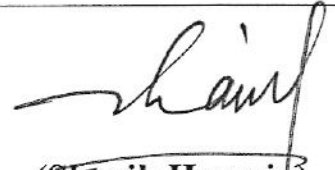




**GOVERNMENT OF PAKISTAN
NATIONAL ACCOUNTABILITY BUREAU
ATA TURK AVENUE, G-5/2
ISLAMABAD**

TENDER NOTICE

1.	Sealed tenders in one stage two separate envelopes one for technical and other for financial comparison, of PPRA rules 2004 36(b), are invited from reputable firm(s) for Purchase of Stationery / Misc items by NAB HQ Islamabad for Financial Year 2022-2023 in accordance with PPRA rules 2004.
2.	The firms should be registered with Income Tax and Sales Tax departments.
3.	The firms must clearly mention their Vender and GST numbers.
4.	The firms should have their business centers / shops / stocks in an approachable area located in Islamabad / Rawalpindi
5.	The firms are required to provide the samples of Toners on the opening of Technical Bids.
6.	List of the required items may be obtained (Free of cost) from Main Reception of NAB HQ old building G-5/2 during any working day from 9:00 am to 4:00 pm but not later than 04-08-2022 .
7.	Tender should accompany (refundable) call deposit @ Rs.3% of Tender value in favour of HQ NAB Islamabad, which will be retained during warranty period.
8.	The firms are required to furnish samples of each item which will be checked / examined by the purchase committee. Sub Standard items will not be accepted and in case of any complaint, the call deposit will be confiscated and that firm(s) will be black listed.
9.	The selected firms will be responsible for supply of all the items in NAB HQ during whole Financial Year 2022-2023 on tendered prices as per approved samples, failing which appropriate action will be initiated against that firm as per PPRA rules.
10.	Tenders should reach to the undersigned latest by 05-08-2022 up to 1100 hours and tenders for Technical Comparison shall be opened on the same day at 1130 hours by the Purchase Committee in the presence of the vendors or representatives of the firms.
11.	The Purchase Committee in presence of the vendors or representatives of the firms will open the tender for financial comparison on 09-08-2022 at 11:30 hours.
12.	The NAB authorities reserve the right to accept or reject any proposal/tender as per Rule 33(1) of the Public Procurement Regulatory Authority (PPRA) rules 2004.


(Shoaib Hussain)
Assistant Director (Gen)
Tel # 051-9245913
www.nab.gov.pk

13 nab 207-58 P

TENDER DOCUMENTS – PURCHASE OF STATIONERY / MISC ITEMS F/Y 2022-2023

Procuring Agency _ National Accountability Bureau (NAB) HQ, Islamabad

1. Introduction

a.	NAB is Pakistan's apex anti-corruption organization charged with the responsibility of elimination of corruption and corrupt practices.
----	---

2. Objectives and Procurement Mode

a.	NAB intends to Purchase Stationery and Misc items for financial year 2022-2023 .
b.	The contract will be awarded after open competitive bidding as per PPRA rules 36(b) (single stage two envelopes of Public Procurement rules 2004)

3. Terms and Conditions

a.	Reputed firms with valid NTN/GST number should apply.
b.	Black listed firm need not to apply. Interested bidders must submit a certificate/affidavit regarding status of firm pertaining to black listed or not.
c.	Firms/interested bidders are required to furnish a bid security @ 3% of total bid value in the shape of pay order/ demand draft in favor of NAB HQ, Islamabad
d.	The bids will be opened in the presence of bidders or their authorized representative at Main Reception, NAB HQ, G 5/2, Islamabad
e.	The lowest evaluated bids will be awarded the contract.
f.	The successful bidder will be bound to supply the items during whole Financial Year 2022-2023 at NAB HQ, Islamabad.
g.	The firms are required to furnish samples of each item which will be checked / examined by the purchase committee. Sub Standard items will not be accepted and in case of any complaint, the call deposit will be confiscated and that firm(s) will be black listed.
h.	The procuring agency (NAB) may reject all bids or proposal at any time prior to their acceptance as per Rule 33(1) of PPRA rules 2004
i.	Bids/proposals must contain complete name and address of bidders and the name, mailing address and telephone numbers of the person designated for coordination with the NAB.
j.	The Firms are required to provide the samples of Toners on the opening of Technical bids.
k.	No modification will be allowed once the interested bidders submit their proposal/final bid as per PPRA rules.



l.	An evaluation committee will evaluate the bid headed by Addl. Director.
m.	Bids containing false or misleading statement regarding requirement of request will be rejected.
n.	There shall be no negotiations with the bidder(s) having submitted the lowest evaluated bid or with any other bidder.
o.	The procuring agency shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report.
p.	The NAB authorities reserve the right to accept or reject any proposal / tender as per PPRA's rules.
q.	Failure to comply with the requirements(s) (TORs) by the bidders may lead the bidders to be non-responsive and may be rejected.

4. Specifications/List of items

a.	List of Stationery / Misc items is available at main reception NAB HQ G-5/2, Islamabad without any cost.
----	--

5. Redressal of Grievances

a.	Any bidder aggrieved by any act of the procuring agency after the submission of the bid may lodge a written complaint concerning his grievances not later than seven(7) days after the announcement of the bid evaluation.
b.	A grievance redressal committee who will be constituted to address complaint of the bidders under the Chairmanship of Addl. Director NAB HQ.
c.	Mere fact of lodging a complaint without supporting evidence shall not warrant suspension of the procurement Process.

6. Bidding Procedure

a.	Bidding Procedure for this Procurement will be in line with rule 36(b) of Public Procurement Rules 2004 i.e Single stage two envelopes procedure.
b.	The bids will be opened in the presence of Bidders / authorized representatives at Main Reception of NAB HQ, G-5/2, Islamabad.



7. Assignment Schedule

<u>S.#</u>	<u>Activity</u>	<u>Time Frame</u>
a.	Last date of submission of proposal/bids	<u>05-08-2022</u> by 1100 hours
b.	Opening of bids	<u>05-08-2022</u> by 1130 hours (For Technical Bids)
c.	Opening of bids.	<u>09-08-2022</u> by 1130 hours for Financial bids.

8. Method & mode of payment

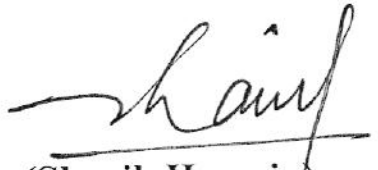
a.	All cost associated with the contract must be stated in Pak rupees
b.	The procuring agency under no condition will be liable for the payment of any interest charges or taxes associated with the contract.
c.	Government taxes will be deducted at source at the time of making payment to the selected bidder as per prescribed rates.

9. Bid Evaluation criteria

a.	The bid will be evaluated on the basis of technical specification and financial proposals. Financial bids of only those bidders will be opened whose technical bids found responsive. As such the bids will be opened as per schedule.
----	--

Focal Person

Addl. Director (Admn), NAB HQ, Mr. Muhammad Irfan, will be the focal person/liaison officer for making correspondence in this respect at telephone No. 051-9208273


(Shoaib Hussain)
Assistant Director (Gen)
Ph:051-9245913