TRADING CORPORATION OF PAKISTAN (PVT) LIMITED
MINISTRY OF COMMERCE
GOVERNMENT OF PAKISTAN

No. TCP(A&C)/Tender/Stat & Conv/01/2024 Dated: 12-11-2024

TENDER FOR PROCUREMENT OF SUPPLY OF STATIONERY AND CONSERVANCY ITEMS

Trading Corporation of Pakistan (Pvt.) Ltd. (TCP), Karachi, a state-owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invites bids/offers for supply of Stationary & Conservancy items for the period of One (01) Year, subject to the terms and conditions specified in ***'Tender Document'.***

2. Interested firm(s)/companies/sole proprietor(s) registered with Income Tax, Sales Tax authorities/Sind Revenue Board (SRB), and on active taxpayer list, may submit their bids on E-PADS. Bidding will be conducted under Rule 36(a) of the Public Procurement Rules, 2004. i.e. Single Stage One Envelope procedure. Therefore, interested firm(s)/companies/sole proprietor(s) should register themselves on the EPADS at https://eprocure.gov.pk/#/supplier/ registration before the closing date of the tender and submit their bids accordingly. For registration/guidance/training on EPADS, firms/individuals may contact EPADS on the UAN: 051-111-137-237 or through website www.ppra.org.pk.

3. The Bidders will submit scanned copy online on or before the date 2nd of December 2024, Time **11:00 A.M** on E-PADS system before the opening of tender otherwise the bid(s)/proposals shall be declared as non-responsive.

4. The proposal/offers/bid(s) shall be opened on the same day at **11:30 A.M** in the TCP's Board Room in the presence of members of TCP Procurement Committee and authorized representatives of firm(s)/companies who may wish to be present.

5. Documents containing detailed Tender Documents & the Terms and Conditions for supply of Stationary & Conservancy items for the period of One (01) Year, can be downloaded from TCP's website (www.tcp.gov.pk) as well as PPRA's website (www.ppra.org.pk) as well as E-PADS website (https:// eprocure.gov.pk).

6. The reputed firm(s)/companies/sole proprietor(s) which have defaulted in its contract(s) awarded by TCP, or any other Government/Semi Government Organization is/are not eligible to participate in the tender. The bidder(s) which have not fulfilled their contractual obligation with TCP are also not eligible to participate in the Bid(s) unless they clear their dues along with penalties or fulfill their contractual obligations with TCP before opening of the bids. Detailed requirements are indicated in the Tender Document containing tender terms & conditions.

7. TCP reserves the right to accept or reject any or all offer(s)/bid(s) wholly or partially as per PPR-2004.

(Ali Raza Altaf)
DGM Incharge (A&C)
021-99207542

ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ) لمیٹڈ

Trading Corporation of Pakistan (Pvt) Limited

TENDER FOR THE SUPPLY OF STATIONERY AND CONSERVANCY ITEMS

DRAFT TENDER DOCUMENTS

SCOPE OF WORK
INSTRUCTION TO BIDDERS/
GENERAL TERMS & CONDITIONS
SPECIAL STIPULATIONS
FORM OF AGREEMENT
BILL OF QUANTITIES

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SECTION –I

SCOPE OF WORK

SCOPE OF WORK

SUPPLY OF STATIONERY AND CONSERVANCY ITEMS

TRADING CORPORATION OF PAKISTAN (PVT) LIMITED intends to purchase stationery and conservancy items for the period of one (01) year for supply at TCP's Principal Office Finance & Trade Centre, Shahrah-e-Faisal, Karachi at the rates as offered by the successful bidder(s) in accordance with the specification and nomenclature of the items given in the Bill of Quantities (BOQ) specified at Section-V of this Tender Document.

2. The supply is to be executed by firm(s)/companies/sole proprietor registered with Income Tax, Sales Tax authorities/Sindh Revenue Board (SRB) and are on active taxpayer, whose bid is accepted by TCP.

