

Rs.2000/-

# **NATIONAL BOOK FOUNDATION**

## **ADMIN SECTION (ISLAMABAD)**

**Tender No. HAF – 1(12)**



### **TENDER DOCUMENT**

### **PURCHASE OF STATIONERY ITEMS AND PAPERS** **FOR NBF, HEAD OFFICE, ISLAMABAD**

### **NATIONAL BOOK FOUNDATION**

HEAD OFFICE 6-MAUVE AREA, TALEEMI CHOWK, G-8/4, ISLAMABAD

Phone No. 051-9261120

# **NATIONAL BOOK FOUNDATION**

## **ADMIN SECTION (ISLAMABAD)**

### **CONTENTS**

<b>S NO.</b>	<b>Description</b>	<b>Page No.</b>
	<i>Notice for bid</i>	
1.	Terms and Conditions	1-3
2.	Specifications (Annex-A)	4-5
3.	Bid Application from (Annex-B)	6-7
4.	Financial Bid (Annex-C)	8-9

### **NATIONAL BOOK FOUNDATION**

HEAD OFFICE 6-MAUVE AREA, TALEEMI CHOWK, G-8/4, ISLAMABAD

Phone No. 051-9261120

**TENDER NOTICE NO. HAF-1(12)**  
**NATIONAL BOOK FOUNDATION**

**INVITATION TO BID**

National Book Foundation invites sealed bids from GST and NTN registered manufactures/distributers/dealers/suppliers having their office / outlet in Islamabad/Rawalpindi for supply of Stationary Items and Paper etc.

Tender Documents containing quantity specifications, Terms and Conditions etc. can be obtained from Assistant Director (Admin) on any working day during office hours on payment of Rs.2000/= (Non Refundable). Tender documents can also be downloaded from NBF website ([www.nbf.org.pk](http://www.nbf.org.pk)) and PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)).

Bids complete in all respect along with requisite documents and Pay Order/Call Deposit equal to 2% of total bid amount as Security Deposit in the name of NBF should reach this office on or before 23<sup>rd</sup> September, 2022 at **11:00 a.m.** which shall be opened on the same day at **11:30 a.m.** in the Committee Room, NBF 6-Mavue Area, G-8/4, Islamabad in presence or bidders or their authorized representatives.

NBF reserves the right to reject any or all bids as per provision of PPRA rules.

**(Inam Ullah Khan)**  
Assistant Director (Admin)  
National Book Foundation  
Head Office, 6-Mauve Area,  
Taleemi Chowk, G-8/4,  
Islamabad  
Ph No.051-9261120

# **NATIONAL BOOK FOUNDATION**

## **ISLAMABAD**

### **Documents (Terms and Conditions)**

#### **1. General:**

The National Book Foundation invites sealed bids from GST and NTN registered firms having their office / outlets in Islamabad / Rawalpindi for supply of stationary items and paper etc.

#### **2. Procedure for submission of bids:**

Tender Documents containing quantity and specifications (Annex-A), Bid Application Form (Annex-B) and Financial Bid Form (Annex-C) can be obtained from the office of Assistant Director (Admin) on any working day during office hours on payment of Rs.2,000/- (Non Refundable) in favour National Book Foundation as tender fee. Documents can also be downloaded from NBF's website [www.nbf.org.pk](http://www.nbf.org.pk) and PPRA website [www.ppra.org.pk](http://www.ppra.org.pk). Last date for submission of bids is 23-09-2022 by 11:00 a.m and bids will be opened on the same day at 11:30 a.m. in presence of the bidders or their authorized representatives.

#### **3. Documents to be attached:**

The bidders are required to submit following documents with their bid:-

- i. Prescribed Bid Application Form duly completed and signed / Stamped.
- ii. Attested copies of valid GST&NTN registration certificates.
- iii. Attested copy of CNIC of the bidder or certificate of incorporation.
- iv. Tender must be Bid Security of 2% in shape of bank draft/pay order in favour of NBF.
- v. Affidavit on Judicial Stamp paper of Rs.100/- to the effect that firm has neither been black listed nor in litigation for non-fulfillment of contractual obligations in the past by any Govt Department.

**4. Rejection / Acceptance of Bides:**

Tender received after closing date and time will not be accepted. Supply order will be issued to successful bidder after signing proper agreement. Competent authority reserves the right to accept or reject any or all bids at any time as per provisions of PPRA Rules.

