Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
www.pta.gov.pk

Tender Notice No.3/2019-20/Admin/PTA

INVITATION TO BID

[For Supply of Stationery items, Petty items and Printer Tonners]

Pakistan Telecommunication Authority invites sealed bids from reputable Firms / Contractors, registered with Income Tax and Sales Tax Departments and who are on active taxpayers list of the Federal Board of Revenue, for supply of Stationery items, Petty items and Printer Tonners (Black).

Bidding documents, containing detailed terms and conditions, etc. are available at the office of the undersigned **(Room No. 214, 2nd Floor)**. Price of the bidding documents is **Rs. 500/- (in form of non-refundable cash)**. Bidding documents can also be downloaded from PPRA and PTA websites (**www.ppra.org.pk and www.pta.gov.pk**) free of cost.

The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of undersigned on or before **19th March, 2020** by **11:00 AM.** Only Technical Bids will be opened on the same date i.e. **19th March, 2020 at 11:30 AM.** This advertisement is also available at PTA and PPRA websites i.e. **www.pta.gov.pk, www.ppra.org.pk**

Muhammad Muneer
Assistant Director (Admin)
PTA Headquarters, F-5/1, Islamabad
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"Say No to Drugs"

12 x 2

Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
HEADQUARTERS, F-5/1, ISLAMABAD
http://www.pta.gov.pk

Bidding Document

This bid will be received on or before **19th March, 2020 at 1100 hours** in the office of the undersigned at PTA Headquarters, Islamabad, and only technical bids will be opened on the same day at 1130 hours in PTA Auditorium.

Terms & Conditions

1. Tender Notice issued in the Print Media, PPRA/PTA Websites is part of this contract document.
2. The bidding process will be according to PPRA Single stage – two envelope procedure.
3. Bid shall be submitted in a single package containing two separate envelopes clearly marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL".
4. Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
5. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the PTA without being opened.
6. The PTA shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements of PTA as defined.
7. During the technical evaluation no amendments in the technical proposal shall be permitted.
8. The bidder should quote item rates clearly in the Financial Proposal on the Annexure –A, B, C as provided with Bidding Documents. **Any other own generated/prepared form will not be considered and bid will be rejected.**
9. Bid for stationery, petty items and printer toners shall be evaluated on item wise i.e. the lowest bidder against each item shall be awarded the supply order.
10. Bid price should be inclusive of all Taxes including GST.
11. Financial Bid should be valid for 120 days from opening of technical proposal.

12. Bid security equal to 2% of total bid price (Refundable) in shape of pay order / Bank draft (Cheque will not be accepted) **in favor of Pakistan Telecommunication Authority**, Islamabad, should be attached with the **Financial Proposal** and certificate for Bid security is attached with financial proposal must be provided with technical proposal. **Technical Proposal without certificate of Bid security will be rejected forthwith.**

13. Bid Security of successful bidders will be released after completion of physical inspection of delivered items. Bid Security of unsuccessful financial bidders will be released after issuance of work/supply order.

14. Only technically qualified bidders shall be allowed to participate in the financial bid opening process. The financial bids of technically disqualified bidders shall be returned un-opened.

15. Rates for items mentioned in bidding documents with brand/model may be quoted for same model/brand or equivalent standard items.

16. The item supplied should be according to quality, quantity and specification.

17. Items must be delivered at PTA HQs, Islamabad, as per supply orders within 30 days after issuance of supply order. In case of delay, 0.1% of quoted bid price against items mentioned in supply order shall be charged as penalty for each day upto 15 days after given time frame.

18. Supply order shall stand cancelled if successful financial bidder does not supply the items in accordance with s.no. 17. Bid security will be forfeited in favor of PTA.

19. Printer tonners performance guarantee will be equal to 10% of successful bid price of tonners and it will be deducted from Invoice of the vender at the time of payment.

20. During use of tonners if any fault occurs, the vender must immediately replace the faulty with new tonners free of cost.

21. If the faulty toners are not replaced, new toners will be purchased by PTA, amount will be deducted from performance guarantee amount which was withheld by PTA and the vender/supplier will be blacklisted from PPRA as per PPRA Rules.

22. No transportation / carriage charges will be paid by PTA for delivery of items.

23. The payment shall be made after physical inspection by PTA Purchase Committee of the delivered items as per supply order.

