



**Government of Pakistan**  
**Ministry of Planning, Development and Special Initiatives**  
**Public Private Partnership Authority (P3A)**

**BIDDING DOCUMENT FOR PROCUREMENT OF**  
**OFFICE STATIONERY/ TONNERS**  
**AND MISC GENERAL ITEMS**

Public Private Partnership Authority (P3A)  
House # 611, Street # 37,  
National Police Foundation, Sector E-11/3, Islamabad  
Phone: 051-9334126-9334130, 9330329  
Web: [www.pppa.gov.pk](http://www.pppa.gov.pk), Email: [info@pppa.gov.pk](mailto:info@pppa.gov.pk)



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No.T-10/2021-22-ADMIN/P3A



Islamabad, the 30 July, 2021

## **INVITATION TO BID**

### **FOR PROCUREMENT OF STATIONERY ITEMS / OFFICE Misc. SUPPLIES**

Public Private Partnership Authority (P3A) invites sealed bids from reputed firms / contractors / General Order Supplier having experience in the relevant field (registered for Income Tax and Sales Tax) and are on FBR's Active Taxpayer's List, for supply of Stationery & other miscellaneous Items.

2. Bidding documents, containing detailed terms and conditions, etc. are available at office of the Administration Supervisor, Public Private Partnership Authority (P3A), Sector E-11/3, Islamabad. Bidding documents can also be downloaded from [www.pppa.gov.pk](http://www.pppa.gov.pk) free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents along with Bid Security / Earnest Money of 3% of the total bid value in shape of Bank draft / Pay order drawn in favor of Public Private Partnership Authority may reach at Public Private Partnership Authority (P3A), 611, Street No. 37, Sector E-11/3, Islamabad on or before **September 2, 2021 at 11:00 a.m.** Technical Bids will be opened on the same day at 11:30 a.m. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

**(Khizar Hayat)**

Administration Supervisor

Phone: 051-9330329, 9334126



## **GENERAL INSTRUCTIONS & CONDITIONS FOR BIDDERS**

1. Tender documents may be obtained from Admin Department, Public Private Partnership Authority (PPPA), Sector E-11/3, Islamabad, during office hours.
2. Earnest money @ **3%** of the total amount (In the form of Bank Draft/pay order) for supply stationary in favor of the Public Private Partnership Authority (P3A) will have to be attached, which in case of unsuccessful bidders will be returned.
3. The prices of bids shall be applicable up to 30<sup>th</sup> June, 2022.
4. The firms should be reputed and registered for Income Tax and Sales Tax with FBR (Registration Numbers should be clearly mentioned and valid documentary evidence be attached) and should be on the ATL.
5. Firm will be bound to supply/deliver the goods to P3A office even on a short notice using its own transport.
6. The "P3A" reserves the right to accept or reject any or all bids as per PPRA Rules.
7. The percentage for quantity may increase by 15% within one year of award of contract.
8. The Purchase Order will be on requirement basis and the P3A may issue part purchase order. This tender notice may be seen on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and PPPA website [www.pppa.gov.pk](http://www.pppa.gov.pk).

**(Khizar Hayat)**

Administration Supervisor

Phone: 051-9330329, 9334126



**Public Private Partnership Authority (P3A)**  
**[Administration Department]**

**GENERAL INSTRUCTIONS / TERMS & CONDITIONS**

**Part A:**

Dear Sir,

You are hereby invited to submit the bid for the provision of supply of Stationery & general miscellaneous items in accordance with the description of items at Appendix "E".

**1. Prospective Bidders Should Particularly Note That:**

- a. Bids through Telex/ Fax shall not be acceptable.
- b. The Purchaser does not take any responsibility for collecting the bids from any agency.
- c. Owner or his/her authorized representative may attend the tender opening, if desired. Letter for nominating Representative must be submitted along with bid.
- d. The proposals especially financial proposal shall not have any over writings or cutting. P3A reserves the right not to consider the proposal having aforementioned deficiencies.
- e. The P3A reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time without assigning any reason thereof.
- f. Bids should be submitted on the basis of free delivery up to P3A premises including all charges i.e. packing, freight, courier charges etc.
- g. Bidders are requested to quote rates for all the stationery / tonners / general miscellaneous items as **tender of one firm may be accepted on the basis of overall lowest** evaluated expenditure.
- h. Successful bidder must have to provide the samples of ordered items, if required by the purchase committee before actual delivery. The



acceptance of the stores will be subject to the inspection by the P3A authorities.

