

KHYBER PAKHTUNKHWA OIL AND GAS COMPANY LIMITED

(KPOGCL)

(KP Government Fully Owned & Provincial Holding Company)

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In relentless pursuit for Energy Security of Pakistan



Frame Work Contract

“SUPPLY OF OFFICE STATIONERY”



RFP NO: KPOGCL/TENDER/548/2019

Bid Submission Time/Date: 1100hrs, 23 Jan, 2020

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1. PURPOSE OF TENDER

This Procurement will be carried out under Frame work contract on need basis and will be for one year time starting from agreement signing date and ‘framework contract’ means a contract whereby the procurement is made for a certain volume or quantity of a particular good, a set of Services, Services or works over a specific period against an agreed sum or rate per item or lump sum.

2. CONTRACT DURATION

Successful firm will be awarded **01 (one year) Framework contract** (KPPRA Rule 31 (A) for supply of office Stationery on need bases.

3. TYPE OF TENDER OPEN COMPETITIVE BIDDING

The interested Bidders shall be engaged following KPPRA Rule 6(2)(a) a Single Stage, One Envelope Procedure for selection.

4. MANDATORY REQUIREMENTS

Table 1: Checklist for Bidders

S.No.	Descriptions	Mandatory
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	The bidder shall submit an affidavit that it has never been blacklisted in Pakistan.	
5	Office Location must be in Peshawar.	
6	Certificate of Similar Experience (at least 05 Certificate/Agreements/POs)	
Note- All mandatory documents/evidences MUST be submitted with the Bid. Failure to fulfill any of the above condition will disqualify the bidder from the Evaluation process. No document will be accepted after Bid submission Date & Time.		

5. GENERAL CONDITION

- a) The quoted Prices are to be inclusive of all taxes levied by the Governments. GST & WHT must be mentioned separately as per **Annex-A**. PLEASE ENSURE COMPLETION OF “**ANNEX-A**” AS PER THE GIVEN FORMAT.
- b) 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).
- c) Defective and substandard stationery will not be accepted and returned to the suppliers for replacement with new and same specifications.
- d) Bidder shall be liable to supply the requisite items at KPOGCL Head Office Peshawar at their own expenses even short notice if need failing which the earnest money will be forfeited.
- e) Bidders should bring Samples for verification from Committee of all items quoted in **Annex-A** otherwise bid will not be entertained.
- f) **Bidders should quote all items as per Annex-A otherwise his/her bid will not be accepted.**
- g) **Good quality and best standard items shall be quoted.**
- h) **Items will be evaluated by tender committee members for acceptance or rejection.**
- i) Item(s) are required within delivery period of 03 calendar days from issuance of Demand. However, the delivery period should be factual as no extension will be subsequently granted except under extreme / un-avoidable circumstances.
- j) Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
- k) The procuring entity may reject one or all such bids, which are vague (In terms of financial Quote) or does not adhere to these instructions.
- l) The procuring entity may go for re-bidding in case the Bid does not satisfy its professional requirements.
- m) If bid submission date falls on public holidays, next consecutive day will be considered for bid submission.
- n) KPOGCL reserves the right to cancel or reject all bids at any time prior to its acceptance as per KPPRA Rule 47(1).

- o) Government taxes (GST/WHT) will be deducted at the time of payment as per Government prescribed rates.
- p) Offers are liable to be rejected if: -
 - i. There is any deviation from any instruction.
 - ii. Offers are found conditional or incomplete in any respect.
 - iii. Multiple rates are quoted against one item or overwriting /Erasing in prices.
- q) The quantity of items will be on need basis as per KPOGCL requirements.
- r) Technical Specifications and basic features of tendered items is at **Annex A**.
- s) The successful bidder will be responsible to supply the office stationery during the contracted period and the Company will not be responsible for any increase in the price, shortage or deficiency if any.
- t) KPOGCL does not take any responsibility for delayed arrival of the bid.
- u) Any Bid received at KPOGCL's Head Office after the deadline for submission shall be returned unopened and not be part of the competitive bid.

