



KHYBER PAKHTUNKHWA
HOME AND TRIBAL AFFAIRS DEPARTMENT
Civil Secretariat, near MPA Hostel, Peshawar Cantt.
Phone No. 091-9214104, FAX No. 091-9210201

NOTICE INVITING TENDER

Sealed bids are invited from reputed Authorized dealers/ firms/companies for the purchase of stationery Items for “Home and Tribal Affairs Department Government of Khyber Pakhtunkhwa” for the Current Financial Year 2022-23.

Terms & Conditions:

1. Sealed bids should reach the office of undersigned on or before **25/8/2022** up to **10:30 AM** which will be opened on the same date at **11:00 AM** in the presence of bidders or their authorized representatives who choose to be present. Bids shall be evaluated under single Stage, one Envelop Procedure (Rule 6(2)(a) of KPPRA Rules 2014.
2. Each bidder is required to submit bid security at the rate of 2% of the total bid in the shape of CDR in the name of Section Officer (General) Home & Tribal Affairs Department Khyber Pakhtunkhwa which shall be kept in the bid. Failure to submit the 2% CDR will lead to bid rejection.
3. The specifications and the detailed tender documents can be downloaded from www.kppra.gov.pk or hd.kp.gov.pk or can also be obtained from the office of the Section Officer (General) Home & Tribal Affairs Department, Khyber Pakhtunkhwa Peshawar, on a written application on any working day during office hours.
4. Sample of the Stationery Items must be submitted with the tender documents.
5. The firm/vendor should be registered with Sales Tax and Income Tax Department and reflected on Active Taxpayer's List of FBR. Valid documents of Sales Tax, Income Tax, NTN and professional tax must be attached with bidding documents.
6. Incomplete bid shall not be entertained.
7. The firm/vendor on the panel will be bound to supply the items within 15-days after issuing the purchasing order/Contract Agreement.
8. While submitting rates, the firm should include GST and all other applicable taxes in the offered rates.
9. The firm will be bound to replace the Stationery Items damaged during supply.
10. Approved tender rates will be valid till 30-06-2023 from the date of bidding and will not be changed.
11. The competent authority reserves the right to accept/reject wholly or partially any proposal or cancel/altogether at any stage under KPPRA rules by assigning cogent reasons.
12. Bidders are required to offer most competitive lower rates of quoted items according to specifications or best quality inclusive of all taxes.

SECTION OFFICER (GENERAL)
Home & Tribal Affairs Department
Khyber Pakhtunkhwa, Peshawar
Phone # 091-9214104