



PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION (PVT.) LTD

Ministry of Industries & Production
Government of Pakistan



TENDER NOTICE

Procurement & Supply of Stationery Items for PIDC

Tenders are invited for the purchase of Stationery Items from well reputed Suppliers/ Vendors/ Authorized dealers/ Reputed stationers/ General order suppliers registered with the General Sales & Income Tax departments, PPRA for e-procurement on EPADS, and are on Active Taxpayers List (ATL) of FBR having their own stock in major cities for supply of the stationary items to PIDC House (Head Office), and its Projects offices located at Karachi, Lahore and Islamabad.

Interested bidders can download tender documents free of cost from EPADS (<https://eprocure.gov.pk/>) PPRA website (www.ppra.gov.pk/) PIDC website (www.pidc.com.pk/).

Interested bidders are requested to submit bid electronically through PPRA EPADS on “**Single Stage One Envelope**” procedure, and one original hard copy to below mentioned address.

Bids should be accompanied by 3% earnest money (refundable) in shape of pay order/ demand draft in favor of Pakistan Industrial Development Corporation (Pvt.) Ltd. Scanned copy of bid security will be submitted along with the scanned bid on PPRA EPADS; however, the original bid security shall be submitted to PIDC on the address given below along with the original sealed bid before the deadline of submission i.e., on or before 11:00 A.M by **2nd January 2025**. The bids will be opened through PPRA EPADS on the same day at **11:30 am** in the presence of representatives of the bidders who may wish to attend. Delayed and conditional bids will not be entertained.

The procuring agency reserves the rights to accept or reject any or all bids in accordance with Rule-33 of PPRA Rules-2004.

Head of Administration

Pakistan Industrial Development Corporation (Pvt) Ltd (PIDC)
2nd Floor, PIDC House, Dr. Ziauddin Ahmed Road, Karachi
Tel: 021-38266666

Website: www.pidc.com.pk/, Email: abdullah.zaidi@pidc.com.pk

No.: PIDC/Admin/002/Stationary/2024

TENDER DOCUMENTS
Procurement & Supply of Stationery Items for PIDC



PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION

MINISTRY OF INDUSTRIES & PRODUCTION

GOVERNMENT OF PAKISTAN

Terms of Reference (TORs)

1. General

Pakistan Industrial Development Corporation (PIDC) is working under the administrative control of the Ministry of Industries & Production, Government of Pakistan. Tenders are invited by Pakistan Industrial Development Corporation (PIDC) for procurement and supply of stationary from well reputed Suppliers/ Vendors/ Authorized dealers/ Reputed stationers/ General order suppliers registered with the General Sales & Income Tax departments, PPRA for e-procurement on EPADS, and are on Active Taxpayers List (ATL) of FBR having their own stock in major cities for supply of the stationary items to PIDC House (Head Office), and its Projects offices located at Karachi, Lahore and Islamabad.

Procedure for Submission of Bids

- i. Interested bidders can download tender documents free of cost from EPADS (<https://eprocure.gov.pk/>)/ PPRA website (www.ppra.gov.pk/)/ PIDC website (www.pidc.com.pk/).
- ii. Interested bidders are requested to submit bid electronically through PPRA EPADS on “**Single Stage One Envelope**” procedure, and one original hard copy to below mentioned address.
- iii. Rates for all items quoted in the tender must be written in figures as well in words to avoid chances of any misappropriation.
- iv. All Government / Local Taxes will be deducted at the time of payment under the rules.
- v. Incomplete / conditional bids will not be entertained.
- vi. Single Stage One Envelope procurement proceeding of PPRA Rules shall be opted.
- vii. Blacklisted firms/ companies/ suppliers/ bidders/ distributors are prohibited for participation and all bidders shall furnish an affidavit/certificate that they are neither blacklisted nor in conflict with Federal & Provincial Govt. anywhere in Pakistan.
- viii. The procuring agency reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal by invoking PPRA Rules.
- ix. In order to clarify bidders’ queries, pre-bid meeting will be conducted on **24th December 2024** at **11:00 AM** at PIDC House (Karachi) Board Room.
- x. Bids should be accompanied by **3% earnest money** (refundable) in shape of pay order/ demand draft in favor of Pakistan Industrial Development Corporation (Pvt.) Ltd. Scanned copy of bid security will be submitted along with the scanned bid on PPRA EPADS; however, the original bid security shall be submitted to PIDC on the address given below along with the original sealed bid before the deadline of submission i.e., on or before 11:00 A.M by **2nd January 2025**. The bids will be opened through PPRA EPADS on the same day at **11:30 am** in the presence of representatives of the bidders who may wish to attend. Delayed and conditional bids will not be entertained.

