



### INVITATION TO BIDS

The Pakistan Environmental Protection Agency invites tender for following from the registered Firms/Suppliers/Individual:

Tender No.	Description	Basis	Bid Security	Tender Fee Non-Refundable	Date of Submission of Proposal Documents	Date Opening of Proposal
01/08/2017/Stationery / Miscellaneous & Janitorial items	Stationery/Miscellaneous & Janitorial items	FOR/DDP	@ 2% of the total quoted price	Rs.1000/-	22-09-2017 (Friday) At 10:30 a.m	22-09-2017 (Friday) At 11:00 a.m

**Tender details and complete specification are available at PPRA, Islamabad and Pak-EPA, Islamabad websites.**

- Offers shall remain valid for fiscal year 2017-18 (one year) from the date of opening. The bidders shall quote their prices inclusive of all duties/Taxes/Packing/Petrol/Transportation/Installation/Demonstration etc and all other expenses on delivery to consignee at Pak-EPA, Islamabad premises.
- Supply of items within 15-days after issuance of P.O.
- As per FBR letter No.C.No.3(2)STRFE/LPFE/Misc/2014/121940-R dated 03-09-2015 \*only registered suppliers, who are on Active Taxpayers list (ATL) of FBR, are eligible to supply goods/services to Government department.
- The Tender / Relevant documents can also be downloaded from official website [www.environment.gov.pk](http://www.environment.gov.pk) of Pak-EPA, Islamabad or can be obtained from Director (Admn, L/E), Pak-EPA, Islamabad. For further queries regarding Tender may be asked on 051-9250729 or contact to Director (Admn, L/E), Pak-EPA, Islamabad in working hours. Tender notice can be seen on website [www.ppra.gov.pk](http://www.ppra.gov.pk)
- The sealed bids complete in all respect must reach in the office of the Director (Admn, L/E), Pak-EPA, Islamabad along with earnest money @ 2% of the estimated cost in favour of Director General, Pak-EPA in the shape of **CDR to be attached with financial offer.**
- Tender submitted without challans form (Tender Fee) & earnest money CDR can be rejected at the time of opening of Tender. Earnest money & challans form will be submitted against each Tender separately.
- The procuring agency \*may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds\*.
- Tender will be opened in the committee room of Pak-EPA, Islamabad in the presence of the bidders.
- Please follow the given terms;
  - The firm/bidder shall clearly provide the proof of Professional Tax Certificate and Registration for GST/NTN on their printed letterheads.
  - Tender No., date & timing of opening should be clearly mentioned on the top of envelopes.
  - Submit your offer for each Tender in separate envelopes.
  - No Tender documents will be received after the closing date/time.
  - Tender will be submitted on **“Single Stage two Envelopes” (Technical & Financial proposals)** basis.
  - First we evaluate the technical bid/proposal only technical proposal/bid qualified vendors financial proposal/bid will be opened. The evaluation criteria are given in the tender documents.
  - In case of closed /forced holidays, Tender opening time/date will be considered as the next working day.

(Muhammad Gul Aziz Awan)  
Director (Admn, L/E)  
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