

Bidding Document

PROVISION OF OFFICE STATIONERY



**Quaid-e-Azam Thermal Power (Pvt.) Limited
(QATPL)**

1st Floor, 7-C-1, Gulberg-III, Lahore.

Phone No.: 042-35750936-7

Fax No.: 042-3570939

Quaid-e-Azam Thermal Power (Pvt) Ltd

1st Floor, 7-C-I, Gulberg-III, Lahore.

TERMS OF REFERENCES (TORs) **FOR PROVISION OF OFFICE STATIONERY**

A. INSTRUCTION TO BIDDERS

1. Quaid-e-Azam Thermal Power (Pvt) Limited (QATPL) invites sealed bids for Provision of “Office Stationery” from eligible bidders through Single Stage One Envelope Procedure as per Punjab Procurement Rules, 2014 (“PPRA Rules 2014”).
2. Income Tax and GST Registered firms / Companies are eligible to participate in this bidding process.
3. Bank Draft / Call Deposit as Bid Security of Rs. 15,000/- (which is within 5% of the estimated price as per rule 27 of PPRA Rules 2014) in favor of Quaid-e-Azam Thermal Power (Pvt) Limited (QATPL) must be enclosed with the sealed Bid.
4. Bidders shall submit their Bids in a sealed envelope on or before the Closing Date & Time i.e. **25-08-2020** by **03:00 p.m** at the prescribed address of QATPL Head Office.
5. Bids shall be opened at **03:30 p.m** in the presence of the Bidders or their representatives who may choose to be present.
6. The Bidders / Firms have to submit their rates lot-wise on the basis of per unit rate (inclusive of all applicable taxes and duties etc.) in consolidated form.
7. The Bidders / Firms may submit their rates against any or all lots mentioned in these Bidding Documents.
8. No Bid shall be entertained and will be returned / rejected, if received late, open, over-written and / or without prescribed Bid Security.
9. Rates will be accepted on the basis of lot-wise lowest rate; in case of difference of brands offered by the Bidders, the sample, specifications, guarantee and quality (whichever is applicable) shall be considered for evaluation and final selection.
10. Rates must be given on the enclosed bid performa; otherwise, Bid(s) will not be entertained and shall be rejected summarily without evaluation.
11. All Bids shall be evaluated on the basis of unit-rate per item for each lot and the successful Bidder shall be selected on the basis of lowest evaluated cost for each lot.
12. Supply Order may be issued for lot(s) found qualified as Lowest Evaluated Bidder(s).

Quaid-e-Azam Thermal Power (Pvt) Ltd

1st Floor, 7-C-I, Gulberg-III, Lahore.

13. After receiving Supply Order, Successful Bidders have to deliver orders as per approved samples within 20 days of issuance of Supply Order, failing which QATPL shall have the right to forfeit the Bid Security of Rs. 15,000/- (which is within 5% of the estimated price as per rule 27 of PPRA Rules 2014) and initiate process of black-listing of said Bidders as provided by PPRA Rules, 2014.
14. Successful Bidders have to supply items as per approved specifications / samples available with QATPL for reference.
15. Bidders may visit and inspect the samples during business hours at office of Quaid-e-Azam Thermal Power (Pvt.) Limited situated at 1st Floor, 7-C-1, Gulberg III, Lahore.
16. The Successful Bidder will be responsible to supply their item(s) to QATPL Head Office at its own expenses and costs, and complete in all respects as per approved specifications / samples available with QATPL for reference.
17. Bidders shall submit complete details of their firm, offices, along-with postal address, Phones / Fax numbers etc.
18. An Affidavit on original stamp paper of Rs. 100/- duly attested by the Oath Commissioner should be provided by the tenderer that their firm has never been blacklisted by any Government Department/Organization and that tenderer's acceptance of the term & conditions in this document and tender notice.
19. All prices must be in Pak Rupees and prices offered should be valid for 120 days from the date of opening.
20. The Competent Authority of QATPL can reject all Bids with or without assigning any reason prior to acceptance as PRPA Rules, 2014.

