



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

Invitation To Bid

For Supply of Stationery items, Petty items and Printer Tonners

Pakistan Telecommunication Authority invites sealed bids from reputable Firms / Suppliers, 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-refunable 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 17 March 2022. Only Technical Bids will be opened on the same date i.e. 17 March 2022 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 HQs, F-5/1, Islamabad
Phone: 051-2878131, Fax: 051-2878149
Email: munir@pta.gov.pk

14x2



Bidding Document

This bid will be received on or before **17th March, 2022 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. Invitation to bid issued in the Print Media, PPRA/PTA Websites is part of this Bidding document.
2. The bidding process will be carried out according to Rule 36(b) of Public Procurement Rules, 2004 (PP Rules, 2004) i.e; 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 as per Annex-A, without reference to the price and reject any proposal which does not conform to the mandatory requirements and details description of the required items.
7. During the technical evaluation no amendments in the technical proposal shall be permitted.
8. 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.
9. The bidder should quote items rates clearly in the Financial Proposal on the Annexure – B, C & D as provided with Bidding Documents. **Any other own generated/prepared form will not be considered and bid will be rejected.**
10. Bid for stationery, petty items and printer toners shall be evaluated on **item wise**.

11. PTA reserve the right for the selection of most advantageous bid, which has met the mandatory requirements/ eligibility criteria, found substantially responsive to the terms and conditions as set out in these bidding documents and evaluated as the highest ranked bid on the basis of item wise cost (i.e. lowest in price against each item) thereof, as specified in these bidding documents.
12. Bid price should be inclusive of all Taxes including GST.
13. Financial Bid should be valid for 120 days from opening of technical proposal.
14. Bid security equal to Rs. 50,000 (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 **Technical Proposal**.
15. Bid Security of successful bidders will be released after completion of physical inspection of delivered items. Bid Security of unsuccessful bidders (financially) will be released after issuance of work/supply order. Whereas, bid security of unsuccessful bidders (technically) will be returned with their financial bids.
16. Rates for items mentioned in bidding documents with brand/model may be quoted for same model/brand or equivalent standard items.
17. The item supplied should be according to quality, quantity and mandatory specification.
18. 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 up to 15 days after given time frame. The penalty amount, in any case, shall not exceed the amount of bid security.
19. 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 and blacklisting procedure may be initiated as per PP Rules, 2004.
20. Printer tonners' performance guarantee will be equal to 10% of supply order of tonners and it will be deducted from Invoice of the vender at the time of payment. Performance guarantee period is one year and the amount of performance guarantee will be released after receiving of request of the successful bidder and subject to issuance of satisfactory report by AAO(Store).

21. 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.
 22. 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 as per PPRA Rules.
 23. No transportation / carriage charges will be paid by PTA for delivery of items.
 24. The payment shall be made after physical inspection by PTA Purchase Committee-I of the delivered items as per supply order.
 25. Taxes will be deducted at source as per Government rules. Further penalty (if any), as defined in these bidding documents, shall also be deducted from the payment.
 26. All pages of Bid Documents, Technical and Financial Proposals 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 initial evaluation. Only required copies (documents) may be attached. Unnecessary documents may not be attached i.e. company profile, other supply orders etc.
 27. 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 proposals.
 28. Pakistan Telecommunication Authority, Islamabad reserves the right to accept or reject whole or partially the tender as per PPRA Rules.
- For any further clarification interested Bidder(s) 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/Supplier: _____
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 fulfilled by bidder, the bid will be rejected.

- i. Bidder must have a shop or office in Rawalpindi/Islamabad, otherwise will be rejected.
- ii. Bidder must be Active Tax Payer of FBR. GST & NTN registration date must be before date of invitation to bid.
- iii. Bid Security amounting to Rs.50,000 (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 **Technical Proposal**.
- iv. The bidder would submit an undertaking on non-Judicial (Original) Stamp paper bearing that bidder/company/firm is not blacklisted by any government department. Stamp paper should be issued after date of invitation to bid.

Checklist for
Technical Proposal Form for Stationery, petty items and Printer Toners

S.No.	Description	Yes/No.
1.	Bidder must have a shop or office in Rawalpindi/Islamabad, otherwise will be rejected.	
2.	Bidder must be on Active Tax Payer list of FBR. GST & NTN registration date must be before date of invitation to bid.	
3.	Bid Security amounting to Rs.50,000 (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 Technical Proposal .	
4.	The bidder would submit an undertaking on non-Judicial (Original) Stamp paper bearing that bidder/company/firm is not blacklisted by any government department. Stamp paper should be issued after date of invitation to bid.	

