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 <p>Government of Pakistan PAKISTAN TELECOMMUNICATION AUTHORITY http:// www.pta.gov.pk</p> <p>Tender Notice No.4 /2018-19/Admin/PTA</p>
<p>INVITATION TO BID For Supply of Stationery items, Petty items and Printer Tonners</p>
<p>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).</p> <p>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.</p> <p>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 9th April, 2019 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.</p>
<p>Muhammad Muneer Assistant Director (Admin) PTA Headquarters, F-5/1, Islamabad. Tel: 051-2878131, Fax: 051-2878149 munir@pta.gov.pk</p>
<p>Say No to Drugs</p>



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 **9th April, 2019** 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. Landline Telephone No: _____
5. Fax No: _____
6. GST Reg. No. (copy attached) _____
7. National Tax Number (copy attached) _____

8. **Mandatory Requirements**

- a. Bidder must having main office/Shop at Islamabad/Rawalpindi with Landline Telephone Number, Complete Mailing Address (proof must be attached).
- b. Vendor is in Active Taxpayers List (ATL) of the Federal Board of Revenue.
- c. Demand Drafts/Pay orders (Refundable) as earnest money (bid security) equivalent to 2% of quoted 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 Documents. **Any other own generated/prepared form will not be considered and bid will be rejected.**
5. Over writing/cutting of the quoted rate will not be considered for evaluation.
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. Bid price should be inclusive of all Taxes including GST.
8. The rates quoted shall remain valid for 120 days after the bid opening.
9. Earnest money (Bid Security) 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.
10. Earnest money of successful bidders will be released after completion of physical inspection of delivered items.
11. Earnest money of unsuccessful bidders will be released after issuance of work/supply order.
12. Rates for items mentioned in bidding documents with brand/model may be quoted for same model/brand or equivalent standard items.
13. The item supplied should be according to quality, quantity and specification.
14. 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.
15. Supply order shall stand cancelled if successful bidder does not supply the items in accordance with s.no. 14. Bid security will be forfeited in favor of PTA.
16. 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.
17. During use of tonners if any fault occurs, the vender must replace the faulty with new tonners immediately.
18. If the faulty tonners are not replaced, new tonners 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.
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)