SECTION – III

DEFINITIONS & INSTRUCTIONS TO BIDDERS/ GENERAL TERMS & CONDITIONS

DEFINITION

a) "EMPLOYER" means the Trading Corporation Pakistan (TCP).

b) "EMPLOYER'S REPRESENTATIVE" means a person designated by the Trading Corporation of Pakistan to act on behalf of the EMPLOYER in all matters arising out of the contract.

c) "OWNER" means the Trading Corporation Pakistan (Pvt) Limited (TCP).

d) "CONTRACTOR" wherever used shall mean the successful bidder whose offer has been accepted by the EMPLOYER and who has been awarded the work of as mentioned in Scope of Work.

e) "CONTRACT/AGREEMENT" wherever used shall mean mutual, legally enforceable obligations between TCP & the successful bidder whose offer has been accepted.

INSTRUCTIONS TO BIDDERS/
GENERAL TERMS & CONDITIONS

TENDER FOR SUPPLY STATIONERY & CONSERVANCY ITEMS

1. GENERAL

a) Trading Corporation of Pakistan (Pvt.) Limited, Karachi (hereinafter referred as TCP) invites reputable firms and suppliers to submit tenders on best competitive rates.

b) All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.

c) Only tax registered vendors/suppliers on "Active taxpayer list" are eligible to submit tenders to the TCP for the supply of the items. Registered with Income Tax, Sales Tax authorities/Sindh Revenue Board (SRB).

d) Tenders shall be submitted to the TCP strictly in accordance with the instructions set forth herein.

e) All entries in the tender are to be in ENGLISH LANGUAGE. Corrections, etc, shall be signed by the authorized persons.

f) The rate should be written in the BOQ in figures; whereas the total offered price should be written in figures as well as in words. In case of any mistake in the totaling, the quoted unit rate will be treated as final.

g) The parties who have been defaulters and/or in litigation with TCP at any time shall not be eligible to participate in the bid.

h) All bids should contain NON BLACLISTING Certificate on Rs.100/- stamp paper, stating that they have not been blacklisted by any government/ semi government / private company.

i) Tender will be conducted under open competitive bidding pursuant to "Single Stage – One Envelope" as per rule 36(a) of Public Procurement Rules 2004.

2. SUFFICIENCY OF TENDER

a) Each bidder shall be deemed to have fully satisfied himself before submitting the Tender as to the correctness and sufficiency of his Tender and prices stated in the bill of quantities, which rates and prices, except in so far as it is otherwise expressly provided in the Form of Contract/Agreement, must cover all his obligations under the Contract and all matters and things necessary for the proper completion of the project.

b) No bidders shall have the right to make any objection, excuse or claim about the correctness and sufficiency of this tender by the TCP.

3. VERBAL INSTRUCTIONS BE IGNORED

No verbal understanding, agreement or conversation with any officer, or employee of the TCP, either before, during or after the execution of the contract, shall affect or modify any of the terms or obligations contained in the tender documents.

4. COST OF TENDERING

Bidders shall have no claim for reimbursement of any expenses of any kind whatsoever incurred in connection with the preparation and submission of their tenders.

5. BID SECURITY

a) The original tender shall be accompanied by a Bid Security amounting to Rs.200,000/- in the form of Pay Order/Demand Draft issued by a schedule bank of Pakistan in favor of **"Trading Corporation of Pakistan"**. The Bid Security of the successful bidder will be retained by the TCP to be adjusted in the performance guarantee deposit, whereas the bid security of unsuccessful bidders will be refunded after the award of the Tender to the successful bidder(s) but not later than 30 days from the date of the award.

b) The tender without Bid Security will not be considered and such a bid or bids will be rejected without any evaluation. Any reason/justification for non-submission of Bid Security, whatsoever may be, will not be accepted.

c) Bid Security of the unsuccessful Bidder(s), including those Bid(s) which are not accepted for any reason, will be returned after award of tender to the successful Bidder(s).

6. PERFORMANCE GUARANTEE

The successful bidder(s), after acceptance of their bid through a Letter of Award issued by TCP stating the accepted contract price, shall be required to furnish Performance Guarantee equivalent to 10% of the contract price (after adjusting the already submitted amount of the Bid Security along with the Bid) as Performance Guarantee through a Pay Order/Demand Draft issued by a scheduled bank in favor of **"Trading Corporation of Pakistan"** for due and satisfactory performance of the contract/ agreement.