24. Taxes will be deducted at source as per Government rules. Further penalty (if any) shall also be deducted from the payment.

25. All pages of Bid Documents, Technical and Financial Proposal will be signed and stamped with by the bidder. All documents except financial bid must be attached with technical proposal, otherwise bid will be rejected at the time of evaluation.

26. If any clause of biding document is not accepted by bidder, then his bid will be rejected without any reason at the time of evaluation of technical and financial proposal.

27. Pakistan Telecommunication Authority, Islamabad reserves the right to accept or reject whole or partially the tender as per PPRA Rules.

- For any further clarification may contact the undersigned on Tel: 051 –2878131.

(Muhammad Muneer)
Assistant Director (Admin)

Technical Proposal

A form for technical proposal must be filled by bidder.

General Information

1. Name of Firm/Bidder/Company: _____

2. Address: _____

3. Contact Person: _____

4. Landline Telephone No: _____

5. Fax No: _____

Mandatory Requirements for Technical Proposal

The following mandatory requirements must be fulfilled by bidder. If any mandatory requirement is not full filled by bidder, the bid will be rejected.

i. Bidder having main office/Shop at Islamabad/Rawalpindi with Landline Telephone Number, Complete Mailing Address. Physical Inspection will be carried out by Technical Committee and issue a certificate that the said office/shop is in at Islamabad / Rawalpindi otherwise bid will be rejected without any reason.

ii. Active Tax Payer from FBR. GST & NTN registration date must be before of tendering date.

iii. Bid Security/equal to 2% of total quoted bid price (Refundable) in shape of pay order / Bank draft (Cheque will not be accepted) **in favor of Pakistan Telecommunication Authority**, Islamabad, should be attached with the **Financial Proposal** and certificate for Bid security is attached with financial proposal must be provided with technical proposal. **Technical Proposal without certificate of Bid security will be rejected forthwith.**

iv. The bidder would submit an undertaking on Judicial (Original) Stamp paper amounting to Rs.100/- bearing the bidder/company/firm is not blacklisted by any government department. Stamp paper should be issued after advertisement date.

Note:
a. Proof (documents) must be attached otherwise bid will be rejected.
b. Bid Documents must be signed, stamped and attached with Technical Proposal.
c. **Bidders meeting the above requirements shall be qualified for financial evaluation. If any mandatory requirement is not met, the bid will be rejected.**

Date _____ Signature & Stamp _____

Name _____

Technical Proposal Form

S.No.	Description	Yes/No.
1.	Bidder having main office/Shop at Islamabad/Rawalpindi with Landline Telephone Number, Complete Mailing Address Physical Inspection will be carried out by Technical Committee and issue a certificate that the said office/shop is in at Islamabad / Rawalpindi otherwise bid will be rejected without any reason.	
2.	Active Tax Payer from FBR. GST & NTN registration date must be before of tendering date.	
3.	Bid Security/equal to 2% of total quoted bid price (Refundable) in shape of pay order / Bank draft (Cheque will not be accepted) **in favor of Pakistan Telecommunication Authority**, Islamabad, should be attached with the **Financial Proposal** and certificate for Bid security is attached with financial proposal must be provided with technical proposal. **Technical Proposal without certificate of Bid security will be rejected forthwith.**	
4.	The bidder would submit an undertaking on Judicial (Original) Stamp paper amounting to Rs.100/- bearing the bidder/company/firm is not blacklisted by any government department. Stamp paper should be issued after advertisement date.	