Annexure-A**List of Stationery Items to be Purchased for Year 2019**

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
1	Attendance Register No.4	Each	13			
2	Ball Point Clipper (Dollar)	Packet	232			
3	Ball Point Piano (Dollar Edit)	Packet	2			
4	Ball Point Piano (Yellow)	Packet	9			
5	Ball Point Picasso	Packet	8			
6	Ball Point Uni Ball Signo UM120 (Red,Green,Blue ,Black)	Packet	35			
7	Ball Point Uni Rabbit Gel RG-100	Packet	108			
8	Ball Point Uni-ball eye,157/150 (Green,Red,Blue,Black)	Packet	13			
9	Battery cell AAA Sony/Toshiba	Each	584			
10	Battery Cell (Energizer)AA	Each	20			
11	Battery Cell (Energizer)AAA	Each	25			
12	Battery Cell AA (Small) Sony/Toshiba	Each	932			
13	Battery CLI (9 V) Power Plus	Each	100			
14	Binder clip 25 mm	Packet	27			
15	Binder clip 32 mm	Packet	50			
16	Binder clip 15 mm	Packet	39			
17	Binding Tape 2"(eleven meters) Tekno Brand	Each	218			
18	Box File A4 Size (Jinnah) No.556	Each	15			
19	Box File Legal Size (Jinnah) No 556	Each	425			
20	Calculator (Casio, MJ 120)	Each	42			
21	Cash Book no4	Each	2			
22	CD Writeable(Sony) Original(Set of Ten)	Packet	17			
23	Cotton Tags (Superior Quality)	Bundle	110			
24	Dak Folder Rexene –(PTA printed with monogram) sample available	Each	32			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
25	Diary Register (Tayyaba) No.6	Each	30			
26	Dispatch Register (Tayyaba) No.6	Each	53			
27	Dollar Pointer (Soft Liner)	Packet	3			
28	Drafting Pad ruled A-4 size Lucky/Al-Farooq	Each	535			
29	Drafting pad small Lucky/AL-Farooq (8" X 6")	Each	532			
30	D-Ring File DB532-2D	Each	213			
31	DVD Writeable (Sony) Original (Set of 10)	Packet	27			
32	Double Tape (Fang Zhen) 1"	Each	20			
33	Display Book (40 Pockets/80 Sheets) (sample available)	Each	10			
34	Envelop 11"x5" Craft Paper 80 grm white (PTA printed with monogram)	Each	1500			
35	Envelop 11" x 5" Craft paper 80Grm Khaki(PTA printed with monogram)	Each	2200			
36	Envelop A4 80 gms khaki Craft paper (PTA printed with monogram)	Each	8350			
37	Envelop (9" x 4") Craft Khaki (PTA printed with monogram)	Each	13900			
38	Envelop (9" x 4") Craft White (PTA printed with monogram)	Each	500			
39	Envelop (11"x15")file size khaki 80 grm (PTA printed with monogram)	Each	1500			
40	Every Card Sheet - 100 sheets	Packet	31			
41	Fax Roll (210 mm * 30 mm) Panasonic	Each	50			
42	Fax Toner Cartridge Panasonic(KX-FL 422)	Each	2			
43	File Board file size (Fine Quality)	Each	1680			
44	File Cover legal Size 350 gram art card (PTA printed with lamination) sample available	Each	10865			
45	File cover plastic with clip A-4 (Transparent Nokya No. 554)	Each	4046			
46	File cover plastic with clip Legal (Transparent Nokya No. 554)	Each	10			
47	Fluid Pen / Correction Pen (ORO)	Each	131			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
48	Foot Mat Rubber (2x3)	Each	12			
49	Gum Stick Amos Large 35gms	Each	210			
50	Highlighter(Job SCHNEIDER)	Each	340			
51	Lead Pencils Goldfish(HB 5000 Autocrat)	Packet	203			
52	Log Book no 4	Each	72			
53	Masking Tape (ABRO) 3"	Each	50			
54	Marker Dollar 70 (Blue/Black)	Each	116			
55	Note Sheet Pads Legal Size 80 sheets 80gram	Each	15			
56	Packing Tap (Fine Quality)2"	Each	60			
57	Paper Cutter (SDL-426)	Each	115			
58	Paper clip steel (30mm)	Packet	105			
59	Paper Pin	Packet	12			
60	Phenyl 3 litre	Each	67			
61	Post it Pad yellow Pronoti 3x2	Each	277			
62	Post it Pad yellow Pronoti 3x3	Each	332			
63	Post it Pad yellow Pronoti 3x4	Each	114			
64	Punch Machine Single Hole (Local)	Each	66			
65	Punch Machine Double Hole Genmes 9730	Each	27			
66	Punch Machine Double Hole (heavy duty)KW trio	Each	7			
67	Register Ruled 10 quire No.20 Lucky Brand/Equivalent	Each	64			
68	Ring Binder Folder plastic (Transparent) W-39 D-T(6470)	Each	100			
69	Rubber Pelican AL-30	Each	261			
70	Rubber Band	Packet	20			
71	Scale (Steel) Fine quality	Each	38			
72	Scissor (Fine Quality) Medium	Each	62			
73	Scotch Tape 1" * 72 meters (Deer)	Each	469			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
74	Scotch Tape 2" * 72 meters (Deer)	Each	21			
75	Separator Set Lucky (Set of 10)	Sets	352			
76	Sharpener Heavy Duty table fitted (KW trio 306A)	Each	15			
77	Sharpener Steel small size Original Deli	Each	60			
78	Stamp Pad Lancer (7*11cm) Blue	Each	107			
79	Stamp Pad (Ink) Trodat 28 ml	Each	22			
80	Stapler Machine (Kw-trio 05871) Standard	Each	62			
81	Stapler Machine Heavy Duty KW-Trio 50 LBN	Each	1			
82	Stapler Pin Remover –(KW Trio 508B)	Each	60			
83	Stapler Pins Size 24 / 6 (DOLLAR)	Packet	553			
84	Stapler Pins Size 23/ 24 (DOLLAR)	Packet	2			
85	Sweep Bottle	Each	58			
86	Table Set Marble	Each	5			
87	Telephone Index No.786	Each	4			
88	Tape Dispenser – National No 30	Each	40			
89	Tissue Paper Box - Perfumed(Rose Petal) 100 x 2 Ply	Each	547			
90	Tissue Paper Box Rose petal (Pop up) 150x2 Ply	Each	1409			
91	Tissue Roll Rose Petal	Each	146			
92	Transparency Sheets white A-4 (Packet of 100) Sensa Korea	Packet	25			
93	Vim Bottle (500grams) Powder	Each	342			
94	Vehicle Movement Register	Each	10			
95	Visiting card album (400 cards)	Each	10			
96	Paper Legal size (500 Sheets) 80 grm (Imported)	Ream	185			
97	Paper A-4 size 450 Sheets 70 grm (Local)	Ream	74			
98	Paper A-4 size (500 Sheets)80 grm (Imported)	Ream	2252			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
99	Regina Paper A-4 size (500 Sheets) 80 gm (sample available)	Ream	25			
100	Wall Clock Champion	Each	14			
Total Bid Price						

