



PORT QASIM AUTHORITY
BIN QASIM, KARACHI-75020



NOTICE INVITING TENDER


Port Qasim Authority invites sealed tender from the distributors / suppliers / contractors etc. registered with Income Tax and Sales Tax Department under Federal Board of Revenue & Active on Tax Payer List and e-Pak Acquisition & Disposal System (e-PADS) for supply of Printing Items for Stores Stock.

2. Eligible tenderers may obtain tender documents i.e. complete description along with Terms and Conditions from the office of Manager (Procurement), Stores & Procurement Department, Port Qasim Authority, Karachi, during the office hours 08:30 a.m. to 04:00 p.m. (Monday to Friday) on payment of **Rs.500/-** fee (**non-refundable**) in shape of Pay Order in favor of Port Qasim Authority. Tender documents may also be downloaded from PQA/PPRA websites. The tenderers will have to submit their bids through e-PADS also.

3. The method of procurement shall be by Single Stage one envelope procedure under Rule 36(a) of the Public Procurement Rules-2004.

4. Duly completed Tender Documents with all relevant details along with fixed earnest money **Rs.100,000/-** (Rupees one hundred thousand) in shape of Pay Order in favour of Port Qasim Authority shall be submitted in the office of Manager (Procurement), Stores Department, Port Qasim Authority, Karachi by **11:00 hours** on 20/05/2024. The tender shall be opened on the same day at **11:30 hours** in the Conference Room Admin Building No-II, Port Qasim Authority in the presence of bidders or their authorized representatives of firms who may wish to be present. The documents received after due date and time will not be entertained. Tender submitted without earnest money shall be rejected.

5. Port Qasim Authority reserves the right to accept or reject any or all tender as per PPR-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all tenderers.


(SHAHNAWAZ MANGRIO)
SECRETARY

PQA Website: www.pqa.gov.pk
Email: secretary@pqa.gov.pk



PORT QASIM AUTHORITY
BIN QASIM, KARACHI-75020



No. PQA/ST/P-143/23-24
Dated: Feb, 2024

INSTRUCTIONS TO BIDDERS

Port Qasim Authority invites sealed tender from the distributors / suppliers / contractors etc. registered with Income Tax & Sales Tax Department under Federal Board of Revenue & Active on Tax Payer List and e-Pak Acquisition & Disposal System (e-PADS) for supply of Printing Items for Stores Stock, the items as here under:

S.#	DESCRIPTION OF ITEMS	A/C Unit	Qty. Req.	Unit Price	GST	Total Amount	Grand Total
1.	Register Ruled 144 Sheets: Size 20.32 cm x 33.02 cm ,68 Grams (local) Cloth Binding (Four Needle Stitch) Solid Grip Cloth Binding (Inside R Outside) With PQA Monogram	No	500				
2.	Overtime Claim Form: One Side Printed 13" X 8", 100 Sheets, 70 Grams imported.	NO	1000				
3.	Register Ruled Leather Binding (Back Cover) 192 Sheets: Size 20.32 cm x 33.02 cm ,70 Grams Ledge /Offset-Green	No	100				
4.	FILE COVER THIN: With PQA Monogram, (Blue) Un Coated Board 350/400 Gram Size 14" x 9" 3/4", Cloth Inside 3".	No	20000				
5.	FILE COVER THICK: PQA Monogram, 3MM. Cloth Binding (Pink) Double 32 OZ, No. 1 Card Board, Size 14" X 9 3/4", Cover Page 80 Grams with Raxine Flaps & Caution Tape.	No	1000				
6.	ENVELOPE PRINTED WHITE: Size 4" x 9", 75 Grams Offset Imported with PQA LOGO.	No	20000				
7.	ENVELOPE PRINTED WHITE: Size 5" x 11", 75 Grams offset Imported with PQA LOGO.	No	20000				

