

**BIDDING DOCUMENTS  
FOR  
PROCUREMENT OF STATIONERY AND PRINTING**

**Available on NATCO website ([www.natco.gov.pk](http://www.natco.gov.pk))**

**July, 2018**

**Northern Areas Transport Corporation Gilgit-Baltistan, Pakistan**

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**GOVERNMENT OF PAKISTAN  
NORTHERN AREAS TRANSPORT CORPORATION  
GILGIT-BALTISTAN**

**TENDER FORM FOR PRINTING AND STATIONERY**

Sealed tenders are hereby invited by NATCO, under Single Stage-One Envelopes bidding procedure under Rule 36(a) of Public Procurement Rule 2004 from well reputed firms for procurement of stationery items and printing items for the financial year 2018-19.

**INSTRUCTION TO BIDDERS & CONDITIONS OF CONTRACT**

Sealed tender bid should be submitted to NATCO Head office Jutial before 10:00 AM on 30-07-2018.

1. The sealed envelope will be opened in the presence of the bidders on 30-07-18 @ 10:30 AM by the Committee constituted for the purpose by the competent authority of NATCO.
2. The bidder should have experience of 3 year of supply of stationery items and printing items to any government/ non government departments.
3. The bidder should have own stationery shop and printing press in Gilgit city.
4. The bidder should have bank transaction (cr) of Rs 5 lac for in last six month of date of advertisement.
5. A supplier or service provider declared disqualified / blacklisted by any of the public/private sector entity/client in Pakistan shall be ineligible to apply.
6. All the tenders are to be accompanied with a Demand Draft of Rs.25,000/- (Fifty thousand) each for stationery items and printing items as Bid Security in favour of **M/S Northern Areas Transport Corporation**.
7. Demand Draft of unsuccessful bidders will be returned after completion of the bidding process and Demand Draft of successful bidder will be retained as security deposit (Performance Guarantee) and will be released on expiry of the contract.
8. The rate quoted by the bidder will be inclusive of all taxes/packing and freight charges etc.
9. With-holding tax if any will be deducted as per Government rule.
10. Defective and substandard stationery item and printing items will not be accepted and returned to the suppliers after deducting of cost there on if any.
11. The successful bidder will be responsible to supply the stationery items and printing of items during the contracted period and the Corporation will not be responsible for any increase in the price, shortage if any.

12. If the successful bidder failed to supply the stationery items and printing of items within time then the same will be purchased from the open market under the rules, risk and cost of payment to the party will be made from the security deposit of the bidder.
13. Payment of the cost of stationery items and printing items will be made after proper receiving of stock and according to the NATCO procedure.
14. An agreement will be signed with the successful bidder clearly spelling out the terms and conditions as mentioned in these documents.
15. The competent authority of the NATCO has the power to reject any tender or all tender at any time prior to acceptance of a bid or proposal in accordance with PPRA Rule 2004.

**MANAGING DIRECTOR**

To, M/S \_\_\_\_\_  
\_\_\_\_\_

Signature of bidder: \_\_\_\_\_

**DRAFT OF BID SECURITY**  
(Bank Guarantee)

Guarantee No. \_\_\_\_\_  
Executed on \_\_\_\_\_  
Expiry date \_\_\_\_\_

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with address: \_\_\_\_\_

Name of Principal (Bidder) with address: \_\_\_\_\_

Penal Sum of Security (express in words and figures): \_\_\_\_\_

Bid Reference No. \_\_\_\_\_ Date of Bid \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Principal, we the Guarantor above-named are held and firmly bound

unto the \_\_\_\_\_

the sum stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the accompanying Bid numbered and dated as above for

\_\_\_\_\_ (Particulars of Bid) to the said Employer; and

WHEREAS, the Employer has required as a condition for considering the said Bid that the Principal furnishes a Bid Security in the above said sum to the Employer, conditioned as under:

- (1) that the Bid Security shall remain valid for a period 28 days beyond the period of validity of the Bid;
- (2) that in the event of;
  - (a) the Principal withdraws his Bid during the period of validity of Bid, or
  - (b) the Principal does not accept the correction of his Bid Price, pursuant to Sub-Clause 24.2 of Instructions to Bidders, or
  - (c) failure of the successful bidder to
    - (i) furnish the required Performance Security, in accordance with Clause 34 of Instructions to Bidders, or
    - (ii) sign the proposed Contract Agreement, in accordance with Clause 35 of Instructions to Bidders,

then the entire sum be paid immediately to the said Employer as liquidated damages and not as penalty for the successful bidder's failure to perform.

