



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

T# 17/12-13

Tender Notice

The Securities and Exchange Commission of Pakistan invites sealed tenders from well reputed firms/vendors registered with sales tax department and having national tax number (NTN) based in Pakistan for

“SUPPLY OF STATIONERY, TONERS AND MISCELLANEOUS ITEMS FOR THE YEAR 2013-14”

The relevant details plus terms and conditions may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp

The sealed bids must reach the undersigned through courier or may be dropped in the tender box at fourth floor of SLIC building # 2. The tenders must be received before **1100Hrs, on June 24, 2013** and will be opened on the same day at **1130Hrs**.

Deepak Kumar Jewani – Asst. Director (Admin)
State Life building # 2, 4th Floor Wallace Road-Karachi
(Administration Department)
Tel: 92-21-99213423-4

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 17 / 12-13.**
2. Bids are invited for **“SUPPLY OF STATIONERY, TONERS AND MISCELLANEOUS ITEMS FOR THE YEAR 2013-14”** through **SINGLE STAGE ONE ENVELOP METHOD**
3. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan
State Life building # 2, 4th Floor Wallace Road,
Karachi
4. The relevant details plus terms and conditions of the tender may be obtained from the undersigned personally or by visiting the SECP website: www.secp.gov.pk/Procurement.asp
5. The right to accept or reject any offer without assigning any reason is hereby reserved. The decision of the Commission would be final and binding on all matters relating to this tender.
6. Rates of the Stationery & Miscellaneous Items (Exclusive of GST) shall remain valid throughout the contract period i.e. July 01, 2013 to June 30, 2014.
7. Rates for imported items i.e. Paper A4 80 gms, USB Mouse and flash drive may be revised on quarterly basis (if required), keeping in view the market situation at that time. However, Only Commission will have the power to approve revised rate, and if revision in rate is not approved by the Commission then selected firm/contractor will have to supply the items at rates agreed initially and if, selected firm fails to provide any ordered item then that item(s) will be purchased from second source/open market and difference of cost will be charged to the selected firm/contractor.
8. Items not supplied by the selected firm will be Payments will be processed after receipt of supplies.
9. Samples of all the required items are to be provided along with the tender, failing which bid may not be entertained.
10. Order of Supply of stationery, toners and miscellaneous items shall be placed as per monthly requirement(s) which may vary from time to time.
11. Preference will be given to the firms/dealers/suppliers, which are able to supply items at in Karachi, already working with Government, Semi Government, multinational organizations and well reputed organizations.
12. Successful bidder would sign a contract for supply of selected items for complete year i.e. FY 2013-14, with the Commission.
13. Bid Validity period should be 120 days. The amount of the bid and earnest money shall be in Pak Rupees. Bids should be accompanied with earnest money (refundable) for an amount equal to 2% of the total quoted price (Inclusive GST if applicable) in shape of

either pay order, demand draft valid for not less than 06 months in favor of **Securities and Exchange Commission of Pakistan, State Life building # 2, 4th Floor Wallace Road-Karachi**. Tenders not accompanied by Earnest Money or with less amount of Earnest Money will not be entertained.

14. Earnest Money of successful tenders will alone be retained and that of the rest will be returned.
15. If the tender is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the Earnest Money will be forfeited in favor of the SECP, Karachi.
16. Successful bidder will be required to furnish a pay order/ bank draft of Rs.25,000 as security deposit and refunded on expiry of the contract only. Earnest money of the successful bidder will be returned on submission of security deposit.
17. Stationery, toners and miscellaneous items shall be supplied strictly in accordance with approved certificates i.e. quality, brand and measurement etc. If the successful bidder fails to maintain the specification (Quality / Quantity) of the supplies during the contract period, the security deposit shall stand forfeited and its tender shall stand cancelled forthwith on such default.
18. Maximum supply time of ordered items will be three days after the receipt of purchase order.
19. The Commission does not pledge to accept the lowest bid and reserves the right of accepting full or part supplies offered and bidders should supply the same at the rates finalized between the contractor and the Commission.
20. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
21. The language of the bid is English and alternative bids shall not be considered.
22. Place of destination is: **Securities and Exchange Commission of Pakistan**, State Life building # 2, 4th Floor Wallace Road-Karachi.
23. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids
24. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the tender will not be entertained and may disqualify the original offer.
25. Prices quoted shall correspond to 100% of the requirements specified.
26. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.

