



PROJECT: 47279-002, KARACHI BUS RAPID TRANSIT RED LINE PROJECT

Government of Sindh

BID SOLICITATION DOCUMENT

Procurement of Stationery Items for TransKarachi Corporate Office

under

Framework Agreement

Reference No: FW-Stationery-01/May-2022

June 2022

Reference No: FW-Stationery-01/May-2022

Date: June 10, 2022

INVITATION FOR BIDS**Procurement of Stationery Items for TransKarachi Corporate Office
under Framework Agreement****Bid Reference No: FW-Stationery-01/May-2022**

TransKarachi is a public sector company registered under section 42 of Companies Act 2017. The company is responsible to implement the ADB funded Karachi BRT Redline Project of the Government of Sindh.

TransKarachi intends to sign a *Framework Agreement (FWA)* for the provision of Stationery Items on monthly and/or need basis for a period of 01 year. Therefore, sealed Bids on Single Stage One Envelope bidding procedure are invited from the eligible & reputed firms/companies for the Procurement of Stationery Items for TransKarachi Corporate Office under Framework Agreement.

Interested eligible bidders registered with FBR & SRB having relevant experience either as a manufacturer or an authorized supplier of the goods (Stationary Items) to be procured may submit their Bid against this INVITATION FOR BIDS.

A complete set of Bidding Documents may be collected (in soft copy) either from the below mentioned TransKarachi office address or may be downloaded from TransKarachi website: www.TransKarachi.org.pk/tenders from publishing of this advertisement till the closing date.

Sealed Bids (One-Original and One-copy) comprising of all the requisite documents as described the bidding Documents must be reached at the address given below on or before 27th June 2022 by 1430 Hours P.M. and all the submitted Bids will be opened publicly in the presence of bidders' representatives who choose to attend on the same day at 1500 Hours.

Interested eligible bidders may obtain further information by visiting office of TransKarachi at below mentioned address Monday to Friday during office hours or by sending an e-mail at procurement@transkarachi.pk.

The submission of Bids in soft copy/format through electronic media/Email is not allowed.

TransKarachi reserves the right to accept or reject any or all quotations as per TransKarachi procurement policy.

Procurement Specialist

TransKarachi, C-89 Near Bilal Masjid, Block 2, Clifton, Karachi, Pakistan

Tel: +92-21-99332440, 99332478, 99332512

Email: procurement@transkarachi.pk

INSTRUCTION TO BIDDERS

Introduction & Scope of Bid

1. TransKarachi (the "Purchaser") is a public sector company registered under section 42 of Companies Act 2017. The company is responsible to implement the ADB funded Karachi BRT Redline Project of the Government of Sindh.
2. The Purchaser intends to sign a Framework Agreement for the period of 01 Year regarding Procurement of Stationery Items as per list provided under the *Schedule of Requirements* given below in this Bidding Document. The procured goods are required to be supplied at TransKarachi Corporate Office addressed at C-89, Block-2, Clifton Karachi.

Eligible Bidders

3. This Invitation for Bids is open to all the interested Supplier Firms/Companies having relevant experience either as a manufacturer or an authorized supplier of stationary & other general Items. Bidders, however, must meet the requirements as described in this bidding Document.
4. Bidders shall not be under a declaration of blacklisting by any Government department or private firm or involved in any corrupt practice or facing such case anywhere.
5. Each bidder is allowed to submit only one bid. In case a bidder submits more than one bid it's all bids shall be rejected.
6. Joint Venture (JV) is not allowed for this Procurement.

Cost of Bidding

7. The bidder shall bear all the costs associated with the preparation and submission of its bid, and TransKarachi will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process

Bid Security

8. All the submitted bids must be accompanied by a Bid Security for the amount not less than PKR 50,000/-in shape of Pay Order, Demand Draft, Call Deposit or a Bank Guarantee issued by a Scheduled Bank in Pakistan in favour of "TransKarachi".
9. Any bid not accompanied by an acceptable Bid Security shall be rejected by the Procuring Agency as non-responsive.
10. Bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the Bid validity period has expired.
11. The Bid Security of successful bidder will be returned when the bidder has furnished the required Performance Security and signed the Framework Agreement.