- i. If the P3A observed that the items are not provided as per the standard requirement or are substandard. The P3A shall have the right to cancel the contract with one-month and forfeiting the performance guarantee. Action for blacklisting of the firm will also be initiated.
- j. No advance payment will be made for any kind of invoice. P3A will arrange expeditious payments on submission of invoices. Payment shall be made after delivery of complete items as per Purchase Order.
- k. An Agreement shall be executed with the successful bidder.
- l. If any dispute arises during execution between the purchaser and supplier, a dispute resolution committee will be constituted by P3A. The decision of the dispute resolution committee will be final and binding upon both the both the parties.

## **Part B:**

### **Instruction To Bidders (ITB):**

1. **Delivery of Bids:** The Proposal is to be submitted as under:-
  - a. The Proposal indicating the quoted price in Pak Rupees and in figures as well as in words along with essential literature / brochure if any, would be enclosed in an envelope.
  - b. The bid shall comprise a single package containing two separate envelopes shall be marked as the "Technical Proposal" and "Financial Proposal" in bold and legible letters.
2. **Date and Time for Receipt of Bids:**

The bid document must reach this office until **September 2, 2021 at 11:00 a.m.** at the following address:

**Administration Supervisor,  
Public Private Partnership Authority,  
611, Street 37, Sector E-11/3,**



**Islamabad.**

**3. Bid Opening Procedure:**

**Single Stage -Two Envelopes Procedure “36(b) PPRA Rule, 2004”**

Procedure will be adopted to evaluate the offer. Complete bid containing **Technical** and **Financial** proposals along with Bid Security, all required information and documentary evidences must be submitted before closing date.

**4. Bid Opening Date & Time:**

The Bid Opening Committee will open the **Financial** proposals of the bidders on **September 2, 2021, 11:30 A.M.** Only legitimate/ authorized representatives of suppliers will be allowed to attend. These representatives should be fully aware of the details of their supplier’s Proposal and deviation, if any. They must be fully authorized to take decision on the spot on behalf of their company.

**5. Evaluation of Bids:**

**Technical Bids:** Initially “Technical Proposals” of eligible bidders will be opened to evaluate the offer(s) as per required criteria mentioned in Annex-C of the tender document. Offer(s) / items(s) which will not be found according to the standard/specifications(s) and evaluation criteria shall not be accepted and “Financial Proposal” of such firm will be returned unopened.

**Financial Bids** will be opened only of those firms which are technically responsive and obtained the minimum threshold of 70 marks for technical evaluation. The All bids will be evaluated financially on bases of lowest quoted rates as per required items with the brand / sizes mentioned in Appendix-E with details.

**6. Award of Contract:**

The contract will be awarded to the technically pre-qualified/lowest evaluated bidder (financially) and one sample of each quoted item required to be delivered to the office of the undersigned by 11:00 A.M on **September 2, 2021.** The P3A shall retain the samples of firm(s) to whom the contract is awarded till completion of the



supply period. However, samples of un-successful bidders shall be returned to them within seven (07) days after completion of pre-qualification process.

**7. Validity of Proposal.**

The validity period of bids must be indicated and should invariably be not less than 120 days.

**8. Prices:**

- a. Only one rate shall be allowed for each item, multiple rates in the bids for one item shall not be admissible.
- b. The total final bid quoted amount should be mentioned separately both in words and figures.
- b. The price validity period must be 01 year from the date of opening of Financial Proposal.

**9. Taxes:**

- All prevalent Govt. Taxes will be applicable.
- In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required items, if selected and declared as lowest evaluated bid (financially). In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the P3A.

**10. Language of Bidding Document:**

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.





