



FEDERAL PUBLIC SERVICE COMMISSION

AGA KHAN ROAD, F-5/1

NO.F.4-01/2018-2019/LOG

Islamabad, the 15th June, 2018

TENDER NOTICE

Subject: **PURCHASE OF STATIONERY, TONERS AND MISCELLANEOUS ITEMS**

Sealed tenders are invited from well-reputed firms having National Income Tax Number, GST Number, and proper shops in Islamabad/Rawalpindi for supply of stationery, toners, and miscellaneous items for FPSC HQs. during the financial year, 2018-19 from the date of acceptance.

2. This Tender Notice and Terms & Conditions are available on websites of the FPSC (www.fpsc.gov.pk) and PPRA (www.ppra.org.pk).

3. Interested firms/ dealers may send their bids in a sealed cover duly inscribed “**TENDER FOR STATIONERY, TONERS AND MISC. ITEMS**” which should reach the undersigned by **06.07.2018 (Friday) at 10:30 AM** and will be opened on the same day in the office of Director (Logistics) at **11:00AM** in the presence of the bidders or their authorized representatives (who may wish to be present).

4. The Competent Authority reserves the right to accept or reject all tenders as per Public Procurement Rules 2004

(Aqeel Muhammad Khan)
Director (Logistics)
Ph. 9210782



TERMS & CONDITIONS

Subject: **TENDER NOTICE FOR PURCHASE OF STATIONERY, TONERS & MISCELLANEOUS ITEMS DURING FINANCIAL YEAR 2018-19**

Security money @ 2.5% of the cost of the estimated quantity of items in the shape of Bank Draft/ Pay Order in favour of the Secretary, FPSC should be enclosed with the tender which will be refundable in case of non-acceptance of tender. Tenders not supported with the Bank Draft/ Pay Order shall not be entertained.

2. The call deposit can be revised/ reduced, keeping in view the number of items/ quantity to be purchased from the approved firms. The security of the successful bidders will be released at the end of the financial year, 2018-2019.

3. All the firms should clearly indicate their Bank Account, GST number & NTN in the tender, otherwise, it will be rejected. The proof of Income Tax Registration and GST numbers should also be enclosed with the tenders.

4. All the firms are required to attach with the tender a list of the offices/ organizations where they have been supplying stationery, toners and miscellaneous items, during the last five years.

5. The successful firms will be required to provide affidavit duly attested by the Oath Commissioner that the firm has never been black- listed by any Ministries /Divisions/ Departments/ Organizations of the Government of Pakistan, otherwise, their bids will be rejected and security money forfeited.

6. All the firms should have proper shops/ business centre with land line and mobile phone numbers in Islamabad/Rawalpindi.

7. Successful firms shall be responsible to provide "samples" of the items to the Purchase Committee and shall ensure to provide the same (brand/ quality/ quantity) throughout the year failing which, call deposit/ security will be forfeited.

8. Tender will be valid up to 30.6.2019. Successful bidders will be responsible to supply the items/ material in the office of the FPSC as per approved rates during the financial year, 2018-2019. The FPSC will not compromise on the quality and quantity of any item and supply of sub-standard items (e.g. refilled toners, delay in delivery and increase in rates). In case of failure, the call deposit / security will be forfeited.

9. Detail of items may be collected from the office of the FPSC on any working day (during office hours 0800-1600 hours) on payment of Rs.200/-. The bidders should quote prices including 17% GST, withholding tax and any other taxes imposed by the government on the tender document as obtained from this office.

10. Cutting/ Over writing is not allowed unless/ until authenticated under proper signature of the authorized person.

11. Submission of any false statement/ documents including concealing of information is likely to disqualify the bidder.

12. Vendors may note that acceptance of their tenders in totality (for all quoted items) may not be ensured. Price of each individual item will be evaluated and lowest quoting firm be selected for supply of the item. Earnest money of the vendors, who refuse to supply item(s) due to partial acceptance of their tender, will be confiscated.

13. **Evaluation Criteria:** Lowest bidding firms meeting tender terms and conditions, will be required to provide sample of the items(s) which will be examined by the concerned users/ committee. Acceptance of bid will be subject to the confirmation that the samples(s) meet specification, requirement and quality. Otherwise the item(s) of next lowest bidder will accordingly be evaluated.

(Aqeel Muhammad Khan)

Director (Logistics)

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