

Tender Notice

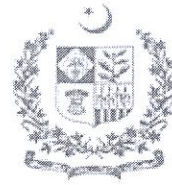
Public Private Partnership Authority (PPPA) Ministry of Finance, invites sealed bids from Authorized Distributors/Resellers, General Order Suppliers, registered with Income Tax & Sales Tax Departments who are on Active Taxpayers List of the Federal Board of Revenue for supply of Stationery, Toners for Printers / Photocopiers Miscellaneous General Items on one-year contract basis for the Financial Year 2019-2020 commencing from 1st July 2019 to 30th June 2020.

Bidding Documents, containing list of the items along with Terms & Conditions can be obtained from the office of Manager Administration 611, Street # 37, National Police Foundation Sector E-11/3, Islamabad during working hours 9:30 A.M to 5:00 P.M(Monday to Friday) or download from our website www.pppa.gov.pk free of cost.

The bids prepared in accordance with the instructions of the Bidding Document must reach at office of Manager Administration 611, Street # 37, National Police Foundation Sector E-11/3, Islamabad on or before **Sep 12, 2019 at 11:00AM**. Bids will be opened the same day at **11:30 AM**.

611, Street # 37, National Police Foundation, E-11/3, Islamabad.
Ph:051-9330329-9334126, Fax:051-9334092, Web:pppa.gov.pk

**Public Private partnership Authority (PPPA)
Finance Division
Government of Pakistan**



TENDER FOR STATIONERY/MISC GENERAL ITEMS

Company Seal:

Company Rep's Signature.....¹

Public Private Partnership Authority (PPPA)

No.T-1/2019-20-ADMIN/PPPA

Islamabad, the 26 August, 2019

INVITATION TO BID

FOR PROCUREMENT OF STATIONERY ITEMS

Public Private Partnership Authority (PPPA) invites sealed bids from reputed firms / contractors having experience in the relevant field (registered with Income Tax and Sales Tax Departments) for supply of Stationery Items.

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

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Public Private Partnership Authority (PPPA), 611, Street No. 37, Sector E-11/3, Islamabad on or before **September 12, 2019 at 11:00 a.m.** Bids will be opened the same day at 11:30 a.m. This advertisement is also available on PPRA website at www.ppra.org.pk.



(Sajid Mehmood)

Assistant Manager Administration
Phone: 051-9330329, 9334126

Company Seal:

Company Rep's Signature..... 2

Public Private Partnership Authority (PPPA)

Sealed tenders are invited from the reputed firms for supply of stationary items for the Public Private Partnership (PPPA) for the financial year 2019-20 to reach the undersigned on **September 12, 2019 at 11:00 a.m.** The tenders shall be opened on same day at 11:30 a.m. before the Procurement Committee in Conference Room of Public Private Partnership Authority (PPPA), 611, Street No. 37, Sector E-11/3, Islamabad.

CONDITIONS FOR TENDERER:

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 favour of the Public Private Partnership Authority (PPPA) will have to be attached, which in case of unsuccessful bidders will be returned.
3. The prices of tender shall be applicable up to 30th June, 2020.
4. The firms should be reputed and registered with the Income Tax and Sales Tax Departments with proper shop and telephone facility.
5. Firm will be bound to supply/deliver the goods to PPPA office even on a short notice using their own transport.
6. The Competent Authority reserves the right to accept or reject any or all tenders as per PPRA Rules.
7. This tender notice may be seen on PPRA website www.ppra.org.pk and PPPA website www.pppa.gov.pk.



(Sajid Mehmood)

Assistant Manager Administration
Phone: 051-9330329, 9334126

Company Seal:

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Public Private Partnership Authority (PPPA)
[Administration Department]

Part A:

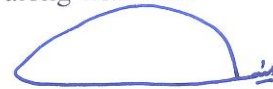
Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Dear Sir,

You are hereby invited to submit the tender for the provision of supply of Stationery items in accordance with the description of items at Appendix "A".

1. Prospective Bidders Should Particularly Note That:

- a. Bid Bond 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 Purchaser 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.
- e. Bids should be submitted on the basis of free delivery up to PPPA premises including all charges i.e. packing, freight, courier charges etc.
- f. Bidders are requested to quote rates for all the stationery items as **tender of one firm may be accepted on the basis of overall lowest** evaluated expenditure.
- g. 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 PPPA authorities.
- h. Bids against this tender are invited on **Single Stage -Single Envelope Procedure**.
- i. Signed Copy of this bidding document must be submitted along with Bid.



Assistant Manager Administration
PPPA, Islamabad

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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 figures as well as in words along with essential literature / brochure if any, would be enclosed in an envelope.

2. **Date and Time for Receipt of Bids:**

The bid document must reach this office until **September 12, 2019, 11:00 am** at the following address:

**Head: Corporate Affairs,
Public Private Partnership Authority,
611, Street 37, Sector E-11/3,
Islamabad.**

3. **Tender Opening:**

Tender will be opened on **September 12 2019, 11:30 am**. 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.

