



**PORT QASIM AUTHORITY**  
BIN QASIM, KARACHI-75020



**NOTICE INVITING TENDER**

Port Qasim Authority invites sealed tenders from the Distributors / Suppliers etc. registered with Income Tax and Sales Tax Department and e-Pak Acquisition & Disposal System (EPADS) must be on Active Tax Payer List (ATL) of the Federal Board of Revenue (FBR) for supply of Cleaning Materials for Stores Stock.

2. Interested tenderers may obtain Tender documents and items description / specification along with terms and conditions from the office of Manager (Procurement), Stores & Procurement Department, Port Qasim Authority, Karachi, during the office hours 08:30am to 04:00pm (Monday to Friday) on payment of **Rs.500/-** fee (**non-refundable**) in shape of Pay Order in favour of Port Qasim Authority. Tender documents can also be downloaded from PQA/PPRA websites. The tenderers will have to submit their bids through E-PADS also.

3. The method of procurement shall be by Single Stage one envelope procedure under Rule 36(a) of the Public Procurement Rules-2004.

4. Duly completed tender documents with all relevant details along with fixed earnest money **Rs.50,000/-** "refundable" in shape of Pay Order in favor of Port Qasim Authority shall be submitted in the office of Manager (Procurement), Stores & Procurement Department, Port Qasim Authority, Karachi by 13/05/2024 at **11:00 hours**. The tender shall be opened on the same day at **11:30 hours** in the Conference Room Admin Building No.II, Port Qasim Authority in the presence of representatives of firms who may wish to be present. The documents received after due date and time will not be entertained. Tender submitted without earnest money shall be rejected.

5. Port Qasim Authority reserves the right to accept or reject any or all tender as per PPRA-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all tenderers.

  
(SHAHNAWAZ MANGRIO)  
SECRETARY, PQA

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**PORT QASIM AUTHORITY**  
BIN QASIM, KARACHI-75020



No. PQA/ST/P-145/22-23  
Dated: March, 2024

**INSTRUCTIONS TO BIDDERS**

Port Qasim Authority invites sealed tenders from the Distributors / Suppliers etc. registered with Income Tax and Sales Tax Department and e-Pak Acquisition & Disposal System (EPADS) must be on Active Tax payer list of FBR for supply of items are as under:

S. #	Description of Items	A/C Unit	Qty	Unit Price	Total Amount (A)	GST (B)	Grand Total (A+B)
1	Air-Freshener Aerosol Spray 300ml Perfect or equivalent	No	1000				
2	Duster white Thin Size 21" x 21" W-30grams approx.	No	300				
3	Duster Yellow Soft Size 24" x 20" W-35grams approx.	No	200				
4	Insecticide Spray 400ml Mortein or equivalent	No	100				
5	Tissue Paper Box 100 x 2 Ply Hankies / Rose Petal or equivalent	Bx	500				
6	Powder washing 500grams Brite or equivalent	Pkt	500				
7	Paper Toilet Roll single pack Rose Petal / Hankies or equivalent	Roll	300				
8	Soap Lux / Safeguard / Dettol 80grams or equivalent	No	500				
9	Towel cleaning bath 27" x 54" W-450grams white	No	500				
10	Powder cleaning Vim 500grams or equivalent	Pkt	500				
<b>Grand Total with GST</b>							

Total Bid Price with GST Amount (in figures & words): Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ only)

state the GST Rate (in figures & words):- \_\_\_\_\_

2. Total Bid Price inclusive of GST must be written in figures and words.
3. The successful bidder issue the Purchase Order (P.O) for compliance of supply, if fails his earnest money will be forfeited by PQA.
4. Tender without earnest money will not be accepted.

5. In case if tender is not opened on the given date due to unavoidable circumstances the same will be opened on the next date of meeting of tender opening committee and the tenderers will also be informed. The tender will be received from the tenderers signed by the receiving members in sealed condition.
6. The method of procurement shall be Single Stage one envelope procedure under Rule 36(a) of the Public Procurement Rules-2004.
7. Firm awarded the contract will be responsible to complete the supply as per purchase order.
8. Rates quoted must be valid for 120 days from the date of opening of the tender.
9. Rates quoted should be the basis of free delivery at Port Qasim Authority Stores & Procurement Department Bin Qasim Karachi-75020 including all taxes and transportation charges. All delivery risks and consequences shall be of the tenderers.
10. The supply period is 30 days, from the date of issuance of Supply Order.
11. Hundred percent (100%) payment will be made on completion of full supply and submission of bill in triplicate, Account No., Name of the Bank to be indicated on the body of the bill to facilitate payment.
12. Liquidated Damages @ 2% per month maximum 10% of the contract price will be recovered, if supply is not made within the contract period.
13. All type of taxes including GST and professional Tax etc. will be borne by the Tenderers.
14. Local tenders registered with NTN & General Sales Tax Collectorate and e-Pak Acquisition & Disposal System (EPADS) are eligible. Copy of the General Sales Tax Registration Certificate and Income Tax Certificate must be enclosed with the tender. Latest Taxpayer Online Verification by FBR has to be submitted.
15. Earnest Money of the successful tenderers will be released after satisfactory supply. Earnest Money of other tenderers shall be released on issuance of purchase order to the successful tenderers.
16. Conditional tenders will not be entertained.
17. Rates must be quoted for all the required items. If more than one quality of any items is quoted, rates shall be mentioned separately. The successful tenderers will be considered on the basis of lowest evaluated bid.
18. Tenderers /quotation and the attached necessary documents/brochures of offered items alongwith complete NIT must be signed and stamped on each page.
19. Bidders should unconditionally sign, stamp and submit the copy of the complete NIT/Instructions to Bidders.
20. The tenderers shall provide the samples of offered products / items.

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21. If any tenderers fail to submit or comply with above, their tender / quotation will be treated as NON-RESPONSIVE.
  22. Sub-standard items shall be rejected and returned at the expense of tenderers.
  23. The proposal for award will be rejected if it is determined that the contractor/Tenderer recommended for award has been engaged directly or through an agent, in corrupt fraudulent, collusive or coercive, practices, as defined in the PPRA - Rules 2004 while competing for the contract in question.
  24. Port Qasim Authority reserves the right to accept or reject any or all tenders / quotations as per PPRA-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all tenderers.

**Director (Stores & Procurement)**

PQA Website: <a href="http://www.pqa.gov.pk">www.pqa.gov.pk</a> Email: <a href="mailto:secretary@pqa.gov.pk">secretary@pqa.gov.pk</a>
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