**11. One Bid per Bidder:**

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

**12. Cost of Bidding:**

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**13. Time Limits:**

Supplier must provide the time limits about delivery which should in no case be more than 5 days from the date of issuance of Purchase Order.

**14. Terms of Payment:**

The Purchase Order will be on requirement basis and the P3A may issue part Purchase Order. The quantity of items may increase or decrease as per original requirement and therefore, payment will be made on completion of supplies on actual basis within 30 days.

**15. Withdrawal of Proposal:**

- If the supplier intends to withdraw its Proposal within validity period before the expiry of its validity, the earnest money / bid security will be forfeited in favor of the P3A.

**16. Photocopies of relevant Documents:**

Photocopies of following documents will be provided / attached with Proposal:-

- a) Income Tax No. to be mentioned on the Proposal and
- b) Copy of Registration Certificate issued by Sales Tax Department.
- c) The firm should have valid and Active NTN / STRN



**17. Disqualification:**

Bids, which are not accompanied by the documents at serial No. a to h below, shall be declared as Non-Responsive and their un-opened financial proposals will be returned:-

- a. Earnest money is not attached with the Proposal.
- b. Proposals are found conditional or incomplete in any respect.
- c. Received later than appointed / fixed date and time.
- d. There is any deviation from the General Instructions.
- e. Multiple rates are quoted against one item.
- f. If validity of Proposal is not quoted as required.
- g. Proposal made through Fax / E-mail / Cable / Telex.
- h. If the Proposal is found to be based on cartel action in connivance with other bidders.

**18. Earnest Money / Bid Security:**

The Proposal must be accompanied with earnest money of **3%**, of the total amount in shape of Bank Draft / Pay Order in favor of P3A, Islamabad.

**19. Performance Guarantee:**

The successful bidder must submit the Performance Guarantee of 5% of total quoted amount in favor of Public Private Partnership Authority in the shape of CDR from any schedule Bank, otherwise tender award will be rejected. However 3% Earnest Money will be returned after signing agreement and receiving the Performance Guarantee from successful bidder.

**20. Rights Reserved:**

P3A reserves the rights to accept or reject the bids as prescribed under PPRA Rules 2004.



### **Evaluation Criteria Mandatory**

1. Income Tax Registration Certificate
2. General Sales Tax Registration Certificate
3. FBR's Active Taxpayer's List (ATL)
4. Undertaking that the Shop / Firm / Company is not blacklisted and not involved in litigation with Government / P3A Islamabad on Rs 50 Stamp Paper duly attested from Notary Public.



**ANNEX-A**

**(Firm / Company Information)**

<b>Firm / Company Information</b>		
<b>Sr. #</b>	<b>Required Information</b>	<b>Response</b>
1	Legal Name of the Firm, Company and or Shop	
2	Year of Registration / Establishment of the Organization / Firm / Company and shop etc.	
3	National Tax Number	
4	General Sales Tax Number	
5	Name and designation of "Head of Firm/Company or Shop	
Complete Address		
Mobile No.		
Phone No.		
Email		
Fax No.		



**ANNEX-B**

**(Eligibility Response Check List)**

<b>Eligibility Check List</b>				
<b>Sr. #</b>	<b>Eligibility Criteria Details</b>	<b>Evidence / Proof Required</b>	<b>Attached supporting Documents / Proofs and Mark Yes or No</b>	
			<b>Yes</b>	<b>No</b>
1	Evidence of bidding firms/ company's registration / Incorporation	Evidence of certificate of incorporation is required		
2	Provide National Tax Number (NTN) and General / Provincial Sales in the name of Firm / Company and provide a copy of registration	Registration copy required		
3	We may require Active Tax Payer (ATP) status as per FBR website.	(2018-21 tax returns copy required)		
4	Pay Order / Bank Draft of 3% Bid Security attached with the Financial Proposal in separate sealed envelope			
5	Affidavit on stamp paper, declaring that company is not blacklisted by any Government agency / authority. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended / debarred or blacklisted.		