7. FORFEITURE OF PERFORMANCE GUARANTEE:

a) The successful bidder(s) will be required to furnish a formal agreement duly signed on a judicial stamp paper amount in the prescribed form placed at Annex-B & Annex-C to the TCP within five working days from the award of Tender. In case of the failure of the bidder(s) to do so, the Performance Guarantee shall be forfeited.

b) If the supplier fails to accept the award letter or fails to complete the work within the specified period, Performance Guarantee shall be forfeited.

c) TCP shall have the right to forfeit the Performance Guarantee, in case of breach of any terms and condition of contract agreement.

8. RELEASE OF PERFORMANCE GARUNTEE

The Performance Guarantee of the successful bidder(s) shall be released by TCP within 30 days of completion of the contract period.

9. SUBMISSION OF TENDER

a) The Tender Documents duly signed on each page (each of the corrections also duly signed and stamped without any over writing) along with the prescribed Bid Security shall uploaded on E-PADS. The Bidders will submit scanned copy online on or before the date December 2nd, 2024, Time 11:00 A.M on E-PADS system before the opening of tender otherwise the bid(s)/proposals shall be declared as non-responsive. The proposal/offers/bid(s) shall be opened on the same day at 11:30 A.M in the TCP's Board Room in the presence of members of TCP Procurement Committee and authorized representatives of firm(s)/companies who may wish to be present.

b) In case of any calculation errors detected during scrutiny of the Tenders, the unit RATE quoted by the Bidder shall be taken as final and the tender value shall be corrected accordingly.

10. AWARD OF CONTRACT

a) The bidder(s) providing the lowest amount against one specific item in the Bill of Quantities (BoQ) shall be selected for the supply of that specific item to TCP as per the terms of the Tender Documents & Contract/Agreement, similarity, the same principle shall be applicable for all items mentioned in the Bill of Quantities.

b) The bid(s) shall be evaluated on the basis of offers by the bidder(s) in the Bill of Quantities with due consideration over the price of each individual item/group of items. Once the TCP has arrived at a decision, a written Letter of Award to the successful bidder(s) shall be issued, which shall also include the accepted contract price against each item.

11. DELIVERY PERIOD

The delivery should be made by the supplier to TCP's Principal Office, 4th, 5th & 8th Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi on a monthly basis comprised in the contract/agreement within 7 days of receipt of the supply order. If the supplier fails to supply within a stipulated period, as mentioned in the supply order issued by TCP, the performance guarantee of the supplier will be forfeited.

12. PAYMENT TERMS

a) The payment shall be made within 30 days after receipt of a bill against 100% delivery made by the supplier.

b) The items supplied to TCP shall be in accordance with the agreed required quantity, quality & size mentioned in the contract, otherwise, the same shall not be accepted and the supplier shall be bound to remove the discrepancy.

c) The payments shall be made according to applicable tax laws. Therefore, the offer price should be inclusive of all taxes.

13. ESCALATION IN PRICE

It may be clearly understood that this tender does not contain a price variation clause and therefore all unit prices quoted shall be firm, irrevocable fixed and valid until completion of the Contract and will not be subject to variation on any account.

14. SCHEDULE OF REQUIREMENT

The tender has been worked out on the basis of an estimated quantity. However, it may strictly be noted that the quantities specified in the BOQ herein are estimated and are intended to serve only as a guide to the Bidders. Payments shall be made on the basis of actual supplies done as measured. No claims or adjustments shall be entertained/allowed on account of an increase or decrease in the BOQ which has not been duly authorized by the Corporation through the issue of change orders as stipulated in the relevant provision.

15. RESOLUTION OF DIFFERENCE OR DISPUTE

Any dispute or difference arising out of the Contract/Agreement which cannot be amicably settled between the Parties, shall be settled by the Chairman TCP, for final decision. The decision of Chairman TCP shall be final and binding on both the parties i.e. Vendor & TCP.

16. TERMINATION OF CONTRACT

The TCP reserves the right to terminate the contract for breach of any of the foregoing terms and conditions without prejudice to other remedies.

