



1. Sealed registered tenders are invited under single stage for purchase of Office and Computer Stationary items separately. Submission date **10 June 2024** at 1100 hour which will be opened on same day at 1130 hours in HQ NLC Harding Road Rawalpindi in the presence of bidders or their authorized representatives.
2. Bid must be completed as per terms and conditions given below: -
  - a. Delivery within 07 days from signing of contract.
  - b. Quoted rates will remain the same for whole FY 2024-25.
  - c. Rate must be offered for all items (100% items) of office Stationery items (envelop-1).
  - d. Rate must be offered for all items of computer Stationary items (envelop-2). (Separator envelope be provide for Office Stationary & Computer Stationary items).
  - e. Sample of 100% items of both office & computer Stationary items must be provided /
  - f. submitted at the time of tender opening.
  - g. Rate must be offered inclusive of all taxes in the bids. Mentioning of taxes over envelope is not accepted.
  - h. For computer Stationary items, it is mandatory to have authorization letter of dealership or equivalent of respective brand.
  - i. For RICOH printer, it is mandatory to have provide certificate of genuine toner and print capacity (no of print) of toner. Substandard / low quality toners are not acceptable.
  - j. The req of office and computer Stationary items can be increased/decreased.
  - k. Bidders must submit tender fee (**non- refundable**) **Rs. 2000/-**.
  - l. Bid security / earnest money (refundable) 2% of the bid value in the shape of bank draft in favour of "**National Logistics Corporation HQ Main Account**".
3. Bid will be rejected if any requirement at para '2' is not fulfilled.
4. A pre bid meeting will be held to address any queries / suggestion at 1100 hours on **04 June 2024** at HQ NLC Harding Road Rawalpindi.
5. Tender Fee / Earnest Money / Performance security in form of cheque is not acceptable. Successful bidder will deposit Performance security equal to 5% of the total value of contract in shape of Pay Order / Bank Draft / Bank Guarantee.
6. NLC reserves the right to reject all bids at any time prior to the acceptance. Procurement will be according to PPRA Rules. Tender notice along with required items are available at [www.nlc.com.pk](http://www.nlc.com.pk) and [www.ppra.org.pk](http://www.ppra.org.pk).

**Address**  
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