

TENDER NOTICE FOR PROVISION OF STATIONERY/OFFICE SUPPLIES
ON RATE CONTRACT BASIS FOR FINANCIAL YEAR 2016-2017

Invitation to Bids:

Quaid-e-Azam Solar Power (Pvt.) Ltd. invites sealed bids/ proposals from registered firms/companies for provision of stationery/office supplies on rate contract basis for financial year 2016-2017.

Terms and Conditions:

1. The procurement process shall be Single Stage One Envelope.
2. The bidding firm must have local presence (Lahore) and a registered office in Pakistan.
3. Inspection/acceptance of items shall be according to the specifications as given in 'Annexure-A'.
4. The bidding firm should provide certificate of incorporation/registration and should also be registered with Sales Tax and Income Tax Department (attach copies of registration certificates).
5. All documents submitted by the bidder must be duly signed by the bidder/authorized representative and should have a Company Seal on them.
6. The bid validity period is 90 days, starting from the date of opening of bids.
7. The bidding firm should have a minimum of 5 years' experience (attach company profile and experience certificate) of similar assignments (preferably with Government, Semi-Government or autonomous bodies).
8. The bidder shall provide a list of existing clients.
9. The bidding firm should not be blacklisted by any public or private sector organization (attach an affidavit).
10. All prices must be quoted in Pak. Rupees and should include any taxes applicable.
11. Bid security at the rate of 2% shall be deposited in the shape of pay order/demand draft in the name of Quaid-e-Azam Solar Power (Pvt) Ltd.
12. Bidders are required to submit rate of each item along with the total amount. Bids of only those bidders will be considered who provide all the stationery items specified in Annexure-A.
13. There will be no price negotiations with the lowest evaluated responsive bidders. Suppliers are therefore requested to submit their lowest and best prices with tender.
14. The stationery items should be ex-stock and provided on immediate basis after the award of purchase order.
15. Interested bidders may inspect the tender notice and stationery items on Punjab Procurement Regulatory Authority website <http://www.ppra.punjab.gov.pk/> or on QA Solar website <http://www.qasolar.com/tenders>.
16. QA Solar will not be responsible for any costs/expenses incurred by the bidders in connection with preparation or delivery of bids.
17. The bids must be delivered to the following address by or before 2 p.m., 3rd November, 2016:

MANAGER HR, Quaid-e-Azam Solar Power (Pvt.) Ltd.,
3rd Floor, NIB Building, 83/A, E-1,
Main Boulevard, Gulberg-III, Lahore.

18. The bids will be publically opened on the aforementioned date at 2:30 p.m. in the Conference Room of QASP office.
19. The contract will be awarded to the lowest evaluated bidder.
20. The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid/proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
21. If the proposal of any of the bidding firms does not fulfil the aforementioned criteria, they will be considered disqualified and their bids will be returned unopened.