

## **Preface**

Rule 25 of Punjab Public Procurement Rules, 2014 requires procuring agencies to formulate bidding documents that shall be made available to the bidders immediately after the publication of the invitation for bid. Use of these documents is mandatory for open competitive bidding.

Document comprises of the Sections listed below:

Section I	Invitation for Bids (IFB)
Section II	Instructions to Bidders ITB
Section III	Specification
Section IV	Evaluation Criteria

## Section – I Invitation for Bids (IFB)

Tender No. QAS-21/11/16-Admin1

Date: 16.11.2021

### TENDER NOTICE FOR STATIONERY ITEMS

#### **Invitation to Bids:**

Quaid-e-Azam Solar Power Pvt Limited Company, Lahore (QASPL) invites sealed bids from experienced well reputed bidders/suppliers those having NTN and Sales tax registered firms for the timely Supply of “Stationery items” during financial year 2021-22

#### **Terms and Conditions:**

1. Bidding will be conducted under Open Competitive Bidding pursuant to Single stage one envelope procedures’ as per Rule 38(1) of Punjab Procurement Rules 2014 and is open to all eligible bidders as defined in the Punjab Procurement Rules 2014.
2. Bids must be accompanied by a bid security of not less than Rs 26,000/- (2% of estimated procurement of Rs.1,300,000/-) in the shape/form of pay order/bank draft in favor of Quaid-e-Azam Solar Power Pvt Limited Company.
3. The Bidders are requested to give their best and final prices as no negotiations shall be allowed. The rates quoted must remain valid for a period of ninety (90) days after opening of tenders and till signing of agreement.
4. The bidders should have documented track of completing similar assignments in the last 2 years(attach a statement on company letter head elaborating experience, preferably with government, semi government or autonomous bodies).
5. Interested eligible bidders may obtain the bidding documents including detailed specifications without any charges on the submission of a written application to the address mentioned below.
6. Copies of registration with Income Tax Department and Sale Tax Department should be enclosed with bid. Non submission of this document is liable to declare non responsive.
7. Bidders should be financially sound have proper office, telephone number and fax number in Lahore.
8. 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.
9. All Stationery items, Printer Toners, & Paper Reams will be purchased on monthly basis as per requirement.
10. The stationery items should be ex-stock and provided on immediate basis after the award of purchase order but not late than 05 days.
11. The bidder shall provide a list of existing clients.
12. Bidders must submit rate of all items along with the total amount.
13. Every bidder will deliver samples of stationary items, on the demand of the procuring agency at his own cost after evaluation of the bids. However, samples of un-successful bidders will be returned.
14. The bidder shall also furnish an affidavit duly attested by the Oath Commissioner that the bidder is not blacklisted by any Government Department / Authority.
15. Tender document will be available on PPRA website and QA Solar website.
16. All bids shall be evaluated strictly in accordance with the above terms and conditions and the detailed TORs. Therefore, all bidders should ensure strict compliance with the same.

Sealed envelopes clearly bearing the IFB number and title of the bid, containing bids must be delivered to the address below on or before 1<sup>st</sup> December, 2021 at 2:00 p.m. Bids will be opened at 2:30 pm on the same day in the presence of bidders ‘representatives (who may like to attend) at the Committee Room of Quaid-e-Azam Solar Power Pvt Limited.

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