



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
Headquarters, F-5/1, Islamabad
www.pta.gov.pk

"SAY NO TO CORRUPTION"

Tender Notice No.3 /2016/Admin/PTA

Invitation to Bids

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

Pakistan Telecommunication Authority a Government Telecom Regulator invites sealed bids from suppliers/firms/contractors etc., 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).

2. Bidding documents containing detailed terms and conditions etc. are available at Room No. 214, 2nd Floor PTA H/Q, Islamabad. Price of the bidding documents is Rs.200/- (Cash non-refundable). Bidding documents can also be downloaded from www.pta.gov.pk free of cost.
3. The bids, prepared in accordance with the instructions in the bidding documents must reach at Room No. 214, 2nd Floor, PTA H/Q on or before **08-03-2017** up till **1030 hours**. Bids will be opened the same day at **1100 hrs**. This advertisement is also available on PPRA website at www.ppra.org.pk.

Assistant Director (Admin)

Tel: 051-2878131, Fax: 051-2878149

munir@pta.gov.pk



Government of Pakistan
PAKISTAN TELECOMMUNICATION AUTHORITY
HEADQUARTERS, F-5/1, ISLAMABAD

<http://www.pta.gov.pk>

BIDDING DOCUMENT

The bids will be received on or before **08-03- 2017** up till 1030 hours in the office of the undersigned at PTA Headquarters, Islamabad, and will be **opened on the same day at 1100 hours in PTA Auditorium.**

1. Name of Firm: _____
2. Address: _____
3. Contact Person: _____
4. Telephone No: _____
5. Fax No: _____
6. GST Reg. No: _____
7. National Tax Number: _____
8. Mandatory Requirements.
 - a. Bidder must having main office/sub office/Store at Islamabad/Rawalpindi with Telephone Number and complete address.
 - b. Copy of NTN & GST certificate.
 - c. Demand Drafts/Pay orders (Refundable) as earnest money equivalent to 2% of total bid price.
 - d. Affidavit on stamp paper that firm is not black listed. Stamp paper should be issued after advertisement date.

Terms & Conditions:

1. Tender Notice issued on the websites of PPRA/PTA is part of this bidding document.
2. Single Stage – one envelope procedure will be followed.
3. Bid should be addressed to the Director (Administration), Pakistan Telecommunication Authority, F-5/1, Islamabad.
4. The bidder should quote item rates clearly on the Annexure –A, B, C as provided with Bidding Document. Bid quoted in any format other than above annexes shall not be considered.
5. Over writing will not be accepted.
6. 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.
7. Printer tonners of lowest bidder shall be evaluated by purchase committee on the basis of verified sample provided by bidder from HP website.
8. Bid price should be inclusive of all Taxes including GST.

9. The rates quoted shall remain valid for 120 days after the bid opening.
10. Earnest money in the shape of pay orders / bank drafts (Refundable) in favour of Pakistan Telecommunication Authority Islamabad, equal to 2% of the total bid price should be attached with the bid. Earnest money for Printer Tonners must be attached separately (Cheque will not be accepted).
11. Earnest money of successful bidders will be released after completion of physical inspection of delivered items, however earnest money of tonners supplier will be refunded after period of one year.
12. Earnest money of unsuccessful bidders will be released after issuance of work/supply order.
13. Rates for items mentioned in bidding documents with brand/model may be quoted for same model/brand or equivalent standard items.
14. The item supplied should be according to quality, quantity and specification.
15. 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.
16. Printer tonners must be verified from HP website, and during use of tonners if any fault occurred, the vender must be replaced with new tonners immediately.
17. If the faulty toners not replaced with new toners, the vender/supplier will be blacklisted from PPRA as per PPRA Rules.
18. Bid security will be forfeited and supply order will be awarded to next lowest bidder if successful bidder does not supply the items in accordance with s.no. 15.
19. No transportation / carriage charges will be paid by PTA for delivery of items.
20. The payment shall be made after physical inspection by PTA Purchase Committee of the delivered items as per supply order.
21. Taxes will be deducted at source as per Government rules. Further penalty (if any) shall also be deducted from the payment.
22. If any clause of bid document not accepted by bidder, then bid will be rejected.
23. 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)

