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| <b>Organization Name</b>   | <b>Khyber Pakhtunkhwa Oil &amp; Gas Company Limited (KPOGCL)</b>  |
| <b>Subject</b>   | <p><b><u>Purchase of Following Marketing Material:</u></b></p> <ol style="list-style-type: none"> <li>1. Wallets with KPOGCL Logo</li> <li>2. Pens with KPOGCL Logo</li> <li>3. Writing Pads</li> <li>4. Key Chains</li> <li>5. KPOGCL Branded File</li> <li>6. Brochures &amp; Write Ups</li> <li>7. Branded Hand Bags</li> </ol>  |
| <b>Address for Depositing &amp; Opening of Tender No: KPOGCL/ Tender /476/2017</b> | <b>HQ, KPOGCL Office, 3<sup>rd</sup> Floor, Ali Tower, Opposite Custom House, University Road, Peshawar.</b>  |
| <b>Tel No.</b>   | <b>+92 91 – 9216283 0300 500 1038, 0333 538 0240 (SMS)</b>  |
| <b>Fax No.</b>   | <b>+92 91 – 9216295</b>   |
| <b>Tender No</b>   | <b>KPOGCL/Tender/476/2017</b>   |
| <b>Procedure</b>   | <b>Single Stage, Single Envelope, As Per KPPRA Rule 6(2)(a)</b>   |
| <b>Terms &amp; Conditions</b>  | <ol style="list-style-type: none"> <li>1. Quotations must be submitted in single envelope clearly marked on the top in bold <b>COMMERCIAL OFFER</b> beneath that Tender No. 476/2017 and Bidders Name, Address, Phone, Fax &amp; Email.</li> <li>2. Commercial Offer should indicate price of quoted Items and must be conform to the terms and conditions of the Tender. Original bank draft of 2% bid security must be attached with Commercial Offer.</li> <li>3. The quoted Prices are to be inclusive of all taxes levied by the Governments on FOR basis. GST &amp; WHT must be mentioned separately as per Annex-B . PLEASE ENSURE COMPLETION OF ANNEX-B AS PER THE GIVEN FORMAT.</li> <li>4. The firm should be registered with FBR having income tax and sales tax certificates. The firm should be on active tax payer list, as per KPPRA Rule 8(3) (b).</li> <li>5. Quoted rates/price shall remain valid for a period of minimum 90 days.</li> <li>6. Item(s) are required within delivery period of 30 calendar days from</li> </ol> |


issuance of Purchase Order. However, the delivery period should be factual as no extension will be subsequently granted except under extreme / un-avoidable circumstances. Any delay beyond 30 days shall result in encashing of 2% Bid Security.


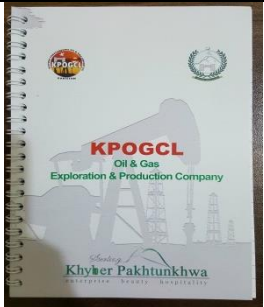
7. The quotations must be in original and are to reach at HQ, KPOGCL, Peshawar by 1100 hours on 16-August-2017. No quotation will be accepted in photocopy, through Fax or e-mail and or after due date and time.
8. KPOGCL reserves the right to cancel or rejected all bids/ proposals at any time prior to its acceptance as per KPPRA Rule 47(1).
9. Government taxes (GST/WHT) will be deducted at the time of payment as per Government prescribed rates.
10. Offers are liable to be rejected if: -
  - a) There is any deviation from any instruction.
  - b) Offers are found conditional or incomplete in any respect.
  - c) Multiple rates are quoted against one item or overwriting /Erasing in prices.
  - d) If the amount of the Bid Bond is less than 2% of the quoted value (Quoted value means the amount for total Quantity) the offer will be rejected.
11. Acceptance of the tendered items will be carried out after Bulk Supply and Inspection at the Office of KPOGCL (Peshawar). Payment will be made accordingly.
12. All terms and conditions by the supplier must be specified clearly.
13. Successful Bidders must ensure compliance of material as asked in Annex B. Supply must be in accordance with the approved samples, if supplier delivered the tendered items not compatible with the approved samples, the Bid Security of that firm will be forfeited.
14. If any fault / defect occur in the equipment during the warranty period, it will be replaced immediately by the Supplier at his own Risk and Cost.
15. The quantity of tendered items may increase or decrease depending upon circumstances.


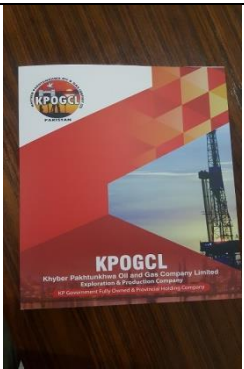
|                                    |   |
|------------------------------------|---|
|                                    | <p>16. Documentary Proof must be provided as per Annex-A to these bidding documents.</p> <p>17. Technical specifications and basic features of tendered item is at Annex B.</p> |
| <b>Advertisement Date</b>          | <b>26-July-2017</b>   |
| <b>Pre Bid Meeting Date/Time</b>   | <b>09-Aug-2017 (11:00 am)</b>   |
| <b>Location of Pre Bid Meeting</b> | <b>HQ,KPOGCL, Peshawar</b>  |
| <b>Corrigendum Date</b>            | <b>Nil</b>  |
| <b>Bid Closing Date</b>            | <b>16-August-2017 (Peshawar)</b>  |
| <b>Bid Closing Time</b>            | <b>11:00 am</b>   |
| <b>Bid Opening Date</b>            | <b>16-August-2017 (Peshawar)</b>  |
| <b>Bid Opening Time</b>            | <b>11:30 am</b>   |
| <b>Bid Security</b>                | <b>2% of bid amount</b>   |
| <b>Document Cost</b>               | <b>Free to download from KPOGCL website.</b>  |
| <b>Remarks</b>                     | <b>For any questions, please send email to: <a href="mailto:muhammad.ikram@kdogcl.com.pk">muhammad.ikram@kdogcl.com.pk</a></b>  |



