

**CENTRAL POWER PURCHASING AGENCY (GUARANTEE) LIMITED
ISLAMABAD**



**BIDDING DOCUMENT FOR PROCUREMENT OF
OFFICE STATIONERY / JANITORIAL ITEMS / PAPER
REAMS**

August, 2024

Shaheen Plaza, AKM Fazl-ul-Haq Road, G7/2, Blue Area, Islamabad
Tel 051-9216917 Fax 051-9213617
Web: www.cppa.gov.pk

**TENDER NOTICE FOR E-PROCUREMENT OF OFFICE STATIONERY
/ JANITORIAL ITEMS FOR CENTRAL POWER PURCHASING
AGENCY (GUARANTEE) LIMITED.**

Central Power Purchasing Agency (Guarantee) Limited invites purchase of office supplies (stationery / janitorial items) on PPRA E-Pak Acquisition & Disposal System (EPADS) from authorized firms/general order supplier/ companies registered with Income Tax, Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for office supplies (stationery / janitorial items) to Central Power Purchasing Agency (Guarantee) Limited, Islamabad.

2. Bidders are required to submit their bids through PPRA EPADS System (www.eprocure.gov.pk) however the original Bid Security/Earnest money of 5% of the total bid value of each Lot in the shape of Demand Draft/ Bank draft/Pay order /call deposit drawn in favor of Central Power Purchasing Agency (Guarantee) Limited must reach on below mentioned address before bid submission closing date & time. Bids must be submitted online through EPADS as per the following schedule: -

Pre Bid Meeting (Mandatory)	19 th August 2024 02:00 PM
Last Date & Time of Bid Submission	26 th August 2024 03:00PM
Bid Opening Date & Time	26 th August 2024 03:30PM

3. The bidding documents can also be downloaded free of cost from the Central Power Purchasing Agency (Guarantee) Limited website and PPRA EPADS System.

4. Interested Bidders are requested to get register themselves on Public Procurement Regulatory Authority (PPRA) EPAD System (www.eprocure.gov.pk) in order to participate in Central Power Purchasing Agency (Guarantee) Limited current and future bidding processes.

Manager (HR&Admin)
Central Power Purchasing Agency (Guarantee) Limited
Shaheen Plaza, AKM Fazl-ul-Haq Road, G7/2, Blue Area, Islamabad.
www.cppa.gov.pk

GENERAL TERMS & CONDITIONS FOR THE BIDDERS

Accepted by M/S _____

1. To office supplies (stationery / janitorial items) for Central Power Purchasing Agency (Guarantee) Limited , Shaheen Plaza, AKM Fazl-ul-Haq Road, G7/2, Blue Area, Islamabad.
2. Interested bidders are required to submit their bids through PPRA EPADS System (www.eprocure.gov.pk). Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN) and are on FBR's Active Taxpayer's List (ATL) prevailing at the time of bid submission (attach proofs).
3. List of Clients at least 10 numbers (attach supply / purchase orders) to which stationery items have been supplied for the last five years.
4. The quoted rates of successful bidder(s) will be firm and final for the term of contract. The bids will be evaluated on lot wise and the bidder must bid for each and every item in the lot in the financial bid for office supplies (Stationary / Janitorial Item). Any item in the lot, if missed, will be considered as incomplete bid and will be considered non responsive.
5. The supply order to successful bidder will be issued upon completion of all codal formalities under the PPRA rules.
6. Bidder(s) must have sound financial position and have sufficient experience along with an established office within Islamabad/Rawalpindi as mentioned in Annexure-A.
7. **Bid Security / Earnest Money:** Each bidder will submit Bid Security @ 5% of Lot composite rate basis of the total bid value of lot wise or consolidated bid security if participated more than one Lot along with the financial bid in the form of CDR/ Demand Draft/Pay Order in favor of Bidder(s) must submit Bid Security/Earnest money of 5% in favor of Central Power Purchasing Agency (Guarantee) Limited and must be delivered to Central Power Purchasing Agency (Guarantee) Limited on or before deadline. Any bid found without bid security (5% of Lot wise quoted value) will be nonresponsive. Cheques shall not be accepted. The bid security to the unsuccessful bidder will be returned after finalization of contract.
8. The Bid security will be returned to the successful bidder after the award of tender and the bidder will submit performance guarantee @ 5% of the contract price against each Lot on signing an agreement with Central Power Purchasing Agency (Guarantee) Limited, the same will be retained till completion of contract term.
9. Firm(s) must certify that it has not been blacklisted by any Public sector / Government organization on Rs. 50 stamp paper.
10. The bid price in Pakistani Rupees of each lot should be inclusive of all applicable taxes (Provide tax breakup). Taxes will be deducted at the time of payment according to the Income Tax Law /Rules and shall be valid for the contract term.
11. **Bid Opening Procedure:** - pursuant to **(36(b) PPRA Rule, 2004)**, **Single Stage-Two Envelopes** Procedure will be adopted to evaluate the bids. Each bid shall comprise one

