



**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 & Sales Tax Department for supply of Printing Items for Stores Stock.

2. Eligible tenderers may obtain Tender documents and items/description/specification along with Terms and Conditions from the office of Manager (Procurement), Stores Department, Port Qasim Authority, Karachi, during the office hours 0900 hours to 1500 hours (Monday to Friday) on payment of **Rs. 1000/-** fee (**non-refundable**) in shape of Pay Order in favour of Port Qasim Authority. Tender Documents can also be downloaded from PQA and PPRA websites for preliminary and preparatory work only and at the time of submission of the tender the said payment of **Rs. 1000/- (non-refundable)** will have to be made to PQA.

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 alongwith 2% earnest money in shape of Pay Order in favour of Port Qasim Authority issued by a schedule Pakistani Bank having a minimum of AA-rating located in Karachi shall be submitted in the Office of Manager (Procurement), Stores Department, Port Qasim Authority, Karachi by 16.01.2019 hours on **1330 hours**. The tender shall be opened on the same day at **1400 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. 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.

  
SECRETARY, PQA

PQA Website : [www.pqa.gov.pk](http://www.pqa.gov.pk)  
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GATEWAY TO NATIONAL PROSPERITY

# PORT QASIM AUTHORITY

BIN QASIM, KARACHI-75020

No. PQA/ST/P-43/N/18-19  
Dated: 28<sup>th</sup> December, 2018

## INSTRUCTIONS TO BIDDERS

Port Qasim Authority invites sealed tender from the distributors / suppliers / contractors etc. registered with Income Tax & Sales Tax Department for supply of Printing Items for Stores Stock for the items as here under:

S.#	DESCRIPTION OF ITEMS	A/C Unit	Qty	Unit Price	Total Amount (A)	GST (B)	Grand Total (A+B)
1.	<b>REGISTER: (Code: 31-002-0042)</b> Ruled 144 Sheets Size 20.32cm x 33.02cm 68 Grams (Local) Cloth Binding (four needle stitch) Solid griped cloth binding (inside & outside) with PQA Monogram	NO	1000				
2.	<b>REGISTER: (Code: 31-002-0043)</b> Ruled 192 Sheets Size 20.32cm x 33.02cm 68 Grams (Local) Cloth Binding (four needle stitch) Solid griped cloth binding (inside & outside) with PQA Monogram	NO	1000				
3.	<b>REGISTER: (Code: 31-002-0044)</b> Full Raxine binding (Green) 192 Sheets Size 20.32cm x 33.02cm 68 Grams (Local). (four needle stitch) Solid griped cloth binding (inside & outside) with PQA Monogram	NO	800				
4.	<b>LACES WHITE ROUND: (Code: 31-006-0007)</b> Size 24" Long (Tag Cotton PKT of 100 Pcs.)	BL	200				
5.	<b>FILE COVER THICK: (Code: 31-006-0019)</b> PQA Monogram, 3mm. Cloth Binding (Pink) Double 32 OZ. No.1 Card Board, Size 14" x 9 3/4", Cover Page 60 grams with Raxine Flaps & Caution Tape.	NO	500				
6.	<b>FILE COVER THIN: (Code: 31-006-0020)</b> PQA Monogram, (Blue) Un Coated Board 350/400 grams Size 14" X 9 3/4", Cloth inside 3"	NO	20000				
7.	<b>ENVELOPE: (Code: 31-006-0021)</b> Size 12" x 9 3/4" 75 Grams with PQA LOGO	NO	1000				
8.	<b>FILE FOLDER RAXINE: (Code: 31-006-0024)</b> With PQA Logo + Clip (Green)	NO	300				
9.	<b>ENVELOPE PRINTED WHITE: (Code: 31-006-0029)</b> Size 4" x 9" 75 Grams offset Imported with PQA LOGO	NO	10000				
10.	<b>ENVELOPE PRINTED WHITE: (Code: 31-006-0030)</b> Size 5" x 11" 75 Grams offset Imported with PQA LOGO	NO	10000				
11.	<b>ENVELOPE PRINTED BROWN: (Code: 31-006-0033)</b> Size 11" x 15" 80 grams Craft Paper Imported with PQA LOGO	NO	10000				
12.	<b>ADVANCE ADJUSTMENT FORM: (Code: 31-007-0001)</b> One Side Printed 8" x 13" 100 Sheets 75 Grams imported	PD	400				
13.	<b>CHALLAN FORM: (Code: 31-007-0005)</b> One side printed 8" x 13" 100 Sheets 70 Grams on Printing Paper imported	PD	400				

14.	<b>PAYMENT ADVICE FORM:</b> (Code: 31-007-0015) One Side Printed 13" X 8" 100 Sheets 70 Grams imported	PD	500			
15.	<b>STOCK REQUISITION:</b> (Code: 31-008-0006) Manifold Paper Contains 4 Sheets Of Different Colors with Carbon (Pad of 30 Sets)	PD	1000			
16.	<b>Sanction Proforma:</b> (Code: 31-008-0024) One Side Printed 13" X 11" 100 Sheets 70 Grams imported	PD	400			
17.	<b>Overtime Claim Form:</b> (Code: 31-008-0055) One Side Printed 13" X 8" 100 Sheets 70 Grams imported	NO	500			

Bid Price: Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

State the GST Rate in figures & words:- \_\_\_\_\_

2. Tender without earnest money will not be accepted.
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. Firm awarded the contract will be responsible to complete the supply as per Supply Order.
6. (1) Sealed tender from the distributors / suppliers / contractors etc. with quoted rates as per specification mentioned are to be submitted.  
(2) In case of Authorized Distributors/Suppliers/Contractors etc. the accreditation will have to be submitted.
7. Rates quoted must be valid for 90 days from the date of opening of the tender.
8. 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.
9. 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.
10. 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.
11. All type of taxes including GST and professional Tax etc. will be borne by the Tenderers.
12. Local tenderers registered with NTN & General Sales Tax Collectorate 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. Foreign tenders will have to comply with the relevant tax and other rules after the award of the Contract.
13. 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.
14. Conditional tenders will not be entertained.

15. The validity of supply period is 60 days the date will be started, from the date of issuance of Supply Order.
16. P.O No. & date must be printed on all items except on item # 4.
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 (**AS PACKAGE**).
18. The tenderers shall provide the samples of products if demanded.
19. Total Bid Price inclusive of GST must be written in figures and words
20. Tender/quotation and the attached necessary documents/brochures of offered items alongwith complete NIT must be signed and stamped on each page.
21. Bidders should unconditionally sign, stamp and submit the copy of the complete NIT/Instructions to Bidders.
22. If any tenderers fail to submit or comply with above, their tender / quotation will be treated as **NON-RESPONSIVE**.
23. Sub-standard items will be rejected and returned at the expense of tenderer / authorized distributor.
24. 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.
25. 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.

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

  
**SECRETARY, PQA**