

DIRECTORATE OF AGRICULTURE INFORMATION, PUNJAB
21-SIR AGHA KHAN SOYYAM ROAD, LAHORE

TENDER NOTICE

Sealed bids for the procurement of office stationery and miscellaneous items of contingent are invited from sales tax and Income Tax Registered firms in Pak Rupees for the year 2018-19. Brief Description/Detail of store is given as under:-

Sr. No.	Item Name	Quantity
1.	Offset Paper A-4 size (80 gram) Imported	500 Reams
2.	Duplicate paper A-4 size (68 gram) high finish	70 Reams
3.	Management File A4 size	1000
4.	Ball Point	50 packet
5.	Tissue Boxes (2ply)	6 Dozen
6.	Duster Standard Size	5 Dozen
7.	Stapler Pin size 24/6	50 Pack
8.	Writing pad A-4 size	1 Dozen
9.	Paper Cutter blade (10 pcs each pack)	12 Pack
10.	Diary Register 300 pages printed	04
11.	Dispatch Register 300 pages printed	04
12.	Large Register 200 pages	1 dozen
13.	Gum Bottle large (900gram)	04 Dozen
14.	53A Toner for laser printer HP-2015	12
15.	05A Toner for laser printer HP-2035	12
16.	79A Toner for laser printer HP-pro M12-A	24
17.	Toner Cartridge photocopier machine Toshiba E-studio T 3520D & T 3550D	06

Note :

1. The agent / suppliers must be registered with Sale Tax / Income Tax Department and quote their GST / NTN Nos. and provide professional Trade Tax Registration Certificate.
2. The bidders are required to submit bids under single stage one envelopes bidding procedure, as per rule 38(1) of Punjab Procurement Rules, 2014.
3. The bids should reach by 11:00 a.m on 14-11-2018 which will be opened at 11:30 a.m on the same date in the presence of the bidders or their representatives who desire to participate in the bid opening.

4. The bidding documents containing specification and detailed terms and condition can be obtained from the date of publication till 13-11-2018 in working hours from 09:00 to 17:00 against non-refundable cash payment of Rs.500/- from cashier of this Directorate.
5. Bank draft / call at deposit in the name of Director Agricultural Information, Punjab, Lahore @ 2% of estimated cost must be attached with the financial bid, in original.
6. The deduction at source of all relevant taxes at the prescribed rate is applicable.
7. The bid security of the tender as bank draft / call at deposit in the name of Director Agricultural Information, Punjab, Lahore @ 3 % of estimated cost which may be considered as Rs.24,000/- (within the limit of 5% as per Rule 27 of PPRA, 2014).
8. The procuring agency reserves the right to reject all proposals at any time prior to the acceptance of bid or proposal as per rule 35 of Punjab procurement Rules, 2014.
9. The tender advertisement can also be browsed from PPRA & Agriculture Department website <http://ppra Punjab.gov.pk> and www.agripunjab.gov.pk.

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