27. Interested firms should have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business, for not less than 01 years and proof of company as legal entity.
28. Proof of company as legal entity and affidavit that the company is not black listed by any organization must be presented with the bids.
29. Copy of authorized agency / partnership / dealership / distributorship certificate from their Principals is to be submitted with the tender. (if applicable)
- a. For supply of toners, interested firms are required to provide letter of authorization issued in favor of SECP stating that interested firm is their sole /authorized partner / dealer / distributor.
30. List of Clients (foreign/local), office location, company profit, methodology, previous experiences with the firm(s) should be provided.
31. Bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained / received.
32. The envelopes shall bear the following additional identification marks:

Bid for: "SUPPLY OF STATIONERY, TONERS AND MISCELLANEOUS
ITEMS FOR THE YEAR 2013-14"
Firm Name: XYZ Firm
Attention: Assistant Director Admin, State Life building # 2, 4th Floor
Wallace Road-Karachi

33. **The deadline for the submission of bids is:**
Date: June 24, 2013
Time: 1100 Hrs.

34. **The bid opening shall take place at:**

Securities and Exchange Commission of Pakistan
State Life building # 2, 4th Floor Wallace Road-Karachi
Date: June 24, 2013
Time: 1130 Hrs

35. A statement "**Do Not Open Before 1130Hrs on June 24, 2013**)" shall be clearly mentioned on the top of the sealed bid.
36. Bids received after the due date and time will not be entertained.
37. The Commission reserves the right to amend/change/revise the TORs of Tender if deemed necessary. The successful bidder shall have to provide the services accordingly.

Note:

- **Attachment Details are as under**

1. List of Stationery Items	Annex "A"
2. List of Toners	Annex "B"
3. List of Miscellaneous Items	Annex "C"
- **If the above Terms & Conditions are acceptable then Bids must be submitted well in time and according to the requirements.**

RATES REQUIRED OF STATIONERY ITEMS - TENDER 2013-14				
S.No.	Item Description	Unit	Rate without GST	Rate with GST
1	Attendance Register No.1 Tayyaba	Each		
2	Ball Liner Uniball eye 150	Each		
3	Ball Pen Signo fine (Imported)	Each		
4	Ball Pen Dollar Clipper	Each		
5	Ball Pen Dollar Memo	Each		
6	Ball Liner Pointer Dollar 0.3mm	Each		
7	Binder clip large 32 mm Horizon	Dozen		
8	Binder clip med. 25 mm Horizon	Dozen		
9	Binder Clip Small 19 mm Horizon	Dozen		
10	Binder clips XL 51mm for 200 or more sheets	Dozen		
11	Binding Plastic Sheet Ibico 18,mm (Imported Packing)	Pkt		
12	Binding Tape (Cloth Tape) 2-1/2" Deer Brand	Each		
13	Box File Exclusive (best quality)	Each		
14	Calculator CASIO DJ-120 TW 100 Step China Top Quality	Each		
15	Calculator CASIO MJ-120 TW, 100 Step China Top Quality	Each		
16	Card Sheet (White and different Color) 22X28 Fine Quality	Each		
17	CDs (Re-writeable) Sony Japan	Each		
18	CDs (write once) Sony Japan	Each		
19	Clip File A4 Size plastic Transparent front Bili China	Each		
20	Clip File Legal Size plastic Transparent front Bili China	Each		
21	Colors Pad Pronoti 5-colors (Flages)	Pkt		
22	Cutter Blade only for Paper Cutter 1" (in Knife)	Each		
23	Dak Folder (superior Rexene) with golden corner as per Sample	Each		
24	Dispatch Register No.6 Tayyaba	Each		
25	Drafting pad large ruled 60 sheet Venus	Each		
26	Drafting pad small ruled 60 sheet Venus	Each		
27	DVD (Re-writeable) Sony Japan	Each		
28	DVD (Write once) Sony Japan	Each		
29	Engagement/Meeting Stand Transparent Superior (Glass Made)	Each		
30	Envelop White VRG A-4 Size 80grm Imported	Each		
31	Envelop White VRG A-4 Size 80grm Imported with printing -as per sample	Each		
32	Envelop White VRG File Size 80grm Imported	Each		
33	Envelop White VRG File Size 80grm Imported with printing -as per sample	Each		
34	Envelops Khaki best quality File Size (80 gram)	Each		
35	Envelops Khaki best quality A-4 size (80 gram)	Each		
36	Envelops white 9 x 4 [80 gram paper VRG (imported)]	Each		
37	Envelops white 9 x 4 [80 gram paper VRG (imported)]with printing -as per sample	Each		
38	Envelops White File Size (Cloth inner)	Each		
39	File Covers superior card thick with printing (as per sample)	Each		

