

**COMPETITION COMMISSION OF PAKISTAN
GOVERNMENT OF PAKISTAN**



**TENDER NOTICE NO.-CCP ADMIN 48
PROCUREMENT OF STATIONERY/NON STATIONERY
ITEMS**

Competition Commission of Pakistan invites sealed bids/ offers 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 21st May, 2018** upto **1130 hrs** which will be opened on the same date and venue at **1200 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. 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.

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Director (Admn)

9th Floor South, ISE Towers 55-B, Jinnah Avenue, ISLAMABAD

Tel: +92-51-9100260-3 Fax: +92-51-9100258

E-mail: sdhussain@cc.gov.pk Website: www.cc.gov.pk

**COMPETITION COMMISSION OF PAKISTAN
GOVERNMENT OF PAKISTAN**



**TENDER NOTICE No. CCP-ADMIN 48
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, priority will be given to the bidder(s) whose rates will be lower as a whole (for the total items).
- 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.
- 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.
- The bidders should have their branches, offices, shops etc. in Islamabad/ Rawalpindi.
- 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.
- 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 up to 21st May, 2018 at 1130 hours which will be opened on the same date and venue at 1200 hours in presence of bidders or their authorized representatives.

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/Name/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.	Calculator (best quality)	100
10.	Card Holder	200
11.	Cell (Power) C 1.5 v.	400
12.	Cell (Power) D 1.5 v.	200
13.	Cell R 14 SG C 1.5 v.	50
14.	Cell Size 23-A 12 volt	100
15.	Chit Pad 3"x3"	300
16.	Chit Pad 3"x4"	300
17.	Copy Holder	30
18.	Correction fluid with thinner/set	600
19.	Correction Fluid Pen	100
20.	Cutter with blade	100
21.	Diary Register 6	50
22.	Dispatch Register 6	24
23.	Double Hole Punch	50
24.	Draft pad Large (Local)	300
25.	Draft pad Small (Local)	800
26.	Drafting Pad Imported A-4 Size	100
27.	Drafting pad Imported Small	200
28.	Dust Bin Medium	100
29.	Duster (Best Quality)	2000
30.	Envelop Imported Large size	2000
31.	Envelop Khaki 9x4	12000
32.	Envelop Khaki 9x6	1000
33.	Envelop Khaki, File Size, 80 gram	1500
34.	Envelop White Imported A-4 Size	8000
35.	Envelop White 9x4 Imported	5000
36.	Envelope Khaki (A-4 Size)	1000
37.	Envelope Khaki (A-4 Size) with cloth	1000
38.	Eraser best quality	1000
39.	Extension Lead	100
40.	File Boards	6500
41.	File Cover L type (Plastic)	500
42.	File Covers (Printed as per Sample)	8000
43.	File Plastic (Top Transparent A-4)	1000
44.	File Tag (Normal)/ Bundle	600

45.	Finile Liquid 2.75 liter /bottle	200
46.	Flag Different Colors (small pkt)	1000
47.	Folder D Ring	300
48.	Foot scale Steel 12"	100
49.	Glass Cleaning GLINT/Bottle	50
50.	Glue Stick 21 gram	500
51.	Hard (Ivory) Card (white)	12 Pkt
52.	Harpick (botals)	100
53.	Highlighter (Different Colors)/	500
54.	HP or equivalent Pencil / pkt	60
55.	Ink Bottle (Best Quality)	10
56.	Ink for stamp pad	20
57.	Insect Killer/Bottle	500
58.	Kitchen Roll	500
59.	Lead Pencil with Eraser (Pelican or equal)	100
60.	Lead Pencil with Eraser (Best Quality)	2000
61.	Liquid Soap (500 ml/bottle)	1500
62.	Marker Erasable	36
63.	Marker Permanent	36
64.	Mop Dry	100
65.	Movement Register	36
66.	Naphthalene Balls (Packets)	100
67.	Note Sheet Pad Local A-4 Size	100
68.	Paper Clip 30mm/pkt	500
69.	Paper Double A or equal Imported Legal 80 gm/ream	1500
70.	Paper Double A or equal Imported A-4 Size -80 gm/ream	6000
71.	Paper Tape 1" Tape (white)	100
72.	Pen Holder/ Jar	50
73.	Pencil Tray	20
74.	Peon Book	50
75.	Pointer soft line 03 (Dollar or equivalent)	100
76.	Pilot (or equal) Pen V 10 (Packets)	100
77.	Presentation Folder (Best Quality)	500
78.	Puchara Refil (large)	500
79.	Puchara With handle	100
80.	Re-fill DC Air Freshener	100
81.	Rubber Bend (Packets)	50
82.	Ruled Register (Imported)	100
83.	Scissors 6"	100
84.	Scotch Tape 1"	300
85.	Scotch Tape 1" (Large)	24
86.	Scotch Tape dispenser	100
87.	Separator set	500
88.	Sharpener (Fine Quality)	500
89.	Single Hole Punch	100
90.	Stamp Pad (Blue)	50
91.	Staple Remover	100
92.	Stapling Machine Best Quality	100
93.	Stapling Machine Large Size Best Quality	05
94.	Stapling Pins 23/17 pkt	50

95.	Stapling Pins 24/6 pkt	1000
96.	Surf small pkt	1000
97.	Sweep for Toilet/ bottle	400
98.	Table Planner	15
99.	Telephone Index No.6	12
100	Thinner	10 Bottles
101	Thumb Pins (Packets)	100
102	Tissue Hi-jean pkt	1000
103	Tissue Paper (Best Quality Box)	1500
104	Tissue Role	5000
105	Uni Ball (Eye Fine)	700
106	Uni Ball Vision Elite	400
107	Vim 450 gram pkt	800
108	Visitor Cards (Best quality)	3000
109	Wipers	36
110	Wireless Bell (Best Quality)	50