



**NATIONAL INSTITUTE OF MANAGEMENT (NIM)  
LAHORE**

78-Shahrah-e-Quaid-i-Azam (Upper Mall), Lahore)

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

Dated: 18.05.2022

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

National Institute of Management (NIM) Lahore is premier training Institute for training of civil servants belonging to various service groups, officers belonging to provincial services, government departments, corporations and autonomous bodies in 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 Stationary, Photocopier Toners, Printer Toners, Computer Accessories, miscellaneous consumables, etc. Following are the terms and conditions:

- The Bidding Documents, containing detailed specifications, etc. and quantity required are available at the office Incharge Store, NIM located at **78-Shahrah-e-Quaid-i-Azam (Upper Mall), Lahore**.
- The bids, prepared in accordance with the specifications, etc. in the bidding documents, must be dropped in the tender box placed at the office of Additional Director (Admn.&Fin), NIM latest by **10.30 a.m. on 8<sup>th</sup> June, 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.
- 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 Director General, NIM, Lahore.
- Prices quoted should be inclusive of all applicable taxes. Applicable taxes will be deducted by NIM Lahore as per prescribed rules. Rates quoted should remain valid for the Financial Year 2022 - 23. Successful bidders will supply/deliver the items to NIM Lahore within 7 days from the date of issuance of purchase / supply order. National Institute of Management (NIM) Lahore, however, reserves the right to accept or reject any or all bids in accordance with PPRA Rule 33.
- Any bid not complying with the terms & conditions and specifications or any bidder supplying substandard items, not conforming to the specifications will entail the cancellation of supply order and forfeiture of bids security.
- All question/queries/clarifications regarding this procurement should be directed to the undersigned.

(NADEEM ABBAS)

Additional Director (Admn.&Fin.)

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