

# TENDER DOCUMENT

For

**Purchase of Stationery Items/Training Material**

**For The F.Y 2021-22**



<b>Last date and time of tender submission</b>	12 May 2022 (Thursday) up to 12:00 noon
<b>Opening of tender</b>	12 May 2022 (Thursday) at 12:30 PM
<b>Venue</b>	Directorate of Professional Development (DPD) Khyber Pakhtunkhwa Peshawar

**Directorate of Professional Development (DPD)  
Landy Sarak Charsadda Road Peshawar Khyber Pakhtunkhwa  
Peshawar  
Phone & Fax # 091 – 9224783**

**Invitation of Bids For The Supply Of Stationery Items /Training Materials For F.Y**

**2021-22**

1. Directorate of Professional Development (DPD) Khyber Pakhtunkhwa, Peshawar invites sealed bid/tender from the authorized firms/suppliers duly registered with Income tax, Sales tax departments, reflected as active tax payer in list of FBR for the year 2021-22, for the supply of under mentioned stationary/training items for the **FY 2021-22** in available budget.

<b>Package</b>	<b>Name of Items with Specification</b>
<b>A</b>	Flip Charts 70-gram Size 23 x 36 inch
<b>B</b>	Masking Tape length 20-yard width 1 inch
	Binding Tap 11-yard width 2 inch
	Ball Points
<b>C</b>	Permanent Marker Good quality
	Board Marker Good Quality
	Toner Photocopier 6508 Model
	Printer Toners 53-A
	Printer Toners 26-A
	<b>Color Printer Toners 202-A/CF500-A</b>
<b>D</b>	White Paper A-4 Size (70 Gram)
	White Paper Legal Size (70 Gram)
	File Cover (Good quality) (with DPD Monogram and Nomenclature)
<b>E</b>	Writing Pads (40 pages) (with DPD Monogram and Nomenclature)
	Clear Bags

2. Interested eligible bidders may obtain bidding documents (free of cost) from the office of the Director Professional Development (DPD) behind Benazir Women University Landay Sarak Charsadda Road Peshawar or can be downloaded from the websites of KPPRA ([www.kppra.gov.pk](http://www.kppra.gov.pk)) or DPD ([www.pitekp.gov.pk](http://www.pitekp.gov.pk)) or E&SED ([www.kpese.gov.pk](http://www.kpese.gov.pk)).
3. Bids must be delivered to the above office on or before 12 Noon on 12/05/2022 by hand and must be accompanied by a two percent (2%) bid security of the bid cost in

the shape of Call Deposit Receipt (CDR) prepared from any scheduled bank in the name of the Director DPD Peshawar.

4. Bids will be opened in the presence of bidders' representatives who choose to attend at 12/05/2022 at 12:30 noon at the office of Director Directorate of Professional Development Peshawar.
5. The bidders are requested to give their best and final prices as no negotiations are expected.
6. The procurement entity reserves the rights to reject any or all bids under KPPRA rules 2014 with valid reasons.

**DIRECTOR**

**Directorate of Professional Development (DPD)**

**Khyber Pakhtunkhwa, Peshawar**

**Charsadda Road, Near Shaheed Benazir Bhutto Women University**

**Phone & Fax # 091-9224783, Email Address: [director.dpd@kpsc.gov.pk](mailto:director.dpd@kpsc.gov.pk)**

**Website: [www.pitekp.gov.pk](http://www.pitekp.gov.pk)**

### **Instructions and Conditions for the Bidders**

- A. The bidder/ proponent must submit the proposals in sealed envelopes.
- B. The proposals must contain a transmittal letter on the bidder's letterhead, duly stamped by authorized representative
- C. The envelopes should be on the name address and contact details of the addresses and the addressors.
- D. The proposal shall contain the copy of legislation with one of the mandated authorities of Government of Pakistan along with the national tax number certificate.
- E. The proposal shall have complete work plan and delivery schedule without which no weightage will be given in accordance with the bid evaluation criteria.
- F. Directorate of Professional Development Khyber Pakhtunkhwa may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
- G. Bidders may associate with other organizations to enhance their capacity. However, such associations may only take place before the bidding. Once firms are short listed, no such association will be allowed.
- H. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
- I. Arrangement against the interest of the project/government, will be blacklisted and debarred.
- J. Response time: all bidders shall submit proposals/ as per these insufficient on or before close of office on 12/5/2022 (12:00 Noon) Directorate of Professional Development, Landy Sarak Larama, Behind Benazir Women University Peshawar these will be opened half an hour after the deadline. No proposal in any case shall be accepted after the deadline.
- K. The proposal/bidder shall submit audited financial statements for the last three years and account balance statement for the current ongoing years. (Optional)
- L. The bidder shall submit an affidavit that it has never been blacklisted.
- M. Submit statement of any history of litigation or ongoing.
- N. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.

- O. Contract will be signed with the successful bidders and its terms and conditions will govern the executive of the contract.
  
- P. The Bidders will have to provide the following documents to prove their eligibility to perform the contract.
  - i) Firm Registration Certificate
  - ii) Active Income Tax Payer certificate
  - iii) Sales Tax Registration certificate
  
- Q. Provision of sample of the stationary items at the time of bid submission.
  
- R. The tender form will contain no over writing/eraser or any change/cutting.
  