Financial Proposal

Annexure-A

List of Stationery Items to be Purchased for Year 2020

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
1	Attendance Register No.4	Each	2			
2	Ball Point Clipper (Dollar)	Packet	341			
3	Ball Point Piano (Dollar Edit)	Packet	6			
4	Ball Point Piano (Yellow)	Packet	5			
5	Ball Point Picasso	Packet	2			
6	Ball Point Uni Ball Signo UM120 (Red,Green,Blue ,Black)	Packet	25			
7	Ball Point Uni Rabbit Gel RG-100	Packet	117			
8	Ball Point Uni-ball eye,157/150 (Green,Red,Blue,Black)	Packet	43			
9	Battery cell AAA Sony/Toshiba	Each	682			
10	Battery Cell (Energizer)AA	Each	32			
11	Battery Cell (Energizer)AAA	Each	37			
12	Battery Cell AA (Small) Sony/Toshiba	Each	660			
13	Binder clip 25 mm	Packet	25			
14	Binder clip 32 mm	Packet	45			
15	Binder clip 15 mm	Packet	73			
16	Binding Tape 2″(eleven meters) Tekno Brand	Each	229			
17	Box File A4 Size (Jinnah) No.556	Each	10			
18	Box File Legal Size (Jinnah) No 556	Each	738			
19	Calculator (Casio, MJ 120)	Each	44			
20	Cash Book no4	Each	8			
21	CD Writeable(Sony) Original(Set of Ten)	Packet	2			
22	Cotton Tags (Superior Quality)	Bundle	37			
23	Camelion Alkaline A23 12v	Each	50			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
24	Dak Folder Rexene –(PTA printed with monogram) sample available	Each	2			
25	Dispatch Register (Tayyaba) No.6	Each	7			
26	Dollar Pointer (Soft Liner)	Packet	1			
27	Drafting Pad ruled A-4 size Lucky/Al-Farooq	Each	97			
28	Drafting pad small Lucky/AL-Farooq (8″ X 6″)	Each	79			
29	D-Ring File DB532-2D	Each	643			
30	DVD Writeable (Sony) Original (Set of 10)	Packet	5			
31	Envelop 11"x5" Craft Paper 80 grm white (PTA printed with monogram)	Each	200			
32	Envelop 11″ x 5″ Craft paper 80Grm Khaki (PTA (printed with monogram)	Each	200			
33	Envelop A4 80 gms khaki Craft paper (PTA printed with monogram)	Each	8300			
34	Envelop A4 80 gms White Craft paper (PTA printed with monogram)	Each	700			
35	Envelop (9″ x 4″) Craft Khaki (PTA printed with monogram)	Each	11500			
36	Envelop (9″ x 4″) Craft White (PTA printed with monogram)	Each	300			
37	Envelop (11"x15")file size khaki 80 grm (PTA printed with monogram)	Each	3400			
38	Fax Roll (210 mm * 30 mm) Panasonic	Each	4			
39	Fax Toner Cartridge Panasonic(KX-FL 422)	Each	4			
40	File Board file size (Fine Quality)	Each	3260			
41	File Cover legal Size 350 gram art card (PTA printed with lamination) sample available	Each	7810			
42	File cover plastic with clip A-4 (Transparent Nokya No. 554)	Each	4125			
43	File cover plastic with clip Legal (Transparent Nokya No. 554)	Each	17			
44	Fluid Pen / Correction Pen (ORO)	Each	221			
45	Foot Mat Rubber (2x3)	Each	6			
46	Flower Broom	Each	8			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
47	Gum Stick Amos Large 35gms	Each	319			
48	Highlighter(Job SCHNEIDER)	Each	338			
49	Lead Pencils Goldfish(HB 5000 Autocrat)	Packet	11			
50	Log Book no 4	Each	2			
51	Masking Tape (ABRO) 3"	Each	6			
52	Meeting Schedule Stand	Each	37			
53	Marker Dollar 70 (Blue/Black)	Each	235			
54	Note Sheet Pads Legal Size 80 sheets 80gram	Each	20			
55	Packing Tap (Fine Quality)2"	Each	61			
56	Paper Cutter (SDL-426)	Each	94			
57	Paper clip steel (30mm)	Packet	239			
58	Paper Pin	Packet	3			
59	Phenyl 3 litre	Each	81			
60	Post it Pad yellow Pronoti 3x2	Each	75			
61	Post it Pad yellow Pronoti 3x3	Each	72			
62	Post it Pad yellow Pronoti 3x4	Each	137			
63	Punch Machine Single Hole (Local)	Each	16			
64	Punch Machine Double Hole Genmes 9730	Each	3			
65	Punch Machine Double Hole (heavy duty)KW trio	Each	2			
66	Register Ruled 10 quire No.20 Lucky Brand/Equivalent	Each	22			
67	Register Ruled 6 quire No.6 Lucky Brand/Equivalent	Each	12			
68	Register Ruled 2 quire No.8 Lucky Brand/Equivalent	Each	12			
69	Ring Binder Folder plastic (Transparent) W-39 D-T(6470)	Each	400			
70	Rubber Pelican AL-30	Each	35			
71	Rubber Band	Packet	1			
72	Scale (Steel) Fine quality	Each	12			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
73	Scissor (Fine Quality) Medium	Each	16			
74	Scotch Tape 1″ * 72 meters (Deer)	Each	134			
75	Scotch Tape 2″ * 72 meters (Deer)	Each	47			
76	Separator Set Comet A4 CO10 Plastic (Set of 10)	Sets	262			
77	Sharpener Heavy Duty table fitted (KW trio 306A)	Each	4			
78	Sharpener Steel small size Original Deli	Each	78			
79	Stamp Pad Lancer (7*11cm) Blue	Each	9			
80	Stapler Machine (Kw-trio 05871) Standard	Each	109			
81	Stapler Pin Remover –(KW Trio 508B)	Each	3			
82	Stapler Pins Size 24 / 6 (DOLLAR)	Packet	941			
83	Stapler Pins Size 23/ 24 (DOLLAR)	Packet	2			
84	Sweep Master 550 ml Bottle	Each	147			
85	Table Set Marble	Each	7			
86	Tape Dispenser – National No 30	Each	5			
87	Tissue Paper Box - Perfumed(Rose Petal) 100 x 2 Ply	Each	154			
88	Tissue Paper Box Rose petal (Pop up) 150x2 Ply	Each	1711			
89	Tissue Roll Rose Petal	Each	140			
90	Transparency Sheets white A-4 (Packet of 100) Sensa Korea	Packet	20			
91	Transparent Neon Indexure (5 Pads)	Packet	200			
92	Vim Bottle (500grams) Powder	Each	72			
93	Vehicle Movement Register	Each	5			
94	Paper Legal size (500 Sheets) 80 grm (Imported)	Ream	60			
95	Paper A-4 size 450 Sheets 70 grm (Local)	Ream	30			
96	Paper A-4 size (500 Sheets)80 grm (Imported)	Ream	3385			
97	Regina Paper A-4 size (500 Sheets) 80 grm (sample available)	Ream	20			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
98	Wall Clock Champion	Each	4			
Total Bid Price						

