



A subsidiary of The National Radio Telecommunication Corporation (NRTC)

Reference No	Description	Opening Date
Tender No 08/2024	SUPPLY OF STATIONARY AND MISC. ITEMS	09.10.2024

1. Telephone Industries of Pakistan, Haripur, invites quotation/bids from renowned firms/companies registered with Income Tax / Sales Tax Departments and are on Active Tax Payer List of FBR (I.T & GST), for **Supply of stationary & Misc. Items**.
2. Tender procedure will base upon "Single Stage-Single Envelop" bidding method as prescribed under PPRA rules.
3. The Bid must be accompanied with the **earnest money Rs. 50,000/-** as bid security in the shape of Pay Order /Demand Draft (refundable) drawn in favor of TIP, Haripur (NTN: 1204776-7).
4. This Tender with terms and conditions is also available on PPRA & TIP websites www.ppra.org.pk , www.tip.org.pk and can be obtained from the office of Procurement Haripur during office hours 08:30 AM to 4:30 PM from Monday to Friday.
5. Tender Fee (non- refundable) is Rs. 5000/- (Rupees. Five Thousand only) in shape of DD/PO in favor of TIP Haripur. This fee can be submitted on obtaining the documents or at the time of bid submission. Without Tender Fee and Earnest Money bid / proposal cannot be entertained.
6. Sealed bid (prepared in accordance with instructions of tender documents) must reach at the given address latest by **09.10.2024 on or before 1400 Hrs.** (closing Time)
7. Bids will be opened on the same day **half hour after the closing time** in the Office of GM (SCM) Plot No 181-186 Industrial Area I-9/2 Islamabad.
8. TIP reserved the right to accept or reject bids as per PPRA rules.

(Col. R Tariq Mahmood)

GM (SCM)

Telephone Industries of Pakistan
Proc.local@tip.org.pk

Tel: 0995-627769

DESCRIPTION OF TENDER NO 08/2024

Sealed bids are invited from reputable firms/ distributor/ suppliers for supply of the following items to TIP Haripur.

S.No	Description	Qty.
1	Procurement of Stationary & Misc. Items Detail attached as per <u>Annex A</u>	Annex-A

Notice: Tender Procedure: Single Stage Single Envelop Basis.

1. Delivery FOR **TIP Haripur**.
2. Bidders can also drop the bids in the Tender Box Placed in the office GM (SCM) Islamabad.
3. Bidders must submit their bids as per tender requirement i.e clearly marked as Tender No. 08/2024.
4. Price inclusive and exclusive of taxes need to be mentioned separately. (Supplier must be active tax payer otherwise bid will be treated as cancelled).
5. **Bid security Rs. 50,000** in shape of Pay Order/Demand Draft in favor of TIP Haripur be attached in separate envelop. Otherwise bid will not be entertained.
6. Bids complete in all respect as per tender/bidding documents and properly filled check list will be considered acceptable.
7. Bidding documents available on PPRA website and TIP website.
8. Price must be quoted in PKR.
9. **Bid Validity:** 60 days.
10. **Warranty:** Standard warranty
11. **Doc fee** non-refundable Rs 5000/ in shape of DD in favor of TIP Haripur
12. TIP reserves the right to accept or reject the bids as per PPRA rule.
13. Bids complete in all respect should reach the office of the under signed up to **09.10.2024** till 1400 hours and Bids will be opened at 1430 hours on same day.

Eligibility Criteria

Detail	Criteria
1. GST and NTN Registered	Mandatory
2. Active Tax Payer List (ATL) of FBR Status as "Active".	Mandatory
3. Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested by notary public)/letterhead that the firm/company is neither black listed nor in litigation with any of its public sector organization.	Mandatory
4. Declaration Form (Form No.1)	Mandatory
5. Draft of Earnest Money	Mandatory
7. Bid /Quotation (Form No.1-A) (Strictly as per pattern)	Mandatory

Bids Evaluation Criteria:

- Bids will be evaluated in fair, transparent and non-discriminatory manner.
- For the purpose of determining the lowest evaluated bid, the above criteria shall be taken into consideration of bids.
- Most advantageous bid will be accepted.

1. The Terms & Conditions are as under:

No tender will be considered if: -

- a) Received without required documentation or found incomplete.
- b) Received later than the date and time fixed for Tender submission.
- c) The Tender is unsigned/ unstamped.
- d) The Tender is signed/stamped by the unauthorized agent of the Firm/company.
- e) The Tender is from a firm which is black listed or in litigation of some sort with any Public-Sector Organization;
- f) The Tender is received by telephone/telex/fax/telegram;
- g) Tenders received without earnest money and tender fee
- h) In contradiction with the specification given by the TIP if any.