LIST OF STATIONERY ITEMS
TO BE PURCHASED DURING YEAR 2017

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
1.	Attendance Register No.4	Each	3			
2.	Ball Point Clipper (Dollar)	Packet	283			
3.	Ball Point Piano (Dollar Edit)	Packet	3			
4.	Ball Point Piano (Yellow)	Packet	1			
5.	Ball Point Picasso	Packet	2			
6.	Ball Point Uni Ball Signo UM120(Red,Green,Blue,Black)	Packet	59			
7.	Ball Point Uni Rabbit Gel RG-100	Packet	121			
8.	Ball Point Uni-ball eye,157/150 (Green,Red,Blue,Black)	Packet	15			
9.	Ball Point Vision Elite fine UB-200(08)	Each	10			
10.	Battery cell AAA Sony/Toshiba	Each	276			
11.	Battery Cell (Energizer)AA	Each	24			
12.	Battery Cell (Energizer)AAA	Each	18			
13.	Battery Cell AA (Small) Sony/Toshiba	Each	721			
14.	Battery CLI (9 V) Power Plus	Each	100			
15.	Binder clip 25 mm	Packet	4			
16.	Binder clip 32 mm	Packet	22			
17.	Binder clip 15 mm	Packet	11			
18.	Binding Tape 2" (eleven meters) Tekno Brand	Each	164			
19.	Box File A4 Size (Jinnah) No. 556	Each	22			
20.	Box File Legal Size (Jinnah) No. 556	Each	488			
21.	Calculator (Casio, MJ 120)	Each	22			
22.	Cash Book	Each	4			
23.	CD Writeable (Sony) Original (Set of 10)	Packet	10			
24.	Cotton Tags (Superior Quality)	Bundle	129			
25.	Dettol 100 ml	Each	10			
26.	Dak Folder Rexene –(PTA printed with monogram)sample available	Each	20			
27.	Diary Register (Tayyaba) No.6	Each	23			
28.	Dispatch Register (Tayyaba) No.6	Each	21			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
29.	Dollar Pointer (Soft Liner)	Packet	4			
30.	Drafting Pad ruled A-4 size Lucky/Al-Farooq	Each	244			
31.	Drafting pad small Lucky/AL-Farooq (8" X 6")	Each	236			
32.	D-Ring File DB532-2D	Each	239			
33.	DVD Writeable (Sony) Original (Set of 10)	Packet	30			
34.	Envelop 11" x 5" Craft paper 80Grm White (PTA printed with monogram)	Each	300			
35.	Envelop 11" x 5" Craft paper 80Grm Khaki (PTA printed with monogram)	Each	800			
36.	Envelop A4 80 gms khaki (PTA printed with monogram)	Each	7800			
37.	Envelops (9" x 4") Craft Khaki (PTA printed with monogram)	Each	15000			
38.	Envelops (9" x 4") Craft White (PTA printed with monogram)	Each	1000			
39.	Envelops file size khaki(11" x 15") 80 grams (PTA printed with monogram)	Each	400			
40.	Every Card Sheet - 100 sheets	Packet	10			
41.	Fax Toner Cartridge Panasonic(KX-FA57A/E)	Each	3			
42.	Fax roll (210 mm * 30 mm) Panasonic	Each	248			
43.	File Board file Size (Fine Quality)	Each	2286			
44.	File Cover legal size (310 gms art card) PTA Printing with lamination (sample available)	Each	3800			
45.	File cover plastic with clip A-4 (Transparent Nokya No. 554)	Each	2721			
46.	File cover plastic with clip Legal (Transparent Nokya No. 554)	Each	50			
47.	File tray plastic	Each	2			
48.	Fluid Pen / Correction Pen (ORO)	Each	146			
49.	Foot Mat Rubber (2*3)	Each	6			
50.	Gum Stick Amos Large 35gms	Each	163			
51.	Gum Stick Amos Medium 21gms	Each	20			
52.	Highlighter (Job SCHNEIDER)	Each	286			
53.	Lead Pencils Goldfish (HB 5000 Autocrat)	Packet	121			
54.	Leave Register	Each	2			
55.	Masking Tape (ABRO) 3"	Each	60			
56.	Marker Dollar 90 (Blue/Black)	Each	86			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
57.	Marker White Board (Snowman SB-12)	Each	31			
58.	Note Sheet Pads Legal Size 80 sheets 80gram	Each	35			
59.	Packing Tape (Fine Quality) 2"	Each	12			
60.	Paper Cutter (SDL-426)	Each	56			
61.	Paper clip steel (30mm)	Packet	105			
62.	Paper Pin	Each	4			
63.	Phenyl (3 Litre)	Each	24			
64.	Post it Pad yellow Pronoti 3x2	Each	159			
65.	Post it Pad yellow Pronoti 3x3	Each	130			
66.	Post it Pad yellow Pronoti 3x4	Each	182			
67.	Punch Machine Single Hole (Local)	Each	117			
68.	Punch Machine Double Hole (Local)Medium Size	Each	9			
69.	Register Ruled 10 quire No.20 Lucky Brand/Equivalent	Each	25			
70.	Register Ruled 2 quire No.4 Lucky Brand/Equivalent	Each	6			
71.	Ring Binder Folder plastic (Transparent) W-39 D-T(6470)	Each	212			
72.	Rubber Pelican AL-30	Each	240			
73.	Rubber Band	Packet	14			
74.	Scale (Steel) Fine quality	Each	33			
75.	Scissor (Fine Quality) Medium	Each	56			
76.	Scotch Tape 1" * 72 meters (Deer)	Each	458			
77.	Scotch Tape 2" * 72 meters (Deer)	Each	33			
78.	Scotch Bright	Each	24			
79.	Separator Set Lucky (Set of 10)	Sets	238			
80.	Sharpener Heavy Duty table fitted (KW trio 306A)	Each	13			
81.	Sharpener Steel small size Original Deli	Each	58			
82.	Stamp Pad (Lancer) Large Size	Each	66			
83.	Stamp Pad (Ink) Trodat 28 ml	Each	24			
84.	Stapler Machine (Kw Trio05871)Standard	Each	122			
85.	Stapler Machine Heavy Duty (KW-Trio 50 LBN)	Each	3			
86.	Stapler Pin Remover – (KW Trio 508B)	Each	58			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
87.	Stapler Pins Size 24 / 6 (DOLLAR)	Packet	342			
88.	Sweep bottle	Each	12			
89.	Table Set Marble	Each	7			
90.	Table Set Plastic (fine Quality)	Each	2			
91.	Telephone Index no 786	Each	7			
92.	Tape Dispenser – National No 30	Each	4			
93.	Tissue Paper Rose Petal - Perfumed 100x2 Ply	Each	327			
94.	Tissue Paper Rose Petal (Pop up) 150x2 Ply	Each	941			
95.	Tissue Roll (Rose Petal)	Each	81			
96.	Transparency Sheets white A-4 (Packet of 100) Sensa Korea	Packet	5			
97.	Thumb Pin (Colour)	Packet	2			
98.	Vim Bottle (500grams) Powder	Each	237			
99.	Vehicle movement register	Each	6			
100.	Visiting card album (400 cards)	Each	2			
101.	Paper Legal size (500 Sheets) 80 gsm Navigator (Imported)	Ream	65			
102.	Paper Legal size 450 Sheets (Local)	Ream	2			
103.	Paper A-4 size 450 Sheets (Local)	Ream	20			
104.	Paper A-4 size (500 Sheets) 80 gsm Navigator (Imported)	Ream	2768			
105.	Ledger Paper (Green)Legal size	Ream	2			
106.	Wall Clock Champion	Each	2			
Total Bid Price						

