
BIDDING DOCUMENT
REQUEST FOR PROPOSAL (RFP)

RFP No. _____

Procurement of Goods
For

[Misc. Packing Material]

*STEDEC TECHNOLOGY Commercialization Corporation of
Pakistan Private Limited*

*STEDEC Head Office: STEDEC House Adj. Aiwan-e-Science Buildin,
Ferozeur Road, Lahore*

CONTACT:

Phone: 042-99230545
Email: corporate@stedec.com.pk

From

The Managing Director
STEDEC

INVITATION TO TENDER NO. 08-STD-/2018-19

Dear Sir/Sirs,

1. You are hereby invited to submit bid for the store as detailed in the schedule to this invitation to tender subject to the conditions laid down in bidding documents. The contract resulting from this invitation to tender shall be governed by the conditions as contained in bidding documents. The bid quoting against this invitation shall be deemed to have read and understood the conditions thereof and particulars of the stores required and their specifications etc.
2. The bidder shall quote on the prescribed schedule to this invitation to tender, on the basis indicated therein and shall sign the certificate to the effect that the stores shall be supplied in accordance with the requirement specified in the schedule. In case there is any deviation, it should be clearly stated by bidder otherwise it will be presumed that offer is strictly in accordance with the requirement of the bid notice.
3. In case of offers for supply of stores both imported and indigenous from within the country price quoted shall be inclusive of all taxes, duties and charges for packing, making, handling etc, where sales tax is livable and is included in the price quoted it shall be indicated separately.
4. Failure to submit the bid in the manner prescribed in the invitation to tender will render it liable to be ignored.
5. The purchaser does not pledge himself to accept the lowest bid and reserves to himself the right of accepting the full or part quantity offered and the bidder shall supply the same at the rate quoted.

Yours faithfully

SYED FAKHER ABBAS ZAIDI
(Asst. Manager STEDEC)
042-99230545

SCHEDULE OF INVITATION OF TENDER NO.08-STD-/2018-19

Date of opening	03.10.2018
Time of receipt	11.00 am (03.10.2018)
Time of opening	11.30 am (03.10.2018)
Price of tender	Rs. 1,000/-
Delivery Required at	STEDEC Regional Office Off University Road Near PCSIR Laboratory, Karachi
Delivery Period	15 days after purchase order.
Selling Date	17.09.2018
Bid Security	5% of Bid value
Evaluation Criteria	The bids shall be evaluated on the basis of terms and conditions/ instructions/ specifications/ special conditions given in the bidding documents
Procedure of opening competitive bidding	Single stage – one envelop procedure as per PPRA rules 2004

#	Description	Specification	Quantity in parts
1.	Pet bottles 01 Lit	Material: Crystallite Pet (off Grade) Overall height: 216mm±0.3mm Neck height: 22.72mm±0.3mm Inner dia neck: 34.21mm±0.3mm Outer dia neck: 37.05mm±0.3mm Outer dia with thread: 39.44mm±0.3mm Max body dia: 93.92mm±0.3mm Brimful volume: 1165ml±5ml Weight: 55gm±2gm Wall thickness: 1: top: .28mm±0.3mm 2: center: .32mm±0.3mm 3: bottom: .40mm±0.3mm Color : White	100,000 nos.
2.	Pet bottles ½ Lit	Material: Crystallite Pet (A Grade) Overall height: 196.60mm±0.3mm Neck height: 22.13mm±0.3mm Inner dia neck: 33.97mm±0.3mm Outer dia neck: 37.07mm±0.3mm Outer dia with thread: 39.59mm±0.3mm Outer dia collar: 45.13mm±0.3mm Max body dia: 70.28mm±0.3mm Brimful volume: 603ml±10ml Weight: 42gm±2gm Wall thickness: 1: top: .41mm±0.3mm 2: center: .90mm±0.3mm 3: bottom: .55mm±0.3mm Color : White	40,000 nos.
3.	Pet bottle 250 ml	Material : Crystal Pet (Bottle Grade) Overall height: 124mm±0.3mm Neck height: 22.20mm±0.3mm	15,000 nos.

