

ENGINEER-IN-CHIEF'S BRANCH
TENDER NOTICE 26/2023-24
BIDS PROPOSAL FOR GENERAL ITEMS

| | | | |
|--------------------------------|--|-----------------------------------|--|
| NAME OF FIRM | | | |
| COMPLETE ADDRESS | | | |
| Telephone & Fax No. | | National Tax No (NTN) | |
| Vender No. | | Sales Tax Registration No. | |

| S/No | Name of Items | Unit | Qty | Unit Price w/out GST (Rs) | Unit Price with GST (Rs) | Total Cost |
|------|--|------|-----|---------------------------|--------------------------|------------|
| 1. | Air Freshener Aseel (UAE) 300 ml or equivalent | Btl | 01 | | | |
| 2. | Air Freshener Jasmine 300 ml (Turkey) or equivalent | Btl | 01 | | | |
| 3. | Auto Aerosol Spray Machine Aurora or equivalent | Nos | 01 | | | |
| 4. | Automatic Air Freshener Airvik Refill 250 ml (England) or equivalent | Btl | 01 | | | |
| 5. | Bell with Single Remote Control Sogo or equivalent | Nos | 01 | | | |
| 6. | Car Polish Octopus or equivalent | Nos | 01 | | | |
| 7. | Cell AA Power Plus or equivalent | Nos | 01 | | | |
| 8. | Cell AAA Power Plus or equivalent | Nos | 01 | | | |
| 9. | Detol Floor Cleaner 1 Ltr or equivalent | Btl | 01 | | | |
| 10. | Duster Cloth Flannel (Pak) or equivalent | Mtr | 01 | | | |
| 11. | Duster Cloth White (2-1/2' x 1-1/2') (Pak) or equivalent | Nos | 01 | | | |
| 12. | Duster Cloth Yellow (2-1/2' x 1-1/2') (Pak) or equivalent | Nos | 01 | | | |
| 13. | Elphy Elephant Brand or equivalent | Nos | 01 | | | |
| 14. | Extention Lead Best Quality or equivalent | Nos | 01 | | | |
| 15. | Glint Glass and Household Cleaner 500 ml (Pak) or equivalent | Btl | 01 | | | |
| 16. | Hand Wash Dove 250 ml or equivalent | Btl | 01 | | | |
| 17. | Hand Wash Liquid Safeguard 250 ml or equivalent | Btl | 01 | | | |
| 18. | Harpic Power Small 250 ml or equivalent | Btl | 01 | | | |
| 19. | Insect Killer Cobra 300 ml or equivalent | Btl | 01 | | | |
| 20. | Leather and Tyre Wax 7 CF 450 ml (China) or equivalent | Nos | 01 | | | |
| 21. | Lock Tri Circle 32 mm China Small or equivalent | Nos | 01 | | | |
| 22. | Lock Tri Circle 40 mm China Medium or equivalent | Nos | 01 | | | |
| 23. | Mosqutio Refill Mortine 30 ml or equivalent | Nos | 01 | | | |
| 24. | Revive All Renews & Polishes Wood 250 ml or equivalent | Btl | 01 | | | |
| 25. | Soap Max 90 gm or equivalent | Nos | 01 | | | |
| 26. | Soap Safeguard White 115 gms or equivalent | Nos | 01 | | | |
| 27. | Soap Dove White 115 gms or equivalent | Nos | 01 | | | |
| 28. | Surf Excel 500 gms or equivalent | Pkt | 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 |
|------|---|------|-----|---------------------------|--------------------------|------------|
| 29. | Tel Set with CLI Panasonic KX-TSC 934 CID or equivalent | Nos | 01 | | | |
| 30. | Tel Set Steno Panasonic KX-TSC 934 CID or equivalent | Set | 01 | | | |
| 31. | Tiles Cleaner Sweep 600 ml (Pak) or equivalent | Btl | 01 | | | |
| 32. | Tissue Box Perfumed Flare 100x2 ply Rose Petal (Pak) or equivalent | Box | 01 | | | |
| 33. | Tissue Box Supreme Rose Petal 100x2 ply (Pak) or equivalent | Box | 01 | | | |
| 34. | Tissue Party Pack Rose Petal 500 Sheet (Pak) or equivalent | Pkt | 01 | | | |
| 35. | Tissue Pack Hakies 500 Sheet (Pak) or equivalent | Pkt | 01 | | | |
| 36. | Tissue Hand Towel Rose Petal 500 Sheet or equivalent | Pkt | 01 | | | |
| 37. | Toilet Tissue Roll 24 mtr (Soft White) Rose Petal (Pak) or equivalent | Roll | 01 | | | |
| 38. | Towel Hand White Small Best Quality (Pak) or equivalent | Nos | 01 | | | |
| 39. | Towel White Small Best Quality (Pak) or equivalent | Nos | 01 | | | |
| 40. | Towel White Medium Best Quality (Pak) or equivalent | Nos | 01 | | | |
| 41. | Umbrella Best Quality or equivalent | Nos | 01 | | | |
| 42. | Vim 400 gm (Pak) or equivalent | Pkt | 01 | | | |
| 43. | Water Glass 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 (2023/24) 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 **05 June 2024**.
6. Bid security money amounting to Rs 10,000/- (Rupees ten 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 **05 June 2024**, 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


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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 **02 May 2024** 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, Major Aleem Ashraf
Tel; 9271700 Ext 213
Establishment Section
Engineer in Chief's Branch, General Headquarters, R.A Bazar, Rawalpindi**



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| <u>CHECK LIST</u> | | | |
|--------------------------|---|-----|----|
| 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 2023-24 | Yes | No |
| 10. | Bank Statement (last two financial years) | Yes | No |


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