

GOVERNMENT OF PAKISTAN
MINISTRY OF NARCOTICS CONTROL

TENDER NOTICE

Ministry of Narcotics Control Islamabad invites sealed Tenders from the manufacturers/reputed firms/General Order Suppliers registered with FBR/Sales Tax, having valid NTN Number and Vendor number issued by AGPR, Islamabad for supply of following items:-

S. No.	Items	S. No	Items
1.	Shield of MNC	8.	Mugs (MNC logo/message)
2.	T-Shirts	9.	Standees with different awareness statement / messages with stand and Panaflex
3.	Caps with MNC Logo	10.	Steamer
4.	Ballpoint Pens	11.	Gift bags with MNC logo
5.	Key-chains	12.	Bowl of MNC/Souvenir
6.	Diaries	13.	Pamphlets/brochures
7.	Back drop banner with steel frame		

TERMS AND CONDITIONS:

1. Two sealed envelopes having clearly marked as "Technical and Financial Proposal" are to be filled by each firm bid inclusive of all taxes along with call deposit of deposit/pay order of **Rs.50,000/-** (refundable) in the name of D.D.O Ministry of Narcotics Control, Islamabad, as a security deposit must reach the undersigned on or before **21-05-2024 at 1100 hours**. The technical bids will be opened on the same day at 1200 hours. The financial bids will be opened after evaluation of technical bids for those vendors who qualify technically.
2. No Tender will be entertained after due date and time.
3. Tender without GST/Income Tax Registration number and without call deposit will be rejected.
4. Successful bidder will be bound to supply/complete the work within **15 days** after issuance of work order.
5. Bids will be accepted as per specification/sample provided by the undersigned before opening of Tender and subject to satisfactory report of the inspection/Purchase Committee.
6. The Ministry reserves the right to accept or reject any or all the tenders in accordance with PPRA Rules, 2004. The reason of which will be intimated on request of the bidder.
7. Pencil filled bids and any overwriting will not be accepted.
8. The Ministry has reserved the right to increase or decrease the quantity of items may as per PPRA rules.
9. The rate for each item will be for the whole financial year 2023-2024. The Ministry will reserve the right to purchase these items as per need basis.
10. The detail specifications of the items are available in Tender Documents and accordingly the & condition must be followed.

Izhar Ahmad
(Section Officer, General)

PH#051-9212811

6th Floor Kohsar Block, Constitution Avenue, Islamabad

6 mnc 75 - 210 ✓



F.NO.2-10/2023-24
GOVERNMENT OF PAKISTAN
MINISTRY OF NARCOTICS CONTROL

TENDER DOCUMENTS FOR

↓ AWARENESS MATERIAL

Part A:**TENDER NOTICE**

Two sealed envelop having clearly marked as "Technical and Financial Proposal" are invited from reputed firms for supply of Awareness material in Ministry of Narcotics Control (MNC) Islamabad, at 6th Floor, Kohsar Block, Constitution Avenue, Islamabad. Interested firms may obtain the specifications, tender documents etc of the items to be supplied during working hours along with the terms and conditions described blow:-

1. Firms having documentary proof of successfully completed works of similar or higher quantum shall be eligible to participate in the bidding.
2. Complete profile of firms may also be attached with Technical bids.
3. Specifications and model numbers of items shall be strictly followed and no items shall be accepted which is not according to the detailed specifications provided by this office.
4. Bids must be submitted along with CDR@ Rs.50,000/-.
5. all applicable taxes, levied by the Government shall be deducted from the quoted prices. All prices should be quoted inclusive of all applicable taxes in Pak Rupees. The Bidders are required to fill in the unit price/rate against each item in the bill of quantities in Pak Rupees in numerals and words both.
6. Technical & Financial bids should be completed in all respects and reach the office to the undersigned on or before, **21-05-2024** which shall be opened on same day at 1200 hrs in the Committee Room of MNC in the presence of authorized representatives of firms who choose to attend.
7. The successful bidders shall be bound to complete the assignment within 07 days from the date of issuance of work order.
8. All prices should be valid for till 30th June, 2024. Withdrawal or any modification of the original offer within the validity period shall entitle MNC Islamabad to forfeit the earnest money and/or impose

ban on such vendor from future participation in MNC tenders/works.

9. The competent authority reserves the right to reject any or all offers without assigning any reasons.
10. It shall be the responsibility of the supplier to satisfactorily complete the job as per work order, which includes delivery, and MNC's acceptance/inspection thereof.
- 11.** The earnest money will be released after closing of financial year **2023-2024.**
12. Items being ordered should be branded/new and the firm all should be adhere to provide the supply as per laid down specifications.
13. The firm will not be considered if:-
 - a. Technical and financial bids are received in single envelope .
 - b. Received without earnest money.
 - c. The tender is unsigned/unstamped by firm.
 - d. The offer is ambiguous/conditional.
 - e. The firm is black listed by any Government Office.
 - f. The offer is received by telephone/telex/fax/telegram.
 - g. Any unsigned/ambiguous erasing, cutting/overwriting etc is made.

