



**SURVEY OF PAKISTAN**  
**Rawalpindi**

**INVITATION TO BID**

Survey of Pakistan, a National Surveying & Mapping Agency invites sealed bids under the Project titled “**Cadastral Mapping**” under Single Stage-Two Envelop procedure (PPRA Rule 36 (b) from the Original manufactures / authorized distributors/ suppliers/ service providers etc., registered with Income Tax & Sales Tax Departments for supply of following Stationery, Computer Stationery and Miscellaneous items. The sample for each item will be checked at the opening of bid.

<b><u>Sl.#</u></b>	<b><u>Items</u></b>	<b><u>Expected Quantity On Need Basis</u></b>
1.	Ball Point Piano Blue (0.8mm) or equivalent	100 Pkt
2.	Ball Point Piano Red (0.8mm) or equivalent	60 Pkt
3.	Envelope Khaki 9x4 (Fine quality)	4000 Nos
4.	Envelope Khaki 15x11.5	2000 Nos.
5.	File Cover TT Blue	50 Dozen
6.	File Cover TT Red	30 Dozen
7.	File Cover TT Green	30 Dozen
8.	File Cover TT Black	30 Dozen
9.	File Cover Tag (Fine quality)	600 Nos.
10.	File Board	50 Dozen
11.	Correction Pen Kita or equivalent	20 Pkt
12.	Paper Pin	50 Pkt
13.	Paper Clip	30 Pkt
14.	Staple Pin 24/6	30 Pkt
15.	Sharpener	12 Dozen
16.	Highlighter different colour (Fine quality)	50 Pkt
17.	Pointer Uni ball	50 Pkt
18.	Pointer Uni ball Black	50 Pkt
19.	Paper A4 size 80 gsm	750 Reams
20.	Paper Legal size	50 Reams
21.	Pencil HB Gold Fish	30 Pkt
22.	Tissue Paper Rose Petal Luxury	100 Pkt
23.	Acid for wash Room	08 Dozen
24.	Washing powder Surf 200 grm or equivalent	100 Pkt.
25.	Vim powder ½ kg or equivalent	100 Pkt
26.	Toilet Freshener (Tablets)	06 Dozen
27.	Mop large best quality.	02 Dozen
28.	Glass for water	08 Dozen
29.	Air Freshener cobra 300ML or equivalent	10 Dozen
30.	Duster	12 Dozen
31.	Cell Small	10 Dozen
32.	Bath Room cleaner Harpic or equivalent	04 Dozen
33.	Rubber soft Pelikan or equivalent	10 Dozen
34.	Soap Lux or equivalent	08 Dozen
35.	Glass cleaner Glint or equivalent	02 Dozen
36.	Phenyl 1.5 Ltr.	04 Dozen
37.	Wiper	01 Dozen

38.	Card Board	04 Dozen
39.	Toilet Roll Rose Petal	04 Dozen
40.	Cello Tap 02" fine quality	06 Dozen
41.	German Glue (Mowlith ½ kg)	06 KG
42.	Tag Cotton	04 Dozen
43.	Thread Ball	02 Dozen
44.	Register 12 Qr Fine quality	04 Dozen
45.	Staple Machine Fine quality	01 Dozen
46.	Punch Machine Double Hole	01 Dozen
47.	Toner Printer HP LaserJet Pro 400 - M401dne	03 Dozen
48.	Toner Plotter HP Design Jet T795 (Design Jet 72)	02 Sets
49.	Toner Printer Colour HP LaserJet CP525 (307A)	04 Sets
50.	Toner Printer Colour HP LaserJet M750 (650A)	04 Sets
51.	Toner Printer Black HP LaserJet Pro 102w (19A)	04 Nos
52.	Toner Printer Black LaserJet M605 (81A)	04 Nos
53.	Toner Photocopier Black Canon IR3245	04 Nos
54.	Toner Photo Copier Black Ricoh MP-5054SP	04 Nos
55.	Paper A3 size 80 Grams	03 Dozen
56.	Paper Yellow and Red	05 Pkt
57.	Cello Tape 2-inch	10 Dozen
58.	Binding Tape	10 Dozen
59.	Extension Lead for Computer	02 Dozen
60.	Led Bulb	05 Dozen
61.	Stamp Pad Blue	03 Dozen
62.	Gum Stick	03 Dozen
63.	Computer Wireless Mouse	03 Dozen
64.	Dust Bin	03 Dozen

2. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc., are available for the interested bidders at website of Public Procurement Regulatory Authority, ([www.ppra.org.pk](http://www.ppra.org.pk)), which can be downloaded.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at under the Project titled "**Cadastral Mapping**", Survey of Pakistan, Murree Road, Faizabad, Rawalpindi duly addressed to the Chairman Purchase Committee on or before **16-11-2022** at 11:00 hrs. Bids will be opened on the same day at 11:30 hrs.

