

# **TENDER NOTICE**

## **INFRASTRUCTURE DEVELOPMENT AUTHORITY PUNJAB**

### **PROVISION OF OFFICE STATIONERY IN OFFICE OF THE INFRASTRUCTURE DEVELOPMENT AUTHORITY PUNJAB**

The Infrastructure Development Authority, Punjab invites sealed tenders from eligible bidders for the Provision of Stationery in its Office situated at Ground Floor, 7.C-I, Gulberg III, Lahore and Plot No.40 A B-1, Gulberg-III, Lahore, as detailed below:

<b>Sr.#</b>	<b>Items Description or equivalent</b>	<b>Units</b>	<b>No. of Units / Quantity</b>
1	Box Files	Pcs	6000
2	File Covers	Pcs	23000
3	Paper & Binder Clips	Box	400
4	Soft Board Pins	Box	50
5	Color Page	Pages	2000
6	Sticky Notes, Flags & Pad	Pkt	370
7	Ball Pen & Ball Points	Box	410
8	Highlighter (Multicolor)	Box	100
9	Markers (White Board, Permanent)	Box	60
10	Correction Pen	Box	10
11	Led Pencil	Box	50
12	Rubber	Box	10
13	Sharpener	Box	10
14	Ruler Steel	Pcs	50
15	Scissor (Medium)	Pcs	50
16	Calculators (Medium, Small & Scientific)	Pcs	118
17	Note Pad/Drafting Pad	Pcs	600
18	Attendance Register	Pcs	12
19	Envelops	Pcs	28000
20	Letter Head A4 size	Pcs	10000
21	Separator	Pkt	500
22	Paper (A4, A3 & Legal)	Ream	1800
23	Protector sheet	Pcs	2000
24	Log Book	Pcs	50
25	Stamp Pad (Blue, Black & Red)	Pcs	70
26	Paper Punching Machine	Pcs	106
27	Staplers	Pcs	56
28	Stapler Pins Various Sizes	Pkt	400
29	Pin Remover	Pcs	100
30	Stationary Jar	Pcs	200
31	Layer Tray/Document Tray	Pcs	200
32	Paper Cutter	Pcs	100
33	Tape (Various Sizes)	Pcs	250
34	Cartage & Toner	Pcs	147
35	Architectures Equipment's / Stationary	NOS	29

Bidding is open to all suppliers/ contractors who are GST registered and have experience in the relevant field. Interested bidders may inspect the tender notice on Punjab Procurement Regulatory Authority website <http://ppra.punjab.gov.pk> or on Infrastructure Development Authority Punjab (IDAP) website <http://idap.pk>. Tender documents can be obtained immediately after the publication date. Bidding documents may be purchased upon payment of a non-refundable fee of Rs.2000/- from the address given below any day before the closing of bids during office hours. Tenders must be delivered to the address below on or before **20.09.2016 at 03.00 p.m.**

**INFRASTRUCTURE DEVELOPMENT AUTHORITY, PUNJAB**

**Office of the Chief Executive Officer  
Infrastructure Development Authority Punjab  
Ground Floor, 7-C-1 Gulberg III,  
Lahore**

**Phone Number  
042-99268324/ 0300-6522400**

- The intending bidders participating in the bidding shall provide the following documents along with their bids:
  - Company Profile
  - Certificate of incorporation/ registration from the registering body
  - NTN and Sales Tax registration certificate (in case of exemption, proof should be annexed with the bid)
  - Affidavit declaring that the company firm is not blacklisted by any Government Department/ Authority/ Agency/ Company
- The procurement procedure shall be **Single Stage Single Envelope** as per Punjab Procurement Rules 2014. This procurement will be governed by the Punjab Procurement Rules, 2014 which may be downloaded from the website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk).
- A refundable bid security/CDR of Rs.200,000/- to be submitted with the bids in favour of "Infrastructure Development Authority Fund".
- Procuring agency may reject all the bids any time prior to acceptance of any bid as laid down in Section 35 of the Punjab Procurement Rules, 2014.
- The interested bidders shall submit the bid containing name of the firm/ agency, in the office of Chief Executive Officer, Infrastructure Development Authority Punjab, Ground Floor, 7-C-1 Gulberg-III, Lahore on or before **20.09.2016 by 03.00 p.m.**
- The Bids will be opened on **20.09.2016 at 03.30p.m.**
- If the day of submission/ opening of bids is declared as holiday the bids will be opened on the next working day at same time.
- Payment will be made only through cross cheques after deduction of all types of taxes on prescribed rates after receipts.
- Inspection/ acceptance of items will be according to the specifications laid down in terms and conditions.
- Bidders are required to submit rate of each item along with the total amount.
- Non-compliance will result in rejection of bids.
- Late tenders will be rejected and returned unopened to bidders.
- There will be no price negotiations with the lowest evaluated responsive bidders. Suppliers are therefore requested to submit their lowest and best prices with their tenders.
- The items should be ex-stock and provided on immediate basis after the award of purchase order.
- Stationary Items will be purchased as per the details provided in Tender Document.

**(Fiaz Ahmad Mohal)**  
**GM HR Admin**  
Infrastructure Development Authority Punjab