

KHYBER PAKHTUNKHWA OIL AND GAS COMPANY LIMITED

(KPOGCL)

(KP Government Fully Owned & Provincial Holding Company)

3rd Floor, Ali Tower, Opposite Custom House, University Road, Peshawar, Pakistan

Tele: - +92 91-9216283 Fax: - +92 91-9216295

www.kpogcl.com.pkwww.facebook.com/kpogclwww.twitter.com/kpogcl_oil_gas

In relentless pursuit for Energy Security of Pakistan



Frame Work Contract

“SUPPLY OF OFFICE STATIONERY”



RFP NO: KPOGCL/TENDER/565/2022

Bid Submission Time/Date: 1100hrs, 27 Sept, 2022

CONTENTS

1.	PURPOSE OF TENDER	2
2.	CONTRACT DURATION	2
3.	TYPE OF TENDER OPEN COMPETITIVE BIDDING	2
4.	MANDATORY REQUIREMENTS	2
5.	GENERAL CONDITION.....	2
6.	BID SECURITY (EARNST MONEY).....	4
7.	FOR ANY CLARIFICATION OR INFORMATION PLEASE CALL OR EMAIL	4
8.	SUBMISSION OF BIDS	4
9.	FRAUD & CORRUPTION	5
10.	BID VALIDITY.....	5
	ANNEXURE- A	0

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 goods, 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.	Documents	Attached (Copy Attached)
1	Company Profile & CNIC Copy	
2	Vendor Details (NTN, GST Filer/ Tax Payer certificates etc)	
3	The bidder shall submit an affidavit that it has never been blacklisted	
4	Financial Proposal (bid offer on above format)	
5	Bid Security (Rs-50,000/- in the Name of CEO)	

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) Lowest Bidder 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) **Sample stationery 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 Sixty (60) 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 **13, Sept 2022 and send to below address.**

Mr. Tariq Saeed Awan

(HOD SCM Department)

Cell: +92 3331518390

Email: tariq.scm@kpogcl.com.pk

Phone: +92-91-9216283

Fax: +92-91-9216295.

8. SUBMISSION OF BIDS

All Bids must be sent at the following address:

Mr. Nasir Khan

Acting 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 27-Sept, 2022.**

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 **Sixty (60)** 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.

KHYBER PAKHTUNKHWA OIL AND GAS COMPANY LIMITED

(KPOGCL)

(KP Government Fully Owned & Provincial Holding Company)
3rd Floor, Ali Tower, Opposite Custom House, University Road, Peshawar, Pakistan
Tele: - +92 91-9216283 Fax: - +92 91-9216295

www.kpogcl.com.pk www.facebook.com/kpogcl www.twitter.com/kpogcl www.kpogcl.com.pk

In relentless pursuit for Energy Security of Pakistan



ANNEXURE- A

Financial Table

A	B	C	D	E	F	G
S.N	Item	Brand	Qty	Quoted item name by bidder	Amount Per Unit with Taxes in Rupees	Committee Remarks
1.	Paper clips (Metal: Steel, Size: 30 mm)	Branded	Per PKT			
2.	Box Files (Size: Legal Size Color: Black/Blue)	Branded	Each			
3.	Ring Box file(Ring Binder) A4 Size	Branded	Each			
4.	Ring Box file(Ring Binder) Legal Size	Branded	Each			
5.	Calculator for office use	Citizen Ct-9300 or equivalent	Each			
6.	Colored Flags	Plus or equivalent	PKT			
7.	Paper Cutter (Steel Blade)	Office Plus or equivalent	Each			
8.	Batteries/Cells (1.5V R6, Size. AAA) Batteries/Cells (1.5V R03, Size. AA)	Branded	Per/12			
9.	Double Punch Big (Heavy Duty up to 150 sheets punching)	Kangaro or equivalent	Each			

PAKISTAN

10.	Double Punch Small (up to 50 sheets punching)	Kangaro or equivalent	Each			
11.	Single Hole Punch (up to 10 sheets punching) Steel Metal	Kangaro or equivalent	Each			
12.	Envelope (Size: A4)	Branded	Per/100			
13.	Envelope (Size: Legal)	Branded	Per/100			
14.	Envelope (Size: A3)	Branded	Per/100			
15.	Envelope Medium Size (6x10)	Branded	Per/100			
16.	Cloth Envelope (Size: A4)	Branded	Per/100			
17.	Cloth Envelope (Size: Legal)	Branded	Per/100			
18.	Cloth Envelope (Size: A3)	Branded	Per/100			
19.	Eraser	Natraj or equivalent	Per Dozen			
20.	File Board Legal Size	Branded	Each			
21.	Gum/Glue Stick (Washable, 15 gram)	Kores/Dollar/AMOS or equivalent	Per Dozen			
22.	Gum/Glue Stick (Washable, 36 gram)	Kores/Dollar/AMOS or equivalent	Per Dozen			
23.	Peon Books (80 pages)	Branded	Each			
24.	High Lighter Pen	Dolar or equivalent	Each			

