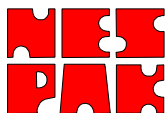


NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED

**BIDDING DOCUMENTS
FOR
SUPPLY OF STATIONERY ITEMS**

January 2020



NATIONAL ENGINEERING SERVICES PAKISTAN (PVT.) LIMITED
NESPAK HOUSE: 1-C, Block-N, Model Town Extension, Lahore-54700, Pakistan
Telephone :+92-42-99090000 FAX : +92-42-99231950

INVITATION TO BID

Date: _____
Bid Reference No. :PC/01/_____/2020

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) invites sealed bids on National Competitive Bidding (NCB) basis from reputable Suppliers, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue, for Supply of Stationery Items.

Bidding Documents, containing detailed terms and conditions, etc. are available at the office mentioned here below. Price of the Bidding Documents is Rs. 100 (Rupees One Hundred only). Bidding Documents can also be downloaded from www.nespak.com.pk free of cost.

The Bids, prepared in accordance with the instructions given in the Bidding Documents, must reach at the address given below on or before **January 31, 2020**, 11:00 am. The Bids will be opened on the same day at 11:30 am. This advertisement is also available on PPRA website at www.ppra.org.pk.

Secretary
Procurement Cell
NESPAK House: 1-C, Block-N, Model Town Extension, Lahore
Phone No. 042-99090000, Ext. 222/514

**BIDDING DOCUMENTS
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Terms and Conditions

1. Introduction

National Engineering Services Pakistan (Pvt.) Limited (NESPAK) (the Purchaser) wishes to receive Bids on "Single Stage One Envelope" bidding procedure for Supply of Stationery Items at NESPAK House, Lahore located at 1-C, Block N, Model Town Extension, Lahore.

2. Scope of Supply

The Scope of Supply is described in detail under Appendix A attached hereto:

The Bidders must quote for the complete scope of the Supply. Any bid covering partial scope of Supply will be rejected.

The quantities mentioned in Appendix A have been estimated for one year. However the Purchaser shall issue the Supplier (the successful Bidder) monthly/quarterly Purchase Orders for its specific requirements out of the estimated quantities mentioned in Appendix A.

3. Cost of Bidding

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

4. Validity of the Bids

The Bids shall remain valid for a period of thirty (30) days after the date of bid opening.

5. Bid Prices, Currency of Bid and Terms of Payment

The prices in Appendix B shall be quoted by the Bidder entirely in Pak Rupees for the Stationery Items to be supplied under the Contract. The payment shall also be made in Pak Rupees. The Bid Price shall be quoted inclusive of all prevailing duties and taxes such as income tax, GST, etc.

The terms of payment shall be as under:

- i. Payment shall be made through cross cheque after submission of invoice against specific Purchase Order within thirty (30) days, after delivery of

Sign & Stamp of the Bidder

requisite items at NESPAK House, Lahore as per unit rates quoted in Appendix B.

- ii. No payment shall be made in advance.
- iii. Payment against partial delivery for a specific Purchase Order shall not be made.
- iv. Payment shall be made after deduction of applicable taxes (income tax, GST etc.) at source, as per Government Rules/Instructions/Notifications.
- v. The prices quoted by the Bidder shall remain firm and fixed during the currency of the Contract (one year period) except the following:
 - a. Price Adjustment (increase or decrease) for supply items, if supplied from outside Pakistan, under this Procurement shall be made as under:

$$PA = 0.5 \times PO \times \left(\frac{RR}{BR} - 1 \right)$$

Where,

PA = Price Adjustment for a specific Purchase Order in PKR to be applied to value of that Purchase Order

PO = Value of a specific Purchase Order in PKR

BR = Base exchange rate of USD Vs PKR prevailing on 14 days prior to the deadline for submission of Bids

RR = Revised exchange rate USD Vs PKR prevailing on 14 days prior to issuance of the specific Purchase Order

- b. Value of a specific Purchase Order shall be adjusted (increase or decrease) for any change in applicable taxes and duties prevailing 14 days prior to deadline for submission of Bids or if a new tax and duty is levied.

6. Bid Submission, Opening and Clarification

The Bids must be received by the Purchaser not later than the deadline mentioned in Invitation to Bid. Bids submitted through fax or e-mail shall not be considered. The Bids must be complete, in order and comprise documentary evidences for each requirement. The Bid shall also comprise these Bidding Documents with Appendix B: Schedule of Prices duly filled in.