Manager Administration

Quaid-e-Azam Thermal Power (Pvt.) Limited

Quaid-e-Azam Thermal Power (Pvt) Ltd

1st Floor, 7-C-I, Gulberg-III, Lahore.

B. SPECIAL TERMS & CONDITIONS

- 1.** Rates quoted in this Bid shall be in Pakistani Rupees (PKR).
- 2.** Rates must be given on the Bid Performa provided; otherwise the Bid will not be entertained and shall be rejected accordingly.
- 3.** QATPL shall made payment against Sales Tax Invoices raised by the Successful Bidder(s) accompanied with documentary proofs (i.e. Proof of legal origin, manufacturer, Distributors' Seal, Goods Receipt Note issued by QATPL etc.).
- 4.** Subject to deductions or withholding of applicable taxes, if any, the payment shall be made by QATPL through Cross Cheque in favor of Successful Bidder(s).
- 5.** In case the Successful Bidder(s) fails to supply required / ordered items as per the approved quality, quantity or within time-frame allowed, QATPL shall be at liberty to avail any or all of the following remedies;
 - a.** Terminate / Cancel the Supply Order;
 - b.** Forfeit the Bid Security;
 - c.** Any other remedy available under any law / rules of Pakistan.

Manager Administration

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BIDDING DOCUMENTS
FOR PROVISION OF OFFICE STATIONERY

Tender Price: Rs. 500/-

(Non-Refundable)

Receipt No. _____

Dated:- _____

Opening date: **25-08-2020** at **03:30 PM**

C.D.R. / Instrument No. _____

Name of Bidder:- _____

Address:- _____

Phone No:- _____ N.T.N No. _____

G.S.T. No:- _____

Manager Administration
Quaid-e-Azam Thermal Power (Pvt)
Limited

Quaid-e-Azam Thermal Power (Pvt) Ltd

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| Lot# | Items Description | Specifications | 1 | | 2 | 3 | (4=2+3) | (5=1x4) |
|------|------------------------|--|-------|-------------------------|-----------------------------|-----------------|---------------------------------|----------------------------------|
| | | | Units | No. of Units / Quantity | Unit Rate (Excl. Taxes) Rs. | Total Taxes Rs. | Unit Rate (Incl. All Taxes) Rs. | Total Cost (Incl. All Taxes) Rs. |
| 1 | Box File Large (4Inch) | Good quality. Sample available at QATPL for reference | Pcs | 350 | | | | |
| 2 | Box File Small (2Inch) | Good quality. Sample available at QATPL for reference | Pcs | 200 | | | | |
| 3 | Punch Machine | Good quality. Sample available at QATPL for reference | Pcs | 10 | | | | |
| 4 | Stapler | Good quality. Sample available at QATPL for reference | Pcs | 10 | | | | |
| 5 | Stapler Pins 24/6 | Good quality. Sample available at QATPL for reference | Box | 5 | | | | |
| 6 | Sticky Notes 3"*3" | Good quality. Sample available at QATPL for reference | Box | 5 | | | | |
| 7 | Note Pad Small | Good quality. Sample available at QATPL for reference | Pcs | 100 | | | | |
| 8 | Paper Reams A4 80 gm | Good quality. Sample available at QATPL for reference | Ream | 400 | | | | |
| 9 | Paper Reams Legal Size | Good quality. Sample available at QATPL for reference | Ream | 5 | | | | |
| 10 | Paper Size A3 | Good quality. Sample available at QATPL for reference | Ream | 5 | | | | |
| 11 | Blanco | Good quality. Sample available at QATPL for reference | Pcs | 12 | | | | |
| 12 | Paper Cutter | Good quality. Sample available at QATPL for reference | Pcs | 20 | | | | |
| 13 | Plastic File Cover | Good quality. Sample available at QATPL for reference | Pcs | 300 | | | | |
| 14 | Scotch Tape | Good quality. Sample available at QATPL for reference | Pcs | 24 | | | | |
| 15 | Ball Point (Blue) | Good quality. Sample available at QATPL for reference | Box | 20 | | | | |
| 16 | Ball Point (Black) | Good quality. Sample available at QATPL for reference | Box | 10 | | | | |
| 17 | Gel Ball Pen (Black) | Good quality. Sample available at QATPL for reference | Box | 20 | | | | |
| 18 | Gel Ball Pen (Blue) | Good quality. Sample available at QATPL for reference | Box | 30 | | | | |
| 19 | Gel Ball Pen (Green) | Good quality. Sample available at QATPL for reference | Box | 10 | | | | |

