

TENDER NOTICE

Sealed tenders are invited by a Federal Government Organization for supply of following articles. The interested firms who have GST registration may quote their rates for financial year 2022-2023 as per details given below:-

Sr. No.	NAME OF ITEMS	Sr. No.	NAME OF ITEMS
01	Computer Paper (A 4 & Legal) 70 and 80 gms	20	Fax Roll (30 meter)
02	Duplicating Paper (A 4 & Legal)	21	Scotch Tape 2"
03	Typing Paper (A4& Legal) 60 gms	22	Paper Tape 2"
04	Envelop 9x4 (Khaki) Envelop 11x5 -do- Envelop (Cloth) 10x12 (White) Envelop (Simple) 10x12 -do- Envelop Clothed 12x16 -do-	23	Red Seal
05	Lead Pencil	24	Eraser
06	Ball Point	25	Pencil Sharpener
07	Docket Punch	26	Gum/Glus Stick
08	Ink Pad	27	Pad Ink Violet
09	Paper Pin	28	Pointer 0.7
10	Paper Clip	29	Sticky Note
11	Stapler Pin	30	Paper Cutter
12	Stapler Machine	31	Scissor 6"
13	Ruled Register (200 Pages)	32	Carbon Paper Black / Blue
14	Ruled Register Thick (500 Pages)	33	File Tag
15	File Board		
16	Rough Pad		
17	Fluid (Whito)		
18	Highlighter		
19	Ruler Scale (Steel)		

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PRINTER CARTRIDGES

S. No	MODEL
1	HP-404 (76-A)
2	HP-1020
3	HP-79-A
4	HP-1300
5	HP-1320
6	HP-400 (80-A)
7	HP-2200
8	HP-1102
9	HP-2220
10	HP-2600
11	HP-1505
12	HP102d
13	LEXMARK MX 310 DN
14	HP-402 (26-A)
15	Photostat Konica Minolta Bizhub 458e Toner No.TN-516

TERMS AND CONDITIONS

Note:

Read the Terms & Conditions carefully.

Tenders are required to comply all the clauses mentioned in the Terms and Conditions of the tender and any deviation will forbid them in competing the tender,

1. In this tender TWO Envelops procedure of SPPRA-2010 46(2,a) will be followed i.e (i) The bid shall comprise **two separate envelopes**. Each envelope shall contain separately the financial proposal and the technical proposal (ii) The envelopes shall be marked as "financial Proposal and "Technical Proposal" in bold and legible letters to avoid confusion **each envelopes should be dropped** (iii) initially, only the envelops marked "Technical Proposal" shall be opened (iv) The financial proposals of bids will opened publicly, time date and venue will be announced later.
 - a) In Technical Bid, The bidder must provide original data sheet and technical brochure and all other documents: otherwise the bid will be ignored. The technical evaluation will be done on the basis of data sheet provided by the vendor as per technical bid.
 - b) In Financial Bid, the vendor should mention financial offer along with a Bank Draft/Pay Order/Bank Guarantee of 5% value of the quoted item atleast 100,000/ as earnest money. in the name of **DDO SPHQ, KARACHI**. In case the tender is accepted by competent authority and the supplies are not made according to samples/specifications the bid security for the tender would be forfeited to the **Government Account**.
2. No tender will be entertained without bid security, The bid security will be forfeited to Government Account in case of non-submission of security money within seven (7) days of receipt of the other letter.
3. Conditional Tender(s) will not be accepted.
4. In case any tender after awarding within, failed to deposit security money or refuse to execute the contract after tender awarding within given period not only his bid security (pay order) or security money will be forfeited but the difference between the 1st & 2nd lowest will also be recovered from the 1st lowest tendered by cancellation of his tender. Failing which he will be black listed in future Autonomous etc. for similar action.
5. Principle, Sole Agent Authorized Distributor can participate in the tender.
6. The rates once mentioned in tender will be final and no change therein will be accepted after the tender opening. Rates should be inclusive with sales tax on taxable articles.
7. The rates should be quoted on FOR (C & F price will be required for imported items).
8. First Scrutiny of technical bids will be performed by the technical committee. Financial Bids of those firms will be opened which qualify technically.

9. The successful bidder will be required to submit security money in shape of pay order/ deposit / Bank Guarantee at call @ 5% of the total value of order in the name of **DDO, SPHQ Karachi** within seven(7) days which will be kept
10. Bid Validity period will remain for Financial year 2022-2023.
11. Goods will be handed over to the stores Department **Federal government Organization** Karachi, with a copy of delivery challan.
12. Price escalation will not be allowed.
13. If vendor doesn't supply of goods in accordance with the supply order or fails to supply according to terms and conditions or in case of any other default, it will be black listed and the bid security will be forfeited.
14. Income tax will be made after deducted according to Government Rules. A Copy of income Tax and GST Registration Certificate should be submitted along with technical bid.
15. The vendor should submit a Data Sheet according to the Tender Specification format mentioned in the tender and highlighted the tender specification in their Technical Data Sheet. Additional Features can be mentioned separately.
16. The vendor should attach copy of last three year Income Tax return. Original copy should be provided on request.
17. Certification that on Government servant has directly or indirectly has a share or interest with or firm.
18. Providing of Samples is Mandatory if demanded.
19. Firm will be bound to supply required items at this office on very short notice by their own transport / expenses.
20. An affidavit must be attached with the tender that items will be genuine and number one, for which rates are quoted in the tender. In case of supplying wrong items, disciplinary action will be taken against the firm. Another affidavit should also be attached that firm had never been black listed.
21. This office reserves the right to accept or reject any one or all tenders as per PPRA rules / regulations.
22. Tenders completed in all respect may reach the **P.O. Box No. 7466**, G.P.O. Karachi on **09.06.2022** till 1200 hours and will be opened on the same day at 1230 hours.

Note: on the tender envelope must be marked "**Tender for Stationery**"