



PRINTING CORPORATION OF PAKISTAN (PVT) LIMITED
(CABINET DIVISION, GOVERNMENT OF PAKISTAN)
KHYABAN-E-SUHRAWARDY, ISLAMABAD

TENDER NOTICE NO. PCP.1-4/2022-P&D/3464

Invitation to Bids

PROCUREMENT OF READYMADE (MACHINE MADE) ENVELOPES WITH PRINTING

Sealed Tenders are invited from the reputable Firm/Dealers/Suppliers, registered with Sales Tax and Income Tax Departments for supply of readymade (machine made) envelopes with printing on Brown Kraft Paper 120 Gsm (Imported) with jaconet cloth and 70 Gsm (Local) of good quality to PCP Press, Karachi on free delivery basis. Detailed specifications will be available on PPRA Website www.ppra.org.pk. The detail of specifications and other terms and conditions etc. can be obtained from the undersigned or from our Presses located at University Road, Karachi (Phone No.021-99231020) and 3-Chatterjee Road, Urdu Bazar, Lahore (Phone No.042-37210095) on any working day on payment of Rs.1000/- (Non-refundable) on written request on letterhead of the firm. No tender will be sold on the date of opening of Tender.

2. Tender should be received on or before 25.04.2022 upto 12.00 p.m. The Tenders will be opened on the same day at 12.30 p.m. in the presence of the tenderers or their authorized representatives who may like to attend.

(MUHAMMAD SULEMAN)
Manager (P&D)
Phone No. 051 9252159

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PRINTING CORPORATION OF PAKISTAN (PVT) LIMITED
(Cabinet Division, Government of Pakistan, Islamabad)

PROCUREMENT OF READYMADE (MACHINE MADE) ENVELOPES WITH PRINTING

Tender Notice No. PCP.1-4/2022-P&D/3464

Date of closing	25.04.2022 at 12.00 noon
Date of opening	25.04.2022 at 12.30 p.m.

(MUHAMMAD SULEMAN)
Manager (P&D)

PRINTING CORPORATION OF PAKISTAN (PRIVATE) LIMITED, ISLAMABAD
INSTRUCTIONS TO BIDDERS

This Tender Document shall be used for submission of Competitive Bidding for the purchase of readymade (machine made) envelopes with printing for supply to Printing Corporation of Pakistan Press located at Karachi. Interested bidders (manufactures/suppliers/authorized dealers) may download the tender documents from the PPRA's website. The bidders with the lowest evaluated bid will be awarded purchase contract. The detail evaluation criteria has been prepared and attached with these instructions.

2. This document contains following:-

- a. Terms and conditions of tender (Annex-A)
- b. Evaluation Criteria (Annex-B)
- c. Specimen/format of submission of bids/offers by the bidders (Annex-C).
- d. Specimen of undertaking of non-blacklisting of bidder/supplier and non-involvement in any litigation to business (Annex-D).
- e. Detail of the items quantity and specifications (Annex-E).

TERMS & CONDITIONS FOR TENDER SUBMISSION (ANNEX-A)

- i) Public Procurement Rules, 2004 shall be followed by the PCP while conducting the procurement of stores/stocks in the tender under reference.
- ii) Tender to be filled in carefully, preferably typed on firm's letter head. Any correction/alteration is not allowed. Offers which are, conditional, ambiguous, without earnest/security money and against the terms and conditions of the tender enquiry shall not be accepted. The bidding firms are required to enclose photocopy of the PCP Receipt regarding purchase of tender along-with their offers/bids.
- iii) Single stage-one envelope bidding procedure as specified in the Public Procurement Rules, 2004 shall be followed for receiving and procession the bids. The bids/offers must be accompanied with Earnest/Security money (Refundable) at the rate of 2% of the value of the bids quoted/offered in shape of bank draft/pay order in favour of Printing Corporation of Pakistan (Pvt.) Limited, Islamabad.
- iv) In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the unsuccessful bidders will be returned on receipt of a written request.
- v) The quality & grammage of the samples of the papers provided by the participating suppliers/vendors will be checked mechanically within PCP. However, the Corporation may get its quality and grammage checked and verified from any other Lab. or authority.
- vi) Bidders must quote the **brand name and country of origin** of the stores offered. In case a bidder quotes for more than one brand then the acceptance of store of any brand will be at the option of PCP.
- vii) Quantity of any or all items can be increased, decreased or dropped before the placement of purchase order.
- viii) Envelopes shall be manufactured on Brown Kraft Paper 70 Gsm (Local) of good quality with printing. However, envelopes Packet-3 shall be manufactured on Brown Kraft Paper 120 Gsm (Imported) with printing.

