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|  | **PAKISTAN INDUSTRIAL TECHNICAL ASSISTANCE CENTRE (PITAC)**  **234 – Ferouzpur Road Lahore – 54600**  **PABX:042-99230702,99230699 FAX:042-99230589**  **Email: purchase@pitac.gov.pk** [**URL:www.pitac.gov.pk**](file:///D:\Tender%20Files\Tender%20Notice\www.pitac.gov.pk) | Emblem_PakistanMinistry of Industries & Production |

**TENDER NOTICE NO.387/2020**

Issue Date: **25-09-2020 /2014** Receiving Date:  **12-10-2020 (11:00 AM) 01**

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| **S. No.** | **Description** | **Remarks** |
| 1. | Purchase of Stationary Items, Printer Toners, etc. | Details are available in tender document |

**Terms & Conditions shall be as under:**

1. Tender Notice is also available on both PITAC website and Public Procurement Regulatory Authority (PPRA) website. Tender Documents will be made available at the Purchase section on bidder written request from the date of advertisement to day before opening of bids.
2. The Tender Document to be collected from our Purchase section on deposit of Rs.1000/- cash (bank receipt available from PITAC cash section) as Tender Fee (Non Refundable) at NBP PCSIR Branch, Lahore during working hours, on bidder request from date of advertisement to day before opening of bids.
3. The proposal in sealed envelope should reach to Dy. Director ESD/Purchase PITAC, Lahore on or before 12-10-2020 at 11:00 AM hours, through registered posts/ courier services i.e. sealed envelopes. “**TENDER NO.387/2020 (TECHNICAL & FINANCIAL PROPOSALS)”** mustbe written on the sealed envelope. Bid must be submitted on letter head of the bidders/ firms/ companies.
4. Technical and Financial proposals should be submitted in separate envelopes. The word **“Technical Proposal”** and **“Financial Proposal”** being clearly written on the top left corner of the respective envelops, according to single stage-two envelop procedure under Rule 36(b) of PPRA Rules.
5. Technical Proposals will be opened on by, a Committee on the same date at 11:30 AM hours in the presence of bidders/ their authorized representative in Purchase section at PITAC HQ. Lahore. After the Technical evaluation, financial proposals of only technically qualified bidders/ firms/ companies shall be opened on a date/ time which will be announced subsequently.
6. Technical Proposal must accompanied with samples and a bid security of 5% of bid price. Without samples and bid security, bids shall be rejected. Samples/ items provided must be branded/ fresh, original and genuine. Samples and bid security bid shall be returned to unsuccessful bidders after completion of tender process. Earnest money of successful bidder will remain in possession of the office till completion of all supplies as security & guarantee deposit.
7. The Financial Proposals shall be inclusive of GST and all applicable taxes.
8. The firms must submit valid copies of NTN, Sales tax & Active Tax payer list issued by FBR **along with Technical Proposal, no such documents should be attached with Financial Proposal.**  The firm must have shops/ offices in Lahore with landline Telephone numbers.
9. Bid must be submitted on letter heads of the bidder’s firm/ company/ as per prescribed format with stamp and signature.
10. Partial incomplete, Blank, Conditional bids or bids received after specified date & time shall be rejected. Firms having mobile number as reference shall not be considered.
11. The bid of any bidder shall be declared non-responsive, if he is found involved in litigation with any government or semi-government department/ Autonomous.
12. The Earnest money at the rate of 5% of the total Quoted value in the shape of deposit at call or a bank guarantee issued by a scheduled bank in the name of Director General PITAC, Lahore must accompany with the offer. Bid without Earnest money or cross cheque will be rejected.
13. The successful bidder have to furnish a Performance Warranty @ 5% of total Purchase Order to be deposited in the form of Banker cheque/ Bank guarantee/ CDR issued by schedule bank in the name Director General PITAC. The same will retained by PITAC till closing of (FY 2020-2021)
14. PITAC reserves the right to reject all bids as per rule 33 PPRA 2004.
15. An affidavit on stamp paper is required to be attached that the firm has never been blacklisted.
16. An affidavit on stamp paper is required to be attached that the supply of items will be made strictly to the terms and conditions, quality and specifications required. They will be Branded, Fresh, Original and will not be refurbished at all.
17. The successful bidder / supplier shall be disqualified at any time that the information has submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
18. Successful bidders will be responsible to deliver the supply in Lahore on their own expenses at PITAC HQ, 234-Ferouzpur Road Lahore-54600.
19. The firm must quote at least 50% of whole items, also brands and specifications must be mentioned with each quoted items. Overwriting/ cutting on quoted rates will not be considered and they shall remain effective till closing of the current financial year 2020-21.
20. Procuring agency reserves the right to increase or decrease the quality of items proposed to be procured.
21. In case of any dispute regarding the terms and conditions and quality of items, decision of Competent Authority i.e. Director General will be considered as final.

If any clarification is required, the query may be sent to the undersigned through registered courier, e-mail or fax, at least 07 days prior to the date fixed for submission of bids. All replies to the queries or addendum etc. shall be considered part of the bidding documents and should be signed and submitted along with the Bid.

***Deputy Director (ESD/ Purchase)***

***Pakistan Industrial Technical Assistance Centre***

***(PITAC) HQ. Lahore***