- single envelope containing, separate, technical proposal (**Annex-A**) and financial proposal (**Annex-B**) (if any). All Bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
12. Bid(s) which is not as per standard/specification(s) shall be non-responsive.
 13. **Filling of Price Schedule:** The bidder has the choice to participate in one or more lots. It is mandatory for each bidder to Quote the Price of all items of the lot (whichever is selected) as per BOQ.
 14. **Evaluation of Financial Bids:** Financial Bids of technically responsive bidder will be evaluated Lot wise based on lowest price.
 15. The bid shall remain valid for the period of **90 days** from the date of technical bid opening.
 16. The percentage for quantity of items may increase by 15% within one year of award of contract as per PPRA Rules (Section 42).
 17. The supply order will be on requirement basis and the Central Power Purchasing Agency (Guarantee) Limited may issue part supply order. The quantity of items in lot may change as per original requirement and therefore, payment will be made on completion of supplies on actual basis. Successful bidder shall ensure timely supply of office stationery / janitorial / paper items as per the supply order issued by Central Power Purchasing Agency (Guarantee) Limited.
 18. The supplier will deliver the items at Central Power Purchasing Agency (Guarantee) Limited , Shaheen Plaza, AKM Fazl-ul-Haq Road, G7/2, Blue Area, Islamabad
 19. Submission of any false statement/Documents or concealing of information will lead to disqualify the bidder.
 20. The Item(s) of lot which are not found according to required specifications/standard shall not be accepted and will be replaced by the supplier at its own cost. However, items of lot found above the required specification and standard will be accepted at the same rate quoted by the successful bidder.
 21. In case any of the terms and conditions of the contract is violated, the responsibility of any loss or damage shall be borne by the supplier.
 22. The procuring agency will open the tenders including submissions made in the presence of the bidders or their representatives who choose to attend on date, time and venue mentioned in tender notice.
 23. Central Power Purchasing Agency (Guarantee) Limited reserves the right to accept or reject the bids as prescribed under PPRA Rules, 2004.
 24. During the contract term, Central Power Purchasing Agency (Guarantee) Limited observed that the items of lot is not provided as per the standard and requirement or are substandard / faulty / broken, the successful bidder shall replace the items of lot at its own cost and Central Power Purchasing Agency (Guarantee) Limited may terminate the contract and forfeit the performance guarantee.
 25. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes by the bidders, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required items.
 26. If the bid is withdrawn before the expiry of its validity or the items of lot are not provided

- within due date, the performance guarantee may be forfeited in favor of the Central Power Purchasing Agency (Guarantee) Limited.
27. No advance payment will be made by Central Power Purchasing Agency (Guarantee) Limited, payments shall be made in due course of time after supply of complete ordered items followed by submission of invoices.
 28. A contract shall be executed with successful bidder(s) as per attached form in the tender documents. **(Annex-C).**
 29. Any dispute arising during execution of the contract between the purchaser and the supplier a Grievances Redressal Committee (GRC) will be constituted by Central Power Purchasing Agency (Guarantee) Limited. The decision of the grievance's redressal committee will be final and binding upon both parties.
 30. The term of the contract shall be as per the **Claus 7** of the **Annex-C.**

I on behalf of M/S _____, hereby accept the above-mentioned terms and conditions.

(SIGNATURE & SEAL OF BIDDER)

Cover Letter for the Submission of BID

A cover letter as specified in **Annex D** shall be submitted with the proposal.

Note: Please provide the required information/Response to all Annexure mentioned in this document and mark them while submitting the bid. Every page of the bid proposal must be stamp and signed by the bidder.