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| | | | | | | | | |
|----|---|--|-----|------------------|--|--|--|--|
| 20 | Gel Ball Pen (Red) | Good quality. Sample available at QATPL for reference | Box | 5 | | | | |
| 21 | Protector sheet | Good quality. Sample available at QATPL for reference | Pcs | 500 | | | | |
| 22 | Envelop Size A4 | Good quality. Sample available at QATPL for reference | Pcs | 500 | | | | |
| 23 | Envelop | Good quality. Sample available at QATPL for reference | Pcs | 500 | | | | |
| 24 | Heavy Duty Stapler | Good quality. Sample available at QATPL for reference | Pcs | 5 | | | | |
| 25 | Heavy Duty Stapler Pins (17/20, 17/21,17/22,17/23) | Good quality. Sample available at QATPL for reference | Box | (3 each size)=12 | | | | |
| 26 | Binding Tape Size 2 inch | Good quality. Sample available at QATPL for reference | Pcs | 24 | | | | |
| 27 | Separator Set | Good quality. Sample available at QATPL for reference | Pcs | 250 | | | | |
| 28 | Writing Pad Large | Good quality. Sample available at QATPL for reference | Pcs | 50 | | | | |
| 29 | Paper Flags (Multicolor) | Good quality. Sample available at QATPL for reference | Pkt | 100 | | | | |
| 30 | Log Book | Good quality. Sample available at QATPL for reference | Pcs | 5 | | | | |
| 31 | DVD Re-Writeable | Good quality. Sample available at QATPL for reference | Pcs | 24 | | | | |
| 32 | Gum Stick | Good quality. Sample available at QATPL for reference | Pcs | 50 | | | | |
| 33 | Binder Clip (15mm) | Good quality. Sample available at QATPL for reference | Box | 10 | | | | |
| 34 | Binder Clip (19mm) | Good quality. Sample available at QATPL for reference | Box | 10 | | | | |
| 35 | Binder Clip (25mm) | Good quality. Sample available at QATPL for reference | Box | 10 | | | | |
| 36 | Binder Clip (31mm) | Good quality. Sample available at QATPL for reference | Box | 10 | | | | |
| 37 | Binder Clip (42mm) | Good quality. Sample available at QATPL for reference | Box | 10 | | | | |
| 38 | Binder Clip (51mm) | Good quality. Sample available at QATPL for reference | Box | 10 | | | | |
| 39 | Highlighter (Yellow) | Good quality. Sample available at QATPL for reference | Box | 5 | | | | |
| 40 | Calculator | Good quality. Sample available at QATPL for reference | Pcs | 10 | | | | |
| 41 | Stamp Pad (Blue) | Good quality. Sample available at QATPL for reference | Pcs | 5 | | | | |

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| | | | | | | | | | |
|----|-----------------------------|---|-----|---|--|--|--|--|--|
| 42 | Stamp Pad (Black) | Good quality. Sample available at QATPL for reference | Pcs | 5 | | | | | |
| 43 | Heavy Duty Punch Machine | Good quality. Sample available at QATPL for reference | Pcs | 5 | | | | | |

Manager Administration

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