

GOVERNMENT OF PAKISTAN
M/O FEDERAL EDUCATION AND PROFESSIONAL TRAINING
(DIRECTORATE GENERAL OF SPECIAL EDUCATION)
ISLAMABAD

TENDER NOTICE

Sealed Tenders are invited for the supply of Stationery and Misc item for Directorate General of Special Education (DGSE), G-8/4, Islamabad. Detail of Stationery and Misc items can be obtained from office of the DGSE on any working day from 09:00 A.M to 03:00 P.M.

2. Tenders shall be valid up-to 30th June, 2025 from the date of acceptance and firms/ dealers will submit a call deposit in the shape of Demand Draft of Rs.25,000/- for Stationery and Rs.25,000/- for Misc items in the name of DDO. D.G.S.E. Islamabad as security deposit along-with their tenders if the firm fulfills the following conditions: -

- i. The firms should be well established and registered with the Sales Tax/ income Tax.
- ii. The firms must have their own office/ telephone facility in Islamabad/Rawalpindi.
- iii. The firm will responsible to deliver Stationery and Misc items in the premises of DGSE office at Islamabad, above mentioned address without any delay and charges.
- iv. The firms will provide "sample" for approval of stationery and Misc items (if required) and firm ensure qualitative supply throughout the period, failing which security will be forfeited and legal action will also be taken under the PPRA rules.
- v. The rates should be given inclusive of all Sales Taxes except on those on which not applicable.
- vi. Income Tax, General Sales Tax and other duties if any, will be deducted under the rules.
- vii. The D.G.S.E. will not compromise on the quality and quantity of any item. Supply of sub-standard items, delay in delivery and increase in rates of any item will tender the supply order as cancelled without any notice
- viii. Incomplete Tenders containing overwriting, cutting and without security deposit shall not be accepted in any case.
- xi. The DGSE reserves the right to reject any or all tenders or may cancel at any time prior to acceptance of bids. DGSE shall upon request communicate to any contractor, who submitted a bid, the grounds for its rejection of bid, but is not required to justify those grounds.

3. Interested Firms /Dealers/Messrs, may send their bids in a sealed cover duly mentioned "tender for Stationery" or "tender for Misc" on envelope, to the undersigned upto 19-12-2024 at 11:00 A.M. Tenders will be opened in the office of the Directorate General of Special Education, Hanna Road, G-8/4, Islamabad on the same day at 11:30 A.M. in the presence of bidders or their representatives.


Aslam Shahzad
Administrative Officer (G&C)
Ph: 051-9107542
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Directorate General of Special Education
Ministry of Federal Education & Professional Training
Government of Pakistan
Islamabad

30 dgse 4/2 - 19/2 - pd

FURTHER TO OUR ADVERTISEMENT IN THE PPRA WEB SITE FOR PURCHASE OF STATIONERY AND MISC ITEMS, YOU ARE INVITED TO SUBMIT YOUR BIDS IN THE LIGHT OF DETAIL GIVEN BELOW.

1. CONTRACT.

The contract means agreement between the parties. i.e the purchaser (Directorate General of Special Education on the behalf of President and the seller (Bidder)

2. DETAILS OF ITEMS.

As per Annexure 'A': & 'B''

3. RECEIPT AND OPENING OF TENDERS.

I): Sealed tenders should reach this office on 19-12-2024 by 11:00 AM and will be opened on the same day at 11.30 AM in the presence of the bidders or their representatives.

II): Bids should be placed in separate sealed cover marked as 'BID FOR STATIONERY OR BID FOR MISC.'

iii): For any clarification or further information if necessary, the bidders may contact the office of the Deputy Director, Directorate General of Special Education, Islamabad or on telephone No.051-9107542.

4. RATES

Bidders should quote their rates in Pak Rupees (inclusive of Government Taxes where applicable). Sales Tax or any duty should be shown separately. Rates would be valid during the whole year i.e 2024-2025.

5. EARNEST MONEY

i) Bids may be accompanied with call Deposit of Rs.25,000/- for Stationery items and Rs. 25,000/- for MISC items in favour of DDO, Director General of Special Education Islamabad.


ii) Besides cancellation of contract money will be forfeited if the quality of supplies found inappropriate according to tender.

6. DISQUALIFICATION

Offers are liable to be rejected if there is any deviation from any instruction as laid down in the bid documents i.e.

- Tenders submitted without or less earnest money.
- Tender / Quotations received after specified date and time.
- Quotations / Tenders received without certificate of sales Tax Registration Number, NTN, AGPR Vendor number.
- The agreement can be cancelled at any time during the financial year 2024-25 in case of poor quality.

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communicate to any contractor, who submitted a bid, the grounds for its rejection of bid, but is not required to justify those grounds.

