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**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).

Bidding documents containing detailed terms and conditions etc. are available at Room No. 214, 2<sup>nd</sup> 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](http://www.pta.gov.pk) free of cost.

The bids, prepared in accordance with the instructions in the bidding documents must reach at Room No. 214, 2<sup>nd</sup> Floor, PTA H/Q on or before **08 May, 2018** up till **1030 hours**. Bids will be opened the same day at **1100 hours**. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

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**Muhammad Muneer**  
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**BIDDING DOCUMENT**

The bids will be received on or before **08 May, 2018** 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. Vendor is in Active Taxpayers List (ATL) of the Federal Board of Revenue
- c. Copy of NTN & GST certificate.
- d. Demand Drafts/Pay orders (Refundable) as earnest money equivalent to 2% of total bid price.
- e. 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.
5. **Bid must be quoted as per Annexure A,B,C. In case of any other format, bid rates not be considered for evaluation.**
6. **Over writing will not be accepted.**
7. 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.

  
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8. Printer tonners of lowest bidder shall be evaluated by purchase committee on the basis of verified sample provided by bidder from HP website.
9. Bid price should be inclusive of all Taxes including GST.
10. The rates quoted shall remain valid for 120 days after the bid opening.
11. 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).
12. 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.
13. Earnest money of unsuccessful bidders will be released after issuance of work/supply order.
14. Rates for items mentioned in bidding documents with brand/model may be quoted for same model/brand or equivalent standard items.
15. The item supplied should be according to quality, quantity and specification.
16. 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.
17. 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.
18. If the faulty toners not replaced with new toners, the vender/supplier will be blacklisted from PPRA as per PPRA Rules.
19. Supply order shall stand cancelled if successful bidder does not supply the items in accordance with s.no. 16. Bid security will be forfeited and supply order will be awarded to next lowest bidder .
20. No transportation / carriage charges will be paid by PTA for delivery of items.
21. The payment shall be made after physical inspection by PTA Purchase Committee of the delivered items as per supply order.
22. Taxes will be deducted at source as per Government rules. Further penalty (if any) shall also be deducted from the payment.
23. If any clause of bid document not accepted by bidder, then bid will be rejected.
24. 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)  
Muhammad Muneer  
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Pakistan Telecommunication Authority  
Headquarters, F-5/1, Islamabad.

**LIST OF STATIONERY ITEMS  
TO BE PURCHASED DURING YEAR 2018**

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
1.	Attendance Register No.4	Each	10			
2.	Ball Point Clipper (Dollar)	Packet	224			
3.	Ball Point Piano (Dollar Edit)	Packet	3			
4.	Ball Point Piano (Yellow)	Packet	10			
5.	Ball Point Picasso	Packet	6			
6.	Ball Point Uni Ball SignoUM120(Red,Green,Blue ,Black)	Packet	9			
7.	Ball Point Uni Rabbit Gel RG-100	Packet	161			
8.	Ball Point Uni-ball eye,157/150 (Green,Red,Blue,Black)	Packet	30			
9.	Ball Point Vision Elite fine UB-200(08)	Packet	30			
10.	Battery cell AAA Sony/Toshiba or equivalent as per approved	Each	521			
11.	Battery Cell (Energizer)AA	Each	22			
12.	Battery Cell (Energizer)AAA	Each	102			
13.	Battery Cell AA (Small) Sony/Toshiba or equivalent as per approved	Each	1137			
14.	Battery CLI (9 V) Power Plus	Each	150			
15.	Binder clip 25 mm	Packet	88			
16.	Binder clip 32 mm	Packet	86			
17.	Binder clip 15 mm	Packet	56			
18.	Binding Tape 2"(eleven meters) Tekno Brand	Each	225			
19.	Box File A4 Size (Jinnah) No.556	Each	37			
20.	Box File Legal Size (Jinnah) No 556	Each	530			
21.	Calculator (Casio, MJ 120)	Each	109			
22.	Cash Book no4	Each	6			
23.	CD Writeable(Sony) Original(Set of Ten)	Packet	21			
24.	Cotton Tags (Superior Quality)	Bundle	224			
25.	Dettol 100 ml	Each	25			
26.	Dak Folder Rexene -(PTA printed with monogram) sample available	Each	52			
27.	Diary Register (Tayyaba) No.6	Each	103			
28.	Dispatch Register (Tayyaba) No.6	Each	75			