40	File Flapper Rexene 2" (White/Black)	Each		
41	File Folder Alflah F-119 (Green)	Each		
42	File tag superior quality 6" & 4 " white with Punch	Bundle		
43	Fluid Pen Uni Correction Pen Mitsubishi Japan	Each		
44	Gum (05) only Nafes	Bottle		
45	Glue Stick Dollar Medium size 20 gram	Each		
46	Highlighter Pelikan	Each		
47	Highlighter Dollar 90	Each		
48	Heavy Duty Punch 2 Hole-KW-9550	Each		
49	Heavy Duty Stapler MAX -Japan 12N17	Each		
50	Imported 80 gms (Double-A), A-4 size 500 sheets Thailand	Ream		
51	Imported 80 gms (Paper One), A-4 size 500 sheets Indonesia.	Ream		
52	Local Pape 80 gms (Copymate), A-4 size 500 sheets	Ream		
53	Imported 80 gms (Lucky Boss), A-4 size 500 sheets Indonesia.	Ream		
54	Imported Paper (80 grams) Nippon 500 sheets (Legal Size)	Ream		
55	Imported Paper 80 gms (HP), A-4 size 500 sheets.	Ream		
56	Conqueror Paper 500 Sheets imported	Ream		
57	In/Out File Tray 2-step Exclusive	Pair		
58	Ink dollar 60 ML	Each		
59	Lead Pencil Goldfish Autocrat HB-5000	Dozen		
60	Marker Permanent Dollar Allmark Round Tip	Each		
61	Marker White board (Dollar-On Board) Round Tip	Each		
62	Marker Dollar Sketch Line Fibre Tip all colors	Each		
63	Movement Register No.6 Tayyaba	Each		
64	Note sheet pad 80 sheet white 80gm paper A/4 size (Imported)	Pad		
65	Paper Clip difrent colours 50 mm	Pkt		
66	Paper Clip difrent colours 30 mm	Pkt		
67	Paper Clip Quality 30 mm (3 flower) or any other good quality	Pkt		
68	Paper cutter Knife (ordinary)	Each		
69	Paper cutter with blade SDI 0426	Each		
70	Peon book 80 sheet hard binding Lucky/Tayyaba	Each		
71	Petrol/Maintenance Register No.6 Tayyaba	Each		
72	Plastic Cover L-shape A4 size Nokia 021	Each		
73	Post-it-pad 2 x 3 Pronoti	Each		
74	Post-it-pad 3 x 3 Pronoti	Each		
75	Post-it-pad 3 x 5 Pronoti	Each		
76	Post-it-pad 2 x 3 (Made in USA) 3M	Each		
77	Post-it-pad 3 x 3 (Made in USA) 3M	Each		
78	Post-it-pad 3 x 5 (Made in USA) 3M	Each		
79	Punch double hole KW-TriO 912	Each		
80	Punch Single Best Quality Local 8"	Each		
81	Ring Folder Plastic A/4 size ideal	Each		
82	Ring Folder Plastic File Size ideal	Each		
83	Rubber Band fine qualities per K.G. National	K.G.		
84	Rubber Pelikan AL 30	Each		
85	Ruled Register Lucky with Hard Binding (No.10)	Each		
86	Ruled Register Lucky with Hard Binding (No.16)	Each		
87	Ruled Register Lucky with Hard Binding (No.20)	Each		
88	Ruled Register Lucky with Hard Binding (No.24)	Each		