- Note:**
- a. Supporting 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 _____

Financial Proposal

List of Stationery Items to be Purchased for Year 2022

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
1	Attendance Register No.4	Each	11			
2	Ball Point Clipper (Dollar) / Piano Crystal Gel	Packet	260			
3	Ball Point Pointer Dollar 0.3	Packet	9			
4	Ball Point Piano (Yellow)	Packet	11			
5	Ball Point Picasso	Packet	65			
6	Ball Point Uni Rabbit Gel RG- 100	Packet	273			
7	Ball Point Uni-ball eye,157/150 (Green,Red,Blue,Black)	Packet	65			
8	Ball Point Uni-ball Vision Elite 0.8mm UB-200(08) (Green,Red,Blue,Black)	Packet	10			
9	Battery cell AAA Sony/Toshiba	Each	414			
10	Battery Cell (Energizer)AA	Each	120			
11	Battery Cell (Energizer)AAA	Each	106			
12	Battery Cell AA (Small) Sony/Toshiba	Each	238			
13	Binder clip 32 mm	Packet	65			
14	Binder clip 25 mm	Packet	46			

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
15	Binder clip 15 mm	Packet	86			
16	Binding Tape 2"(eleven meters) Tekno Brand	Each	268			
17	Box File A4 Size (Jinnah) No.556	Each	54			
18	Box File Legal Size (Jinnah) No 556	Each	516			
19	Cotton Tags (Superior Quality)	Bundle	341			
20	Cash Book no4	Each	18			
21	Calculator (Casio, MJ 120)	Each	16			
22	Diary Register (Tayyaba) No.6	Each	21			
23	Dak Folder Rexene –(PTA printed with monogram)sample available	Each	36			
24	Drafting Pad ruled A-4 size Lucky/Al-Farooq	Each	258			
25	Drafting Pad ruled small size Lucky/Al-Farooq	Each	326			
26	Double Sided Foam Tape (24mm*4.6m)	Each	25			
27	Envelop 11"x5" Craft Paper 80 grm white (PTA printed with monogram)	Each	1600			
28	Envelop 11" x 5" Craft paper 80Grm Khaki (PTA (printed with monogram)	Each	350			
29	Envelop A4 80 gms khaki Craft paper (PTA printed with monogram)	Each	16550			
30	Envelop A4 80 gms White Craft paper (PTA printed with monogram)	Each	700			
31	Envelop (9" x 4") Craft Khaki (PTA printed with monogram)	Each	11950			
32	Envelop (9" x 4") Craft White (PTA printed with monogram)	Each	1300			

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
33	Envelop (11"x15")file size khaki 80 grm (PTA printed with monogram)	Each	3300			
34	Every Card Sheet A4 size - 100 sheets Multi Colour	Packet	29			
35	Every Card Sheet Legal size - 100 sheets Multi Colour	Packet	10			
36	Fax roll (210 mm * 30 mm) Panasonic	Each	6			
37	File Tray Plastic Fine Quality	Each	13			
38	File Board file size (Fine Quality)	Each	2664			
39	File Cover legal Size 350 gram art card PTA printed with lamination) sample available	Each	4220			
40	File cover plastic with clip A-4 (Transparent Nokya No. 554)	Each	4224			
41	File cover plastic with clip Legal (Transparent Nokya No. 554)	Each	20			
42	Fluid Pen / Correction Pen (ORO)	Each	258			
43	Ink Pelikan 4001 bottle 62.5ml	Each	17			
44	Transparent Neon Indexure (5 Pads)	Packet	392			
45	Gum Stick Amos Large 35gms	Each	373			
46	Highlighter(Job SCHNEIDER)	Each	620			
47	Leave Register no 4	Each	2			
48	Lead Pencils Goldfish(HB 5000 Autocrat)	Packet	76			
49	Masking Tape (ABRO) 3"	Each	95			
50	Marker Dollar Permanent 70 (Blue/Black)	Each	248			

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
51	Marker Erasable (Snowman) Blue,Black ,Red,Green	Each	30			
52	Packing Tap (Fine Quality)2"	Each	103			
53	Paper Cutter (SDL-426)	Each	137			
54	Paper clip steel (30mm)	Packet	365			
55	Post it Pad Pronoti 3x2 Multi Colour	Each	111			
56	Post it Pad Pronoti 3x3 Multi Colour	Each	86			
57	Punch Machine Single Hole (Local)	Each	73			
58	Punch Machine Double Hole Genmes 9730	Each	50			
59	Punch Machine Double Hole (heavy duty)KW trio	Each	15			
60	Register Ruled 10 quire No.20 Lucky Brand/Equivalent	Each	124			
61	Register Ruled 10 quire No.16 Lucky Brand/Equivalent	Each	12			
62	Register Ruled 6 quire No.6 Lucky Brand/Equivalent	Each	14			
63	Register Ruled 2 quire No.8 Lucky Brand/Equivalent	Each	14			
64	Ring Binder Folder plastic (Transparent) W-39 D-T(6470)	Each	300			
65	Rubber Pelican AL-30	Each	219			
66	Rubber Band	Packet	33			
67	Scissor (Fine Quality) Medium	Each	136			
68	Scotch Tape 1" * 72 meters (Deer)	Each	684			