Annexure-B

List of Printer Toners HP Laser Jet to be Purchased for Year 2019

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
1	Printer Toner for HP LaserJet 1010/1020 (Must be verified from HP website)	Each	11			
2	Printer Toner for HP LaserJet 1102 (85A) (Must be verified from HP website)	Each	45			
3	Printer Toner for HP LaserJet 1200 (Must be verified from HP website)	Each	2			
4	Printer Toner for HP LaserJet 1300 (Must be verified from HP website)	Each	20			
5	Printer Toner for HP LaserJet 1320 (Must be verified from HP website)	Each	34			
6	Printer Toner for HP LaserJet 2035 (05 A) (Must be verified from HP website)	Each	10			
7	Printer Toner for HP LaserJet 2015 (53 A) (Must be verified from HP website)	Each	5			
8	Printer Toner for HP LaserJet P1005 (Must be verified from HP website)	Each	20			
9	Printer Toner for HP LaserJet M-1536(78A) (Must be verified from HP website)	Each	4			
10	Printer Toner for HP LaserJet M-12 (79A) (Must be verified from HP website)	Each	1			
11	Printer Toner for HP LaserJet Pro 400(80A) CF280A (Must be verified from HP website)	Each	104			
12	Printer Toner for HP LaserJet Pro MFP M127 FN (83A) (Must be verified from HP website)	Each	4			
13	Printer Toner for HP LaserJet Pro MFP M130 fn (19A) (Must be verified from HP website)	Each	3			
14	Printer Toner for HP LaserJet Pro M 102A (Must be verified from HP website)	Each	2			

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
15	Printer Toner for HP LaserJet MFP M(26 A) (Must be verified from HP website)	Each	4			
Total Bid Price						

Annexure-C

List of Petty Items to be Purchased for Year 2019

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
1.	Air Freshener (300 ml Concord/Aseel) Imported	Each	383			
2.	Car Polish 250 Grams-Imported (Cosmic)	Each	114			
3.	Dust Bin Large size (12 inch)	Each	36			
4.	Dash board Polish 450ML (SUN OF GUN)	Each	141			
5.	Duster Cloth Cotton as per Sample	Each	615			
6.	Duster Cloth Soft Falalan as per Sample	Each	593			
7.	Glint kiwi 500ml (original)	Each	344			
8.	Insect Killer (Mortein) 400ml	Each	53			
9.	Soap Lemon Max	Each	30			
10.	Soap Lux Large Size	Each	90			
11.	Surf Excel (100 grams)	Each	612			
Total Bid Price						