

**COMPETITION COMMISSION OF PAKISTAN
GOVERNMENT OF PAKISTAN**



**TENDER NOTICE NO.-CCP ADMIN 77
PROCUREMENT OF STATIONERY/NON STATIONERY
ITEMS**

Competition Commission of Pakistan invites sealed bids/ offers, on single stage-one envelope procedure basis, from well reputed stationers/ vendors/ firms, registered with Tax Department having valid NTN and GST numbers, for supply of office stationery/ non stationery/ miscellaneous items for a period of one year commencing from the date of agreement.

- Tender should accompany an Earnest Money equal to 2% of total amount of the bid (refundable) in the form of Demand Draft/ Pay Order/ Call Deposit Receipt in favor of Competition Commission of Pakistan, Islamabad.
- Bids may be submitted to the undersigned in **SEALED ENVELOPES** at the address given below latest by **the 5th October, 2021** upto **1500 hrs** which will be opened on the same date and venue at **1530 hrs**.
- Tender documents including bid format, detail of items, specifications, terms and conditions etc. may be downloaded from tender section of the Commission's website: www.cc.gov.pk or may be obtained from the undersigned. The same are also available on the PPRA's website: www.ppra.gov.pk
- Incomplete or the tenders received after due date will not be entertained.

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Assistant Director (Admn)

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**COMPETITION COMMISSION OF PAKISTAN
GOVERNMENT OF PAKISTAN**



**TENDER NOTICE No. CCP-ADMIN 77
Procurement of Stationery/ Non Stationery/
Miscellaneous Items**

Tender Notice

Competition Commission of Pakistan invites sealed tenders from well reputed stationers/vendors/firms, general order suppliers, registered with Tax Department having valid NTN and GST numbers, for supply of office stationery/ non stationery/ miscellaneous items, as per attached list, for a period of one year commencing from the date of agreement.

Terms & Conditions

- Bids for supply of office stationery/ non stationery/ miscellaneous items, as mentioned in the attached list, are to be submitted on single stage – one envelope procedure basis.
- Tender should accompany an Earnest Money equal to 2% of total amount of the bid (refundable) in the form of Demand Draft/ Pay Order/ Call Deposit Receipt etc. in favor of Competition Commission of Pakistan, Islamabad.
- Earnest Money of unsuccessful bidders will be returned/ refunded after entering into agreement with successful bidder(s). However, earnest money of successful bidder(s)/ will be retained upto completion of agreement period.
- Bids are required to be submitted item-wise indicating rates (in Rupees) against each item (including all taxes). However, procurement will be made from the vendor who will quote for all the items and whose rates as a whole (Total of all items) are lowest as compared to other bidders.
- While assessing the bids, quality of the items will be given proper weight. Lower rates for the lower, substandard or inferior quality will not be considered.
- To check quality of the items, authorized person (s) of the Commission may visit the stores/ shops of the bidders.
- Trade Mark/ Name/Type of the item(s) should be mentioned clearly in the bids.
- It must be clearly mentioned whether the quoted rates are for per packet or per unit, piece etc.
- Rates without GST will not be considered. NTN and GST numbers should be mentioned clearly in the Bids.
- The bidders should have their branches, offices, shops etc. in Islamabad/ Rawalpindi. Clear address with phone(s), fax number(s), NTN and GST number must be indicated on the letterhead pads of the bidders on which the bid is being made.

- The successful bidder(s) will be bound to supply the requisite items during the period of one year commencing from the date of agreement.
- The successful bidder shall supply the requisite items according to the supply order within a period of one week.
- Payment of the bills will be subject to the deduction of all mandatory government taxes/levies.
- Submission of false statements/ documents as well as concealing of any information is liable to disqualify the respective firm(s).
- No cutting/overwriting in the offered prices shall be acceptable.
- The successful firm(s) shall not re-submit the revised rates and shall be responsible for supply of items as per approved prices failing which Security Deposit will be forfeited.
- The Commission has right to increase/ decrease quantity of the items.
- The bid should accompany an undertaking on the stamp paper of Rs. 50/- to the effect that the company provides 100% original products; that the company has not been black listed by any government, semi government or autonomous organization; that the company is not under litigation in any court of law or not at any stage of bankruptcy; and it has not supplied the same items to any department organization at the rates lower than offered in this tender during the same financial year.
- The Commission has right to reject the bids or proposals at any time prior to acceptance of a bid or proposal, in light of the provisions of Rule 33 (1) of Public Procurement Rules, 2004.
- Procurement contract will be awarded to the vendor whose bid is evaluated as most advantageous in accordance with PPRA Rules.
- Only those bids will be considered which will be in accordance with terms and conditions as laid down in the tender notice.
- Bids are to be submitted in accordance with bid format.
- All bids should reach the undersigned at the given address by the 5th Octoberr, 2021 upto 1500 hours which will be opened on the same date and venue at 1530 hours in presence of bidders or their authorized representatives.

Assistant Director (Admn)
 9th floor, 55 B-ISE Towers, Blue Area
 Jinnah Avenue, Islamabad.
 Tel: +92-51-9100260-3
 Fax: +92-51-9100258
 Website: www.cc.gov.pk

BID FORMAT

Name of Bidder: _____

Address: _____

Website (in any): _____

Telephone/ fax numbers: _____

E mail address: _____

Authorized Person _____

Phone/ Cell number of authorized person: _____

GST # _____

NTN: _____

Detail of documents attached with the bid: _____

i. _____

ii. _____

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Any other relevant information: _____

S.No.	Item	Type/Trade mark etc.	Price per unit/ packet (Rs.)	GST @... (Rs.)	Per unit/packet Price including GST (Rs.)	Quantity	Total amount (including GST) (Rs.)
1							
2							
3							
Grand Total: Rs.							