Preparation of Bids

12. Under single stage one envelope process, all interested bidders are required to submit their Bids along with all the required documents as per checklist provided in to this Bidding Document) in the manner described hereunder:
 - a) You shall submit your one Original Bid in a sealed envelope and clearly marked "ORIGINAL". In addition, you shall also submit one copy of your Bid in another envelope clearly marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Both envelopes shall be addressed to TransKarachi at the address provided in the advertisement this Bidding Document.
 - b) Your Bid must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature & Stamp on your Cover Letter, Priced & Delivery Schedule and/or on Documents Checklist (*Appendix-C*), your Bid shall be considered as non-responsive and shall be rejected.
13. The Bidders MUST have to incorporate/in-built in their quoted rates all the Taxes, Duties, Levies etc. as the deduction will be made for all applicable taxes of FBR & SRB at source on each payment. The quoted rates must also be inclusive of delivery, transportation up to TransKarachi Office, and installation (if applicable) charges.
14. The Bidders are required to quote their unit rates against all the items of list mentioned under the Schedule of Requirements. However, separate Supply Orders shall be issued for selected time as per requirement each time during the period/course of Framework Agreement.
15. The quoted rates of individual items shall be valid for 1-year period; the rates shall not be reviewed during the contractual period of Framework Agreement and the rates shall be locked for the stated period.
16. Your Bids should be valid for a period of 30 days from the deadline for submission of the Bids. TransKarachi 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.

Submission & Opening of Bids

17. Complete Bids comprising one Original & one Copy along with the required documents as per checklist attached as Appendix-C to this document should be submitted (in Hard copy only) by the due date & time as mentioned in the published advertisement at the following address: TransKarachi, C-89, near Bilal Masjid, Block 2, Clifton, Karachi. Telephone: 021-99332476-8

Note: Submission of Bids in soft copy by electronic media/Email is not allowed.

18. The submitted Bids shall be opened in the presence of participating suppliers' representatives who choose to attend, on the date & time as mentioned in the published advertisement at the address: Committee Room, TransKarachi Corporate Office addressed at C-89, near Bilal Masjid, Block 2, Clifton, Karachi. **Incomplete or late Bids shall not be considered.**

Evaluation and Comparison of submitted Bids

19. The bids will be evaluated based on below mentioned required documents.
 - a) Proof of registration with FBR. (Income Tax & Sales Tax) and must be on active taxpayer list.
 - b) Unit Rates & Delivery time of the quoted items.
 - c) Affidavit that the bidder has not been blacklisted or debarred by any Govt., Semi-Govt or Private organization in Pakistan.
 - d) Proof of relevant past similar experience in form of Supply Order/Contract with Government Organizations/INGOs/Private Companies/Banks etc.
 - e) Bid Security submitted.
20. The Purchaser may reject one or all such proposals, which are vague/does not adhere to these instructions.
21. Successful bidder in the competition may be asked for the provision of samples of quoted items. Final selection of the bidders will be subject to the approval of provided samples (if asked by the Purchaser).

Signing of Framework Agreement

22. The Bidder/Supplier/Company whose submitted Bid/Proposal is determined to be substantially responsive and who has offered the lowest unit rates as well as the earliest delivery of goods against each Supply Order will be notified by the Purchaser within Fifteen (15) working days of the date of submission/opening of Bids for the acceptance of Bid and will be asked to furnish the Framework Agreement along with Terms & Conditions on the stamp paper of required value for the signatures of both parties.
23. The required value of Stamp Paper for furnishing of Framework Agreement will be notified by the Purchaser within due course of time to the successful Bidder after accepting of their Proposal/Bid.

