



**National Electric Power
Regulatory Authority
(NEPRA)**

INVITATION TO BID

**NEPRA tender No. 07/2016 for supply of Stationery
Items, Toner Cartridges and Printed Material**

NEPRA is an autonomous body established through an Act of the Parliament known as 'Regulation of Generation, Transmission and Distribution of Electric Power Act 1997 (XL of 1997) invites sealed bids from the authorized distributors/companies registered with Income Tax and Sales Tax Departments for supply of for supply of Stationery Items, Toner Cartridges and Printed Material.

2. Bidding documents, which are containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available for the interested bidders at the office of Assistant Director (Admn), NEPRA Tower , Ataturk Avenue (East), G-5/1, Islamabad. Price of the bidding documents is Rs. 100/- as per Rule 23(5) of Public Procurement Rules, 2004. Bidding documents can also be downloaded from www.nepra.org.pk free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach the office of Assistant Director (Admn), NEPRA Tower, Attaturk Avenue (East), G-5/1, Islamabad on or before 24th May 2016 before 1400 hrs. Bids will be opened on the same day at 1430 hrs. The advertisement is also available on PPRA website at www.ppra.org.pk.

(Hammad Shamimi)
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**National Electric Power Regulatory Authority
NEPRA**

Tender for supply of Stationery Items, Toner Cartridges and Printed Material
Tender No. 07/2016

Tender Serial No. _____ Dated _____

Name of Firm to whom Tender issued: _____

SIGNATURE
OF TENDER ISSUING OFFICER

We M/s _____ hereby undertake to accept all the terms and conditions laid down by NEPRA with regard to award of this contract.

Signature of Bidder

Enclosure:

1. Terms and Conditions
2. Performa Stationery items, Toner Cartridges and Printed material.

**TERMS AND CONDITIONS FOR SUPPLY OF
STATIONERY ITEMS, TONER CARTRIDGES AND PRINTED MATERIAL**

- 1) Sealed tenders are invited from reputed sales tax registered firms (preferably having a proper set-up at Islamabad / Rawalpindi) for supply of Stationery Items, Toner Cartridges and Printed Material.
- 2) The period of the contract and the price validity will be for a period of one year.
- 3) The tender is comprised of three parts (**Part A:** Stationary Items **Part B:** Toner Cartridges **Part C:** Printed Material). The bidder can quote for any of the parts (i.e. A, B and C) separately or for all the three parts.
- 4) The bids must be submitted separately for each of the parts of the tender on prescribed performa attached with the tender documents. Only the rates of prescribed items will be considered for evaluation purposes. Therefore, the bidders need not to quote the prices of alternate products / manufacturers etc.
- 5) Re-filled toners will not be accepted. Bidders are therefore, advised in their own interest to quote the prices of new tonners and in case of award of contract supply the same failing which strict action will be taken against them as per the provisions of PPRA Rules - 2004.
- 6) The bidder(s) can visit NEPRA Office for the approved samples of stationary items, toner cartridges, printed material etc during office hours before submission of the bids.
- 7) The contract will be awarded to the lowest evaluated bidder(s), quoting lowest price for maximum number of items subject to NEPRA's satisfaction on the set-up of bidder(s). The evaluation of bids will be carried out as follows:
 - i. The items required under each of three parts of this tender (lists attached) have been assigned marks / weightage .
 - ii. The bids will be evaluated item wise for each of the parts separately. The marks assigned will be awarded as follows:

1st Lowest Bid = 100% Marks 2nd Lowest Bid = 80% Marks
3rd Lowest Bid = 60% Marks Others = Zero Marks
 - iii. The bidder who obtained maximum marks will be evaluated as the lowest.
- 8) Bid Security equal to Rs. 25,000/- (refundable) in the form of Pay Order in favour of NEPRA must be attached with the tender. No tender will be accepted without the bid security.
- 9) After the award of contract, the bidder will have to sign the agreement within 7 days after intimation by NEPRA, otherwise his bid will be cancelled.
- 10) Successful bidder(s) will submit an amount of Rs. 50,000/-, Rs. 30,000/- and 20,000/- for Part A (Stationery), Part B (Toners) and Part C (Printed Material) (refundable) respectively in the form of demand draft in the name of NEPRA along with the contract agreement as performance security deposit which will be released on successful completion of the contract period.

- 11) Delivery of stationery and tonners shall be required at NEPRA Main Office without any extra charges within 3 days of issuance of purchase orders. However, suitable time will be given for printing material. In case of non compliance, Rs. 500/- will be deducted per day from the payable amount.
- 12) Minimum validity of bid shall be 30 days.
- 13) Payment will be made by NEPRA within two weeks on production of the following subject to deduction of all taxes as per government law.
 - (a) Bill in original
 - (b) Delivery Challan
 - (c) NEPRA Purchase Order
- 14) The bidder will himself be responsible for ensuring that his bid is submitted in accordance with the instructions stated herein. Any bid not submitted by the deadline prescribed for submission of bids will not be considered / entertained.
- 15) The bidder cannot modify or withdraw his bid after submission.
- 16) NEPRA reserves the right to forfeit the earnest money in case of breach of contract by the contractor.
- 17) Sealed tenders alongwith required documents must be delivered to this office by 24th May 2016 before 1400 hrs and will be opened the same day at 1430 hrs in the presence of all available participants.
- 18) NEPRA reserves the right to accept or reject all bids as per PPRA rules.