SECTION – IV

SPECIAL STIPULATION - APPENDIX-'A'

FORM OF AGREEMENT - APPENDIX-'B'

APPENDIX – 'A'

SPECIAL STIPULATIONS
(TENDER FOR SUPPLY OF STATIONERY AND CONSERVANCY ITEMS)

1	Works	Contract for supply of Stationery and Conservancy items
2	TCP	Trading Corporation of Pakistan (Pvt) Ltd. 4th, 5th & 8th Floor, F.T.C Building Shahrah-e-Faisal Karachi
3	TCP's Representative	General Manager (A&C) Division, T.C.P (Pvt) Ltd Karachi
4	Bid security	Rs.200,000/- of the Offered Tender Price as indicated in the Bill of Quantities in the shape of Pay Order / Demand Draft in favor of TRADING CORPORATION OF PAKISTAN (PVT) LIMITED KARACHI
5	Performance Guarantee	10% of the accepted contract/agreement price as stated in the Letter of Award issued by TCP.
6.	Period of contract	One (01) year
7	Delivery Period	Monthly basis comprised in the contract within 7 days/1st week of every month, after receipt of the supply order from TCP.
8	Amount in Rs of liquidated damages	Rs.500/- for each day of delay in the supply of the items subject to a maximum of 10 % of contract price stated in the Letter of Award. In the event of the failure of the contractor to supply the required items, the performance guarantee shall be forfeited.
09	Validity of Bid	90 calendars days
10	Income Tax/GST Deduction	As per law, TCP has the right to cancel the contract, if status is shown as "blacklisted" or "suspended" by sales tax and income tax authorities.

ACCEPTED

_____

Contractor's Signature
With Stamp & Date

APPENDIX – B

FORM OF CONTRACT/AGREEMENT

CONTRACT/AGREEMENT FOR SUPPLY OF STATIONERY & CONSERVANCY ITEMS

THIS AGREEMENT MADE AT Karachi on this _____ day of _____ 2024

BETWEEN

TRADING CORPORATION OF PAKISTAN (PVT) LTD. (**"The TCP"**), having its principal office at 4th, 5th & 8th Floor, Block-B, Finance & Trade Centre, Shahra-e-Faisal, Karachi-75530, Pakistan (which expression shall include its successions in interest and assigns) **of the first part.**

AND

M/s. _____ (**"The Supplier"**), National Tax No. _____ having its Registered Office at _____ (which terms shall include its successor-in-interest permitted assigns) **of the second part.**

WHEREAS

i. The TCP needs supply of stationery and conservancy items for delivery on monthly supply order basis for the period of one year at its principal office at 4th, 5th & 8th Floor, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi-75530, Pakistan as per details provided in the Tender Documents being integral part of this agreement.

ii. The Supplier has represented to TCP that they shall supply the requisite stationery and conservancy items at the rates offered in the said Tender as submitted to the TCP.

iii. Based on the representation of the Supplier, the TCP has agreed to avail offer of the Supplier in respect of supply of the tendered stationery and conservancy items, which the parties are desirous of reducing into writing.

NOW THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOW:

1. The following Tender Documents as well as the Letter of Award issued by the TCP, stating the contract price as Rs_____(Rupees_____ only), shall be deemed to form and be read and constructed as part of this agreement:

   a) Notice Inviting Tender
   b) Scope of Work
   c) Instruction to Bidders/General Terms & Conditions
   d) Special Stipulations
   e) Form of Agreement
   f) Bill of Quantities

2. In consideration hereof this agreement to be kept and performed by the Supplier, and for then faithful performance of this contract and the completion of the works embraced therein, according to the specifications and conditions herein contained and referred to or agreed to in the course of subsequent negotiations and in accordance with the "Tender Documents", the TCP shall pay and the Supplier shall receive full compensation of everything supplied under this agreement, the contract price stipulated in the Bill of Quantities, and rates quoted against each item of work and agreed to and accepted by the parties and at the times in the manner prescribed by the conditions of contract.



3. The Supplier, at his own proper cost and expense, shall do all work of supply of the items as required through monthly supply order by the TCP.

4. The delivery of the items required by the TCP through monthly supply order as per contracted specification and within specified time, is an essential feature of this contract agreement and the Supplier agrees to proceed with all due diligence and care at all times and take all precautions to ensure supply of the items as per required specification and within specified delivery period, being deemed to be the essence of the contract agreement on the part of the Supplier.