**ANNEX-C**

**(Technical Evaluation Criteria)**

<b>Sr. No.</b>	<b>Description</b>	<b>Total Points</b>	<b>Category Points</b>	<b>Marks Obt.</b>	<b>Remarks</b>
1	<b>Relevant Experience</b>	30			Copies of Contract / Purchase Order / Work Order are required.
	Experience of supply of office stationery & gen. misc. items if more than 5 years		30		
	Experience of supply of office stationery & gen. misc. items if more than 3 years but less than 5 years		25		
	Experience of supply of office stationery & gen. misc. items if less than 3 years but more than 1 year		15		
2	<b>Financial Strength / Turnover</b>	35			Copies of Purchase Order / Work Order and Income Tax return are required.
	The office stationery / gen. misc. items supplied is more than Rs. 10 million in last 3 years		35		
	The office stationery / gen. misc. items supplied is more than Rs. 6 million in last 3 years		25		
	The office stationery / gen. misc. items supplied is more than Rs. 3 million in last 3 years		10		
3	<b>Availability of Outlet, Shop or Office</b>	30			Documented proof of Registration
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 5 years		30		
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 3 years		20		
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 1 years		10		
4	Satisfactory Certificate from different Clients (1 points for each Recommendation letter)	5	5		Documented proof
	<b>Total Points</b>	<b>100</b>			



**ANNEX-D**

**(Cover Letter for the Submission of Technical and Financial Proposals)**

I, \_\_\_\_\_ hereby declare that:

- All the information provided in the technical proposal is correct in all manners and respect;

- and I am duly authorized by the Management to submit this proposal on behalf of

“[name of the Firm / Company]”

Name:- \_\_\_\_\_

Designation:- \_\_\_\_\_

Signature:- \_\_\_\_\_

Date:- \_\_\_\_\_

Signature & Seal of Bidder



**ANNEX-E**

<b>FINANCIAL PROPOSAL</b>					
<b>Detail of Stationery &amp; General Misc. Items to be supplied to P3A</b>					
<b>For the Financial Year 2021-2022</b>					
<b>S. No.</b>	<b>Description</b>	<b>Reqd. Quantity (Nos.)</b>	<b>Unit Rate (Rs.)</b>	<b>GST (Rs.)</b>	<b>Rate With GST (Rs.)</b>
<b>A.</b>	<b>Stationery Items</b>				
1	Paper A4 (AA, 80g)	100			
2	Paper Legal (AA, 80g)	10			
3	Paper A4 (80g) Local	50			
4	Sharpener (Plastic Germany)	36			
5	Eraser Soft AL-30 (Pelican)	36			
6	Correction Fluid Pen (fine quality)	36			
7	Scotch Tape (1" )	36			
8	Scotch Tape (2")	12			
9	Punch Double (KW-trio, Medium 2-hole)	18			
10	Punch Double (KW-trio, No. 9330) Heavy Duty large	18			
11	Punch Single Hole (Fine Quality) (15 to 20 sheets)	18			
12	Stapler Machine (deli No. 0326)	18			
13	Stapler Machine Heavy Duty (M&G, Deli or equivalent)	4			
14	Stapler Pins (Dollar 24/6)	50			
15	Staple Pins Remover SDI No. 1160 or equivalent)	36			
16	UHU Glue Stick (21g)	50			
17	UHU Glue Stick (8g)	50			
18	Pilot G-1 Grip AGP 0.7 (Blue) (6Pkt. 1x12)	72			
19	Pilot G-1 Grip AGP 0.7 (Black) (3Pkt. 1x12)	36			
22	Pilot G-1 Grip AGP 0.7 (Red) (1Pkt. 1x12)	12			
21	Ball Point Piano 0.8mm (15Pkt. 1x12) Blue	180			
22	Ball Point Piano 0.8mm (6Pkt. 1x12) Black	72			
23	Ball Point Dollar Pointer (Blue) (soft liner 0.3mm0)	36			
24	Ball Point Dollar Pointer (Black) (soft liner 0.3mm0)	36			