Conflict of Interest & Arbitration

24. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.
25. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (Purchaser and Vendor/Supplier/Bidder).

SCHEDULE OF REQUIREMENTS

Note:

- 1) The description & quantities of all the items in below mentioned list are tentative and are subjected to change without any prior notice. Bidders may include additional items if found missing in the below list and quote their rates as well.
- 2) Separate Supply Order will be issued each time for the supply of stationery items as per Purchaser's requirement.
- 3) Bidders are required to quote unit rates (inclusive of all applicable taxes) for all the items listed below separately in the Price & Delivery Schedule.
- 4) The quoted rates of individual items shall be valid for 1-year period; the rates shall not be reviewed during the contractual period of Framework Agreement and the rates shall be locked for the stated period.

List of Stationery Items (Tentative Requirement for 03 Months only)

S. No	Items	Quantity
1.	Ball Pen Blue 0.8 mm	24 Packets
2.	Ball Pen Black 0.8 mm	24 Packets
3.	Ball Pen Red 0.8 mm	6 Packets
4.	Ball Pen Green 0.8 mm	6 Packets
5.	Gel Pen Blue	24 Packets
6.	Gel Pen Black	24 Packets
7.	Gel Pen Green	6 Packets
8.	Gel Pen Red	10 Packets
9.	Pencils-HB Dollar or equivalent	24 Packets
10.	Rough Pads Imported A-4 Indo	48 Pieces
11.	Rough Pads 1/6 A-5 Medium	60 Pieces
12.	Rough Pads 1/8 Small	144 Pieces
13.	Rough Pads A-4	24 Pieces
14.	Scotch Tape Medium (1" Wide)	48 Pieces
15.	Scotch Tape Large (2" wide)	36 Pieces
16.	White Paper Tape (1" Wide)	24 Pieces
17.	Binding Tape (2" Wide)	48 Pieces
18.	Stapler Machines (Normal Size but Heavy Duty)	60 Pieces
19.	Spiral Note Book 160 PS	12 Pieces
20.	Spiral Note Book 300 PS A-4	12 Pieces
21.	Note Book Diary Imported China Medium	12 Pieces
22.	Box Files	300 Pieces
23.	UHU GUM Small	6 Pieces
24.	UHU Gum Medium	6 Pieces
25.	Glue Stick- UHU	36 Pieces
26.	Scissor Small	12 Pieces
27.	Paper Cutter (Large)	24 Pieces
28.	Desk Racks /Table Organizer with complete sets (3-Layer)	48 Sets
29.	Signature Blue	24 Packets
30.	Signature Black	24 Packets

