

No. F. 19-1/2022-Admin-II [Stationery]
Government of Pakistan
Drug Regulatory Authority of Pakistan
Ministry of National Health Services, Regulation & Coordination
T.F. Complex, G-9/4 Islamabad
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INVITATION TO BID

(For Stationery & other Miscellaneous Items)

Drug Regulatory Authority of Pakistan, an autonomous body of the Federal Government established under the DRAP Act, 2012, invites sealed bids from authorized distributors/ suppliers having office/ warehouse in Rawalpindi/ Islamabad, registered with the Income Tax/ Sales Tax Departments and are on Active Taxpayers List of FBR for supply of stationery and other miscellaneous items to meet the requirement of Drug Regulatory Authority of Pakistan (DRAP), Islamabad during the financial year 2022-23. Single stage two envelope procedure under the PPRA rules shall be followed for submission of bids. Bidding documents containing schedule of requirements can be obtained from the office of undersigned (Admin-III Section) First Floor, T.F. Complex G-9/4, Islamabad during office hours on payment of Rs.1000/- through pay order in favor of Drug Regulatory Authority of Pakistan, Islamabad as non-refundable bidding documents fee for each set or the same can be downloaded free of cost from DRAP & PPRA websites i.e. www.dra.gov.pk & www.ppra.org.pk. The bids prepared in accordance with instructions in the bidding documents, must reach the office of the undersigned by **31st August, 2022 at 11.00 AM**. Bids will be opened on the same day at **11.30 AM** at DRAP Office Islamabad.

(Rabnawaz Khan)
Assistant Director (Admin-III)
Phone: 051-9107406



Drug Regulatory Authority of Pakistan
Ministry of National Health Services, Regulations &
Coordination
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BIDDING DOCUMENTS
FOR SUPPLY OF STATIONERY AND OTHER
MISCELLANEOUS ITEMS DURING FY 2022-23

1. INTRODUCTION

Drug Regulatory Authority of Pakistan, hereinafter referred to as DRAP, is an autonomous body of the Federal Government established under the DRAP Act, 2012 to provide for effective coordination and enforcement of Drugs Act, 1976 and to bring harmony in interprovincial trade and commerce of drugs and therapeutic goods.

The Authority invites sealed bids from registered suppliers and authorized distributors for supply of stationery and other miscellaneous/ electric/ machinery items as per annexed Schedule of Requirements/ List of Items during the financial year 2022-23.

Single stage two envelope bidding procedure under Rule 36(b) of Public Procurement Rules, 2004 shall be followed for submission of bids. The bid proposals complete in all respects should reach the office of the undersigned on or before the closing date & time as mentioned in invitation to bid. Bids will be opened on the same day 30 minutes after closing time at DRAP Office Islamabad.

2. TERMS & CONDITIONS.

1. The firm must be well established and having office/ warehouse with telephone facility in Rawalpindi/ Islamabad.
2. Firm should be registered with the FBR for General Sales Tax and Income Tax.
3. Suppliers/authorized distributors, who are registered with FBR and are on Active Taxpayers List (ATL) of FBR, are eligible to apply to for the bidding and supply goods/ services to Government department.
4. Firm(s) shall be required to produce attested copies of its registration with the Sales-Tax and Income-Tax Departments.
5. The bid proposals shall comprise a single envelope containing two separate envelopes and each envelope shall contain separately the 'financial proposal' and the 'technical proposal'. The outer envelope must be marked 'Tender for stationery and other miscellaneous items for FY 2022-23' and should also mention the complete name / address of the bidder.
6. Each bid should accompany with an amount of earnest money (refundable) for **Rs.50,000/- (Rupees Fifty Thousand only)** in the form of bank draft or pay order

from any scheduled bank in favor of Drug Regulatory Authority of Pakistan Islamabad.

7. Earnest money of unsuccessful bidder will be returned at the end of tender process and earnest money of successful bidder will be retained and converted into a performance security. The same will be returned after completion of contract period i.e. 2022-23 and shall be subject to deductions, if any, on account of penalty or defective supplies.
8. Quoted Rates must be inclusive of all taxes including GST and price increase on any account will not be admissible. The rates must be valid for one financial year i.e. 2022-23 and no escalation charges will be allowed.
9. Losses sustained by DRAP due to underquality/ poor quality supplies e.g. damage to printers/ copiers due to usage of supplied toners or any other item would be charged to the firm at the rate of actual cost of printer/ copier or other asset/ machine.
10. Only genuine/ original supplies will be acceptable. Sub-standard supplies will be forfeited and bidder will be liable to immediate cancellation of supply order and necessary disciplinary including blacklisting of the firm.
11. Supplier will ensure shelf life of toners for one year from date of purchase.
12. In case the firm is found to be of misstatement, or delayed supply of items beyond the period of 07 days or failed to provide the items of prescribed standard or refused to supply any approved items during financial year 2022-23, their bid shall be cancelled without any notice and the earnest money will be forfeited and necessary disciplinary action will be initiated under the rules.
13. Firm shall be required to provide the samples of the items to the Procurement Committee before the award of contract.
14. DRAP reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
15. DRAP shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.
16. Blacklisted firm(s) shall not be eligible to participate. An affidavit/ undertaking to this effect shall be attached with technical proposal.
17. Incomplete and conditional bids shall not be given any consideration.
18. The quantities mentioned in schedule of requirement are for estimation only and the order quantities can vary subject to requirement of the Authority.

