

No. J-II/Stationary Tender/2024-25	Dated at Faisalabad the	20-01-2025
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To,

The Dy. Director (IT)  
Public Procurement Regulatory Authority,  
1<sup>st</sup> floor FBC Building Near State Bank Sector G-5/2 Islamabad.

Sub: **RETENDER NOTICE FOR SUPPLY OF OFFICE STATIONARY ITEMS.**

Sealed Tenders for supply of stationery items for Faisalabad GPO, DSPS Faisalabad and DS MST 'F' Division Faisalabad during the Financial Year 2024-25 are invited from the reputed/sound firms/contractors registered with Income Tax & Sales Tax who fulfilled the following terms and conditions:-

1. Tender documents along with detail of stationery items can be obtained during office hours from office of the Chief Postmaster Railway Road Faisalabad GPO on production of original Receipt ACG-67 of Rs.1000/- (nonrefundable) which can be obtained by depositing Rs.1000/- against tender documents.
2. The last date of receiving tender documents is **11-02-2025 by 11:30 AM.**
3. The tender rates will be offered per unit basis and the same will be inclusive of WHT & GST. The rates will be valid up to **June-2025.**
4. The firm/contractor will supply the stationary items at offices Faisalabad GPO, DSPS Faisalabad and DS MST 'F' Division Faisalabad at his own transportation cost.
5. The firm/contractor will attached the below noted documents/ information along with the tender documents, otherwise tender document will not be accepted for tendering process.
  - i. Earnest money of Rs.50000/- in favor of **Chief Postmaster Faisalabad GPO** in shape of demand draft or CDR.
  - ii. Valid Income Tax, sales tax registration certificates.
  - iii. Attested copy of CNIC of owner of Firm/Contractor.
6. The earnest money will be refunded to unsuccessful bidders. The earnest money of successful bidders will be retained for the financial year 2024-25 as surety / performance guarantee, which will be released on expiry of financial year.
7. The successful bidders will be bound to supply the stationary items within seven days after issuance of procurement order/demand, failing which 2% penalty of supply order will be imposed. If the stocks are not supplied within two weeks, the earnest money will forfeited besides initiating process for black listing of Firm under PPRA Rules.

8. The firm/contractor will produce the samples of stationary items according to specifications before the Tender Committee at the time of opening of tender.
9. The sealed tender can be dropped in tender box on **11-02-2025 by 11:30 AM** through registered post or by hand which will be opened on the same day by **11:30 AM** in the presence of the owner of firm/contractor or representatives who have authority letter issued by the owner of the firm/contractor in his/her favor, otherwise representative will not be allowed to participate in tendering proceedings. No tender will be received after afore-said date and time.
10. Any further information can be obtained from PA to CPM % the Chief Postmaster, Faisalabad GPO, Phone No. **041-9201114**.
11. The competent authority reserves the right to accept or reject the whole tender or a part of the tender under PPRA Rules.

**CHIEF POSTMASTER  
FAISALABAD GPO**