		Inner dia neck: 33.92mm±0.3mm Outer dia neck: 37.01mm±0.3mm Outer dia with thread: 39.37mm±0.3mm Outer dia collar: 44.90mm±0.3mm Max body dia: 68.87mm±0.3mm Brimful volume: 325ml±5ml Weight: 36gm±0.5gm Wall thickness: 1: top: .60mm±0.3mm 2: center: .70mm±0.3mm 3: bottom: .65mm±0.3mm Color : White			
4.	Pet bottle 100 ml	Material :HBPE Over all height: 4.5 inches Bottle weight:12gm±2gm Color : Brown			20,000 nos.
5.	Plastic bottles 04 Lit	Material : HBPE Over all height: 10.5 inches Bottle weight:280gm±2gm Color : White			2,500 nos.
6.	Plastic bottles 01 Lit	Material : HDPE Over all height: 9.5 inches Bottle weight: 100gm±5gm Bottle weight with cap: 110gm Color : white			12,000 nos.
7.	Plastic bottle ½ Lit	Material : HDPE Over all height:6.5 inches Bottle weight: 60gm±5gm Bottle weight with cap:70gm Color : white			13,000 nos.
8.	Plastic bottle 100 ml	Material : HDPE Over all height: 4.5 inches Bottle weight: 15gm±2gm Bottle weight with cap: 17gm Color : white			70,000 nos.
CARTONS INFORMATION		COLOR: outer white , Color: inner drown FLEXO PRINTING: LENGTH STEDEC ADREES BOTH HEAD OFFICE & REGIONAL OFFICE + SAFTY HANDLING SIGNS. WIDTH BATCH#+MANUFACTURINGDATE+EXPIRY DATE + SAFTY HANDLING SIGNS.			
		SIZE INCHES	DESCRIPTION	COMBINATION	
9.	M.Cartons 01 LT pet	18.5*8*9.25	1LTR*10BOT	BB+SF120*5+DKL	10,000 nos.
10.	M.Cartons ½LTpet	14.75*11.5*8.8	½ LT*20BOT	BB+SF120*5+DKL	2,000 nos.
11.	M.Cartons 100 ML pet/plastic	9.75*9.75*9.75	100ML*50BOT	BB+SF120*5+DKL	2,000 nos.
LABELS		SIZE	PAPER		
12.	4 LT	5.6 x 24.5 inch	GRAMMAGE :115 gm Art Paper PRINTING: 4 color		3,500 nos.
	1 LT	5.25 x 12.4 inch	GRAMMAGE :115 gm Art Paper		130,000 nos.

			PRINTING: 4 color	
	½ LT	4.5 x 9.5 inch	GRAMMAGE : 115 gm Art Paper PRINTING: 4 color	60,000 nos.
13.	Measuring Cups	Material :Polypropylene Over all height: 32mm Diameter: 52mm Weight: 7.5g Monogram engraving of STEDEC at the bottom		250,000 nos.
14.	FRIUT FLY TRAPS	F.F. Traps in cylinder shoe Material : HDPE Cap material: PP Total diameter: 152 mm Total weight: 220 gm Bottle weight: 150 gm±2gm Color : white		6,000 nos.

Terms and Conditions:

1.	Firms are required to quote rates on free delivery to consignee end. Offer shall remain valid for a period of 30 days from the date of opening of tender. The offer with validity less than 30 days will be rejected.
2.	All the firms will have to deposit bid security @100,000/- (Twenty five Thousand rupees only) as CDR/ PO.
3.	Contractors should be registered with the Sales Tax and Income Tax Department.
4.	Bid security shall be retained as performance guarantee for successful bidder and will be released after a period of two months after received of goods
5.	The quantity of the goods can be increased or decreased before issuing the contract if deemed necessary.
6.	The contractor should give undertaking to replace any defective supply.
7.	Any offer not received as per terms and conditions of the tender enquiry is liable to be rejected.
8.	The name and mailing address of the Applicant shall be clearly marked left hand on the envelope.
9.	The applications shall be prepared in the English language and as per format described in these documents. Information in any other language shall be accomplished by its translation in English.
10.	The procuring agency may reject all bids or proposals at any time before issuing of contract.
11.	The prices quoted by the firms must be inclusive of GST and other taxes where applicable. The deduction of all relevant taxes is applicable.
12.	The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.
13.	The clarification meeting, if necessary to be held, shall be informed accordingly well before

