

RESTRICTED

Tender Notice

National Disaster Management Authority (NDMA), Islamabad invites sealed bids from well reputed and competent Contractors / Firms for procurement of following items.

1. Stationery.
2. Furniture and fixture.

The Applicant must be a Registered Manufacturer also having registration with Income Tax and Sales Tax Department.

The bidding documents including instructions/ terms and conditions may be obtained from the Office of the Undersigned (Room No.238-B, Prime Minister's Office Premises, Islamabad) during office hours. The same can also be downloaded from NDMA's website: www.ndma.gov.pk. The documents and sealed financial and technical bids along with sample must reach the Undersigned **before 1100 hours on 15-11-2016 which will be opened on the same day at 1130 hours.**

(Hafiz Shakil Ahmed Qureshi)
Director (Administration & Procurement)
National Disaster Management Authority
(Prime Minister's Office Premises)
Tel: 9204429

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Terms and Conditions for Bids and Bidders

1. **Tender Identification Number.** TENDER # 01 / 16-17.
2. **Title.** Supply of Stationery and furniture and fixture items through SINGLE STAGE ONE ENVELOPE METHOD.
3. **Procurement Agency.**

National Disaster Management Authority
Prime Minister's Office Premises
Islamabad
4. **Last Date and Time for Submission of Bid.** 15-11-2016 1100 hours.
5. **Bid Opening Date and Time.** 15-11-2016 1130 hours.
6. **Bid Opening Address.**

Room No. 220-E
National Disaster Management Authority
Prime Minister's Office Premises, Islamabad
7. **Bid Opening Process & Declaration of Successful bidder.** NDMA will follow single stage one envelop process. The bidders shall apply separately for stationery and Furniture and fixture items. 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.
 - a. **Bid Validity Period.** The Bid validity period shall be for the whole financial year 2016-17. The successful bidder(s) shall be bound to supply the goods at the quoted / approved rates throughout the financial year 2016-17 (up to 30th June, 2017).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) for an amount Rs. 25,000/- separately for stationery and Furniture and fixture items in shape of pay order or demand draft in favor of Director Administration, National Disaster Management Authority, Prime Minister's Office Premises, Islamabad. Bids without bid security / earnest money will not be entertained.
 - b. 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.
8. **Rejection of Bid.**
 - a. Incomplete and conditional quotations will be rejected forthwith.
 - b. Bids received after due date and time will not be accepted.
9. **Applicants Mandatory Qualifications / Prerequisites**
 - a. Registered with Income Tax and GST Department.

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- b. Should have their own retail outlets/ setup in Islamabad/Rawalpindi
- c. Must have at least 5 years experience in the market.
- d. Must be able to provide items within 05 days.

10. **Bid Supporting Documents.**

- a. Earnest money for an amount of Rs 25000/- separately for stationery and furniture & Fixture items in shape of Demand Draft/ pay order in favour of Director Administration, National Disaster Management Authority.
- b. Bank statements for last 3 years.
- c. Income Tax and Sales Tax registration certificate.
- d. An affidavit that the firm has never been blacklisted by any Ministry / Division / Department / Organization of the Government of Pakistan.

11. **Compliance Instructions.**

- a. Quoted rates should include all applicable GoP taxes.
- b. No cutting / overwriting of the offered prices will be accepted.
- c. Strict compliance of given specifications.
- d. Bidders do not have the option of submitting their bids electronically. Unsealed bids will not be entertained / received.

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 Annexures:**

- a. List of Stationery Items: Annex "A"
- b. List of Furniture and Fixture: Annex "B"

15. **Maximum Time of Delivery.** Maximum time for delivery of stores after issuance of supply order will be 5 working days.

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

18. 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.

List of Stationery items

S#	Name of items	Description	Unit.	Unit Rate Inclusive of all applicable taxes
1	Paper Ream imported A/4	80 gm, 500 sheets AA Brand	Ream	

List of Furniture and Fixture Items

S#	Name of items	Description	Unit.	Unit Rate Inclusive of all applicable taxes
1	Chairs	Executive Chair	No.	
2	Chairs	Computer Chair	No.	
3	Window Blinds	12x15, 12x12, 12x10	Per square feet	