- ix) Two samples of envelopes as per advertised size and specifications of the offered stores should be sent along-with the quotation.
- x) The firm should clearly indicate that offered rates are inclusive of all taxes. National Tax Number, G.S.T. Registration Number (Active Tax payer list of F.B.R.) and Vender Number must be indicated in the bids/offers. Successful bidders will be required to provide Sales Tax Invoice.
- xi) **The Bid must be valid for a period of 90 days.**
- xii) The bidder will have to submit an affidavit on stamp paper of Rs.50/- that the firm has not been blacklisted or under litigation with any Government/Public Sector Organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
- xiii) The interested bidders can seek any clarification with regard to tender notice or specifications of items, advertised store items etc. within 10 days of the publication of the Tender Notice in Print Media.
- xiv) The successful bidder shall submit a certificate of quality to Printing Corporation of Pakistan along-with its bill invoice that the supplies made against purchase order conform exactly to the specifications stipulated in the order and sample approved by PCP and in the event of a report by the consignee to the contrary, bidder shall undertake either to replace the stores or compensate the PCP in the form of rebate as may be required by Printing Corporation of Pakistan.
- xv) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection. The language to be used for submission of the bids shall be English.
- xvi) The contract will be awarded to the lowest evaluated bidder. The bid shall be evaluated by the Purchase/Tender Committee whose decision will be final.
- xvii) The result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract. In case of any complaint of bidder, a Redressal Committee of PCP constituted on this behalf will address grievances.
- xviii) The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- xix) The interested bidders must give full address of Head Office & Branch Offices if any with Telephone/Fax Numbers and contact persons.
- xx) Payment will be made within 30 days on submission of bill along-with relevant documents after complete delivery of the ordered goods.

- xxi) The Taxes will be deducted at source on the prescribed rates for onward payment to the Government treasury.
- xxii) The successful bidder shall have to complete the supply of ordered material/items within 20 days after receipt of purchase order. In case supply is not carried out within stipulated period a penalty @ **2% per week** or part thereof; on pro-rata basis on the cost of delayed supply shall be imposed.
- xxiii) Earnest money will be forfeited if a bidder does not supply the ordered material/items as per supply order or fails to supply according to terms and conditions of tender.
- xxiv) The firm is required to enter into Integrity Pact in respect of the bids having value of Rs.10.00 million or more as provided in Public Procurement Rules, 2004 on standard format.

Name of Bidder/Firms/Supplier_____

Signature:_____

Date_____

EVALUATION CRITERIA

Sealed bids should reach the Manager (P&D), Printing Corporation of Pakistan, Khayaban-e-Suhrawardy, G-7/4, Islamabad as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representative, who choose to be present on the occasion. Bids will be evaluated on aforementioned prescribed criteria. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of Public Procurement Rules-2004.

2. I/We have read and agree with the above mentioned terms and conditions of the tender.

Name of Bidder/Firms/Supplier_____

Signature:_____

Date_____

Annex-C

Quotation / rates for supply / provision of stores to PCP in connection with
Tender No. _____ dated _____

Name of Mill/ Firm / Bidder / Supplier:
Location of Office:
Contact No:

S. No.	Name of Item	Description, Size & Specification	Unit Price of item including Taxes	Packing	Quantity quoted	Total price of the quantity quoted	Bid money @ 2%	Remarks
1.								
2.								
3.								
4.								

We certify that the rates / prices quoted by us are inclusive of all Taxes and duties valid for 90 days and on the basis of free of cost delivery at destination as mentioned in the bidding documents.

