

No. F. 19-1/2024-Admin-(PPL)

Government of Pakistan

DRUG REGULATORY AUTHORITY OF PAKISTAN

Ministry of National Health Services, Regulation & Coordination

Prime Minister's Health Complex, NIH

Park Road, Islamabad

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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 2024-25. 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 during office hours or may be downloaded from DRAP's official website www.dra.gov.pk or Public Procurement Regulatory Authority (PPRA)'s Online Portal e-Pak Acquisition and Disposal System (EPADS) i.e. www.eprocure.gov.pk for free download. The bids prepared in accordance with instructions in the bidding documents, must be submitted through EPADS by 22.10.2024 . Bids will be opened on the same day at **11.30 AM** at DRAP Office Islamabad.

(HAMZA ZUBAID MALIK)

Deputy Director (Procurement, Projects &
Logistics)

Ph. 051-9255911



Government of Pakistan
DRUG REGULATORY AUTHORITY OF PAKISTAN
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BIDDING DOCUMENTS
FOR SUPPLY OF STATIONERY AND OTHER
MISCELLANEOUS ITEMS DURING FY 2024-25

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. The Authority invites sealed bids through EPADS 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 2024-25.

Single stage two envelope procedure under the PPRA rules shall be followed for submission of bids. The bidding proposals complete in all respect should be submitted online before the closing date as mentioned in notice on EPAD. 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 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 bidding process of single stage two envelope comprising of 'technical proposal' and 'financial proposal' will be followed. The tender bid must clearly state 'Tender for stationery and other miscellaneous items for FY 2024-25'.
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. 2024-25 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. 2024-25 and no subsequent changes 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 2024-25, his bid shall be cancelled without any notice and the earnest money will be forfeited and can be blacklisted.
 13. Technically responsive firms shall be required to provide the samples of the items to the Procurement Committee of DRAP for evaluation within specified time period.
 14. The procurement committee may reject samples / items of bidders with inferior quality and may award the contract for specific items to next lowest bidder.
 15. 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.
 16. Prior to the issuance of purchase order, the bid evaluation results will be announced to all participants in a reasonable time
 17. Blacklisted firm(s) shall not be eligible to participate. An affidavit / undertaking to this effect shall be attached with technical proposal.
 18. Incomplete and conditional bids shall not be given any consideration.
 19. The quantities mentioned in schedule of requirement are for estimation only and the order quantities can vary subject to requirement of the Authority.
 20. 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.
- 3. Tender eligibility/ Evaluation of Technical & Financial bids**

Technical bids of all bidders shall be evaluated on the basis of fulfilling the following mandatory conditions/requirements. The bidders must attach documentary proof with the technical bid for their qualification as per the given criteria. Firms failing to fulfill any of the given conditions shall be disqualified and their financial bids will be returned / disqualified unopened.

Sr.	Eligibility/ Evaluation Criteria	Requirement	Supporting Documents to be Attached as
1.	Sales Tax Registration (copy of certificate)	Mandatory	Annex-A
2.	Income Tax Registration (copy of certificate)	Mandatory	Annex-B
3.	Must have minimum 5 years' experience (copies of experience letters of 2 reputed govt. organizations be attached).	Mandatory	Annex-C
4.	Affidavit/ undertaking that the firm has never been blacklisted by any organization/ government on judicial stamp paper.	Mandatory	Annex-D
7.	Earnest Money/ Bid Security @ Rs. 100,000/- through bank draft/ pay order (To be attached with Financial Proposal)	Mandatory	<i>Must be attached with Financial Proposal only</i>

Financial Bids of technically qualified firms shall be opened after technical evaluation of bids and evaluated in accordance with PPRA Rules. Financial bids of technically unsuccessful bidders will be returned unopened. Bank drafts/ pay orders of earnest money amounting to Rs. 100,000/- in respect of all bidders shall be mandatory. In absence of earnest money, the bid shall be rejected. Item-wise rates of items quoted by firms in the Schedule of requirements/ Annexure-I will be evaluated and comparative statement prepared.