NOW THEREFORE, if the successful bidder shall, within the period specified therefor, on the prescribed form presented to him for signature enter into a formal Contract with the said Employer in accordance with his Bid as accepted and furnish within twenty eight (28) days of his being requested to do so, a Performance Security with good and sufficient surety , as may be required, upon the form prescribed by the said Employer for the faithful performance and proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified for its validity then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

PROVIDED THAT the Guarantor shall forthwith pay to the Employer the said sum stated above upon first written demand of the Employer without cavil or argument and without requiring the Employer to prove or to show grounds or reasons for such demand notice of which shall be sent by the Employer by registered post duly addressed to the Guarantor at its address given above.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Guarantor shall pay without objection the sum stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounden Guarantor has executed the instrument under its seal on the date indicated above, the name and seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

	_____ Guarantor (Bank)
Witness:	Signature _____
1. _____	Name _____
_____	Title _____
Corporate Secretary (Seal)	
2. _____	_____
_____	_____
(Name, Title & Address)	Corporate Guarantor (Seal)

# **FIANACIAL BID**

**Government of Pakistan**  
**Northern Areas Transport Corporation**  
**Gilgit-Baltistan**

**FINANCIAL BID**

**OFFICE STATIONERY FOR THE YEAR 2018-19**

<b>S.No</b>	<b>NAME OF ITEMS</b>	<b>QUANTITY</b>	<b>RATE</b>
01	Computer paper A4 (80 grams)	360 Rim	
02	Computer paper Legal size (80 grams)	110 Rim	
03	File board as per sample	600 No's	
04	Stapler pin (24/6 Dollar as per packet)	100(packet)	
05	Paper pin (as per packet)	40(packet)	
06	Paper clip (36mm as per packet)	40(packet)	
07	Boll point crystal (as per packet)	100(packet)	
08	Pointer pen ( as per packet)	10(packet)	
09	Uni Ball eye pen (as per unit)	5 (packet)	
10	Marker pen (as per unit)	12 No's	
11	Correction pen (as per unit)	25 No's	
12	Highlighter (as per unit)	12 No's	
13	Pencil Lead Dollar (as per packet)	6 (Packet)	
14	Rubber million (as per unit)	30 No's	
15	Sharpener Dux (as per unit)	30 No's	
16	File size envelope (as per unit)	12 Bundle	
17	Envelope small 9x4 (as per unit)	24 Bundle	
18	Envelope medium 11x5 (as per unit)	24 Bundle	
19	File tag small ( as per bundle)	20 Bundle	
20	Note portion (as per pad)	300(Pad)	
21	Draft pad large (80 grams)	80(pad)	
22	Draft pad small (80 grams)	100(pad)	
23	UHU gum stick (as per unit)	20 No's	



24	Register medium ( 360 pages)	50 No's	
25	Attendance Register large	25 No's	
26	Dispatch Register large	15 No's	
27	Duk Receive Register large	10 No's	
28	Peon book large	24 No's	
29	Carbon paper KCR (as per packet)	60 (Packet)	
30	Solution tab 2 inch (as per unit)	24 No's	
31	Cotton tab 3 inch (as per unit)	70 No's	
32	Cotton tab 4 inch ( as per unit)	30 No's	
33	Fax Roll ( as per unit)	100 No's	
34	File Box 1040-997 +R	60 No's	
35	Stamp pad best quality	15 No's	
36	Stock Register No 4	05	
37	Stock Register No 6	05	
38	Account Ledger No 4	05	
39	Account Ledger No 8	05	
40	Account Ledger No 10	05	
41	Cash Book No 4	15	
42	Cash Book No 6	15	
43	Stapler Machine Medium size (as per unit)	40 No's	
44	Stapler Machine (HD) (as per unit)	02 No's	
45	Stapler pin HD ( as per packet)	20 (packet)	
46	Calculator Casio DJ-120D 12 Digits (as per unit)	30 No's	
47	Calculator Citizen CT-9614N-W 14 Digits ( as per unit)	30 No's	
48	Punch Machine 2 hole large (as per unit)	12 No's	
50	Punch Machine 2 hole Medium ( as per unit)	06 No's	
51	Punch Machine 1 hole small ( as per unit)	05 No's	
52	Thumb pin ( as per packet)	05(packet)	

53	Cutter	25 No's	
54	Computer Toner 26/A	20 No's	
55	Computer Toner 12/A	12 No's	
56	Computer Toner 53/A	06 No's	
57	Computer Toner 1102/A	06 No's	

Bidder's Signature: \_\_\_\_\_

Bidder's Stamp: \_\_\_\_\_

**Government of Pakistan**  
**Northern Areas Transport Corporation**  
**Gilgit-Baltistan**

**FINANCIAL BID**

**PRINTING STATIONARY FOR THE YEAR 2018-19**

<b>S.No</b>	<b>NAME OF ITEMS</b>	<b>QUANTITY</b>	<b>RATE</b>
01	Advance Voucher (100 pages)	300	
02	Patty Cash Voucher (100 pages)	300	
03	Issue Requisition (100 pages) Triplicate	200	
04	Cash Trip Voucher (100 pages) Duplicate	200	
05	Duty slip (100 pages) Duplicate	300	
06	Ticket book for conductor (200 pages) Duplicate	100	
07	File covers VIP (with clip and ring and Four Colours)	4000	
08	Green Voucher (100 pages)	100	
09	Workshop Job order (100 pages) Duplicate	300	
10	Bilty book (4 copies)	200	
11	Manifast book (200 pages)	200	
12	IBT books (100 pages)	100	
13	Move Authority form (50 pages)	100	
14	Attendance sheet (100 pages)	50	
15	Letter Head NATCO Dabble AA paper (per page)	5000	
16	Travel Club Receipt Book Duplicate (100 pages carbon less)	50	
17	Voucher register (300 pages)	12	
18	Passenger Booking Register(300 pages)	2	
19	Subsidary Ledger(300 pages)	2	
20	Store ledger(300 pages)	5	

Bidder's Signature: \_\_\_\_\_

Bidder's Stamp: \_\_\_\_\_