

Rs.5000/-
Not Refundable

NATIONAL BOOK FOUNDATION

ADMIN SECTION

ISLAMABAD

TENDER NO.HAF-1(13)



TENDER DOCUMENTS

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

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National Book Foundation

**Head Office, 6-Mauve Area, Taleemi Chowk, G-8/4,
Islamabad Phone No. 051-9261120**

NATIONAL BOOK FOUNDATION

ISLAMABAD

TENDER NO.HAF-1(13)

INVITATION TO BID

National Book Foundation invites sealed bids from GST and NTN registered Importers/ manufactures /distributes/dealers/suppliers having their office/outlet in Islamabad/ Rawalpindi for supply of stationery 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.5000/- (not refundable). Tender documents can also be downloaded from NBF website (www.nbf.org.pk) and PPRA website (www.ppra.org.pk).

Bids complete in all respect alongwith 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 25-08-2023 at 11:00 a.m. which shall be opened on the same day at 11:30 a.m. in the committee Room, NBF, 6-Mauve Area, Taleemi Chowk, G-8/4, Islamabad in presence or bidders or their authorized representatives.

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

(Inam Ullah Khan)
Assistant Director (Admin)
NBF, Head Office,
6-Mauve Area,
Taleemi Chowk,
G-8/4, Islamabad
Ph:051-9261120

(1)

NATIONAL BOOK FOUNDATION

ISLAMABAD

Tender Documents (Terms and Conditions)

1. General:

National Book Foundation invites sealed bids from GST and NTN registered manufactures /distributes/dealers/suppliers importers having their office/outlet in Islamabad/ Rawalpindi for supply of stationery 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.3000/- (Not Refundable) in respect of NBF as tender fee. Tender documents can also be downloaded from NBF website (www.nbf.org.pk) and PPRA website (www.ppra.org.pk). The last date of submission of bids is 25-08-2023 by 11:00 a.m. and bids will be opened on the same day at 11:30 a.m. in the committee Room, NBF, 6-Mauve Area, Taleemi Chowk, G-8/4, Islamabad in presence or bidders or their authorized representatives.

3. Documents to be attached:

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

- i) Prescribed bid Applications 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 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.

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

Tender received after closing date and time will not be accepted. All bidders submit picture of his shops otherwise tender will be rejected. Supply Order will be issued to successful bidder after signing proper agreement. The 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 bidder are required to submit pay Order / Bank Draft/ Bankers Cheque equal to 2% of total bides cost in respect 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 30th June 2024. The Successful bidders shall be bound to supply on repeat order if any authority so desires and supply will be excented on need basis on desires basis of NBF. If any successful bidders fails to supply the items within due date & time, its bid shall be rejected and bid security shall be forfeited.

7. **Bill of quantities:**

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

8. **Payment:**

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

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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 cost of each item (item wise lowest cost). 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 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: 051-9261120