25.	Note Book (150 pages) 6x8 size	Neelgagan or equivalent	Each			
26.	White Board Marker (Erasable, (Blue/Black)	Dollar or equivalent	Each			
27.	Paper Ream A-3 Size 80 Gram (500 Sheets)	Double AA, Navigator or equivalent	Per Ream			
28.	Paper Ream A-3 Size 70 Gram (500 Sheets)	Double AA, Navigator or equivalent	Per Ream			
29.	Paper Ream A-4 Size 80 Gram (500 Sheets)	Double AA, Navigator or equivalent	Per Ream			
30.	Paper Ream A-4 70 Gram (500 Sheets)	Double AA, Navigator or equivalent	Per Ream			
31.	Paper Ream Legal 80 Gram (500 Sheets)	Double AA, Navigator or equivalent	Per Ream			
32.	Paper Ream Legal 70 Gram (500 Sheets)	Double AA, Navigator or equivalent	Per Ream			
33.	Pencils	Goldfish HB or equivalent	Per Dozen			
34.	Permanent Marker (Blue/Black)	Dollar or equivalent	Each			
35.	Plastic Folder Data Binder (Size:A4, with Steal Clip)	Ideal or equivalent	Each			
36.	Plastic Folder Data Binder (Size: Legal Size, with Steal Clip)	Ideal or equivalent	Each			
37.	Plastic Folder.	Chanyi or equivalent	Each			

	One side transparent with paper fastener. Management File A4 Size					
38.	Plastic Folder. One side transparent with paper fastener. Management File Legal Size	Chanyi or equivalent	Each			
39.	Ball Pen	Picasso, Dollar or equivalent	PKT			
40.	Registers (200 pages)	Nelgagan, POA or equivalent	Each			
41.	White Board Duster	Branded	Each			
42.	Stapler Pins standard size (24/6)	Dollar/Kangaro or equivalent	PKT			
43.	Stapler Pins Big size (23/20,23/24-220 shees)	Dollar/Kangaro or equivalent	PKT			
44.	Stapler Pins small size No 10 (5mm)	Dollar/Kangaro or equivalent	PKT			
45.	As Serial no; 42	Kangaro or equivalent	Each			
46.	Stapler standard size (Max Stapler with staples remover 24/6,26/6-)	Kangaro or equivalent	Each			
47.	Stapler Pin Remover/ Clipper (Handheld Big size: 23/6,23/23)	Deli or equivalent	Each			
48.	Stapler Pin Remover/ Clipper (Handheld standard size:24/6,26/6)	Omax or equivalent	Each			

49.	Pencil Sharpener (Steel)	Natraj or equivalent	Per Dozen			
50.	File Separator/Divider Soft (Multi color 10 Part set)	Ideal or equivalent	PKT			
51.	Stamp Pad (Blue/Black)	Faber Castell or equivalent	Each			
52.	Whitener (8ml)	Branded	Each			
53.	Scotch Tape transparent 2 inch (3m length)	Branded	Each			
54.	Scotch Tape transparent 1 inch (3m length)	Branded	Each			
55.	Scale (Steel, 30 Cm)	Branded	Each			
56.	Letter Tray Two Tier/ Three Tier	Branded	Each			
57.	White Board (2x3)	Branded	Each			
58.	White Board (3x4)	Branded	Each			
59.	Notice Board (2x3)	Branded	Each			
60.	USB 16GB	Kingston or equivalent	Each			
61.	USB 32GB	Kingston or equivalent	Each			
62.	USB 64GB	Kingston or equivalent	Each			

63.	Paper Fastener plastic (Size:8cm, colored)	Branded	Pkt			
64.	File Thread	Branded	Pkt			
65.	Office Attendance Register (180 pages)	Branded	Each			
66.	Office File Cover With KPOGCL LOGO A3 Size	Design will be provided	Each			
67.	Office File Cover With KPOGCL LOGO Legal Size	Design will be provided	Each			
68.	Noting Pad Legal Size with KPOGCL LOGO	Design will be provided	Each			
69.	Stick Note Pad 127x76mm	Branded	Each			
70.	Stick Note Pad 76x76mm	Branded	Each			
71.	Vehicle Log Book	Branded	Each			
72.	Fax Machine Role	Branded	Each			
73.	Push Pins	Three Flowers or Equivalent	Pkt			
74.	Scissors	Branded	Each			
75.	Rubber Band	High Quality	Pkt			
76.	Duster Cotton Cloth Yellow color	High Quality	Each			

77.	Stock Issue Register	High Quality	Each			
78.	Thumb pins (steel head)	Branded	Each			
79.	Office Call Bell	High Quality	Each			
	Total					

Note:

1. Bidders should quote all the bid items.
2. Evaluation will be done on total price.
3. Lowest bidder should provide sample of each item for verification