89	Ruled Register Lucky with Hard Binding (No.32)	Each		
90	Scale steel Superior Quality Hard China Original	Each		
91	Scissors superior medium size Imported	Each		
92	Scotch Tap Dispenser Large 1" KW 1133	Each		
93	Scotch Tap 1" x 72 Meter Deer Brand	Each		
94	Section Diary Register (Rate per No.6 required)	Each		
95	Separator Set (10 Colors) Multi holes A/4	pkt		
96	Sharpener Machine (KW-TriO) 310	Each		
97	Shorthand Pencil Goldfish superior quality/Deer	Dozen		
98	Spectra Molt Color paper Imported A-4 size 500 sheets	Ream		
99	Sinar Colour paper rim A-4 size	Ream		
100	Spiral pad Large A/4 size Ideal	Each		
101	Spiral pad Small 6X8 size Ideal Fc/2	Each		
102	Spiral Ring (Ibico) 08 mm	Each		
103	Spiral Ring (Ibico) 10 mm	Each		
104	Spiral Ring (Ibico) 12 mm	Each		
105	Spiral Ring (Ibico) 14 mm	Each		
106	Spiral Ring (Ibico) 16 mm	Each		
107	Spiral Ring (Ibico) 18 mm	Each		
108	Spiral Ring (Ibico) 20 mm	Each		
109	Spiral Ring (Ibico) 22 mm	Each		
110	Spiral Ring (Ibico) 24 mm	Each		
111	Spiral Ring (Ibico) 26 mm	Each		
112	Spiral Ring (Ibico) 28 mm	Each		
113	Spiral Ring (Ibico) 30 mm	Each		
114	Stamp pad ink Crystal	Each		
115	Stamp pad superior Lancer	Each		
116	Staple Pins 23/17 (Washin)	Pkt		
117	Staple pins 24/6 superior quality hard (Dollar)	Pkt		
118	Staple pins Doller Very Small Size No.10	Pkt		
119	Staple Pins HD 23/10 (Washin)	Pkt		
120	Staple Pins HD 23/13 (Washin)	Pkt		
121	Staple Pins HD 23/15 (Washin)	Pkt		
122	Staple Pins HD 23/19 (Washin)	Pkt		
123	Staple Remover KW-508B	Each		
124	Stapler Machine KW-5871	Each		
125	Stapler Machine KW-5527 GENMES	Each		
126	Thumb Pins Steel fine quality	Pkt		
127	Telephone Index Cosmo Large PF-103 to 300 Pages	Each		
128	Visiting Card Holder Large Size 256 cards	Each		
129	Hard File Cover (Jorri files) with long laces	Each		
130	Window Envelops white 9x4 [80 gram paper VRG (Imported)]	Each		

