

TENDER NOTICE

Motor Transport Wing, Punjab, Lahore, invites sealed tenders under the Punjab Procurement Rules 2014, from well-reputed and financially sound firms having previous experience as well as registered with Income Tax and Sales Tax Departments, for the purchase of stationery articles for MT, Punjab, Lahore, for the financial year 2015-16:-

Sr.#	Description	Qty.
1.	Toner HP 400	6 Nos.
2.	Toner HP 2015	2 Nos.
3.	Toner Xerox 3150	1 No.
4.	Toner Toshiba 257	2 Nos.
5.	Envelop Small Golden 5"x11"	2000 Nos.
6.	Dispatch Register (Koh-e-Noor or equivalent brand)	24 Nos.
7.	Lead Pencil (Gold fish or equivalent brand)	1000 Nos.
8.	Uni Ball Signo Pen	100 Nos.
9.	Register Small (Rizvi or equivalent brand)	50 Nos.
10.	Ball Pen (Dollar or equivalent brand)	1000 Nos.


Tender be addressed to SSP/MT Wing, Punjab, Lahore, be reached by **16.02.2016 at 1100 hrs.** The delivery period of stores would be 05 days and the sample of each item be submitted with tender documents.

2. Bidding documents regarding the purchase of stationery articles can be obtained by written request on the firm's letter head pad from the office of SSP/MT on any working day during office hours upto **15.02.2016**. Tender documents fee @ Rs.500/- (non-refundable) will be charged. The offers shall be accepted only with original bidding, documents, photocopies would not be accepted.

3. **TERMS & CONDITIONS:**

1	Each bid shall comprise a single sealed package containing two separate envelopes as under:- <ol style="list-style-type: none"> 1. TECHNICAL PROPOSAL (Details of specifications, make etc on the firm's letter head pad along-with bidding documents, earnest money for respective item). 2. FINANCIAL PROPOSAL (Rate of respective item including all taxes/charges whatsoever, as per following from on the firm's letter head pad):- 														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">SR.#</th> <th style="width: 35%;">DESCRIPTION</th> <th style="width: 15%;">UNIT PRICE RS.</th> <th style="width: 10%;">INCOME TAX</th> <th style="width: 10%;">SALES TAX</th> <th style="width: 15%;">OTHER DUTIES CHARGES ETC</th> <th style="width: 10%;">TOTAL UNIT PRICE RS.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	SR.#	DESCRIPTION	UNIT PRICE RS.	INCOME TAX	SALES TAX	OTHER DUTIES CHARGES ETC	TOTAL UNIT PRICE RS.							
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	The envelopes should be marked in bold letters as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" respectively with name of items.														
2	Technical proposal will be opened on 16.02.2016 at 1130 hours , while financial proposals shall remain (in sealed form) in the custody of the Purchase Committee and would be opened after receipt of the technical report/evaluation, in the presence of the bidders. The technically qualified lowest financial bid would be accepted. In case of rejection of technical proposal of the bidder, the financial bid will be returned un-opened to the respective bidder.														

3	The bidders shall submit earnest money @ 3% with their technical proposal of the total value of their tender items in the shape of pay Orders/Bank Drafts of any scheduled Bank in favour of the SSP/MT Punjab. In case of non-acceptance of tender the earnest money will be refunded after finalization of the tender.
4	In case of acceptance of tenders, the bidders shall deposit a security @ 5% of the total value of stores in the form of deposit at call in the name of the Senior Superintendent of Police, Motor Transport, Punjab, Lahore. Supply order will be placed accordingly. Security shall be refunded on successful completion of the contract.
5	The stores shall be received in SSP/MT Office. No other destination shall be acceptable. Stores found not according to the requirement of the Department will be rejected at the cost of supplier and may also result in forfeiture of Security and black-listing the firm. In case of delay in supply, Late delivery Charges will be levied as per rules.
6	Rates quoted would be considered only if the same are inclusive of all Taxes/duties/charges and inclusive of packing/freight till delivery at SSP/MT Office, 236-ferozepur Road Lahore and shall be valid up to 30.06.2016 .
7	Quantities of the stores mentioned in the list may be increased / decreased as per availability of funds.
8	<p>i) The SSP MT may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.</p> <p>ii) The SSP/MT shall upon request communicate to any bidder, the grounds for its rejection of bid, but shall not be required to justify those grounds.</p>


(ABDUL JABBAR)PPM, PSP,
 Senior Superintendent of Police,
 Motor Transport, Punjab, Lahore.
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