



**PRINTING CORPORATION OF PAKISTAN (PVT) LIMITED**  
**(CABINET DIVISION, GOVERNMENT OF PAKISTAN)**  
**KHYABAN-E-SUHRAWARDY, ISLAMABAD**

**TENDER NOTICE NO. PCP.1-4/2021-P&D/ 1784**  
**Invitation to Bids under PPRA Rule 8 & 9**

**PROCUREMENT OF PRINTING PRESS RELATED DIFFERENT TYPE OF  
PAPER/CARD & ALLIED MATERIAL (LOCAL/IMPORTED) FOR THE  
FINANCIAL YEAR 2021-22**

1. Printing Corporation of Pakistan a Government owned Corporation functioning under the administrative control of the Cabinet Division, Government of Pakistan invites sealed bids/offers from Paper Mills, Paper Producers, Authorized Dealers / Distributors, Whole Sellers and General Order Suppliers registered with Income Tax and Sales Tax Department of the FBR who are on the active tax payer list of the FBR for supply of **Printing Press related different type of Paper/Card & allied material (Local/Imported) as and when required basis during the financial year 2021-22.** The size, specifications, quantities and stations/places of delivery on FOR basis, of the required material are contained in the tender documents / bidding documents. The detailed Terms and Conditions of bidding, instructions to bids, instructions to bidders, eligibility criteria and evaluation criteria along-with other relevant information can be obtained from the following offices of the Corporation against the payment of **Rs.1,000/-** (Rupees one thousand only) as non-refundable fee/cost of tender documents:-
  - (a) Printing Corporation of Pakistan (Pvt.) Limited, Head Office, Khayaban-e-Suhrawardy, G-7/4, Islamabad – Telephone No. 051-9252159.
  - (b) Printing Corporation of Pakistan Press, 3-Chatterjee Road, Lahore. Telephone No.042-37210095
  - (c) Printing Corporation of Pakistan Press, University Road, Karachi. Telephone No.021-99231020
2. The intending bidders / suppliers must attach original receipt of purchase of bidding / tender documents along-with their bids / offers. The bids / offers complete in all respect be submitted / delivered in the office of Manager (P&D) on or before **28.09.2021** at **12.00 noon** in sealed cover or dropped in the Tender Box placed at the main reception of the Head Office of the Corporation located at Khayaban-e-Suhrawardy, G-7/4, Islamabad.
3. **The bids / offers must be accompanied with fixed Earnest/Security Money (Refundable) of Rs.200,000/- in shape of bank draft/pay order.** The bids / offers without earnest money / security money shall not be entertained and disqualified for participation. The bidders/suppliers wishing to participate in the bids/tender can participate for supply/provision of entire tendered items or for any one item or more than one item according to their choice. **The rates quoted shall be valid upto 30<sup>th</sup> June, 2022.**
4. The bids / offers shall be opened on the same day at **12.30 p.m.** in the presence of the bidders / suppliers or their authorized representative who wish to attend.
5. The Corporation reserves the right to cancel or reject any or all the bids/proposals in accordance with procedure provided in the Public Procurement Rules, 2004.
6. No tender document will be provided to the bidders on the date of opening of bids.

PCP 74-289  
P&D

  
**(HAMEED AKHTAR)**  
Deputy Manager (P&D)  
Phone: 051-9252159

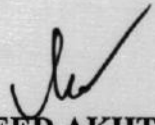


**PRINTING CORPORATION OF PAKISTAN (PVT) LIMITED**  
**(Cabinet Division, Government of Pakistan, Islamabad)**

**PROCUREMENT OF PRINTING PRESS RELATED DIFFERENT TYPE OF  
PAPER/CARD & ALLIED MATERIAL (LOCAL/IMPORTED) FOR THE  
FINANCIAL YEAR 2021-22**

Tender Notice No. PCP.1-4/2021-P&D/1784

Date of closing	28.09.2021 at 12.00 noon
Date of opening	28.09.2021 at 12.30 p.m.

  
**(HAMEED AKHTAR)**  
**Dy. Manager (P&D)**



**PRINTING CORPORATION OF PAKISTAN (PRIVATE) LIMITED, ISLAMABAD**

**INSTRUCTIONS TO BIDDERS**

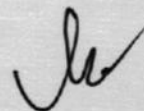
This Tender Document shall be used for submission of Competitive Bidding for the purchase of Paper/Card & various printing press related items (Local/Imported) for supply to Printing Corporation of Pakistan Presses located at Islamabad, Lahore & Karachi as & when required basis during the financial year 2021-22. Interested bidders (manufactures/suppliers/authorized dealers) may download the tender documents from the PPRA's website. The bidders with the lowest evaluated bid will be awarded purchase contract. The detail evaluation criteria has been prepared and attached with these instructions.

