

EMPLOYEES' OLD – AGE BENEFITS INSTITUTION HEAD OFFICE KARACHI

TENDER NOTICE NO. EOBI/HO/I/GAD/01/2017

FOR PURCHASE OF OFFICE STATIONERY



1. The Employees' Old-Age Benefits Institution invites sealed tender from well reputed and financially sound suppliers of office stationery registered with the Sales Tax/Income Tax Department for the supply of office stationery.
2. Procedures of open competitive bidding- Single stage-one envelope as per rule No.36(a) PPRA rule-2004.
3. A complete set of Bidding Documents may be purchased by an interested eligible bidder on submission of a written application to the office given below and upon payment of a non-refundable fee of Rs.500/- (Rupees five hundred only) in shape of pay order from the schedule Bank of Pakistan in favour of Employee's Old Age Benefits Institution from the Office of the Director (General Administration Department) EOBI Head Office, Lower Ground Floor, Plot No 190/1/B, Block-2, PECHS, Karachi.
4. All bids must be accompanied by a Bid Security in the amount of equal to 5% of bid amount in shape of Pay Order/Demand draft from the schedule Bank of Pakistan in favour of Employees' Old Age Benefits Institution and must be delivered to Office of Director (General Administration Department) EOBI Head Office, lower Ground Floor, Plot No 190/1/B, Block-2, PECHS, Karachi at or before 11.30 hours, on 10th September, 2018. Bids will be opened in the Board Room, 8th Floor at 12.00 hours on the same day in the presence of tender opening committee and bidders' representatives who choose to attend.
5. EOBI reserves the right to accept or reject any or all tender or tenders as per rule 33(1) of PPRA Rules 2004.

(Hamid Ali Khan)
Director (GAD)

General Administration Department
Tel: 021-34328020/34328049

EMPLOYEES OLD-AGE BENEFITS INSTITUTION

Head Office, 191/1/b, Block-2,

P.E.C.H.S. Karachi

TENDER FOR PURCHASE OF OFFICE STATIONERY

Tender enquiry – (Office Stationery
Price per set Rs. 500/-

1.	Tender Enquiry No.	EOBI-GAD-04-2018-19.
2.	Due by	10 th September, 2018 -- (11.00 hrs)
3.	Date & Time of opening of tender	10 th September, 2018 -- (12.00 hrs)
4.	Delivery of items.	Karachi, within 15 days after the purchase contract/order is signed, on free delivery to consignee basis, including taxes, excise duty, and other charges liable, if any.
5.	Terms and conditions	The bidder should submit their tender strictly in accordance with the terms and conditions specified in clause No. 6 to 24 of this tender enquiry.
6.	Particulars of goods	Please see attached Annexure 'A' to detail specifications.
7.	Validity: Offer should be valid for 120 days from the date of opening of the tender.	
8.	Bidder is required to offer rates of all stationery items, mentioned in the list. As the Institution will consider total cost of stationery items, instead of individual quoted items prices.	
9.	The offer shall not be considered if received from a firm which does not enclosed the pay order of Earnest Money @ 5% of the quoted value.	
10.	The successful bidder will be required to furnish a security deposit (as performance guarantee) amounting to 10% of the quoted value, in the form of a Pay Order, a Bank Draft, in favor of EOBI, at the time of award of the contract, which will be refund after satisfactory complete supply of stationery items.	
11.	The bid should be submitted duly filled, signed and sealed by the bidder or authorized person of the bidder and authorized person should being his authorization letter along with valid CNIC at the time of tender opening.	
12.	The bidders are also required to submit photocopy of their valid National Identity Card with the offer, failing which their offers will be ignored without any further reference to the matter.	
13.	The bidders are also required to indicate their National Tax Number along with providing a photocopy of the NTN certificate issued from the Income Tax Department, Government of Pakistan and all prices will be quoted with GST.	
14.	The bidders are also required to provide their sales tax registration number and to attach the copy of the valid certificate issued in their favour from the concerned Collectorate of Sales Tax. Government of Pakistan.	
15.	The bidders may note that they will have to produce documentary proof of the payment of sales tax liable on the terms to be supplied.	

16.	Bidders are also required to submit the copies of the documents confirming the nature and type of their organization e.g. sole proprietor, partnership, private limited etc.
17.	The part supply and part payments will not be allowed, all prices will be quoted with GST.
18.	The bidders should mention the manufacturer's name, brand and country of origin of the intended supplies, in their offer of stores.
19.	The bidders are required to conform to the tender enquiry specifications, in all respect.
20.	The bidders will be required to purchase separate tender documents in case they intend to quote alternate price and will also have to submit the required earnest money separately for each offer, failing which their offer will be ignored straight away.
21.	The price quoted in the tender should be firm and final, inclusive of all livable taxes etc. The bidder should also note that if during the currency of contract any additional tax or duties etc. are levied, by the Government, it would be the sole responsibility of the firm to make the payment.
22.	The quantity can be increased or decreased at the buyer's option.
23.	The bidders should also note that if the stores supplied/provided is reject by the Inspection Officer/Purchase Committee of EOBI and it is concluded that the rejection is justified under the terms and conditions of the contract, the decision of the Inspection Authority, regarding such rejection will be final and binding on the bidder.
24.	The bidders are required to submit only the genuine offers, after fulfilling the requirements of the tender enquiry. In case of a fake offer or where the offer contains misrepresentation, the same may not only will be ignored but may also lead to black listing and forfeiture of his/her earnest money.
25.	The EOBI authorities reserve the right to accept or reject any or all bids as per PPRA's rules.

(Hamid Ali Khan)
Director (GAD)

General Administration Department
Tel: 021-34328020

15/8/18