



GOVERNMENT OF PAKISTAN
PAKISTAN ELECTRONIC MEDIA
REGULATORY AUTHORITY

Tender Notice - Provision / Printing of
Miscellaneous Items

Sealed bids are invited from the firms registered with Sales Tax Department and having NTN, for provision / printing of Miscellaneous Items, during the Financial Year 2017-18.

Terms and conditions along-with details of the items may be obtained from the undersigned during office hours upto 21 August, 2017. The same are also available on following PPRA / PEMRA websites:

<http://www.ppra.org.pk>
<http://www.pemra.gov.pk>

Sealed bids / proposals along with earnest money equivalent to 4% of the total bid amount in the shape of DD / Pay Order in favor of PEMRA shall be submitted before 1100 hours on 22 August, 2017 which will be opened on the same day at 1200 hours.

The undersigned may be contacted on below given number in case of any query / clarification.

PEMRA reserves the right to accept or reject any or all bids prior to acceptance of bids / proposals as per PPRA Rules.

General Manager (Administration)

Pakistan Electronic Media Regulatory Authority Headquarters,
2nd Floor, PEMRA HQs Building, Mauve Area, G-8/1, Islamabad.

Phone: 051-9107116 Fax: 051-9107168

www.pemra.gov.pk

**TERMS & CONDITIONS FOR TENDER NOTICE – PROVISION /
PRINTING OF MISCELLANEOUS ITEMS**

- Bidders shall provide attested copies of valid Sales Tax Certificates and National Tax Numbers.
- Only those firms should apply which have their own Printing Press and have relevant experience of working with public sector organizations.
- The prices shall be clearly quoted in Pak Rupees without GST, which shall be applicable as per policy of the Federal Government from time to time. The unit cost of items shall be clearly mentioned in PKR as per given format.
- The prices shall remain valid for the financial year 2017 -18 (ending on 30th June 2018). However, PEMRA may extend bid validity period on same terms and conditions and rates beyond i.e. the 30th June 2018, till finalization of next tender.
- Each bidder shall submit earnest money equivalent to 4% of the total bid amount in the shape of Pay Order or Bank Draft drawn in favor of Pakistan Electronic Media Regulatory Authority (PEMRA), Islamabad. Earnest money of the unsuccessful bidder(s) will be refunded whereas earnest money of successful bidder(s) shall be retained during the bid validity period of one year or upto extended period. Earnest money deposited previously with PEMRA shall not be accepted for this tender. Bid without earnest money will not be considered. No Crossed Cheque / Security Deposit Slips / any other financial instrument other than Bank Draft / Pay Order will be accepted.
- An affidavit to the effect that the firm(s) has never been indulged in any litigation and has never been blacklisted by any Ministry / Division / Department / Organization of Federal and Provincial Government, shall be attached with bid(s).
- A bidder shall stand disqualified if at any stage during the bidding process or during the bid validity period it becomes evident that the firm(s) / supplier(s) has submitted false statement /documents or has concealed information.
- The Authority reserves the right to purchase the items from the respective successful bidders on monthly basis or as and when required or increase/decrease the quantity of the items or split the order during the bid validity period i.e. Financial Year 2017 -18 or during the extended period.
- All Government taxes / levies shall be deducted at source at the time of making payment, in favor of the respective bidder(s).

- Sample and detailed specification of the items can be checked at the office of the undersigned immediately after uploading/ publication of the Tender Notice during office hours (0800 hrs to 1600 hrs) from Monday to Friday, free of cost.
- The bidders shall be responsible to provide samples of the items for approval before issuance letter for award of contract / letter of intent.
- The successful bidder shall be bound to complete the job / provide the items within seven (7) days from the date of receipt of work / purchase order. In case of failure to complete the job as per approved specifications or provide supplies within 15 days period after issuance of work / purchase order(s), the firm(s) / supplier(s) shall be blacklisted at PEMRA and supply / purchase order of specific items and work / supply order(s) shall be issued to the 2nd lowest successful bidder.
- The Authority reserves the right to reject any one or all the bids / 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.

General Manager (Administration)

Pakistan Electronic Media Regulatory Authority Headquarters,
2nd Floor, PEMRA HQs Building, Mauve Area, G-8/1, Islamabad.

Phone: 051-9107116 Fax: 051-9107168

www.pemra.gov.pk

List of items

Sr. No.	Items with specifications	Unit Price
1	Printing of PVC / office cards with Yoyo Strips	
2	Printing of file covers with lamination / PEMRA Logo 300/310 grams on art card	
3	Pocket file covers with PEMRA Logo A-4 size	
4	Pocket File covers with PEMRA Logo Legal size	
5	Crystal Souvenirs with PEMRA Logo (small size)	
6	Crystal Souvenirs with PEMRA Logo (large size)	
7	Gift hand bags made of craft paper with PEMRA Logo	
8	Stamps size 824	
9	Stamps size 823	
10	Stamps size 722 pocket size	
11	Name plates	
12	Printing of PEMRA Security passes floor vice	
13	Printing of payment vouchers for Finance Wing	
14	Printing of payment receipts for Finance Wing	
15	Printing of Bank books for Finance Wing	
16	Printing of Rexene folders with pockets and PEMRA Logo	
17	Printing of office diaries with green covers & PEMRA Logo	
18	PEMRA year's diaries with PEMRA Logo for officers	
19	Printing of fancy visiting cards	
20	Printing of visiting cards with lamination	
21	Printing of daak pads executive with PEMRA Logo	
22	Mug with PEMRA logo	
23	Letter had pad with PEMRA Logo	