Note: *Firms who will meet the above requirement will be eligible and Most Advantageous Bid will be selected.*

2. Bid Evaluation Criteria

The Bids shall be evaluated on the basis of technical specifications (i.e., quality) and competitive unit prices of each item, and documents required under sr. # 09, otherwise the Bids will be declared as “non-Responsive”.

3. Security Deposit and Bid Validity

The firms are required to submit pay order/demand draft equal to 3% of total bid cost in favor of Pakistan Industrial Development Corporation as “Earnest Money”. Bid will remain valid for 120 days from the submission of bids. The same shall be released within 15 days to the unsuccessful bidders after announcement of result. The security deposit of successful bidder shall be retained with PIDC till submission of verified performance guarantee by a successful bidder. Without security deposit bid shall be declared “non-Responsive”.

4. Acceptance / Rejection of Bids and Performance Guarantee

On the basis of evaluation, the successful bidders will be informed accordingly with intimation to others the grounds for rejection of their bids. Contract will be awarded to the successful bidder only after submission of verified Performance Guarantee by a successful bidder of an amount not less than 5% of verified quoted price which should remain valid till closing of CY 2025, in the form of Bank Guarantee from any scheduled bank in Pakistan or AA rated insurance company which will remain effective till the end of contract.

5. Delivery Conditions

The successful bidder shall be bound to supply the items to PIDC House (Head Office), and its Projects offices located at Karachi, Lahore and Islamabad within 1 month after issuance of Purchase Order. The successful bidder shall be bound to supply the indented items on repeat order till closing of CY 2025 if PIDC desires so. If any successful bidder fails to supply the items within due date & time, his performance security shall be **forfeited**.

6. Mode of Payment

After completion of supply and satisfactory inspection by the authorized officer, payment will be released within 15 days subject to provision of verified bills. Income Tax / GST will be deducted as per rules. Cost of stamp duty on contract agreement will be bear by the successful bidder.

7. Bill of Quantities

The competent authority reserves the right to change quantity of any item on the basis of requirements of the office. The quantity of Items given in tender document may be increased or decreased at time of supply order as per approval of the Competent Authority up to 15% of quantity given in tender document.

8. Disqualification

Incomplete documentation shall lead to disqualification of firm. Moreover, wrong information shall make the firm liable for debarring from this as well as future contracts in PIDC even after the contract agreement.

9. Mandatory Requirement / Documents to be attached

The firms are required to submit following documents with their bids:




- a) Bidder must be registered with PPRA for e-procurement on EPADS (<https://eprocure.gov.pk>). Submission of proposal through PPRA EPADS is mandatory.
- b) Prescribe Bid Application Form duly completed and signed.
- c) Pay Order/ Demand Draft equal to 3% of total bid cost in favor of PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION as “EarnestMoney” (refundable).
- d) Copy of valid GST / NTN registration certificates.
- e) Copy of CNIC of the bidder.
- f) Affidavit on Judicial Stamp Paper of Rs. 100/- to the effect that firm has neither been blacklisted nor any contract rescinded due to non-fulfillment of contractual obligations in past by any Govt. / Semi Govt. / Autonomous Body.

Annexure-A

Specifications of Stationery Items

Sr. #	Item	Description	Unit	Quantity Required	Rate with GST	Amount (In Figures & Words)
1	Computer Paper	A4 size, 80 gm, 500 sheets/ream (BLC or equivalent)	5 reams/box	109		
2	Computer Paper	Legal size, 80 gm, 300 sheets/ream (IK Brand or equivalent)	3 reams/box	9		
3	Paper Ream	Size A-3	05 reams	5		
4	Legal Paper	Light Green	1000 Sheets	1000		
5	Lead pencil	2×1/2 HB, (Goldfish or equivalent)	12 pencils/Pack	38		
6	Ball Points	Blue, Black (Clipper or equivalent)	10 Ball points/pack	133		
7	Register for Dairy/Dispatch	400 Pages (Noble or equivalent) Good Quality	Each	18		
8	Register Urdu	200 Pages (Noble or equivalent) Good Quality	Each	36		
9	Writing pad	100 Pages (Noble or equivalent) Good Quality	100 page/ pad	118		
10	Sharpener	multi-color, standard size (Deli or equivalent)	Each	96		
11	Rubber	Standard size (Dux or equivalent)	Each	96		
12	Stamp Pad	Blue, Black, leakage proof, 70×110mm (Pelican or equivalent)	Each	22		
13	China Clear Bag (Button)	Good Quality	Each	170		
14	PVC Ring File	38mm, A4, D-Type (Black & Blue)	Each	81		
15	Box File	A4 size (Boss or equivalent) (Blue Black)	Each	239		
16	L Folder (Document file)	Fine quality, Plastic, Legal Size	12 pieces/pack	42		
17	L Folder (Document file)	Fine quality, Plastic, A4 Size	12 pieces/pack	54		
18	Pointer	0.3mm, blue and black (Dollar or equivalent)	10 pieces/pack	9		
19	Correction pen	Dux or equivalent	Each	60		