ANNEXURES

Annex – A

MANDATORY TECHNICAL BIDSUBMITTED BY

M/S _____

Sr. #	Description	Remarks
1.	Certificate of Registration / Incorporation i.e. SECP / FBR etc	Mandatory
2.	The firm/company is on FBR's Active Taxpayer's List (ATL). Documentary proof must be enclosed	Mandatory
3.	The bidder has an established office or outlet / Store at Islamabad/Rawalpindi for supplies. Documentary proof must be enclosed	Mandatory
4.	Undertaking that the bidder Firm / Company is not blacklisted and not involved in litigation with Government / Semi government / Private sector etc on Rs. 50 Stamp paper duly attested from Notary Public.	Mandatory
5.	The Original draft/pay order @ 5% of the total bid (Lot wise or as a whole) on account of Earnest Money / bid amount must be enclosed with financial bid.	Mandatory
6.	Must have minimum 5 years'(copies of proof of experiences) and Provide stationary Items / Janitorial / Ream Purchase Order of Minimum worth 03 million supplied by respective bidder in any Govt / private sector not later than 2015. (Please attach verifiable Purchase Order as proof.)	Mandatory
8.	Financial Capability be at least 02 million annually for the same nature i.e. stationary / Janitorial and paper ream (Attached last 3 years consecutive annual returns not later than 2015)	Mandatory

I have read the above conditions, and the mandatory requirements are completed.

Authorized Signatures: _____

Stamp: _____

**FINANCIAL BID
SUBMITTED BY**

M/S _____

<u>Lot#</u>	Items Name Specifications	Brand Name	UOM	QTY	Per Unit without GST (PKR)	GST (%)	Total Amount without GST(PKR)

All rates to be inclusive of all charges incurred for Transportation, Loading, Unloading, and shifting of items at CPPAG Office.

- 1. Financial Bids will be evaluated on composite Lot wise lowest price basis based on approval of Product Evaluation (if any)**
- 2. The contractor/bidder must bid Lot wise. Partial bid against each lot shall not be accepted and will be rejected. Bidder(s) are advised to quoted complete LOT**

Note:

Overwriting, cutting, use of fluid etc., are not allowed which may lead to cancelation of bid offered.

Stamp & Signature of Bidder

TECHNICAL SPECIFICATIONS/ SCOPE OF WORK

LOT # 1				
Stationary Items				
Sr No.	Item	Unit	Brand	Required
1	Ball Pen Blue Silk	Pack	Piano or Equivalent	200
2	Ball Pen Black Silk	Pack	Piano or Equivalent	50
3	Ball Pen	Pack	Signo or Equivalent	500
4	UNI Ball Pen	Pack	Uniball eye Fine or Equivalent	600
5	Gel Pen	Pack	Dollar Jetflow or Equivalent	300
6	Led Pencil	Pack	HB, Mercury or Equivalent	40
7	Pen Jar (Holder) Round Shape	Nos	As per sample	36
8	White Fluid	Nos	Pelikan or Equivalent	120
9	Permanent Marker	Nos	Dollar or Equivalent	250
10	Board Marker	Nos	Dollar or Equivalent	250
11	Dairy Dispatch Register (8 No.)	Nos	Tayyaba or Equivalent	20
12	File Thread / Tags (5")	Bunch	Standard	50
13	U-Clip Paper 26 mm Delux	Pack	Three Flower or Equivalent	50
14	Stapler Pin (6/24)	Pack	Three Flower or Equivalent	200
15	Stapler Pin (23/10)	Pack	Three Flower or Equivalent	15
16	Stapler Pin(8/23)	Pack	Three Flower or Equivalent	20
17	Rubber/Eraser A1-30	Nos	Pelican or Equivalent	200
18	Sharpener Sliver	Nos	Dux or Equivalent	150
19	Stamp Pad (Blue, Black & Red)	Nos	Dollar or Equivalent	60
20	Table Pen / Counter Pen	Nos	M&G, Deli or Equivalent	50
21	Notebook Register (6 No.) 384 pages	Nos	Al Imran Exective or Equivalent	20
22	Punch Machine Double KW 912	Nos	M&G, Deli or Equivalent	100
23	Punch Machine Single Local Small / Large Size	Nos	M&G, Deli or Equivalent	50 Large 50 Small
24	Stapler Machine	Nos	M&G, Deli or Equivalent	200
25	Highlighter	Nos	Mercury or Equivalent	650
26	Envelopes Letter Catalog Khaki	Nos	Khaki 11/5	15000
27	Envelope A4	Nos	Khaki 10/12	3000
28	Envelope Legal	Nos	Khaki 11/15	1500
29	Gum Stick 35 gram	Nos	Dollar or Equivalent	500
30	Paper Cutter	Nos	Alfa, Deli or Equivalent	100
31	Pin Remover	Nos	KW508B or Equivalent	100
32	Scissor Stainless Steel 8 Inches	Nos	Sensa or Equivalent	50
33	Steel Ruler	Nos	.7mm 12 inch	36