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
69	Scotch Tape 2" * 72 meters (Deer)	Each	65			
70	Separator Set Comet A4 CO10 Plastic (Set of 10)	Sets	533			
71	Sharpener Heavy Duty table fitted (KW trio 306A)	Each	25			
72	Sharpener Steel small size Original Deli	Each	86			
73	Stapler Machine (Max Japan Original) Standard	Each	264			
74	Stapler Machine (Kw-trio 050 LC) Heavy Duty	Each	6			
75	Stapler Pin Remover –(KW Trio 508B)	Each	228			
76	Stapler Pins Size 24 / 6 (DOLLAR)	Packet	658			
77	Stapler Pins Size 23/ 24 (DOLLAR)	Packet	7			
78	Tape Dispenser – National No 30	Each	36			
79	Tissue Paper Box - Perfumed(Rose Petal) 100 x 2 Ply	Each	720			
80	Tissue Paper Box Rose petal (Pop up) 150x2 Ply	Each	2269			
81	Tissue Roll Rose Petal	Each	259			
82	Table Set Marble	Each	14			
83	Thumb Pin	Packet	36			
84	Vehicle Movement Register	Each	29			
85	Paper Legal size (500 Sheets) 80 grm (Imported) Paper one, AA, Navigator	Ream	192			
86	Paper A-4 size (500 Sheets)80 grm (Imported) Paper one, AA, Navigator	Ream	1937			

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
87	Paper A-4 size (500 Sheets)70 grm (Imported) Paper one, AA, Navigator	Ream	200			
88	Wall Clock Champion (14*14 inches)	Each	19			

Annexure-C**List of Printer Toners (Black) Items to be Purchased for Year 2022**

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
1	Toner for HP LaserJet 1005 (35A)	Each	13			
2	Toner for HP LaserJet 1010/1020 (12A)	Each	17			
3	Toner for HP LaserJet CF259A (59A)	Each	6			
4	Toner for HP LaserJet CF283A (83A)	Each	6			
5	Toner for HP LaserJet 1102 (85A)	Each	30			
6	Toner for HP LaserJet 506 (87A)	Each	4			
7	Toner for HP LaserJet 1320 (49A)	Each	22			
8	Toner for HP LaserJet M-12 (79A)	Each	10			
9	Toner for HP LaserJet Pro 400 (80A)	Each	114			
10	Toner for HP LaserJet M402 (26 A)	Each	36			
11	Toner for HP LaserJet M404 (76 A)	Each	36			
12	Toner for HP LaserJet CF248A (48 A)	Each	1			
13	Toner for HP LaserJet (102 A)	Each	2			
14	Toner for HP LaserJet (17 A)	Each	5			
15	Toner for HP LaserJet 137Fnw(107 A)	Each	5			

Annexure-D**List of Petty Items to be Purchased for Year 2022**

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
1	Air Freshener (300 ml Concord/Aseel) Imported	Each	385			
2	Car Polish 250 Grams-Imported (Cosmic)	Each	72			
3	Dust Bin Large size (12 inch)	Each	50			
4	Dash board Polish 450ML (SUN OF GUN)	Each	81			
5	Duster Cloth Cotton as per Sample	Each	371			
6	Duster Cloth Soft Falalan as per Sample	Each	600			
7	Dettol liquid 100 ml	Each	40			
8	Floor Duster Towel	Each	12			
9	Floor Duster Cleaning Matte (Soother)2kg	Kg	12			
10	Harpic Bath Cleaner 02 Liter	Each	57			
11	Glint kiwi 500ml (original)	Each	633			
12	Insect Killer (Black Cobera) 300 ml	Each	111			
13	Soap Lemon Max	Each	57			
14	Soap Lux Large Size (115 grams)	Each	118			
15	Surf Excel (100 grams)	Each	897			
16	Scotch Bright Scrub Sponge(Big)	Each	102			

S.No	Description of items	Unit	Qty	Unit Price inclusive GST	Total Amount	Remarks
17	Foot Mat Rubber (2x3)	Each	44			
18	Flower Broom	Each	12			
19	Phenyl 3 litre	Each	139			
20	Sweep (Say,S) 600 ml Bottle	Each	196			
21	Vim Bottle (500grams) Powder	Each	373			
22	Floor Wiper 20*48 inch High Quality	Each	20			
23	Stick Broom Kg	Kg	15			
24	Scotch Bright Scrub without foam(Big)	Each	12			