

**Tender No. 7-6/2018-Admin**

**TENDER NOTICE**

**PROCUREMENT OF GENERAL STATIONERY ITEMS**

1. Frequency Allocation Board, Islamabad a public sector organization invites sealed bids for procurement of General Stationery Items, from the original manufacturers / authorized distributors / suppliers / contractors having at least one year experience in the relevant field. The firms should be registered with Income Tax and Sales Tax Departments.
2. Bidding shall be conducted under "Single Stage – One Envelope" method laid down in PPRA Rules 2004. Bid documents, containing detailed terms & conditions, method of procurement, procedure for submission of bids, bid security, bid validity, guarantee etc, are available for the interested bidders at FAB HQs, Plot No. 112, Sector H-10/4, Islamabad. Price of the bidding document is Rs. 500/- (non-refundable). Bidding document can also be downloaded from the website of Frequency Allocation Board at [www.fab.gov.pk](http://www.fab.gov.pk), free of cost.
3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at FAB HQs Plot No. 112, Sector H-10/4, Islamabad on or before **Thursday, the 4<sup>th</sup> October 2018, by 1100 hrs.** Bids will be opened on the same day at 1130 hrs in the presence of bidders representatives who choose to be present. This advertisement is also available on the website of FAB [www.fab.gov.pk](http://www.fab.gov.pk) and PPRA at [www.ppra.org.pk](http://www.ppra.org.pk).
4. The Frequency Allocation Board reserves the rights to accept or reject any or all proposals as per PPRA Rules.

**Chairman TEC**

Frequency Allocation Board, Headquarters

Plot No. 112, Sector H-10/4, Islamabad.

Ph. No. (+92-51) 9257721, 9257747

Email : [info@fab.gov.pk](mailto:info@fab.gov.pk) , Website : [www.fab.gov.pk](http://www.fab.gov.pk)

**FAB**



**FREQUENCY ALLOCATION BOARD (FAB)**

**(TENDER DOCUMENT)**

**FOR**

**PROCUREMENT OF GENERAL STATIONERY ITEMS**

**FAB**

Government of Pakistan  
**FREQUENCY ALLOCATION BOARD (FAB)**

Headquarters, Plot No. 112, Sector H-10/4,  
Khayaban-e-Jouhar, Islamabad.  
Phone No. 051-9257721-9257741, Fax No. 051-9257771

## **INSTRUCTIONS TO THE BIDDERS**

### **1. GENERAL**

#### **1.1 Introduction**

- 1.1.1 Frequency Allocation Board hereafter referred to as "FAB" desires to procure General Stationery Items at FAB HQs, Plot # 112, Sector H-10/4, Islamabad.
- 1.1.2 Bidding shall be conducted under "Single Stage - One Envelope" method laid down in PPRA Rules 2004. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

#### **1.2 Scope of Work**

- 1.2.1 Timely supply of General Stationery Items as per details / specifications mentioned at **Annex-C** of this Tender Document.
- 1.2.2 The contractor shall provide warranty of non-consumable items/parts supplied.

#### **1.3 Source of Funds**

The Frequency Allocation Board will arrange needed funds to meet its cost etc from its own resources.

### **2. ELIGIBLE BIDDERS**

Bidding process is open to all firms who meet related criteria given as under:-

- 2.1. Application letter of Intent for participation in tendering process.
- 2.2. Have relevant experience of at least one year in supply in relevant field with leading government organizations or companies of repute. (copies of supply orders etc must be attached).
- 2.3. Stands registered with income tax and sales tax departments of Pakistan (copies must be attached).
- 2.4. Must have office(s) at Islamabad/Rawalpindi (Phone Numbers/Addresses must be provided).
- 2.5. Duly signed and stamped Compliance Certificate as mentioned vide **Annex-A** of this document.
- 2.6. Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed by any government / semi government Department as per Specimen at **Annex-B**.

### **3. COST OF TENDERING**

The bidder shall bear all costs associated with the preparation and submission of its bid, while Frequency Allocation Board, in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

#### **4. CLARIFICATIONS OF TENDER DOCUMENTS**

A prospective bidder requiring any clarification(s) may notify to FAB or an Officer authorized on its behalf in writing. The FAB or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before (approximate **05 working days** or more) to the deadline set for the submission of bids. Copies of FAB response will be forwarded to all prospective bidders (if not already clarified in the Tender document or deemed necessary for the bidder).

