

BIDDING DOCUMENT
REQUEST FOR PROPOSAL (RFP)

RFP No. _____

Procurement of Goods

For

[Misc. Packing Material]

Date of submission	05-06-2024
Description	Tender for Purchase of Packing material
Advertisement date	07-06-2024
Closing date	24-06-2024
Closing time	1100 Hours
Opening Time	1230 Hours, 24-06-2024
Person to be contacted	Mr. Zeeshan Jamali
Designation	AM Procurement

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*STEDEC TECHNOLOGY Commercialization Corporation of
Pakistan Private Limited*

*STEDEC Head Office: OFF UNIVERSITY PCSIR LABORATORIES
COMPLEX, KARACHI*

CONTACT:

Phone: 021-34641974

Cell:

0300-3812758

From

The Managing Director
STEDEC

INVITATION TO TENDER NO. 01-STD-/2024-25

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

ZEESHAN HAIDER JAMALI
(Asst. Manager STEDEC)
021-34641974

SCHEDULE OF INVITATION OF TENDER NO. 01-STD-/2024-25

PACKING MATERIAL REQUIRMENT 2024-2025

S. No.	MATERIAL	UNIT	QUANTITY	SPECIFICATION
1.	Labels 4 Liter	Nos.	2,000	L = 25 in, H = 5.5 in, Quality = 135gm, Art paper, multi-color printing
2.	Labels 1 Liter	Nos.	100,000	L=12in, H=5in, Quality=90gm, Art paper, multi-color printing
3.	Labels ½ Liter	Nos.	60,000	L=10in, H=4.5in, Quality=90gm, Art paper, multi-color printing
4.	Labels 250 ml	Nos.	25,000	L=9.5in, H=2.5in, Quality=90gm, Art paper, multi-color printing
5.	Labels 100 ml	Nos.	400,000	L=6in, H=2.5in, Quality=90gm, Art paper, multi-color printing
6.	Pet Bottle 1 Liter	Nos.	60,000	Color = Milky white, weight = 52-55 gm, Neck size = 38mm
7.	Pet Bottle ½ Liter	Nos.	40,000	Color = Milky white, weight = 40-44 gm, Neck size = 38mm
8.	Pet Bottle 250 ml	Nos.	15,000	Color = Milky white, weight = 38-42 gm, Neck size = 38mm,
9.	Pet Bottle 120 ml	Nos.	300,000	Color = White , weight = 12 gm, Neck size = 25 mm, Cap = Red color
10.	25L Plastic (Drum / can)	Nos.	500	Material = HDPE, weather, chemical, Corrosion resistant, non-toxic and odorless, blow molding, Volume = 25-30 L, Size = 415mm (H)*305 mm (L)*267mm (W), Thickness: = 1.5 mm, Weight = 1 Kg, Color = Blue, Cap = screw cap 50 mm
11.	Plastic Cans 4 Liter	Nos.	1,000	Material = HDPE, weather, chemical, Corrosion resistant, non-toxic and odorless, blow molding, Volume = 4 - 5L, Size = 260mm (H)*187 mm (L)*132 mm (W), Neck = 41 mm, Weight = 280-300 gm, Color = white, Cap = screw cap 42 mm, with STEDEC logo engraved on shoulder
12.	Measuring Cum Caps	Nos.	150,000	W = 7-8gm, Dia = 2.0 in, Volume = 50 ml, Material = Transparent/ pure HDPE, weather, chemical, Corrosion resistant, non-toxic and odorless, blow molding with STEDEC logo engraved
13.	Aluminum Foils / Heat seal for pet bottle	Nos.	400,000	Different Size pet/ plastic material
14.	Shrink Sleeves	Kg's.	1,500	PVC Shrinkable ARC sealed bags, Single color continuous printing, Thickness = 35 microns ± 5, different sizes
15.	Master Cartons 4 Liter	Nos.	500	Combination: un-coated box board 200 gm + Sami Fluting 120 gsm x 5 + Kraft 120 gsm = 07 PLY Paper color = white, Printing = 1 color Size = 15 ¾ x 11½ x 11
16.	Master Cartons 1 Liter (pet)	Nos.	8,000	Combination: un-coated box board 200 gm + Sami Fluting 120 gsm x 5 + Kraft 120 gsm = 07 PLY Paper color = white, Printing = 1 color Size = 18½ x 7 7/8 x 9¼
17.	Master Cartons ½ Liter (pet)	Nos.	3,000	Combination: un-coated box board 200 gm + Sami Fluting 120 gsm x 5 + Kraft 120 gsm = 07 PLY Paper color = white, Printing = 1 color Size = 14¾ x 11½ x 8 ¾
18.	Master Cartons 250 ml	Nos.	800	Combination: un-coated box board 200 gm + Sami Fluting 120 gsm x 5 + Kraft 120 gsm = 07 PLY Paper color = white, Printing = 1 color Size = 14 x 14 x 5 ¾
19.	Master Cartons 100 ml (pet)	Nos.	7,000	Combination: un-coated box board 200 gm + Sami Fluting 120 gsm x 5 + Kraft 120 gsm = 07 PLY Paper color = white, Printing = 1 color Size = 9¾ x 9¾ x 9 7/8

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 @2% of quoted price in form of DD/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 tender 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.
17.	Any offer not received as per terms and conditions of the tender enquiry is liable to be ignored. No offer shall be considered if: <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

	<p>Department.</p>
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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

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.				
c.				
d.				
(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 30 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 @ 18%							
Total Amount including GST.							
Amount in words:							

Signature of Bidder. _____

Name _____

Designation _____