Government of pakistan

Prime minister’s office (public)

Earthquake reconstruction & rehabilitation authority

P.o box no.2688, muree road, Islamabad

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**TENDER NOTICE**

1. Sealed tenders are invited from the local reputed firms/ suppliers for supply of stationery/misc general items on one year **(FY 2019-20)**. The rates along with samples, where possible, may be quoted in order for the items mentioned in the list. List can be obtained from the undersigned on any working day.

2. The firms /suppliers should be well established having business, office address of Islamabad, telephone numbers, registration under sales tax ordinance (legible and valid copy of sales tax may be attached with the bid) and at least five years experience with government offices at Islamabad, without any adverse background.

3. Bank draft/Pay order of Rs.100,000/- in favour of DDO, Earthquake Reconstruction & Rehabilitation Authority (ERRA), Prime Minister’s Office (Public), Islamabad should be attached with the tender having one year validity. The bank draft/pay order of unsuccessful bidders will be returned to the bidders, whereas the same in respect of successful bidder will be retained in the Authority as security money till the date of maturity of contracts.

4. On the time of opening of tender supplier will provide “**Sample**” of items and will be liable to supply the items of the approved quality in the list of the quoted rates during the contract period as and when required failing which security deposit will be forfeiture besides other legal actions.

 5. The firms/ suppliers will be responsible to supply the items within **5 days** after the date of supply order. If firm fails to supply within due date/time and found defective or sub-standard, or not in accordance with the samples, the supplier will be required to replace them at his own expense. The authority reserves the right to cancel the contract at any stage on provision of defective/ sub standard / delayed provision of tender items.

 6. Award of contract would be based strictly on the quality of items and not on the basis of lowest rates only as there would be no compromise on the quality of items so purchased.

 8. The Competent authority reserves the right to accept (in full or part) or reject the tender without any reason.

 9. Tender should reach the Deputy Director (GA) ERRA PM Office (Public), P.O Box No.2688, Muree Road, Islamabad by **11:00\_**a.m **on 7th Aug 2019**, which would be opened on the same day at **HQ ERRA** in the presence of all parties or their agents by the tender evaluating committee.

(Maj Tariq Ijaz)

Deputy Director (GA)

PH:051-9030936

**Purchase of stationery / misc items**

**Terms And Conditions For Bid And Bidders**

1. **Tender IdentificationNumber.** Tender No.29/ 2019.

2. **Title.** Purchase of Stationery / Misc Items through “**SINGLESTAGEONE ENVELOPE METHOD”.**

3. **ProcurementAgency.**

**Earthquake Reconstruction & Rehabilitation Authority (ERRA)**

Headquarter OfficeBuilding Complex, Murree Road Opposite Margala town,

 **Islamabad.**

4. **LastDate&Time for SubmissionofBid**. 7**th August,2019 at1100 Hours**.

5. **BidOpeningDate&Time. 07th August at 1130 Hours.**

6. **BidOpeningAddress.**

**Small Conference Room ERRA HQ, Islamabad.**

7. **Bid Opening Process / Method.**

ERRA will follow **Single Stage, One Envelope** process in accordance with **Rule 36 (a) of PPRA Rules 2004**. Each bid shall comprise one single envelope containing clearly marked separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document. Bids of firms not meeting the required specifications / criteria will not be entertained.

1. **Bid Validity Period.**

Bid validity period should be **one year** from the date of opening of Tender. Bank draft/Pay order of **Rs.100,000/- in favour** of DDO, Earthquake Reconstruction & Rehabilitation Authority (ERRA), Prime Minister’s Office (Public), Islamabad should be attached with the tender having one year validity. The bank draft/pay order of unsuccessful bidders will be returned to the bidders, **whereas the same in respect of successful bidder will be retained in the Authority as security money till the date of maturity of contracts.**

8. **RejectionofBid.**

a. Incomplete and conditional quotations will be rejected forthwith.

b. Bids received after due date & time will not be accepted.

c. Bids not met the required criteria will be rejected.

9. **Bidder’s Mandatory Qualification / Prerequisites.** The bidder should be original

Contractor / supplier etc and should have its own office.

10. **Bid Supporting Documents.**

a. Bank draft/Pay order of **Rs.100,000/- in favour** of DDO, Earthquake Reconstruction & Rehabilitation Authority (ERRA), Prime Minister’s Office (Public), Islamabad.

b. IncomeTax andSalesTax Registration Certificate.

c. CompanyProfile including proof of existencein particular business not less than five (05) years

d. An affidavit that theFirm/ Company has neverbeenblacklistedbyany Ministry/ Division/ Department/ OrganizationoftheGovernmentofPakistan inthe past.

11. **ComplianceInstructions.**

a. Quoted rates should include all applicable GoP taxes.

b. Cutting/over writing of the offered prices will not be accepted.

c. The lowest evaluated bidder will be awarded contract as per contract form.

12. **Maximum Time of Delivery.**

a. **within 05 days after the date of supply order.**

b. Right to extend timeperiodof deliveryremainswithERRA.

13. **Payments.** Will beprocessedasperContract Agreement.