 EXPORT PROCESSING ZONES AUTHORITY

(ADMINISTRATION DIVISION)

**TENDER DOCUMENT FOR THE SUPPLY OF PHOTO STAT / PAPERS A4 SIZE (80 Grams)**

|  |  |
| --- | --- |
| Date of Issue: |  |
| Receipt No: |  |
| Tender No: | Admin-296/2022 |
| Last date for receipt of duly filled in tenders: | 05-09-2023, 11:00 AM |
| Date and Time of the opening of Bids: | 05-09-2023, 11:30 AM |
| Cost of Tender Fee: | Rs. 500/= |

Landhi Industrial Area Extension, Mehran Highway, Karachi-75150 Pakistan.

UAN: 111-777-222 Tel: (92-21) 99208039, 99208041 – 44 Fax: (92-21) 99208011

E-mail: info@epza.gov.pk Website: [www.epza.gov.pk](http://www.epza.gov.pk)

**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| **S. #.** | **CONTENTS** | **PAGE #.** |
| 1 | Instruction of Tenders | 03 |
| 2 | Cost of Tender Documents | 03 |
| 3 | Right to Reject Tender | 03 |
| 4 | Earnest Money | 03 |
| 5 | Form of Tender | 04 |
| 6 | Completion Time | 04 |
| 7 | General Conditions | 04-05 |
| 8 | Tender Application Form | 06 |

**INSTRUCTIONS TO TENDERS:**

Karachi Export Processing Zone, a leading and fast growing Public Sector organization in Pakistan invites sealed tenders for providing Photostat / Printer Paper A-4 Size.

Tenders shall be prepared and submitted in accordance with the instruction set for their and presentation of the tender implies full acceptance on the part of the tenders.

**COST OF TENDER DOCUMENTS:**

EPZA documents can be obtained from the office of Manager / Deputy Manager (Administration /office) at Export Processing Zones Authority Head office, Landhi, Karachi on cash payments of Rs. 500/= (Five hundred) non-refundable.

**RIGHT TO REJECT TENDER:**

EPZA does not bind itself to accept the lowest or any bid and can be reject any or all bids in light of PPRA Rules.

**EARNEST MONEY:**

The original tender shall accompanied by the amount of earnest money @ 2% in the form of Pay order / Bank Draft drawn from any Scheduled Bank of Pakistan. The purpose of earnest money is to guarantee that the tenderer who receives the notice of award enter into contract with the Authority, for supply of Photostat / Printer paper A-4 Size and complete the work satisfactory. Should the tenderer fails to enter into contract and carry out the work for any reason, EPZA will forfeit the tenderer earnest money.

Earnest money of the successful tender shall be returned on completion of the work. The earnest money of un-successful tenderer shall be returned after the award of purchase order to the successful bidder. No tender will be accepted without earnest money.

**FORM OF TENDER:**

TENDER Form must be signed by tenderer and duly stamped. Incomplete tenders are liable to rejection. The original tender shall be enclosed into an envelope properly sealed and filled out with the tenders name and address and delivered on or before the date and time given in the tender notice either in person or sent by registered Post / TCS on the following address:

Export Processing Zones Authority

Landhi Industrial Area Extension,

Mehran Highway, Landhi,

**Karachi.**

Tenderers are responsible for ensuring that tender document reach to EPZA in time. Tenderers of Authority’s order. In case of failure the part of supplier to complete the supply within stipulated time, the contractor will subject to liquidated damages as specified in General conditions.

**COMPLETION TIME:**

The supply of Photostat / Printer Paper A-4 Size to be completed within 07-days from the date of authority’s order. In case of failure on the part of supplier to complete the supply within stipulated time, the contractor will be subject to liquidated damages as specified in General condition.

**GENERAL CONDITION:**

1. The firms registered with sales Tax and Income tax department only are eligible to apply for the tender.
2. The tender should be properly sealed with wax.
3. Tenderers are required to quote the rate against each item separately either on their company letter-head or tender documents.
4. Tenderers will be bound to supply the whole Photostat / Printer Paper A-4 (80 grams) size within specified time. In case of delay, in supply of items on time L.D Clause will be impose @ 0.1% per day of the tender cost to maximum 10% of Awarded Cost.
5. The copies of GST Registration and tax NTN Certificates must be produced by the tenderer.
6. Tenderers are required to provide an undertaking to the effect that if at a later stage the material supplied is found sub-standard or defective, the same will be replaced free of cost.
7. Tenderers have to confirm that they have been black-listed / debarred from any Government department previously.
8. Late submission of tender or any conditional tender will not be accepted by Authority.
9. The bidders have to deposit Earnest Money @ 2% of the total amount in the shape of Pay Order/Bank Draft in favour of EPZA from any scheduled bank. The offer without earnest money will not be entertained. The earnest money of un-successful bidders will be returned after the award of contract to successful bidder.
10. The bidders are required to provide the sample before opening the tender.
11. Failure to submit the tender in the manner prescribed in the invitation to this tender shall render the tender liable to be ignored as per PPRA Rules.
12. The supplies of Printer Paper A-4 Size are required immediately and delivery time will not exceeded 07 days after award of contract.
13. EPZA reserves the right to decrease or increase the quantity at quoted rates and also cancel/reject any or all tenders without assigning any reason as per PPRA Rules.
14. The final payment will be made by EPZA after deducting the Government applicable taxes i.e. GST and income tax etc. at the prescribed rates.

We have read and understood the above terms and conditions and are accepted to us.

 Signature of Tenderer.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name with Designation.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of Company.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Tender Application Form)**

 Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The,

Manager / Deputy Manager (Administration)

Export Processing Zones Authority

Landhi Industrial Area Extension

Mehran Highway, Landhi,

**Karachi.**

Dear Sir,

Subject: SUBMISSION OF TENDER FOR SUPPLY OF PHOTOSTAT / PRINTER PAPER:

 Having examined the instructions to Tenderers and General Terms and Conditions for supply of Photostat / Printer paper A-4 Size (80 grams), for Rs.\_\_\_\_\_\_\_\_.

We the undersigned offer our services to supply the same to EPZA. Detail of quantity and rates are enclosed herewith.

 We undertake to deliver the EPZA within (07-days) of receipt of Authority’s order.

 We agree to abide by and fulfill all the terms and conditions contained in the General conditions, and aware of the fact that in case of our failure to the contractual conditions, our earnest money will be forfeited.

 We understand and also agree that EPZA is not bound to accept the lowest or any tender and may reject any/all tenders without assigning any reason.

 Yours Faithfully