- S. The bidder will produce 2% bid security of the total offered bid value
  
- T. The successful bidder will produce performance security/ bank guarantee at 10% of the total contract value.
  
- U. The rates quoted must include all taxes (where applicable under the rules).
  
- V. The Bidder security will be forfeited in favour of Govt if supply, as per the specification is not completed within one month (30 days) after the award of contract.

- W. Payment will be made after the completion of delivery as per the specification and satisfaction of purchase/Inspection Committee.
- X. Bidder must sign and stamp all pages of tender form.
- Y. The bid offer will be valid till 30 June 2022.
- Z. 1% of the total cost per calendar day will be deducted from the payment if delivery is delayed.
- AA. All the terms and conditions reflected in the bid documents are applicable on the Bidders and further if any other condition is levied by the Govt, the same will also be applicable on the Bidders.
- BB. The procurement entity reserves the rights to reject any or all bids under KPPRA rules 2014 with valid reasons.
- CC. The successful bidder/s will sign a written agreement with the procurement entity. The written agreement will contain terms and conditions, reflected in the tender notice & bid document.

**Under taking**

I read, understood all the instructions and conditions, reflected in the tender notice and bid document and hereby agree with & abide by all of them.

Signature & Stamp of the Bidder: \_\_\_\_\_

Dated: \_\_\_\_\_

**Particulars of firm/Agency/Dealer**

Name of Firm/Agency/Dealer: .....

Name of Manager: .....

CNIC Number: (attach copy) .....

Mailing Address:..... Cell

Number:..... Bank A/C

Number:..... Branch Code: .....

Bank Name and Address: .....

Income Tax Registration Number (attach copy): .....

Sale Tax Registration Number (attach copy): .....

Firm Registration Number (attach copy): .....

Total Amount of Tender Offer Rs: ..... (In Words): .....

Amount of Call Deposit Receipt (CDR): .....

CDR Number: .....

Name, Branch & Address of Bank: .....

.....

Signature and Stamp of Bidder

Date:.....



**Stationery Items/Training Material Detail**

<b>Package</b>	<b>Name of Items with Specification</b>	<b>Quantity</b>
<b>A</b>	Flip Chart 70 Gram Size 23 x36 inch	1300 Rims (500 sheets per Rims)
<b>B</b>	Masking Tape length 20-yard width 1 inch	700 rolls (12 per roll)
	Binding Tap 11-yard length 2 inch with	50 No's
	Ball points	1100 Packets (10 per packet)
<b>C</b>	Permanent Marker (Good quality)	4000 Packets (12 per Pack)
	Board Marker (Good quality)	1400 Packets (12 per Pack)
	Printer Toners 26-A	200 No's
	Printer Toners 53-A	08 No's
	Colored Printer Toners <b>202-A/CF500-A</b>	04 No's
	Toner Photocopier Model 6508	05 No's
<b>D</b>	A4 Size Paper 70 gram	200 Rims
	Legal Paper 70 gram	200 Rims
	File Cover (with DPD Monogram and Nomenclature) (Good quality)	2000 No's
<b>E</b>	Writing Pads (40 pages) size 7x10 (with DPD Monogram and Nomenclature)	11000 No's
	Clear Bags	4500 No's

**Bid Form**

**To:**

**The Director**

**Directorate of Professional Development Khyber Pakhtunkhwa, Peshawar**

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver the stationary items/Training material in conformity with the said bidding documents for the sum of /\_\_\_\_\_ / or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10 % percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for the specified period from the date fixed for Bid opening under relevant Clause of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Name and Signature of the Bidder

\_\_\_\_\_  
Stamp

**Price Schedule in Pak Rupees**

Package	Name of Items with Specification	Quantity	Unit Rate including all taxes	Total Rate including all taxes	CDR amount
A	Flip Charts 70 gram Size 23 x36	1300 Rims (500 sheets per Rim)			

Package	Name of Items with Specification	Quantity	Unit Rate including all taxes	Total Cost including all taxes	CDR amount
B	Masking Tape length 20-yard width 1 inch	700 Rolls (12 per Pack)			
	Binding Tap 11-yard width 2 inch	50 No, s			
	Ball Points	1100 Packets (10 per Pack)			

Package	Name of Items with Specification	Quantity	Unit Rate including all taxes	Total Rate including all taxes	CDR amount
C	Permeant Marker	4000 Packets (12 per Pack)			
	Board Marker	1400 Packs (12 per Pack)			
	Printer Toners 26-A	20 No, s			
	Printer Toners 53-A	08 No's			
	Color Printer Toners 202-A/CF500-A	04 No's			
	Toners Photocopier Model 6508	05 No's			

Package	Name of Items with Specification	Quantity	Unit Rate including all taxes	Total Rate including all taxes	CDR amount
D	A4 Size Paper 70 gram	200 Rims			
	Legal Paper 70 gram	200 Rims			
	File Cover Good quality (with DPD Monogram and Nomenclature)	2000 No, s			

Package	Name of Items with Specification	Quantity	Unit Rate including all taxes	Total Rate including all taxes	CDR amount
E	Writing Pads (40 pages) size 7x10 (with DPD Monogram and Nomenclature)	11000 No's			
	Clear Bags	4500 No's			

Signature & Stamp of Bidder: .....

Address: .....

Cell No: .....

C-NIC#: .....

Dated: .....