**5. Bid Security:**

The bidders are required to submit Pay Order/ Bank Draft / Bankers Cheque equal to 2% of total bides cost in favour of National Book Foundation as “Bid Security”. The Security deposit of successful bidders shall be retained with the Foundation till completion of the contract period. Bids without security deposit shall be rejected.

**6. Delivery time:**

Quoted prices inclusive of all taxes should remain valid till 30<sup>th</sup> June, 2022. The successful bidder shall be bound to supply on repeat order if the authority so desires. If any successful bidder fails to supply the items within due date & time, his bid shall be rejected and bid security shall be forfeited.

**7. Bill of Quantities:**

Detail of required stationary items is given in (Annex-A) of the bid documents. The authority reserves the right to change the quantity of any item on the basis of requirements of the office.

**8. Payment:**

After completion of supply, as per supply order, and satisfactory inspection by the authorized officers, payment will be released in due course of time subject to provision of bills and completion of codal formalities. Taxes will be deducted as per rules.

**9. Disqualification:**

Incomplete documents shall lead to disqualification of bidders. Move over, wrong information and using references for undue favour shall make the firm liable for debarring from this as well as future contacts in NBF even after issuance of supply order.

**10. Evaluation criteria:**

The Bids shall be evaluated on the basis of technical specifications (i.e quality, past performance etc.) and lowest competitive total price of requirement. All bidders are required to offer bids for standard products only as rates quoted for substandard products shall be declared “**Non Responsive**”. The bids received without requisite documents as per Para – 3 not fulfilling the and items and condition will be rejected.

**11. Power of Reject Bid(s):**

National Book Foundation reserves the right to reject any or all bids as per PPRA Rules.

**(Inam Ullah Khan)**  
Assistant Director (Admin)  
Ph No : 051-9261020

**NATIONAL BOOK FOUNDATION**  
**(Admin Section) Islamabad**  
**BID APPLICATION FORM**

1. Name of the Firm / Bidder : \_\_\_\_\_
2. CNIC of the Bidder : \_\_\_\_\_
3. Name of Owner : \_\_\_\_\_
4. Address of the Bidder : \_\_\_\_\_
5. GST Registration No. : \_\_\_\_\_
6. NTN No. : \_\_\_\_\_
7. Telephone No. : \_\_\_\_\_
8. Pay Order No. : \_\_\_\_\_
9. Following documents must be enclosed with Application Forms.

Forms.

- i) Copy of CNIC : \_\_\_\_\_
  - ii) Copy of GST Certificate : \_\_\_\_\_
  - iii) Copy of NTN Certificate : \_\_\_\_\_
  - iv) Affidavit of no litigation : \_\_\_\_\_
  - v) Name of Bank and A/c No. : \_\_\_\_\_
  - vi) Security Deposit in shape of pay order : \_\_\_\_\_
10. Total Bid Price :Rs. \_\_\_\_\_  
In Word: Rupees ( \_\_\_\_\_ )  
\_\_\_\_\_ )

**Annex - A**

S. No.	List of Stationary Item Required for NBF, Head Office, Islamabad for the year 2021-22	Quantity
1.	Attendance Register.	2 Nos
2.	ACR paper colors Pink & Yellow.	5 Rim
3.	Ball point (Blue, Red, Black).	150 Packet
4.	Ball Point (Pointer Blue & Black).	50 Packet
5.	Ball Point (Gel Pen).	20 Packet
6.	Box File.	50 Nos
7.	Binding Tap 2 Inches.	60 Nos
8.	Binding Tap 1.5 Inches.	30 Nos
9.	DVD (RW).	100 Nos
10.	DVD ( R ).	100 Nos
11.	Draft Paid Small.	100 Nos
12.	Duster (Yellow).	200 Nos
13.	Double Punch (Big – 30 Pages).	4 Nos
14.	Double Tap	6 Nos
15.	Envelop Large (Brown).	500 Nos
16.	Envelop Large (Brown with Cloth).	200 Nos
17.	Envelop (A-4 Brown).	1000 Nos
18.	Envelop (5 x 11 Brown).	2000 Nos
19.	Envelop (9 x 4 Brown).	2000 Nos
20.	Envelop (A-4 White).	5000 Nos
21.	Fluid Pen.	60 Nos
22.	File Board.	2000 Nos
23.	Gum Stick (M).	100 Nos
24.	Highlighter Yellow.	60 Nos
25.	Ink Stamp Pad.	10 Nos
26.	Lead Pencil.	100 Nos
27.	Marker Black (Bold).	60 Nos
28.	Marker (Cut).	3 Packet
29.	Marker (White Board).	3 Packet
30.	Note Sheet (Pad A-4).	60 Packet
31.	Poster Pad (2 x 3).	40 Nos
32.	Poster Pad (Multi Color).	20 Nos
33.	Paper (A-4).	800 Rims
34.	Paper (Legal).	30 Rims
35.	Packing Tap (2 Inches).	60 Nos