S. No	Items	Quantity
31.	Transparent Folder	240 Pieces
32.	Separators	48 Packets
33.	Separators Sheets A4	48 Packets
34.	Bull dog clips/Binder Clips small $\frac{3}{4}$ " wide	12 Packets
35.	Bull dog clips/Binder Clips medium 1" wide	24 Packets
36.	Bull dog clips/Binder Clips Large 2" wide	24 Packets
37.	Bull dog clips/Binder Clips Extra Large 2 $\frac{1}{2}$ " wide	24 Packets
38.	Jam clips/U-Clips Large	24 Packets
39.	Scale small (6")	12 Pieces
40.	Scale large (12")	12 Pieces
41.	Calculator CT 9300	24 Pieces
42.	Calculator Casio Model: MJ-100D Plus (10 Digits)	12 Pieces
43.	Two Hole Punch Machine Small	36 Pieces
44.	Two Hole Punch Machine Large	24 Pieces
45.	Laser Print Paper Rims 70gm	40 Box
46.	Laser Print Paper Rims 80gm	10 Box
47.	Laser Print Paper Rim Legal	6 Box
48.	Laser Print Paper Rim A5	0
49.	Sticky Notes	200 Pieces
50.	Sticky Separators / Book Marks	200 Pieces
51.	Plastic Sheets	24 Pieces
52.	Highlighter Yellow	60 Pieces
53.	Highlighter Pink	60 Pieces
54.	Highlighter Green	60 Pieces
55.	Post -it Note Yellow 3*3	120 Pieces
56.	Scissor Big	12 Pieces
57.	Rubber Band 500gm	2 Packets
58.	Button Bag File (My Clear Bag)	24 Pieces
59.	Color Index A 4	6 Packets
60.	Flat Folder with ropes	12 Pieces
61.	Toshiba Battery Cell AA	60 Pieces
62.	Toshiba Battery Cell AAA	60 Pieces
63.	Blanco Fluid (Whito)	30 Pieces
64.	Whito Pen	30 Pieces
65.	Clear Sheet Protector A4	24 Pieces
66.	File Separator	12 Packet
67.	Vehicle Log Book	12 Pieces
68.	Post Log Book	12 Pieces
69.	Front Cover Transparent for Binding A-4	12 Packets
70.	Front Cover Transparent for Binding A-3	06 Packets
71.	Back Cover Glossy Card White for Binding A-4	12 Packets
72.	Back Cover Glossy Card White for Binding A-3	06 Packets
73.	Mouse Pads with hand cushion	60 Pieces
74.	Mouse with wire-USB port	06 pieces
75.	Wireless Mouse	12 Pieces
76.	USB 32 GB	12 Pieces
77.	Thumb Pins	12 Packets

S. No	Items	Quantity
78.	White Sheet Board with sheets	12 Pieces
79.	Sharpeners	120 Pieces
80.	Eraser	120 Pieces
81.	White Board (Size: 3" x 24")	06 Nos.
82.	Marker Blue small	60 Pieces
83.	Marker Black small	60 Pieces
84.	Marker Red small	60 Pieces
85.	Marker Green small	60 Pieces
86.	Blue Ink – Dollar Large	02 Pieces
87.	Black Ink- Dollar Large	02 Pieces
88.	Stamp Pads Black	06 Pieces
89.	Stamp Pads Blue	06 Pieces
90.	Seal Wax	03 Packets
91.	Embossed Seal (Design to be provided by TransKarachi)	01 No.
92.		

**TERMS AND CONDITIONS OF FRAMEWORK AGREEMENT
(FOR SUCCESSFUL BIDDER ONLY)****Contract Number:** FW-Stationery-01/May-2022**Starting Date:** _____**Ending Date:** _____

This Agreement supersedes all prior oral or written agreements (if any) between the parties and constitutes the entire agreement in respect of this purchase.

Supplier Details:

M/s. _____

Address: _____Telephone: _____E-mail: _____**Purchaser Details:**

TransKarachi,

Address: C-89, near Bilal Masjid, Block 2, Clifton, KarachiTelephone: 021-99332440, 99332478, 99332512E-mail: procurement@transkarachi.pk**1. The Agreement:**

This will be a framework agreement for the Procurement of Stationery Items for TransKarachi Corporate Office valid for the period of 01 Year and may be extended further for an appropriate period as per need basis.

2. Quantities and Unit Rates

The Quantity of items will be communicated for each consignment separately by issuing subsequent Supply Orders every month or when required. The amount of each Supply Order may vary as per the need and requirement. The unit rates of all the items will remain the same till the end of the Agreement.

3. Delivery Schedule:

Every month or on "as and when required" basis, "Supply Order" shall be issued to Vendor/Supplier and within 05 days of receipt of the Supply Order; supply of the items must be made by the Vendor/Supplier to the TransKarachi office at Karachi.

The vender shall bear any costs for unloading at the point of delivery. TransKarachi only accepts responsibility for the items upon issuance of a signed Delivery Challan confirming goods, duly signed by the authorized representatives of both the Supplier & Purchaser.

4. Duration of the Agreement:

This Agreement shall commence upon the signing of this agreement and shall be valid for the period of 01 Year unless earlier terminated pursuant to Section 5 of this contract.

