



ECO POSTAL STAFF COLLEGE ISLAMABAD

No.PSC/Genl.13-1/ 2018-19

Dated: 12 -04-2019

TENDER NOTICE

Sealed Tenders/bids are invited from the distributors/authorized dealers registered with Sale Tax department having National Tax Number for purchase of one Heavy Duty Branded Photocopier Machine for ECO Postal Staff College, Islamabad during Financial Year, 2018-19.

The terms and conditions are as under: -

- (1) Bidding will be made under PPR -2004
- (2) The tender documents and specification of the item to be procured can be obtained from the Admin Officer ECO Postal Staff College, Sector G-8/4, Islamabad during office hours on production of original receipt for Rs.500/- per set (Non-refundable) deposited in any post office under head Unclassified Receipt in form ACG-67.
- (3) Separate Technical and Financial bids as per PPR -36(b) should be furnished to the undersigned up to 11:00 am on 06 -05-2019 (Monday). The Technical bid will be opened first on the same date at 11:30 am by the Technical Tender Committee of ECO Postal Staff College, Islamabad in the presence of the bidders or their representatives.
- (4) The evaluation process of the technical bid will include a demonstration (Physically examination) of the equipment from 1200 noon to 1500 pm.
- (5) The financial bid of only those firms will be opened at 1530 pm on the same day whose technical bids comply with the requirements.
- (6) A demand draft for 2% of the total bid as an earnest money be deposited in favour of Director ECO Postal Staff College, Islamabad and is to be attached with the bid documents otherwise the tender will not be accepted. Bank cheques are not acceptable.

- (7) The rates quoted should be inclusive of all the taxes.
- (8) At least 03 years comprehensive warranty with parts, labour and service is required.
- (9) The quoted prices to remain valid during the Financial Year 2018-2019.
- (10) The installation / commissioning of equipments at ECO Postal Staff College Islamabad will be the responsibility of the vendor.
- (11) Work is to be completed within 07 days after issuance of work order.
- (12) Vendors should avoid offering various options in the bids and are required to quote only those items which strictly conform to the specifications otherwise the whole bid will be rejected
- (13) Following documents should be attached with the tender:
 - i. Copy of valid authorized dealer certificate
 - ii. Copy of National Tax Number certificate
 - iii. Copy of Sales Tax Registration Certificate.
- (14) The department reserves the right to accept or reject any or all tenders or a part of the tender, the reasons of which will be communicated to the vendor, if required.
- (15) This tender is available on PPRA as well as Pakistan Post Websites.


(Abdul Qayyum Khan)
Administrative Officer
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