

**ENGINEER-IN-CHIEF'S BRANCH**  
**TENDER NOTICE 06/2024-25**  
**BIDS PROPOSAL FOR GENERAL ITEMS**

<b>NAME OF FIRM</b>			
<b>COMPLETE ADDRESS</b>			
<b>Telephone &amp; Fax No.</b>		<b>National Tax No (NTN)</b>	
<b>Vender No.</b>		<b>Sales Tax Registration No.</b>	


S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
1.	Air Freshener Cake Roomi (Pak) or equivalent	Dzn	01			
2.	Air Freshener Aseel (UAE) 400 ml or equivalent	Btl	01			
3.	Air Freshener Jasmine 300 ml (Turkey) or equivalent	Btl	01			
4.	Automatic Air Freshener Airvik Refill 250 ml (England) or equivalent	Btl	01			
5.	Ash Tray Toyo Nasic or equivalent	Nos	01			
6.	Bell with Single Remote Control Sogo or equivalent	Nos	01			
7.	Broom (Coconut) Best Quality (Pak) or equivalent	Kgs	01			
8.	Cell AA Power Plus or equivalent	Nos	01			
9.	Cell AAA Power Plus or equivalent	Nos	01			
10.	Cell AA Energizer or equivalent	Nos	01			
11.	Cell AAA Energizer or equivalent	Nos	01			
12.	Cell 23A Cameline or equivalent	Nos	01			
13.	Car Polish Cosmic or equivalent	Nos	01			
14.	Comb Plastic (Pak) or equivalent	Nos	01			
15.	Detol Large 1 Ltr Best Quality or equivalent	Btl	01			
16.	Dustbin Small Dia 8" Height 10" (Plastic) (Pak) or equivalent	Nos	01			
17.	Dustbin Padestal Dia 8" Height 10" (Plastic) (Pak) or equivalent	Nos	01			
18.	Duster Cloth Yellow (2-1/2' x 1-1/2') (Pak) or equivalent	Nos	01			
19.	Extention Lead Best Quality or equivalent	Nos	01			
20.	Garbage Bag 24"x36" Best Quality or equivalent	Kgs	01			
21.	Glint Glass and Household Cleaner 500 ml (Pak) or equivalent	Btl	01			
22.	Hand Wash Liquid Safeguard 250 ml or equivalent	Btl	01			
23.	Harpic Power Small 225 ml or equivalent	Btl	01			
24.	Insect Killer Cobra 325 ml or equivalent	Btl	01			
25.	Leather and Tyre Wax 7 CF 450 ml (China) or equivalent	Nos	01			
26.	Lock Tri Circle 40 mm China Medium or equivalent	Nos	01			

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S/No	Name of Items	Unit	Qty	Unit Price w/out GST (Rs)	Unit Price with GST (Rs)	Total Cost
27.	Mosquito Refill Mortiene 25ml or equivalent	Btl	01			
28.	Perfumed Phenyl Office Master or equivalent	Btl	01			
29.	Paper Shredder Machine Aurora 1230 or equivalent	Nos	01			
30.	Revive All Renews & Polishes Wood 250 ml or equivalent	Btl	01			
31.	Scotch Bright Max or equivalent	Nos	01			
32.	Samad Bond Medium or equivalent	Nbs	01			
33.	Soap Safeguard White 95 gms or equivalent	Nos	01			
34.	Soap Max 90 gm or equivalent	Nos	01			
35.	Surf Excel 500 gms or equivalent	Pkt	01			
36.	Tel Set with CLI Panasonic KX-TSC 934 CID or equivalent	Nos	01			
37.	Tiles Cleaner Sweep 600 ml (Pak) or equivalent	Btl	01			
38.	Tissue Box Perfumed Flare 100x2 ply Rose Petal (Pak) or equivalent	Box	01			
39.	Tissue Box Supreme Rose Petal 100x2 ply (Pak) or equivalent	Box	01			
40.	Tissue Box Luxry 100x2 ply (Pak) or equivalent	Box	01			
41.	Toilet Tissue Roll 24 mtr (Soft White) Rose Petal (Pak) or equivalent	Roll	01			
42.	Umbrella Best Quality or equivalent	Nos	01			
43.	Vim 400 gm (Pak) or equivalent	Pkt	01			
44.	Vim Liquid 250 ml (Pak) or equivalent	Pkt	01			
45.	Wall Clock CHAMPION 13" dia (Office Master) or equivalent	Nos	01			
46.	Water Glass Toyo Nasic (Pak) or equivalent	Nos	01			
47.	Water Cooler Toyo Nasic (Pak) or equivalent	Nos	01			