4. Preparation/ Submission of Bids

The bidding process of single stage two envelop comprising 'financial proposal' and the 'technical proposal' will be followed. The proposal should clearly state 'Tender for stationery and other miscellaneous items for FY 2024-25'. The technical proposal must include all the mandatory documents as indicated in the evaluation criteria along with a copy of these tender documents duly signed and stamped by the bidder. Financial proposal shall include the schedule of requirements (list of items) duly filled with rates in Pakistani rupees (including all taxes) and must be signed/ stamped by the bidder. Pay order/ bank draft for earnest money shall also be affixed with financial proposal.

5. Award Criteria

The eligible bidders who are complying with the required specifications and offering the lowest rates will be declared as successful bidder and offered the contract for supply of specified items during the financial year 2023-24.

The eligible bidder(s) as per bidding documents fulfilling the qualification and technical evaluation against each item, will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities. Letter of award shall be issued on item-wise basis in each section/lot.

6. Penalties

The DRAP with the approval of Chief Executive Officer shall award the following penalties to defaulting bidders as follows:

- i. A bidder can withdraw its bid before opening of bids. However, after opening of technical or financial bids, the bidders will not be allowed to withdraw their bids. If any bidder opts to withdraw its bid, his bid money shall be confiscated in favor of DRAP.
- ii. Addition/ Modification of bids to alter its substance shall not be allowed after opening of bids. If any bidder found to have submitted fake document/ statement in support of his qualification, the bidder shall be disqualified and bid money forfeited in favor of DRAP and blacklisted.
- iii. In case of delay in supplies beyond the prescribed delivery period, a penalty @ 0.5% per day maximum up to 10% of the total value of work order will be imposed and recovered from the invoice/ bill or performance security of the bidder
- iv. If a firm fail to comply with bidding document, letter of award, supply orders, specifications of items, DRAP shall award appropriate penalty including cancellation of contract/ forfeiture of bid money or performance security and shall be blacklisted.

7. Payments for supplies

Payment to the approved suppliers shall be made within 30 working days of the receipt of complete invoice/ bills for all such supplies which have been duly approved by the purchaser and are in accordance with the specifications as per bidding documents. The supplier will submit to the purchaser separate invoice/ bill for each work order along with delivery challan duly signed by the receiving officer.

**LIST OF STATIONERY / NON STATIONERY
TENDER ITEMS FOR FY 2024-25**

- Note:** *i.* All bidders are advised in their own interest to quote the price according to the required specification of items, the clarification regarding specification can be sought at the time of obtaining tender documents. After opening of bids and issuance of award letter, the firm will be bound to provide the items with required specification without any change in price.
ii. Only specified items mentioned in list, not any other.
iii. Quoted Rates must be legible and no cutting/overwriting allowed.
iv. The undertaking at the end of financial proposal must be signed and stamped.

Annex-I

[Letterhead of the Firm Containing Address, Phone Numbers]

SCHEDULE OF REQUIREMENTS

**“PREQUALIFICATION OF COMPANIES/ FIRMS/ SUPPLIERS FOR PROVISION OF
STATIONERY AND GENERAL OFFICE SUPPLIES”**

S.No.	Description/ Specifications of item	Unit	Approx. Quantity required per year	Rate Per/ Unit(Rs.) Inclusive of all taxes	Specifications offered by the Supplier (in case of non-availability of item at time of supply, equivalent make/ model/ specs may be accepted)
SECTION-I : STATIONERY ITEMS					
1.	Ball Point Piano Pro 0.8mm “or equivalent”	Each	4000		
2.	Pointer Mitsubishi Uniball UB-150 Black/Blue/Red/Green “or equivalent”	Each	200		
3.	Uniball Signo Gel Pen Black/Blue/Red/Green “or equivalent”	Each	200		
4.	Dollar Gel-1, Gel pen “or Equivalent”	Each	1500		
5.	Uniball Vision Elite	Each	300		
6.	Marker Black/Blue No.70/ 90 “or equivalent”	Each	300		
7.	High Lighter Stable Boss(Yellow) “or equivalent”	Each	200		
8.	Lead Pencil Goldfish 6000/7000 “or equivalent”	Each	200		
9.	White Fluid Pen (Kita) or Equivalent	Each	200		
10.	Eraser DUX “or equivalent”	Each	100		
11.	Gum Stick Dollar 35 gm “or equivalent”/Sample	Each	400		
12.	Sharpener Steel china “or equivalent”	Each	100		
13.	Calculator (12 digit) Casio DJ-120 “or equivalent”/sample	Each	15		
14.	Calculator Scientific Casio “or equivalent”	Each	06		
15.	Visiting Card Album (Minimum 400 cards)	Each	15		
16.	Desk Diary Small	Each	100		
17.	Stamp Pad Crystal	Each	150		

