

# Bidding Document

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## PROVISION OF OFFICE STATIONERY



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

**1<sup>st</sup> Floor, 7-C-1, Gulberg-III, Lahore.**

Phone No.: 042-35750936-7

Fax No.: 042-3570939

# Quaid-e-Azam Thermal Power (Pvt) Ltd

1<sup>st</sup> 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.
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. 24,145/- (which is within 5% of the estimated price as per rule 27 of Punjab Procurement 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. **22-08-2022** by **03:00 PM** at the prescribed address of QATPL Head Office.
5. Bids shall be opened at **03:30 PM** 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, Bid Performa attached as **Annex-A**.
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**

1<sup>st</sup> 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. 24,145/- (which is within 5% of the estimated price as per rule 27 of Punjab Procurement Rules 2014) and initiate process of black-listing of said Bidders as provided by Punjab Procurement 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 1<sup>st</sup> 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 Punjab Procurement Rules, 2014.

**Manager Administration**

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

# **Quaid-e-Azam Thermal Power (Pvt) Ltd**

1<sup>st</sup> 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 timeframe 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**

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

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1<sup>st</sup> Floor, 7-C-I, Gulberg-III, Lahore.

**BIDDING DOCUMENTS**  
**FOR PROVISION OF OFFICE STATIONERY**

**Tender Price:** Rs. 500/-

**(Non-Refundable)**

Receipt No. \_\_\_\_\_

Dated:- \_\_\_\_\_

Opening date: **22-08-2022** 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

1<sup>st</sup> Floor, 7-C-I, Gulberg-III, Lahore.

**Annex-A**

## Bid Performa

LOT #	Items Description / Specifications		1		2	3	(4=2+3)	(5=1x4)
			No. of Units / Quantity	Units	Unit Rate (Excl. Taxes) Rs.	Total Taxes Rs.	Unit Rate (Incl. All Taxes) Rs.	Total Cost (Incl. All Taxes) Rs.
1	Box File Size 3 Inch	Sample available at QATPL for reference	100	Pcs				
2	Box File Size 2 Inch	Sample available at QATPL for reference	100	Pcs				
3	Punch Machine	Sample available at QATPL for reference	10	Pcs				
4	Stapler Pins Size = 24/6, each box = 20*1000 staples	Sample available at QATPL for reference	5	Box				
5	Sticky Notes (3*3) inches	Sample available at QATPL for reference	200	Pcs				
6	Writing Pad Size A5 80gm	Sample available at QATPL for reference	100	Pcs				
7	Writing Pad Size A4 80gm	Sample available at QATPL for reference	50	Pcs				
8	Paper Size A4 80gm	Sample available at QATPL for reference	400	Ream				
9	Plastic File Cover (Management /TT File) Size A4	Sample available at QATPL for reference	300	Pcs				
10	Ball Point (Blue), 0.8mm	Sample available at QATPL for reference	300	Pcs				
11	Ball Point (Black), 0.8 mm	Sample available at QATPL for reference	200	Pcs				
12	Gel Ball Pen (Black Ink), 0.4mm Line, 0.7mm Ball, pigment ink, Waterproof	Sample available at QATPL for reference	200	Pcs				
13	Gel Ball Pen (Blue Ink), 0.4mm Line, 0.7mm Ball, pigment ink, Waterproof	Sample available at QATPL for reference	300	Pcs				
14	Gel Ball Pen (Green Ink), 0.4mm Line, 0.7mm Ball, pigment ink, Waterproof	Sample available at QATPL for reference	100	Pcs				
15	Gel Ball Pen (Red Ink), 0.4mm Line, 0.7mm Ball, pigment ink, Waterproof	Sample available at QATPL for reference	100	Pcs				
16	Protector Sheet Size A4	Sample available at QATPL for reference	500	Pcs				
17	Binding Tape Size 2 Inch	Sample available at QATPL for reference	36	Pcs				

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1<sup>st</sup> Floor, 7-C-I, Gulberg-III, Lahore.