20	Highlighter	Yellow, Orange (Dollar or equivalent)	12 pieces/pack	10		
21	Glu Stick	21 gm (Dollar or equivalent)	Each	60		
22	Binding Adhesive Tape	2-inch Best Quality	Each	45		
23	Binding Plastic Sheet	Transparent A4 Size	100 Sheet pack	9		
24	Binding Card Sheet	Size A4	50 Sheet pack	7		
25	Binding Plastic Sheet	Transparent Legal Size	100 Sheet pack	3		
26	Binding Card Sheet	Legal Size	50 Sheet pack	2		
27	Binding Plastic Sheet	A-3 Size	100 Sheet pack	3		
28	Binding Card Sheet	A-3 Size	50 Sheet pack	2		
29	Board Pin	Plastic, Multi color (Dollar or equivalent)	100/packs	14		
30	Paper Gem Clip	metal, 36mm (Brand: Three Flower or equivalent)	80/pack	25		
31	Paper Gem Clip	metal, 52mm (Brand: Three Flower or equivalent)	50 pieces/pack	22		
32	Permanent Marker	Blue & Black (Dollar or equivalent)	Each	84		
33	Calculator	plastic Key, 12-digit, big display, Scientific (Casio or equivalent)	Each	23		
34	Punch Machine	2 Hole, punch 50 sheets of 80 gm (Deli or equivalent)	Each	26		
35	Stapler	Fine Quality, Stapel 20 sheets of 70 gm, uses staples 24/6 or 26/6 (Deli or equivalent)	Each	53		
36	Stapler Pins	24/6, 26/6, 23/8, 23/24, 23/17, 23/20 (Regular & multiple size pins) Dollar or equivalent	Boxes of 1000 (20X50)	148		
37	Stapler	Heavy duty, staple up to 300 sheets of 70 gm	Each	4		
38	Envelop Brown	Size (11 x 5, A4, A3) 80Grams	50 pieces/pack	13		
39	Envelop White	Size (11x5) 80Grams	50 pieces/pack	5		
40	Drafting Pad A4	Good Quality	Each	144		
41	Drafting Pad A5	Good Quality	Each	120		
42	Drafting Pad A6	Good Quality	Each	108		
43	Letter Head	A 4 Size 100grams	500pages/pack	6500		
44	Scotch Tape	1 Inches fine quality (Johnson or equivalent)	Each	63		

45	Scotch Tape	2 Inches fine quality (Johnson or equivalent)	Each	54		
46	Sticky Notes	Yellow fine quality	12 pack/Box	18		
47	Flags Post tag Arrow	Multi Colors	Pkt	35		
48	Scissors	Medium	Each	20		
49	Gel Pen	Blue (Dollar or equivalent)	10 pieces/pack	16		
50	Separator 1 to 10	files separator (Card Or Plastic)	10 pieces/pack	49		
51	Separator 1 to 20	files separator Plastic	10 pieces/pack	19		
52	Plastic Clip Files (TT File)	A4 Size	12 pieces/pack	32		
53	Paper Cutter	18mm	Each	41		
54	Pin Remover	Standard Size (KW or equivalent)	Each	39		
55	Protector Sheet	A4 & legal Size	50 pieces/pack	3		
56	Packing Tape 2Inch	Carton Packing Tape	6 pieces/pack	17		
57	Binding Tape	(Black+Blue) 1.5 & 2.5 inch	Each	13		
58	Binding Clip 51 mm		12 pieces/pack	14		
59	Binding Clip 32 mm		12 pieces/pack	16		
60	Binding Clip 15 mm		12 pieces/pack	13		
61	Steel Scale	12 Inches	Each	26		
62	PIDC Envelope 9x4	Printing	Each	3000		
63	PIDC Envelope 9x4 Window	Printing	Each	650		
64	PIDC Envelope A4	Printing	Each	3500		
65	PIDC Envelope A3	Printing	Each	1000		
66	Attendance Register	Good Quality	Each	3		
67	PIDC Letter Head	Printing (100gm Paper)	Each	4000		
68	PIDC Writing Pad	Printing (50 pages each writing pad glossy paper)	Each	500		