18.	Stamp Pad Ink Crystal	Each	100		
19.	Stapler Pin Dollar 24/6 (Packet) or equivalent	Each	600		
20.	Stapler Pin Remover Three Flowers “or equivalent”/sample	Each	100		
21.	Tag Cotton fine six inch	Per Bundle	2000		
22.	Scotch Tap (1 inch x 50 yards) /sample	Each	200		
23.	Tap Dispenser large KW-3311 “or equivalent”	Each	15		
24.	Water Roller Damper	Each	50		
25.	Double Punch Heavy Duty No.9330 KW-Trio “or equivalent”	Each	12		
26.	Double Punch No. KW- Trio9670 “or equivalent”	Each	50		
27.	Scale Steel measuring in inches/ CM up to 12”	Each	50		
28.	Paper Clip China 36 mm packet “or equivalent”	Each	50		
29.	Paper Pin fine quality packet	Each	50		
30.	Punch Single Hole Large (7.5 inch)	Each	100		
31.	Heavy Duty Punch Single Hole KW-97 DO “or equivalent”	Each	20		
32.	Punch D/Hole medium KW-09120 “or equivalent”	Each	24		
33.	Stapler SDI/KW fine 5871 “or equivalent”/sample	Each	150		
34.	Stapler heavy 50-LBN “or equivalent”	Each	06		
35.	Staple Pin Heavy duty 23/20 mm packet	Each	50		
36.	Staple Pin Heavy duty 23/13 mm packet	Each	50		
37.	Scissors Stainless Steel Medium Dingli 65" or Equivalent"	Each	50		
38.	Paper Cutter fine (Medium)	Each	50		
39.	Stapler Pin Remover Heavy Duty (KN-Trio-5093) "or Equivalent"	Each	12		
SECTION-II: STATIONERY ITEMS (PAPERS)					
40.	Summary Paper, 80 grams fine quality (A-4 size), ream having 500 sheets “or equivalent”	Each ream	1600		
41.	Summary Paper, 80 grams fine quality (Legal size), ream having 500 sheets “or equivalent”	Each ream	300		
42.	Summary Paper 70 grams fine quality (A-4 size), ream having 500 sheets “or equivalent”	Each ream	400		
43.	Summary Paper 70 gram fine quality (Legal size), ream having 500 sheets “or equivalent”	Each ream	100		
44.	Color Paper 80 grams imported fine quality (A-4 size) 500 sheets packet	Each	50		
45.	Color Paper green (Legal Size) 80 grams, 100 sheets packet	Each	50		

46.	Note Sheet (A-4),80 grams paper of fine quality, 60 sheets packet	Each	100		
SECTION-III: STATIONERY ITEMS (DRAFTING PADS/ REGISTERS)					
47.	Dak Pad, File size, Fine Rexene Green “or equivalent”	Each	50		
48.	Drafting Pad Spiral imported paper Alfalah 1238 “or equivalent”	Each	100		
49.	Drafting Pad, Small size, Shaheen/Alfa, “or equivalent”	Each	200		
50.	Diary Register No. 8, Tayyaba “or equivalent”	Each	30		
51.	Diary Register No.12, Tayyaba “or equivalent”	Each	30		
52.	Stock Register No. 8, Sultan Account “or equivalent”	Each	02		
53.	Stock Register No. 2, Sultan Account “or equivalent”	Each	02		
54.	File Movement Register No. 3, Sultan Account “or equivalent”	Each	50		
55.	Vehicle Movement Book No. 6 (Copy Size)	Each	24		
56.	Vehicle Log Book /register, containing 200 pages, Tayyaba “or equivalent”	Each	12		
57.	Register Narrow Line No. 20, containing 480 pages (imported Paper).	Each	20		
58.	Peon Book 96 sheets	Each	200		
59.	File Board with quality Rexene flapper and binder File size (14 inches Length)	Each	3000		
60.	File Flapper Rexene with fine quality binder	Each	3000		
61.	File Cover Off-white Bleach Card 290 gm, file size, DRAP logo printed on cover as per sample, 3 inch lamination inside center with i-lid for tag.	Each	8000		
62.	File Box ALFA 526 “or equivalent”	Each	100		
63.	File Separator part-12 plastic per packet	Each	12		
64.	Envelope Khakki A4 Size (Good Quality)/sample	Per 100	3000		
65.	Envelope Se-6 craft (Good Quality)	Per 100	20000		
66.	Envelope Se-7(10*12) size craft	Per 100	1000		
67.	Envelope Se-8(12*15) craft	Per 100	5000		
68.	Envelops Cloth White A4 / 14X18	Each	50		
69.	Window Envelope in White (9.5’ x 4.5’)	Per 100	5000		
70.	Posit flag 5 color paper	Each	50		
71.	Posit Pad Yellow 2x3	Each	50		
72.	Pen, Pencil and Slip Jar No.s-5621 “or equivalent”	Each	50		
73.	Table Set Marble (Good Quality)	Each	20		

