box file	As per sample	Nos.	200		
7	Tube light (18W)	Philips	Nos.	200		
8	Starter (18W)	Philips	Nos.	150		
9	Light plug 05 hole	BBI	Dozen	6		
10	Pvc board (light plug)	Best quality	Dozen	6		
11	Power plug	BBI	Dozen	6		
12	Pvc board (power plug)	Best quality	Dozen	6		
13	Bell push button	BBI	Dozen	4		
14	Pvc board (bell push)	Best quality	Dozen	4		
15	03 Pin multi	BBI	Dozen	6		
16	02 Pin multi	BBI	Dozen	6		
17	02 Pin multi (irani)	BBI	Dozen	3		
18	02 Pin plug	BBI	Dozen	6		
19	02 Pin plug (irani)	BBI	Dozen	3		
20	Cut screw (each size)	Adamjee	Packets	02/size		
21	Electric wire (23/76)	Million	Coil	4		
22	Electric wire (40/76)	Million	Coil	2		
23	Electric board (03 hole)	As per sample	Nos.	36		
24	Electric tape	Nito	Nos.	24		
25	Telephone cable 2 pair	copper (round)	Coil	3		
26	Telephone wire 2 pair	copper (flat)	Coil	3		
27	Telephone line connector 4 pin	Imported	Nos.	200		
28	Receiver cord	As per sample	Nos.	50		
29	Rosit	As per sample	Nos.	200		
30	Contact cleaner	Philips	Bottle	2		
31	Crimping plier	As per sample	Nos.	1		
32	Telephone wire tracker	imported	Nos.	1		
33	Tissue paper box	Rose petal (luxury)	Box	500		
34	Air freshener	Perfect (300 ml)	Bottle	200		

35	Insect killer	Baygon	Bottle	24		
36	Digital Calculator	Casio (12 digit)	Nos.	24		
37	CLI Telephone set	Panasonic	Nos.	25		
38	Telephone set	Panasonic	Nos.	25		

Equivalent also admissible wherever the brands mentioned



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(Annex-I)

TENDER APPLICATION FORM

No.....

Dated.....

The Deputy Director (MS)
Trade Development Authority of Pakistan
Government of Pakistan
F.T.C. Building,
Karachi.

Subject: - Tender for Supply of Stationary & Misc. Store Items

1. Name of Applicant / Firm.....
2. Address.....
3. Phone No.....Mobile No.....Fax No.....
4. Past Experience.....
5. No. of Major Clients over the last one year..... (List attached)
5. Income Tax Certificate..... (Copy attached)
6. GST Certificate..... (Copy attached)
7. Certificate of Authorized Vender / Sole Distributor.....
8. Bid Amount.....
9. Earnest Money @ 2% of the Bid Amount.....
- Paid By Pay Order No.....Dated.....Bank.....
10. Cost of Tender Application Form (Non Refundable) Rs.1000/- Paid By Pay Order
No.....Dated.....Bank.....

Signature of Applicant & Stamp