DOUBT IN TENDER DOCUMENTS

1. Any bidder who may have any doubt or questions as to the true meaning of any part of the tender documents should deliver a written request to the Section Officer (General) MNC for any clarification or answer thereof, prior to the date set for opening of the Tenders. Any explanations, revision, additions or deletions to the tender documents will be made only by formal addendum, fully signed and issued by the MNC, and mailed or delivered to each bidder, who has received a set or tender documents, such addendum will become an integral part of the tender document and receipt thereof must be acknowledged by return of the form

issued with the addendum. Each addendum shall be signed by the bidder. MNC shall not be responsible nor bound by any explanations, revisions, additions or deletions to the tender documents except those contained in the formal addendum signed and issued by the MNC.

(Izhar Ahmad)
Section Officer (General)
MNC

Part B:

Evaluation Criteria

1. The bidders are required to submit technical and financial proposals in separate envelopes simultaneously on the date of bids submission. The envelopes should be clearly marked as "Technical Proposal" and Financial Proposal" respectively. The earnest money should be included in the Financial Proposal and no reference what so ever regarding financial proposal and earnest money should be given in the technical proposal. The tender shall be single stage two envelopes bid. The technical proposal will be evaluated on the basis of information provided on the matrix and the recommendation of the "Technical Evaluation Committee" shall deem final.
2. The technical proposal shall be opened first and the financial proposals of qualified bidders only as per criteria explained above shall be opened later. The date and time for which will be indicted separately.
3. The rates quoted by the firms must include following:-
 - a. The rates must be quoted in accordance with the detailed specifications, proposed quantities. The rates should be quoted basis in Pak Rs. inclusive of all taxes.
 - b. Delivery date.
 - c. Validity period of the quoted price (30th June, 2024).
 - d. Any other information deemed necessary.
4. The successfully bidder will be asked to provide sample for the approval of the technical committee. The sample will be judged by a technical committee for dimensions, texture, color, finishes, material, strength, workmanship etc.
5. The contractor/bidder whose bid have been determined to be substantially responsive technically and to the conditions of tender document and has offered the lowest evaluated price will be awarded the work/contract in a non-discriminatory.

Part C:

AWARD OF WORK

1. MNC will award the work to the bidder whose bid has been determined to be substantially responsive to the tender documents and who has offered the lowest bid price and conformed to the specification and whose sample has been approved by the Technical committee.
2. The earnest money of the successful bidder will be retained with MNC until completion of works, removal of remedies and defects plus period of maintenance of 6 months from the date of issuance of Certificate of the Completion of Work, the earnest money of the unsuccessful bidders will be released once decision of award of work is final.

DELIVERY OF AWARENESS MATERAIL

1. The Bidder shall provide one (1) sample if required of each Awareness Material at site and get formal approval within ten 10 days from the date of issuance of Letter of Intent. The sample will remain in custody of MNC and comparison would be made with the delivered items, when due. Sample will be supplied by the bidders to the MNC Islamabad at their own risk and cost.
2. Once the work order is issued, the bidder shall arrange inspection of all the Awareness Material by the authorized officials of MNC before supply/finishing, if required, bidder shall be bound to do the final finishing work at the premises of the MNC.
3. Delivery of items will be free of charge at the official site during the office hours accompanied with the signed copy of the delivery challan. The delivery of items shall be made on three (03) days prior notice to the authorized officials.

TIME PERIOD FOR THE DELIVERY OF AWARENESS MATERAIL

1. The time period for completion of items will be three (07) days from the date of issuance of the Letter of Intent (LOI).
2. In case of delay in delivery of items, 2.5% of the total amount of the order will be charged as penalty per week, up to a maximum of 10% of the total bid price. Failure to complete the supplies within 30 days will be make the work order eligible for termination with no compensation due to be paid to the supplier and any supplies already made/earnest money submitted will be forfeited.

PAYMENT OF AWARENESS MATERAIL

1. The payment will be made on bill GST invoice. The Contractor shall submit bill once 100% of the work order of the items have been completed.
2. Tax will be recovered as per rule of the Government from time to time.
3. No request for mobilization advance will be entertained.
4. No cost escalation of any type will be paid.

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Izhar Ahmad
(Section Officer, General)

PH#051-9212811

6th Floor Kohsar Block, Constitution Avenue, Islamabad

SPECIFICATION OF AWARENESS MATERIAL

S. No.	Items	Specification
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2.	T-Shirts	
3.	Caps with MNC Logo	
4.	Ballpoint Pens	
5.	Key-chains	
6.	Diaries	
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