Annexure-B**LIST OF PETTY ITEMS TO BE PURCHASED DURING YEAR 2017**

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
1.	Air Freshener (300 ml Aseel/Do it)	Each	198			
2.	Car Polish 250 Grams-Imported (Cosmic)	Each	46			
3.	Dust Bin Large size (12 inch)	Each	36			
4.	Dash board Polish 450ML (SUN OF GUN)	Each	56			
5.	Duster Cloth Cotton (Full Size)	Each	486			
6.	Duster Cloth Soft Yellow (Full Size)	Each	316			
7.	Glint kiwi 500ml (original)	Each	250			
8.	Insect Killer (Mortein) 400ml	Each	15			
9.	Lemon max Liquid (500 ml)bottle	Each	24			
10.	Soap Lemon Max	Each	39			
11.	Soap Lux large size (115grams)	Each	30			
12.	Surf Excel (100 grams)	Each	386			
Total Bid Price						

LIST OF PRINTER TONERS HP LASER JET
TO BE PURCHASED DURING THE YEAR 2017

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
1	Printer Toner for HP LaserJet 1010/1020 (original and must be verified from HP website)	Each	11			
2	Printer Toner for HP LaserJet 1102 (85A) (original and must be verified from HP website)	Each	59			
3	Printer Toner for HP LaserJet 1200 (original and must be verified from HP website)	Each	3			
4	Printer Toner for HP LaserJet 1300 (original and must be verified from HP website)	Each	31			
5	Printer Toner for HP LaserJet 1320 (original and must be verified from HP website)	Each	33			
6	Printer Toner for HP LaserJet 2035 (05 A) (original and must be verified from HP website)	Each	3			
7	Printer Toner for HP LaserJet 2015 (53 A) (original and must be verified from HP website)	Each	5			
8	Printer Toner for HP LaserJet P1005 (original and must be verified from HP website)	Each	12			
9	Printer Toner for HP LaserJet M-1536 (78A) (original and must be verified from HP website)	Each	2			
10	Printer Toner for HP LaserJet Pro 400(80A) CF280A (original and must be verified from HP website)	Each	58			
11	Printer Toner for HP LaserJet Pro MFP M127fn (83A) (original and must be verified from HP website)	Each	2			
Total Bid Price						