

No.F.02-AC /IMCG (PG) /2024
Islamabad Model College for Girls (PG)
G-10/4, Islamabad

TENDER NOTICE

Through e - Pak Acquisition and Disposal System

Sealed Tenders are invited from only GST registered firms for purchase of Others Store items as per specifications given in the tender documents.

Method of Procurement

Single Stage- One envelope method of procurement will be used. Bids shall contain one single envelope containing separately financial proposals and technical proposals.


Terms & Conditions

Interested Firms/Stationary contractors may submit/upload their bids complete in all respects (**Name, CNIC, GST number and detail of Experience with government/ Semi-government organization**) as per details mentioned in tender document.

The Proposals (Technical & Financial) must be submitted on E-PADS, up to 11:00 A.M on 15-10-2024 (Tuesday). The bids will be opened at 11:30 AM on the same day in the presence of representatives of firms at the office of IMCG (PG) G-10/4, Islamabad. In case on unavoidable circumstance, the tender the tender will be opened on the next day as per schedule.

Evaluation criteria shall be as prescribed in the bidding documents. All taxes shall be deducted as per rules. A certificate and affidavit that firm is not blacklisted must be submitted with the documents. 3% of the estimated value(**Rs.30,000/-**) must be deposited in the form of Demand Draft/Pay Order in favor of IMCG (PG) G-10/4, Islamabad as earnest money needs to be attached along with the bid.

The office reserves the right to accept/reject any bid as per PPRA Rule 33(1).


(PROF. SADIA IBRAR)
(PRINCIPAL)
IMCG (PG) G-10/4, Islamabad
051-9106454

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GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and having National Tax Number (NTN).
2	Bidder (s) must have sound financial position, sufficient experience, good reputation and capability for timely completion of supply.
3	Bidder shall attach 3% (RS.30,000) of the total cost as Security Deposit (Refundable) in the shape of Pay Order, Call Deposit Receipt, and Bank Draft only. The security in the form of cheque shall not be accepted. E-Tenders without attachment of Bid Security in favor of IMCG PG G-10/4 will be rejected.
4	No bidder will be allowed to submit his/her second or third offer with the same bid.
5	Only those Bid(s) will be considered which will be submitted as per pattern of documents finalized by this office.
6	Bid opening Procedure
	Single stage- One envelope (containing the Technical Proposal and Financial Proposal) procedure will be adopted to evaluate the offers.
7	The proposals of firms will be opened on the same day on 15-10-2024, at 11:30 A.M at the office of IMCG (Postgraduate), Sawan Road, G-10/4, Islamabad.
8	A separate agreement shall be executed with successful bidder. The quantity of items(s) can vary subject to availability of funds. The provided rates by the firm must be compatible with the market rates.
9	The offered unit price of item(s) should be inclusive of General Sales Tax, Income Tax and all applicable Taxes. G.S.T and Income Tax will be deducted at source according to Government's order.

10	The bid shall be accepted or rejected based on the lowest cost in the total amount of the bid in the comparative statement.
11	Order shall be placed on" as and when" basis, as per requirement during the session.
12	<p>Penalty for failure of Supply</p> <p>If firm fails to supply any or all the items as per specification and required standard, action for blacklisting of the firm will be initiated.</p>
13	Validity of Bid will be 30-06-2025
14	Bidder (s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).

UNDER TAKING

I have read the terms and condition of the tender year 2024-2025 of IMCG (PG) G-10/4 is hereby undertake to abide these terms & condition in letter and spirit.