5. All applicable taxes at the time of payment shall be borne by the bidder.

6. This agreement shall be effective from _____ and concluded as on_____.

IN WITNESS WHEREOF, the TCP and the Supplier have executed this agreement on the day and year mentioned above.

FOR AND ON BEHALF OF THE SUPPLIER	FOR AND ON BEHALF OF THE TCP
(SEAL)	(SEAL)
Signed and delivered by the Supplier above named in the presence of:	Signed and delivered by the TCP above named in the presence of:
WITNESSES:	WITNESSES:
1. _____	1. _____
2. _____	2. _____

APPENDIX – C

UNDERTAKING
(on Rs.100 Legal Paper/Duly Attest by Oath Commissioner)

I _____ son of _____ proprietor of the M/s. _____Adress _____ having CNIC No. _____ do hereby declare and state on solemn affirmation as under:

1. That the items to be supplied will be strictly in accordance with Section-V of the Tender Documents.
2. The deponent of the Affidavit is well conversed with the facts deposed in submitted Bid.

Signature: _____

Name: _____

Dated:

Stamp:

SECTION – V

BILL OF QUANTITIES

Tender for supply of Stationery & Conservancy Items

BILL OF QUANTITIES

S. No.	Name of Items	Approx. Yearly Quantity Required	Rate Per Unit (without tax) Rs.	Rate Per Unit (Inclusive all taxes) Rs.	Total yearly Amount (Inclusive all taxes) (Column # 03 X Column # 05) Rs.
1	2	3	4	5	6
01.	Note Sheet 80 grams100 Sheet per pad, A4 size, sky blue color with TCP logo	100 Pad			
02.	Letter Head 80 grams A4 Size 100 Sheet per pad with TCP Logo	100 Pad			
03.	TCP 's Tagged Blue File Cover (Legal Size 10x14) 600 grams ART Card with TCP Logo	3000			
04.	White Envelope (Size 9.3" x 4.3'') with TCP Logo and address, 80 grams paper	3000			
05.	White Envelope with Window (Size 9.3" x4.3'') with TCP Logo and address, 80 grams	3000			
06.	TCP Khaki Envelope (14 X18)110 gms (Large)	1200			
07.	TCP Khaki Envelope (11 X15) 110 gms (medium)	1200			
08.	TCP Khaki Envelope (10 X7) 110 gms (small)	500			
09.	TCP Slip Pad (Size 7'' x 4 ½) 100 Sheet per pad with TCP Logo, 80 grams paper	150 Pad			
10.	Paper A4 Size (500 Sheet per reams) 70 grams Paper	1000 Reams			
11.	Paper Legal Size 500 Sheet per reams) 70 grams	20 Reams			
12.	Colored paper A4 Size (Light Blue & Yellow) 100 Sheet per Packed) 80 grams	100 packets			
13.	Stapler Pins (24/6) (20 Packets per Box)	12 boxes			
14.	Paper Clip (33 MM) (100 pieces per packet10 Packets per Box)	05 boxes			
15.	Pencil per packet 12 Pencils	40 dozen			
16.	Gel ink Roller Ball (0.4 mm Line 0.7 mm Ball) (per Packet 12)	30 Packets			
17.	Ball Point 0.7mm (per Packet 10)	100 Packets			
18.	Pointer (0.7mm Ball) (per Packet 12)	25 Packets			
19.	Highlighter (12 Highlighter per Packet)	12 Packets			
20.	Marker (12 Marker per Packet)	18 Packets			
21.	Marker (Dry Erase Marker) 12 per Pack	05 Packets			
22.	Correction Pen (12 Pen per Packet)	05 Packets			
23.	File Board (Legal Size 10x15) (A+ quality) with regzin flapper.	1250			
24.	Ring File Cover (Legal Size) good quality PVC	140			
25.	Clip & Transparent Plastic File Cover A4 Size 10 files (per Packet) good quality	25 Packets			
26.	Clip & Transparent Plastic File Cover Legal Size (10 files per Packet) good quality	12 Packets			



