

## Section – I Invitation for Bids (IFB)

FEB&GIF No.9-17/2013-Admn

March 20<sup>th</sup>, 2017

### TENDER NOTICE

Federal Employees Benevolent & Group Insurance Fund (FEB&GIF) invites sealed bids from experienced well reputed bidders/suppliers those having NTN and Sales tax registered firms for the timely Supply of “Stationery and Miscellaneous items” during calendar year 2016-17.

1. Bidding will be conducted under National Competitive Bidding pursuant to Single stage single envelope procedures’ as per Rule 36(a) of Public Procurement Rules 2004 and is open to all eligible bidders as defined in the Public Procurement Rules 2004.
2. Bids must be accompanied by a bid security of not less than Rs.54,000/- (2% of estimated procurement of Rs.2,700,000/-) in the shape/form of pay order/bank draft in favour of Board of Trustees , FEB&GIF, Islamabad.
3. The Bidders are requested to give their best and final prices as no negotiations shall be allowed. The rates quoted must remain valid for a period of ninety (90) days after opening of tenders and till signing of agreement.
4. The bidders should have documented track of completing at least 3 similar assignments in the last 3 years.
5. Interested eligible bidders may obtain the bidding documents including detailed specifications without any charges on the submission of a written application to the address mentioned below. These documents can also be downloaded from [www.febgif.gov.pk](http://www.febgif.gov.pk) as well.
6. Copies of registration with Income Tax Department and Sale Tax Department should be enclosed with bid. Non submission of this document is liable to declare non responsive.
7. Bidders should be financially sound have proper office, telephone number and fax number in Islamabad.
8. Late bids will be rejected. Bids submitted without signed Bid Form by authorized nominee of the bidder will also be rejected.
9. Every bidders will deliver samples of stationary and miscellaneous items at his own cost with the bids. However, samples of un-successful bidders will be returned.

Sealed envelopes clearly bearing the IFB number and title of the bid, containing bids must be delivered to the address below on or before **1100 am, Thursday April 11<sup>th</sup>**, 2017. Bids will be opened at **1130 am** on the same day in the presence of bidders’ representatives (who may like to attend) at the Committee Room of Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Shuhrwady, Zero Point,, Islamabad.

(Mehboob Ali)

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