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ANNEX-A

**LIST OF STATIONERY ITEMS REQUIRED FOR NBF HEAD OFFICE, ISLAMABAD
FOR THE YEAR 2023-24**

| S. NO. | STATIONERY ITEMS | SPECIFICATION | QUANTITY |
|---------------|-------------------------|-----------------------------------|-----------------|
| 1. | Attendance Register | No.4 | 02 Nos |
| 2. | ACR Papers | Yellow | 10 Packet |
| 3. | Ball Point | (0.8 mm) Blue, Red, Black | 100 Packet |
| 4. | Ball Point (Pointer) | (0.5 mm) Blue, Red, Black | 50 Packet |
| 5. | Box File | Best quality | 60 Nos. |
| 6. | Binding Tap | 2 Inches | 30 Nos |
| 7. | Binding Tap | 1.5 Inches | 30 Nos |
| 8. | Draft Pad | Small 6"x8" | 60 Nos |
| 9. | Draft Pad | A-4 size | 30 No |
| 10. | Duster | Yellow (Best quality) | 100 Nos |
| 11. | Double Punch | Big 30-Pages | 06 Nos |
| 12. | Double Tap | Large (Best quality) | 05 Nos |
| 13. | Envelop | Large (Brown) | 5000 Nos |
| 14. | Envelop | Large (Brown with clothes) | 2000 Nos |
| 15. | Envelop | Extra Large (Brown) | 500 Nos |
| 16. | Envelop | A-4 (Brown) | 5000 Nos |
| 17. | Envelop | 9x4 (Brown) | 5000 Nos |
| 18. | Envelop | 11x5 (Brown) | 5000 Nos |
| 19. | Envelop | A-4 (Brown) | 5000 Nos |
| 20. | Envelop | Large (White) | 2000 Nos |
| 21. | Envelop | Large (White with clothes) | 2000 Nos |
| 22. | Envelop | Extra Large (White) | 500 Nos |
| 23. | Envelop | A-4 (White) | 5000 Nos |
| 24. | Envelop | 9x4 (White) | 1000 Nos |
| 25. | Fluid Pen | Best Quality | 60 Nos |
| 26. | File Board | Legal size Best Quality | 1000 Nos |
| 27. | Gum Stick | Best Quality 36 grms | 100 Nos |
| 28. | Highlighter | Yellow, Orange, Green, Magenta | 60 Nos |
| 29. | Lead Pencil | Best Quality | 60 Packet |
| 30. | Ledger | No.3 | 10 Nos |
| 31. | Marker Bold | Blue, Black | 30 Nos |
| 32. | Marker (Cut) | Best Quality | 02 Packet |
| 33. | White Board Marker | Best Quality | 5 Packet |
| 34. | Note Sheet Pad | A-4 Size (80 grms) | 30 Packet |
| 35. | Posted Pad | Different colour (1x3) | 30 Packet |

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| | | | |
|-----|-----------------|------------------------|------------|
| 36. | Posted Pad | Yellow (2x3) | 20 Packet |
| 37. | Posted Pad | Yellow (3x3) | 20 Packet |
| 38. | Paper | A-4 Imported 80 gram | 1000 Reams |
| 39. | Paper | Legal Imported 80 gram | 200 reams |
| 40. | Packing Tap | 2 Inches | 60 Nos |
| 41. | Paper Cutter | Best quality | 20 Nos. |
| 42. | Pen Stand | Plastic | 20 Nos |
| 43. | Scissors | Big size | 20 Nos |
| 44. | Stepler Machine | Big size (23 mm) | 2 Nos |
| 45. | Stepler Pin | (23/6) | 20 Packet |
| 46. | Stepler Pin | (23/8) | 6 Packet |
| 47. | Stepler Pin | (23/10) | 6 Packet |
| 48. | Stepler Pin | (23/13) | 6 Packet |
| 49. | Stepler Pin | (23/15) | 6 Packet |
| 50. | Stepler Pin | (23/17) | 6 Packet |
| 51. | Stepler Pin | (23/20) | 6 Packet |
| 52. | Stepler Pin | (23/23) | 6 Packet |
| 53. | Soft Rubber | Best Quality | 100 Nos |
| 54. | Shorpner | Best Quality | 100 Nos |
| 55. | Single Punch | Best Quality | 30 Nos |
| 56. | Seperator Set | A-4 Size | 20 Nos |
| 57. | Strip File | Best Quality | 50 Nos |
| 58. | Stock Register | No.2 | 5 No. |
| 59. | Stock Register | No.4 | 6 No. |
| 60. | Stock Register | No.8 | 5 No. |
| 61. | Stock Register | No.12 | 5 No. |
| 62. | T.T. File | Best Quality | 100 Nos |
| 63. | Tissue Paper | Soft & Frangranted | 100 Nos |

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ANNEX-B

NATIONAL BOOK FOUNDATION

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. Tel No. : _____
8. Pay Order No. : _____
9. Following documents must be attached with application 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 : _____

In word: (Rupees _____)