TransKarachi and the Vendor/Supplier may mutually agree to extend the services beyond the term of the Agreement through a written Amendment to this Framework Agreement after successful review of the performance of the Vendor/Supplier.

5. Termination:

The TransKarachi may terminate at its sole discretion, this Agreement at any time upon 30 days' written notice to the Vendor/Supplier if the Vendor/Supplier failed to complete the required delivery on given time, failed to replace the poor quality/sub-standard goods/items or failed to fulfill any of his obligations under the Framework Agreement. TransKarachi shall forfeit Bid Security if the termination is intimated by the Vendor/Supplier prior to completion of this Agreement.

6. Notify the Purchaser:

The Vendor/Supplier must notify TransKarachi well in time of all the deliveries in advance to allow relevant people to be available to check and unload goods. Failure to notify TransKarachi may result in a delay in offloading, the cost of which will be borne by the delivering party.

7. Receipt of Goods:

TransKarachi requires official documentation to record all receipts of goods. The supplier may choose to prepare a Delivery Note/Challan which will be required to be signed by the representatives of both the Supplier & Purchaser confirming items received. A copy of this signed Delivery Note/Challan should be attached with all invoices to support payment. No payment shall be made without the approved, Signed & Stamped Delivery Challan.

8. Legal Status:

The Vendor shall be considered as having the legal status of an independent Vendor vis-à-vis TransKarachi. The Vendor, its personnel and sub-contractors shall not be considered in any respect as being the employees of TransKarachi. The Vendor shall be fully responsible for all work and services performed by its employees, and for all acts and omissions of such employees.

9. Ethical Standards:

All suppliers doing business with TransKarachi should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. TransKarachi will not do business with producers of weapons, alcohol, tobacco, or pornography at any stage if such incident of exploitation or production of weapons, alcohol tobacco or pornographic material is reported, Purchaser will terminate the agreement immediately.

10. Conflict of Interest:

Vendors must notify TransKarachi if there is potential conflict of interest with any TransKarachi staff prior to signing of this Agreement. Any supplier failing to do so, and later found to have a conflict of interest will be struck from the Vendor/Supplier database at TransKarachi and his agreement will be terminated.

11. Obligations:

The Vendor shall neither seek nor accept instructions from any authority external to TransKarachi. Vendors may not communicate at any time to any other person, government or authority external to TransKarachi any information known to them by reason of their association with the TransKarachi which has not been made public, except in the course of their duties or by authorization of TransKarachi, nor shall Vendors at any time use such information to private advantage. These obligations will not be lapsed upon termination/expiration of their agreement with TransKarachi.

12. Agreement Management

The Vendor contact for the management of this contract is: _____

The TransKarachi contact for the management of this contract is: To Be Nominated by TK

Any issues arising during this contract must be communicated in writing between these two contacts. Any adjustments to the Agreement must also be noted in writing, with signatories from representatives of both parties.

13. Acceptance and Acknowledgement:

No Agreement shall become effective, and no Agreement shall exist until & unless TransKarachi has received from the Vendor written acceptance of these Terms & Conditions, which govern this Agreement by signing at the end of this Agreement. Initiation of performance under this Agreement by the Vendor/Supplier shall also constitute acceptance of the Agreement by the Vendor/Supplier, including all terms and conditions herein contained or otherwise incorporated by reference. The original Agreement will remain with the Purchaser and Vendor/Supplier will hold a signed copy for reference.

14. Tax:

The Vendor/Supplier shall be entirely responsible for all direct & indirect taxes including Income Tax, GST, SST, other duties, license fees, etc., incurred in supply of Goods to the Purchaser and the deduction of all applicable taxes at source shall be made on each payment. If the Vendor/Supplier is exempted by the FBR/SRB or any other relevant authority for such tax deductions, relevant evidence must be provided with each payment claim failing which deduction of applicable tax will be made at source.