- 2. Suppliers, who are on Active Taxpayers List (ATL) of FBR, both GST and Income Tax are eligible to apply.
- 3. Bidders will have to produce the proof of being a Tax Filer with FBR.
- 4. Income tax as applicable and announced by the Govt. of Pakistan will be deducted at source.
- 5. The payment will be made after successful completion of all items and accepted by TIP.
- 6. The tender must accompany earnest money as mentioned in the tender notice, of the total value of the bid in the form of Call Deposit/Bank draft (refundable) drawn in favor of TIP Haripur.
- 7. The rates must be quoted **as per pattern** and in PKR.
- 8. Prices should be valid for **60 days**.
- 9. Any attempt by a bidder to influence in the examination, evaluation, comparison, and post qualification of the Bids or Contract award decisions may result in the rejection of its bid.
- 10. TIP reserves the right to accept or reject bids as per PPRA Rules 33.
- 11. No advance payment will be permissible.
- 12. The Work will be given to lowest evaluated bidder on the basis of lowest evaluated bid. In case the successful bidder(s) refuse to supply the item(s), the earnest money will be forfeited and impose a ban for business with TIP for a period of ONE YEAR.
- 13. The Supply will be made from the date of work Order. Ready stock will be given preference
- 14. In case of delay in delivery, penalty will be imposed as per TIP Purchase order terms & Conditions.
- 15. In case lowest bidder refuses or fails to supply the item(s) within the deadline(s), the Work Order may be offered to the next lowest bidder and same principle for 3rd, 4th lowest bidders and so on risk and expense of the supplier.
- 16. In case of defects/non-compatibility/sub-standard at any stage (from supply till validity of warranty period), TIP will inform the bidder within 15 days-time and the bidder will arrange for replacement of the item(s) within 5 days' time. In case of non-compliance, TIP will arrange the item(s) from alternate source(s) and the charges/expense incurred on the items/item(s) will be deducted from the earnest money/Invoice/performance Guarantee of the vendor.

17. Applicable Income tax and GST will be deducted at source/as per rules. In case of exemption, please mention and attach the exemption certificate; however, TIP will be final authority to accept or reject the exemption certificate and the vendor may claim refund from Tax Authorities/FBR.
18. In case of any holiday is announced by the Govt. OR any other unforeseeable circumstances that prevent the tender from being opened on the date announced (Force Majeure), the tenders will be opened on the VERY NEXT WORKING DAY. Time and venue of the tender will remain as mentioned in the tender notice.
19. In case of Tie in rates, the bidder having the most valued work orders (work orders provided against relevant experience) will be awarded the Work Order.
20. The documents prepared by the Bidder and all correspondence relating to the Bid shall be in English only.
21. The currency of the quotation would be in Pakistan Rupees only.
22. In case of calculation error, the unit price will be considered as valid.
23. Any proposal/tender received by TIP after the deadline will be returned unopened to bidder concerned. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the bidder's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger to the concerned office.
24. **In case** a firm/company submits two bids/options against our tender; the bid with the highest value/amount will be considered.
25. Payment will be made as per actual quantity provided/supplied & accepted.
26. TIP is authorized to vary quantities at the time of establishing the purchase order or as decided latterly according to its requirement and budget as per PPRA rules.
27. Do not submit any other document other than demanded.
28. No request for correction will be entertained after opening of the bid.

Ref No: _____

NTN: _____

Date: _____

GST No: _____

Financial Bid
Supply of Stationary & Misc. Items

S.N	Detail of Specifications	Qty	Unit Price W/O GST	GST Amount	Unit Price with GST	Total Cost including all taxes
1	Stationary and Misc. Items <u>Attached as per Annex A</u>	x (Stationary) x (Misc.)				

Bid Valid as per given in the terms & conditions.

Signature: _____

Name: _____

Contact No. _____

Official Stamp: _____

(Mandatory)

(This form is to be provided with the Bid. Non-provision of this form will disqualify the bidder from the bidding process)

All the terms & conditions have been carefully read and understood and are hereby unconditionally accepted and it is declared that

I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.

All the information furnished by me/us here-in is correct to the best of my knowledge and belief.

I/we have no objection if enquiries are made about the work listed by me/us in the accompanying annexure.

I / We agree that the decision of committee in selection will be final and binding to me/us.

I / We have read the instructions appended to the proforma and I / we understand that if any false information is found at any stage, the committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with AND/OR blacklisting.

