



**PORT QASIM AUTHORITY**  
BIN QASIM, KARACHI-75020



**NOTICE INVITING TENDER**

Port Qasim Authority (PQA) invites sealed tenders 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 Stationary 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 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.300,000/-** (Rupees three 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 representatives of firms who may wish to be present. The documents received after due date and time will not be entertained. Tenders submitted without earnest money shall be rejected.

5. Port Qasim Authority reserves the right to accept or reject any or all tenders 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.

  
(SHAHNAWAZ MANGRIO)  
SECRETARY

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**PORT QASIM AUTHORITY**  
BIN QASIM, KARACHI-75020



No. PQA/ST/P-144/23-24  
Dated: Feb, 2024

**INSTRUCTIONS TO BIDDERS**

Port Qasim Authority (PQA) invites sealed tenders from the distributors / suppliers / contractors etc. registered with Income Tax & Sales Tax under Federal Board of Revenue & Active on Tax Payer List and e-Pak Acquisition & Disposal System (e-PADS) for the supply of Stationary 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	Carbon Black Standard Size (PKT of 100 Sheets)	PKT	100				
2	Scotch Tape 1" x 10mm. Transparent (Imported)	No	500				
3	Ball Point Blue, Piano or equivalent	No	10000				
4	Ball Point Red, Piano or equivalent	No	500				
5	Marker Black 90 Permanent, Dollar or equivalent	No	500				
6	Marker Black uni-micro eye-micro gel-1 0.7 Signature Pen Dollar or equivalent	No	2000				
7	Marker Blue uni-micro eye-micro gel-1 0.7 Signature Pen Dollar or equivalent	No	2000				
8	Pencil Deer or equivalent	No	5000				
9	High Lighter various Color Dollar or equivalent	No	500				
10	Correcting Pen Fuji or equivalent	No	500				
11	Glue Stick 20gram Dollar or equivalent	No	1000				
12	Pin Staples Model 24/6 Dollar or Equivalent (1000 Pins in PKT)	PKT	1000				
13	Off-Set A-4 (210 x 297mm) 80grams, (Imported Packing of 500 Sheets) PPC or equivalent	RM	1500				
14	P.P Folder with Clip Euro (Transparent Office File) size A-4 or Equivalent	No	500				
15	File Box With Clip Size 13 1/2 x 112 1/2 Euro with PQA Monogram or equivalent	No	300				

16	Finger Tip Moistener	No	50				
17	Annexure Flags assorted colored	PKT	1000				
18	Stapler Machine (Imported) Fuji or equivalent	No	200				
19	Eraser Soft Pencil Dollar or equivalent	No	100				
20	Punching Machine double hole (Imported) Fuji or equivalent	No	200				
21	Gem Clip Three Flowers or equivalent	PKT	500				
22	Stamp Pad Blue medium size Dollar or equivalent	No	100				

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. 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.
4. The method of procurement will be Single Stage one envelope procedure under Rule 36(a) of the Public Procurement Rules-2004.
5. Tender without earnest money will not be accepted.
6. Firm awarded the contract will be responsible to complete the supply as per Supply Order.
7. Sealed bids 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 permonth 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 supplier.

13. Local tenders 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 tenderer will be released after satisfactory supply. Earnest Money of other tenderers shall be released on issuance of Supply Order to the successful tenderer.
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 tenderer 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 tenderer fails 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 / supplier 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 bids/quotation 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 parties.

**Director (Stores & Procurement)**

PQA Website: [www.pqa.gov.pk](http://www.pqa.gov.pk)  
Email: [secretary@pqa.gov.pk](mailto:secretary@pqa.gov.pk)