



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

"Say No to Corruption" Tender Notice No. 02/Admin/2021

INVITATION TO BIDS

[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 Toners (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 by **11:00 AM** on **12th March, 2021**. Only Technical Bids will be opened on the same date **12th March, 2021** 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 HQ, F-5/1, Islamabad.

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Bidding Document

This bid will be received on or before **12th March, 2021 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 by PTA without being opened.
6. 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**.
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. Refiled or low quality tonners are not accepted, 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 bidding 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 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. Bidder must be Active Tax Payer of FBR. GST & NTN registration date must be before date of invitation to bid.
- iii. The bidder would submit an undertaking on non-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 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 of FBR. GST & NTN registration date must be before date of invitation to bid.	
3.	The bidder would submit an undertaking on non-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 2021

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
1	Ball Point Clipper (Dollar)	Packet	149			
2	Ball Point Piano (Dollar Edit)	Packet	8			
3	Ball Point Piano (Yellow)	Packet	7			
4	Ball Point Picasso	Packet	8			
5	Ball Point Uni Rabbit Gel RG-100	Packet	165			
6	Ball Point Uni-ball eye,157/150 (Green,Red,Blue,Black)	Packet	26			
7	Battery cell AAA Sony/Toshiba	Each	572			
8	Battery Cell (Energizer)AA	Each	60			
9	Battery Cell AA (Small) Sony/Toshiba	Each	282			
10	Binder clip 32 mm	Packet	53			
11	Binder clip 15 mm	Packet	25			
12	Binder clip 41mm	Packet	30			
13	Binding Tape 2"(eleven meters) Tekno Brand	Each	181			
14	Box File A4 Size (Jinnah) No.556	Each	56			
15	Box File Legal Size (Jinnah) No 556	Each	250			
16	Cash Book no4	Each	7			
17	Dak Folder Rexene –(PTA printed with monogram) sample available	Each	32			

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
18	Drafting Pad ruled A-4 size Lucky/Al-Farooq	Each	85			
19	D-Ring File DB532-2D	Each	29			
20	Envelop 11"x5" Craft Paper 80 grm white (PTA printed with monogram)	Each	200			
21	Envelop 11" x 5" Craft paper 80Grm Khaki (PTA (printed with monogram)	Each	300			
22	Envelop A4 80 gms khaki Craft paper (PTA printed with monogram)	Each	20950			
23	Envelop A4 80 gms White Craft paper (PTA printed with monogram)	Each	200			
24	Envelop (9" x 4") Craft Khaki (PTA printed with monogram)	Each	24600			
25	Envelop (9" x 4") Craft White (PTA printed with monogram)	Each	300			
26	Envelop (11"x15")file size khaki 80 grm (PTA printed with monogram)	Each	8100			
27	File Board file size (Fine Quality)	Each	1442			
28	File Cover legal Size 350 gram art card (PTA printed with lamination) sample available	Each	3874			
29	File cover plastic with clip A-4 (Transparent Nokya No. 554)	Each	2095			
30	File cover plastic with clip Legal (Transparent Nokya No. 554)	Each	25			
31	Fluid Pen / Correction Pen (ORO)	Each	158			
32	Gum Stick Amos Large 35gms	Each	176			
33	Highlighter(Job SCHNEIDER)	Each	476			
34	Log Book no 4	Each	6			
35	Masking Tape (ABRO) 3"	Each	33			