34	Drafting Pad (Ring Binding) (A5)	Nos	Spiral 50 sheets 70 gram paper	500
35	Binding Tape	Nos	9 Yard 2 inches width	100
36	Scotch Tape 1"	Nos	Deer or Equivalent	100
37	File Board Standard White Color	Nos	36 Inch Length 3 inch width	500
38	Box File Legal Size	Nos	Alfalah or Equivalent	1000
39	Plastic Punch Hole File Cover	Nos	3 Star or Equivalent	1000
40	L-Shape Folder	Nos	As per sample	500
41	Transparent File Cover / Slidebar File	Nos	As per sample	200
42	File Cover Bleach Card 300 gram with flap	Nos	Lucky or Equivalent	2500
43	Ring File A4 Blue Color	Nos	Nokyo 074 or Equivalent	1000
44	Separator Paper	Pack	Plastic PVC	1000
45	Stamp Pad Ink (Black, Blue, Red)	Nos	Medium Size	36
46	Colour Flags	Pack	Pronoti (Multi Colors) 1/5	300
47	Sticky Note 3/3	Nos	Pronoti, Pelikan or Equivalent	250
48	Thumb Pins	Pack	Three Flower or Equivalent	36
49	Stapler Machine Heavy Duty (No.0486) Capacity 120 Sheets	Nos	Deli or Equivalent	2
50	Punch Machine Heavy Duty (Model No 0130) Capacity	Nos	Deli or Equivalent	2
51	Binder Clip 19 mm	Pack	Three Flower or Equivalent	15
52	Binder Clip 25 mm	Pack	Three Flower or Equivalent	25
53	Binder Clip 32 mm	Pack	Three Flower or Equivalent	25
54	Binder Clip 41 mm	Pack	Three Flower or Equivalent	15
55	White Board Duster	Nos	Standard	20
56	Surgical Gloves	Pack	Powder Coated	10
57	Roller Damper	Nos	Standard	24

LOT # 2**Janitorial Items**

Sr No.	Item	Unit	Brand	Size	Quantity Required
1	Broom 450-500 Gram Brown 3.5 to 4 Ft	Nos	As per sample	4 Ft.	40
2	Glint	Nos	Glint, Kiwi or equivalent	500ml	250
3	Insect Killer Spray 375 ml	Nos	Mortien or Equivalent	375 ml	100
4	Tezab/Acid White	Nos	Tiger or Equivalent	Normal	600
5	Tezab/Acid Red	Nos	Sweep or Equivalent	Normal	600
6	Garbage Bag 10 Kg (Dustbin Size)	Kg	As per sample	15 KG	150
7	Garbage Bag 25 Kg with handle	Kg	As per sample	25 KG	150
8	Tissue Box Pop Up	Nos	Rose Patel or equivalent	Normal	1000
9	Tissue Roll 22 meter	Nos	Rose Patel or equivalent	Normal	1500
10	Air Freshner Crown	Nos	Aseel or equivalent	300 ml	250
11	Sponge with Green Kitchen Nail Saver	Nos	Scotch Brite or equivalent	-	250
12	Duster Yellow 20*30	Nos	As per sample	Normal	450
13	Mop Wet	Nos	Master or Equivalent	4 feet	50
14	Mop Dry 36 Inches	Nos	Shaheen or Equivalent	4 feet	40
15	Dettol Floor Cleaning	Nos	Dettol or equivalent	Liter	100
16	Hand Wash	Nos	Oasis or equivalent	500ML	36
17	Baskets	Nos	As per sample	12 x 14 inch	100
18	Lemon Max Liquid	Nos	Lemon Max or equivalent	475ml	250
19	Toilet Brush with Cup	Nos	As per sample	-	30
20	Viper (Good Quality) Stainless Steel	Nos	Chrome Handle	Long	24
21	Air Wick Refiller	Nos	Air Wick or equivalent	250gm	50
22	Refiller Mop Dry 36 Inches	Nos	Shaheen or equivalent	-	50
23	Refiller Mop Wet	Nos	Master or equivalent	-	50
25	Toilet Tissue Hygiene Brown	Nos	Rose Patel or equivalent	-	250
26	Mortein Electric Switch/Refiler	Nos	Mortein or equivalent	-	10
27	CELL AAA	Nos	Power Plus or equivalent	AAA	300
28	CELL AA	Nos	Power Plus or equivalent	AA	1800
29	Harpic Red	Nos	Harpic or equivalent	500ml	150
30	Harpic Blue	Nos	Harpic or equivalent	500ml	300
31	Surf Excel	Nos	Surf Excel or equivalent	500gm	50
32	Hand Wash 5 Litter	Nos	Fresco or Equivalent	5 litter	100

