

**COMPETITION COMMISSION OF PAKISTAN
GOVERNMENT OF PAKISTAN**



**TENDER NOTICE No. CCP-ADMIN 67
Procurement of Stationery/ Non Stationery/
Miscellaneous Items**

Tender Notice

Competition Commission of Pakistan invites sealed tenders 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, as per attached list, for a period of one year commencing from the date of agreement.

Terms & Conditions

- 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.
- 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 kept 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 number 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) 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 items, according to requirement shown in supply orders during the period of one year commencing from the date of agreement.
- 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.
- All the bidders are required to submit affidavits at the stamp papers of Rs. 50.00, with their bids, stating that they have not been black listed by any Government institution/ procuring agency and that they have not concealed any information.
- 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.
- All bids should reach the undersigned at the given address by the 21st September, 2020 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.
Phone # 051 9100260-3

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	600
2.	Ball Pen (Crystal)	12000
3.	Binder Clip 19 mm (Small)/ Pkt.	150
4.	Binder Clip 32 mm (Medium)/ Pkt.	150
5.	Binder Clip 51 mm large pkt	150
6.	Box files, Imported	600
7.	Broom Stick	50
8.	Brush for Toilet (Superior)	100
9.	Bucket Plastic (Medium)	10
10.	Calculator (best quality)	100
11.	Card Holder	200
12.	Cell (Power) C 1.5 v.	400
13.	Cell (Power) D 1.5 v.	200
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	600
20.	Correction Fluid Pen	100
21.	Cutter with blade	100
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)	300
27.	Draft pad Small (Local)	800
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)/ Bundle	600
47.	Finile Liquid 2.75 liter /bottle	200
48.	Flag Different Colors (small pkt)	1000
49.	Folder D Ring	300
50.	Foot scale Steel 12"	100
51.	Glass Cleaning GLINT/Bottle	50
52.	Glue Stick 21 gram	500
53.	Hard (Ivory) Card (white)	12 Pkt
54.	Harpick (botals)	100
55.	Highlighter (Different Colors)/	500
56.	HP or equivalent Pencil / pkt	60
57.	Ink Bottle (Best Quality)	10
58.	Ink for stamp pad	20
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)	100
69.	Note Sheet Pad Local A-4 Size	100
70.	Paper Clip 30mm/pkt	500
71.	Paper Double A or equal Imported Legal 80 gm/ream	1500
72.	Paper Double A or equal Imported A-4 Size -80 gm/ream	6000
73.	Paper Tape 1" Tape (white)	100
74.	Pen Holder/ Jar	50
75.	Pencil Tray	20
76.	Peon Book	50
77.	Pointer soft line 03 (Dollar or equivalent)	100
78.	Pilot (or equal) Pen V 10 (Packets)	100
79.	Presentation Folder (Best Quality)	500
80.	Puchara Refil (large)	500
81.	Puchara With handle	100
82.	Re-fill DC Air Freshener	100
83.	Rubber Bend (Packets)	50
84.	Ruled Register (Imported)	100
85.	Ruler Dumper	50
86.	Scissors 6"	100
87.	Scotch Tape 1"	300
88.	Scotch Tape 1" (Large)	24
89.	Scotch Tape dispenser	100
90.	Separator set	500

91.	Sharpener (Fine Quality)	500
92.	Single Hole Punch	100
93.	Stamp Pad (Blue)	50
94.	Staple Remover	100
95.	Stapling Machine Best Quality	100
96.	Stapling Machine Large Size Best Quality	05
97.	Stapling Pins 23/17 pkt	50
98.	Stapling Pins 24/6 pkt	1000
99.	Surf small pkt	1000
100	Sweep for Toilet/ bottle	400
101	Table Planner	15
102	Telephone Index No.6	12
103	Thinner	10 Bottles
104	Thumb Pins (Packets)	100
105	Tissue Hi-jean pkt	1000
106	Tissue Paper (Best Quality Box)	1500
107	Tissue Role	5000
108	Uni Ball (Eye Fine)	700
109	Uni Ball Vision Elite	400
110	Vim 450 gram pkt	800
111	Visitor Cards Album	20
112	Visitor Cards (Best quality)	3000
113	Wipers	36
114	Wireless Bell (Best Quality)	50