2. This document contains following:-

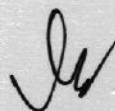
- a. Terms and conditions of tender (Annex-A)
- b. Evaluation Criteria (Annex-B)
- c. Specimen/format of submission of bids/offers by the bidders (Annex-C).
- d. Specimen of undertaking of non-blacklisting of bidder/supplier and non-involvement in any litigation to business (Annex-D).
- e. Detail of the items quantity and specifications already uploaded on PPRA Website against Annual Procurement Plan under Rule 8 & 9 (Annex-E).

**TERMS & CONDITIONS FOR TENDER SUBMISSION (ANNEX-A)**

- i) Public Procurement Rules, 2004 shall be followed by the PCP while conducting the procurement of stores/stocks in the tender under reference.
- ii) Tender to be filled in carefully, preferably typed on firm's letter head. Any correction/alteration is not allowed. Offers which are, conditional, ambiguous, without earnest/security money and against the terms and conditions of the tender enquiry shall not be accepted. The bidding firms are required to enclose photocopy of the PCP Receipt regarding purchase of tender along-with their offers/bids.
- iii) Single stage-one envelope bidding procedure as specified in the Public Procurement Rules, 2004 shall be followed for receiving and procession the bids. The bids/offers must be accompanied with fixed Earnest/Security money (Refundable) of **Rs.200,000/-** in shape of bank draft/pay order in favour of Printing Corporation of Pakistan (Pvt.) Limited, Islamabad.
- iv) In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on receipt of a written request.
- v) The quality & grammage of the samples of the papers provided by the participating suppliers/vendors will be checked mechanically within PCP. However, the Corporation may get its quality and grammage checked and verified from any other Lab. or authority.



- vi) Bidders must quote the brand name and country of origin of the stores offered. In case a bidder quotes for more than one brand then the acceptance of store of any brand will be at the option of PCP.
- vii) Quantity of any or all items can be increased, decreased or dropped before the placement of purchase order.
- viii) ***Re-cycled paper is not acceptable.***
- ix) Two sample sheets of full size of the offered stores should be sent along-with the quotation failing which the tenders shall not be accepted.
- x) The firm should clearly indicate that offered rates are inclusive of all taxes. National Tax Number, G.S.T. Registration Number (Active Tax payer list of F.B.R.) and Vender Number must be indicated in the bids/offers. Successful bidders will be required to provide Sales Tax Invoice.
- xi) **The period of the Bid must be valid till 30.06.2022.**
- xii) The bidder will have to submit an affidavit on stamp paper of Rs.50/- that the firm has not been blacklisted or under litigation with any Government/Public Sector Organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
- xiii) The interested bidders can seek any clarification with regard to tender notice or specifications of items, advertised store items etc. within 10 days of the publication of the Tender Notice in Print Media.
- xiv). The successful bidder shall submit a certificate of quality to Printing Corporation of Pakistan along-with its bill invoice that the supplies made against purchase order conform exactly to the specifications stipulated in the order and sample approved by PCP and in the event of a report by the consignee to the contrary, bidder shall undertake either to replace the stores or compensate the PCP in the form of rebate as may be required by Printing Corporation of Pakistan.
- xv) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection. The language to be used for submission of the bids shall be English.
- xvi) The contract will be awarded to the lowest evaluated bidder. The bid shall be evaluated by the Purchase/Tender Committee whose decision will be final.
- xvii) The result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract. In case of any complaint of bidder, a Redressal Committee of PCP constituted on this behalf will address grievances.





- xviii) The Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- xix) The interested bidders must give full address of Head Office & Branch Offices if any with Telephone/Fax Numbers and contact persons.
- xx) Payment will be made within 30 days on submission of bill along-with relevant documents after complete delivery of the ordered goods.
- xxi) The Taxes will be deducted at source on the prescribed rates for onward payment to the Government treasury.
- xxii) The successful bidder shall have to complete the supply ordered material/items within 30 days after receipt of purchase order. In case supply is not carried out within stipulated period a penalty @ **2% per week** or part thereof; on pro-rata basis on the cost of delayed supply shall be imposed.
- xxiii) Earnest money will be forfeited if a bidder does not supply the ordered material/items as per supply order or fails to supply according to terms and conditions of tender.
- xxiv) The firm is required to enter into Integrity Pact in respect of the bids having value of Rs.10.00 million or more as provided in Public Procurement Rules, 2004 on standard format.