18	Plastic Separator Set Size A4	Sample available at QATPL for reference	200	Set				
19	Paper Tags (Multicolor = 4 Colors in 1 Packet)	Sample available at QATPL for reference	100	Pkt				
20	Vehicle Log Book	Sample available at QATPL for reference	20	Pcs				
21	Gum Stick 40gm	Sample available at QATPL for reference	100	Pcs				
22	Highlighter (Yellow)	Sample available at QATPL for reference	100	Pcs				
23	Highlighter (Red)	Sample available at QATPL for reference	50	Pcs				
24	Highlighter (Green)	Sample available at QATPL for reference	50	Pcs				
25	Highlighter (Orange)	Sample available at QATPL for reference	50	Pcs				
26	Highlighter (Blue)	Sample available at QATPL for reference	50	Pcs				
27	Dry Erase Marker (Blue)	Sample available at QATPL for reference	50	Pcs				
28	Dry Erase Marker (Black)	Sample available at QATPL for reference	50	Pcs				
29	Dry Erase Marker (Green)	Sample available at QATPL for reference	20	Pcs				
30	Dry Erase Marker (Red)	Sample available at QATPL for reference	20	Pcs				
31	Permanent Marker (Blue)	Sample available at QATPL for reference	50	Pcs				
32	Permanent Marker (Black)	Sample available at QATPL for reference	50	Pcs				
33	Lead Pencil	Sample available at QATPL for reference	100	Pcs				
34	Stapler	Sample available at QATPL for reference	20	Pcs				
35	Paper Cutter	Sample available at QATPL for reference	50	Pcs				
36	Scotch Tape 1 inch	Sample available at QATPL for reference	100	Pcs				
37	Tape Dispenser	Sample available at QATPL for reference	10	Pcs				
38	Heavy Duty Stapler	Sample available at QATPL for reference	5	Pcs				
39	Heavy Duty Stapler Pins 23/8	Sample available at QATPL for reference	5	Box				
40	Heavy Duty Stapler Pins 23/10	Sample available at QATPL for reference	5	Box				
41	Heavy Duty Stapler Pins 23/15	Sample available at QATPL for reference	5	Box				
42	Heavy Duty Stapler Pins 23/17	Sample available at QATPL for reference	5	Box				
43	Heavy Duty Stapler Pins 23/20	Sample available at QATPL for reference	5	Box				
44	Heavy Duty Stapler Pins 23/23	Sample available at QATPL for reference	5	Box				
45	Correction Pen (Whitener)	Sample available at QATPL for reference	50	Pcs				
46	Pin Opener	Sample available at QATPL for reference	30	Pcs				
47	Scale (Steel)	Sample available at QATPL for reference	20	Pcs				

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48	Heavy Duty Puncher	Sample available at QATPL for reference	5	Pcs				
49	File Flapper (3 Inch)	Sample available at QATPL for reference	50	Pcs				
50	Pen Holder	Sample available at QATPL for reference	20	Pcs				
51	Envelope A4	Sample available at QATPL for reference	1000	Pcs				
52	Envelope (9x4)	Sample available at QATPL for reference	1000	Pcs				
53	Stamp Pad (Black)	Sample available at QATPL for reference	10	Pcs				
54	Stamp Pad (Blue)	Sample available at QATPL for reference	10	Pcs				
55	Binder Clip 15mm	Sample available at QATPL for reference	200	Pcs				
56	Binder Clip 19mm	Sample available at QATPL for reference	200	Pcs				
57	Binder Clip 25mm	Sample available at QATPL for reference	200	Pcs				
58	Binder Clip 32mm	Sample available at QATPL for reference	200	Pcs				
59	Binder Clip 41mm	Sample available at QATPL for reference	200	Pcs				
60	Binder Clip 51mm	Sample available at QATPL for reference	200	Pcs				
61	Calculator (12 Digit, Two-Way Power, Min. 150 Steps Check)	Sample available at QATPL for reference	10	Pcs				

**Total:**

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**Note:**

**Price Must Be quoted for all items under each category.**

**Total Cost in Words: Rs.** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Signature of authorized person :** \_\_\_\_\_

**Name :** \_\_\_\_\_

**Manager Administration**

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