



PAKISTAN NAVY

Tender Notice (01/2022)

1. Sealed bids are invited from reputed GST registered suppliers for provision of Stationery, Furniture, Conservancy and Misc items to NHQ Islamabad. Bidding documents may be obtained on working days from 0900 to 1400 hours before the closing date.
2. Supplier must be registered with Government of Pakistan for sales / NTN and professional Taxes. The supplier must also be registered with HQ COMNOR E-8 Islamabad after undergoing through the process of security clearance from concerned Naval Authorities to qualify the technical / Commercial Bid.
3. Bidding will be carried out as per PPRA Rules.
4. Suppliers who are blacklisted by DGDP/Federal/provincial Government will not be entertained.
5. Suppliers having experience of 5 to 10 years will have to submit details of their business along with all relevant documents.
6. The tender should be accompanied by a Bank Draft/ pay order of Rs 100,000/- value as earnest money (refundable in favor of EXO NHQ).
7. Bid shall comprise a single package containing two separate envelopes. Each envelopes shall contain separately the **Financial Proposal** and **Technical Proposal** in bold and legible letters to avoid confusion and should reach the undersigned by 1000 hours on 5th July 2022.
8. Technical proposal will be opened on 5TH July 2022 at 1000 hours in the presence of the authorized representative of the supplier. Commercial proposal will be opened of successful bidders only who have completed all the formalities of technical proposal.
9. The Bids will remain valid for whole FY 2022-23 W.e.f 1ST August 2022 and contract validity/ duration will be up to 31 July 2023, extendable up to 01 Month.
10. All bidders are to quote their NTN and GST number. Income tax is deducted at source as per Government rules. Quoted rates in the Commercial Proposal will be without GST.
11. In the event of failure on the part of supplier to supply the items on time or supplying below standard item, the items will be purchased at the Risk and Expense of the supplier and difference of rate will be paid by the supplier.
12. 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 or proposal, will be justified.

EXECUTIVE OFFICER
NAVAL HEADQUARTERS
(051-20062609)

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INSTRUCTIONS TO BIDDERS

1. **Rate:** Rates must be quoted in Pak Rupees (Inclusive of all taxes and duties imposed by the Government). Applicable duties / Taxes must also be mentioned separately in the proposal. Prices mentioned without GST/ applicable taxes will be considered inclusive of same.
2. **Price Variation:** Prices offered against this tender are to be firm and final
3. **Bid Security/Earnest Money:** Bid security amounting to Rs.100,000/- (One Hundred Thousand only) in form of Pay order/Bank draft is to be submitted with bids in favor of EXO NHQ. Cross cheques / Cash will not be accepted.
4. **Validity of Offer:** The validity period of bids must be indicated and should invariably be 365 days extendable to 400 days starting w .e. f 01 July 2022. To 30 June 2023.
5. **Bid Acceptance:** Award of purchase order will be issued strictly on the specifications /quality of items and not only on the basis of lowest rates and there would be no compromise on specification/quality of items so purchased. On acceptance of the bids the successful bidder will provide "Samples" of the items and will be liable to supply the items of the approved quality during the specified period.
6. **Security Clearance:** Successful bidders will be required to obtain security clearance prior award of purchase order. Failure to obtain security clearance will lead to disqualification.
7. **Security Deposit:** Security deposit of Rs.100,000/- (Rupees One Hundred Thousand Only) in form of Pay order/Bank draft will be taken from successful bidders. Same will be returned after end of FY 2022-23. In case of any discrepancy found in supplies the same will be en-cashed without prior notification.
8. **Delivery:** Items will be purchased on 'As and When Required Basis' i.e. Part delivery / part payment basis. The firm will be responsible to supply the items at the office premises. If supplied items are found defective or sub-standard or not in accordance with the samples, the supplier will be required to replace them at his own cost.
9. **Inspection:** Inspection of supplies as per specification criteria/ approved sample will be carried out at the time of delivery.
10. **Risk Purchase:** In the event of failure on the part of supplier to supply the items on time or supplying below standard item, the items will be purchased at the Risk and Expense of the supplier and difference of rate will be paid by the supplier.
11. **Place of Delivery:** Store office NHQ, Sector E-9 Islamabad.
12. **Acceptance of Stores:** Quantities of stores as mentioned in the I.T are the approximate quantities required are to be purchased in FY 2022-23.

13. **Brand of Stores:** Only original stores specially Tonners/ China tonners, Pointers, Paper Photostat and Furniture items with brand name will be acceptable.

14. **Payment Terms:** 100% payments of stores will be made through CNA Karachi, against bills forwarded by NHQ. Conservancy (Plants) bills payment will be made through CNA Islamabad.

15. **Redreasal of Grievance:** Following committee will handle the case of redreasal, if any.

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|----|----------------|-----------|
| a. | Director Admin | President |
| b. | EXO NHQ | Member |
| c. | SO NHQ | Member |

16. **LPO Award:** After the award of LPO stores will be delivered within 72 Hours.

17. **Acceptance of Alternate Items:** If the quoted items are not available in market, alternate items will only be accepted after due approval of SO NHQ.

18. **Bill processing:** Suppliers have to ensure the bills to be handed over to Store Office within 05 working days after delivery of stores (acceptance of stores).

Tendered _____
Capacity in which _____
Signing

APPROXIMATE QUANTITY TO BE PURCHASED FOR FINANCIAL YEAR 2022-2023

S.No	Description of Items	Den	Approximate Qty
1.	Paper Photostat Paper One or (Equivalent)	Ream	10,000
2.	Envelopes White Different Size(100x90 gms)	Pkt	2000
3.	Envelopes Khaki Different Size (x70 gms)	Pkt	1000
4.	Pointers/ Markers Different Color uni ball (Original) or Equivalent	Nos	1000
5.	Post it Pads Different Size and Colour	Fad	500
6.	Separator Sheet sets different Size and color	Set	500
7.	Spiral Bindings Different size & color	Nos	500
8.	PPC Toners (Different machines)	Nos	300
9.	HP & Samsung Printer Toners (Original) or Equivalent	Nos	500
10.	Printer Cartridges Original or Equivalent	Nos	100
11.	Printer Ribbons (Original) or Equivalent	Nos	20
12.	Other Miscellaneous items of stationery	Cost	Rs 40,000,000/-

CLEANING MATERIAL / MISC ITEMS FOR THE FINANCIAL YEAR 2022-2023

S.No	Description of Items	Den	Approximate Qty
1.	Acid Bottles 600 ml	Btl	1000
2.	Air Fresheners 300 ml	Btl	1000
3.	CDs – R (1X10) Original	Pkt	1000
4.	CDs RW (1X10) Original	Pkt	1000
5.	Dry Cells Different Size	Nos	1000
6.	Dusters different Size and color	Nos	2000
7.	Cotton Rages Color	Kgs	500
8.	Table Glass 05MM, 8MM,12MM	SQ Ft	600
9.	Tape Transparent Different Size and Color	Nos	500
10.	Tissue Paper Different Type (Roll and Box) (Rose Petal) or Equivalent	Nos	1000
11.	Tape Masking (as per sample)	Nos	300
12.	Other Misc items of Contingency General Use	Cost	Rs 21,000,000/-