Note: The interested parties/vendors are required to submit their bids in accordance with the above format.

**LIST OF ESTIMATED STATIONERY/ NON STATIONERY/ MISCELLANEOUS
ITEMS TO BE PURCHASED FOR A PERIOD OF ONE YEAR.**

S. No,	ITEMS	ESTIMATED QUANTITY REQUIRED FOR A PERIOD OF ONE YEAR
1.	Air Freshener Imported	500
2.	Ball Pen (Crystal)	8000
3.	Binder Clip 19 mm (Small)/ Pkt.	100
4.	Binder Clip 32 mm (Medium)/ Pkt.	100
5.	Binder Clip 51 mm large pkt	100
6.	Box files, Imported	400
7.	Broom Stick	50
8.	Brush for Toilet (Superior)	100
9.	Bucket Plastic (Medium)	10
10.	Calculator (best quality)	80
11.	Card Holder	50
12.	Cell (Power) C 1.5 v.	300
13.	Cell (Power) D 1.5 v.	100
14.	Cell R 14 SG C 1.5 v.	50
15.	Cell Size 23-A 12 volt	100
16.	Chit Pad 3"x3"	300
17.	Chit Pad 3"x4"	300
18.	Copy Holder	30
19.	Correction fluid with thinner/set	300
20.	Correction Fluid Pen	50
21.	Cutter with blade	50
22.	Diary Register 6	50
23.	Dispatch Register 6	24
24.	Double Hole Punch	50
25.	Double Hole Punch Large	10
26.	Draft pad Large (Local)	100
27.	Draft pad Small (Local)	400
28.	Drafting Pad Imported A-4 Size	100
29.	Drafting pad Imported Small	200
30.	Dust Bin Medium	100
31.	Duster (Best Quality)	2000
32.	Envelop Imported Large size	2000
33.	Envelop Khaki 9x4	12000
34.	Envelop Khaki 9x6	1000
35.	Envelop Khaki, File Size, 80 gram	1500
36.	Envelop White Imported A-4 Size	8000
37.	Envelop White 9x4 Imported	5000
38.	Envelope Khaki (A-4 Size)	1000
39.	Envelope Khaki (A-4 Size) with cloth	1000
40.	Eraser best quality	1000
41.	Extension Lead	100
42.	File Boards	6500
43.	File Cover L type (Plastic)	500

44.	File Covers (Printed as per Sample)	8000
45.	File Plastic (Top Transparent A-4)	1000
46.	File Tag (Normal)/ bunch	600
47.	Finial Liquid 2.75 liter /bottle	200
48.	Flag Different Colors (small pkt)	1000
49.	Folder D Ring	300
50.	Foot scale Steel 12"	50
51.	Glass Cleaning GLINT/Bottle	50
52.	Glue Stick 21 gram	500
53.	Hard (Ivory) Card (white)	12 Pkt
54.	Harpick (bottles)	100
55.	Highlighter (Different Colors)/	500
56.	HP or equivalent Pencil / pkt	60
57.	Ink Bottle (Best Quality)	10
58.	Ink for stamp pad	10
59.	Insect Killer/Bottle	500
60.	Kitchen Roll	500
61.	Lead Pencil with Eraser (Pelican or equal)	100
62.	Lead Pencil with Eraser (Best Quality)	2000
63.	Liquid Soap (500 ml/bottle)	1500
64.	Marker Erasable	36
65.	Marker Permanent	36
66.	Mop Dry	100
67.	Movement Register	36
68.	Naphthalene Balls (Packets)	50
69.	Note Sheet Pad Local A-4 Size	100
70.	Packing Tape 3 Inches	20
71.	Paper Clip 30mm/pkt	500
72.	Paper Double A or equal Imported Legal 80 gm/ream	1500
73.	Paper Double A or equal Imported A-4 Size -80 gm/ream	6000
74.	Paper Tape 1" Tape (white)	100
75.	Pen Holder/ Jar	50
76.	Pencil Tray	20
77.	Peon Book	50
78.	Pointer soft line 03 (Dollar or equivalent)	100
79.	Pilot (or equal) Pen V 10 (Packets)	100
80.	Presentation Folder (Best Quality)	500
81.	Puchara Refil (large)	500
82.	Puchara With handle	100
83.	Re-fill DC Air Freshener	100
84.	Rubber Bend (Packets)	50
85.	Ruled Register (Imported)	100
86.	Ruler Dumper	50
87.	Scissors 6"	100
88.	Scotch Tape 1"	300
89.	Scotch Tape 1" (Large)	24
90.	Scotch Tape dispenser	50
91.	Separator set	500
92.	Sharpener (Fine Quality)	500
93.	Single Hole Punch	100

94.	Stamp Pad (Blue)	50
95.	Staple Remover	100
96.	Stapling Machine Best Quality	100
97.	Stapling Machine Large Size Best Quality	05
98.	Stapling Pins 23/17 pkt	50
99.	Stapling Pins 23/ 10 (H-13) Pkt.	40
100.	Stapling Pins 24/6 pkt	1000
101.	Surf small pkt	1000
102.	Sweep for Toilet/ bottle	400
103.	Table Planner	15
104.	Telephone Index No.6	12
105.	Thinner	10 Bottles
106.	Thumb Pins (Packets)	100
107.	Tissue Hi-jean pkt	1000
108.	Tissue Paper (Best Quality Box)	1500
109.	Tissue Role	5000
110.	Uni Ball (Eye Fine)	700
111.	Uni Ball Vision Elite	400
112.	Vim 450 gram pkt	800
113.	Visitor Cards Album	20
114.	Visitor Cards (Best quality)	3000
115.	Wipers	36
116.	Wireless Bell (Best Quality)	50