#### **5. AMENDMENT OF TENDER DOCUMENTS**

- 5.1 At any time prior to the deadline for submission of bids, the FAB may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender document by issuing addendum.
- 5.2 Any addendum thus issued shall form eternal part of the Tender documents. To afford bidders a reasonable time frame in which to take an addendum into account in preparing their bids, the FAB may at its discretion extend the deadline for submission of bids.

#### **6. LANGUAGE, DOCUMENTS**

- 6.1 Bid documents and related correspondence will always be in the English language.
- 6.2 The bid should have a covering letter on printed letter head of the firm. All pages of the bid shall be initiated / signed and shall bear official seal of the person(s) authorized to sign/ endorse.

#### **7. COUNTRY OF ORIGIN & TECHNICAL LITERATURE**

The bidder shall clearly mention the country of origin of the offered items / parts. All the relevant technical literature in English language should be attached with the bid.

#### **8. PRICE**

- 8.1 Prices should be quoted in Pak Rupees.
- 8.2 The price quoted should be firm, final, and clearly written/typed without any ambiguity.
- 8.3 The price should include all the government taxes (including GST if applicable), duties, delivery and installation charges etc. for the period of 01-07-2018 to 30-06-2019 (Financial Year 2018-19)
- 8.4 The rates / prices shall be entered against each item at **Annex-C** and no column may be left blank.

**9. BID SECURITY / EARNEST MONEY**

- 9.1 The bidder shall furnish a bid security/ earnest money amounting to **2% of the bid price** in the form of a Deposit at Call / Bank Draft / Pay Order or Demand Draft in favour of Frequency Allocation Board, Headquarters, Islamabad.
- 9.2 Any bid not accompanied by an acceptable bid security shall stand liable to be rejected by the FAB as nonresponsive.
- 9.3 The bid securities / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of bid security whichever is earlier. The bid securities of bidders, who seem to short fall can be returned earlier if supported by a formal request of intends requirement.
- 9.4 The bid security of the successful bidder will be returned when the bidder submit the required Performance Security and supply the required Items.
- 9.5 The bid security / earnest money may be forfeited:
- i. If a bidder withdraws his bid during the period of bid validity.
  - ii. If the bidder does not accept the correction of his bid price.
  - iii. In the case of a successful bidder, if he fails to furnish the required performance security or supply the requisite General Stationery Items.
  - iv. If the bidder fails to fulfill the mandatory requirements upon which he has given certificates / affidavits etc.

**10. VALIDITY OF BIDS**

Bid shall remain valid for a period of one year (12 x months) from the date of opening of the Tender.

**11. DEADLINE FOR SUBMISSION OF BID**

- 11.1 The bid shall be delivered in person or sent by Registered mail / Courier service which should reach, the Frequency Allocation Board Headquarters, Plot No 112, Sector: H-10/4, Islamabad, **on or before 1100 hours on Thursday, the 4<sup>th</sup> October 2018** or as specified in the advertisement / web site of PPRA.
- 11.2 Sealed bid should be kept in safe custody at FAB Headquarters on or before the prescribed time on given date.
- 11.3 Bid should be submitted in sealed envelope containing necessary information regarding tender notice and warning message **“DO NOT OPEN BEFORE Thursday, the 4<sup>th</sup> October 2018, 1130 hours”**.
- 11.4 No open, e-mailed or faxed bid will be accepted.
- 11.5 Any bid received by the FAB after the date and time of bid opening will be returned unopened to such a bidder.

**12. MODIFICATION & WITHDRAWAL OF BID**

- 12.1. Any bidder may modify or withdraw his bid after bid submission provided that a written notice of the modification or withdrawal is received by the concerned officer prior to the deadline for submission of bids.
- 12.2 No bid may be modified or withdrawn by a bidder after the deadline for submission of bids had expired.

