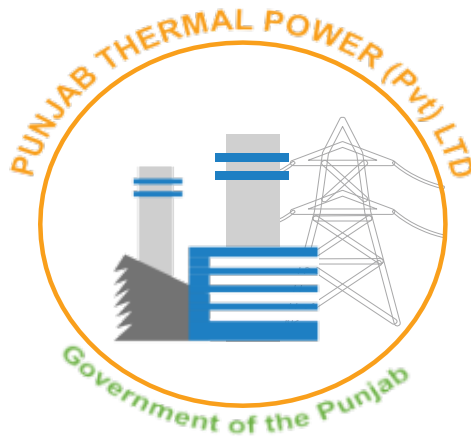


Bidding Document

PROVISION OF OFFICE STATIONARY



Punjab Thermal Power (Pvt) Limited.
(PTPL)

Ground Floor, 7-C-I, Gulberg-III, Lahore.
Tel: +92-42-35711278-9, Fax: +92-42-35711282

Punjab Thermal Power (Pvt) Ltd

Ground Floor, 7-C-I, Gulberg-III, Lahore.

TERMS OF REFERENCES (TORs) **FOR PROVISION OF OFFICE STATIONERY**

A. INSTRUCTION TO BIDDERS

1. Punjab Thermal Power (Pvt) Limited (PTPL) invites sealed bids for provision of “Office Stationery”, listed at Schedule-A, from eligible bidders. The procurement procedure shall be Single Stage Single Envelope as per Punjab Procurement Rules 2014 (“PPRA Rules”).
2. Bidders having active taxpayer registration with Tax Authorities concerned (i.e. FBR, PRA, etc.) shall be eligible to participate in this bidding process and therefore, shall submit Registration Certificate of NTN & GST/PRA.
3. Bidders shall submit complete details of their firm, offices, along-with postal address, Phones / Fax numbers etc.
4. The total estimated amount of the tender is **PKR 1,235,275/-**
5. Bidders shall submit their Bids in a sealed envelope on or before the Closing Date & Time i.e. **07-02-2022** by **03:00 p.m** at the prescribed address of PTPL Head Office at Ground Floor, 7-C-1, Gulberg-III, Lahore.
6. Bids shall be opened at **03:30 p.m** in the presence of the Bidders or their representatives who may choose to be present.
7. The Bidders have to submit their rates lot-wise on the basis of per unit rate (inclusive of all applicable taxes and duties etc.).
8. The Bidders / Firms may submit their rates against any or all lots mentioned in these Bidding Documents.
9. No Bid shall be entertained and will be returned / rejected, if received late, open, over-written.
10. Rates will be accepted on the basis of lot-wise lowest rate; in case of difference of brands offered by the Bidders, the sample, specifications, guarantee and quality (whichever is applicable) shall be considered for evaluation and final selection.
11. Rates must be given on the enclosed bid proforma; otherwise, Bid(s) will not be entertained and shall be rejected without evaluation.

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12. All Bids shall be evaluated on the basis of unit-rate per item for each lot and the Successful Bidder shall be selected on the basis of lowest evaluated cost for each lot.
13. Supply Order may be issued for lot(s) found qualified as Lowest Evaluated Bidder(s).
14. After receiving Supply Order, Successful Bidders have to deliver orders as per approved samples within 20 days of issuance of Supply Order, failing which PTPL shall have the right to reject Supply Order or any other action including black listing the bidder in accordance with PPRA Rules 2014, as deemed appropriate.
15. Successful Bidders have to supply items as per approved specifications / samples available with PTPL for reference.
16. Bidders may visit and inspect the samples during business hours at office of Punjab Thermal Power (Pvt.) Limited situated at Ground Floor, 7-C-1, Gulberg III, Lahore.
17. The Successful Bidders will be responsible to supply their item(s) to PTPL Head Office at its own expenses, costs and complete in all respects as per approved specifications / samples available with PTPL for reference.
18. An Affidavit on original stamp paper of Rs. 100/- duly attested by the Oath Commissioner should be provided by the Bidder that they, their firm / company has never been blacklisted by any Government Department/Organization and that Bidder's acceptance of the term & conditions in this document and tender notice.
19. PTPL shall made payment against Sales Tax Invoices raised by the Successful Bidder(s) accompanied with documentary proofs (i.e. Proof of legal origin, manufacturer, Distributors' Seal, Goods Receipt Note issued by PTPL etc.).
20. All prices must be in Pak Rupees and prices offered should be valid for 120 days from the date of opening.
21. The PTPL can reject all Bids with or without assigning any reason prior to acceptance as PRPA Rules, 2014.