19. The bidders must quote against the same specifications mentioned in bidding document and prices must be filled in the schedule of requirement affixed with bidding document.

20. **Rate of all items should be in round figure. No decimal rate will be entertained.**

3. Tender eligibility/ Evaluation of Technical & Financial bids

3.1. Technical bids of all bidders shall be evaluated on the basis of fulfilling the following mandatory conditions/requirements. The bidders must attach documentary proof with the technical bid for their qualification as per the given criteria. Firms failing to fulfill any of the given conditions shall be disqualified and their financial bids shall be returned.

Sr.	Eligibility/ Evaluation Criteria	Requirement	Supporting Documents to be Attached as
1.	Sales Tax Registration (copy of certificate)	Mandatory	Annex-A
2.	Income Tax Registration (copy of certificate)	Mandatory	Annex-B
3.	Must have minimum 5 years experience (copies of proof of experiences in government organizations be attached).	Mandatory	Annex-C
4.	Affidavit/ undertaking on judicial stamp paper that the firm has never been blacklisted by any organization/ government.	Mandatory	Annex-D
5.	Earnest Money/ Bid Security @ Rs.50,000/- through bank draft/ pay order (To be attached with Financial Proposal)	Mandatory	<i>Must be attached with Financial Proposal only</i>

3.2. Firms/ companies fulfilling the aforesaid eligibility conditions will be declared as technically responsive firms. Financial Bids of technically responsive firms will be opened for evaluation of financial bids/ price comparisons. Financial bids of technically unsuccessful bidders will be returned unopened. Bank drafts/ pay orders of earnest money amounting to Rs.50,000/- will be mandatory. In absence of earnest money, the financial bid shall be rejected. Item-wise rates of items quoted by firms in the Schedule of requirements/ Annexure-I will be evaluated and comparative statement prepared.

4. Preparation/ Submission of Bids

The bids shall comprise of a single stage containing two separate envelopes and each envelop shall contain separately the 'financial proposal' and the 'technical proposal'. The outer envelope must be marked '**Tender for stationery and other miscellaneous items for FY 2022-23**'. The technical proposal must include all the mandatory documents as indicated in the instructions to bidders/ eligibility/ evaluation criteria along with a copy of these tender documents duly signed and stamped by the bidder. Financial proposal shall

include the schedule of requirements (list of items) duly filled with rates in Pakistani rupees (including all taxes) and must be signed/ stamped by the bidder. Pay order/ bank draft for earnest money shall also be affixed with financial proposal.

5. Award Criteria

The eligible bidder(s) as per bidding documents fulfilling the qualification and technical evaluation against each item, will be evaluated in the light of necessary prerequisites in tender document and shall be selected on lowest cost basis as per rules and fulfilling all codal formalities. Letter of award shall be issued on item-wise basis in each section/lot.

6. Penalties

The DRAP with the approval of Chief Executive Officer shall award the following penalties to defaulting bidders as follows:

- i. A bidder can withdraw its bid before opening of bids. However, after opening of technical or financial bids, the bidders will not be allowed to withdraw their bids. If any bidder opts to withdraw its bid, his earnest money/ bid security shall be confiscated in favor of DRAP.
- ii. Addition/ Modification of bids to alter its substance shall not be allowed after opening of bids. If any bidder found to have submitted fake document/ statement in support of his qualification, the bidder shall be disqualified and bid money forfeited in favor of DRAP and firm blacklisted.
- iii. If a firm fails to comply with bidding document, letter of award, supply orders, specifications of items, DRAP shall award appropriate penalty including cancellation of contract/ forfeiture of bid money or performance security and shall be blacklisted.

7. Payments for supplies

Payment to the approved suppliers will be made within 30 working days of the receipt of complete invoice/ bills for all such supplies which have been duly approved by the purchaser and are in accordance with the specifications as per bidding documents. The supplier will submit to the purchaser separate invoice/ bill for each work order along with delivery challan duly signed by the receiving officer.