  
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S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
29.	Dollar Pointer (Soft Liner)	Packet	6			
30.	Drafting Pad ruled A-4 size Lucky/Al-Farooq	Each	605			
31.	Drafting pad small Lucky/AL-Farooq (8" X 6")	Each	567			
32.	D-Ring File DB532-2D	Each	514			
33.	DVD Writeable (Sony) Original (Set of 10)	Packet	2			
34.	Envelop 11"x5" Craft Paper 80 grm white (PTA printed with monogram)	Each	800			
35.	Envelop 11" x 5" Craft paper 80Grm Khaki(PTA printed with monogram)	Each	1800			
36.	Envelop A4 80 gms khaki Craft paper (PTA printed with monogram)	Each	16850			
37.	Envelop (9" x 4") Craft Khaki (PTA printed with monogram)	Each	28650			
38.	Envelop (9" x 4") Craft White (PTA printed with monogram)	Each	1750			
39.	Envelop (11"x15")file size khaki 80 grm (PTA printed with monogram)	Each	2700			
40.	Envelop (11"x15")file size khaki 80 grm (PTA printed with monogram)	Packet	31			
41.	Fax Toner Cartridge Panasonic(KX-FT88)	Each	2			
42.	Fax Toner Cartridge Panasonic(KX-F1422)	Each	2			
43.	Fax roll (210 mm * 30 mm) Panasonic	Each	102			
44.	File Board file size (Fine Quality)	Each	1212			
45.	File Cover legal Size 310 gram art card (PTA printed with lamination) sample available	Each	7580			
46.	File cover plastic with clip A-4 (Transparent Nokya No. 554)	Each	7105			
47.	File cover plastic with clip Legal (Transparent Nokya No. 554)	Each	60			
48.	File Tray Plastic	Each	2			
49.	Fluid Pen / Correction Pen (ORO)	Each	302			
50.	Foot Mat Rubber (2x3)	Each	18			
51.	Gum Stick Amos Large 35gms	Each	318			
52.	Gum Stick Amos Large 21gms	Each	50			
53.	Highlighter(Job SCHNEIDER)	Each	690			
54.	Lead Pencils Goldfish(HB 5000 Autocrat)	Packet	311			
55.	Leave Register no 4	Each	4			
56.	Log Book no 4	Each	56			

  
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S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
57.	Masking Tape (ABRO ) 3"	Each	80			
58.	Marker Dollar 70 (Blue/Black)	Each	304			
59.	Marker White Board (Snowman SB-12)	Each	30			
60.	Note Sheet Pads Legal Size 80 sheets 80gram	Each	149			
61.	Packing Tap (Fine Quality)2"	Each	70			
62.	Paper Cutter (SDL-426)	Each	138			
63.	Paper clip steel (30mm)	Packet	280			
64.	Paper Pin	Packet	15			
65.	Phenyl 3 litre	Each	24			
66.	Post it Pad yellow Pronoti 3x2	Each	428			
67.	Post it Pad yellow Pronoti 3x3	Each	352			
68.	Post it Pad yellow Pronoti 3x4	Each	538			
69.	Punch Machine Single Hole (Local)	Each	117			
70.	Punch Machine Double Hole KW trio	Each	56			
71.	Punch Machine Double Hole (heavy duty)KW trio	Each	12			
72.	Register Ruled 10 quire No.20 Lucky Brand/Equivalent	Each	104			
73.	Register Ruled 02 quire No.04 Lucky Brand/Equivalent	Each	30			
74.	Ring Binder Folder plastic (Transparent) W-39 D-T(6470)	Each	500			
75.	Rubber Pelican AL-30	Each	540			
76.	Rubber Band	Packet	24			
77.	Scale (Steel) Fine quality	Each	103			
78.	Scissor (Fine Quality) Medium	Each	192			
79.	Scotch Tape 1" * 72 meters (Deer)	Each	843			
80.	Scotch Tape 2" * 72 meters (Deer)	Each	63			
81.	Scotch Bright	Each	48			
82.	Separator Set Lucky (Set of 10)	Sets	530			
83.	Sharpener Heavy Duty table fitted (KW trio 306A)	Each	21			
84.	Sharpener Steel small size Original Deli	Each	93			
85.	Stamp Pad Lancer ( 7*11cm) Blue	Each	160			

