

Organization Name	Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL)
Subject	Rate Running Contract (RRC) for Supply of Office Stationery
Address for Depositing & Opening of Tender No: KPOGCL/ Tender /490/2017	3rd Floor, Ali Towers, University Road (Opposite Custom's House) Peshawar,
Tel No.	+92 91 – 9216283 0300 500 1038 0333 538 0240 (SMS)
Fax No.	+92 91 – 9216295
Tender No	KPOGCL/Tender/490/2017
Procedure	Single Stage, Single Envelope, As per KPPRA Rule 6(2)(a)
Terms & Conditions	<ol style="list-style-type: none"> 1. Quotations must be submitted in single envelope clearly marked on the top in bold COMMERCIAL OFFER beneath that Tender No 490/2017, Bidders Name, Address, Phone, Fax & Email must be written. 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 bid amount Rs-50,000/- as bid security must be attached with Commercial Offer. 3. The quoted Prices are to be inclusive of all taxes levied by the Governmentson on FOR basis. GST & WHT must be mentioned separately as per Annex-B. PLEASE ENSURE COMPLETION OF “ANNEX-B” AS PER THE GIVEN FORMAT. 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). 5. Quoted rates/price shall remain valid for a period of minimum 90 days. 6. Item(s) are required within delivery period of 30 calendar days from 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 the Bid Bond/Security. 7. The quotations must be in original and are to reach at HQ, KPOGCL Office Peshawar by 1100 hours on 13-September-2017. No quotation will be accepted in photocopy, through Fax or e-mailand or after due date and time. 8. KPOGCL reserves the right to cancel or reject all bids/ proposals at any time prior to its acceptance as per KPPRA Rule 47(1).

	<p>9. Government taxes (GST/WHT) will be deducted at the time of payment as per Government prescribed rates.</p> <p>10. Offers are liable to be rejected if: -</p> <p>a) There is any deviation from any instruction.</p> <p>b) Offers are found conditional or incomplete in any respect.</p> <p>c) Multiple rates are quoted against one item or overwriting /Erasing in prices.</p> <p>11. Acceptance of tendered items will be carried out after Bulk Supply as per the demand ,and Inspection at the office of HQ, KPOGCL (Peshawar). Payment will be made after Satisfactory Inspection Report by the Inspection Committee.</p> <p>12. If any fault / defect occur in the supplies during the usage period, it will be replaced as per the situation, by the Supplier at his own risk and cost.</p> <p>13. The quantity of items may increase or decrease depending upon circumstances.</p> <p>14. Documentary Proof must be provided as per Annex-A to these bidding documents.</p> <p>15. Technical Specifications and basic features of tendered items is at Annex B.</p>
Advertisement Date	12-Aug-2017
Pre Bid Meeting Time,Date & Location	Nil
Bid Closing Date	13-September-2017
Bid Closing Time	11:00hrs
Bid Opening Date	13-September-2017
Bid Opening Time	11:30hrs
Bid Security	Rs-50,000/-
Corrigendum	Nil
Document Cost	Free to download from KPOGCL website.
Remarks	For any questions, please send email to: muhammad.ikram@kpogcl.com.pk

ANNEX-A

S.N	The bidders shall clearly provide the proof of the following	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	Sample of all the items as per the given specifications to be shown on being declared lowest before bulk supply.		

COSTING TABLE			ANNEX-B		
A	B	C	D	E	F
S.N	Item	Brand	Qty	Amount Per Unit with Taxes in Rupees	Total Amount with Taxes in Rupees DxE=F
1	Paper clips	Branded			
2	Box Files	Branded			
3	Calculator	Casio or equivalent			
4	Colored Flags	Plus or equivalent			
5	Cutter Paper	Office Plus or equivalent			
6	Conference Notepad(40 Pages)	Branded			
8	Double Punch Big	Kangaro or equivalent			
9	Double Punch Small	Kangaro or equivalent			
10	Duster	Branded			
11	Envelope (10x12)size	Branded			
12	Envelope Medium	Branded			
13	Envelope Small	Branded			
14	Eraser	Natraj or equivalent			

15	File Board	Branded			
16	Gum Stick	Kores or equivalent			
17	Peon Books	Branded			
18	High Lighter Pen	Luxur or equivalent			
19	Note Book	Neelgagan or equivalent			
20	White Board Marker	Luxur or equivalent			
21	Pen	Montex or equivalent			
22	Paper Ream A-4 Size	Century, Double AA, Navigator or equivalent			
23	Pencils	Natraj HB or equivalent			
24	Permanent Marker	Reynolds or equivalent			
25	Plastic Folder	Solo or equivalent			
26	Plastic Folder Transparent	Solo or equivalent			
27	Paper Ream A-3 Size	Century, Double AA, Navigator or equivalent			
28	Registers	Nelgagan, POA or equivalent			
29	Single Hole Punch	Kangaro or equivalent			
30	Stapler Pins Small	Kangaro or equivalent			

31	Stapler Pins Big	Kangaro or equivalent			
32	Stapler Big HD-45	Kangaro or equivalent			
33	Stapler Small HD-10D	Kangaro or equivalent			
34	Scale(30 Cm)	Omax or equivalent			
35	Sharpener	Natraj or equivalent			
36	Separator	Branded			
37	Stamp Pad	Faber Castell or equivalent			
38	Whitener	Branded			
39	Any other items not included above if required will be provided as per the competitive market rates.				
40	Grand Total (Add Column F)				
41	WHT (4.5%) to be deducted on First and further demands from KPOGCL		0.045	(F-34)x0.045	
42	GST (17%) to be deducted on First and further demands from KPOGCL		0.034	(F-34)x0.034	
43	Net Payment By Cross Cheque			Row (40-41-42)	
44	Amount of Bid Bond			Rs-50,000/-	

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.

We agree to supply the stationary items at the unit rates quoted above for the duration of the Rate Running Contract i.e. for the period of one year starting from the date of Finalization of the contract. In case our bid is found to be lowest on maximum number of items, we agree to match the rate for remaining items at a price quoted lowest by other bidders. The defect noticed during usage and quality check at the time of supply at KPOGCL premises during the Contracted Period will be replaced with items of better quality with no additional cost. We also agree to supply the items not mentioned in the format above at the market determined rates to the satisfaction of the KPOGCL.

(Name and Signature of Authorized Signatory with Seal of the Vendor)

Stamp/Seal

Date: _____