8.	ENVELOPE PRINTED BROWN: Size 11" x 15", 80 Grams Craft Paper Imported with PQA LOGO.	No	20000				
9.	ENVELOPE: Size 12" x 9" 3/4", 75Grams with PQA LOGO.	No	1000				
10.	CHALLAN FORM: One side printed 8" x 13",100 Sheets, 70 Grams on Printing Paper imported.	PD	200				
11.	STOCK REQUISITION: Manifold Paper Contains 4 Sheets Of Different Colors with Carbon (Pad of 30 Sets)	PD	1000				
12.	ADVANCE ADJUSTMENT FORM: One Side Printed 8" x 13"100 Sheets, 75 Grams imported.	PD	100				
13.	PAYMENT ADVICE FORM: One Side Printed 13" X 8" 100 Sheets, 70 Grams imported.	PD	100				
14.	SANCTION PROFORMA: One Side Printed 13" X 11" 100 Sheets, 70 Grams imported.	PD	200				
15.	LACES WHITE ROUND: Size 24" Long (Tag Cotton PKT of 100 Pcs.)	BL	2000				
16.	Register Ruled 192 Sheets: Size 20.32 cm x 33.02 cm ,68 Grams (local) Cloth Binding (Four Needle Stitch) Solid Grip Cloth Binding (Inside R Outside) With PQA Monogram	NO	500				

Bid Price: Rs. _____ (Rupees _____ only)

State the GST Rate in figures & words:- _____.

2. Total Bid Price inclusive of GST must be written in figures and words.
3. Tender without earnest money will not be accepted.
4. In case if tender is not opened on the given date due to unavoidable circumstances the same will be opened on the next date of meeting of tender opening committee and the tenderers will also be informed. The tender will be received from the tenderers signed by the receiving members in sealed condition.

5. The method of procurement will be Single Stage one envelope procedure under Rule 36(a) of the Public Procurement Rules-2004.
6. Firm awarded the contract will be responsible to complete the supply as per Supply Order.
7. Sealed tender from the distributors / suppliers / contractors etc. with quoted rates as per specification mentioned are to be submitted.
8. Rates quoted must be valid for 180 days from the date of opening of the tender.
9. Rates quoted should be the basis of free delivery at Port Qasim Authority Stores Department Bin Qasim Karachi-75020 including all taxes and transportation charges. All delivery risks and consequences shall be of the tenderers.
10. Hundred percent (100%) payment will be made on completion of full supply and submission of bill in triplicate, Account No., Name of the Bank to be indicated on the body of the bill to facilitate payment.
11. Liquidated Damages at rate of 2% of the Contract Price per month to the maximum 10% of the Contract Price will be recovered if supply is not made within the contract period.
12. All type of taxes including GST and professional Tax etc. will be borne by the Tenderers.
13. Local tenderers registered with NTN & General Sales Tax Collectorate and e-Pak Acquisition & Disposal System (EPADS) are eligible. Copy of the General Sales Tax Registration Certificate and Income Tax Certificate must be enclosed with the tender. Latest Taxpayer Online Verification by FBR has to be submitted.
14. Earnest Money of the successful tenderers will be released after satisfactory supply. Earnest Money of other tenderers shall be released on issuance of Supply Order to the successful tenderers.
15. Conditional tenders will not be entertained.
16. The validity of supply period is 60 days the date will be started, from the date of issuance of Supply Order.
17. Rates must be quoted for all the required items. If more than one quality of any items is quoted, rates shall be mentioned separately. The successful tenderers will be considered on the basis of lowest evaluated bid.
18. The tenderers shall provide the samples of offered products / items.
19. Tender/quotation and the attached necessary documents/brochures of offered items alongwith complete NIT must be signed and stamped on each page.
20. Tenderers should unconditionally sign, stamp and submit the copy of the complete NIT/Instructions to Bidders.

21. If any tenderers fail to submit or comply with above, their tender / quotation will be treated as NON-RESPONSIVE.

22. Sub-standard items will be rejected and returned at the expense of tenderer / authorized distributor.

23. The proposal for award will be rejected if it is determined that the contactor/Tenderer recommended for award has been engaged directly or through an agent, in corrupt fraudulent, collusive or coercive, practices, as defined in the PPRA - Rules 2004 while competing for the contract in question.

24. Port Qasim Authority reserves the right to accept or reject any or all tenders / quotations as per PPRA-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all tenderers.

Director (Stores & Procurement)

PQA Website: www.pqa.gov.pk
Email: secretary@pqa.gov.pk