6. **BID SECURITY (EARNST MONEY)**

The Contractor shall furnish the Bid Security (Earnest Money) as under:

- I. For an amount equivalent to **PKR 50,000/-**.
- II. Amount should be in Pak Rupees;
- III. As part of financial bid envelope, failing which will cause rejection of bid.
- IV. In the form of Demand Draft / Pay Order / Call Deposit Receipt,
- V. In the name of the **CEO KPOGCL**.
- VI. Have a minimum validity period of Ninety Days (90) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.

7. **FOR ANY CLARIFICATION OR INFORMATION PLEASE CALL OR EMAIL**

The last date for submitting queries/ clarifications is **14, Jan 2020 and send to below address.**

Mr. Tariq Saeed Awan

Cell: +92 3331518390

Phone: +92-91-9216283

(HOD SCM Department)

Email: tariq.scm@kpoicl.com.pk

Fax: +92-91-9216295.

8. SUBMISSION OF BIDS

All Bids must be sent at the following address:

Mr. USMAN GHANI KHATTAK

Chief Executive Officer,

Head Office Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL)

3rd Floor, Ali Towers, Opposite Customs House, University Road, Peshawar, Khyber Pakhtunkhwa, Pakistan.

Phone: +92-91-9216284

Bids are due at above address not later than **11:00 AM, on 23-Jan, 2020.**

9. FRAUD & CORRUPTION

KPOGCL's policy requires the Bidder to observe the highest standard of ethics during the procurement and execution of the contract. In pursuit of this policy, KPOGCL follows the instructions contained in Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules, 2014.

10. BID VALIDITY

The Bid shall remain valid for **Ninety (90)** days after the deadline for submission of Bid. If need arises, KPOGCL may request Bidders to extend the validity period of their Bid. Bidders who agree to such extension shall confirm in writing.

ANNEXURE- A

A	B	C	D	E	F	G	H
S.N	Item	Brand	Qty	Quoted item name by bidder	Specification if any	Amount Per Unit with Taxes in Rupees	Committee Remarks
1	Paper clips (Metal: Steel, Size: 350*350)	Branded	Per PKT				
2	Box Files (Size: A4, Color: Black/Blue)	Branded	Each				
3	Calculator for office use	Casio MJ-120T or equivalent	Each				
4	Colored Flags	Plus or equivalent	PKT				
5	Paper Cutter (Steel Blade)	Office Plus or equivalent	Each				
6	Batteries/Cells (1.5V R6, Size. AAA)	Branded	Per/12				
7	Batteries/Cells (1.5V R03, Size. AA)	Branded	Per/12				
8	Double Punch Big (Heavy Duty up to 220 sheets punching)	Kangaro or equivalent	Each				
9	Double Punch Small (up to 50 sheets punching)	Kangaro or equivalent	Each				
10	Single Hole Punch (up to 30 sheets punching) Steel Metal	Kangaro or equivalent	Each				
11	Envelope (size: 10x12)	Branded	Per/100				
12	Envelope (Size: A4)	Branded	Per/100				
13	Envelope (Size: Legal)	Branded	Per/100				

14	Eraser	Natraj or equivalent	Per Dozen				
15	File Board	Branded	Each				
16	Gum/Glue Stick (Washable, 15 gram)	Kores/Dollar/AMOS or equivalent	Per Dozen				
17	Gum/Glue Stick (Washable, 35 gram)	Kores/Dollar/AMOS or equivalent	Per Dozen				
18	Peon Books (120 pages)	Branded	Each				
19	High Lighter Pen	Luxur or equivalent	Each				
20	Note Book (150 pages) 6x8 size	Neelgagan or equivalent	Each				
21	White Board Marker (Erasable, (Blue/Black)	Luxur or equivalent	Each				
22	Paper Ream A-3 Size 80 Gram (500 Sheets)	Double AA, Navigator or equivalent	Per Ream				
23	Paper Ream A-3 Size 70 Gram (500 Sheets)	Double AA, Navigator or equivalent	Per Ream				
24	Paper Ream A-4 Size 80 Gram (500 Sheets)	Double AA, Navigator or equivalent	Per Ream				
25	Paper Ream A-4 70 Gram (500 Sheets)	Double AA, Navigator or equivalent	Per Ream				
26	Paper Ream Legal 80 Gram (500 Sheets)	Double AA, Navigator or equivalent	Per Ream				
27	Paper Ream Legal 70 Gram (500 Sheets)	Double AA, Navigator or	Per				

