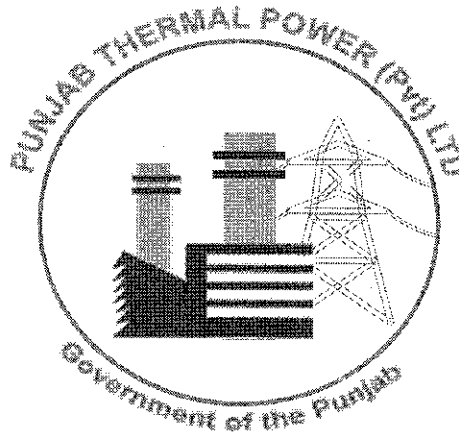


Bidding Document

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 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. 25,000/- 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.01-02-2019 & 3:00PM] at the prescribed address of PTPL Head Office.
5. Bids shall be opened at 01-02-2019 & 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).
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

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right to forfeit the Bid Security of Rs. 25,000/- 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

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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, te payment shall be made by PTPL through Cross Cheque in favour 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.

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BIDDING DOCUMENTS
FOR PROVISION OF OFFICE STATIONARY

Tender Price: Rs. 500/-

(Non-Refundable)

Receipt No. _____

Dated:- _____

Opening date: **01-02-2019**

At **03:30PM**

C.D.R. / Instrument No. _____

Name of Bidder:- _____

Address:- _____

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

G.S.T. No:- _____

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No.	Items Description	Specification	Units	1	2	3	(4=3+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	Paper Clips 30 mm	As per approved Sample	Box	10				
5	Binder Clip (15mm)	As per approved Sample	Box	30				
6	Binder Clip (19mm)	As per approved Sample	Box	30				
7	Binder Clip (25mm)	As per approved Sample	Box	30				
8	Binder Clip (31mm)	As per approved Sample	Box	30				
9	Binder Clip (42mm)	As per approved Sample	Box	15				
10	Binder Clip (51mm)	As per approved Sample	Box	15				
11	Soft Board Pins	As per approved Sample	Box	10				
12	Sticky Notes 3"*3"	As per approved Sample	Pkt	150				
13	Paper Flags	As per approved Sample	Pkt	150				
14	Ball Point (Signature) (Blue)	As per approved Sample	Box	50				
15	Ball Point (Signature) (Black)	As per approved Sample	Box	40				
16	Signo Ball Pen (Black)	As per approved Sample	Box	30				
17	Signo Ball Pen (Blue)	As per approved Sample	Box	30				
18	Crystal Ball Pen Blue	As per approved Sample	Box	30				
19	Crystal Ball Pen Black	As per approved Sample	Box	20				
20	Tape Dispenser	As per approved Sample	pcs	10				

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21	Highlighter (Yellow)	As per approved Sample	Box	10				
22	Highlighter (Orange)	As per approved Sample	Box	10				
23	Highlighter (Pink)	As per approved Sample	Box	10				
24	Highlighter (Blue)	As per approved Sample	Box	10				
25	Highlighter (Green)	As per approved Sample	Box	10				
26	White Board Erasable Marker (Blue)	As per approved Sample	Box	5				
27	White Board Erasable Marker (Black)	As per approved Sample	Box	5				
28	White Board Erasable Marker (Green)	As per approved Sample	Box	5				
29	White Board Erasable Marker (Red)	As per approved Sample	Box	5				
30	Permanent Marker (Dollar) (Black)	As per approved Sample	Box	10				
31	Permanent Marker (Dollar) (Blue)	As per approved Sample	Box	10				
32	Correction Pen	As per approved Sample	Box	10				
33	Led Pencil	As per approved Sample	Box	40				
34	Calculator	As per approved Sample	Pcs	50				
35	Note Pad Small	As per approved Sample	Pcs	200				
36	Writing Pad Large A4	As per approved Sample	Pcs	100				
37	Separator	As per approved Sample	Pcs	200				
38	Paper Reams A4 80 gm	As per approved Sample	Ream	800				
39	Paper Reams Legal 80 gm	As per approved Sample	Ream	200				
40	Paper Size A3 80gm	As per approved Sample	Ream	15				
41	Log Book	As per approved Sample	Pcs	30				
42	Stamp Pad (Blue)	As per approved Sample	Pcs	10				
43	Stamp Pad (Black)	As per approved Sample	Pcs	10				
44	Heavy Duty Punch Machine KW	As per approved Sample	Pcs	8				

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45	Heavy Duty Single Punch Machine	As per approved Sample	Pcs	4				
46	Single Punch Machine	As per approved Sample	Box	40				
47	Heavy Duty Stapler Pins (Different size)	As per approved Sample	Box	30				
48	Stapler	As per approved Sample	Pcs	50				
49	Stapler Pins 24/6	As per approved Sample	Box	100				
50	Gum Stick	As per approved Sample	Pcs	50				
51	Scotch Tape	As per approved Sample	Pcs	20				
52	Binding Tape Size 2 inch	As per approved Sample	Pcs	30				
53	writeable DVD	As per approved Sample	Pcs	50				
54	Visiting Card Holder	As per approved Sample	Pcs	50				
55	Pin Remover	As per approved Sample	Pcs	50				
56	Envelope Legal (PTPL)	As per approved Sample	Pcs	3000				
57	Envelope A-4 (PTPL)	As per approved Sample	Pcs	3000				
58	Envelope small (PTPL)	As per approved Sample	Pcs	3000				
59	File Tags	As per approved Sample	Pkt	50				
60	Air Freshener (Machine)	As per approved Sample	Pcs	40				
61	Noting Files of PTPL	As per approved Sample	Pcs	4000				
62	White Board 4*3	As per approved Sample	Pcs	10				
63	White Board Stand	As per approved Sample	Pcs	4				
64	Noting HR Files of PTPL	As per approved Sample	Pcs	3000				
65	Layer Tray	As per approved Sample	Pcs	50				
66	Pen Holder	As per approved Sample	Pcs	50				
67	USB 16 GB	As per approved Sample	Pcs	30				

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