Tender No.	
Name of Firm/ Company	
Year of Establishment	
Name of Owner/Authorized agent	
Office Address	
GST No.	
NTN.	
Valid Telephone No.	
Valid E-mail (For Official Correspondence)	
Signature & Stamp (Authorized Representative)	

Annex-"A"

Description	Unit	Net quantity
Paper Ream Double A Size A4 (70 gm)	NOS	860
Ball Pen Blue (0.8mm) Piano/Dollar	Packet	93
Ball Pen Black (0.8mm) Piano/Dollar	Packet	53
Ball Pen Red (0.8mm) Piano/Dollar	Packet	12
Gel Pen Blue (Uni Gel Pen)	Packet	128
Gel Pen Black (Uni Gel Pen)	Packet	90
Uni Ball Pen Blue	NOS	5
Uni Ball Pen Black	NOS	1
Uni Ball Pen Red Piano/Dollar	NOS	12
Uni Ball Pen Green	Packet	1
Permanent Marker Blue (Dollar)	NOS	31
Permanent Marker Black (Dollar)	NOS	114
Board Marker Black(Dollar)	NOS	69
Stapler Medium/Regular Size(Fuji)	NOS	3
Stapler Large Size (Fuji)/Dollar	NOS	11
Stapler Pins Medium 24/6 Dollar/Fuji	Packet	211
Highlighter Yellow (Fuji/Dollar/Mercury)	NOS	36
Highlighter Orange (Fuji/Dollar/Mercury)	NOS	22
Highlighter red (Fuji/Dollar/Mercury)	NOS	16
Highlighter Pink (Fuji/Dollar/Mercury)	NOS	7
Highlighter Green (Fuji/Dollar/Mercury)	NOS	32
Envelop A6 Size Small 1PKT/100(Pcs) Khaki	Packet	2
File Cover White A4 Size 4X Color (TIP & NRTC) Logo	NOS	539
Flats Files Cover without Clip A4 Size	NOS	36
File Cover White A6 Size 4X Color (TIP & NRTC) Logo	NOS	100
L Shape Transparent File	Packet	10
Box File Blue No.511 Alba OR Equivlent	NOS	229
File Folder A4 Size Good Quality	NOS	80
Glue Stick 20 Gram (Dollar)	NOS	69
Masking tape 1 inch (Bear/Equivalent)	NOS	26
Sharpner (Steel)	NOS	14
Stationary treasure Tags 1Bundle/30Pcs	Bundle	5
Scale 12 inch (Steel)	NOS	30
Paper Punch Machine Large (Three Flowers)	NOS	15
Stamp Pad Black (Crystal / Dollar)	NOS	1
Stamp Pad Blue (Crystal / Dollar)	NOS	14
Stamp Ink Blue (Crystal/ Dollar)	NOS	17
Correction Fluid Pen/ Whitner (Uni)	NOS	93
Paper Clip Large (Three Flowers)	BOX	6
Paper Clip Regular Size (Three Flowers)	Packet	61
Yellow Sticky Note Pad 3x3 Good Quality	Packet	152
Orange Sticky Note Pad 3x3 Good Quality	NOS	17
Drafting Pad Small (Al Imran)	NOS	26
Drafting Pad Large (Al Imran)	NOS	10
Register No.32(Al Imran)	NOS	4
Register No.8(Al Imran)	NOS	17

Annex-"A"

Description	Unit	Net quantity
Register No.16(AI Imran)	NOS	17
Register No.10(AI Imran)	NOS	5
Paper Cutter Good Quality	NOS	31
Paper Separators Good Quality	Packet	30
Duster (Yellow/White)18"x26" Good Quality	NOS	95
Scissors Medium 4.5" (Stainless Steel)	NOS	15
Transparent Tape 1" Johnson OR Equivalent	NOS	57
Diaries Medium Year 2025	NOS	60
Stapler Pin remover Penguin OR Equivalent	NOS	37
Push Pin Notice Board	BOX	5
Water Bank	NOS	6
Cliper Binder	BOX	18
Calculator Large Size	NOS	2
Attendance Register	NOS	2
Stock In Register	NOS	3
Plan Register 200 Pgs	NOS	5
Packing Tape (Large)	NOS	24
Scotch Tape 2" Johnson OR Equivalent	NOS	72
Paper Tape 1"	NOS	72
Binder Clips (25mm)	BOX	17
Binder Clips (32mm)	BOX	12
Packing Sheets	NOS	600
Yellow sticky notepad 6x3	packet	20
Scotch Tape 1"	NOS	4
Office Desk Accessories	NOS	2
Aero Flags	Sets	7