

TORs

Section II- Instructions to Bidders (ITB)

1. **Scope of Procurement:** The General Administration Section invites Bids for “**Supply of Stationary items**” as described in the Section III. The successful bidder will be required to supply best quality items to QASPL as per terms and conditions specified in this bidding document.
2. **Eligibility to Bid:** Suppliers duly registered with tax authorities are eligible to participate only if they also:
 - a. Enclose proof of registration with the Income Tax Department and Sales Tax Department with the Bid. (Failure to enclose these documents would be declared non responsive)
 - b. The bidder shall also furnish an affidavit duly attested by the Oath Commissioner that the bidder is not blacklisted by any Government Department / Authority under Rule 21 of Public Procurement Rules 2004
 - c. Submit only one bid, either individually, or as a partner in a joint venture. All Bid submitted in violation of this rule shall be rejected. Partners in a joint venture shall be jointly and severally liable for the execution of the Contract.
3. **Qualification of the Bidder/Supplier:** To qualify for award of the Contract, a Supplier shall meet the requirements specified in the commercial compliance in Section IV. Bid must be provided along-with duly completed, signed and stamped along with Bid Security as specified in this IFB.
4. **Contents of Bidding Documents:** The set of Bidding Documents comprises the Sections listed below:

Section I	Invitation for Bids (IFB)
Section II	Instructions for Preparing Bid
Section III	Specification
Section IV	Evaluation Criteria
5. **Documents Comprising the Bid:** The Bid submitted by the Bidder shall comprise the following documents:
 - i. Copies of Taxation Documents
 - ii. Bid Security
 - iii. Documentary Evidence of Similar Supplies and Experience
6. **Bids:** Prices shall be quoted entirely in Pak Rupees inclusive of all applicable taxes. The Bidder shall fill in the rate and prices for the required items, described in this document. All duties, taxes and other levies payable by the bidder shall be included in the rates, prices, and total bid submitted by the bidder. Cost for carriage/delivery shall be included in the rates while quoting final rate.
7. **Validity of Bid.** The Bid price shall remain valid for the period of ninety (90) calendar days counted from the date of submission of the Bid specified in Clause 11 below.

The Procuring agency may request the Bidders to extend the period of validity for a specified additional period. The Procuring agency's request and the Bidders responses shall be made in writing or by fax or by email. A Bidder may refuse the request for extension of Bid validity in which case he may withdraw his Bid without any penalty. A Bidder agreeing to the request will not be required or permitted to otherwise modify its Bid.

8. **Language of the Bid:** All documents relating to the Bid and contract shall be in the English language.

9. **Sealing of Bid:** The envelopes containing Bid should be duly sealed, bearing the IFB number and the subject as "**Supply of Stationery items**" shall be addressed to the Procuring agency at the address provided above. If the envelope is not sealed and marked as above, the Procuring agency will assume no responsibility for the misplacement or premature opening of the Bid.

10. **Bid Security:** The amount of Bid Security shall be not less than Rs.26,000/- (2% of estimated procurement of Rs.1,300,000/-) payable in the form of a **Bank Draft / Payment Order** in favor of Quaid-e-Azam Solar Power (Pvt.) Ltd. Bid Security will stand forfeited in case the successful bidder fail to comply the execution of services/supply. The bid security of unsuccessful bidder shall be released on selection successful bidder.

11. **Place and Deadline for Submission of Bid:** The Bid shall be delivered to the Procuring agency **NOT LATER than 1st December, 2021 at 2:00 pm** at the address given in IFB. Any Bid received by the Procuring agency after the deadline prescribed in this clause will be returned unopened to the Bidder.

12. **Modification and Withdrawal of Bid:** No Bid shall be modified after the deadline for submission of Bid specified above in Clause 11. Withdrawal of a Bid between the deadline for submission of Bid and the expiration of the validity of the Bid as specified in Clause 7.

13. **Opening of Bid:** The Procuring agency will open the Bids, including modifications, in the presence of the Bidders' representatives who choose to attend, at **1st December, 2021 at 2:30 pm** at the address given in IFB. The Bidders' names, the Bid prices, the total amount of each Bid, any discounts, and Bid modifications and withdrawals will be announced by the Procuring agency at the Bid opening.

14. **Process to be Confidential:** Information relating to the examination, clarification, evaluation and comparison of Bid and recommendation for the contract award shall not be disclosed until the award to the successful Bidder has been announced. Results of the bid evaluation will be made known in due course bidders are advised not to approach Procuring agency. Any attempt to influence the process of evaluation will lead to rejection of bid.

