

National School of Public Policy
(National Management College)
(Shahrah-e-Quaid-i-Azam, Lahore)

Tender No. 1/NSPP/2018 (Stationery Tender)

Dated: 29.07.2024

**PURCHASE OF STATIONERY, MISC CONSUMABLES, SPORTS ITEMS, PHOTOCOPIER
MACHINE TONERS, PRINTER TONERS AND COMPUTER ACCESSORIES FOR
FINANCIAL YEAR 2024-25.**

Scaled bids are invited from original manufacturers/authorized distributors/suppliers duly registered with Income Tax and Sales Tax Departments who are on active tax payers list of Federal Board of Revenue for supply of Stationery, Photocopier/Printer Toners, Computer Accessories, Sports Items and misc. consumables. Following are the terms and conditions mainly:

- a. The Bidding Documents (quantity required/ procurement plan and detailed terms and conditions) are available at the office of Directing Staff (Admin), NSPP located at the National School of Public Policy opposite Pearl Continental Hotel, Mall Road Lahore on payment of Rs.500/ only or can be downloaded from the NSPP website www.nspp.gov.pk
- b. The bids, prepared in accordance with the instructions detailed in the bidding documents/terms and conditions, must be dropped in the tender box placed at the office of Directing Staff (Admin), latest by **09:30 am on 15.08.2024**. The bids will be opened publically on the same day at same place at **10:00 am** in the presence of representatives of bidding firms present.
- c. All the bids filled on prescribed proforma should be duly endorsed, stamped and sealed and should comply with terms and conditions including the ones mentioned in the bidding document. All the certificates pertaining to the registration of firm with tax authorities must also be enclosed. 02% of bids security (for items quoted only) shall be deposited along with the tender documents as earnest money in the form of Call Deposit Receipt (CDR)/Demand Draft/Pay Order issued by any scheduled bank of Pakistan in the name of Directing Staff (Admin), NSPP.
- d. Prices quoted should be inclusive of all applicable taxes. Applicable taxes will be deducted by NSPP as per prescribed rules. Successful bidders will supply/deliver the items to NSPP within 7 days from the date of issuance of purchase order. NSPP however, reserves the right to accept or reject any or all bids in accordance with PPRA Rule 33.
- e. Any bid not complying with the terms and conditions or any bidder supplying substandard items, not conforming to the specifications will entail the cancellation of supply order and forfeiture of bids security.
- f. All question/queries/clarifications regarding this procurement should be directed to the store incharge.



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