



No.F.4 (4)/2023-Els-DEC(SH)
OFFICE OF THE
DISTRICT ELECTION COMMISSIONER
SHANGLA

 decshangla@gmail.com
 0996-850432

ALPURI
Friday, November 17, 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 Poling Staff during their Trainings in connection with upcoming General Elections in Khyber Pakhtunkhwa as per following detail:

S/N	Description/Item	Menu		Quantity	Bid Submission date & time	Bid opening date & time
1.	Poling Staff	Day-I	Biryani+Water Bottle+ 02 Teas with Cookies	Detail in Tender document	05-12- 2023 11:00 AM	05-12-2023 11:30 AM
		Day-II	Chicken Karahi+Naan/Roti+Water Bottle+02 Teas with Cookies.			
	Stationery for trainings Poling staff	Ball Pen, Lead Pencil, Scale, Eraser, Marker, Sharpener, Notepad & Plastic Bag.		Detail in Tender document		
2.	Refreshment for trainings of Half Day Orientation Sessions	Biryani+Water Bottle		Detail in Tender document		
	Stationery for trainings 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 120 Days.
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, Shangla.**

7. "Tender documents containing detailed terms and conditions can be obtained on written request from the office of District Election Commissioner Shangla **latest by 05th December 2023 (Tuesday) till 1100 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 Shangla** on or before tender's opening date i.e. **05th December, 2023 (Tuesdays) 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 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 Shngla and in its Tehsil level which shall be intimated accordingly.
11. The firms/supplier shall provide refreshment/stationery at different venues located across the District Shangla.
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 Procuring Agency / 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) and Election Commission of Pakistan (www.ecp.gov.pk)



(INAYAT UR REHMAN)
District Election Commissioner
Shangla