



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
08/11/2023/Stationery / Miscellaneous & Janitorial items	Stationery/Miscellaneous & Janitorial items	FOR/DDP	Rs.20,000/- as security deposit	Rs.1,000/-	27-11-2023 (Monday) At 02:00 p.m	27-11-2023 (Monday) At 02:30 p.m

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

- Offers shall remain valid for fiscal year 2023-24 (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 departments.
- The Tender / Relevant documents can also be downloaded from official website www.environment.gov.pk of Pak-EPA, Islamabad or can be obtained from the office of Assistant Director (Admn/Finance), Pak-EPA, Islamabad. For further queries regarding Tender may be asked on 051-9250729 Pak-EPA, Islamabad in working hours. Tender notice can be seen on website www.ppra.gov.pk
- The sealed bids complete in all respect must reach in the office of the Assistant Director (Admn/Finance), Pak-EPA.
- It is necessary for participating firms to deposit Rs. 20,000/- as security deposit in the form of pay order / bank draft in favour of **Director General, Pak-EPA, Islamabad** alongwith price + GST quoted in the tender document.
- Tender submitted without tender fee & security deposit in shape of pay order / bank draft can be rejected at the time of opening of Tender. Tender fee and Security deposit 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 letter heads.
 - 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 Rashid Cheema)
Assistant Director (Admn/Finance)
Ph # 051-9250729