

Section-I: Invitation to Bids

Punjab Aab-e-Pak Authority (PAPA) (hereinafter referred to as the "client"), invites the sealed bids from Contractors / Firms / Manufacturers / Authorized dealers / Association of Firms / Sole Proprietor / JVs / General Order Suppliers registered with Income tax and Sales Tax Department & who are on Active Tax Payers list of FBR & having experience of similar nature of work with Government Department(s) concerning **Procurement of Paper Reams and File Covers for Head Office of PAPA.**

2. The bidding documents are available immediately after publication (2014 PPRA Rule 25(1)) at the office of **Director (Procurement & Contracts)** situated at **4th Floor, EFU House, Main Gulberg, Jail Road, Lahore** and a complete set of Bidding Documents can be obtained on submission of written application (with proof of fulfilling the basic eligibility criteria stipulated in Para No. 1) along with deposited slip of National Bank of Pakistan for Rs.5000/ (non-refundable fee). Bidding documents shall be issued to owner of the firm by showing original CNIC and / or to Authorized representative of firm having authority letter with specimen signature of representative of firm along with original CNIC.

3. **Single stage one envelope** bidding procedure will be adopted. The Bid(s) (**Financial**) prepared in accordance with the instructions given in the Bidding Documents must be accompanied by a Bid Security **2%** of estimated cost in shape of CDR / Bank Guarantee from any Scheduled Bank in Pakistan, for an amount of **Rs. 34,966/-** in favor of Director (Procurement & Contracts), PAPA. Last date for purchase of bidding documents is 20-03-2024. The Bid(s) (**Financial**) must be delivered at the address given above on **21.03.2024 at 11:00 A.M.** The bid(s) will be opened on the same day at **11:30 A.M** in presence of the bidder / bidder's representatives who choose to present.

4. The procuring Authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under Punjab PPRA Rules 2014 (**Rule-35**).

5. Conditional tender will not be accepted.

6. Tendered rates and amount should be filled in figures as well as in words and tenders should be signed as per general directions given in the tender documents.

7. In case the total tendered amount is equal to or less than 5% of the approved estimated (DNIT) amount, the lowest bidder will have to deposit quality assurance security equal to the amount difference between approved DNIT amount and the quoted bid amount from the Scheduled Bank within 15 days of issuance of notice or with in expiry period of bid, whichever is earlier.

8. The bids will be valid for 120 days.

9. In case, the last date of bid submission falls in / within the official holiday(s), the last date for submission of the bids shall be the next working day.

10. Estimated cost is Rs. **1,748,270.00/-** (T.S issued vide no. PAPA/Dir(P&C)/228-30 dated 21.02.2024).

Director (Procurement & Contracts)
Punjab Aab-e-Pak Authority