  
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**TERMS AND CONDITIONS**

1. Participating Firms/Contractors must be registered with Income Tax and Sales Tax Department.
2. Attested copies of CNIC, NTN, GST registration with the FBR authorities, ATL (on present date) and professional Tax (2024/25) should be provided with the bid/quotation. In case a firm is found to be misstatement, or provision of fake documents, the bid/quotation shall be liable to cancel and the earnest money shall be forfeited. Case for blacklisting of firm will also be initiated
3. Participating Firms/Contractors shall provide an affidavit that the bidder has never been blacklisted by any government department/ organization.
4. Participating Firms/Contractors shall submit details of items separately showing unit price, GST and labour/service charges (if any). The written material should be clear and legible. Every page of the tender documents should be signed by the bidder with company seal.
5. Rates quoted (including all taxes) shall be valid upto **31 March 2025**.
6. Bid security money amounting to Rs 50,000/- (Rupees fifty thousand only) in the shape of Bank Draft/Pay Order in favour of the Engineer-in-Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi shall be enclosed with bid/quotation. Quotation not supported with bid security shall not be entertained. For successful bidder, the security money shall be converted into security deposit which shall be retained till **31 March 2025**, however bid security shall be returned to unsuccessful bidders after finalization of the contract.
7. If at any stage during the financial year, sub standard items are supplied by the contract, the contract shall be cancelled. The security deposit by the Participating Firms/Contractors shall be foreited & the firm shall be blacklisted.
8. The complete shop/office address and landline telephone numbers installed at the shop/office should be provided along with the bid.
9. Participating Firms/Contractors shall be required to provide the samples of all the items before the Purchase Committee, if demanded as such.
10. Partial/in complete bids will not be accepted.
11. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarification to the bid that do not change the substance of the bid in accordance with rule 31 (1) of PPRA rules 2004.
12. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal in accordance with Rule 33(1) of PPRA Rules, 2004. The procuring agency shall upon request communicate to any supplier or contractor who submitted

a bid or proposal, the grounds for its rejection of all bids proposals, but is not required to justify those grounds.

13. The last date of submission of bid/quotation shall be **24 February 2025 at 1100 hours** at the address given below and will be opened on the same day at **1130 hours** in the presence of available bidders. Bids received after closing time will not be entertained.

**For any query / information please contact  
President Local Purchase Committee, Lieutenant Colonel Waqar Yahya  
Tel; 9271700 Ext 213  
Establishment Section  
Engineer in Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi**



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<b><u>CHECK LIST</u></b>			
1.	Validity of Bid is by _____	Yes	No
2.	Bank Account No. _____ Name of Bank _____ Address _____	Yes	No
3.	Copy of National Tax Number (NTN) certificate	Yes	No
4.	Copy of Sales Tax Registration certificate	Yes	No
5.	Pay Order/Bank Draft of Security deposit. Pay Order /Call Deposit Receipt/Bank Draft of Rs. _____ bearing No. _____ dated _____ of Bank _____	Yes	No
6.	Affidavit regarding firm is not black listed	Yes	No
7.	Detail of Annual Tax Return for the last three Years (Proof of financial stability).	Yes	No
8.	Active Tax Payer List Cert	Yes	No
9.	Copy of Professional Tax 2024-25	Yes	No
10.	Bank Statement (last two financial years)	Yes	No

  
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