

# POWER INFORMATION TECHNOLOGY COMPANY



## TENDER DOCUMENT FOR PROCUREMENT OF COMPUTER STATIONARY

TENDER NO. PITC/G-67(24)/02-2018

### CONTACTS:

Director General (ISDS)  
Phone: 042-99202163  
042-99202211 Ext.3044  
Fax: 042-99202799

## ABRIDGMENT

1. Recipient: CEO (PITC)
2. Venue: PITC Conference Room, SB-25 WAPDA House Lahore
3. Closing Date and Time: 06 -03-2018 at 10: 00 AM
4. Opening Date and Time: 06-03-2018 at 10: 30 AM
5. Bid Money: 2% of the total value of quoted cost
6. Type of Tender: Single Stage one Envelope
7. Cost of Tender Document Rs.1000/=

| <b>MATERIAL REQUIRED</b> |  |
|--------------------------|--|
|                          | (i) Computer Plain Size A-4 (Imported) (80 GSM)<br>Brilliant white offset (AA or Equal)    |
|                          | (ii) Computer Plain Size Legal (Imported) (80 GSM)<br>Brilliant white offset (AA or Equal) |

Sealed quotations are invited from the potential dealing firms for the supply of Computer Stationery categories with detail given in "Bill of Quantity".

## INSTRUCTIONS TO THE BIDDER

- 1.1 Rates should be quoted on the FCS basis (Free delivery at Consignee's Store).
- 1.2 The bidders are required to submit two copies (one in original & one copy) of the bid
- 1.3 The bidders shall furnish 2% bid money as a part of their tenders in form of Bank Draft or Bank Guarantee in favour of CEO (PITC), WAPDA House, Lahore, to be enclosed in the envelop of technical bid.
- 1.4 A list of clients to whom the bidder has done or been doing business during last 1 years along with their Names, Addresses and Phone Numbers.
- 1.5 Please mention exact brand, manufacturer's name
- 1.6 Successful bidder shall deposit performance security, as described in rate contract or PO, not exceeding 5 % of the value of the proposed purchase order in shape of bank draft or bank guarantee issued by any scheduled bank, in favour of indenter/consignee. The same shall be released after expiry of warranty period.
- 1.7 Competent authority reserves the right to accept or reject any offer or a part thereof or increase/decrease quantity to any extent. The offer received incomplete or not in accordance with the conditions/specifications will not be entertained. Bid offered is likely to be ignored if: -
  - i) The tender is unsigned (all pages should be signed).
  - ii) It is received after the time and date fixed for its receipt.
  - iii) Offer is ambiguous or conditional.
  - iv) The offer is from a firm who is blacklisted by PEPCO, PITC, NTDC, WAPDA or any other government organization, or is in litigation with any government organization or is defaulter in any previous order and/or contract.
  - v) The offer is unsolicited.
  - vi) The bid is not accompanied with full earnest money.
- 1.8 The tenders prepared by the bidders should comprise of the following documents:-
  - i) Covering letter.
  - ii) Receipt of tender document cost.
  - iii) Bid Money.
  - iv) Bill of quantities provided with tender document duly filled, signed and stamped.

## 2. TERMS AND CONDITIONS

- 2.1 The quoted price must be firm, final, inclusive of all taxes, transportation charges etc. And should be in Pak Rupees.
- 2.2 The purchaser is not bound to accept the lowest offer not fulfilling the requisite criteria. The reasons for rejecting the lowest or any offer shall not necessarily be communicated.
- 2.3 Price will remain valid for at least 90 days from the date of opening of quotation.
- 2.4 The supplier shall be liable for liquidated damages @ 2% PM, if he fails to deliver the equipment within delivery period.
- 2.5 Quantities given in Bill of Quantity are based on rough estimate and may increase or decrease up to any extent. Successful bidder shall be bound to supply the required quantity, on the approved rates within the validity of the rates.
- 2.6 Performance report of media items and inspection of paper supplied shall be carried out by CEO (PITC) or his representative in the office of CEO (PITC).

3 Schedule of Supplies

The delivery of the items will be required to be completed within one month.

4. Terms of Payment

Payment of the items supplied will be made directly by the O/O CEO (PITC) within thirty days, from the date of receipt of invoice, on production of following documents:

- a) Invoice in triplicate having NTN.
- b) GRN (Goods Receipt Note) issued by the consignee.
- c) Performance / Inspection Report.
- d) Sales Tax Invoice (if not exempted) or attach exemption certificate.
- e) Non-payment certificate.
- f) Performance Security Receipt Certificate.

## BILL OF QUANTITIES

| Sr. No                            | Item Description   | Total Qty. In Boxes | Unit Price with All Taxes | Total Amount incl. all applicable Taxes (Rs) |
|-----------------------------------|--|---------------------|---------------------------|--|
| 1                                 | Computer Plain Size A-4<br><b>(Imported)</b> (80 GSM)<br>Brilliant white offset<br>(AA or Equal)   | 200                 |                           |  |
| 2                                 | Computer Plain Size Legal<br><b>(Imported)</b> (80 GSM)<br>Brilliant white offset<br>(AA or Equal) | 20                  |                           |  |
| <b>Total Amount Involved (Rs)</b> |  |                     |                           |  |

Bidder Signature

Aqib Raza  
Director General (ISDS)  
O/o. Chief Executive Officer (PITC)