**13. OPENING OF BID**

- 13.1 The FAB relevant committee will open the bids **at 1130 hrs, on Thursday, the 4<sup>th</sup> October 2018** in the presence of bidders representatives who choose to be present, at FAB, HQs, Plot No 112, Sector H-10/4, Islamabad.
- 13.2 The bidder's name, bid prices, any discount, the presence or absence of bid security, and such other details as the committee at its discretion may consider appropriate, will be announced at the time of bid opening process.
- 13.3 The relevant committee will resolve any issue raised by the bidders, on the spot. Any issue related to the proceeding after the same have concluded, shall not be entertained verbally or in writing.
- 13.4 The FAB reserves the right to reject any one or all bids as per PPRA rules.

**14. COMPLIANCE CERTIFICATE**

The bidder should agree with the terms and conditions as mentioned in [Annex-A](#).

**15. AWARD CRITERIA & FAB'S RIGHT**

- 15.1 The supply order will be awarded to substantially responsive lowest evaluated bidder provided that; such bidders have been determined to be qualified to satisfactorily perform the order.
- 15.2 FAB reserves the right to accept or reject any bid as per PPRA rule, and to annul the tender process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the FAB's action.

**16. PERFORMANCE SECURITY**

- 16.1 The successful bidder shall furnish to the FAB, a performance security equivalent to **five per cent (5%)** of the bid price in the form of a Deposit at Call / Bank Draft / Pay Order or Demand Draft in favour of Frequency Allocation Board, Headquarters, Islamabad upon supplying the required items which may be valid till the closure of financial year 2018-19.
- 16.2 The performance security shall be further extended if the delivery is delayed.

17. **CONTRACTORS RESPONSIBILITIES**

- 17.1 The contractor shall supply the items properly and provide items in accordance with the contract/supply order.
- 17.2 The contractor shall not subcontract the whole of the supply order. The supplier shall not subcontract any part of the supply order without prior written consent of FAB.
- 17.3 Transportation for delivery of all items at final destination will be the responsibility of the supplier. Supplier shall ensure proper / international packing of parts to avoid deterioration of parts etc.

18. **TIME FOR COMPLETION**

- 18.1 The supplier shall deliver the required items as per demand within **03 weeks time** from the date of issuance of supply order, and submit Bill along with all relevant documents after supply of all items prescribed with supply order.
- 18.2 **Late delivery / delay in Completion of Work:**

If the supplier fails to supply the items/parts within the time for completion, the supplier liability to the FAB for such failure shall be to pay @ 1% per week subject to a maximum of 10% value for which he fails to complete the works.

19. **REPLACEMENT WARRANTY**

The supplier will warrant that the items supplied are un-used, and incorporates all recent improvements in design and materials and are of good quality. FAB shall promptly notify the supplier in writing of any claims arising under this warranty and the supplier will replace the defective item/part at reasonable speed without any cost effect.

20. **TERMS OF PAYMENT**

Payment of contract price shall be made in the following manners.

- 20.1 Relevant payment of each supply order shall be payable to the contractor upon successful delivery of items as per supply order which shall be proved by Acceptance Certificate(s) issued by FAB.
- 20.2 All the payments shall be made through crossed cheque in the Pak Rupees.
- 20.3 Taxes will be deducted as per government rules at the time of payment.

21. **DEFAULT BY SUPPLIER**

- 21.1 If the contractor fails to supply the items, refuses or fails to comply with a valid instruction of the FAB, the FAB may give notice and stating the default.
- 21.2 If the contractor has not taken all practicable steps to remedy the default within 14 days after receipt of FAB notice, FAB may cancel the order and performance security / earnest money will be confiscated.

**COMPLIANCE CERTIFICATE**

1. **Terms & Conditions**

The bids must accompany:

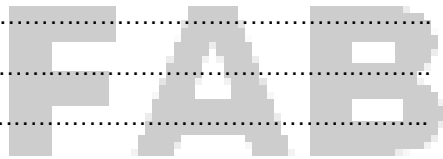
- a) Copies of income tax and sales tax certificate.
- b) Company Profile having Office details at Islamabad/Rawalpindi with Phone Numbers/Addresses.
- c) Affidavit on Stamp Paper of Rs. 100/- that the firm is not black listed by any government / semi government Department as per Specimen at Annex-B.
- d) The earnest money / bid security as per tender requirement.

