

Tender No: 01/2025/26/P/FOR/STATIONERY/NLC

1. Sealed registered tenders are invited under single stage for purchase of Office and Computer Stationery items separately. Tender can be submitted till **1400 hours on 12 June 2025** which will be opened on the same day at 1430 hours at HQ NLC Harding Road Rawalpindi (Support Branch - Conference Room) in the presence of bidders or their authorized representative.
2. Bid must be completed as per terms and conditions given below:-
 - a. Delivery within 10 days from signing of contract.
 - b. Quoted rates will remain the same for whole **FY 2025-26**.
 - 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 Stationery items (envelop-2). (Separator envelope be provided for Office Stationery & Cptr Stationery items).
 - e. Sample of 100% items of both office & computer Stationery items must be provided / submitted at the time of tender opening.
 - f. Rate must be offered inclusive of all taxes in the bids. Mentioning of taxes over envelope is not accepted.
 - g. For computer Stationery items, it is mandatory to have authorization letter of dealership or equivalent of respective brand.
 - h. 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.
 - i. The requirement of office and computer Stationery items can be increased/decreased in contract.
 - j. Bidders must submit tender form fee (**nonrefundable**) **Rs. 2000/-**. In favour of **National Logistics Corporation HQ Main Account**.
 - k. Bid security / earnest money (**refundable**) **2%** of the bid value in the shape of bank draft / Pay Order 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 in the HQ NLC Harding Road Rwp on **03 June at 1100 hrs**. For any queries, **contact Technical Section HQ NLC at 051-5916200 (Extn 518) / 051-9052518**.
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. In favour of **National Logistics Corporation HQ Main Account**, from schedule Bank of AA rating as per NLC prescribed format.
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 alongwith required items are available at **www.nlc.com.pk** and **www.ppra.org.pk**.