

No. J-II/Stationery Tender/2022

Dated at Faisalabad the

-01-2022

To,

MR Rizwan Mahmood  
Dy. Director (IT)  
Public Procurement Regulatory authority,  
1st floor FBC Building near state Bank Sector G-5/2 Islamabad.

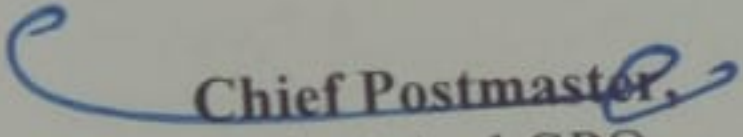
**Sub: TENDER NOTICE FOR SUPPLY OF OFFICE STATIONERY ITEMS.**

Sealed Tenders for supply of stationery items for Faisalabad GPO, DSPS Faisalabad, DS MST F Div Faisalabad, Senior Postmaster Toba Tek Sing, Senior Postmaster Jhang GPO, and DSPS Jhang during the financial year 2021-22 are invited from the reputed/sound firms/contractors registered with income Tax & Sales Tax who fulfill the following terms and conditions:-

1. Tender documents along with detail of stationery items can be obtained during office hours from Office of the Chief Postmaster railway road Faisalabad GPO on production of original Receipt ACG-67 of Rs.500/- (non-refundable) which can be obtained by depositing Rs.500/= against tender document.
2. The last date of receiving tender documents is **17-Feb-2022 by 11:00 a.m.**
3. The tender rates will be offered per unit basis and the same will be inclusive of WHT & GST. The rates will be valid up-to **June-2022.**
4. The firm/contractor will supply the stationery items at Offices Faisalabad GPO, DSPS Faisalabad, DS MST F Div Faisalabad, Senior Postmaster Toba Tek Sing, Senior Postmaster Jhang GPO, and DSPS Jhang at his own transportation cost.
5. The firm/contractor will attached the below noted documents / information Alongwith the tender documents, otherwise tender document will not be accepted for tendering process.
  - i. Earnest money of Rs. 50,000/- in favour of **Chief Postmaster Faisalabad GPO** vide original receipt ACG-67 deposited in any GPO or in shape of demand draft.
  - ii. Valid income tax, sales tax registration certificates.
  - iii. Attested copy of CNIC of owner of Firm/Contractor.
6. The earnest money will be refunded to unsuccessful bidders. The earnest money of successful bidders will be retained for the financial year 2021-22 as surety / performance guarantee which will be released on expiry of financial year.
7. The successful bidders will be bound to supply the stationery items within seven days after issuance of procurement order/demand, failing which 2% penalty of supply order will be imposed. If the stores are not supplied within two weeks, the earnest money will be forfeited besides initiating process for blacklisting of Firm under PPRA Rules.
8. The firm/contractor will produce the samples of stationery items according to specifications before the Tender Committee at the time of opening of tender.



9. The sealed tenders can be dropped in tender box **on 17-Feb-2022 by 11:00 am** through registered post or by hand which will be opened on the same day by **11:30 am** in the presence of the owner of firm / contractor of representatives who have authority letter issued by the owner of the firm/contractor in his/her favour otherwise representative will not be allowed to participate in tendering proceedings. No tender will be received after the afore-said date and time.
10. Any further information can be obtained from Assistant Account Officer % the Chief Postmaster Faisalabad GPO, Faisalabad Phone **No.041-9200832**.
11. The competent authority reserves the right to accept or reject the whole tender or a part of the tender under PPRA Rules.

  
**Chief Postmaster,**  
Faisalabad GPO