



**OFFICE OF THE POSTMASTER GENERAL  
METROPOLITAN CIRCLE, KARACHI**

No.MCK/PSD-2/ Sty/23-24

Dated at Karachi the, 12-07-2023

**Subject: TENDER NOTICE FOR SUPPLY OF OFFICE STATIONERY FOR THE YEAR 2023-2024**

Sealed tender are invited in form of Technical proposal and Financial proposal from interested manufacturers, firms of repute (Registered with Sale Tax Department etc) for supply of Office Stationery for the year 2023-2024 (Details will be provided with tender form).

2. Tender will be received in accordance with rules 36 (b) Public Procurement Rules 2004 issued by the Finance Division, Government of Pakistan. The Tender which are not in accordance the rule will be rejected instantly. The bid shall comprise a single package containing two separate envelopes. Each envelop shall be marked as "Technical Proposal" and "Financial Proposal" in bold and legible letters to avoid confusion. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders.
3. Tender specifications and documents may be obtained from the Manager (PSD) MCK CTO Compound, Karachi during office hours on production of receipt of deposit of Rs.3,000/- in unclassified Head (ACG-67) at any General Post Office in the name PMG, MCK.
4. Separate sealed tender for each category of items should be submitted and category should clearly be written on the envelope.
5. Separate technical and financial bids wherever applicable should be furnished. The technical.bids will be opened first. The financial bids of only those firms will be opened whose technical bids are found satisfactory with the requirement.
6. Bank Draft for Rs.100,000/- as an earnest money in favor of the Postmaster General, Metropolitan Circle, Karachi should be attached otherwise the tender will not be accepted. Bank Cheques are not acceptable. The successful vendor in shape of Bank Draft which will be released on expiry of warranty period of last delivery (after 30<sup>th</sup> June 2024).
7. The tenderer should submit an affidavit stating that his firm has not been black listed by any Government / Sami Government / Autonomous body and no legal action is under way against his firm.
8. The Firm shall pay applicable Income Tax or provide valid exemption certificate from the Government Income Tax and G.S.T, if admissible.
9. The quoted prices should remain valid during the financial year (up to 30<sup>th</sup> June 2024).
10. The consignment will be delivered at Postal Stock Depot, CTO Compound, I.I Chundrigar Road, Karachi or specified site at Karachi.
11. Delivery of the items must be completed within maximum period within a week for Stationery from the date of placement of supply order. Parties failing to deliver stores within the stipulated period 2% penalty will be imposed upon you.



12. The earnest money will be forfeited of the successful bidder who fails to conform the terms and condition of tender in respect of specified Stationery items.

13. The placement of order will be subjected to availability of funds.

14. Properly sealed tenders should reach in the office of the Postmaster General, Metropolitan Circle, at St.19, Block-2, Clifton, Karachi to the undersigned as per below schedule upto 11:00 hours by registered post or by hand together with the earnest money. Tender will be opened on the same day at 11:30 hours in the presence of bidders or their authorized representative. For further enquires, please contact Assistant Director (Postal Stock Depot), Circle Office, Karachi Tel # 99250120 and Manager (Postal Stock Depot) CTO Compound, I.I Chundrigar Road, Karachi Tel # 021-99332879.

**Schedule of Tender**

**Tender Date      Opening Time**

1. Stationery and Other Items

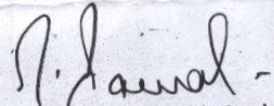
i) Technical Bids

2 - 8 - 2023      11:30

Financial Bids

3 - 8 - 2023      11:30

15. 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.

  
Dy. Postmaster General (Admn)