	last date of submission of applications.
14.	Applicants should familiarize themselves with type and quality of the packing materials and other conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment, Applicants are encouraged to visit the Purchaser before submitting the pre-qualification documents. Applicants should ensure that the official is informed well- ahead of time in case they wish to visit the Purchaser.
15.	Each Applicant can submit only one Application covering all the products of interest. If an Applicant submits or participates in more than one Application, such Applicant(s) shall be disqualified.
16.	Stores will be required in parts.
16.	<p>Any offer not received as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:</p> <ol style="list-style-type: none"> 1. Received without earnest money, 2. Received after the time and date fixed for its receipt. 3. The tender is unsigned and unstamped. 4. The offer is ambiguous. 5. The offer is conditional. 6. The offer is from a firm, blacklisted, and suspended from any of the Government Department. 7. The offer is received by Telegram or Fax. 8. The offer is for store not conforming to specifications indicated in the tender. 9. Received without valid Certificate of National Tax Number 10. Received without valid Certificate of sales tax registration 11. Received without Tender document fee receipt

CERTIFICATE

1	We hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry No. _____ due for opening on _____ for the supply of specified stores in addition to the conditions as appended herewith and also all the special instructions attached to the said tender enquiry. We agree to abide by all those instructions/ conditions.
2	We are hereby confirm that the stores offered by us are exactly to the particulars and specifications as laid down in your tender enquiry in all respects.
3	We accept that if the required Bid security is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored.
4	We hereby confirm to understand that the delivery period is the essence of the contract and it will be strictly adhered to by us. In case of failure we agree unconditionally to accept the recovery of liquidated damages on belated supplies at 2% per month or part thereof.
5	Certified that the prices quoted to the department against Tender No. _____ are not more than the prices charged from any other purchasing agencies in the country. In case of any discrepancy, the bidder hereby undertake to refund the price charged in excess.
6	We hereby confirm that we are not blacklisted by any Government Department and agency
	Name of the bidder _____ Signature of the bidder _____ Designation of the bidder _____ Seal _____

Witness:

a) Name _____ Signature _____

b) Address _____

c) Date _____

OFFICE OF THE MANAGING DIRECTOR
(STEDEC Technology (Pvt) Limited)

FORM OF PROCUREMENT CONTRACT

This is in confirmation to letter No: dated _____ (Advance acceptance of tender)

1.	Contract No. & Date			
2.	Contractor's name & address			
3.	Contractor's reference			
4.	Consignee's name & address			
5.	Condition of contract	As contained in Public Procurement Rules, 2004 as amended up-to date.		
6.	Particular of store	As below		
Item No.	Description of Store	Unit Price (Rs.)	Qty (Rs.)	Total Price (Rs.)
a.	Name of store/item (As per Specification)			
b.	Name of store/item (As per Specification)			
(Rupees Only (in words))				
7.	Delivery period			
8.	Place of delivery	At STEDEC Office Off University Road Near PCSIR Laboratory, Karachi.		
9.	Dispatch instructions	Free delivery at consignee's end.		
10.	Inspection authority	(STEDEC Technology (Pvt) Limited)		
11.	Inspection Officer	Joint inspection by Inspection Committee		
12.	Place of inspection	At STEDEC Office Off University Road Near PCSIR Laboratory, Karachi		
13.	100% payment will be made within 15 days after receipt of store.			

PRICE SCHEDULE IN PAK RUPEES/FORM OF BID

Name of bidder: _____

1	2	3	4	5	6	7	8
Item	Description	Country of Origin	Quantity	Unit price excluding Sales tax (Rs.)	Sales Tax (Rs.)	Unit price including sales tax (Rs.)	Total Amount including Sales Tax (Rs.)
1							
Total Amount without GST							
GST @ 17%							
Total Amount including GST.							
Amount in words:							

Signature of Bidder. _____

Name _____

Designation _____