SECTION IV: MISCELLANEOUS ITEMS					
74.	Air Freshener 250 ML Cobra “or equivalent”	Each	50		
75.	Glint (glass cleaner spray) 500 ml (local quality)	Each	20		
76.	Tissue Paper Rose Petal Pop Up, 150x2ply, sheet size: 205x171 mm “or equivalent”	Each	700		
77.	Tissue Paper Rose Petal Luxury 100*3 Ply “or equivalent”(as per sample)	Each	150		
78.	Tissue Roll fine Rose Petal “or equivalent”	Each	50		
79.	Duster Cotton white/ yellow fine 24x24	Each	200		
80.	Battery Cell Pencil AAA “ Power Plus or equivalent”	Each	100		
81.	Battery Cell (Medium) AA “Power Plus or equivalent”	Each	100		
82.	Packing cloth Markeen	Per meter	20		
83.	Blazer Cloth Green	Per meter	50		
84.	Max Dish wash liquid 275ml “or equivalent”	Each	150		
85.	Jug Toyo nasic with cover or “equivalent”				
86.	Water Glass, Omrac/Toyo Nasic or Equivalent	Each	200		
87.	Dust Bin, superior quality plastic body, push button lid/ moving lid (Small size)	Each	12		
88.	Dust Bin, superior quality plastic, push button lid/ moving lid (Extra-Large size)	Each	50		
89.	Dust Bin bags 5kg size (Bio-Degradable)	Per Kg	03		
90.	Dust Bin bags Large size (Bio-Degradable)	Per Kg	03		
91.	Dust bin (Quality Plastic) small size	Each	50		
92.	Lota wih handle Plastic (Nylon) or as per sample				
93.	Candle large size	Each	20		
94.	Red Sealing sticks (each packet has 12 sticks)	Per Packet	50		
95.	Masking paper tape (2 Inch x 35yards)	Each	150		
96.	Packing tape (2 Inch x 50yards)	Each	100		
97.	Clear Packing tape (2 Inch x 50yards) /sample		100		
98.	Insect Killer Spray 375 ml Mortein "or Equivalent"	Each	50		
SECTION V: MACHINERY/ ELECTRIC ITEMS/COMPUTER ACCESSORIES					
99.	Extension Board Heavy Duty (Five meter wire,04switches) “Camelion CMS 148” or equivalent	Each	24		
100.	Extension Board (Five meter wire,5 switches),Good quality with On/Off Switch	Each	20		
101.	Extension Lead (Five meter wire,5 Plugs), CLOPAL or “equivalent”	Each	20		
102.	Remote Control Bell (wireless)	Each	24		