Name & Signature of Authorized Representative

(Annexure-B)

PIDC (PRIVATE) LIMITED

BID APPLICATION FORM

A. Bidder's Particulars:

1. Name of the Firm / Bidder : _____
2. Name of the Owner : _____
3. Address of the Bidder : _____
4. Telephone No. (Business) : _____ Mobile: _____
5. CNIC of the Bidder : _____

B. Bid Particulars:

6. GST Registration No. : _____
7. NTN Registration No. : _____
8. Total Bid Price : Rs. _____
(Rupees, _____ Only)
9. Security Deposit
(3% of bid price) : _____
10. Pay Order No. : _____
11. Name of Bank : _____

C. Bidding Information:

12. Last Date for Submission of Bid : _____
13. Date of Opening of Bids : _____
14. Place of Opening of Bids : Board Room, 2nd Floor, PIDC House, Dr. Ziauddin Ahmed Road, Karachi

D. Check List:

15. Following documents must be attached with Application forms:

i	Copy of CNIC	YES	NO
ii	Copy of GST Certificate	YES	NO
iii	Copy of NTN Certificate	YES	NO
iv	Affidavit of Judicial Stamp Paper	YES	NO
v	Security Deposit in shape of pay order	YES	NO

E. Undertaking:

16. Terms & Conditions prescribed in the Tender Documents are fully understood and accepted.
I / we hereby agree to abide by all and fulfill the terms & conditions of contract.

Name & Signature of Authorized Representative

Head of Administration

Pakistan Industrial Development Corporation (Pvt) Ltd (PIDC)

2nd Floor, PIDC House, Dr. Ziauddin Ahmed Road, Karachi

Tel: 021-38266666

Website: www.pidc.com.pk, Email: abdullah.zaidi@pidc.com.pk



CONTRACT AGREEMENT

between

PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION PVT. LTD. (PIDC)

&

for

“PROCUREMENT & Supply of Stationery Items for PIDC”

CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the _____ day of _____

Between

PAKISTAN INDUSTRIAL DEVELOPMENT CORPORATION PVT. LTD. (PIDC), a corporation established and working under the laws of Pakistan, having its head office at PIDC House, 2nd Floor, Dr. Ziauddin Ahmed Road, Karachi, hereafter called the "Procuring Agency/Purchaser" of the one part.

And

_____ having its head office at _____, hereafter called the "Supplier" of the other part.

(The Procuring Agency/the Purchaser and the Supplier shall hereinafter individually be referred to as "the Party" and collectively as the "the Parties").

And whereas, the Purchaser/Procuring Agency has accepted Bid by the Supplier for the Supply of Stationery items.

The payment would only be made after successful completion/supply of required items according to the specifications.

NOW THIS DEED OF CONTRACT WITNESSES THE TERMS AND CONDITIONS AS FOLLOWS:

1. That the Contract shall come into force immediately and shall remain valid until 31.12.2025 or cancelled by the Purchaser/Procuring Agency.
2. The following documents shall be deemed to form and be read and construed as an integral part of this Contract. Viz
 - I. The schedule of requirements and the price schedule submitted by the Bidder/Supplier (Annexure-A)
3. That the quality and quantity of the Stationery items/materials shall be as per specification given by THE PURCHASER.
4. That the delivery of the Stationery items shall be made the SUPPLIER at their own cost, management and responsibility.
5. That THE PURCHASER's representative (s) shall inspect the goods at the above-mentioned address and reserves the right to reject any goods if the representative (s) considers those to be inferior quality.
6. That the goods rejected by the representative(s) of the PURCHASER shall be replaced the SUPPLIER and the Supplier shall bear all risks/costs of the Stationery/items/material rejected by the PURCHASER.
7. That all other applicable Taxes (inclusive of GST/duties etc.), cost of stamp duty and cost of transportation, or any other incidental charges, if required in connection of the delivery of Stationery items/goods shall be borne by THE SUPPLIER.
8. The Supplier hereby declares that it has not obtained or inducted the procurement of any contract, right interest, privilege or other obligation or benefit from Government or any administrative subdivision or agency thereof or any other entity owned or controlled by its

Government through any corrupt/collusive business practice.

