



**GOVERNMENT OF THE PUNJAB  
SCHOOL EDUCATION DEPARTMENT**

Subject: - **TENDER NOTICE**

Sealed Tenders are invited from registered firms, for supply of stationery, computer stationary, printing & publication, cost of other store etc. through framework contract for use in School Education Department, Govt. of the Punjab, Civil Secretariat, Lahore, for the current financial year 2021-22. Tender documents can be obtained from the office of the undersigned immediate after the date of publication on payment of Rs.500/- (non-refundable) till 13<sup>th</sup> September, 2021 during the office hours i.e. 09:00 A.M. to 05:00 P.M.

Tender will be submitted till **11:00 am on 14<sup>th</sup> September, 2021** and shall be opened by the Purchase Committee, in the Committee Room of School Education Department on the same day **at 11:30 am** in the presence of bidders or their representatives, who choose to attend. Bidders/firms/Company should be registered with Sales Tax / Income Tax department. According to PPRA Rules, 32 and 35 Competent Authority will have the right to accept or reject all bids / tenders before acceptance. The other terms and conditions would be as follows: -

1. Bidders will submit tender documents alongwith their Firm/Company Profile, Registration Certificate of Punjab Revenue Authority, General Sales Tax / Income Tax, Professional Tax, Bank Account of last two years and Company Audit Report and other required documents.
2. Procurements shall be governed under the Punjab Procurement Rules, 2014 (as amended).
3. According to Rule 38 of PPRA Rules, Single Stage-Two Envelopes bidding procedure will be applied.
4. The bidders should quote the rates in PKR inclusive of GST / Income Tax and/or any applicable duty/tax etc.
5. Estimated price of the tender is Rs.13.50 Million.
6. Bidders must attach the CDR (call deposit receipt) or Pay Order from any scheduled bank equal to 2% of their total quoted price of all the items with their Technical Bid in the name of undersigned, without which no tender would be considered. Moreover, no cheque / cross cheque or cash will be accepted in lieu of CDR. Furthermore, every bidder will have to complete in all items.
7. All bidders must submit the tender documents strictly in accordance with terms & conditions advertised by the procuring agency.
8. Tenders will be submitted on original tender form (complete in all respect) issued by School Education Department. No Photostat copy or self prepared copy on letter pad will be entertained.
9. Tenders containing over writing or erasing words / figures will not be entertained.
10. Bill of supplied items will be paid after completion of supply order according to the prescribed specification.
11. The department will deduct GST / Income Tax from the bills and the supplier will be bound to provide proper receipt of GST / Income Tax at the time of receiving payment.
12. Except as provided otherwise, the bidder shall be bound to provide the stores within three working days.
13. The bidder shall be bound to provide the items as quoted in the bid form, against the specifications provided within stipulated timeframe, failing which, the department shall have the right to procure these from open market at risk and cost of the bidder. Additionally, he shall be penalized against too as provided under the contract/rules.
14. The bidder consistently not providing the stores as per required criteria shall be proceeded against, which apart from fines, as provided under this document may lead to cancellation of the contract and/or Blacklisting of the firm.
15. Department has the right to increase/decrease the quantities of items as detailed in this tender document as per its requirement.

**SECTION OFFICER (GENERAL)**