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
36	Marker Dollar Permanent 70 (Blue/Black)	Each	156			
37	Marker Erasable (Snowman) Blue,Black ,Red,Green	Each	12			
38	Packing Tap (Fine Quality)2"	Each	45			
39	Paper Cutter (SDL-426)	Each	52			
40	Paper clip steel (30mm)	Packet	131			
41	Post it Pad yellow Pronoti 3x3	Each	177			
42	Post it Pad yellow Pronoti 3x4	Each	127			
43	Punch Machine Single Hole (Local)	Each	29			
44	Punch Machine Double Hole (heavy duty)KW trio	Each	17			
45	Register Ruled 10 quire No.20 Lucky Brand/Equivalent	Each	69			
46	Register Ruled 6 quire No.6 Lucky Brand/Equivalent	Each	12			
47	Register Ruled 2 quire No.8 Lucky Brand/Equivalent	Each	12			
48	Rubber Pelican AL-30	Each	151			
49	Rubber Band	Packet	2			
50	Scissor (Fine Quality) Medium	Each	16			
51	Scotch Tape 1" * 72 meters (Deer)	Each	435			
52	Scotch Tape 2" * 72 meters (Deer)	Each	56			
53	Separator Set Comet A4 CO10 Plastic (Set of 10)	Sets	440			
54	Sharpener Heavy Duty table fitted (KW trio 306A)	Each	15			

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
55	Sharpener Steel small size Original Deli	Each	136			
56	Stapler Machine (Kw-trio 05871) Standard	Each	39			
57	Stapler Machine (Kw-trio 050 LC) Heavy Duty	Each	2			
58	Stapler Pin Remover –(KW Trio 508B)	Each	40			
59	Stapler Pins Size 24 / 6 (DOLLAR)	Packet	648			
60	Tissue Paper Box - Perfumed(Rose Petal) 100 x 2 Ply	Each	180			
61	Tissue Paper Box Rose petal (Pop up) 150x2 Ply	Each	720			
62	Tissue Roll Rose Petal	Each	150			
63	Vehicle Movement Register	Each	2			
64	Paper Legal size (500 Sheets) 80 grm (Imported)	Ream	105			
65	Paper A-4 size (500 Sheets)80 grm (Imported)	Ream	974			

Annexure-B

List of Toners for HP Laser Jet Printers to be Purchased for Year 2021

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
1	Toner for HP LaserJet 1010/1020 (12A)	Each	2			
2	Toner for HP LaserJet 1100 (92 A)	Each	2			
3	Toner for HP LaserJet 1102 (85A)	Each	2			
4	Toner for HP LaserJet 1320 (49A)	Each	64			
5	Toner for HP LaserJet M-12 (79A)	Each	9			
6	Toner for HP LaserJet Pro 400 (80A)	Each	60			
7	Toner for HP LaserJet M402 (26 A)	Each	62			
8	Toner for HP LaserJet M404 (59 A)	Each	2			
9	Toner for HP LaserJet CF248A (48 A)	Each	2			
10	Toner for HP LaserJet (102 A)	Each	2			
11	Toner for HP LaserJet (17 A)	Each	5			

Annexure-C**List of Petty Items to be Purchased for Year 2021**

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
1	Air Freshener (300 ml Concord/Aseel) Imported	Each	227			
2	Car Polish 250 Grams- Imported (Cosmic)	Each	33			
3	Dust Bin Large size (12 inch)	Each	133			
4	Dash board Polish 450ML (SUN OF GUN)	Each	107			
5	Duster Cloth Cotton as per Sample	Each	215			
6	Duster Cloth Soft Falalan as per Sample	Each	265			
7	Floor Duster Towel	Each	8			
8	Floor Duster Cleaning Matte (Soothe)2kg	Kg	8			
9	Harpic Bath Cleaner 02 Liter	Each	8			
10	Glint kiwi 500ml (original)	Each	296			
11	Insect Killer (Black Cobera) 300 ml	Each	84			
12	Soap Lemon Max	Each	20			
13	Soap Lux Large Size (115 grams)	Each	69			
14	Surf Excel (100 grams)	Each	366			
15	Scotch Bright Scrub Sponge(Big)	Each	41			
16	Foot Mat Rubber (2x3)	Each	20			
17	Flower Broom	Each	8			
18	Phenyl 3 litre	Each	86			
19	Sweep (Say,S) 600 ml Bottle	Each	98			
20	Vim Bottle (500grams) Powder	Each	164			