

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/573/2024

Bid Submission Time/Date: 11:00hrs, 24 Oct, 2024

Bid Opening Time/Date: 11:30hrs, 24 Oct, 2024

Pre-Bid Meeting Time/Date: 14:30hrs, 16 Oct, 2024

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 as per bidding document format)	
5	Bid Security (Rs-50,000/- in the Name of KPOGCL)	

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 **KPOGCL**.
- VI. Have a minimum validity period of Sixty (60) days from the last date for submission of the Tender.
- VII. Performance security of PKR 50,000/ will be submitted before award of contract.

7. FOR ANY CLARIFICATION OR INFORMATION PLEASE CALL OR EMAIL

The last date for submitting queries/ clarifications is **17 October 2024 and send to below address.**

Mr. Muhammad Fayyaz (HOD Procurement)
Phone: +92-91-9216283 Fax: +92-91-9216295.
Email Address: muhammad.fayyaz@kpogcl.com.pk

8. SUBMISSION OF BIDS

All Bids must be sent at the following address:

Mr. Nasir Khan
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 24-October, 2024.**

Pre-Bid Meeting will be held on **02:30 PM, on 16 -October, 2024.**

In Pre-Bid Meeting bidders must bring samples of stationery items for discussion.

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_oil_gas

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.	Box Files (Size: Legal Size Color: Blue/Black)	QB/Deli or Equivalent	Each			
2.	Ring Box Files (Size: A4 Size Color: White)	Fiber File or Equivalent	Each			
3.	Calculator for office use	Citizen Ct-9300 or Equivalent	Each			
4.	Color Flags (1 x 3 in a pkt)	Kai Wen or Equivalent	PKT			
5.	Batteries/Cells (1.5V R6, Size. AAA)	Camelion, Power Plus or Equivalent	Per/12			
6.	Batteries/Cells (1.5V R03, Size. AA)	Camelion, Power Plus or Equivalent	Per/12			
7.	Double Punch (up to 50 sheets punching)	Three Flowers/Deli or Equivalent	Each			
8.	Envelope (Size: A4), White Color	Printed with KPOGCL Logo & Add	Per/100			

9.	Envelope (Size: Legal), White Color	Printed with KPOGCL Logo & Add	Per/100			
10.	Envelope (Size: Medium 6"x10"), White Color	Printed with KPOGCL Logo & Add	Per/100			
11.	Notebook (Drafting Pad) 40 to 60 Pages	Branded	Each			
12.	Ball Pen 10 Piece pkt	Piano, Dollar or equivalent	Per Dozen			
13.	File Cover/Note Report Cover One Side Transparent with Paper Fastner A4 Size	Nokyo or equivalent	Each			
14.	File Cover/Note Report Cover One Side Transparent with Paper Fastner Legal Size	Nokyo or equivalent	Each			
15.	High Lighter Pen	Dollar or Equivalent	Each			
16.	Eraser	Kita or Equivalent	Each			
17.	Paper Ream A-4 Size 80 Gram (500 Sheets)	Double AA or Equivalent	Per Ream			
18.	Paper Ream A-4 Size 70 Gram (500 Sheets)	Double AA or Equivalent	Per Ream			
19.	Paper Ream Legal Size 80 Gram (500 Sheets)	Double AA or Equivalent	Per Ream			
20.	Paper Ream Legal Size 70 Gram (500 Sheets)	Double AA or Equivalent	Per Ream			
21.	Pencils	Deli or Equivalent	Per Dozen			
22.	Gum/Glue Stick (Washable, 36 gram)	Deli or Equivalent	PKT			

23.	Register 100 to 150 Pages	Branded	Each			
24.	Stapler Pins standard size (24/6)	Dollar or Equivalent	PKT			
25.	Stapler standard size (Stapler with staples remover 24/6,26/6-)	Deli or Equivalent	Each			
26.	Pencil Sharpener	Dux/Deli or Equivalent	Per Dozen			
27.	File Separator/Divider Soft (Multi color, Plastic, A4) upto 20 number	Sworld or Equivalent	Per Set			
28.	Stamp Pad	Colop stamp pad or Equivalent	Each			
29.	Whitener (8ml)	Dux/Kita or Equivalent	Each			
30.	Scotch Tape transparent 1 inch	Deer or Equivalent	Each			
31.	Scale (Steel, 30 Cm)	Branded	Each			
32.	Steel Letter Tray Three Tier	Branded	Each			
33.	USB 16GB	Kingston, HP or Equivalent	Each			
34.	USB 32GB	Kingston, HP or Equivalent	Each			
35.	File Thread (T-Shape)	Local	Pkt			
36.	Ink (Blue/Black)	Dollar or Equivalent	Each			
37.	Stick Note Pad 76 x 76 mm	Kai Wen or Equivalent	Each			
38.	Duster Cotton Cloths	Branded	Each			

39.	Stock Issue Register (08 No)	Star Account or Equivalent	Each			
40.	File Cover (Steel Ring for thread)	Printed with KPOGCL Logo	Each			
41.	Noting Pad (Size: Legal, 70g paper, 100 pages)	Printed with KPOGCL Logo	Each			
42.	Peon Books (80 Pages)	Branded	Each			
43.	Vehicle Log Books	Branded	Each			
44.	Office Call Bell	High Quality	Each			
45.	Paper Clips	Branded	PKT			
46.	White Board Duster	Branded	Each			
47.	File board	Standard	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