

1. Tender are invited for provision of stationery items on rate running contract (RRC) basis from authorized/ registered dealers in Headquarter Logistics Services NLC Karachi. Quantity of items is endorsed in tender documents.
2. Offers duly stamped can be deposited with Headquarter Logistics Services NLC Karachi on **10 July 2024 at 1200 hours** which will be opened on same day at 1230 hours in the presence of the dealers or authorized representative (authority letter holder) in Headquarter Logistics Services NLC Karachi.
3. Rate/ Price of items should be on provision of goods at rate running contract basis with inclusive all taxes/ duties and offers will be effective till 120 days. Delivery will be made within 7 days or on acquiescence schedule on signing of contract agreement. Firms will produce samples of items with tender for acceptance.
4. Provision of the following is mandatory. Otherwise, offer will be rejected: -
  - a. Tender fee Rs. 2000.00 (Non Refundable) in shape of bank draft in the name of OIC NLC GHQ Rwp.
  - b. Handsel fee according to tender documents.
  - c. 5% performance bond from successful bidder on signing the agreement/ contract.
5. Tender will be opened on next day in case of manifestly or in-manifestly leave/ holiday.
6. Tender documents along with technical details/ reiterates can be collected on written application against Rs. 2000.00 in the shape of bank draft in favour of "**National Logistics Corporation HQ Main Account**" (on working days from morning 0900 AM to 1400 pm).
7. NLC reserves the right to cancel / reject any or all offers at any time. Procurement will be according to PPRA Rules. Tender is also available at [www.nlc.com.pk](http://www.nlc.com.pk) and [www.ppra.org.pk](http://www.ppra.org.pk).

**Maj Jibran Basit**

Manager Administration & Coordination  
Headquarters Logistic Services, Near Haji Camp  
Sultanabad Karachi  
Phone No 021-99023443  
021-99023411