25	Led Pencil (HB Goldfish) 5000 (3Pkt. 1x12)	36			
26	Post it Pad 3x5 (Pronoti)	36			
27	Highlighters (Pelican / Piano or equivalent) (Different colors)	48			
28	L Shape Plastic Folders A-4, Nokya	100			
29	L Shape Plastic Folders Legal, Nokya	50			
30	Peon Book (96 sheets) Tayaba or equivalent)	12			
31	Letter Dispatch register (10 No.) Tayaba	4			
32	Log Book (No.6) Tayaba	6			
33	Stock Register	2			
34	Simple Register	6			
35	Ink (Fine quality) blue	3			
36	Ink (Fine quality) black	2			
37	Ink (Red)	2			
38	Paper Clips (36mm) Three Flowers	24			
39	Plastic Table Schedule Stand	24			
40	Post if Flags (3M)	50			
41	Post it Flags Pronotti5 colour	24			
42	2D Nokyo Ring File 1314 (38mm)	200			
43	2D Nokyo Ring File 1314 (25mm)	100			
44	Transparent File A/4 Euro	48			
45	Calculator (Casio MJ-120-w)	12			
46	Paper Separator 12 leaves Plastic China	200			
47	Paper Cutter (Cutter knife Haixin)	12			
48	Paper Cutter Blades (pkt.)	4			
49	Drafting Spiral Pad Alfalah A-4 (Fine Quality)	36			
50	Drafting Spiral Pad Alfalah 1241 (Fine Quality)	36			
51	Note Pads (Large)B/5#1248	18			
52	Note Pads (Small)B/5#1248	24			
53	Envelop A-4 (Brown)	500			
54	Envelop Legal (Brown)	200			
55	Toners Printer HP 1320 (49A) original	30			
56	Toners Printer HP 2015 (53A) original	12			
57	Toners Printer HP LaserJet ML 400 (80A) original	12			
58	Toners Photocopier Panasonic (DP-8016) Orignal	8			
59	Binding Tapes 0.5"	6			



60	Binding Tapes 1"	8			
61	Binding Tapes 2"	8			
62	Binding Sheets	4			
63	Transparent Plastic File	100			
64	File Binding Strip	100			
65	Scotch Tape Dispenser	6			
66	Office tag File	0			
67	Attendance Register	2			
68	Board Duster	1			
	White Board Markers (Removeable)				
69	Black 7 + Blue 7 + Red 4	18			
70	Permanent Marker	6			
	File Tray In-Out Letter (Steel or equivalent)				
71		12			
72	Foot Scale Steel 12'	24			
73	Visiting Card Album (256 Nos.)	12			
	Wall Clock (Champion) or equivalent				
74		12			
	USB Flash Drive 32 GB (HP/Kingston)				
75		6			
	USB Flash Drive 64 GB (HP/Kingston)				
76		6			
77	Cell AA (+AAA) Energizer (MAX)	100			
78	Cell AA (AA2) Energizer (MAX)	36			
79	Reinforcement Ring	5			
<b>B.</b>	<b>General Misc. Items</b>				
	Tissue Box Rose Petal (Multi Color) 300 sheets 150x2				
80		300			
81	Tissue Rolls (Rose Petal)	500			
	Hand Wash 500ml (Imported fine quality)				
83		200			
84	Air Freshner	0			
85	Max Liquid Bottle 500ml	18			
86	Lemon Max Bar	50			
87	Sweep Bathroom cleaner	100			
	Duster White Cotton Large (24' x 36')				
88		24			
89	Duster White Cotton Medium	48			
90	Duster Yellow falalain (Medium)	48			
	Multi Surface Cleaner (Dettol - 1L - Lemon)				
91		48			
92	Garbage Plastic Bags	200			
93	Surf Excel (1kg)	48			
94	Mob with Stick	18			
95	Harpic Bathroom Cleaner	36			
96	Bath Soap (Lux 100g)	36			
97	Glass Cleaner (Glint 500ml)	36			
98	Towels	12			
99	Baygone Mosquito Spray	24			



21	Broom	12			
22	Scotch Brite (Foam)	36			
	<b>TOTALS</b>				