



FEDERAL EMPLOYEES BENEVOLENT AND GROUP INSURANCE FUNDS (ESTABLISHMENT DIVISION)

TENDER NOTICE

Federal Employees Benevolent & Group Insurance Fund (FEB&GIF) invites sealed bids from experienced well reputed bidders/suppliers having NTN and Sales tax registered with FBR, for the timely Supply of **“Stationery and Miscellaneous items”** during financial year **2023-2024**.

1. Bidding will be conducted under National Competitive Bidding process 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 Rs. 500,000/- of bid price in the shape/form of pay order/bank draft in favor of “Board of Trustees, FEB&GIF” Islamabad must be attached with bid.
3. The Bidders are requested to give their best and final prices (item wise) as no negotiations shall be allowed. The rates quoted will remain valid during the Financial Year-2023-2024 after opening of tenders and till signing of agreement etc. whereas, supply order will be issued on need basis of each item to the lowest approved bidder in accordance with the approved samples/quality by inspection/quality control committee of FEB & GIF.
4. The bidders must quote rate against all items either for Part-A or Part-B or both parts as mentioned in section-III of tender documents.
5. The bidders should have documented track of completing at least 3 similar assignments in the last 3 years.
6. 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 <https://eprocure.gov.pk> and www.febgif.gov.pk as well.
7. Copies of active registration with Income Tax Department and Sale Tax Department should be enclosed with bid. Non submission of this document is liable to declare the bidder non responsive.
8. Bidders must be registered with E-Pak Acquisition & Disposal System of PPRA and bids must be submitted through EPADS portal of PPRA.
9. Bidders should be financially sound having proper office, telephone number and fax number in Islamabad.
10. Late bids will be rejected. Bids submitted without signed Bid Form by the bidder/authorized nominee of the bidder will also be rejected.
11. Every bidder will deliver samples of stationary and miscellaneous items at his own cost with the bids.

Bids must be uploaded to the EPADS Website <https://eprocure.gov.pk> on or before **11:00am, February 29, 2024**. Bids will be opened at **11:30 am** on the same day in the presence of bidders/their representatives (who may like to attend) at the Committee Room of Federal Employees Benevolent & Group Insurance Fund, BF Building, Shahrah-e-Suharwardy, Zero Point, Islamabad.

(M. Shoaib Rauf Hashmi)
Director (Admin)

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