S. No.	Name of Items	Approx. Yearly Quantity Required	Rate Per Unit (without tax) Rs.	Rate Per Unit (Inclusive all taxes) Rs.	Total yearly Amount (Inclusive all taxes) (Column # 03 X Column # 05) Rs.
27.	Register (200 Pages) Legal size	50			
28.	Register (400 Pages) Legal size	25			
29.	Visitor's Register (petty wala)	06			
30.	Diary / Dispatch Register (No.08)	25			
31.	Writing pad A4 Size good quality	40 pads			
32.	Steel Scale good quality 9mm/12"	02 dozen			
33.	Stamp Pad Medium	15 pads			
34.	Double Whole Punch Machine	25			
35.	Eraser 30 pcs per Packet	02 Packets			
36.	Black File Box Legal Size, (No.786)	500			
37.	Glue Gum Stick 20 grams per dozen	06 dozen			
38.	Tag (50 Tag per bunch) good quality with both ends intact (10 Bunch per Pack)	100 Packets			
39.	Stapler Machine	80			
40.	Scissor Medium, good quality	20			
41.	Transparent Squash Tap "2" inch 50 feet	50			
42.	Transparent Squash Tap small	60			
43.	Sticky note yellow	36			
44.	Calculator	30			
45.	Pencil sharpener (steel color)	05 dozen			
46.	Paper Cutter good quality	50			
47.	Single Hole punch	50			
48.	Dustbin Plastic (Medium) good quality	25			
49.	DAK Folder (Rexine)	25			
50.	Color Flags (Stick Notes) good quality	250 Packets			
51.	Staples Pin Remover good quality	24			
52.	wiper cleaning stick, good quality	18			
53.	Toilet Cleaner (450 ml) per bottle	48			
54.	Phenyl Tablet good quality (per Kg)	6 kg			
55.	Phenyl liquid 2.75 litter in bottle	100			
56.	Washroom Freshener 12 pcs per Packet good quality	12 Packets			
56.	White soft duster (24 X 30) Good quality	30 dozen			
57.	White Duster Cotton (24 X 30) Good quality	100 dozen			
58.	Soap for Hand Wash (standard size) 72 cake per Carton	20 Cartons			
59.	Nilon Soap (60 cake per Carton)	04 Cartons			
60.	Hand Wash 500 ml	18 Bottles			



S. No.	Name of Items	Approx. Yearly Quantity Required	Rate Per Unit (without tax) Rs.	Rate Per Unit (Inclusive all taxes) Rs.	Total yearly Amount (Inclusive all taxes) (Column # 03 X Column # 05) Rs.
61.	Dishwash Long Bar 265 grams 48 bar per carton	12 Cartons			
62.	Detergent powder 500 grams poly bag	90 bags			
63.	Air Freshener	300 bottles			
64.	Insect Killer 325ml (per bottle)	72 Bottles			
65.	Tissue Paper (Luxury Box) 36 Packet per Carton	30 Cartons			
66.	Tissue Paper (Pop-up) 36 Packet per Carton	24 Cartons			
67.	Tissue Paper (Kitchen Roll) 36 Packet per Carton	15 Cartons			
68.	Tissue Paper hand towel (White) 100 Packet per Carton	08 Cartons			
69.	Toilet Roll (Small-Roll) 100 Roll per Carton	12 Cartons			
70.	Mop Wooden 12 x 18 Cotton 600 gram with mop handle good quality	100			
71.	Acid Cleaner 600ml or equivalent 12 bottle per Carton (Sweep)	24 Carton			
72.	Broom Hard Large 600 grams, good quality	50			
73.	Broom Soft Large 400 grams, good quality	50			
74.	Toilet Brush, good quality	18			
75.	Toilet Pump, good quality	09			
76.	Hand Sanitizer for wall mounted machine hand sanitizer dispenser – (1000ml Pouch)	25 pouches			
77.	Battery cell size AA (Green original) per box (40 Batteries) Size AAA per box (40 Batteries)	25 Boxes			
78.	Printing of Authenticity Certificate Pad (A4 size 110 gram offset paper 4 different colors printing with Serial Numbering each pad contains 25 sets as per sample)	200 pads			
79.	Printing of TCP's Medical Reference Letter 70 grams A4Size 100 Sheet per pad with TCP Logo	150 pads			
	Total				

In words: Total Rupees _____only.

Signature: _____
Name: _____
Dated:
Stamp: