



TENDER DOCUMENT

**FOR
“SUPPLY OF STATIONARY & MISC. STORE
ITEMS”**

For 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

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 Accounts Officer TDAP. Bidding document may also be downloaded from www.tdap.gov.pk free of cost.
3. Bid Security equivalent to 5% of total bid value in the form of Pay Order/ Demand Draft/ Banker’s Cheque in favor of Accounts Officer 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 May 14, 2018 on 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. The sample designs of the items like file covers and letter heads bearing the logo of Government of Pakistan; TDAP & Emerging Pakistan will be submitted to TDAP for its prior approval and further supply to the Authority.

3. INSTRUCTIONS TO THE BIDDER:-

- I. The bidder (s) will submit their profile containing name of firm, its status, address, telephone number (s), fax number and other relevant information.
- II. The bidder (s) will submit the bids along with tender application form as per **Annex-I**.
- III. The bids will be considered as non-responsive in case of non-completion or mis-declaration.
- IV. Bidders will furnish the information regarding experience of similar work over last one year with major clients.
- V. 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.
- VI. Incomplete bids will be considered as non-responsive bids and will be rejected.
- VII. Copy of STN & NTN Certificates may be enclosed with the bid.
- VIII. The list of Clients both from public and private sectors may be attached.
- IX. Undertaking on company letterhead duly attested, that the items supplied will be in OEM packing and no tempering have been made.
- X. “**Bill of Quantity**” duly filled and attested may be attached.
- XI. 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
- XII. 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.
- XIII. The price quoted should be in Pak Rupees 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 basis (Free delivery at Consignee’s Store).
- XIV. In case of supply of sub-standard / expired items / goods. The performance guarantee along with items supplied will be confiscated.

4. Procedure of Competitive Bidding

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

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 **May 14, 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 5% bid amount of the actual bid in form of Pay Order/ Demand Draft/ Banker's Cheque and in favor of Accounts Officer 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, quantity and specifications mentioned in BOQs against each items. The unit price may be quoted in Pakistan Rupees and should be inclusive of all the taxes applicable.

8. Acceptance of Bids

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.

9. Performance Guarantee

The Successful bidders will be required to furnish a performance guarantee of 05% 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

S#	Description	QTY	UNIT	Rate / Unit Inclusive of all taxes	Total Amount in PKR
01.	Envelop (File size) As per sample	1500	Nos.		
02.	Ball pen (blue) BLU Signature or equivalent	300	Pkts.		
03.	Pointer (blue) Uni Ball eye 0.5 or equivalent	200	Pkts.		
04.	Pointer (black) Uni Ball eye 0.5 or equivalent	50	Pkts.		
05.	Diary registers As per sample	200	Nos.		
06.	Peon book As per sample	200	Nos.		
07.	Scotch tape 1" (10 yards length)	05	Dozen		
08.	Scotch tape 2" (10 yards length)	05	Dozen		
09.	Stamp pad ink Crystal or equivalent	10	Dozen		
10.	Stapler pin packet Dollar 24/6	1000	Pkts.		
11.	Paper reams, AA brand, 80 grams (A-4)	600	Reams		
12.	Paper reams 1k gold brand 75 grams (A-4)	1000	Reams		
13.	Pencil with eraser HP Best Quality (12/Pkt)	100	Pkts		
14.	File covers As per sample	5000	Nos.		
15.	File flappers As per sample	3000	Nos.		
16.	Gum sticks UHU 21 grams	08	Dozen		
17.	Gum sticks UHU 40 grams	02	Dozen		
18.	White fluid set Blanco 2x20 ml	10	Dozen		
19.	Single hole punch As per sample	10	Dozen		
20.	File tags Best quality	200	Bunch		
21.	Post it slip 3M (655)	25	Dozen		
22.	Note slip book as per sample	300	Nos.		
23.	Tissue paper box Rose Petal Luxury	900	Nos.		
24.	Air fresheners (Perfect 300 ml)	300	Nos.		
25.	Envelop SE-6 As per sample	25000	Nos.		
	Total Bid Value (inclusive of all taxes)				
i)	5% Bid Security				
ii)	Pay Order No.				

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

*As per sample and will contain logos of TDAP, GOP and Emerging Pakistan.

Deputy Director (MSD)

Trade Development Authority of Pakistan

5th Floor, Block - A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi

Tel: 021-99207216 Fax: 021-99206461

(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. Income Tax Certificate..... (Copy attached)
6. GST Certificate..... (Copy attached)
7. Certificate of Authorized Vender / Sole Distributor.....
8. Bid Amount.....
9. Earnest Money @ 5% 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