15. Inspection:

The duly accredited representatives of TransKarachi shall have the right to inspect the goods ordered under this Agreement at Vendor's stores, during manufacture, in the ports or places of shipment, and the Vendor shall provide all facilities for such inspection. TransKarachi may issue a written waiver of inspection at its discretion. Any inspection carried out by representatives of TransKarachi, or any waiver thereof shall not prejudice the implementation of the other relevant provisions of this Agreement concerning obligations subscribed by the Vendor, such as warranty or specifications.

16. Officials Not to Benefit:

The Vendor represents and warrants that no official of TransKarachi has been, or shall be, offered by the Vendor any direct or indirect benefit arising from this Agreement or the award thereof. The Vendor agrees that breach of this provision is breach of an essential term of this Agreement.

17. Force Majeure:

Force Majeure includes natural disasters, local laws or regulations, industrial disturbances, acts of violence, civil disturbances, explosions and/or any other similar cause of equivalent force not caused by, nor within the control of, either party or which neither party is able to overcome.

As soon as possible after the occurrence of a Force Majeure type situation; and within but not more than fifteen (15) days, the Vendor shall give notice with full particulars in writing to TransKarachi of such Force Majeure. If the Vendor is thereby unable, wholly or in part, to perform his obligations & meet his responsibilities under this Agreement, TransKarachi shall then have the right to cancel the Agreement by giving, in writing, seven (7) days' notice of termination to the Vendor.

18. Rejection:

The TransKarachi shall have the right to reject the goods or services or any part thereof if they do not conform to specifications or the scope of works.

19. Payment Terms

100% Payment of supplied items will be made through crossed cheque in the name of company/vendor within 20 days of receipt of successful delivery of goods and accepted by the TransKarachi and upon submission of Supplier's Invoice (On Company's Letter Head) supported by all the relevant supporting documents such as Covering Letter, copy of signed Delivery Challan, Manufacturer's or Supplier's Warranty Certificate (where applicable) etc.

20. Transparency:

TransKarachi undertakes to conduct transparent transactions in all operations. The parties agree that any payments related to this transaction are open and transparent.

Agreed between:

TransKarachi Representative

Supplier Representative

Signature: _____

Signature: _____

Name: _____

Name: _____

Position: _____

Position: _____

Date: _____

Date: _____

Stamp: _____

Stamp: _____

[This checklist must be produced on Company's original Letterhead & submitted along with Bid duly signed & stamped]

COMPLIANCE CHECKLIST FOR SUBMISSION OF DOCUMENTS

Kindly Check the box (Yes or No) against each mentioned document submitted along with your Bid/Proposal.

	DOCUMENTS LIST	YES	NO
1.	Cover Letter for submission of Bid (Produced on company's original letterhead duly filled, signed & stamped).		
2.	Bid Security of PKR: 50,000/- in the shape of Pay Order/ Call Deposit/Bank Guarantee in favor of "TransKarachi".	<input type="checkbox"/>	<input type="checkbox"/>
3.	Price & Delivery Schedule (Appendix-B) (To be produced on company's original letterhead, filled, signed & stamped)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proof of registration with FBR & SRB. (Income Tax & Sales Tax) and must be on active taxpayer list.	<input type="checkbox"/>	<input type="checkbox"/>
5.	An affidavit on Stamp Paper of appropriate value stating that Bidder has not been blacklisted by any Government/Private organization/ NGO/Bank in Pakistan.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Proof of relevant past experience in the form of Supply Order/ Agreement/Supply Order etc. signed & executed with Government/ Private organization/NGO/Bank etc.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Any other document as deemed appropriate for submission in support of your Bid. (Please mentioned here the description of the document)	<input type="checkbox"/>	<input type="checkbox"/>

Authorized Representative's Signature: _____

Bidder's/Company's Name: _____

Company Stamp/Seal: _____