The Bidders shall submit one (01) original and one (01) copy of the Bid duly signed and stamped by the authorized representative in a sealed envelope. The Purchaser shall open the Bids, in the presence of Bidders' representatives who choose to attend, at the time, date and location as mentioned in Invitation to Bid.

Sign & Stamp of the Bidder

The Bidder's name, Bid Prices, any discount, the presence or absence of Bid Security, and such other details as the Purchaser at its discretion may consider appropriate, will be announced by the Purchaser at the bid opening. The Purchaser will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.

Any Bid Price or discount which is not read out and recorded at bid opening will not be taken into account in the evaluation of Bid.

To assist in the examination, evaluation and comparison of Bids the Purchaser may, at its discretion, ask the Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

7. Evaluation Criteria

The Purchaser will evaluate the Bids as per the following criteria:

Sr. No.	Compliance Requirements	Submission Requirements
1.	The Bidder shall be registered with Income Tax and Sales Tax Departments and shall be on Active Taxpayers List of the Federal Board of Revenue.	Valid NTN and GST Certificates to be attached with the Bid.
2.	The Bidder shall not have been black listed and involved in any litigation/arbitration by any Government or Semi-Government Organization/Department.	Affidavit on stamp paper of Min. Rs. 50 duly attested by the Oath Commissioner certifying that "the Bidder has neither been blacklisted nor involved in any litigation/arbitration with any Government or Semi-Government Organization/Department" to be submitted with the Bid.
3.	Evidence of minimum three (03) years of experience in relevant field.	Copies of purchase orders/work orders/contracts to be attached with the Bid.
4.	<ul style="list-style-type: none"> - The Bidder shall furnish, as part of his Bid, a Bid Security for an amount not less than one percent (1%) of the Bid Price. - Bid Security of unsuccessful Bidders shall be returned upon award of the Contract to the successful Bidder; whereas the Bid Security of successful Bidder shall be returned when the bidder has furnished the required Performance Security and signed the Contract. 	Bid Security shall be in the form of pay order/bank draft/CDR from a scheduled bank in Pakistan in the favour of National Engineering Services Pakistan (Pvt.) Limited (NESPAC).

The Bids meeting the above-stated minimum qualification and other bidding requirements shall be considered substantially responsive. A Bid determined as non-responsive will be rejected by the Purchaser and will not subsequently be made responsive by the Bidder by correction of the non-conformity.

Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Purchaser, provided such waiver does not prejudice or affect the relative ranking of any other Bidder.

8. Award of Contract

The Purchaser will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid price.

Prior to expiration of the period of bid validity prescribed by the Purchaser, the Purchaser will notify the successful bidder in writing ("Letter of Acceptance") that his Bid has been accepted. This letter shall name the sum which the Purchaser will pay the Supplier in consideration of the execution and completion of the Supply by the Supplier as prescribed by the Contract (hereinafter called the "Contract Price").

The successful bidder shall furnish to the Purchaser a Performance Security at the option of the bidder, in the form of Bank Draft or Bank Guarantee from scheduled bank in Pakistan for the amount equal to 1% of Contract Price within a period of seven (07) days after the receipt of Letter of Acceptance. The Performance Security shall be valid for thirty days after the date of issue of the Certificate of Completion, which will be issued by the Purchaser after successful supply of stationery items as mentioned in Appendix-A upon completion of one year from the date of signing of Contract. Failure of the successful bidder to comply with the requirement of Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

The formal Contract between the Purchaser and the successful bidder shall be executed within seven (07) days of the receipt of Performance Security by the Purchaser.

Notwithstanding the above, the Purchaser reserves the right to annul the bidding process and reject all bids, at any time prior to award of Contract as per Rule 33 of Public Procurement Rules, 2004.

9. Term of Supply

The Supplier (the successful Bidder) shall provide the Supply of Stationery Items for a period of one (01) year from the date of signing of the Contract.

The Supplier shall supply the said items within two (02) weeks of issuance of Purchase Order by the Purchaser. In case of delay in supply by the Supplier for second time during the Contract duration, the Purchaser will have the right to cancel the Contract and forfeit the Supplier's Performance Security.

The Purchaser reserves the right to increase or decrease the quantity of each item mentioned in Appendix-A upto 15%.

The Supply shall be monitored by the Purchaser through an authorized personnel and shall be rejected if not found according to the standard as mentioned at Appendix A and the Purchaser shall not be responsible for any costs or expenses incurred by the Supplier on this account.

