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TENDER DOCUMENT

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

For Trade Development Authority of Pakistan  
(TDAP), Karachi

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

## **Procurement of IT Stationary & Misc. 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 IT Stationary & Misc. 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.
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 16, 2018 on 11.00 am. Bids will be opened the same day at 11.30 am. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

Assistant Manager (IT/MS)  
**Trade Development Authority of Pakistan**  
5<sup>th</sup> Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi  
Tel: 021-99207216 Fax: 021-99206497

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## 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 IT Stationary & Misc. 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 IT Stationary and Misc. items as per specifications and requirement detailed in BOQs at the premises of Trade Development Authority of Pakistan (TDAP), located at 5<sup>th</sup> Floor, Block-A, FTC Building, Karachi.

## 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 bid security 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 16, 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. 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:**

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

S. No.	Description	Qty	Rate	Amount
1	Laser Toner (12A)	20		
2	Laser Toner (35A)	10		
3	Laser Toner (85A)	35		
4	Laser Toner (83A)	25		
5	Laser Toner (78A)	10		
6	Laser Toner Ricoh Printer 204 SFN Refill Kit / Bottle	05		
7	Laser Toner (49A)	02		
8	Laser Toner (05A)	07		
9	Laser Toner Set for HP Printer CP1025 (Four Colors)	02 Set		
10	Laser Toner (79A)	05		
11	Laser Toner (17A)	05		
12	Laser Toner (15A)	05		
13	Ricoh SP C830DN Printer Color Toner set (821185, 821186, 821187, 821188)	01 Set		
14	USB 8 GB	20		
15	USB 16 GB	10		
16	USB 32 GB	05		
17	A4 Tech Keyboard	30		
18	A4 Tech Optical Mouse	30		
19	CD-R	200		
20	DVD-R	100		

Please Note:

All toners must be original. In case of supply of fake toners goods along with bid security amount will be confiscated.

Assistant Manager (IT/MSD)  
**Trade Development Authority of Pakistan**  
5<sup>th</sup> Floor, Block - A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi  
Tel: 021-99207216 Fax: 021-99206461

**TENDER APPLICATION FORM**

No.....

Dated.....

**The Assistant Manager (IT/MS)**  
Trade Development Authority of Pakistan  
Government of Pakistan  
F.T.C. Building,  
Karachi.

**Subject: - Tender for Supply of IT & Misc. 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.....

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**Signature of Applicant & Stamp**