

PAKISTAN POST
GOVERNMENT OF PAKISTAN
OFFICE OF THE POSTMASTER GENERAL, METROPOLITAN CIRCLE
KARACHI

No.MCK/PSD-26/Sty Tender/2015-16

Dated at Karachi the ~~29-08~~ 2015

Subject: TENDER NOTICE FOR SUPPLY OF OFFICE STATIONERY AND OTHER ITEMS

Sealed tender are invited in form of Technical proposal and Financial proposal from interested manufacturers, firms of repute (Registered with Sale Tax Department etc) for supply of Office Stationery and Other Items for the year 2015-2016 (Details will be provided with tender form).

2. Tender will be received in accordance with rules 36 (b) Public Procurement Rules 2004 issued by the Finance Division, Government of Pakistan. The Tender which are not in accordance the rule will be rejected instantly. The bid shall comprise a single package containing two separate envelopes. Each envelop shall be marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters to avoid confusion. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.

3. Tender specifications and documents may be obtained from the Assistant Director (PSD) MCK CTO Compound, Karachi during office hours on production of receipt of deposit of Rs.1,000/- in unclassified Head (ACG-67) at any General Post Office in the name PMG, MCK.

4. Separate sealed tender for each category of items should be submitted and category should clearly be written on the envelope.

5. Separate technical and financial bids wherever applicable should be furnished. The technical bids will be opened first. The financial bids of only those firms will be opened whose technical bids are found complied with the requirement.

6. A demand bank draft for Rs.30,000/- as an earnest money in favor of the Postmaster General, Metropolitan Circle, Karachi should be attached otherwise the tender will not be accepted. Bank Cheques are not acceptable.

7. Security Deposit of 5% would be deposited by the successful vendor in shape of Bank Draft which will be released on expiry of warranty period of last delivery.

8. The tenderer should submit an affidavit stating that his firm has not been black listed by any Government / Sami Government / Autonomous body and no legal action is under way against his firm.

9. The Firm shall pay applicable Income Tax or provide valid exemption certificate from the Government Income Tax and G.S.T. if admissible.

10. The quoted prices should remain valid during the financial year 2015-2016.

11. The consignment will be delivered at Postal Stock Depot, CTO Compound, I.I Chundrigar Road, Karachi or specified site at Karachi.

12. Delivery of the items must be completed within a maximum period i.e 15 days from the date of placement of supply order. Parties failing to deliver stores within the stipulated period 2% penalty will be imposed upon you.

13. Vendors are required to quote only those items which strictly confirm to the specifications otherwise the whole bid will be rejected. The equipment quoted on specified form will only be accepted.

14. Properly sealed tenders should reach in the office of the Postmaster General, Metropolitan Circle, at St.19, Block-2, Clifton, Karachi to the undersigned as per below schedule upto 11:00 hours by registered post or by hand together with the earnest money. Tender will be opened on the same day at 11:30 hours in the presence of bidders or their authorized representative. For further enquires, please contact Assistant Director (Postal Stock Depot), CTO Compound, I.I Chundrigar Road, Karachi Tel # 021-99211630 / 0300-2441188 / 0345-2314375.

	<u>Schedule of Tender</u>	<u>Tender Date</u>	<u>Opening Time</u>
1.	Stationery and Other Items		
i)	Technical Bids	28 -07-2015	11:30
ii)	Financial Bids	29 -07-2015	11:30

15. The department reserves the right to accept or reject any or all tenders or a part of the tender. The reasons of which will be communicated to the vendor, if required.

16. This tender is available on PPRA website as well Pakistan Post website.

(Akbar Ali Dero)
Dy. Postmaster General (Admn)