



## **TENDER NOTICE**

Pakistan Bureau of Statistics, 1-B, S.M.C.H. Society, Karachi invites sealed bids from the firms/dealers/suppliers/Contractors etc. registered with Income Tax and Sales Tax Departments for supply of Office Stationery, Computer Stationery and Store Items for the financial year 2024-25.

2. Bidding documents, containing detailed terms and conditions etc. can be obtained from General Services Branch, Pakistan Bureau of Statistics, 1-B, S.M.C.H. Society, Karachi free of cost during official timings. Bidding documents can also be downloaded from (<http://www.pbs.gov.pk>).
3. The bids prepared in accordance with the instructions in the bidding documents must reach the office of undersigned, Pakistan Bureau of Statistics, 1-B, S.M.C.H. Society, Karachi on or before **23-09-2024** at **11.00 AM**. Bids will be opened the same day at **11.30 AM** in the presence of firms/dealers/suppliers/Contractors etc.
4. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

**(AHTESHAM HASSAN)**  
Chief System Analyst (G.S.)  
Tel: 021-99225203

## **TERMS AND CONDITIONS**

1. Sealed Tender complete in all respect should reach the office of the undersigned at Pakistan Bureau of Statistics, I-B, S.M.C.H.S Society, Karachi on or before **23-09-2024** at **11.00 AM** which will be opened on same day at **11.30 AM** in the presence of the bidders/firms/representatives.
2. The Sealed Envelope should accompany a pay order/bank draft as earnest money amounting to **Rs:70,000/-** in favour of Drawing & Disbursing Officer (DDO) PBS Karachi which shall remain valid till **30-06-2025**.
3. Cutting/Overwriting or use of any fluid on quoted rates shall not be accepted.
4. The earnest money of unsuccessful bidders will be released/refunded after completion of tender process. Earnest money will be transferred into security deposit for successful bidders and will remain in possession of this office until **30-06-2025**. Bids without call deposit will be treated as invalid/cancelled forthright.
5. The interested parties/firms should have a regular place of business and landline telephone number as well as a valid email address. Further, all firms are required to furnished filled in bids on the provided prescribed format only.
6. An Affidavit to the effect that the firm have never indulged in any litigation and has never been blacklisted by any ministry/division/department/organization must be attached with the bids.
7. The firm/suppliers should be well established and registered under sale tax ordinance having NTN number, ATL etc. and vendor number with AGPR, Karachi.
8. Quoted rates against all item of office/computer stationery and miscellaneous store items should be inclusive of GST and all taxes and shall remain valid throughout the financial year ending on **30-06-2025**. Payment will be made after the receipt of supplies and after completion all codal formalities as per Government rules and regulations.
9. Payment will be made after deduction of tax as prescribed the Government from time to time and on production of sale tax invoice by supplier at the time of supply of goods.
10. Order for supply of office/computer stationery miscellaneous items shall be placed as per requirements from time to time.
11. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> lowest evaluated bidders will be bound to provide samples of each bids items within 03 days. The lowest evaluated bid shall be accepted according to PPRA rules.



12. Only one option for the item will be accepted in case of multiple options, the lowest one according to the specification will be considered.
13. The competent authority reserves the right to cancel the contract partially and entirely during the financial year, the security amount will be forfeited and the firm will be blacklisted if items provided by the vendor are found substandard in quality or short in quantity and also if not supplied timely.
14. The successful bidders will be bound to deliver the items within five days after receipt of confirmed supply order otherwise late delivery charges will be deducted from the payment as per following rate.
  - a) 2% deduction for late delivery upto 10 days
  - b) 4% deduction for late delivery upto 15 days.
  - c) If items are not delivered within fifteen days, the supply order may be cancelled, bid money forfeited and the firm will be blacklisted.
15. PBS can ask to provide any document as and when required to clarify any query and reserves the right to accept any or cancel/reject all tenders in accordance with PPRA rules.
16. Rates should be quoted inclusive of all applicable taxes If any items or part thereof are exempted from levy of any tax, the bidder shall provide exemption certificate along with complete documents to this effect, otherwise tax will be deducted.
17. For the lowest evaluated bidder, the sample of each item is essentially required and the bidder is bound to produce sample as per the procedure laid down in term and condition, otherwise the next lowest evaluated bidder will be asked to provide sample and the contract will be awarded to the next bidder.
18. If any bidder found in fraudulent, collusive, corrupt or designed to established artificial prices and misrepresentation of facts during execution of contract or procurement process, the authority shall be entitled to terminate the contract/recover the amount of any loss/blacklist the firm.

**Note:-** Tender is floated with the approval of Competent Authority i.e PBS,  
(HQ)Islamabad.



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