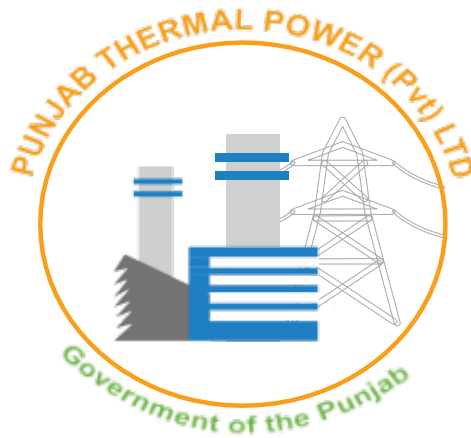


# Bidding Document

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## 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 STATIONARY**

### **A. INSTRUCTION TO BIDDERS**

1. Punjab Thermal Power (Pvt) Limited (PTPL) invites sealed bids for Provision of “Office Stationary” from eligible bidders through Single Stage Single Envelope Procedure.
2. Income Tax and GST Registered firms / Companies are eligible to participate in this bidding process.
3. Bank Draft / Call Deposit as Bid Security of Rs. 43,239/- (which is within 5% of the estimated price as per rule 27 of PPRA Rules 2014) in favor of Punjab Thermal Power (Pvt.) Limited (PTPL) must be enclosed with the sealed Bid.
4. Bidders shall submit their Bids in a sealed envelope on or before the Closing Date & Time i.e.20-08-2019 & 3:00PM at the prescribed address of PTPL Head Office.
5. Bids shall be opened at 20-08-2019 & 3:30PM in the presence of the Bidders or their representatives who may choose to be present.
6. The Bidders / Firms have to submit their rates item-wise on the basis of per unit rate (inclusive of all applicable taxes and duties etc.) in consolidated form.
7. The Bidders / Firms may submit their rates against any or all items mentioned in these Bidding Documents.
8. No Bid shall be entertained and will be returned / rejected, if received late, open, over-written and / or without prescribed Bid Security.
9. Rates will be accepted on the basis of item-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.
10. Rates must be given on the enclosed bid performa; otherwise, Bid(s) will not be entertained and shall be rejected summarily without evaluation.
11. All Bids shall be evaluated on the basis of unit-rate per item for each good / item and the successful Bidder shall be selected on the basis of lowest evaluated cost for each item.
12. Supply Order may be issued for item(s) found qualified as Lowest Evaluated Bidder(s).

## **Punjab Thermal Power (Pvt) Ltd**

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

13. 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 forfeit the Bid Security of Rs. 43,239/- (which is within 5% of the estimated price as per rule 27 of PPRA Rules 2014) and initiate process of black-listing of said Bidders as provided by PPRA Rules, 2014.
14. Successful Bidders have to supply items as per approved specifications / samples. 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
15. The Successful Bidder will be responsible to supply their item(s) to PTPL Head Office at its own expenses and costs, and complete in all respects as per approved samples / specification.
16. The Competent Authority of 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**

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

## **B. SPECIAL TERMS & CONDITIONS**

1. Rates quoted in this Bid shall be in Pakistani Rupees (PKR).
2. Rates must be given on the Bid Performa provided; otherwise the Bid will not be entertained and shall be rejected accordingly.
3. 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.).
4. Subject to deductions or withholding of applicable taxes, if any, the payment shall be made by PTPL through Cross Cheque in favor of Successful Bidder(s).
5. In case the Successful Bidder(s) fails to supply required / ordered items as per the approved quality, quantity or within time-frame allowed, PTPL shall be at liberty to avail any or all of the following remedies;
  - a. Terminate / Cancel the Supply Order;
  - b. Forfeit the Bid Security;
  - c. Any other remedy available under any law / rules of Pakistan.

**Manager Administration**

**Punjab Thermal Power (Pvt.) Limited**

**Punjab Thermal Power (Pvt) Ltd**

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

**BIDDING DOCUMENTS**  
**FOR PROVISION OF OFFICE STATIONARY**

Tender Price: Rs. 500/-

(Non-Refundable)

Receipt No. \_\_\_\_\_

Dated:- \_\_\_\_\_

Opening date: **20-08-2019**

At **03:30PM**

C.D.R. / Instrument No. \_\_\_\_\_

Name of Bidder:- \_\_\_\_\_

Address:- \_\_\_\_\_

Phone No:- \_\_\_\_\_ N.T.N No. \_\_\_\_\_

G.S.T. No:- \_\_\_\_\_

**Manager Administration**  
**Punjab Thermal Power (Pvt) Limited**

## Punjab Thermal Power (Pvt) Ltd

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No.	Items Description	Specification	Units	1	2	3	(4=2+3)	(5=1*4)
				No. of Units / Quantity	Unit Rate (Exclusive of Tax) Rs.	Total Tax Rs.	Unit Rate (Inclusive of All taxes)	Total Cost (Inclusive of all Taxes)
1	Box File (2 Inch)	As per approved Sample	Pcs	200				
2	Box File (3 Inch)	As per approved Sample	Pcs	300				
3	Plastic File Cover	As per approved Sample	Pcs	200				
4	Binder Clip (15mm)	As per approved Sample	Box	30				
5	Note Pad Small	As per approved Sample	Pcs	200				
6	Separator	As per approved Sample	Pcs	300				
7	Paper Reams Legal 80 gm	As per approved Sample	Ream	200				
8	Stamp Pad (Blue)	As per approved Sample	Pcs	10				
9	Stamp Pad (Black)	As per approved Sample	Pcs	10				
10	Heavy Duty Punch Machine KW	As per approved Sample	Pcs	8				
11	Single Punch Machine	As per approved Sample	Box	40				
12	Heavy Duty Stapler Pins (17/20, 17/21,17/22,17/23)	As per approved Sample	Box	10,8,8,8				
13	Stapler Pins 24/6	As per approved Sample	Box	80				
14	Gum Stick	As per approved Sample	Pcs	50				
15	writeable DVD	As per approved Sample	Pcs	100				
16	Visiting Card Holder	As per approved Sample	Pcs	50				
17	Pin Remover	As per approved Sample	Pcs	50				
18	Envelope A-4 (PTPL)	As per approved Sample	Pcs	3000				
19	File Tags	As per approved Sample	Pkt	50				
20	Air Freshener with freshener (Machine)	As per approved Sample	Pcs	40				

# Punjab Thermal Power (Pvt) Ltd

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

21	Noting Files of PTPL	As per approved Sample	Pcs	4000				
22	Noting HR Files of PTPL	As per approved Sample	Pcs	3000				
23	Layer Tray	As per approved Sample	Pcs	50				
24	USB 16 GB	As per approved Sample	Pcs	100				

Manager Administration  
Punjab Thermal Power (Pvt.) Limited