Name of Bidder/Firms/Supplier\_\_\_\_\_

Signature:\_\_\_\_\_

Date\_\_\_\_\_



**EVALUATION CRITERIA**

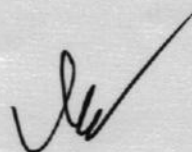
Sealed bids should reach the Manager (P&D), Printing Corporation of Pakistan, Khayaban-e-Suhrawardy, G-7/4, Islamabad as per schedule published in tender notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representative, who choose to be present on the occasion. Bids will be evaluated on aforementioned prescribed criteria. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PP Rules-2004.

2. I/We have read and agree with the above mentioned terms and conditions of the tender.

Name of Bidder/Firms/Supplier\_\_\_\_\_

Signature:\_\_\_\_\_

Date\_\_\_\_\_

A handwritten signature in black ink, consisting of a stylized 'J' followed by a checkmark-like flourish.



**Annex-C**

**Quotation / rates for supply / provision of stores to PCP in connection with  
Tender No. \_\_\_\_\_ dated \_\_\_\_\_**

**Name of Mill/ Firm / Bidder / Supplier:**

**Location of Office:**

**Contact No.**

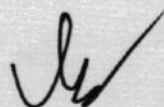
S. No.	Name of Item	Description, Size & Specification	Packing	Unit Price of item including Taxes (Rs.)	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					

We certify that the rates / prices quoted by us are inclusive of all Taxes and duties valid upto 30.06.2022 and on the basis of free of cost delivery at destinations as mentioned against each item in the bidding documents.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Stamp \_\_\_\_\_



(On Stamp Paper of Rs.50/-)

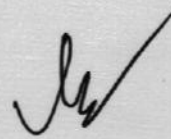
**Annex-D**

**Specimen of undertaking of Non-blacklisting and non- involvement in  
any litigation relating to business**

We M/s. \_\_\_\_\_ (Name of Mill, Company, Firm, Whole  
Sale Dealer, Distributor or Supplier) having our business office at  
\_\_\_\_\_ do hereby undertake that our  
Mill, Company, Firm has not been blacklisted from any Department /  
Office of Federal Government or Provincial Government, Government  
controlled Corporation, any local or Government body for participation in  
its / their bidding process. We also undertake that our Mill, Company,  
Firm is not involved in any litigation with Government departments  
relating to our business or particularly in connection with any  
bidding/procurement process.

**Authorized Signature  
with stamp**

**Attested**





**SPECIFICATIONS OF THE ITEMS/STORES TO BE PROCURED**

The Item-wise specifications, required quality, quantities, stations of delivery are tabulated hereunder:-

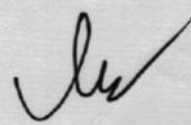
S. No.	Description of Stores	Consignee Station			Total
		Islamabad	Lahore	Karachi	
1.	White Offset Paper 17"x27"/68-Gsm (Local)	5000 Reams	3000 Reams	--	8000 Reams
2.	White Offset Paper 20"x26"/68-Gsm (Local)	2000 Reams	--	--	2000 Reams
3.	White Offset Paper 20"x30"/68-Gsm (Local)	1000 Reams	1000 Reams	--	2000 Reams
4.	White Offset Paper 23"x36"/68-Gsm (Local)	1000 Reams	500 Reams	500 Reams	2000 Reams
5.	White Offset Paper 23"x36"/70-Gsm (Local- Hi-finish) for Manuals.	1000 Reams (Estimated, ECP Jobs)	--	--	1000 Reams
6.	White Offset Paper 20"x30"/70-Gsm (Local- Hi-finish) for Posters, Manuals & Hand books	4000 Reams (Estimated, ECP Jobs)	--	--	4000 Reams
7.	White Offset Paper 17"x27"/70-Gsm (Local- Hi-finish) for Forms & Placards.	17000 Reams (Estimated, ECP Jobs)	--	--	17000 Reams
Burst Factor 11 minimum, Opacity 80% minimum and Brightness 80% minimum with 5% $\pm$ margin on all factors (The quality and Grammage of the samples of the papers provided by the participating suppliers / vendors will be checked Mechanically within available method. However, the Corporation may get its quality and Grammage checked and verified from any other Lab. or authority.)					
8.	White Offset Paper 17"x27"/75-Gsm (Imported)	--	--	150 Reams	150 Reams
9.	White Offset Paper 17"x27"/80-Gsm (Imported)	--	--	100 Reams	100 Reams
10.	White Offset Paper 23"x36"/75-Gsm (Imported)	1000 Reams	--	--	1000 Reams
11.	White Offset Paper 23"x36"/90-Gsm (Imported)	500 Reams	--	--	500 Reams
12.	White Offset Paper 23"x36"/100-Gsm (Imported)	--	50 Reams	--	50 Reams
13.	White Offset Paper 27"x34"/75-Gsm (Imported)	500 Reams	--	--	500 Reams
14.	White Offset Paper 27"x34"/100-Gsm (Imported)	--	100 Reams	--	100 Reams
15.	White Offset Paper 27"x34"/90-Gsm (Imported)	3000 Reams	--	--	3000 Reams
16.	White Offset Paper 27"x34"/80-Gsm (Imported)	--	50 Reams	--	50 Reams
17.	White Offset Paper 20"x30"/75-Gsm (Imported)	1000 Reams (150 Reams)	--	250 Reams	1400 Reams