  
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S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
86.	Stamp Pad (Ink) Trodat 28 ml	Each	34			
87.	Stapler Machine (Kw-trio 05871 ) Standard	Each	206			
88.	Stapler Machine Heavy Duty KW-Trio 50 LBN	Each	20			
89.	Stapler Pin Remover –(KW Trio 508B)	Each	107			
90.	Stapler Pins Size 24 / 6 (DOLLAR)	Packet	962			
91.	Stapler Pins Size 23/ 24 (DOLLAR)	Packet	54			
92.	Sweep Bottle	Each	32			
93.	Telephone Index No.786	Each	2			
94.	Tape Dispenser – National No 30	Each	52			
95.	Tissue Paper Box - Perfumed(Rose Petal ) 100 x 2 Ply	Each	439			
96.	Tissue Paper Box Rose petal (Pop up ) 150x2 Ply	Each	1708			
97.	Tissue Roll Rose Petal	Each	100			
98.	Transparency Sheets white A-4 (Packet of 100) Sensa Korea	Packet	20			
99.	Thumb Pin color	Packet	40			
100.	Vim Bottle (500grams) Powder	Each	446			
101.	Vehicle Movement Register no 4	Each	5			
102.	Visiting card album (400 cards)	Each	2			
103.	Paper Legal size (500 Sheets) 80 gsm (Imported)	Ream	349			
104.	Paper A-4 size 450 Sheets (Local)	Ream	70			
105.	Paper A-4 size (500 Sheets)80 gsm (Imported)	Ream	2751			
106.	Ledger Paper Green Legal Size	Ream	8			
107.	Wall Clock Champion (Medium)	Each	22			
Total Bid Price						

  
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LIST OF PETTY ITEMS TO BE PURCHASED DURING YEAR 2018

S. No.	Description of item	Unit	Qty	Rate per Unit (including GST)	Total Amount	Remarks
1.	Air Freshener Imported as per Sample	Each	299			
2.	Car Polish 250 Grams-Imported (Cosmic)	Each	122			
3.	Dust Bin Large size (12 inch)	Each	83			
4.	Dash board Polish 450ML (SUN OF GUN)	Each	91			
5.	Duster Cloth Cotton as per Sample	Each	695			
6.	Duster Cloth Soft Falalan as per Sample	Each	1283			
7.	Glint kiwi 500ml (original)	Each	530			
8.	Insect Killer (Mortein) 400ml	Each	32			
9.	Lemon Max Liquid 500 ml Bottle	Each	38			
10.	Soap Lemon Max	Each	24			
11.	Soap Lux Large Size 115 grams	Each	54			
12.	Surf Excel (100 grams)	Each	801			
Total Bid Price						

  
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**LIST OF PRINTER TONERS HP LASER JET  
TO BE PURCHASED DURING THE YEAR 2018**

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	67			
3	Printer Toner for HP LaserJet 1200 (original and must be verified from HP website)	Each	4			
4	Printer Toner for HP LaserJet 1300 (original and must be verified from HP website)	Each	19			
5	Printer Toner for HP LaserJet 1320 (original and must be verified from HP website)	Each	19			
6	Printer Toner for HP LaserJet 2035 (05 A) original and must be verified from HP website)	Each	6			
7	Printer Toner for HP LaserJet 2015 (53 A) original and must be verified from HP website)	Each	2			
8	Printer Toner for HP LaserJet P1005 (original and must be verified from HP website)	Each	25			
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	156			
11	Printer Toner for HP LaserJet Pro MFP M127 FN (83A) (original and must be verified from HP website)	Each	3			
12	Printer Toner for HP LaserJet Pro M 102A (original and must be verified from HP website)	Each	2			
13	Printer Toner for HP LaserJet M 506-DN(87A) (original and must be verified from HP website)	Each	2			
Total Bid Price						

  
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