LOT # 3**PAPER REAM**

Sr No.	Item	Unit	Brand	Quantity Required
1	A4 80 Gram	Nos	AA or equivalent	1000
2	Legal 80 Gram	Nos	AA or equivalent	80

(Contract Agreement to be signed with the successful bidder)

CONTRACT AGREEMENT

This Contract Agreement (hereinafter called the “Agreement”) made on the day of----- between **Central Power Purchasing Agency (Guarantee) Limited (CPPAG)**, Shaheen Plaza, AKM Fazl-ul-Haq Road, G7/2 Blue Area, Islamabad, hereinafter refer to as purchaser and the Supplier/contractor of the second part.

WHEREAS the purchaser/procuring authority is desirous that purchase office stationery items for Central Power Purchasing Agency (Guarantee) Limited , Islamabad.

NOW this agreement witnesses as follow:

In this agreement word and expressions shall have the same meaning as are respectively assigned to them in the condition of contract. The terms and conditions of the agreement are as under: -

- Claus 1. Delivery:** The supplier shall provide the items of office stationery to Central Power Purchasing Agency (Guarantee) Limited as per work/supply order at its premises Shaheen Plaza, AKM Fazl-ul-Haq Road, G7/2 Blue Area, Islamabad.
- Claus 2. Rates:** - Rates offered in the bid shall be valid for **the period of contact signed between** the supplier and procuring Authority on same terms and condition as specified in the tender documents.
- Claus 3. Payment:** - Payment will be made after the receipt of invoices received against the supply order. No advance payment will be made for any kind of invoice. However, Central Power Purchasing Agency (Guarantee) Limited will arrange expeditious payment on submission of invoices.
- Claus 4. Performance Guarantee:** The performance guarantee of Rs [-----] in shape of Pay Order/bank Draft in favor of Central Power Purchasing Agency (Guarantee) Limited @ 10 % of the total contract amount is enclosed. The same will be rereleased after completion of agreement period.
- Claus 5. Penalty for delay of Supply:** - If the supplier fails to deliver the items specified within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per month or 1 % on the value of items whichever is higher , shall be charged.
- Claus 6. Quality /Quantity of Supply:** - If the firm fails to supply any or all the items

as per the supply order or the items are substandard the same will be replaced by the supplier at his own cost/ expense. The purchaser may

Claus 7. Term of the Contract: - The term of the contract shall be from the date of signing of contract till the end of the Financial Year 2024-25.

purchase the Incomplete-supplied items on the risk and cost of the supplier, including blacklisting of the firm.

Claus 7. The Contractor will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed.

Clause 8. The following documents shall be deemed to form, and be read and construed as part of this Agreement: -

- i. Letter of Award/Supply order
- ii. Tender Documents.

Clause 9. The contract will be initially for one year however may be extended for another period of one year with mutual consent of both parties on same terms and conditions. The extension will not exceed beyond two years.

IN WITNESS WHEREOF the parties here to have caused this Agreement to be executed the day and the year first before written in accordance with their respective Laws.

Signature of the Supplier/contractor

Signature of Purchaser/Employer

Name: - _____

CNIC:- _____

M/s _____

Witness No. 1

Witness No. 2

Signature:- _____

Signature:- _____

Name:- _____

Name:- _____

CNIC:- _____

CNIC:- _____

Authorized Signatures: _____

Stamp: _____

**(Cover Letter for the Submission of Technical and Financial Proposal)
(Declaration on company letterhead)**

I, _____ hereby declare that:

- all the information provided in the Bid is correct in all manners and respects;
- and I am duly authorized by the Management to submit this proposal on behalf of "[Name of the Firm /Company]"

Name: - _____

Designation: - _____

Signatures: - _____

Date: - _____

Place: - _____