

GOVERNMENT OF PAKISTAN
REGIONAL DIRECTORATE OF NATIONAL SAVINGS,
KARACHI

TENDER NOTICE

Sealed bids are invited from well reputed firms/ suppliers registered with Tax Department for supply of Stationery items to Regional Directorate of National Savings, Karachi for the Financial Year 2024-2025.

2. The Procurement method as per Public Procurement Rule 36(a) will be observed for this tender. Detailed list of items along with Terms of References (ToRs) for participating in the tender can be obtained from the undersigned on any working day. Terms of References (ToRs) & List of Items can also be downloaded from PPRA website "www.ppra.org.pk" and CDNS website "www.savings.gov.pk" which are integral part of this Tender.

3. Interested parties may send their bids under sealed envelope latest by **18th March, 2025** upto 11:00 A.M. to the office of **Director, Regional Directorate of National Savings, Main Shahrah-e-Faisal, Shaheed-e-Millat Flyover, Karachi**. The bids will be opened on the same day at 11:30 A.M. in the presence of bidders or their representatives who attend the proceedings. The bidders are required to submit Bid security of Rs.10,000/- in shape of CDR/DD/PO/BC in favour of Director, Regional Directorate of National Savings, Karachi without which, the bid shall not be entertained.

4. The procuring agency reserves the right to accept or reject any or all or a part of tender for which reason may be conveyed if desired in writing as per PPRA Rule-33.

5. Please feel free to contact the undersigned for any query related to this tender.

(Adnan Ahmed)
Assistant Director (HQ)
RDNS, Karachi
Ph#021-99333686

TERMS OF REFERENCES

Terms of reference are outlined hereunder for general information and submission of bids for the requisite items. The Tender Notice is also available on PPRA website <http://www.ppra.org.pk/> and CDNS website <http://www.savings.gov.pk/>.

1. The Procurement method as per Public Procurement Rule 36(a) will be observed for this tender.
2. Bidders are required to submit Bid Security in shape of Call Deposit, Demand Draft, Pay Order or Bankers Cheque for Rs.10,000/- (Rupees Ten Thousands Only) in favor of Director, Regional Directorate of National Savings, Karachi along with bidding documents as Earnest money without which the offer will be rejected. The earnest money will be returned to the unsuccessful bidders after finalization of the tender.
3. Any bid not accompanied by the bid security shall be rejected as non-responsive. The bid security shall be refundable not later than 14 days from the date of signing of the tender.
4. The bid security of the unsuccessful bidder will be returned without any interest, as on submission of performance security by the successful bidder(s) or when the bidding process is canceled by the authority.
5. The successful bidder's bid security will be returned, without any interest, upon bidder signing of the contract agreement and furnishing the performance security in accordance with the provision thereof.
6. Rates (in PKR) to be quoted shall be inclusive of GST and all taxes/duties and shall be valid upto 30.06.2025.
7. If the successful bidder withdraws bid, his bid security shall be forfeited and the contract may be awarded to the next lowest evaluated bidder.
8. The bidder should be registered with the FBR. NTN and Sales Tax number (STRN or SNTN) shall be mentioned in the bid and copies attached therewith.
9. The bidder should have their own well-established shop/store, capable of providing the whole items as and when required during the financial year 2024-2025 on the approved rates.
10. Bidders are required to furnish photocopy of National Identity Card of their Proprietor.
11. The bidders shall furnish an affidavit on Rs.100/- stamp paper (latest and duly attested by Notary Public) to the effect that the firm is not black listed from any Government Department.
12. Samples of the items should be provided during the tender process, without which the offer will not be entertained.
13. The bidder can participate in all items or an individual item.
14. The successful bidder(s) shall be required to submit unconditional and irrevocable Performance Bank Guarantee (PBG) a sum equivalent to 5% (five percent) of total contract price of agreement to be signed with RDNS, Karachi valid for one year from the date of last supply. The PBG shall be submitted on or before raising invoices, this PBG shall be issued by any scheduled bank operating in Pakistan in favour of Director, Regional Directorate of National Savings, Karachi.
15. If during the currency of the period, it is found that sub-standard items or in-genuine/ refilled toners/ cartridges are supplied, the contract shall be canceled and Security Deposit shall be forfeited and the firm shall also be blacklisted besides imposing penalty @1% of worth of billed items. However, the Director General, National Savings/procuring agency reserves the right to relax this condition if satisfactory justification is provided by the bidder that may be beyond his normal control and replacing bad items with good items. In no case, it may be considered as

right of vendor and is based on sole discretion and satisfaction of the procuring agency regarding sub-standard items.