Manager Administration
Punjab Thermal Power (Pvt.) Limited

Punjab Thermal Power (Pvt) Ltd

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BIDDING DOCUMENTS
FOR PROVISION OF OFFICE STATIONERY

Tender Price: Rs. 500/-

(Non-Refundable)

Receipt No. _____

Dated:- _____

Opening date: **07-02-2022** at **03:30 PM**

C.D.R. / Instrument No. _____

Name of Bidder:- _____

Address:- _____

Phone No:- _____ N.T.N No. _____

G.S.T. No:- _____

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Schedule- A

List of Items of Office Stationary

| Lot# | Items Description | Specifications | 1 | | 2 | 3 | (4=2+3) | (5=1x4) |
|------|-------------------------|--|-------|-------------------------|-----------------------------|-----------------|---------------------------------|----------------------------------|
| | | | Units | No. of Units / Quantity | Unit Rate (Excl. Taxes) Rs. | Total Taxes Rs. | Unit Rate (Incl. All Taxes) Rs. | Total Cost (Incl. All Taxes) Rs. |
| 1 | Paper Rims A4 (80 gram) | As per approved Samples and samples are available at PTPL office for reference | Rims | 600 | | | | |
| 2 | Gum Stick | As per approved Samples and samples are available at PTPL office for reference | Pcs | 100 | | | | |
| 3 | Heavy Duty Puncher | As per approved Samples and samples are available at PTPL office for reference | Pcs | 8 | | | | |
| 4 | Puncher | As per approved Samples and samples are available at PTPL office for reference | Pcs | 60 | | | | |
| 5 | Heavy Duty Stapler | As per approved Samples and samples are available at PTPL office for reference | Pcs | 4 | | | | |
| 6 | Paper Cutter | As per approved Samples and samples are available at PTPL office for reference | Pcs | 20 | | | | |
| 7 | Scissor | As per approved Samples and samples are available at PTPL office for reference | Pcs | 25 | | | | |
| 8 | Sharpener | As per approved Samples and samples are available at PTPL office for reference | Pcs | 100 | | | | |
| 9 | Eraser | As per approved Samples and samples are available at PTPL office for reference | Pcs | 150 | | | | |
| 10 | Steel Scale | As per approved Samples and samples are available at PTPL office for reference | Pcs | 60 | | | | |
| 11 | Gel Pen (Blue) | As per approved Samples and samples are available at PTPL office for reference | Box | 50 | | | | |
| 12 | Gel Pen (Black) | As per approved Samples and samples are available at PTPL office for reference | Box | 50 | | | | |
| 13 | Binding Tape | As per approved Samples and samples are available at PTPL office for reference | Pcs | 150 | | | | |
| 14 | Scotch Tape | As per approved Samples and samples are available at PTPL office for reference | Pcs | 50 | | | | |

Punjab Thermal Power (Pvt) Ltd

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| | | | | | | | | |
|----|------------------------------|--|-----|-----|--|--|--|--|
| 15 | Separator | As per approved Samples and samples are available at PTPL office for reference | Pcs | 100 | | | | |
| 16 | Stapler pin 24/6 | As per approved Samples and samples are available at PTPL office for reference | Box | 10 | | | | |
| 17 | Paper Clip 32 mm | As per approved Samples and samples are available at PTPL office for reference | Box | 80 | | | | |
| 18 | Ball Point Signature (Blue) | As per approved Samples and samples are available at PTPL office for reference | Box | 50 | | | | |
| 19 | Ball Point Signature (Black) | As per approved Samples and samples are available at PTPL office for reference | Box | 50 | | | | |
| 20 | Writing Pad Large A4 | As per approved Samples and samples are available at PTPL office for reference | Pcs | 100 | | | | |
| 21 | Plastic File Cover | As per approved Samples and samples are available at PTPL office for reference | Pcs | 100 | | | | |
| 22 | Stamp Pad (Blue) | As per approved Samples and samples are available at PTPL office for reference | Pcs | 20 | | | | |
| 23 | Box File 2 inch | As per approved Samples and samples are available at PTPL office for reference | Pcs | 250 | | | | |
| 24 | Box File 3 inch | As per approved Samples and samples are available at PTPL office for reference | Pcs | 350 | | | | |
| 25 | Sticky Notes | As per approved Samples and samples are available at PTPL office for reference | Pcs | 150 | | | | |
| 26 | File Tag Plastic | As per approved Samples and samples are available at PTPL office for reference | Pcs | 150 | | | | |
| 27 | Lead Pencil | As per approved Samples and samples are available at PTPL office for reference | Box | 5 | | | | |

Manager Administration
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