

Government of Pakistan
Establishment Division
Pakistan Public Administration Research Centre

TENDER NOTICE

Sealed Tenders are invited from the reputed registered firms (with a minimum 5 years experience) holding GST & Income Tax Numbers and a Vendor Number of AGPR, Islamabad having their own shops in Islamabad for the supply of stationery, non-stationery, miscellaneous items and Computer accessories including toners of Printers and Photo State Machines during the Financial Year 2024-25. The list of the items with specifications can be obtained from the office of the undersigned during office hours. The Tenders should be sent through registered post/Courier within 15 days after the publication of Tender. The Tender should accompany a Bank Draft of **Rs.100,000/-** as Security Deposit in the name of DDO, Pakistan Public Administration Research Centre (PPARC), Establishment Division, Islamabad.

2. The Tenders shall be opened by the Purchase Committee on the last date for submission of tender at 2:00 p.m in the office of Director (Statistics), PPARC, being Chairman Purchase Committee, in the presence of Bidders who shall be present at that moment. Call deposits of un-successful firm will be returned after one week. Bids without call deposit will be rejected on the spot. If the firm does not abide by the arrangement, call deposit will be forfeited by the Government.

3. Following instructions shall be adhered to:-

1. Sealed bids are invited from Firms/Companies/Organizations for supply of Stationery, Computer Stationery and Miscellaneous items through the issuance of this bidding document.
2. Condition, incomplete and non-compliance to terms and conditions of bidding documents and over writing in bids shall not be accepted.
3. Telephonic/faxed/telegraphic/emailed proposals will not be entertained.
4. The bidder shall quote the price in Pakistan Rupees (PKR).
5. The bidder is required to offer competitive price with GST and other applicable taxes.
6. Conditional/ operational bid offer will be considered as nonresponsive bidder.
7. Any bid received after the specified bid submission date and time mentioned in this document shall not be considered and deemed rejected.
8. A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issuance of tender notice by Public Procurement Regulatory Authority (PPRA).
9. PPARC will disqualify a bidder if it finds at any time that the information submitted by bidder relating to bid submitted was false, misleading and/or misstated.
10. The registered Firm/ Companies /Organizations shall quote their FTN/NTN along with copy of last paid bill with their offer failing to which their offer will be rejected.
11. The Firm/ Companies/ Organizations shall submit valid documents of registration with Income Tax and Sales Tax Department who are on Active Taxpayer list of the Federal Board of Revenue. Last five years paid income tax proof shall be submitted, failing which the bidder shall stand disqualified.
12. The Firm/ Companies/ Organizations requiring any further clarification of information of the bidding document may contact the office of Section Officer (Admn) PPARC.

4. PPARC reserves the right to accept or reject any tender with appropriate reason thereof.


(Muhammad Awais Javed)
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Section Officer
Pakistan Public Administration Research Centre
Establishment Division
Government of Pakistan

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Detail of Terms and Conditions;

1. The sealed tenders quoting rates of per unit item and GST thereon separately, alongwith sealed and signed sample of paper, should be sent through registered post which should reach the undersigned within the date mentioned in the tender notice. These tenders will be opened before the bidders or their representatives on same day at 02:30 p.m.
2. The tender should accompany a bank draft of Rs.100,000/-(Rupees one hundred Thousand) only payable to DDO PPARC, Establishment Division, Islamabad as security, and documents/certificates of registration with Sales Tax and Income Tax Department bearing GST and NTN numbers and Vendor Number.
3. No tender will be entertained which does not fulfill the conditions laid down in paras (1) and (2) above.
4. The security deposit and the samples will be refunded / returned to unsuccessful bidders. The security deposit of the successful bidder will remain deposited with the DDO till expiry of the period of this Agreement unless forfeited for the reason stated in the Agreement. The samples provided by the successful bidder shall remain deposited with the undersigned till expiry of the period of the Agreement.
5. The successful bidders shall execute a formal agreement with PPARC for supply of the aforesaid items within seven days after the receipt of requisition / orders of PPARC during whole year.
6. Delivery of the items ordered for from time to time shall be made at PPARC Islamabad within week of receipt of the supply order by the supplier at its own expense.
7. The rates quoted shall remain effective up to 30th June, 2025 and will not be liable to revision till expiry of the period of the agreement. No compensation will be decrease or increase of the quantity of each item.
8. The suppliers shall remain ensure that all the supplied items are genuine, in accordance with the specification and the relevant samples provided by them, failing which PPARC may terminate the Agreement and may also take an action for blacklisting of the supplier and recovery damages.
9. The Tenders shall be opened in the Committee Room of PPARC Islamabad in presence of the bidder or their authorized representatives.
10. The Competent Authority reserves the right to accept or reject any tender with appropriate reason thereof.

Section Officer (Admn)
PPARC Establishment Division


M. AWAIS KHAN
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