

NATIONAL MANAGEMENT COLLEGE

(INTEGRAL UNIT OF)

National School of Public Policy

(Shahrah-e-Quaid-i-Azam, Lahore)

Tender No. 1/NSPP/2018 (Stationery Tender)

Dated: 31 March, 2022

PURCHASE OF STATIONERY, MISC CONSUMABLES, SPORTS ITEMS, PHOTOCOPIER MACHINE TONERS, PRINTER TONERS AND COMPUTER ACCESSORIES.

National School of Public Policy is prestigious institution for training of civil servants in Pakistan. National Management College and Executive Development Institute are various units of NSPP responsible for conducting training of the officers of Government of Pakistan. Sealed bids are invited from original manufacturers/authorized distributors/suppliers duly registered with Income Tax and Sales Tax Departments who are on active tax payers list of Federal Board of Revenue for supply of Stationery, Photocopier Toners, Printer Toners, Computer Accessories, Sports Items and misc, consumables. Following are the terms and conditions mainly:

- a. The Bidding Documents, containing detailed terms and conditions and quantity required are available at the office of Directing Staff (Admin), NSPP located at the National School of Public Policy opposite Pearl Continental Hotel, Mall Road Lahore on payment of Rs.500/ only.
- b. The bids, prepared in accordance with the instructions detailed in the bidding documents, must be dropped in the tender box placed at the office of Directing Staff (Admin), located at the NSPP, opposite Pearl Continental Hotel, Mall Road Lahore latest by **10:30 am on 18 April, 2022**. The bids will be opened publically on the same day at same place at **11:00 am** in the presence of representatives of bidding firms whoever wishes to be present.
- c. All the bids filled on prescribed Proforma should be duly endorsed, stamped and sealed and should comply with term and conditions. All the certificates pertaining to the registration of firm with tax authorities must also be enclosed. 02% of bids security (for items quoted only) shall be deposited along with the tender documents as earnest money in the form of Call Deposit Receipt (CDR)/Demand Draft/Pay Order issued by any scheduled bank of Pakistan in the name of Directing Staff (Admin), NSPP.
- d. Prices quoted should be inclusive of all applicable taxes. Applicable taxes will be deducted by NSPP as per prescribed rules. Successful bidders will supply/deliver the items to NSPP within 7 days from the date of issuance of purchase order. NSPP however, reserves the right to accept or reject any or all bids in accordance with PPRA Rule 33.
- e. Any bid not complying with the terms and conditions or any bidder supplying substandard items, not conforming to the specifications will entail the cancellation of supply order and forfeiture of bids security.
- f. All question/queries/clarifications regarding this procurement should be directed to the representative whose detail is given below.


(Dr. Syed Asim Hussain)
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