

TENDER NOTICE

SUPPLY OF STATIONERY ITEMS

A Federal Government Organization at Peshawar invites sealed bids from interested registered active income tax/sale tax payer bidders, based at Peshawar having capability and relevant experience to supply the stationery items during financial year 2024-2025.

The interested firms can download term & condition alongwith list of items from the PPRA website www.ppra.org.pk

Tenders with caption on envelopes i.e. "Tender for stationery items" and "To be Opened by the addressee only" (i.e. Chairman Purchase Committee) must reach to **PO Box No.06, GPO, Peshawar Cantt till 25th July,2024 at 1100hrs** and will be opened on the same day at 1130hrs.

FEDERAL GOVERNMENT ORGANIZATION

TERMS & CONDITION FOR BIDDING

1. Up to Five percent of total tender amount as earnest money in shape of pay order/demand draft at least Rs.200,000/- in favour of DDO, KP (PHQ), Peshawar must be attached with tender documents. Without earnest money bid shall not be considered. Earnest money will be returned to un-successful firm / bidders immediately after the completion of tender. Earnest money will be transferred into security deposit for successful bidders and will remain in possession of the office till completion of all supplies, approved, as per terms and conditions.
2. The firms must submit copies of NTN & Sale Tax Registration certificates, Active Tax payer list issued by FBR. Account Number and Vendor Number Registered in AGPR, Peshawar along with Landline Telephone Numbers.
3. Partial, incomplete, blank conditional bids or bids received after specified date & time shall be rejected. Firms having mobile number (as reference) shall not be considered.
4. Bid must be submitted on letter heads of the bidder's firm/company on following format with stamp and signature:-

S.#	Name of items	Brand Name	Unit Rate	Total Price with GST

5. An affidavit of judicial stamp paper is required to be attached that the firm had never been black listed, items will be genuine and number one, for which rates are quoted in the tender and also quoted rates including GST shall remain effective till 30.06.2025.
6. Firm will be bound to supply required items at this office on very short notice.
7. In case of dispute regarding the terms and condition and quality of items, decision of competent authority shall be considered as final.
8. The bidder who failed in complying with the instruction of the procurement committee/management, his bid security will be forfeited and deposited into the Government treasury and the firm shall be blacklisted.

LIST OF STATIONERY ITEMS TO BE PURCHASED FOR THE FINANCIAL YEAR 2024-2025

S#	Items
1.	Paper 80gsm A4 (imported)
2.	Paper 70gsm A4 (imported)
3.	Paper 70gsm Legal (imported)
4.	Paper Duplicating
5.	Fax Roll 30M
6.	Gel pen (imported)
7.	Ball Point
8.	Pointer pen
9.	Pencil
10.	Marker
11.	Eraser
12.	Sharpener
13.	Fluid
14.	Highlighter
15.	Gum Stick 80gm
16.	Gum 142gm
17.	Stapler
18.	Staple pins
19.	Paper pins
20.	Paper clips
21.	Sticky Notes
22.	Tag small
23.	Tag Large
24.	Envelope A3
25.	Envelope A4
26.	Envelope SE5
27.	Envelope SE6
28.	Cloth envelope
29.	Steel ruler (12")
30.	Solon Tape
31.	Binding Tape
32.	Cotton Tape
33.	Staple Pin Remover
34.	Short hand note book
35.	Ring Pad
36.	Punch Machine (Single)
37.	Stamp Pad
38.	Stamp pad ink
39.	Ink pot
40.	Register (160 fine pages)
41.	Register No 40
42.	File board
43.	File cover (simple)