15. **Evaluation and Comparison of Bid:** Upon technical and commercial compliance with requirements the Procuring agency will award the Contract to the Bidder who has offered the lowest evaluated bid on overall items subject to the originality and best quality

of all the items. In evaluating the bid, the Procuring agency will determine for each proposal the evaluated Bid by adjusting the Bid by making any correction for any arithmetic errors as follows:

- a. where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- b. If a Bidder refuses to accept the correction, his Bid will be rejected.
- c. Conditional, incomplete bid or bid without Bid Security shall not be accepted; Bids received after the closing date and time will also be rejected.

16. **Procuring agency's Right to Accept Any Bid and to Reject any or all Bids:** The Procuring agency reserves the right to accept or reject any Bid, and to cancel the process of competition and reject all Bids, at any time prior to the award of the Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Procuring agency's decision while complying with PPRA, rules 2014.

SECTION-III
SPECIFICATIONS

STATIONERY REQUIREMENT

Sr#	Item Description	Qty	Estimated Annually Requirement
1	Ball Point (piano)	10x1	20 box
2	Binding Sheets	100x1	15 Packet
3	Binding Tape Size 2 inch	1x1	40 pieces
4	Blanco pen	10x1	02 boxes
5	Board Marker (Dollar)	10x1	2 boxes
6	Box File Imported	1x1	350 pieces
7	Binder Clip 15mm	12x1	10 boxes
	19mm	12x1	10 boxes
	25mm	12x1	5 boxes
	31mm	12x1	5 boxes
	42mm	12x1	2 boxes
	51mm	12x1	2 boxes
8	Calulator	1x1	5 pieces
9	Card book album	1x1	3 pieces
10	Color Page	100x1	1 packet
11	Cut Box	1x1	2 pieces
12	D Ring files	1x1	150 pieces
13	Duster	1x1	100 pieces
14	Envelop Size 9*4 white	1x1	300 pieces
15	Envelop Size A4 white	1x1	300 pieces
16	Heavy Duty Punch machine	1x1	1 piece
17	Heavy Duty Stapler	1x1	1 piece
18	Heavy Duty Stapler Pins	1x1	12 boxes
19	Highlighter (Dollar)	10x1	2 box
20	HP Color Laser Jet MFP M177fw printer toner Original	1x1	1
21	HP Laser Jet 700 M712 printer toner Original	1x1	2
22	HP Laser Jet Pro 200 Color printer toner Original	1x1	2
23	HP Laser Jet Pro 400 printer toner 80A Original	1x1	3
24	L Folder	1x1	10
25	Lead Pencil (Deer)	12x1	10 packet
26	Log Book	1x1	10 pieces
27	Note pad small imported	1x1	100 pieces
28	Packing Tape 2"	1x1	12 pieces
29	Paper Clips	80x1	20 boxes
30	Paper Cutter	1x1	10 pieces

31	paper file cover	1x1	25 files
32	paper flags	1x1	50 pieces
33	Paper Reams A4, AA 80gm	5x1	75 boxes
	Paper Reams Legal AA 80gm	5x1	05 boxes
34	Paper Size A3 AA 80gm	5x1	2 box
35	Permanent Marker (Dollar)	10x1	2 boxes
36	Phone Index	1x1	2 pieces
37	Pin Remover	1x1	6 boxes
38	Plastic Covers (file)	1x1	1000 files
39	punch Machine (Opal)	1x1	6 pieces
40	Rubber	1x1	24 pieces
41	Ruler Steel	1x1	12 pieces
42	Scissor	1x1	3 pieces
43	Scotch Tape 1" (Deer)	1x1	20 pieces
44	Separator Card	10x1	10 pkt
45	Separator Plastic	10x1	300 Pkt
46	Sharpener	1x1	24 pieces
47	Soft Board Pins	50x1	6 boxes
48	Stamp Pad	1x1	6 pieces
49	Stapler (Opal)	1x1	10 pieces
50	Stapler pins	1x1	50 boxes
51	sticky notes 3*3	1x1	30 pieces
	sticky notes 3*4	1x1	20 pieces
52	Table Set with Letter Tray	3x1	5 set
53	Uni Ball Pen (Signo)	12x1	30 boxes
54	White Board Erasable Marker (Dollar)	10x1	03 boxes
55	Writing Pad Large Imported	1x1	150 pieces
56	UHU Gum 21gm	1x1	12 pieces

Note: In case of non-compliance of above specification, bid shall be subject to rejection. Further, where ever make or model is mentioned, the bidder may quote the rate of any other equivalent make/model of item as per market rate.

Section – IV Evaluation Criteria

Subject to preliminary examination of the bidders/bids to determine their responsiveness to the eligibility criteria specified in this bidding document the Evaluation Criteria for the subject procurement shall be based on mandatory compliance of the Specifications and Commercial requirements subject to Lowest Evaluated Cost on overall items. In other words the contract shall be awarded to the responsive bidder whose bid will be determined as the Lowest Evaluated Bid of overall items and preference shall be given to originality and Best quality of the items.