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Annex-C

| S. No. | Stationery items | Specification | Quantity | Unit Price inclusive of all applicable tax | Amount (Rs.) |
|--------|----------------------|--------------------------------|------------|--|--------------|
| 1. | Attendance Register | No.4 | 02 Nos | | |
| 2. | ACR Papers | Yellow | 10 Packet | | |
| 3. | Ball Point | (0.8 mm) Blue, Red, Black | 100 Packet | | |
| 4. | Ball Point (Pointer) | (0.5 mm) Blue, Red, Black | 50 Packet | | |
| 5. | Box File | Best quality | 60 Nos. | | |
| 6. | Binding Tap | 2 Inches | 30 Nos | | |
| 7. | Binding Tap | 1.5 Inches | 30 Nos | | |
| 8. | Draft Pad | Small 6"x8" | 60 Nos | | |
| 9. | Draft Pad | A-4 size | 30 No | | |
| 10. | Duster | Yellow (Best quality) | 100 Nos | | |
| 11. | Double Punch | Big 30-Pages | 06 Nos | | |
| 12. | Double Tap | Large (Best quality) | 05 Nos | | |
| 13. | Envelop | Large (Brown) | 5000 Nos | | |
| 14. | Envelop | Large (Brown with clothes) | 2000 Nos | | |
| 15. | Envelop | Extra Large (Brown) | 500 Nos | | |
| 16. | Envelop | A-4 (Brown) | 5000 Nos | | |
| 17. | Envelop | 9x4 (Brown) | 5000 Nos | | |
| 18. | Envelop | 11x5 (Brown) | 5000 Nos | | |
| 19. | Envelop | A-4 (Brown) | 5000 Nos | | |
| 20. | Envelop | Large (White) | 2000 Nos | | |
| 21. | Envelop | Large (White with clothes) | 2000 Nos | | |
| 22. | Envelop | Extra Large (White) | 500 Nos | | |
| 23. | Envelop | A-4 (White) | 5000 Nos | | |
| 24. | Envelop | 9x4 (White) | 1000 Nos | | |
| 25. | Fluid Pen | Best Quality | 60 Nos | | |
| 26. | File Board | Legal size Best Quality | 1000 Nos | | |
| 27. | Gum Stick | Best Quality 36 grms | 100 Nos | | |
| 28. | Highlighter | Yellow, Orange, Green, Magenta | 60 Nos | | |
| 29. | Lead Pencil | Best Quality | 60 Packet | | |
| 30. | Ledger | No.3 | 10 Nos | | |
| 31. | Marker Bold | Blue, Black | 30 Nos | | |
| 32. | Marker (Cut) | Best Quality | 02 Packet | | |
| 33. | White Board Marker | Best Quality | 5 Packet | | |
| 34. | Note Sheet Pad | A-4 Size (80 grms) | 30 Packet | | |
| 35. | Posted Pad | Different colour (1x3) | 30 Packet | | |

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| | | | | | |
|-----|-----------------|------------------------|------------|--|--|
| 36. | Posted Pad | Yellow (2x3) | 20 Packet | | |
| 37. | Posted Pad | Yellow (3x3) | 20 Packet | | |
| 38. | Paper | A-4 Imported 80 gram | 1000 Reams | | |
| 39. | Paper | Legal Imported 80 gram | 200 reams | | |
| 40. | Packing Tap | 2 Inches | 60 Nos | | |
| 41. | Paper Cutter | Best quality | 20 Nos. | | |
| 42. | Pen Stand | Plastic | 20 Nos | | |
| 43. | Scissors | Big size | 20 Nos | | |
| 44. | Stapler Machine | Big size (23 mm) | 2 Nos | | |
| 45. | Stapler Pin | (23/6) | 20 Packet | | |
| 46. | Stapler Pin | (23/8) | 6 Packet | | |
| 47. | Stapler Pin | (23/10) | 6 Packet | | |
| 48. | Stapler Pin | (23/13) | 6 Packet | | |
| 49. | Stapler Pin | (23/15) | 6 Packet | | |
| 50. | Stapler Pin | (23/17) | 6 Packet | | |
| 51. | Stapler Pin | (23/20) | 6 Packet | | |
| 52. | Stapler Pin | (23/23) | 6 Packet | | |
| 53. | Soft Rubber | Best Quality | 100 Nos | | |
| 54. | Shorpner | Best Quality | 100 Nos | | |
| 55. | Single Punch | Best Quality | 30 Nos | | |
| 56. | Seperator Set | A-4 Size | 20 Nos | | |
| 57. | Strip File | Best Quality | 50 Nos | | |
| 58. | Stock Register | No.2 | 5 No. | | |
| 59. | Stock Register | No.4 | 6 No. | | |
| 60. | Stock Register | No.8 | 5 No. | | |
| 61. | Stock Register | No.12 | 5 No. | | |
| 62. | T.T. File | Best Quality | 100 Nos | | |
| 63. | Tissue Paper | Soft & Frangranted | 100 Nos | | |