

**ENGINEER-IN-CHIEF'S BRANCH**  
**TENDER NOTICE 16/2023-24**  
**BIDS PROPOSAL FOR STATIONERY 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.	Binder Clip 1/2" No 977116 Diamond or equivalent	Pkt	01			
2.	Binder Clip 3/4" No 977116 Diamond or equivalent	Pkt	01			
3.	Calculator 14 Digit 941D China or equivalent	Nos	01			
4.	Calculator Scientific China 82TL 570 ms	Nos	01			
5.	Cello Tape 1" Stick Master 40 yds or equivalent	Nos	01			
6.	Correction Pen Office Master or equivalent	Nos	01			
7.	Clear Book Office Master or equivalent	Nos	01			
8.	Envelops SE-5 Khaki 75 gms or equivalent	Nos	01			
9.	Envelops SE-6 Khaki 75 gms or equivalent	Nos	01			
10.	Eraser AL-30 Dux or equivalent	Nos	01			
11.	Paper Double A A-4 70 gms or equivalent	Ream	01			
12.	Paper Double A F/S 70 gms or equivalent	Ream	01			
13.	Paper Double A A-4 80 gms or equivalent	Ream	01			
14.	Paper Double A F/S 80 gms or equivalent	Ream	01			
15.	Paper Double A A-3 80 gms or equivalent	Ream	01			
16.	Stapler Machine 24/6 Best Quality or equivalent	Nos	01			
17.	Tape Dispenser Office Master or equivalent	Nos	01			
18.	Talic Sheet Golden Eagle (50 m x 54 inch 10 mm) or equivalent	Roll	01			
19.	Uniball Eye Fine UB 157 Black Mitsubishi or equivalent	Pkt	01			
20.	Uniball Eye Fine UB 157 Blue Mitsubishi or equivalent	Pkt	01			
21.	Uniball Eye Fine UB 157 Light Blue Mitsubishi or equivalent	Pkt	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 30 April 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 30 April 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.

  
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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 **27 February 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, 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 turnover 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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