



TENDER DOCUMENT

FOR

“PROCUREMENT OF IT CONSUMABLE 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 IT Consumable 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 Consumable 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 25, 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, Shahrāh-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 IT Consumable 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 Consumable 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.

3. Procedure of Competitive Bidding

Single Stage – one envelope procedures, 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.
- III. Bidders will furnish the information regarding experience of similar work over last one year with major clients.
- IV. 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.
- V. Copy of STN & NTN Certificates may be enclosed with the bid.
- VI. The list of Clients both from public and private sectors may be attached.
- VII. Undertaking on company letterhead duly attested, that the items supplied will be in OEM packing and no tempering have been made.
- VIII. Proof of Authorization/Dealership with OEM
- IX. “**Bill of Quantity**” duly filled and attested may be attached.
- X. 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
- XI. 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.
- XII. 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).
- XIII. 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 **February 25, 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 2% 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. 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.

10. 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.

11. 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/ supply of items as assigned and the case regarding partial payment will not be accepted.

(To be separately sealed along with Bid Security)

Bill of Quantity (BOQ)

Name of the firm:

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

S#	Description	Unit	Qty	Rate	Amount
1	Toner 85-A	Nos.	15		
2	Toner 83-A	Nos.	12		
3	Toner 12-A	Nos.	10	Rate	Amount
4	Toner 35-A	Nos.	20		
5	Toner 78-A	Nos.	05		
6	Toner 16-A	Nos.	02		
7	Toner 05-A	Nos.	03	Rate	Amount
8	Toner 79-A	Nos.	05		
9	Toner 17-A	Nos.	03		
10	Printer Xerox 3020	Nos.	20		
11	Toner SP-204 Refill bottle	Nos.	10		
12	Toner CP-1025	Set.	02		
13	Toner SP-C830 DN	Set	01		
14	Toner Ricoh MP-3554 Photocopier Machine	Nos.	04		
15	USB 32-GB	Nos.	05		
16	USB 16-GB	Nos.	10	Rate	Amount
17	Mouse	Nos.	15		
Total (In Words) Rs.					

Please Note:

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

Bidders are requested to submit BOQ on company's letterhead duly stamped.

Assistant Manager (IT/MSD)

Trade Development Authority of Pakistan

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

Tel: 021-99207216 Fax: 021-99206461

TENDER APPLICATION FORM

No.....

Dated.....

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

Subject: - Tender for Supply of IT Consumable 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)
6. Income Tax Certificate..... (Copy attached)
7. GST Certificate..... (Copy attached)
8. Certificate of Authorized Vender / Sole Distributor.....
9. Bid Amount.....
10. Earnest Money @ 2% of the Bid Amount.....
- Paid By Pay Order No.....Dated.....Bank.....
11. Cost of Tender Application Form (Non Refundable) Rs.1000/- Paid By Pay Order
No.....Dated.....Bank.....

Signature of Applicant & Stamp