18.	White Offset Paper 20"x30"/80-Gsm (Imported)	1000 Reams	50 Reams	200 Reams	1250 Reams
19.	White Offset Paper 20"x30"/90-Gsm (Imported)	250 Reams	--	250 Reams	500 Reams
20.	White Offset Paper 25"x36"/75-Gsm (Imported)	250 Reams	--	--	250 Reams
21.	White Offset Paper 23"x36"/80-Gsm (Imported)	--	200 Reams	--	200 Reams
22.	Off White Offset Paper 23"x36"/80-Gsm (Imported)	250 Reams	--	--	250 Reams
23.	White Art Card 20"x30"/300-Gsm(Imported)	--	1000 Pkts.	--	1000 Packets
24.	White Art Card 22"x28"/260-Gsm (Imported)	500 Packets (8750 Pkts)	--	--	9250 Packets
25.	White Art Card 22"x28"/300-Gsm(Imported)	2000 Packets	--	500 Packets	2500 Packets
26.	Off White Fancy Card 22"x28"/300-Gsm(Imported)	100 Packets	--	--	100 Packets
27.	Bleach Card 22"x28"/300- Gsm (Imported)	500 Packets	--	--	500 Packets
28.	Blue Card Board 22"x28"/280-Gsm (Local)	--	500 Packets	--	500 Packets
29.	Blue Card Board 22"x28"/280-300 Gsm (Local)	--	--	1000 Pkts.	1000 Packets
30.	Blue Card Board 22"x28"/360-380 Gsm (Local)	--	--	2000 Pkts.	2000 Packets
31.	Blue Pulp Board 22"x28"/200-Gsm(Imported)	50 Packets	--	--	50 Packets
32.	Sky Blue Pulp Board 22"x28"/200-Gsm(Imported)	50 Packets	--	--	50 Packets
33.	Green Pulp Board 22"x28"/200-Gsm(Imported)	50 Packets	--	--	50 Packets
34.	Lamination Glue (Imported) No. DS-5	30 Drums (50 Kg. each Drum) 10 Drums (50 Kg. each Drum)	--	--	2000 Kgs. 40 Drums (50 Kg. each)
35.	White Glue (Mowilith) (Imported) No.D-1501-W	30 Drums (50 Kg. each Drum) 30 Drums (50 Kg. each Drum)	--	--	3000 Kg 60 Drums (50 Kg. each)
36.	Laser Jet Toner (Imp.) 26-A	20 Nos. (25 Nos.)	--	--	45 Nos.



37.	Laser Jet Toner (Imp.) 93 -A	10 Nos. (10 Nos.)	--	--	20 Nos.
38.	Process Ink (Imported) Set of four colour	25 Set	--	--	25 Set
39.	Black Ink (Imp.) Packing of one Kg.	1000 Kg. (1000 Kg.)	--	--	2000 Kg.
40.	Green Ink ( Imported) Packing of one Kg.	50 Kg. (50 Kg.)	--	--	100 Kg.
41.	Bronze Blue Ink ( Imported) Packing of one Kg.	50 Kg. (50 Kg.)	--	--	100 Kg.
42.	Bronze Red Ink ( Imported) Packing of one Kg.	50 Kg (50 Kg.)	--	--	100 Kg
43.	White Ink ( Imported) Packing of one Kg.	50 Kg (50 Kg.)	--	--	100 Kg
44.	Peacock Blue Ink ( Imported) Packing of one Kg.	50 Kg (50 Kg.)	--	--	100 Kg
45.	Tint Medium (Imported) Packing of one Kg.	25 Kg. (25 Kg.)	--	--	50 Kg.
46.	Printing Paste (Imported) Packing of one Kg.	25 Kg.	--	--	25 Kg.
47.	Blanket (4 Ply) Imported) 29" x 36" (Heidelberg)	24 Nos. (20 Nos.)	--	--	44 Nos.
48.	Dampening Sleeve (Imp) 2.5" Dia	200 Meters (200 Meters)	--	--	400 Meter
49.	Dampening Sleeve (Imp) 1.5" Dia	200 Meters (200 Meters)	--	--	400 Meter
50.	P.S Plates 715 x 915 (0.15 mm) (Local)/(Imp.)	1000 Nos. (2000 Nos.)	--	--	3000 Nos.
51.	P.S Plates 715 x 915 (0.24 mm) (Local)/(Imp.)	5000 Nos. (5000 Nos.)	--	2000 Nos.	12000 Nos.
52.	P.S Plates 420 x 560 (0.15 mm) (Local)/(Imp.)	1000 Nos. (2000 Nos.)	--	--	3000 Nos.
53.	Plate Developer (Local)	500 Liters (500 Liters)	--	--	1000 Liters
54.	Straw Board 26"x31"/32 Oz (Local)	5000 Pieces (10000 Pieces)	--	--	15000 Pieces