FINANCIAL PROPOSAL

Schedule of Requirements (Form for Financial Proposal)

LIST OF STATIONERY & OTHER MISCELLANEOUS TENDER ITEMS FOR FY 2022-23

Note:

- a. All bidders are advised in their own interest to quote the price according to the required specification of items, the clarification regarding specification can be sought at the time of obtaining tender documents. After opening of bids and issuance of award letter, the firm will be bound to provide the items with required specification without any change in price.
- b. Only specified items mentioned in list, not any other.
- c. Quoted Rates must be legible and no cutting/overwriting allowed.
- d. The undertaking at the end of financial proposal must be signed and stamped.

S.No.	Name of Items	Unit	Estimated Quantity	Rate per unit with GST
Section-I : Stationery Items				
1.	Ball Point Piano Click “or equivalent”	Each	3000	
2.	Pointer Mitsubishi Uniball UB-150 Black/Blue/Red/Green “or equivalent”	Each	200	
3.	Uniball Signo Black/Blue/Red/Green “or equivalent”	Each	500	
4.	Dollar Gel-1, Gel pen “or Equivalent”	Each	1000	
5.	Marker (white board)	Each	50	
6.	Marker Black/Blue No.70/ 90 “or equivalent”	Each	200	
7.	High Lighter Stable Boss(Yellow) “or equivalent”	Each	1000	
8.	Lead Pencil Goldfish 6000/7000 “or equivalent”	Each	200	
9.	White Fluid Pen (Kita) or Equivalent	Each	500	
10.	Eraser Pelikan “or equivalent”	Each	200	
11.	Gum Stick Amos 35 gm “or equivalent”	Each	500	
12.	Sharpener Steel china “or equivalent”	Each	300	
13.	Calculator (12 digit) Casio DJ-120 “or equivalent”	Each	20	
14.	Calculator Scientific “or equivalent”	Each	20	
15.	Visiting Card Album (Minimum 400 cards)	Each	24	
16.	Stamp Pad Crystal	Each	100	
17.	Stamp Pad Ink Crystal	Each	100	
18.	Stapler Pin Dollar 24/6 (Packet) or equivalnet	Each	1200	
19.	Stapler Pin Remover Genmas “or equivalent”	Each	200	
20.	Tag Cotton fine six inch	Per Bundle	3000	
21.	Scotch Tap one inch	Each	600	
22.	Tap Dispenser large KW-3311 “or equivalent”	Each	30	
23.	Water Sponge Roller Damper	Each	100	

24.	Double Punch Heavy Duty No.9330 KW “or equivalent”	Each	10	
25.	Double Punch No. KW-Trio 9670“or equivalent”	Each	50	
26.	Scale Steel measuring in inches/ CM up to 12”	Each	100	
27.	Paper Clip China 36 mm “or equivalent”	Each	100	
28.	Paper Pin fine quality packet	Each	100	
29.	Punch Single Hole Large (7.5 inch)	Each	200	
30.	Heavy Duty Punch Single Hole KW-97 DO “or equivalent”	Each	100	
31.	Punch D/Hole medium KW-09120 “or equivalent”	Each	100	
32.	Stapler SDI/KW fine 5871 “or equivalent”	Each	200	
33.	Stapler heavy 50-LBN “or equivalent”	Each	10	
34.	Staple Pin Heavy duty 23/20 mm	Each	100	
35.	Staple Pin Heavy duty 23/13 mm	Each	100	
36.	Scissors Stainless Steel Medium Dingli 65	Each	100	
37.	Paper Cutter fine (Medium)	Each	200	
38.	Stapler Pin Remover Heavy Duty (KN-Trio-5093) “or equivalent”	Each	50	
Section-II: Stationery Items (Papers)				
39.	Summary Paper (AA)/Paper One 80 gram (A-4 size), 500 sheets “or equivalent”	Each ream	2000	
40.	Summary Paper (AA)/Paper One 80 gram (Legal size), 500 sheets “or equivalent”	Each ream	200	
41.	Summary Paper (AA)/Paper One 70 gram (A-4 size), 500 sheets “or equivalent”	Each ream	2000	
42.	Summary Paper (AA)/Paper One 70 gram (Legal size), 500 sheets “or equivalent”	Each ream	500	
43.	Color Paper 90 grams (A-4 size) 100 sheets	Each	100	
44.	Color Paper 90 grams (A-4 size) 500 sheets	Each	20	
45.	Color Paper green (Legal Size) 80 grams, 100 sheets	Each	100	
46.	Note Sheet (A-4),80 grams, 60 sheets Imported Paper	Each	500	
Section-III: Stationery Items (Drafting pads/ registers)				
47.	Dak Pad, File size, Fine Rexene Green “or equivalent”	Each	50	
48.	Drafting Pad Spiral imported paper Alfalah 1238 “or equivalent”	Each	500	
49.	Drafting Pad, Small size, Shaheen/Alfa, “or equivalent”	Each	500	
50.	Diary Register No. 8, Tayyaba “or equivalent”	Each	200	
51.	Diary Register No.12, Tayyaba “or equivalent”	Each	100	
52.	Stock Register No. 8, Sultan Account “or equivalent”	Each	10	
53.	Stock Register No. 2, Sultan Account “or equivalent”	Each	10	

