EXPORT PROCESSING ZONES AUTHORITY

(ADMINISTRATION DIVISION)

**TENDER DOCUMENT FOR PROVIDING OF PHOTO STAT PAPERS AT KEPZ.**

|  |  |
| --- | --- |
| Date of Issue: |  |
| Receipt No: |  |
| Tender No: | Admin-296/2023 |
| Last date for receipt of duly filled in tenders: | 17-01-2024, 11:00 AM |
| Date and Time of the opening of Bids: | 17-01-2024, 11:30 AM |
| Cost of Tender Fee: | Rs. 1,000/= |

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No. Admin-296/2023 December 29, 2023

**TENDER NOTICE FOR PROCUREMENT OF**

**1500 RIMSOF PHOTO STAT PAPER AT KEPZ.**

1. Export Processing Zones Authority invites sealed bids for “Procurement of Photo Stat Paper” from the supplier / firms duly registered with FBR being active tax payer list , SRB and having experience at least 03 years’ experience for such works are Eligible to participate.
2. Tender Documents can be obtained from the office of Dy. Manager (Admin) at EPZA Head office, Karachi during office hours on working days not later than 22‐01‐2024 with written request at cost of Rs. 1000/‐ (Pak. Rupees one thousand only) as tender fee (non‐refundable) in form of cash or pay order in favour of Export Processing Zones Authority. The applicant must have to provide the documentary proof/ evidence of the 03 years’ experience of similar works and income tax registration certificate while applying for issuance of the Bidding Documents.
3. The Earnest Money/ Bid Security will be 02% of bid amount in form Pay Order/Bank Draft in favor of the Export Processing Zones Authority Karachi submitted with bid. Any bid without bid Security/ Earnest money will stands rejected.
4. Bidding will be conducted on the basis of National Competitive Bidding method under the provisions of Public Procurement Rules‐36 (a) single stage, one envelope procedure‐ (PPRA‐2004).
5. Tenders should be dropped in the Tenders Drop Box kept in the office of the PA to Secretary EPZA Office at 1st Floor, EPZA Head office, Karachi, by or before the date fixed for submission of Bids i.e. 22‐01‐2024 till 11:00AM. Bids shall be opened on the same date at 11:30 AM in the presence of Bidders or their authorized representatives who will like to be present.
6. In case of any unforeseen reasons, unrest or force majeure on the bid submission/opening date, the tender shall be opened on the next working day at the same place and time.
7. The Bidding documents can also be downloaded from PPRA and EPZA website [www.ppra.org.pk](http://www.ppra.org.pk) and [www.epza.gov.pk](http://www.epza.gov.pk).
8. Export Processing Zones Authority reserved the rights to reject or accept any or all bids within purview of PPRA Rules.

 (Engr. Nasir Hidayat Khan)

 Secretary EPZA

 (021) 99208010

1. **INSTRUCTIONS TO BIDDERS:**

1.1 Karachi Export Processing Zone, a leading and fast growing Public Sector organization in Pakistan invites sealed tenders for“Procurement of Photo Stat Paper” from the supplier / firms duly registered with FBR being active tax payer list , SRB and having experience at least 03 years’ experience for such works are Eligible to participate.

1.2 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.

1.3 Tender documents can be obtained from the office of Deputy Manager (Admin) at Export Processing Zones Authority Head office, Landhi, Karachi on cash payments of Rs. 1000/= (One thousand only) non-refundable.

 **2. EARNEST MONEY:**

2.1 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 providing and fixing steel racks 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.

2.2 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.

**3. Bid Validity**

 3.1 Allbids andprices shallbe validfor90 daysfrom theopeningdateoftender.

3.2 Withdrawal/modificationoftheoriginalofferwithinthevalidityperiodshallentitle the EPZA to forfeit Bid Security.

3.3 **AllpricesshouldbequotedontheletterheadofthebidderinPakRupeesinclusiveof** **allapplicable Governmenttaxes andtransportationcost etc.**

 3.4 Theearnestmoneytothesuccessfulbidderwillbereleasedafter delivery of requiredgoods.

**4. 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:

**Secretary EPZA**

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.

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(Form of Tender)

 **Dated:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Secretary EPZA,

Export Processing Zones Authority

Landhi Industrial Area Extension

Mehran Highway, Landhi,

Karachi.

SUBJECT: - **SUBMISSION OF TENDER FOR PROCUREMENT OF 1500 RIMSOF PHOTO STAT OF A/4 SIZE (80 Grams), PAPER AT KEPZ.**

Dear Sir,

 Having examined the instructions to Tenderers and General terms and conditions for

**Procurement of 1500 Rims of photo stat paper of A/4 Size (80 Gram),**at KEPZ for Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we the undersigned offer our services to supply the same to EPZA, Detail of quantity and rates are enclosed herewith.

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

3. 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 security deposit / earnest money will be forfeited.

4. 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 as per PPRA rule.