Annexure-B

List of Printer Toners HP Laser Jet to be Purchased for Year 2020

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
1	Printer Toner for HP LaserJet 1010/1020	Each	11			
2	Printer Toner for HP LaserJet 1102 (85A)	Each	45			
3	Printer Toner for HP LaserJet 1300	Each	2			
4	Printer Toner for HP LaserJet 1320	Each	20			
5	Printer Toner for HP LaserJet 2035 (05 A)	Each	34			
6	Printer Toner for HP LaserJet 2015 (53 A)	Each	10			
7	Printer Toner for HP LaserJet P1005	Each	5			
8	Printer Toner for HP LaserJet M-1536 (78A)	Each	20			
9	Printer Toner for HP LaserJet M-12 (79A)	Each	4			
10	Printer Toner for HP LaserJet Pro 400 (80A)	Each	1			
11	Printer Toner for HP LaserJet Pro MFP M127 FN (83A)	Each	104			
12	Printer Toner for HP LaserJet Pro MFP M130 fn (19A)	Each	4			
13	Printer Toner for HP LaserJet M402 (26 A)	Each	3			
14	Printer Toner for HP LaserJet M404 (59 A)	Each	2			
15	Printer Toner for HP LaserJet CF248A (48 A)	Each	4			
Total Bid Price						

Annexure-C

List of Petty Items to be Purchased for Year 2020

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
1.	Air Freshener (300 ml Concord/Aseel) Imported	Each	299			
2.	Car Polish 250 Grams-Imported (Cosmic)	Each	31			
3.	Dust Bin Large size (12 inch)	Each	22			
4.	Dash board Polish 450ML (SUN OF GUN)	Each	50			
5.	Duster Cloth Cotton as per Sample	Each	688			
6.	Duster Cloth Soft Falalan as per Sample	Each	173			
7.	Floor Duster Towel	Each	8			
8.	Floor Duster Cleaning Matte(Soother)2kg	Kg	8			
9.	Harpic Bath Cleaner 02 Liter	Each	8			
10.	Glint kiwi 500ml (original)	Each	295			
11.	Insect Killer (Morten) 400ml	Each	24			
12.	Soap Lemon Max	Each	18			
13.	Soap Lux Large Size (115 grams)	Each	92			
14.	Surf Excel (100 grams)	Each	201			
15.	Scotch Bright Scrub Sponge(Big)	Each	15			
Total Bid Price						