16. The procuring agency may forfeit the Performance Guarantee if the bidder(s) performance found to be poor or bidder(s) breaches any of its obligations under the contract agreement and ToRs. Procuring agency can also impose penalty @1% of supply order per week for the amount of delayed supplied items.
17. Quoted rates will be evaluated on item to item basis for consideration of award of contract to the lowest evaluated bidder.
18. Late/ incomplete receipt of bids shall neither be accepted nor entertained and shall be returned by hand at the time of opening of tenders, or by mail as the case may be.
19. The procuring agency reserves the right to increase or decrease the quantities of items depending upon the availability of budget and need/requirement.
20. Procuring agency reserves the right to accept or reject any or all or a part of tender for which reason may be conveyed if desired in writing as per rule 33 of Public Procurement Rules, 2004.
21. No transportation and carriage/ mobilization charges will be paid.
22. All the pages of bid documents must be signed by the authorized signatory of the bidder firm.
23. The successful bidders shall execute an agreement on Rs.500/- stamp paper for supply of items for award of contract within 07 days of supply order. The draft may be obtained from procuring agency.
24. The payment shall be made on submission of bill(s) for the items supplied and on satisfactory completion of the job.
25. The bids should reach this Directorate up to 11:00 A.M. on **18th March, 2025** which will be opened at 11:30 A.M. on the same day in the office of **Director, Regional Directorate of National Savings, Main Shahrah-e-Faisal, Shaheed-e-Millat Flyover, Karachi** in the presence of bidders or their representatives who wish to attend the proceedings.

(Adnan Ahmed)
Assistant Director (HQ)
RDNS, Karachi
Ph#021-99333686

LIST OF STATIONERY ITEMS (Directorate/Field)

S#	Name of Stationery Items	Specification	Price to be Quoted
1	Paper A-4	Imported 80 Gm Brand AA or equivalent	Box
2	Paper A-3	Imported 80 Gm Brand AA or equivalent	Box
3	Paper Legal	Imported 80 Gm Brand AA or equivalent	Box
4	Paper Yellow (A-4)	Imported 80 Gm Brand AA or equivalent	Box
5	Paper Green (Legal)	Imported 80 Gm Brand AA or equivalent	Box
6	Ball Pen (Blue/Black/Red)	Dollar/Picasso/Piano or equivalent	Box
7	Gel Pen (Blue/Black/Red)	Signo or equivalent	Box
8	Gum stick (20g)	Dollar/UHU or equivalent	Unit
9	Envelope A-4	Brown thick paper Top Quality (As per approved sample)	Packet
10	Envelope S-6	Brown thick paper Top Quality (As per approved sample)	Packet
11	Envelope S-5	Brown thick paper Top Quality (As per approved sample)	Packet
12	Envelope Large Size Clothe	White thick paper with fiber/threads structure Top Quality (As per approved sample)	Packet
13	File Board with flapper	Top Quality	Unit
14	Stapler Machine (Medium)	Dollar or equivalent, Staple 20 sheets of 80 gm, uses staples 24/6 or 26/6	Unit
15	Stapler Pin 24/6	Washin or equivalent	Box
16	Highlighter (Yellow)	Pelikan or equivalent	Packet
17	Sticky Notes	Top Quality	Packet
18	Rubber Band	High Quality	Packet
19	Ink for mechanical stamp (Blue)	Lancer or equivalent	Unit
20	Paper Pin	M&G or equivalent	Box
21	Writing Pad	Small	Unit
22	Paper Clip (small, medium, large)	Garash or equivalent	Packet
23	Marker (Black)	Dollar or equivalent	Packet
24	Pencil	Dollar or equivalent	Packet
25	Pencil sharpener	Dollar or equivalent	Dozen
26	Eraser	Dux or equivalent	Dozen
27	Box File	High Quality	Unit
28	Correction Fluid	Dollar or equivalent	Unit
29	Binder Clip (Large)	High Qulaity	Unit
30	File Tags (Thread)	High Quality	Packet
31	Single Hole Punch	High Quality / Iron Based	Unit
32	Seal (Wax)	High Quality	Dozen