**TENDER NOTICE FOR PROVISION OF STATIONERY/OFFICE SUPPLIES**

**ON RATE CONTRACT BASIS FOR FINANCIAL YEAR 2017-2018**

**Invitation to Bids:**

Quaid-e-Azam Solar Power (Pvt.) Ltd. invites sealed bids/ proposals from registered firms/companies for provision of stationery/office supplies on rate contract / need basis for financial year 2018-2019.

**Terms and Conditions:**

1. The procurement process shall be Single Stage One Envelope as per Punjab Procurement Rules, 2014.
2. The bidding firm must have local presence (Lahore) and a registered office in Pakistan.
3. The bidding firm should provide registration with concerned tax authorities for Sales Tax and Income Tax (attach copy of registration certificates).
4. All documents submitted by the bidder must be duly signed by the bidder/authorized representative and should have a Company Seal on them.
5. The bid validity period is 90 days, starting from the date of opening of bids.
6. All prices must be quoted in Pak. Rupees and should include any taxes applicable.
7. Bid security amounting to Rs. 16,000/- (within 5% of the estimated price) shall be deposited in the shape of pay order/demand draft in the name of Quaid-e-Azam Solar Power (Pvt) Ltd.
8. Interested bidders may inspect the tender notice, TORs and stationery items on Punjab Procurement Regulatory Authority website <http://www.ppra.punjab.gov.pk/> or on QA Solar website [http://www.qasolar.com/tenders](http://www.qasolar.com/tenders/).
9. QA Solar will not be responsible for any costs/expenses incurred by the bidders in connection with preparation or delivery of bids.
10. The bids must be delivered to the following address by or before 11 a.m., 23rd April, 2018.
11. The prices quoted by the bidder shall remain applicable for one year from the date of signing the contract.

**MANAGER HR, Quaid-e-Azam Solar Power (Pvt.) Ltd.,**

**3rd Floor, NIB Building, 83/A, E-1,**

**Main Boulevard, Gulberg-III, Lahore.**

1. The bids will be publically opened on the aforementioned date at 11:30 a.m. in the Conference Room of QASP office.
2. The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid/proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
3. The bidder shall also furnish an affidavit duly attested by the Oath Commissioner that the bidder is not blacklisted by any Government Department / Authority.
4. All bids shall be evaluated strictly in accordance with the above terms and conditions and the detailed TORs. Therefore, all bidders should ensure strict compliance with the same.

**TORs**

1. Inspection/acceptance of items shall be carried out as per the specifications given in ‘**Annexure-A**’.
2. The bidding firm should have a minimum of 2 years’ experience (attach a statement on Company letter head elaborating experience) of similar assignments (preferably with Government, Semi-Government or autonomous bodies).
3. The bidder shall provide a list of existing clients.
4. The bidding firm should not be blacklisted by any public or private sector organization (attach an attested affidavit) duly verified by the Oath Commissioner.
5. Bidders must submit rate of all items along with the total amount.
6. The stationery items should be ex-stock and provided on immediate basis after the award of purchase order but not late than 05 days.
7. The contract will be awarded to the lowest evaluated bidder achieving highest marks on the basis of the following criteria.
8. Paper Reams total marks = 50
9. Printer Toner total marks= 30
10. Other Stationery total marks= 20

**Total Marks = 100**

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| **Sr#** | **Paper Reams** |  **Total Marks 50** |
| 1 | 1st Lowest Bidder  | 50/50 |
| 2 | 2nd Lowest Bidder | 45/50 |
| 3 | 3rd Lowest Bidder | 30/50 |
| **2** | **Printer Toners** | **Total marks 30** |
| 1 | 1st Lowest Bidder  | 30/30 |
| 2 | 2nd Lowest Bidder | 25/30 |
| 3 | 3rd Lowest Bidder | 15/30 |
| **3** | **Other Stationery items** | **Total Marks 20** |
| 1 | 1st Lowest Bidder  | 20/20 |
| 2 | 2nd Lowest Bidder | 15/20 |
| 3 | 3rd Lowest Bidder | 10/20 |