



BID SOLICITATION DOCUMENTS

FOR

PROCUREMENT OF STATIONARY ITEMS UNDER
FRAME WORK AGREEMENT

INVITATION FOR BIDS

- 1) KPBOIT intends to sign a **FRAME WORK AGREEMENT (FWA)** for the provision of **Stationary Items** on monthly and/or need basis for a period of **1 year**. Therefore, sealed bids on single stage single envelope procedure are invited from eligible bidders.
- 2) Interested eligible bidders having Income tax and Sales tax registration with Federal and Provincial Authorities may obtain further information from the office of KPBOIT, 1-2/A, Park Avenue, University Town, Peshawar. Khyber Pakhtunkhwa. Tel: 091-9224206, 091- 9224207.
- 3) A complete set of bid solicitation documents can be downloaded by interested bidders from <http://kpboit.gov.pk/media/tender/> or may be collected from KPBOIT, Park Avenue, University Town, Peshawar. Khyber Pakhtunkhwa.)
- 4) Bids must be delivered to the above office by or before **02:30 PM on 22nd July, 2022**. Bids will be opened in the presence of bidders' or through their representatives who choose to attend at **03:00 PM** on closing date at the offices of KPBOIT, 1-2/A, Park Avenue, University Town, Peshawar. Khyber Pakhtunkhwa.
- 5) No alternate bids are acceptable.
- 6) The bidders are requested to offer most competitive price of their quoted item(s) as no negotiations on quoted prices are allowed under KPPRA Rules.

Admin Officer

KPBOIT,

1-2/A, Park Avenue, University Town, Peshawar. Khyber Pakhtunkhwa.

Tel: 091-9224206, 091- 9224207

INSTRUCTION TO BIDDERS

- I. Under single stage single envelope process, all interested bidders are requested to submit financial bid, along with required documents as mentioned below, in a single sealed package/envelop marked as **"Bid for Stationary Items"**.
- II. The envelope should have address and contact details of the addressee and the addressor.
- III. Bids delivered by hand to KPBOIT office must be registered at reception. Unregistered bids will not be considered for further evaluation process.
- IV. The bids will be evaluated on the below mentioned required documents.
 - a. Proof of registration with FBR. (Income Tax & Sales Tax) and must be on active taxpayer list.
 - b. Delivery time of the quoted items after issuance of Purchase Order.
 - c. An Affidavit/ undertaking that bidder has not been blacklisted by any organization in Pakistan.
 - d. Proof of relevant past similar experience in form of Purchase Order/Contract with Government Organizations/INGOs/Private Companies/Banks etc.
 - e. The Bidder shall furnish a (refundable) bid Security 02% of bidding amount in shape of CDR in favor of "Khyber Pakhtunkhwa Board of Investment & Trade". The bid Security of the successful bidder shall be retained till successful completion of the contract Period.
- V. The bidder shall specify validity in days, the submitted bid KPBOIT may under exceptional circumstances request for extension in bid validity that shall be for not more than the period equal to the period of the original bid validity.
- VI. Bidders may associate with other organizations to enhance their capacity. However, such associations may only take place before the bidding. Once firms are short-listed, no such association will be allowed.
- VII. The 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.
- VIII. Response time: all bidders shall submit bids as per these instructions by or before **02:30 PM, 22nd July, 2022 (Friday)** at 1-2/ A, Park Avenue, University Town, Peshawar. Bids will be opened half an hour after the deadline i.e. **03:00 PM** on the same date. No bid in any case shall be accepted after the deadline
- IX. The KPBOIT will not be responsible for any cost or expenses incurred by the firms in connection with the preparation or delivery of proposals.
- X. The quoted price must be inclusive of all applicable taxes, transportation or any other direct/indirect cost associated for the delivery/completion of required good/services.
- XI. The procuring entity may reject one or all such proposals, which are vague does not adhere to these instructions.
- XII. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- XIII. Contract will be signed with the successful bidders and its terms and conditions will govern the Frame Work Agreement.
- XIV. Any dispute arising in the tender process may be settled as per the Grievance Redressal Mechanism of KPPRA Rules, 2014.

Admin Officer

KPBOIT

1-2/ A, Park Avenue, University Town, Peshawar.

GENERAL TERMS & CONDITIONS

All bidders are requested to read below Terms & Conditions before submitting their quotations.

- a) All bidders are requested to submit their most competitive bid with the instruction incorporated herein.
- b) Bids (**Annex-A**) & (**Annex-B**) may be submitted on a company letter head in a sealed envelope.
- c) Bidders shall submit their proposal, quoting each and all items mentioned in **Annex-A**.
- d) All suppliers shall mention all applicable taxes in their quotes.
- e) Proposal must be submitted by or before **02:30 pm on 22nd July, 2022** to the undersigned for the purpose. Bids received after the deadline will not be considered and returned to the bidder.
- f) Each bidder can only submit one offer / quote.
- g) The proposal must carry the authorized signatures and stamp of the bidder.
- h) The quantity of the items to be purchased can be increased/decreased and/or eliminated prior to the issuance of Purchase Order/Contract.
- i) The quoted price must be inclusive of delivery/transportation/installation to the proposed site.
- j) The procuring entity reserves the right to reject one or all the proposals as per prevailing KPPRA rules.
- k) **Quoted rates shall be valid for 1-year period; the rates shall not be reviewed during the contractual period and the rates shall be locked for the stated period.**
- l) Successful bidder in the competition shall be asked for the provision of samples of quoted items. Final selection of the bidders will be subject to the approval of samples provided.

Admin Officer,

KPBOIT,

1-2/ A, Park Avenue, University Town, Peshawar.



COMPLIANCE CHECKLIST FOR STATIONARY ITEMS

- Kindly Check the box (Yes or No) against each document mentioned submitted with your Financial proposal.

DOCUMENT LIST	YES	NO
a. Proof of registration with FBR. (Income Tax & Sales Tax) and must be on active taxpayer list.	<input type="checkbox"/>	<input type="checkbox"/>
b. Delivery time of the quoted items.	<input type="checkbox"/>	<input type="checkbox"/>
c. An Affidavit/ undertaking that bidder has not been blacklisted by any organization in Pakistan.	<input type="checkbox"/>	<input type="checkbox"/>
d. Proof of relevant past experience in form of Purchase Order/Contract with Government Organizations/INGOs/Private Companies/Banks etc.	<input type="checkbox"/>	<input type="checkbox"/>
e. The Bidder shall furnish a (refundable) bid Security 02% of the bidding amount in shape of CDR in favor of "Khyber Pakhtunkhwa Board of Investment & Trade" The bid Security of the successful bidder shall be retained till successful completion of the contract Period.	<input type="checkbox"/>	<input type="checkbox"/>

Bidder's Name: _____

Company Stamp: _____