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**ENGINEER-IN-CHIEF'S BRANCH**  
**TENDER NOTICE 15/2021-22**  
**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.   | Ammonia Blue Line Bottle Liq SCP or equivalent                              | Can  | 01  |                           |                          |            |
| 2.   | Ammonia Blue Line Paper width 40" length 20 yards or equivalent             | Roll | 01  |                           |                          |            |
| 3.   | Complaint Register as per sample or equivalent                              | Nos  | 01  |                           |                          |            |
| 4.   | Complaint Chit Register as per sample or equivalent                         | Nos  | 01  |                           |                          |            |
| 5.   | Clear Bag Button A-3 Size # FC-22 or equivalent                             | Nos  | 01  |                           |                          |            |
| 6.   | Envelop SE-5 Khaki 75 gms or equivalent                                     | Nos  | 01  |                           |                          |            |
| 7.   | Envelop SE-6 Khaki 75 gms or equivalent                                     | Nos  | 01  |                           |                          |            |
| 8.   | Fountain Pen Dux or equivalent  | Nos  | 01  |                           |                          |            |
| 9.   | Highlighter Pelikan or equivalent   | Nos  | 01  |                           |                          |            |
| 10.  | Highlighter Set of 4 Pelikan or equivalent                                  | Set  | 01  |                           |                          |            |
| 11.  | Paper Double A A-4 80 gms or equivalent                                     | Ream | 01  |                           |                          |            |
| 12.  | Paper Double A F/S 80 gms or equivalent                                     | Ream | 01  |                           |                          |            |
| 13.  | Paper Double A A-3 80 gms or equivalent                                     | Ream | 01  |                           |                          |            |
| 14.  | Paper Pin Steel (China) 50gms or equivalent                                 | Pkt  | 01  |                           |                          |            |
| 15.  | Paper Clip 36 mm(Three Flower) or equivalent                                | Pkt  | 01  |                           |                          |            |
| 16.  | Plain Paper Roll White sheet 24" 90 gms 45 mtr 2" Dia Diamond or equivalent | Roll | 01  |                           |                          |            |
| 17.  | Plain Paper Roll White sheet 36" 90 gms 45 mtr 2" Dia Diamond or equivalent | Roll | 01  |                           |                          |            |
| 18.  | Plain Paper Roll White sheet 40" 90 gms 45 mtr 2" Dia Diamond or equivalent | Roll | 01  |                           |                          |            |
| 19.  | Tracing Paper Roll 24" 112 gms 45 mtr 2"Dia Diamond or equivalent           | Roll | 01  |                           |                          |            |
| 20.  | Tracing Paper Roll 36" 112 gms 45 mtr 2"Dia Diamond or equivalent           | Roll | 01  |                           |                          |            |

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Lt Col  
 (Nauman Hamid Mirza)

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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 (2021/22) 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 June 2022.
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 June 2022, 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 forfeited & 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.

  
 Lt Col  
 for E-In-C  
 (Naiman Hameed Mirza)

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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 **25 Apr 2022 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 Nauman Hamid Mirza  
Tel; 9271290, 9270286  
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. _____<br>Name of Bank _____<br>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<br>Deposit Receipt/Bank Draft of Rs. _____ bearing<br>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<br>financial stability).   | Yes | No |
| 8.                | Active Tax Payer List Cert  | Yes | No |
| 9.                | Copy of Professional Tax 2021-22  | Yes | No |
| 10.               | Bank Statement (last two financial years)   | Yes | No |

  
 Lt Col  
 for E-in-C  
 (Nauman Hamid Mirza)