**ANNEX-A**

| S.N | The bidders shall clearly provide the proof of the following ,<br>One No Means Disqualification.                                | Yes | No |
|-----|---|-----|----|
| 1   | Tax Certificates i.e GST, NTN.  |     |    |
| 2   | Filer/ Tax Payer.   |     |    |
| 3   | Firm in Operation (Certificate of incorporation/registration under the laws of Pakistan – Documentary proof/evidence required). |     |    |
| 4   | Successful Bidder to Show and get Approval of the Samples from the Committee Before Bulk Supply                                 |     |    |

| <b><u>COSTING TABLE</u></b> |                                 |   |            | <b>ANNEX-B</b>                              |  |   |
|-----------------------------|---------------------------------|---|------------|---|--|---|
| <b>A</b>                    | <b>B</b>                        | <b>C</b>  | <b>D</b>   | <b>E</b>                                    | <b>F</b>   | <b>G</b>  |
|                             | <b>Item</b>                     | <b>Technical Description</b>  | <b>Qty</b> | <b>Amount Per Unit with Taxes in Rupees</b> | <b>Total Amount with Taxes in Rupees<br/>DXE=F</b> | <b>Picture for Reference</b>  |
| <b>1</b>                    | <b>Wallets with KPOGCL Logo</b> | Material: Made from Cow Dry Mild Leather.<br>Size: 3.5”Hx4.5”Wx0.75”D<br>Design: Bifold with 06 card slots, three on each side of fold., 02 interior pockets<br>Color: Black /Tan<br>Packing: Beautifully Gift Box<br>LOGO KPOGCL on the front fold<br>Warranty: 1 year | 200        |   |  |  |

|   |                              |   |     |  |  |  |
|---|------------------------------|---|-----|--|--|--|
| 2 | <b>Pens with KPOGCL Logo</b> | <p>Logo to be printed on one side<br/>Other side KPOGCL be written<br/>4 Color Printing.<br/>Material: Plastic ABS<br/>Point Size:1.0mm<br/>Ink Color: Black/Blue<br/>Pen Color: White<br/>Logo: Silking printing, laser engraving, heat transfer, etc.<br/>Feature: Safety material, Non-toxic ink<br/>comfortable barrel &amp; grip<br/>classical model for office use and promotional use like conference, gift etc. easy to write &amp; good ink for the writing.<br/>Warranty:1 year</p> | 500 |  |  |   |
| 3 | <b>Writing Pads</b>          | <p>Each 50 pages<br/>Size: 168*105mm,<br/>KPOGCL LOGO in the top middle<br/>Beneath that KPOGCL in bold be printed<br/>Below that lines are printed till the end page with each line space 1/2" for writing of tax.<br/>Ring binder</p>   | 300 |  |  |  |

|   |                            |  |     |  |  |   |
|---|----------------------------|--|-----|--|--|---|
| 4 | <b>Key chains</b>          | Material: Black/Brown leather<br>embossed KPOGCL LOGO<br>Size: 3"x1"<br>Excellent finish<br>Packing type: Box<br>Warranty 1 year   | 200 |  |  |  |
| 5 | <b>KPOGCL Branded File</b> | Specimen Attached <ul style="list-style-type: none"> <li>• Designing and composing of file</li> <li>• Page Size 7 X 9.5</li> <li>• 310 gm Art card with four colors printing lamination and Spot UV</li> </ul> | 500 |  |  |  |

|    |                                    |   |              |                    |  |   |
|----|------------------------------------|---|--------------|--------------------|--|---|
| 6  | <b>Brochures &amp; Write ups</b>   | 1/2 A4, 150gms, front/back printing<br>Double fold<br><ul style="list-style-type: none"> <li>Size 1/2 A4</li> <li>150 gm Matt paper with four color printing</li> <li>Front/Back Printing Writing Material will be provided.</li> </ul> | 300          |                    |  |  |
| 7  | <b>Branded Hand Bags</b>           | Specimen Attached<br><ul style="list-style-type: none"> <li>Designing of Bag as per the sample</li> <li>Size: 9"x 14"x 4"</li> <li>210 gm imported art card with lamination and four color printing</li> </ul>                          | 500          |                    |  |  |
| 9  | <b>Grand Total (Add Column F)</b>  |   |              |                    |  |   |
| 10 | <b>WHT (4.5%)</b>                  | Deduction (4.5%)  | <b>0.045</b> | <b>(F-9)x0.045</b> |  |   |
| 11 | <b>GST (17%)</b>                   | Deduction (1/5 of 17%=3.4%)   | <b>0.034</b> | <b>(F-9)x0.034</b> |  |   |
| 12 | <b>Net Payment By Cross Cheque</b> |   |              | Row (9-10-11)      |  |   |



|    |   |  |             |                   |  |  |
|----|---|--|-------------|-------------------|--|--|
| 13 | <b>Bid Bond (2%)</b>                      |  | <b>0.02</b> | <b>(F-9)x0.02</b> |  |  |
| 14 | <b>Bid Bond Deposited</b>                 |  |             |                   |  |  |
| 15 | <b>Difference between Row 13 &amp; 14</b> |  |             |                   |  |  |

Note:

- 1 In case of WHT Exemption, provide certificate or Government SRO, as the case may be.
- 2 In case of GST Exemption/percentage differentiation, Provide Certificate or Government SRO, as the case may be.
- 3 You May Quote for one or more items.