36.	Pasted Pad (3 x3).	30 Nos
37.	Paper Cutter.	30 Nos
38.	Scale (Steel).	60 Nos
39.	Scotch Tap (1 Inches Large).	200 Nos
40.	Scotch Tap (2 Inches Large).	30 Nos
41.	Stamp Pad.	10 Nos
42.	Stapler Pin (Medium).	60 Nos
43.	Stapler Machine (Medium).	60 Nos
44.	Stapler Remover.	30 Nos
45.	Stapler Pin (23/6)	6 Nos Each
46.	Stapler Pin (23/8)	6 Nos Each
47.	Stapler Pin (23/10)	6 Nos Each
48.	Stapler Pin (23/13)	6 Nos Each
49.	Stapler Pin (23/15)	6 Nos Each
50.	Stapler Pin (23/17)	6 Nos Each
51.	Stapler Pin (23/20)	6 Nos Each
52.	Stapler Pin (23/23)	6 Nos Each
53.	Soft Rubber.	100 Nos
54.	Single Punch (Steel).	60 Nos
55.	Sharpener.	100 Nos
56.	Scissor (Big & Small).	20 + 20 Nos
57.	Separator Set.	20 Set
58.	T. T File.	100 Nos
59.	Tissue Paper. (Rose Prattle).	100 Nos
60.	Tape Dispenser.	10 Nos
61.	Pen Stand.	20 Nos

**Annex - C**

S. No.	Stationary Item	Quantity	Unit Price Inclusive of all applicable taxes	Amount
1.	Attendance Register.			
2.	ACR paper colors Pink & Yellow.			
3.	Ball point (Blue, Red, Black).			
4.	Ball Point (Pointer Blue & Black).			
5.	Ball Point (Gel Pen).			
6.	Box File.			
7.	Binding Tap 2 Inches.			
8.	Binding Tap 1.5 Inches.			
9.	DVD (RW).			
10.	DVD ( R ).			
11.	Draft Paid Small.			
12.	Duster (Yellow).			
13.	Double Punch (Big – 30 Pages).			
14.	Double Tap			
15.	Envelop Large (Brown).			
16.	Envelop Large (Brown with Cloth).			
17.	Envelop (A-4 Brown).			
18.	Envelop (5 x 11 Brown).			
19.	Envelop (9 x 4 Brown).			
20.	Envelop (A-4 White).			
21.	Fluid Pen.			
22.	File Board.			
23.	Gum Stick (M).			
24.	Highlighter Yellow.			
25.	Ink Stamp Pad.			
26.	Lead Pencil.			
27.	Marker Black (Bold).			
28.	Marker (Cut).			
29.	Marker (White Board).			
30.	Note Sheet (Pad A-4).			
31.	Poster Pad (2 x 3).			
32.	Poster Pad (Multi Color).			
33.	Paper (A-4).			
34.	Paper (Legal).			

36.	Pasted Pad (3 x3).			
37.	Paper Cutter.			
38.	Scale (Steel).			
39.	Scotch Tap (1 Inches Large).			
40.	Scotch Tap (2 Inches Large).			
41.	Stamp Pad.			
42.	Stapler Pin (Medium).			
43.	Stapler Machine (Medium).			
44.	Stapler Remover.			
45.	Stapler Pin (23/6)			
46.	Stapler Pin (23/8)			
47.	Stapler Pin (23/10)			
48.	Stapler Pin (23/13)			
49.	Stapler Pin (23/15)			
50.	Stapler Pin (23/17)			
51.	Stapler Pin (23/20)			
52.	Stapler Pin (23/23)			
53.	Soft Rubber.			
54.	Single Punch (Steel).			
55.	Sharpener.			
56.	Scissor (Big & Small).			
57.	Separator Set.			
58.	T. T File.			
59.	Tissue Paper. (Rose Prattle).			
60.	Tape Dispenser.			
61.	Pen Stand.			