8. FOLLOWING BE ATTACHED WITH THE BID DOCUMENTS TO EVALUATE THE BID


- 1) Company's name and Address
- 2) Year of Establishment
- 3) List of clients,
- 4) Non blacklisting certificate,
- 5) Bank statement for last three years,
- 6) GST/NTN certificates
- 7) Experience,
- 8) Warrantee/guarantee documents

9. Supply

- 1) DGSE Office Authorities reserves the right to reject bid (s) as per PPRA's rules.
- 2) Office/Purchase Committee reserve the right to recommend the order in Lump sum or item wise.
- 3) Supply will have to be made within one week of supply order or as per time laid down in the supply order at DGSE, Islamabad.
- 4) All defective/ Sub standard items will be replaced immediately at suppliers risk/cost.

10. TERMS OF PAYMENT

- 1) The payment will be made in full through AGPR in shape of cross cheque or MPG payment online after satisfactory delivery of the items and their proper inspection by authorized officer.
- 2) Income Tax at sources will be deducted as per rules/ orders on date.


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ANNEXURE-A

DETAIL OF STATIONERY ITEMS

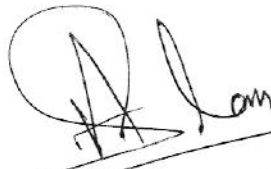
Sl.No.	Name of item	Company name	Unit Price	GST	Total Price	Remarks
1.	Paper Ream A4 size					
2.	Paper legal size					
3.	Drafting Pad A4 size					
4.	Drafting Pad Medium					
5.	Ball Point Blue / Black/ Red					
6.	Correction Pen					
7.	Glue Gum Stick Medium					
8.	Paper clip					
9.	Envelope File Size					
10.	Envelop A-4 size					
11.	Envelop 9x4					
12.	Highlighter					
13.	File Board Legal Size					
14.	File Strap Rexene					
15.	Stapler Machine Medium Size					
16.	Staple Machien big size					
17.	Staple Pins (24/6)					
18.	Stapler Pin Remover					
19.	File Tags small size					
20.	Gel Pen (Blue, Black & Red)					
21.	Uni ball pen (eye)					
22.	Pointer					
23.	Permanent Marker					
24.	Note shee A-4 size					
25.	Lead Pencil					
26.	Pencil Eraser					
27.	Sharpener					
28.	Scale steel					
29.	Single Hole Punch					
30.	Double Hole Punch Machine					
31.	Scotch Tape					
32.	Binding tape					
33.	Packing tape					
34.	Pape cutter					
35.	Scissor Medium size for paper cutting					
36.	Scissor Small size for paper cutting					
37.	Thump Pin					

(Signature)
AND (FSA)

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38.	Common Pin					
39.	Sticky Notes					
40.	Peon book					
41.	Diary Register					
42.	File Cover Simple					
43.	Box file					
44.	Ring Folder					
45.	Plastic Folder					
46.	Cash Book					
47.	Single Line Register					
48.	Different colour paper					
49.	Immediate flag					
50.	Table set					
51.	Stamp Pad					
52.	Stamp Pad Ink					
53.	Ink (Blue, Black & Red)					
54.	Attendance Register					
55.	Dak folder rexine					


AAO (F&A)


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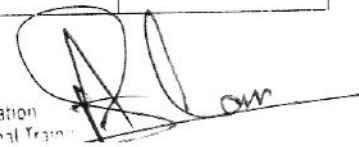
ANNEXURE-B

DETAIL OF MISC ITEMS

Sl.No.	Name of item	Company name	Unit Price	GST	Total Price	Remarks
1.	Air Freshener					
2.	Acid					
3.	Harpic					
4.	Broom Hard					
5.	Dusting Cloth					
6.	Dust Bin (Medium)					
7.	Tissue Paper Box					
8.	Tissue Roll					
9.	Phenyl					
10.	Soap					
11.	Surf (45 Gram)					
12.	Insect Killing Spray					
13.	Commode Brush					
14.	Lota Plastic					
15.	Bath Mug					
16.	Vim Powder bottle					
17.	Vim power packet					
18.	Cell AA					
19.	Cell AAA					
20.	Mop					
21.	Viper					
22.	Door Locks					
23.	Table Draw Locks					
24.	Extension Lead					
25.	LED Bulb (10 Watts)					
26.	LED Bulb (12 Watts)					
27.	LED Bulb (15 Watts)					
28.	LED Bulb (20 Watts)					
29.	LED Bulb (25 Watts)					
30.	Rope					
31.	Khaad					
32.	Lal Matti					
33.	Water Jug					
34.	Water Glass					
35.	Tea Mugs					
36.	Cups with Saucers					
37.	Tea Pot					
38.	Pana flex Banner					
39.	Jute Mat					
40.	Scotch Bright					




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41.	Re-Filling of Fire Extinguishers					
42.	Green cloth					
43.	Door bell					
44.	Electric kettle					
45.	Table glass per feet					
46.	Led tube light					
47.	Rice plate					
48.	Tea spoon					
49.	Rice spoon					
50.	Quarter plate					
51.	Preparation of employee office card					
52.	Water coller plastic 8 ltr					
53.	Sugar pot					
54.	Milk pot					


AAO (F&A)


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