**(NADEEM AHMAD CH)**  
Project Director  
Cadastral Mapping Project  
051-9290202

## TERMS & CONDITIONS

1. Applications on prescribed form (attached) along with technical specifications (compliance sheets) and contract, which can be downloaded from the website of PPRA, should reach the Chairman Purchase Committee, Cadastral Mapping Project, Survey of Pakistan, Faizabad, Rawalpindi by registered post/courier latest by 11:00 hours on **16-11-2022**. These will be opened at 11:30 hours on the same day in the presence of bidders their authorized representatives.
2. The envelope shall be marked as “FINANCIAL PROPOSAL” & “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. Initially, only envelopes marked as **Technical Proposal shall be opened along with sample duly ticked items** envelopes marked as Financial Proposal shall be retained in the custody of Chairman Purchase Committee. After the evaluation & recommendations by the Technical Evaluation Committee concerned, Financial Proposals of only technically accepted bids will be opened. The Financial Proposals of bids found technically total items shall be returned un-opened to the respective bidders. The bidders which can provide locally made stationery fine quality may be proffered in technical evaluation.
3. Earnest money in shape of pay order/bank draft amounting to Rs.5000/- in the name of Chairman Purchase Committee, Cadastral Mapping Project, Survey of Pakistan, Rawalpindi, should be enclosed in the envelope containing Financial Bid. However, the certificate for attachment be indicated in technical bid, otherwise, the same will be rejected at the opening stage.
4. Successful bidder(s) will be required to execute agreement governing the terms & conditions of the contract.
5. Bids will be valid for 120 days from the date of opening of bid.
6. The bidders shall have to show / check sample of their offered items during Technical Evaluation for analysis.
7. Procuring agency may reject any or all bids subject to the relevant provisions of PPRA Rules.
8. Only registers suppliers who are on Active Tax Payers List (ATL) of FBR are eligible to supply goods to the Government departments.
9. The supplier should attached a proof that he is on ATL of FBR Data Base. In other case his payment would be stopped till he files his mandatory return and appears on ATL of FBR.
10. The prices should be inclusive of all liveable taxes. Income Tax at source + GST (Withholding) will be deducted as per rules/orders applicable on the date of supply.
11. The bidders should also provide the detail price analysis of the items/accessories in their Financial Proposal along with unit rate with GST.
12. Rate quoted will be valid for 01 year.
13. The Supplier are bound to provide within a day or not more than “03 days in case of force majeure”, once demand is made to supplier.
14. All defective/substandard Papers / Stationery items will be replaced immediately at Supplier’s cost.
15. The method of procurement is single stage – two envelopes as per PPRA’s Rule-36(b).
16. **Quantity of items can be increased or decreased subject to availability of funds.**
17. Procurements will be made on requirement need basis during the contract period.
18. The payment will be made in full after satisfactory delivery of goods against Invoices.
19. The Firm(s) which will be selected for supply of requisite stationery items will be bound to come into written agreement with this office i.e., Cadastral Mapping

Project, Survey of Pakistan, Rawalpindi. The service agreement will remain effective for one year time.

20. Copy of CNIC must be attached with the bid.
21. For more information, please contact with Mr. Saeed ul Zafar, at Mobile No.0300-5196006.

### **EVALUATION CRITERIA**

The Technical Proposals will be made as per tender specifications without the reference to the price as per PPRA Rule 36 (b) (v).

Only the Financial Proposals of those bidders who's Technical Proposals have been recommended by the Committee will be opened publically as per PPRA Rule 36 (b) (viii). Out of which, the bid having the lowest price will be accepted as per PPRA Rule 36(b) (ix).

1. The bidders provide locally made fine quality stationery will be preferred in technical evaluation.
2. The firms pass in sample offering demo will be considered technically eligible.

**PRESCRIBED APPLICATION FORM FOR TENDERING OF PROCUREMENT OF  
EQUIPMENT**

(To be printed on firm/supplier's letter head duly signed by the authorized representative)

The Chairman Purchase Committee,  
Cadastral Mapping Project,  
Survey of Pakistan  
Faizabad, Rawalpindi.

In response to press advertisement on PPRA and Survey of Pakistan website as well dated: 01-11-2022 We M/s. .... have downloaded Tender Documents consisting of Contract Performa for Tendering under Purchase of stores including the detail and specifications from PPRA's website.

We have gone through all the terms and conditions contained in above mentioned documents and those, which are the part of tender.

We fully agree to abide by the terms and conditions contained in the said documents and therefore hereby submit Technical as well as Financial Proposals for the following:


**AUTHORISED SIGNATURE  
NAME & SEAL OF FIRM/SUPPLIER**