

(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



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, Shah rah-e-Faisal, Karachi-75350 Fax: 021-99206461

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 **16th September, 2020** at 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 quote 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.

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 Trade Development Authority of Pakistan (TDAP) on or before 16th **September 2020** 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 16th September, **2020** 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 .

AMANAT ALI LAGHARI

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

(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	Qty.	Rate	Amount
1	Paper reams	F4A legal size IK 80 gms	50 Reams		
2	Paper reams	A-4 size IK 70gms	800 Reams		
3	Pointer Pen (blue)	Uni ball	1000 Nos.		
4	Pointer Pen (black)	Uni ball	500 Nos.		
5	Lead pencil	Dollar 2HB	100 Pkts. (12 pcs/pkt)		
6	File covers	As per sample	3000 Nos.		
7	File flappers	As per sample	2000 Nos.		
8	Eraser	pelican AL-30	12 Box (30 Nos./Box)		
9	Sharpener	Dux	12 Box (50 Nos./Box)		
10	Gum Stick	UHU 21 gms	15 Dozen		
11	Blanco fluid set	Pelikan (02x20 ml)	12 Dozen		
12	Envelop file size	As per sample	1000 Nos.		
13	Single hole punch	As per sample	12 Dozen		
14	Diary register	As per sample	300 Nos.		
15	Peon book	As per sample	150 Nos.		
16	File tag	As per sample	300 bunch		
17	Post it slip	3M 655	25 Dozen		
18	Post it slip	3M 654	10 Dozen		

19	Scotch tape 1"	koala	15 Dozens		
20	Masking tape 2"	Abro	15 Dozens		
21	Stapler pin	Dollar 24/6	2000 Pkts		
22	Stamp pad (blue)	Crystal	10 Dozen		
23	Scale	Wooden 12"	10 Dozen		
24	Gum bottle	35 gm best quality	10 Dozens		
25	Tissue paper box	Rose petal luxury 3xply	600 Boxes		
26	Air freshener	Perfect 99 300 ml)	250 Bottles		
27	Stapler	Heavy duty	04 Nos.		
28	Double hole punch	Heavy duty	04 Nos.		
29	Pvc board light plug	As per sample	10 Dozen		
30	Wooden box 4 hole light plug size	As per sample	03 Dozen		
31	3 pin shoo	As per sample	10 Dozen		
32	2 pin top universal	As per sample	02 Dozen		
33	2 pin multi (flat round)	As per sample	02+02 Dozen		
34	Light plug	As per sample	10 Dozen		
35	Power plug	As per sample	02 Dozen		
36	Electric extension board 4 hole (imp)	As per sample	02 Dozen		
37	Wire 3/29	Pakistan cable	03 Coils		
38	Wire mm	Pakistan cable	03 coil		
39	Wire 7/44	Pakistan cable	02 Coils		
40	Electric tape	Nito	05 Dozen		
41	Paper cutter	As per sample	02 Dozen		
42	Machine spray	Perfect sabaya 300ml	02 Dozen		