103.	Tube Rod (2 Feet) Philips or Equivalent	Each	100		
104.	Tube Rod Philips 4 Feet "or equivalent"	Each	100		
105.	Tube Rod Starter Philips (S2 or S10) or "equivalent"	Each	200		
106.	Cell for Remote Control Bell A-23 "or equivalent"	Each	20		
107.	LED Bulb Philips (9W) "or equivalent"	Each	200		
108.	LED Panel Light 48 Watt (2ft x 2ft) with 1 year warranty, Paklite or "Equivalent"	Each	50		
109.	LED Panel Light 18 Watt (10" x 10") with 1 year warranty, Paklite or "Equivalent"	Each	50		
110.	LED Panel Light 36 Watt (1ft x 4ft) with 1 year warranty, Paklite or "Equivalent"	Each	30		
111.	Multi Plug (Three pins Standard) High Quality	Each	50		
112.	Multi Plug (Three flat pins) High Quality	Each	50		
113.	Plug three Pin to 2 Pin Converter	Each	12		
114.	Tube Rod for Electric Insect Killer	Each	24		
115.	Tube Light Choke Philips "or Equivalent"	Each	24		
116.	HDMI Cable 1.5M	Each	24		
117.	Power Cable for Computers/ LEDS/ Monitors Good Quality	Each	50		
118.	Data Cable For Printer	Each	20		
119.	Display Port (DP) Cable 1.5M Good Quality	Each	20		
120.	Network Switch 5-port TP-Link "or Equivalent"	Each	24		
121.	USB 3.0 Wifi Adapter - Wireless Ethernet Network Card Receiver - 5GHz 2.4Ghz Dual Band - 1200Mbps or equivalent	Each	24		
122.	USB 3.0 Flash Drive Minimum 32 GB or equivalent	Each	24		
123.	Dell/ HP Keyboard for Desktop, USB connectivity, or equivalent	Each	24		
124.	Dell/ HP Mouse for Desktop, USB connectivity or equivalent	Each	24		
125.	Dell/ HP/A-4 Tech Wireless Keyboard for Desktop, or equivalent	Each	24		
126.	Dell/ HP/A-4 Tech Wireless Mouse for Desktop, or equivalent	Each	24		
127.	Mouse Pad with wrist support, fine quality.	Each	24		
SECTION VI: TONERS (ORIGINAL)					
128.	Toner Hp Laser Jet No. 400	Each	150		
129.	Toner Hp Laser Jet No. 2015-A	Each	50		
130.	Toner Hp Laser Jet No. 1102-A	Each	100		

131.	Toner Hp Laser Jet No. 2055/ 2035-A	Each	12		
132.	Toner Hp Laser Jet No. 83-A	Each	24		
133.	Toner Hp Laser Jet No. 1320-A	Each	100		
134.	Toner Hp Laser Jet No. 416-A (1 set including 4 toners)	Each	12		
135.	Toner Hp Laser Jet No. 600-A	Each	10		
136.	Toner Hp Laser Jet No. M-604	Each	10		
137.	Toner Hp Laser Jet No. 55-A	Each	10		
138.	Toner Hp Laser Jet No. 107-A	Each	20		
139.	Toner Hp Laser Jet No. 1300-A	Each	10		
140.	Toner for Photocopier Ricoh MP-3353	Each	06		
141.	Toner for Fax, Hp LJ No. 17-A	Each	06		
142.	Toner Hp Laser Jet No. 76-A	Each	06		
143.	Toner for Toshiba Photocopier model e-4518 A (Original)	Each	06		

SECTION VII: TONERS (MADE IN CHINA OR EQUIVALENT)

144.	Toner Hp Laser Jet No. 400 or equivalent	Each	150		
145.	Toner Hp Laser Jet No. 2015-A or equivalent	Each	50		
146.	Toner Hp Laser Jet No. 1102-A or equivalent	Each	100		
147.	Toner Hp Laser Jet No. 2055/ 2035-A or equivalent	Each	12		
148.	Toner Hp Laser Jet No. 83-A or equivalent	Each	24		
149.	Toner Hp Laser Jet No. 1320-A or equivalent	Each	100		
150.	Toner Hp Laser Jet No. 416-A (1 set including 4 toners) or equivalent	Each	12		
151.	Toner Hp Laser Jet No. 600-A or equivalent	Each	10		
152.	Toner Hp Laser Jet No. M-604 or equivalent	Each	10		
153.	Toner Hp Laser Jet No. 55-A	Each	10		
154.	Toner Hp Laser Jet No. 107-A or equivalent	Each	20		
155.	Toner Hp Laser Jet No. 1300-A or equivalent	Each	10		
156.	Toner for Photocopier Ricoh MP-3353 or equivalent	Each	06		

157.	Toner for Fax, Hp Laser Jet No. 17-A or equivalent	Each	06		
158.	Toner Hp Laser Jet No. 76-A or equivalent	Each	06		

Undertaking: It is certified that the rate quoted is according to the specification of all items. Further information furnished here in and the documents submitted; is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this _____ day of October 2024

Signature

(Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of: