



F. 9 (2)/2020-21-NDMA (Proc)
Government of Pakistan
Prime Minister's Office
National Disaster Management Authority
Islamabad



TENDER NOTICE

National Disaster Management Authority (NDMA), Islamabad invites sealed tenders from well reputed firms/companies having their own retailed outlets in Rawalpindi / Islamabad for the supply of Stationary and Miscellaneous Items on annual basis during FY 2020-21.

1. Stationery Items
2. Miscellaneous Items

The firm should be registered with sales tax department and having National Tax Number (NTN). The tender documents including instructions/ terms and conditions may be obtained from the office of the undersigned (Room No.238-B, Prime Minister's Office, Islamabad) during office hours on payment of Rs. 2000/- in the shape of Cash. NDMA will follow single stage one envelop method.

This advertisement is available on NDMA website www.ndma.gov.pk and on PPRA website www.ppra.org.pk.

The sealed bids must reach the undersigned **before 1100 Hrs on 19th August 2020 which will be opened the same day at 1130 Hrs.**

Najeeb Ullah Khan
Director (Procurement)
National Disaster Management Authority
(Prime Minister's Office)
Tel: 9087840

TERMS AND CONDITIONS FOR BIDS AND BIDDERS

1. **Tender Identification Number:** TENDER # 02 / 20-21.
2. **Title:** Supply of Stationery & Miscellaneous items during the financial year 2020- 21, through SINGLE STAGE ONE ENVELOPE METHOD.
3. **Procurement Agency:** National Disaster Management Authority Prime Minister's Office Islamabad
4. **Last Date and Time for Submission of Bid:** 19th August, 2020 1100 hours.
5. **Bid Opening Date and Time:** 19th August, 2020 1130 hours.
6. **Bid Opening Address:** Room No. 220-E National Disaster Management Authority
Prime Minister's Office, Islamabad
7. **Bid Opening Process & Declaration of Successful bidder:** NDMA will follow single stage one envelop process. The bidder quoting the lowest rate of respective item will be declared successful for that particular item. The selection of successful bidder will be for individual items, however firm offered lowest rates in more than 15 items each for Stationary and Miscellaneous items and less than 15 items will be awarded/ considered and while lowest rates in 15 or less items.
8. **Bid Validity Period 2020-21:** The Bid validity period shall be for the whole financial year 2020-21. The successful bidder(s) shall be bound to supply the goods at the quoted / approved rates throughout the financial year 2020-21. The amount of the bid and bid security / earnest money shall be in Pak Rupees. Bids should be accompanied with bid security / earnest money (refundable) in shape of pay order or demand draft in favor of Director Procurement, NDMA, Islamabad for an amount Rs. 75,000/-. Bids without bid security / earnest money will not be entertained.
9. Bid security / earnest money of successful bidders will be retained as security deposit (till expiry of contract period and that of the rest will be returned.
10. **Rejection of Bid:**
 - a. Incomplete and conditional quotations will be rejected forthwith.
 - b. Bids received after due date and time will not be accepted.
11. **Applicants Mandatory Qualifications / Prerequisites:**
 - a. Registered with Income Tax and GST Department.

- b. Bidder should have their own retail outlets/ setup in Islamabad/Rawalpindi
- c. Must have at least 5 years experience in the market.
- d. Earnest money for an amount of Rs 75,000/- for both Stationery & and Miscellaneous items in shape of Demand Draft/ pay order in favour of Director Procurement , National Disaster Management Authority.
- e. Bank statements for last 2 years 2018-20.
- f. Income Tax and Sales Tax registration certificate.
- g. An affidavit on stamp paper that the firm has never been blacklisted by any Ministry / Division / Department / Organization of the Government of Pakistan.
- h. Quoted rates should include all applicable GoP taxes.
- i. No cutting / overwriting of the offered prices will be accepted.
- j. Strict compliance of given specifications, however, higher or similyay specifications will also be accepted.
- k. Bidders do not have the option of submitting their bids electronically. Unsealed bids will not be entertained / received.
- l. **Firms must provide items as per specifications and shall fill their rates on the enclosed performa at Annex-A & Annex-B.**

12. **Forfeiture of Earnest Money:** In case of unsatisfactory supplies / services in any manner including quality, quantity and time line, the bid security / earnest money will be forfeited and contract will be partially / fully cancelled which may lead to blacklisting of firm.

13. In case the supplier fails to supply any ordered item(s) within the stipulated delivery time, such item(s) will be purchased from second source/open market and difference of cost will be charged to the said supplier and deducted from the payables.

14. **Detail of Annexure:-**

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|----|-----------------------------|-----------|
| 1. | List of Stationery Items | : Annex-A |
| 2. | List of Miscellaneous Items | : Annex-B |

15. **Maximum Time of Delivery:** Maximum time for delivery of stores after issuance of supply order will be 07 working days.

16. **Payments:** Will be processed on satisfactory completion of the work order.

17. The right to accept or reject any or all offers / bids is reserved by the NDMA in line with PPRA Rules. The decision of the NDMA would be final and binding on all matters relating to this tender.