Signature: _____

Full Name: _____

Stamp: : _____

Name of Firm: _____

Address: _____

Date: _____

Required Documents

S. No.	Organizational Information	
1	Required Information	Response
2	Legal Name of the Firm/Vendor	
3	Year of Registration/ Establishment	
4	National Tax No.	
5	Sales Tax Registration No.	
6	Bank Account # (IBAN)	
7	Name of Bank	
8	Vendor No.(AGPR)	
9	Name and Designation of the Head of Organization	
10	Mobile #	
11	Telephone #	
12	Address:	
13	E-mail	
14	Name and Designation of "Contact/Focal Person"	
15	Mobile #	
16	Telephone #	
17	Address:	
18	E-mail	

Financial ProposalOther Stores ItemsSession 2024-2025

S. No	Item Name	Specifications	Rate inclusive of all taxes
1	Vacuum Cleaner	1500W Mode MC-YL690 Made in Malaysia	
2	Power extension for vacuum cleaner	Orange extension, cord 7M 4way 13A	
3	Tissue paper box	Rose Petal Pop Up Ultasoft Facial Tissues	
4	Tissue paper party pack	Rose Petal	
5	Garden Pipe	350ft	
6	Air freshener	Flower 300ml , Admiral 400ml	
7	Glint	Glint glass cleaner 500ml	
8	Acid	acid toilet cleaner 200ml	
9	Bleach	Liquid	
10	Dusters	Cloth duster	
11	Dettol liquid	Dettol Antiseptic Liquid 50ml	
12	Sweep	Liquid	
13	Towel	Medium size	
14	King tox	Kingtox Insect Killer Spray 300ml	
15	Dustpan	Plastic	
16	Lote (Bathroom Ewer)	High Quality	
17	Cleaning spider web brush	High Quality	
18	Washroom cleaning brush	High Quality	
19	Phenyl	Phenyl bottle 3 Ltr	
20	Safon dish washing soap	High Quality	
21	Beauty soap	Capri or similar	

22	Beauty Soap	Smal size	
23	Soap container	Plastic Sabundani	
24	Scotch bright with foam	High Quality	
25	Steel wool	High Quality	
26	Wipper	Large size	
27	Wipper	Medium size	
28	Vim	400gm packet	
29	Surf	Suffi / Brite 200gm	
30	Broom	Phool Jahroo	
31	Broom	Bansi Jahroo	
32	Balti with cover	Plastic 50 Ltr	
33	Balti with cover	Medium 30 Ltr	
34	Dustbin	Plastic medium size	
35	Dry cotton Mop with stick	High Quality	
36	Mop with stick	High Quality	
37	Foot Mat	Carpet	
38	Bush Cutter	4 stroke, German (Petrol)	
39	Hedge Cutter	German(Petrol)	
40	Bush Cutter Blades	High Quality	
41	Bush Cutter Dori	High Quality	
42	Bush Cutter Carbator	2 stroke	
43	Bush Cutter Carbator	4 stroke	
44	Plaas	High Quality	
45	Iron Gamla Stands in steps	i. 3 Foot and 10 Inches with two steps ii.5 Foot and 10 Inches with two steps iii.4 Foot with two steps iv. 3 Foot and 8 Inches with two steps v. 3 Foot and 6 Inches with three steps	
46	Steel flower pots	16 Inches in size	
47	Mud Flower Pots (Gamla)	14&22 Inches in size	

48	Iron Grills to cover fruit plants	3 x 2.5 Inches	
49	Weed killer spray	Roundup PowerMax/ Glyphosate 48SL	
50	Insecticide	Lambda cyhalothrin 500ml	
51	Bush Cutter blade Cuppa	High Quality	
52	Bush cutter clutch Cuppa	High Quality	
53	Small Flask(Medium)	Metal Body French Made	
54	Water Glass (Per Dozen)	Toyo Nasik	
55	Curry Serving Spoons	Steel Pakistan Made	
56	Water Jug with Lid(Medium)	Glass Pakistan Made	
57	Donga for Curry	Regal China Made	
58	Sauce Pan(Medium)	Silver Steel	
59	Frying Pan(Medium)	Non Stick	
60	Dessert Bowls(Small)	Regal China made	
61	Kettles(Medium)	Silver Steel	
62	Water Bottles (Medium)	Plastic	
63	Hot Pot(Large)	Plastic	
64	White Sheets for table	White Linen Cotton	
65	Irons	National Japan	
66	Artificial Flowers	Thai Made	
67	Scissors (Large)	National Japan	
68	Serving Trays	Plastic	
69	Water Coolers (Big)	Rahbar Plastic Body	
	Total Amount		