54.	File Movement Register No. 3, Sultan Account “or equivalent”	Each	100	
55.	Vehicle Movement Book No. 6 (Copy Size)	Each	20	
56.	Vehicle Log Book /Petrol Mileage / Repair Maintenance Register, containing 200 Sheets, Tayyaba “or equivalent”	Each	10	
57.	Register Narrow Line No. 20, containing 480 Sheets (imported Paper).	Each	10	
58.	Peon Book 96 sheets	Each	400	
59.	File Board with quality Rexene flapper and binder File size (14 inches Lengh)	Each	2000	
60.	File Flapper Rexene with fine quality binder	Each	10,000	
61.	File Cover Offwhite Bleach Card 290 gm, file size, DRAP logo printed on cover as per sample, 3 inch lamination inside center with i-lid for tag.	Each	10000	
62.	File Box ALFA 526 “or equivalent”	Each	200	
63.	File Separator part-12 plastic	Each	100	
64.	Envelope Khakki A4 Size (Good Quality)	Per 100	1000	
65.	Envelope Se-6 craft	Per 100	20,000	
66.	Envelope Se-7(10*12) size craft	Per 100	2000	
67.	Envelope Se-8(12*15) craft	Per 100	5000	
68.	Envelops Cloth White A4 / 14X18	Each	2000	
69.	Window Envelope in White (9.5’ x 4.5’)	Per 100	1000	
70.	Posit flag 5 color paper	Each	100	
71.	Posit Pad Yellow 2x3	Each	500	
72.	Pen, Pencil and Slip Jar No.s-5621 “or equivalent”	Each	50	
Section V: Miscellaneous Items				
73.	Cobra Air Freshner 250 ML “or equivalent”	Each	200	
74.	Glint (glass cleaner spray) 500 ml (local quality)	Each	100	
75.	Tissue Paper Rose Petal Supreme, 150x2ply, sheet size: 205x171 mm “or equivalent”	Each	1000	
76.	Tissue Paper Rose Petal Luxury “or equivalent”	Each	400	
77.	Tissue Roll fine Rose Petal “or equivalent”	Each	80	
78.	Duster Cotton white/ yellow fine 24x24	Each	500	
79.	Battery Cell Pencil AAA “or equivalent”	Each	100	
80.	Battery Cell (Medium) AA “or equivalent”	Each	200	
81.	Packing cloth Markeen “or equivalent”	Per meter	50	
82.	Max Dishwash liquid 275ml “or equivalent”	Each	100	
83.	Water Glass, Omrac/Toyo Nasic or Equivalnet	Each	100	
84.	Dust Bin, superior quality plastic, push button lid/ moving lid (Large size)	Each	20	
85.	Dust Bin, superior quality plastic, push button lid/ moving lid (Extra-Large size)	Each	20	
86.	Dust Bin bags 5kg size (Bio-Degradable)	Per Kg	05	
87.	Dust Bin bags Large size (Bio-Degradable)	Per Kg	05	

88.	Dust bin (Quality Plastic) small size	Each	100	
89.	Candle large size	Each	100	
90.	Red Sealing sticks (each packet has 12 sticks)	Per Packet	100	
91.	Masking paper tap 2 Inch	Each	50	
92.	Masking PVC tap 2 Inch	Each	50	
Section VI: Machinery/ Electric Items				
93.	Extension Board (Five meter wire,6 Plugs) “Camelion” or equivalent	Each	20	
94.	Extension Board (Five-meter wire,5 Plugs) with On/Off Switch	Each	20	
95.	Remote Control Bell (Wireless)	Each	14	
96.	Tube Rod (2 Feet) Philips or Equivalent	Each	48	
97.	Tube Rod Philips 4 Feet “or equivalent”	Each	75	
98.	Tube Rod Starter	Each	50	
99.	Cell for Remote Control Bell A-23 “or equivalent”	Each	24	
100.	LED Bulb Philips (9W) “or equivalent”	Each	100	
101.	Multi Plug (Three pins Standard) High Quality	Each	50	
102.	Multi Plug (Three flat pins) High Quality	Each	50	
103.	Plug three Pin to 2 Pin Covnerter	Each	20	
104.	Rod for Electric Insect Killer	Each	14	

Undertaking: It is certified that the rate quoted is according to the specification of all items. Further information furnished here in and the documents submitted; is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this _____ day of August 2022

Signature

(Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of: