

TENDER DOCUMENT

For

PURCHASE OF STATIONERY ITEMS/TRAINING MATERIAL

For The F.Y 2020-21



Last date and time of tender submission	25 th March 2021 (Thursday) up to 12:00 noon
Opening of tender	25 th March 2021 (Thursday) at 12:30 PM
Venue	Provincial Institute of Teacher Education (PITE) Khyber Pakhtunkhwa. Peshawar

**Provincial Institute of Teacher Education (PITE)
Landy Sarak Charsadda Road Peshawar Khyber Pakhtunkhwa Peshawar
Phone & Fax # 091 – 9224783**

DETAIL OF BIDDER

Director Provincial Institute of Teacher Education Khyber Pakhtunkhwa invites tender for supply of stationery items/training materials for the Financial Year: 2020 -21.

Particulars of firm/Agency/Dealer

Name of Firm/Agency/Dealer: -----

Name of Manager: -----

CNIC Number: (attach copy) -----

Mailing Address:-----

Cell Number:-----

Bank A/C Number:-----Branch Code: -----

Bank Name and Address: -----

Income Tax Registration Number (attach copy)-----

Total Amount of Tender Offer Rs: ----- (In Words) -----

Amount of Call Deposit Receipt (CDR)-----

CDR Number: -----

Name, Branch & Address of Bank:-----

Sale Tax Registration Number (attach copy)-----

Firm Registration Number (attach copy): -----

Signature and Stamp of Bidder

INVITATION OF BIDS FOR THE SUPPLY OF STATIONERY ITEMS /TRAINING MATERIALS FOR F.Y 2020-21

The Director, Provincial Institute for Teacher Education (PITE) Khyber Pakhtunkhwa, Peshawar invites bids from the registered and reputed Firms/Dealer for the supply of stationary items/ training materials for financial year 2020-21. Last date for submitting tender form is 25.03.2021 till 12:00 noon which will be opened on the same day at 12:30 PM in the presence of Bidders or their authorized representatives by the purchase committee. The Bidders or their representatives who intend to attend are required to be present at the time of opening of tender.

Terms and Conditions

1. The Bidder will have to furnish bid security in shape of CDR at the rate of 2% of the total bid offer.
2. The Bidders will have to provide the following documents to prove their eligibility to perform the contract.
 - i) Firm Registration Certificate
 - ii) Active Income Tax Payer certificate
 - iii) Sales Tax Registration certificate
3. Provision of sample of the stationary items at the time of bid submission.
4. Cutting/Over writing in the tender form will not be accepted.
5. Scheduled Price will be treated as
 - i. The rates quoted must include all taxes (where applicable under the rules).
 - ii. The successful Bidders will provide 8 % bid security (CDR) in addition to the already provided 2% CDR
 - iii. The Bidder security will be forfeited in favour of Govt if supply, as per the specification is not completed within one month (30 days) after the award of contract.
6. Payment will be made after the completion of delivery as per the specification and satisfaction of purchase/Inspection Committee.
7. Bidder must sign and stamp all pages of tender form.
8. The Bidders shall submit sealed bid offer in the name of Director Provincial Institute for Teacher Education, Khyber Pakhtunkhwa, Peshawar.
9. All the relevant documents will be checked and scrutinized by the Purchase Committee at the time of opening. Deficiencies (if any) in the bids will be decided on the spot.
10. The successful bidder must complete supply of stationery items within 30 days from the date signing of the contract.
11. The bid offer will be valid till 30 June 2021.
12. 1% of the total cost per calendar day will be deducted from the payment if delivery is delayed.
13. All the terms and conditions reflected in the bid documents are applicable on the Bidders and further if any other condition is levied by the Govt, the same will also be applicable on the Bidders.

Under taking

I read, understood all conditions, reflected in the bid documents and hereby agree with all of them.

Signature & Stamp of the Bidder: _____

Dated: _____

STATIONERY ITEMS DETAIL

Name of Items with Specification	Quantity
Flip Chart 70 Gram Size 23 x36 inch	650 Reams (500 sheets per Ream)

TENDER FORM

Name of Items with Specification	Quantity	Unit Rate including all taxes	Total Rate including all taxes	CDR amount
Flip Chart 70 gram Size 23 x 36 inch	650 Reams (500 sheets per Ream)			

Signature & Stamp of Bidder: -----

Address: -----

Cell No: -----

C-NIC#: -----

Dated: -----