9. That the terms of this Contract Agreement shall be governed by the Laws of Islamic Republic of Pakistan and the Courts of Pakistan shall have exclusive jurisdiction.
10. Any amendment subsequent to this purchase order which have been mutually agreed shall only be in writing and shall be deemed as a part of this purchase order.
11. If any dispute whatsoever, shall arise between the parties in connection with or arising out of the Purchase order, the parties shall make every attempt to resolve the same amicably.
12. The supplier warrants that he has the requisite skill, personnel and authorization for the supply of Goods and that the Goods and all materials incorporated therein shall be 1 - fit for the purpose for which they are to be used and shall be free from all defects. All Goods/Items to be supplied shall be new and unused.
13. The procuring agency shall disqualify a supplier or contractor if it finds, at any time, who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices
14. PIDC has the right to cancel the contract and forfeit the performance security presented, in case of supply of sub-standard items or other than the specifications or unsatisfactory performance.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

For & Behalf of the Supplier

M/S _____

For & Behalf of the Procuring Agency

(PIDC)

Name:

Designation:

(Seal)

Name: Abdullah Zaidi

Designation: Head of Admin

Witness (Supplier)

Witness (Procuring Agency)

Name:

Designation:

Address:




Name:

Designation:

Address:

Specifications of Stationery Items

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8	Register Urdu	200 Pages (Noble or equivalent) Good Quality	Each	36		
9	Writing pad	100 Pages (Noble or equivalent) Good Quality	100 page/ pad	118		
10	Sharpener	multi-color, standard size (Deli or equivalent)	Each	96		
11	Rubber	Standard size (Dux or equivalent)	Each	96		
12	Stamp Pad	Blue, Black, leakage proof, 70×110mm (Pelican or equivalent)	Each	22		
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15	Box File	A4 size (Boss or equivalent) (Blue Black)	Each	239		
16	L Folder (Document file)	Fine quality, Plastic, Legal Size	12 pieces/pack	42		
17	L Folder (Document file)	Fine quality, Plastic, A4 Size	12 pieces/pack	54		
18	Pointer	0.3mm, blue and black (Dollar or equivalent)	10 pieces/pack	9		
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22	Binding Adhesive Tape	2-inch Best Quality	Each	45		
23	Binding Plastic Sheet	Transparent A4 Size	100 Sheet pack	9		
24	Binding Card Sheet	Size A4	50 Sheet pack	7		
25	Binding Plastic Sheet	Transparent Legal Size	100 Sheet pack	3		
26	Binding Card Sheet	Legal Size	50 Sheet pack	2		
27	Binding Plastic Sheet	A-3 Size	100 Sheet pack	3		
28	Binding Card Sheet	A-3 Size	50 Sheet pack	2		
29	Board Pin	Plastic, Multi color (Dollar or equivalent)	100/packs	14		
30	Paper Gem Clip	metal, 36mm (Brand: Three Flower or equivalent)	80/pack	25		
31	Paper Gem Clip	metal, 52mm (Brand: Three Flower or equivalent)	50 pieces/pack	22		
32	Permanent Marker	Blue & Black (Dollar or equivalent)	Each	84		
33	Calculator	plastic Key, 12-digit, big display, Scientific (Casio or equivalent)	Each	23		
34	Punch Machine	2 Hole, punch 50 sheets of 80 gm (Deli or equivalent)	Each	26		
35	Stapler	Fine Quality, Stapel 20 sheets of 70 gm, uses staples 24/6 or 26/6 (Deli or equivalent)	Each	53		

36	Stapler Pins	24/6, 26/6, 23/8, 23/24, 23/17, 23/20 (Regular & multiple size pins) Dollar or equivalent	Boxes of 1000 (20X50)	148		
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47	Flags Post tag Arrow	Multi Colors	Pkt	35		
48	Scissors	Medium	Each	20		
49	Gel Pen	Blue (Dollar or equivalent)	10 pieces/pack	16		
50	Separator 1 to 10	files separator (Card Or Plastic)	10 pieces/pack	49		
51	Separator 1 to 20	files separator Plastic	10 pieces/pack	19		
52	Plastic Clip Files (TT File)	A4 Size	12 pieces/pack	32		
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