RATES REQUIRED OF TONERS - TENDER 2013-14				
S. No.	Model/Description	No.	Rate without GST	Rate with GST
1	HP 1200 Laser Jet Toner	1		
2	HP 1320 Laser Jet Toner	1		
3	HP 1600 Laser Jet Color Set of (4 Piece) Toner	1		
4	HP 1515 colour set of (4-piece) Toner	1		
5	HP 2015 Laser Jet Toner	1		
6	HP 2025 Laser Jet Color Set of (4Piece) Toner	1		
7	HP 2035 Laser Jet Toner	1		
8	HP 2600 Laser Jet Coloured Set-4piece Toner	1		
9	HP 4050 Laser Jet Toner	1		
10	HP 2550 Laser Jet Coloured Set of (4 Piece) Toner	1		
11	Imaging Drum for HP 2550 Printer	1		
12	HP Plotter 500 Full Set (8 pieces) Toner	1		
13	HP 4600 Coloured Laser Jet Set-4 pieces Toner	1		
14	HP 95 Coloured Inkjet 7210 Toner	1		
15	HP 96 Black Inkjet 7210 Toner	1		
16	HP C-6180 Photosmart 6pieces set Toner	1		
17	Samsung ML 2010 Toner	1		
18	HP-6500 Color Set of 4 pieces Toner	1		
19	HP-7380 Color set of 4 pieces Toner	1		
20	Lexmark E250d Toner	1		
21	HP Color Laser Jet CP 3525n (4 piece) Toner	1		
22	Photocopier Nashuatec Toner D-555	1		
23	Photocopier Nashuatec Toner 4525	1		
24	Photocopier Nashuatec Toner 1805	1		
25	Photocopier Nashuatec Toner 3722	1		
26	Konica Minolta Bizhub 250 Copier Toner	1		
27	Konica Minolta 7222 Photocopier Toner	1		
28	Photocopier Canon NP6241 Toner	1		
29	Fax Toner Panasonic KXFAT88E	1		
30	Fax Toner Panasonic KXFL 612(FAT83)	1		
31	HP- 4015N Network Printer Toner	1		
32	HP Laser Jet 500 -M551 Printer Toner (4 Pieces colour set)	1		
33	HP Laser Jet 1606 DN Printer Toner	1		

RATES REQUIRED FOR MISCELLANEOUS ITEMS - TENDER 2013-14

Sr. No.	Item Description	Unit	Rate without GST	Rate with GST
1	Air Freshener large 400 ml Admire Lotion (Imported)	Bottle	-	
2	Dust bin size 1-1/2-feet good quality plastic (Large)	Each		
3	Duster white thick large size 24 x 24 superior	Each		
4	Duster Yellow for cars Large size (Standred)	Each		
5	Extention Board of 3 sockets Made in China	Each		
6	Extention Board of 5 sockets Made in China	Each		
7	Electric Tape – Brand Osaka	Each		
6	Glint- insta 400 ml	Bottle		
7	Insect Killer 400 ml MORTIEN	Bottle		
8	Insect Killer 400 ml BAYGON	Bottle		
9	Philips Chock for Tube Rods 2FT (18WTS)	Each		
10	Philips Chock for Tube Rods 4FT (36WTS)	Each		
11	Philips Energy Saver (Screwed) 14 W (D & M-Light)	Each		
12	Philips Energy Saver (Screwed) 25 W (D & M-Light)	Each		
13	Philips Starter S-2	Each		
14	Philips Starter S-10	Each		
15	Philips Tube Rods 2 feet (D & M Light)	Each		
16	Philips Tube Rods 4 feet (D & M Light)	Each		
17	Tissue Paper Box Rose Petal 100 sheet multi colour Supreme	Pkt		
18	Hi-jeen Paper Towel Rose Petal (N-FOLD)	Pkt		
19	Toilet Tissue Roll Rose Petal single packing	Roll		
20	Vim 500 gram	Poly bag		
21	Dry Battery Cell "AA" Imported Original (Sony)	Each		
22	Dry Battery Cell "AAA" Imported Original Power Plus	Each		
23	Packing Tape 2" (length 50 yards) Abro	Each		
24	Packing Tape 3" (length 50 yards) Abro	Each		
25	Masking Tape 1" Olympia	Each		
26	USB Opticla Mouse- A4Tech	Each		
27	USB Flash Drive 2GB Kingston	Each		
28	USB Flash Drive 4GB Kingston	Each		
29	USB Flash Drive 8GB Kingston	Each		