

EMPLOYEES OLD-AGE BENEFITS INSTITUTION

Head Office 191/Block-2,

P.E.C.H.S- Karachi

TENDER FOR PURCHASE OF OFFICE STATIONARY

Sealed Tenders are invited from well reputed and financially sound suppliers of office stationary registered with the Sales Tax/Income Tax department. Tender documents of stationary items is attached with the notice and can be obtained from the undersigned on any working day from 9:00 am to 12:00 noon.

GENERAL INFORMATION:

Sale tax registration number	
Income tax registration number	
Total bid amount (Incl. all taxes)	
Date of submission of bid	

GENERAL TERMS AND CONDITION.

1. Sealed bids will be accepted till 11:30 am on 18-4-2016 and will be opened on the same day at 12:00 PM in the presence of the bidders or their representatives who may wish to be present.
2. EOBI Registration Number, if applicable.
3. Prices should have to be quoted for all items in word and figure.
4. Quality of every item should be according to the specimen.
5. Tender will be awarded to the aggregate lowest bidder.
6. Incomplete bids will not be entertained.
7. Tax will be deducted from the bill of the suppliers as per rule.
8. Items must be delivered within 15 days after issuance of purchase order.
9. Sample of paper should be attached with the bid.
10. Pay order of 05% of bid amount as on earnest money in favour of EOBI should be attached with the bid which will be returned after three months of lowest bidder on complete delivery and remaining will be returned after issuing of purchase order
11. The institution may reject all bids or proposal at any time prior to the acceptance of a bid or proposal.
12. Bids via e-mail or fax will not be entertained.



Dy. Director

General Administration Department
EOBI, HEAD OFFICE, 190/1/B, Block-2

P.E.C.H.S, Karachi.

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