Signature _____
Name _____
Stamp _____

(On Stamp Paper of Rs.50/-)

Annex-D

**Specimen of undertaking of Non-blacklisting and Non- involvement
in any litigation relating to business**

We M/s. _____ (Name of Mill, Company, Firm, Whole
Sale Dealer, Distributor or Supplier) having our business office at
_____ do hereby undertake that our
Mill, Company, Firm has not been blacklisted from any Department /
Office of Federal Government or Provincial Government, Government
controlled Corporation, any local or Government body for participation in
its / their bidding process. We also undertake that our Mill, Company,
Firm is not involved in any litigation with Government departments
relating to our business or particularly in connection with any
bidding/procurement process.

**Authorized Signature
with stamp**

Attested

SPECIFICATIONS OF THE ITEMS/STORES TO BE PROCURED

The Item-wise specifications, required quality, quantities, stations of delivery are tabulated hereunder:-

S. No.	Description of Envelopes with Printing		Size in inches	Quantity to be delivered to Karachi Press			Paper to be used
				Sindh	Baluchistan	Total	
1.	Packet-1	Valid Ballot Papers	13"x11" Flapper 1.75"	925,000	120,000	1,045,000	Brown Kraft Paper 70 GSM (Local)
2.	Packet-2	Ballot Papers Excluded from the Count	12"x9" Flapper 1.75"	95,000	24,000	119,000	-do-
3.	Packet-3	Principal Packet Jaconet cloth	19"x13" Flapper 1.75"	95,000	24,000	119,000	Brown Kraft Paper 120 GSM (Imp)
4.	Packet-4	Tendered Ballot Papers	11"x5" Flapper 1"	95,000	36,000	131,000	Brown Kraft Paper 70 GSM (Local)
5.	Packet-5	Valid Tendered Ballot Papers included in the count	11"x5" Flapper 1"	95,000	24,000	119,000	-do-
6.	Packet-6	Valid Tendered Ballot Papers excluded in the count	11"x5" Flapper 1"	95,000	24,000	119,000	-do-
7.	Packet-7	Challenged Ballot Paper	11"x5" Flapper 1"	95,000	24,000	119,000	-do-
8.	Packet-8	Challenged Ballot Paper included in the count	11"x5" Flapper 1"	95,000	24,000	119,000	-do-
9.	Packet-9	Challenged Ballot Paper excluded in the count	11"x5" Flapper 1"	95,000	24,000	119,000	-do-
10	Packet-10	Spoilt Ballot Papers	11"x5" Flapper 1"	95,000	36,000	131,000	Brown Kraft Paper 70 GSM (Local)
11	Packet-11	Unissued Ballot Papers	16"x12" Flapper 1.75"	95,000	24,000	119,000	-do-

12	Packet-12	Counterfoil of used Ballot Papers	16"x12" Flapper 1.75"	95,000	24,000	119,000	-do-
13	Packet-13	Marked copies of E/Rolls	16"x12" Flapper 1.75"	95,000	24,000	119,000	-do-
14	Packet-14	Tendered Vote list	11"x5" Flapper 1"	95,000	24,000	119,000	-do-
15	Packet-15	Challenged vote list	11"x5" Flapper 1"	95,000	24,000	119,000	-do-
16	Packet-16	Result of the count	11"x5" Flapper 1"	95,000	24,000	119,000	-do-
17	Packet-17	Ballot Paper account	11"x5" Flapper 1"	95,000	24,000	119,000	-do-
18	Packet-18	Miscellaneous Paper	16"x12" Flapper 1.75"	95,000	24,000	119,000	-do-
19	Packet-19	Packet containing brass seal	11"x5" Flapper 1"	48,000	24,000	72,000	-do-

W. J. Lee
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9.	Packet-9	Challenged Ballot Paper excluded in the count	11"x5" Flapper 1"	95,000	24,000	119,000	-do-
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12	Packet-12	Counterfoil of used Ballot Papers	16"x12" Flapper 1.75"	95,000	24,000	119,000	-do-
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W. J. Lane
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