Appendix A
Scope of Supply

Sr. No	Description of Items	Quantity Required Approximately
1.	Paper A4 Size (210x297mm), 80 Grams Navigator/AA or Equivalent	6500 Reams (500 sheets per Ream)
2.	Paper A3 Size (297x420mm), 80 Grams Navigator/AA or Equivalent	650 Reams (500 sheets per Ream)

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Appendix B
Schedule of Prices

Sr. No	Description of Items	Units	Estimated Quantity (A)	Rate (PKR) (B)	Amount (PKR) (C)=(A) x (B)
1.	Paper A4 Size, 80 Grams Navigator/AA or Equivalent	Reams	6500		
2.	Paper A3 Size, 80 Grams Navigator/AA or Equivalent		650		
Total Amount =				(In figures)	
				(In Words)	

Base exchange rate of USD Vs PKR prevailing on 14 days prior to the deadline for submission of Bids = _____ [Bidder to quote the base exchange rate]

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FX RATES SHEET

Treasury & Capital Markets Group

17 2020

DATE: Friday, 17 January 2020

Ready Transaction Rates			
Currency	Symbol	TT Selling	TT Buying
US DOLLAR	USD	155.15	154.65
EURO	EUR	173.04	172.48
JAPANESE YEN	JPY	1,4077	1,4031
BRITISH POUND	GBP	202.84	202.16
SWISS FRANC	CHF	160.71	160.18
CANADIAN DOLLAR	CAD	118.90	118.47
AUSTRALIAN DOLLAR	AUD	106.96	106.55
SWEDISH KRONA	SEK	16.40	16.31
NORWEGIAN KRONE	NOK	17.45	17.39
DANISH KRONE	DKK	23.11	23.04
NEWZEALAND DOLLAR*	NZD	103.07	102.64
SINGAPORE DOLLAR	SGD	115.27	114.81
HONGKONG DOLLAR	HKD	20.04	19.93
KOREAN WON*	KRW	0.1340	0.1333
CHINESE YUAN	CNY	22.69	22.54
MALAYSIAN RINGGIT*	MYR	38.21	38.04
THAI BAHT*	THB	5.10	5.08
U.A.E DIRHAM	AED	42.25	42.09
SAUDI RIYAL	SAR	41.41	41.18
QATAR RIYAL*	QAR	42.62	42.46
KUWAITI DINAR*	KWD	511.96	508.63

Indicative FBP Rates							
Currency	SIGHT / 15 Days	1M	2M	3M	4M	5M	6M
USD	153.78	152.90	151.15	149.39	147.58	145.73	143.86
EUR	171.51	170.52	168.57	166.59	164.54	162.46	160.33
GBP	201.02	199.87	197.58	195.26	192.88	190.45	187.98

Conversion Rates for Frozen FCY Deposits		Settlement Date
USD	154.6485	Wednesday, 22 January 2020
GBP	201.8627	
EUR	172.5104	
JPY	1.4056	

Rates for cash/Currency Notes		
Currency	Selling	Buying
USD	156.70	153.10
GBP	204.87	200.14
EUR	174.77	170.75
JPY	1.4218	1.3890
SAR	41.82	40.76
AED	42.67	41.67

LIBOR	
1 Month	1.66900
3 Month	1.83613
6 Month	1.86500

- > Please call Treasury Sales Desk (9922 0337, 9922 0438 & 9922 0747) for transactions over US Dollars 5,000 or equivalent amount in other currencies (cumulative basis)
- > Above rates are not valid for transactions above USD 5,000 or equivalent amount in other currencies (cumulative basis)
- > Unless otherwise specifically stated, the given rates are market indicative and subject to change without prior notice
- > NBP captures above foreign exchange rates from sources believed to be reliable. NBP does not accept any liability for consequences that may arise from the usage of these rates
- > All FX designated branches must ensure reporting of all export bills falling over due today
- > All FX designated branches must ensure that all credits in Nostro accounts have been responded
- > All FX designated branches must ensure retention of export proceeds into FC accounts as per SBP guidelines
- > For all Chinese Yuan transactions please contact Treasury Sales Desk

* Currencies listed are NOT available to NBP's customers, please contact treasury sales for more details

THIS IS A COMPUTER GENERATED RATE SHEET AND DOES NOT REQUIRE ANY SIGNATURE

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