

SHORT TENDER NOTICE


Punjab Police invites sealed tenders based on the Punjab Procurement Rules 2009, from well-reputed firms registered with Income Tax and Sales Tax Departments, for purchase of stationery/computer stationery items of Central Police office Punjab, Lahore: -

Sr#	Description.	Quantity to be Purchased
1	Laser Paper A/4 size (80 Gm) imported (Double-A, 1k, PPC and any other similar imported brand (500 Sheets).	6000
2	Stapler Pin 24/6 (Fine Quality).	7000
3	Paper Punch.	1000
4	Flapper Raxion (With Magic).	20000
5	File Board Leather (Fine Quality).	2000
6	Toner Laser Jet Lexmark T-430.	80
7	Toner HP Laser Jet 36-A.	4
8	HP Laser Jet-2055 (05-A).	10
9	Toner Laser Jet FX-3-L-220.	60
10	Toner HP Laser Jet 12-A (1022).	6
11	HP Laser Jet 3005.	4
12	HP Laser Jet 35-A (1005).	10
13	Toner Photostat Mach: Toshiba Studio-450.	50
14	Toner Photostat Mach: Toshiba Studio-166-D.	7

2. Tenders be addressed to the AIG Logistics CPO Lahore and would be opened on **20.12.2012** at **11:00** A.M in CPO Punjab, Bank Road, Old Anarkali, Lahore in the presence of bidders. The delivery period would be **15** days.

3. Tender documents containing terms & Conditions, method of procurement, can be obtained from the office of AIG, Logistics/Member, CPO Punjab, Bank Road, Old Anarkali, Lahore, on any working day during office hour up-to **20.12.2012, till 9:00 AM**. Tender documents fee @ Rs.500/- (*non-refundable*) will be charged in shape of cash. The offers shall be accepted only with original bidding documents. Photocopies would not be accepted.

4. The authority reserves the right to increase or decrease the quantities and accept, reject all tenders without assigning any reason.


AIG/Logistics,
for Inspector General of Police,
Punjab, Lahore.

BIDDING DOCUMENTS.

TERMS & CONDITIONS TO PARTICIPATE IN TENDER OF STATIONERY/COMPUTER STATIONERY: -

1. Each bid shall comprise a single sealed package containing two separate envelopes as under:-

1). **TECHNICAL PROPOSAL:** Details of specifications, make, country etc. on the firm's letter head pad along-with catalogue, bidding documents, earnest money for respective item.


2). **FINANCIAL PROPOSAL:** Rate of respective item including all taxes/ charges whatsoever, as per following form on the Firm's letter Head Pad:-

SR.#	DESCRIPTION	UNIT PRICE (Rs.)	INCOME TAX	SALES TAX	OTHER DUTIES/ CHARGES ETC.	TOTAL UNIT PRICE RS.

The envelopes should be marked in bold letters as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" respectively with name of item.

➤ **DONOT INCLUDE FINANCIAL PROPOSAL INSIDE TECHNICAL PROPOSAL ENVELOP OR ANY STATEMENT IN TECHNICAL PROPOSAL WHICH MAY INDICATE YOUR PRICES.**

2. Technical proposals will be opened on **20.12.2012** while Financial Proposals shall remain (in sealed form) in custody of the Committee and would be opened after Technical evaluation. Financial Bid would be opened in the presence of bidders. The Technically qualified lowest bid would be accepted. The Financial proposal of bids found technically un-acceptable shall be returned un-opened to the respective bidders.
3. Bidders of toners shall submit certificates of manufacturers/authorized representatives of manufacturer.
4. The bidders shall submit Earnest Money @ 5% 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 AIG Logistics CPO Lahore. In case of non-acceptance of tenders the earnest money will be refunded after finalization of the tender.
5. In case of acceptance of tenders, bidders shall deposit a security @ 10% of the total value of stores in the form of deposit at call in the name of Chief Purchase Officer, Government of the Punjab, Police Department and draw the contract agreement. Security shall be refunded on successful completion of the contract.
6. Rates quoted would be considered inclusive of all taxes/duties/charges and shall be valid upto **30.06.2013**.
7. Quantities of the advertised stores may be increased/decreased as per availability of funds.
8. The authority reserves the right to accept, reject any increase or decrease the quantities or all tenders without assigning any reason.


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