		equivalent	Ream				
28	Pencils	Natraj HB or equivalent	Per Dozen				
29	Permanent Marker (Blue/Black)	Reynolds or equivalent	Each				
30	Plastic Folder Data Binder (Size:A4, with Steal Clip)	Ideal or equivalent	Each				
31	Plastic Folder Data Binder (Size: Legal Size, with Steal Clip)	Ideal or equivalent	Each				
32	Plastic Folder. One side transparent with paper fastener. Management File A4 Size	Chanyi or equivalent	Each				
33	Plastic Folder. One side transparent with paper fastener. Management File Legal Size	Chanyi or equivalent	Each				
34	Ball Pen	Montex or equivalent	PKT				
35	Registers (200 pages)	Nelgagan, POA or equivalent	Each				
36	White Board Duster	Branded	Each				
37	Stapler Pins standard size (24/6,26/6-No.10)	Dollar/Kangaro or equivalent	PKT				
38	Stapler Pins Big size (23/6,23/23-220 sheets)	Dollar/Kangaro or equivalent	PKT				
39	Stapler Pins small size No 10 (5mm)	Dollar/Kangaro or equivalent	PKT				

40	Stapler Big size HD-45(23/6,23/23-220 sheets)	Kangaro or equivalent	Each				
41	Stapler standard size (Max Stapler with staples remover 24/6,26/6-No.10)	Kangaro or equivalent	Each				
42	Stapler Pin Remover/Clipper (Handheld Big size: 23/6,23/23)	Omax or equivalent	Each				
43	Stapler Pin Remover/Clipper (Handheld standard size:24/6,26/6)	Omax or equivalent	Each				
44	Pencil Sharpener (Steel)	Natraj or equivalent	Per Dozen				
45	File Separator/Divider Soft (Multi color 10 Part set)	Ideal or equivalent	PKT				
46	Stamp Pad (Blue/Black)	Faber Castell or equivalent	Each				
47	Whitener (8ml)	Branded	Each				
48	Scotch Tape transparent 2 inch (3m length)	Branded	Each				
49	Scotch Tape transparent 1 inch (3m length)	Branded	Each				
50	Scale (Steel, 30 Cm)	Branded	Each				
51	Letter Tray	Branded	Each				
52	White Board (2x3)	Branded	Each				

53	White Board (3x4)	Branded	Each				
54	Notice Board (2x3)	Branded	Each				
55	USB 8GB	Kingston or equivalent	Each				
56	USB 16GB	Kingston or equivalent	Each				
57	USB 32GB	Kingston or equivalent	Each				
58	Paper Fastener plastic (Size:8cm, colored)	Branded	Pkt				
59	File Thread	Branded	Pkt				
60	Office Attendance Register (180 pages)	Branded	Each				
61	Office File Cover With KPOGCL LOGO A3 Size	Design will be provided	Each				
62	Office File Cover With KPOGCL LOGO Legal Size	Design will be provided	Each				
63	Noting Pad Legal Size with KPOGCL LOGO	Design will be provided	Each				
64	Stick Note Pad 127x76mm	Branded	Each				
65	Stick Note Pad 76x76mm	Branded	Each				
66	Vehicle Log Book	Branded	Each				

67	Fax Machine Role	Branded	Each				
68	Push Pins	Three Flowers or Equivalent	Pkt				
69	Scissors	Branded	Each				
70	Rubber Band	High Quality	Pkt				
71	Duster Cotton Cloth	High Quality	Each				
72	Stock Issue Register	High Quality	Each				
73	Thumb pins (steel head)	Branded	Each				
74	Office Call Bell	High Quality	Each				