4. **Validity of Proposal.**

The validity period of bids must be indicated and should invariably be not less than one year from the date of opening.

5. **Prices:**

- a. The prices should be quoted FOR Islamabad basis. Price will 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.

6. **Taxes:**

All prevalent Govt. Taxes will be applicable.

7. **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.

8. **One Bid per Bidder:**

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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.

9. 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.

10. Time Limits:

Supplier must provide the time limits about delivery which should in no case be more than 15 days from the date of issuance of Purchase Order.

11. Terms of Payment:

100% payment will be made within 30 days after the delivery of the supplies.

12. Withdrawal of Proposal:

If the supplier withdraws its Proposal within validity period the competent authority may place such supplier under embargo for a period, which may be extended up to one year.

13. 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

14. Disqualification:

Proposals are liable to be rejected if:-

- 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.

15. Earnest Money / Bid Security:

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

16. Return of Earnest Money:

Earnest money to the bidders will be returned on acceptance of lowest acceptable bid.

17. Rights Reserved:

PPPA reserves full rights to accept or reject any or all Proposals including the lowest, as per PPRA Rules.

18. Extension in Contract:

The contract period may be extended for another period of one year on the same terms and conditions subject to the mutual consent of both the parties.

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Government of Pakistan
Finance Division
Public Private partnership Authority (PPPA)

Annual Requirement for stationary items.

S.NO	Description	Qty Required
1	Paper rims A4 size	200/Rims AA 80 Grm
2	Paper legal (Rims)	20 Rims AA80 Grm
3	Sharpener	100
4	Eraser	100
5	Whitener	200
6	Scotch Tape (1 inch 2 inch)	48
7	Stapler Machine	36
8	Stapler Pins (Dollar)	300 Pkt
9	UHU Glue Stick (Medium)	36 Box
10	Spiral binding (All. Sizes)	200
11	Paper clips (different sizes)	100
12	Pilot G-1 grip (blue, black,)	48 pkt
13	Ball point (blue, black, Red)	48 pkt
15	Led pencil	48 Pkt
16	Sticky notes	200
17	white envelope (small+A4)	300
19	Highlighter (All Colour)	200
20	Cissors	36
21	Pin Remover	36
22	Binding Clips (All Size)	100 Each
23	Paper Clips,	48
24	Schedule stand	24
25	Puncher Double	24
26	Post it pad	200
27	D-Ring Folders. No.1314 HB.38mm	500
28	Transparent	500
29	Calculator	10
30	Paper Seperator/sheet Protector	500
31	Spiral binding	100
32	Markers	20
33	Paper cutter	36
34	Card Folder	500
35	Note pad large	100
36	Note pad small	100
37	Envelop A4.	500
38	Envelop Legal	300
39	Toners 1320 Printer	20
40	Toners 2600 Color Printer	6

41	Toners 2015 Printer	6
42	Fax Machine Toners	4
43	Toners Photocopier Panasonic	4
44	Table set	10
47	Binding Taps	36
48	Binding sheets	100
49	Transparent plastic file.	200
50	Profile Files	100
51	Removable markers	25
52	File binding strip	100
53	Scotch Tape Dispenser	10
54	Register	5
55	Log book	5
56	Paper Cutter	24
59	Box File	48
60	File Divider	10
61	Index File	200
62	Signature pen	100
63	Tag file	300
65	Office File (Tag File)	300
66	Attendance Register	2
67	Board Dusters	2
68	Board marker	10
69	Colour Paper	100
70	Carbon paper	50
71	Paper Cutter+ Cutter Blade	100+100
72	Notice Board	5
74	Permanent Marker	10
75	Stamp pad	25
76	Punch machine	24
77	Reinforcement ring	24


Sajid Mehmood
A.M Administration

GOVERNMENT OF PAKISTAN
FINANCE DIVISION
PUBLIC PRIVATE PARTNERSHIP AUTHORITY
ANNUAL REQRUMENT FOR OFFICE SUPPLY.

S.NO	Description	Qty Required
1.	Tissue Box`	500 Rose Petal (DELUXE)
2.	Tissue Roll	500 Rose Petal (Double pack)AA80 Grm
3.	Hand wash	200 /500ML
4.	Air Freshener	200
5.	Max Liquid Bottle	Lemon max 500 ML
6.	Lemon Max Bar (long Bar)	50 Pack
7.	Sweep Bathroom Cleaner	200
8.	Duster	100
9.	Surface Cleaner	100
10	Garbage Plastic Bags.(All Sizes)	200
11	Surf	25
12	Mop with Sick	20
13	Harpic Bathroom cleaner	60
14	Soap	24
15	Glass Cleaner (Bottle)	36
16	Phenyl	20
17	Towels	36
18	Bygone Spray	24
19	Broom	24
20	Scotch Bright (Foam)	36



Sajid mehmood
A.M Administratin