55.	Straw Board 26"x31"/24 Oz (Local)	5000 Pieces (10000 Pieces)	--	--	15000 Pieces
56.	(CTP) Plate developer (Imported) 20 liter packing	25 Canes (10 Canes)	--	--	35 Cane
57.	Tracing paper A-4 /85 Gsm (Imported)	500 Pkts of 100 sheet each	--	--	500 Pkts of 100 sheet each
58.	Lamination Roll 6" Shine	50 Nos.	--	--	50 Nos.
59.	Empty Bags (Width 25" & Length 40")	2000 Nos.	--	--	2000 Nos.
60.	Binding Cloth 36" Width	--	--	3000 Meters	3000 Meters
61.	Process Ink CMYK(Imported) Set of four colour (one KG packing)	25 Set	--	--	25 Set
62.	Peony Ink Black (Imp.) Packing of one Kg.	--	--	500 Kgs	500 Kgs
63.	Printing Paste (Imported) Packing of one Kg.	25 Kg.	--	--	25 Kg.
64.	Blanket (4 Ply) (Imported) 18" x 22.25" China	20 Nos.	--	--	20 Nos.
65.	Blanket (Imported) Self-adhesive (poly fibron) 508x1015x1.0 mm Rotary	100 Nos.	--	--	100 Nos.
66.	Stapling Machine (Max) Heavy duty (Imported) HD-12/L/17	10 Nos.	--	--	10 Nos.
67.	(CTP) Plate Replenisher (Imported) 20 litre packing	15 Cane	--	--	15 Cane
68.	CTP Plates 715 x 915 (0.30 mm) (Imp.)	2000 Nos.	--	--	2000 Nos.
69.	Tracing paper A-4 /80-85 Gsm (Imported)	250 Pkts of 200 sheet each	--	--	250 Pkts of 200 sheet each
70.	Tracing paper Legal /80-85 Gsm (Imported)	125 Pkts of 200 sheet each	--	--	125 Pkts of 200 sheet each
71.	Tracing paper A-3 /80-85 Gsm (Imported)	50 Pkts of 200 sheet each	--	--	50 Pkts of 200 sheet each





72.	Cutting Knives for Polar cutting machine (Imported) Length 1390 mm Width 160 mm Thickness 13.76 mm	04 Nos.	--	--	04 Nos.
73.	Cutting Knives for John Perfecta cutting machine (Imported) 40"x5" x 0.375"	04 Nos.	--	--	04 Nos.
74.	Staple Pins 23x17 (ISO 9001 & 14001) Imported Max- Japan or equivalent	5000-Pkts. containing 1000 pins each	--	--	5000-Pkts. containing 1000 pins each
75.	Staple Pins 23x13 (ISO 9001 & 14001) Imported Max- Japan or equivalent	5000-Pkts. containing 1000 pin each	--	--	5000-Pkts. containing 1000 pin each
76.	Butter Paper 28"x37" (Imported)	50 Reams	--	--	50 Reams
77.	Corrugated Boxes 20.5"x15"x9"/7 Ply (Local) with printing	10,000 Nos.	--	--	10,000 Nos.
78.	Corrugated Boxes 10.5"x15"x9"/7 Ply (Local) with printing	5,000 Nos.	--	--	5,000 Nos.
79.	Numbering Boxes 7-Digit (Imported) backward counting Horizontal----130 No. Vertical ----70 No.	200 Nos.	--	--	200 Nos.

(Note:- i) Each ream should consist of 500 sheets and each packet should consist of 100 sheets).

ii) Two sample sheets of full size of the offered stores / stocks duly signed and stamped on each sheet by the bidder or his authorized representative should be submitted / provided along-with the quotation failing which the tender will not be accepted.