- 1.1 The firms will be bound to make supply the items as per specification at FAB HQs, Islamabad.
- 1.2 Firms who supply re-conditioned/sub-standard/used items and having poor performance may not submit their bids. Mode of the payment based on credit and taxes will be applicable as per Government Policy amended to time and again. The firm should clearly show whether GST is included or excluded in the offered rates.
- 1.3 Terms and conditions must be signed and attached with the Tender document if agreed upon.

The firms;

- i. Must have its established office at Islamabad/Rawalpindi with Phone No./Address, Bank A/c No., at the same vicinity.
  - ii. Will be bound to supply the items within specified time.
- 1.4 The Frequency Allocation Board reserves the right to accept or reject any or all bids as per PPRA rules.

Name of Firm.....  
Name of Owner.....  
Mailing Address with Phone .....  
Signature / Seal of the Company.....





**(Must be Printed on Rs. 100/- Stamp Paper)**

**BLACK-LISTING CERTIFICATE**

CERTIFIED THAT M/S. .... HAS NOT BEEN BLACK-LISTED BY ANY PUBLIC OR PRIVATE SECTOR ORGANIZATION IN PAKISTAN..

M/S.. \_\_\_\_\_

Contact Person : \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email : \_\_\_\_\_

Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

Agency Seal :

**FAB**

**ATTESTED BY NOTARY PUBLIC**

**LIST OF STATIONERY ITEMS**

(Amount in PKR)

S.#	Name of the Machine and Model	A/U	Quantity Required	Quoted Item's Brand Name (if applicable)	Rate per Unit (Including GST & Taxes)	Total Amount
1.	Paper A-4 size, 80 grams, 500 Sheets, Imported, 210x297mm "AA or equivalent"	Per Ream	300			
2.	Paper Legal size, 80 grams, 500 Sheets, Imported 216x330mm "AA or equivalent"	Per Ream	100			
3.	Paper A-3 size, 80 grams, 500 Sheets, Imported, 297x420mm, "AA or equivalent"	Per Ream	06			
4.	Envelopes SE-6 Khaki Local made size= 11"x5"	Per piece	3000			
5.	Envelope SE-6 = 300 Nos & SE-5 = 200 Nos White (size= 11"x5", 9"x4" fine quality)	Per piece	500			
6.	Staple Machine (Medium) "KW or equivalent"	Per piece	20			
7.	Stapler Pin 24/6 "Great Wall/PMP or equivalent"	Per Pkt of 1000 pcs	100			
8.	Plastic file cover A-4 size fine quality	Per Piece	500			
9.	Plastic file cover Legal size fine quality	Per Piece	100			
10.	File Tags (White) Small Size Imported	Per Bundle	100			
11.	Calculator "Casio 12 digit or equivalent"	Per Piece	30			
12.	Box File/L Folder legal size "Alfalah or Equivalent"	Per Piece	200			
13.	File Board, 26cm x 37cm, as per sample, Fine quality	Per Piece	2000			
14.	Folding/Binding Clip ½ "=100 Nos, 1"=100 Nos & 2"= 50 Nos	Per Piece	250			
15.	Gum Stick 21gms, "UHU or Equivalent"	Per Piece	50			

S.#	Name of the Machine and Model	A/U	Quantity Required	Quoted Item's Brand Name (if applicable)	Rate per Unit (Including GST & Taxes)	Total Amount
16.	Index Register 250 pages "Hera or Equivalent"	Per Piece	10			
17.	Note Sheet Pad, Legal size, 80 gms Imported	Per Piece/pad	100			
18.	Marker Black = 25, Blue= 25 & Red= 25 "Dollar or Equivalent"	Per Piece	75			
19.	Post it Pad 3"x3" "Pronoti or Equivalent"	Per Piece	50			
20.	Rubber Band packet of 1/2 kg or 1 Kg (Fine quality)	Per Piece/pkt	20			
21.	Paper tray/ Stationery tray	Per Piece	50			
22.	PC Shiner	Per Piece	80			
23.	Glass Cleaner "Glint or Equivalent"	Per Piece/Btl	50			
24.	Ashtray Fine quality	Per Piece	20			
25.	Dust Bin Plastic Fine quality "Prince or Equivalent"	Per Piece	40			
26.	Ball point Schneider (Xtra 895) Blue 60, Black 80, Red 60 "Schneider or equivalent"	Per Piece	200			
<b>Total :</b>						

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**FAB**