

**No. F. 19-1/2021-Admin-II**  
Government of Pakistan  
**DRUG REGULATORY AUTHORITY OF PAKISTAN**  
Ministry of National Health Services, Regulation & Coordination  
TF Complex, G-9/4 Islamabad  
<<< >>>

**INVITATION TO BID**

**(For Stationery & other Miscellaneous Items)**

Drug Regulatory Authority of Pakistan, an autonomous body of the Federal Government established under the DRAP Act, 2012, invites sealed bids from authorized distributors/suppliers having office/ warehouse in Rawalpindi/ Islamabad, registered with Income Tax and Sales Tax Departments and are on Active Taxpayers List of the FBR for the supply of stationery and other miscellaneous items to meet the requirement of Drug Regulatory Authority of Pakistan (DRAP), Islamabad during the financial year 2021-22. Single stage two envelope procedure under the PPRA rules shall be followed for submission of bids. Bidding documents containing schedule of requirements can be obtained from the office of undersigned (Admin-II Section) First Floor, T.F. Complex G-9/4, Islamabad during office hours on payment of Rs.1000/- through pay order in favor of Drug Regulatory Authority of Pakistan, Islamabad as non-refundable bidding documents fee for each set or the same can be downloaded from DRAP & PPRA websites i.e. [www.dra.gov.pk](http://www.dra.gov.pk) & [www.ppra.org.pk](http://www.ppra.org.pk). The bids prepared in accordance with instructions in the bidding documents, must reach the office of the undersigned by **September 07, 2021 at 11.00 AM**. Bids will be opened on the same day at **11.30 AM** at DRAP Office Islamabad.

**(ULFAT RASOOL)**  
Assistant Director (ADMIN-II)  
Ph. 051-9107406



**DRUG REGULATORY AUTHORITY OF PAKISTAN**  
Ministry of National Health Services, Regulations &  
Coordination  
<<< >>>

**BIDDING DOCUMENTS**  
**FOR SUPPLY OF STATIONERY AND OTHER**  
**MISCELLANEOUS ITEMS DURING FY 2021-22**

**1. INTRODUCTION**

Drug Regulatory Authority of Pakistan, hereinafter referred to as DRAP, is an autonomous body of the Federal Government established under the DRAP Act, 2012 to provide for effective coordination and enforcement of Drugs Act, 1976 and to bring harmony in interprovincial trade and commerce of drugs and therapeutic goods.

The Authority invites sealed bids from registered suppliers and authorized distributors for supply of stationery and other miscellaneous /electric/ machinery items as per annexed Schedule of Requirements/ List of Items during the financial year 2021-22.

Single stage two envelope procedure under the PPRA rules shall be followed for submission of bids. The bidding proposals complete in all respect should reach the office of the undersigned before the closing date as mentioned in notice. Bids will be opened on the same day 30 minutes after closing time at DRAP Office Islamabad.

**2. TERMS & CONDITIONS.**

1. The firm must be well established and having office/ warehouse with telephone facility in Rawalpindi/ Islamabad.
2. Firm should be registered with the FBR for General Sales Tax and Income Tax.
3. Only registered suppliers/authorized distributors, who are registered with FBR and are on Active Taxpayers List (ATL) of FBR, are eligible to supply goods/ services to Government department.
4. Firm shall be required to produce attested copies of its registration with the Sales-Tax and Income-Tax Departments.
5. The bids shall be comprised a single envelope containing inside two separate envelopes and each envelop shall contain separately the 'financial proposal' and the 'technical proposal'. The outer envelope must be marked 'Tender for stationery and other miscellaneous items for FY 2021-22' and should also mentioned the complete name / title of the bidder.
6. Each bid should accompany with the amount of earnest money (refundable) which is Rs.100,000/- (Rupees One Hundred Thousand only) in the form of bank draft or

pay order from any scheduled bank in favor of Drug Regulatory Authority of Pakistan Islamabad.

7. Earnest money of unsuccessful bidder will be returned at the end of tender process and earnest money of successful bidder will be retained and converted into a performance security. The same will be returned after end of supply period i.e. 2021-22 and shall be subject to deductions, if any, on account of penalty.
8. Quoted Rates must be inclusive of all taxes, GST will be paid by the firm itself and not by the end user i.e. DRAP. The rates must be valid for one financial year i.e. 2021-22 and no subsequent charges will be allowed.
9. Losses sustained by DRAP due to underquality/ poor quality supplies e.g. damage to printers/ copiers due to usage of supplied toners or any other item would be charged to the firm at the rate of actual cost of printer/ copier or other asset.
10. Only genuine/ original supplies will be acceptable. Sub-standard supplies will be forfeited and liable to immediate cancellation of supply order and black listing of the firm.
11. Supplier will ensure shelf life of toners for one year from date of purchase.
12. In case the firm is found to be of misstatement, or delayed supply of items beyond the period of 07 days or failed to provide the items of prescribed standard or refuse to supply any items during financial year 2021-22, their bid shall be cancelled without any notice and the earnest money will be forfeited and bidder can be blacklisted.
13. Firm shall be required to provide the samples of the items to the Procurement Committee before the award of contract.
14. DRAP reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
15. DRAP shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.
16. Blacklisted firm(s) shall not be eligible to participate. An affidavit/ undertaking to this effect shall be attached with technical proposal.
17. Incomplete and conditional bids shall not be given any consideration.
18. The quantities mentioned in schedule of requirement are for estimation only and the order quantities can vary subject to requirement of the Authority.
19. The bidders must quote against the same specifications mentioned in bidding document and prices must be filled in the schedule of requirement affixed with bidding document.