

# Bidding Document

---

## 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 (“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. 14,072/- (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. **09-03-2020** by **03:30 p.m** at the prescribed address of QATPL Head Office.
5. Bids shall be opened at **04:00 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**

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. 14,072/- (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 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 PRPA 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 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**

**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.

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

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

**(Non-Refundable)**

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

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

Opening date: **09-03-2020 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

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

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				

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

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

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				

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

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

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**

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