



No.F.2 (30)/2022-GE-TRG (DECB)  
**OFFICE OF THE  
DISTRICT ELECTION COMMISSIONER,  
BUNER**

**BUNER**  
16<sup>th</sup> November 2023

**TENDER NOTICE FOR PURCHASE OF REFRESHMENT AND STATIONERY ITEMS**

Sealed Tenders/bids/rates are invited from the reputed registered firms on the basis of **Open Competitive Bidding Method of Single Stage (One Envelope Procedure)** in terms of **Rule 36 (a) of Public Procurement Rules 2004** for the supply of Stationery Items and Refreshment/Meals for Polling Staff during their Trainings in connection with upcoming General Elections as per following detail:

S/No	Description/Item	Menu		Quantity
1.	Polling Staff	Day-I	Biryani+Water Bottle+ 02 Teas with Cookies	Detail in Tender document
		Day-II	Chicken Karahi + Naan / Roti + Water Bottle+02 Teas with Cookies.	
	Stationery items for trainings of Polling staff	Ball Pen, Lead Pencil, Scale, Eraser, Marker, Sharpener, Notepad & Plastic Bag.		Detail in Tender document
2.	Refreshment for training of Half Day Orientation Sessions	Biryani + Water Bottle		Detail in Tender document
	Stationery for training of Half Day Orientation Session.	Ball Pen, Lead Pencil, Scale, Eraser, Marker, Sharpener, Notepad & Plastic Bag.		Detail in Tender document

**Terms & Conditions:**

1. The Tender is on the basis of **Open Competitive Bidding Method of Single Stage (One Envelope Procedure)** in terms of Rule 36 (a) of Public Procurement Rules 2004.
2. The bidders should submit a "Certificate" that the company has never been declared blacklisted or defaulter by any department of Government of Pakistan.
3. Price should be quoted in Pak Rupees both in words and figures.
4. The Price quoted should be firm, final and clearly written/typed out without any ambiguity. Rates/bids submitted will be valid for a period of six months.
5. The price should include all the government taxes (Including GST if applicable), duties, delivery etc.
6. The bidder shall furnish a bid security/earnest money equivalent to 5% of the total value of the bid in the form of bank draft or pay order issued by the schedule bank of Pakistan in favor of **DDO/District Election Commissioner, Buner.**
7. "Tender documents containing detailed terms and conditions can be obtained on written request from the office of **District Election Commissioner, Buner Tehsil Colony, Daggar** latest by **5<sup>th</sup> December 2023 (Tuesday) till 11:00 AM** against the prescribed fee of **Rs.1,000/- (Rupees One Thousand)**, only non-refundable, on any working day during office hours.
8. All Sealed Tenders, (**In separate**) for Refreshment and Stationery should be delivered/dropped in the Tender Box placed in the office of **District Election Commissioner, Buner** on or before tender's opening

date i.e. **5<sup>th</sup> December, 2023 (Tuesday) at 11:00 AM** which will be opened on the same date at **11:30 AM** in the presence of Tender Committee and bidders as may be present. Open, e-mailed or faxed bid will not be accepted. Any bid received by the Office of **District Election Commissioner, Buner** after the date and time of tender opening will be returned unopened to the bidder.

9. Exact No of participants will be given at the time of work order.
10. Training will be conducted in batches in different venues in District Buner which shall be intimated accordingly.
11. The firms/supplier shall provide refreshment/stationery at different venues located across the District Buner.
12. Quantity & Quality of food/refreshment will be checked and suitable penalty will be imposed on sub-standard quality.
13. Payment will be made after completion of trainings and preferably after availability of budget.
14. The procuring agency reserves the rights to increase or decrease the No of items being supplied/purchased at any stage as per requirement.
15. The District Election Commissioner, Buner/Competent Authority reserves the rights to cancel/reject any Tender or all tenders in accordance with Rule-33(1) of PPRA Rules-2004.
16. This advertisement is also available on the official websites of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and Election Commission of Pakistan ([www.ecp.gov.pk](http://www.ecp.gov.pk)).

**District Election Commissioner  
Buner  
Tel: 0939 510283**