 Yours faithfully,

 ( )

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**5. FAILURESANDTERMINATIONS:**

 Nobid ofasupplier/firm will be considered if:-

 5.1 If thefirmisnotexperienced such type of work for **providing and supply of 1500 Photo Stat, Paper A/4 Size (80 Grams) Rims.**

 5.2 BidreceivedwithoutBidSecurity/CallDeposit.

 5.3 Bids received with cheque or bank guarantee.

 5.4 Bidreceivedlaterthanthedateandtimefixedfor tender.

 5.5 Bidisconditional,ambiguousorincomplete.

 5.6 Bidfromafirmwhich isblack listedat anylevel.

 5.7 Anysupplementaryorrevised offerafteropeningofthe tender.

 5.8 Thesupplierfailstodelivertheconsignmentwithinspecifieddeliveryperiodstrictlyin accordancewiththeterms and conditionsaslaid down inthe PurchaseOrder/ Tender Documents.

 5.9 Ifanypunitivesituationwarranted,then EPZAisauthorizedtoforfeitthebidSecurity andthefirm mayalso be black listed.

1. **GENERALTERMS&CONDITIONS:**

 6.1 The procurement shall be completed in accordance with PPRA Rule-36 (a), onSingle Stage – Single one envelope Procedure (PPRA-2004).

6.2 Bids in complete conformity with Tender Documents will be dropped in Tender Box placed atP.A to Secretary EPZA office, not later than cut-off date & time at **11:00 H0ur’s,** on**22.01.2024.**

6.3 Bids shall be opened on same day at **11:30 Hours** at the conference room of EPZA Head office in the presence of the authorized representatives of therespondingfirms / companies, who intendto participate.

 Note:

* *TenderNumbermustbe mentionedonenvelope.*
* *Bidsshallbewrittenintheletterheadofthecompany/firmalongwithotherprescribeddocuments*.
* *Allpages of the bidmust be properly counter signed*.
* ***After issuance of supply order, the successful bidder shall submit one (01), Photo Stat Paper Rims sampleas per BOQ description, and will get its approval from procurement department of EPZA inordertoensureitsquality&specificationsinaccordancewithtenderdocuments/ supplyorderbeforestartof bulk suppleof those items.***
1. **ELIGIBILITYCRITERIA&SUPPORTINGDOCUMENTS:-**

 Bid of a supplier/firm will be considered only if following supporting documents are annexed in order tomeettheminimum eligibilitycriteria..

* 1. Thebidder who have experienced such type of work for Providing / Supply of Photo Stat Paper.

 7.2 The bidder must provide company profile, name and address of the company along with details ofchiefexecutives orauthorized persons.

 7.3 The firm must have minimum 3 years’ experience in relevant line of business.Inthis regard,relevantSupplyOrder/WorkOrdersfromGovernment/Semi-Government Organizations must beattachedas poof.

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 7.4 CopyofNationalTaxRegistrationcertificateandproofoffiler.

 7.5 CopyofSalesTaxRegistration certificateandproofoffiler.

 7.6 An affidavit on Rs. 100/- stamp paper that currently firm is not blacklisted or debarred by anyGovernment/Semi-Governmentdepartment to participate inbidding.

 7.7 Tender Fee (Non-Refundable) and Bid Security @ 2% of Estimated Price (refundable) in shape ofCallDeposit Receipt(CDR) inoriginalandmustbeissued fromPayees Account only.

1. **MODEOFDELIVERY:-**

 8.1 The delivery shall only be accepted as per directions in supply order with loading /unloading atfirm’scost.

 8.2 Upon the successful supply, carried out bytheend user department, the said bidder shall submit all necessary documents for payment of bill directly to Dy. Manager (Admin), alongwithdeliverychallan/Certificatedulysigned&stampedbytheauthorizedperson of department within stipulated period.

 8.3 Ifthebidderis authorizedforanyexemptionoftaxes (SalesTax/IncomeTax), shall claim itinthefinancialproposalandsubmit relevantdocuments alongwith billforpayment.

**9. OTHERSPECIALCONDITIONS**

 9.1 Any overwriting/crossing etc in the bid should be properly counter signed by the person signing the bid.Allpages of thebid must be properlycountersigned.

 9.2 The decision of the Central Purchase Committee will be binding on all concerned and will in no case bechallengedonanyforum court/law.

 9.3 Incase the successful bidder fails to supply the goods strictly in accordance with the terms and conditions laid down in the supply order/bidding documents or fail to provide the required materials in a satisfactory manner, the security deposited by him shall be forfeited and requisite store equipment etc will be purchased and professional service hired at his risk andexpenses.

 9.4 LDC (Late delivery Charges) penalty shall be imposed @2% per month of delay upto maximum of 10%oftotal price.

 9.5 In case any material is found not in conformity with specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the sameupon free of charges or pay the full cost ofreplacementbesidesLDcharges.

 9.6 Nopartial/advancepaymentshallbemadeagainstpartial supply.

 9.7 Allbids &bidders will begoverned byPPRARules 2004 asandwhen amended.

 9.8 The EPZA may reject all bids/proposals at any time prior to the acceptance of a bid or proposal asper PPRA Rule.

 Deputy Manager

 Administration / Procurement

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 **Appendix“A”**

**BILL OF QUANTITY FOR SUPPLY / PROVIDING OF PHOTO STAT PAPER AT KEPZ.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Name of Items with specification** | **Unit** | **Quantity** | **Per Unit Price Including Taxes** | **Total Price** |
| 1. | Photo Stat Paper A/4 Size (80 Grams) BLC, AA, Paper One or equivalent  | Rim’s | 1500 |  |  |
|  |  |  |  |  |  |

 (Sign & Stamps)

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