

**DIRECTORATE OF AGRICULTURE CROP REPORTING SERVICE,**  
**PUNJAB, LAHORE**

No.CRS-12(17)/2017/Acs/Tenders/

DIRECTORATE OF AGRICULTURE  
CROP REPORTING SERVICE,PUNJAB  
P.O. AWAN TOWN, MULTAN ROAD,  
LAHORE.

Dated, ,2017.

**TENDER NOTICE**

Subject:- **PURCHASE OF STATIONERY ITEMS & TONERS.**

Sealed tenders are invited from well-reputed firms having National Income Tax Number, GST, vender No. for supply of Stationery Items & Toners for Directorate of Agriculture, Crop Reporting Service, during the financial year, 2017-18 from the date of acceptance.

2. This Tender Notice and Terms & Conditions are available on websites of the PPRA and CRS ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) and ([www.crs.agripunjab.gov.pk](http://www.crs.agripunjab.gov.pk))

3. Interested firms/ dealers may send their bids (both technical & financial) in a sealed cover duly inscribed “**TENDER FOR STATIONERY ITEMS & TONERS**” which should reach in the office of undersigned by **01.11.2017 (Wednesday) at 10:30 AM** and will be opened on the same day in the office of Director of Agriculture (CRS) at **11:00 AM** in presence of the bidders or their authorized representatives (who may be present).

4. The Competent Authority reserves the right to accept or reject all the tenders as per Public Procurement Rules, 2004.

5. Security money @ 2% of the estimated price in the shape of Bank Draft/Pay Order in favor of Director, CRS should be enclosed with the tender, which will be refundable in case of non-acceptance of tender. Tenders not supported with the Bank Draft/ Pay Order shall not be entertained.

6. Payment will be made after the confirmation of delivery at Directorate of Crop Reporting Service, Punjab.

7. Bidding document/Tender form will be available from the date of publication of notice in the office of Crop Reporting Service, Punjab during office hours (08:00 to 16:00).

8. Tender will be awarded under frame work contract as per rules.

**(Muhammad Anwar)**  
DIRECTOR OF AGRICULTURE  
CROP REPORTING SERVICE  
PUNJAB, LAHORE  
Ph. 04237830305-8

**TERMS & CONDITIONS**

Subject: **TENDER FOR PURCHASE OF STATIONERY ITEMS & TONERS, DURING FINANCIAL YEAR, 2017-18.**

Security money of @ 2% of the quoted rate items in the shape of Bank Draft/Pay Order in favor of Director, CRS should be enclosed with the tender, which will be refundable in case of non-acceptance of tender. Tenders not supported with the Bank Draft/ Pay Order shall not be entertained.

2. The call deposit can be revised/ reduced, keeping in view the number of items/ quantity to be purchased from the approved firms. The security of the successful bidders will be released at the end of the financial year, 2017-18.

3. All the firms should clearly indicate their Bank Account, GST and vendor numbers in the tender form, otherwise, it will be rejected. The proof of Income Tax Registration and GST numbers should also be enclosed with the tenders.

4. All the firms are required to attach with the tender a list of the offices/ organizations where they have been supplying Stationery Items & Toners, during the last five years.

5. All the firms are required to provide affidavit duly attested by the Oath Commissioner that the firm has never been black- listed by any Ministries /Divisions/ Departments/ Organizations of the Government of the Punjab.

6. All the firms should have proper shops/ business center with land line and mobile phone numbers.

7. Successful firms shall be responsible to provide "samples" of the items to the Purchase Committee and shall ensure to provide the same (quality/ quantity) failing which, call deposit/ security will be forfeited.

8. Tender will be valid up to 30.6.2018. Successful bidders will be responsible to supply the Stationery Items & Toners at the Directorate of Crop Reporting Service, Punjab without delivery charges. The Directorate of Agriculture, Crop Reporting Service will not compromise on the quality and quantity of any item and supply of sub-standard items. In case of failure, the call deposit / security will be forfeited.

9. Detail of items may be collected from the Directorate of Agriculture, (CRS) Punjab on any working day (during office hours 08:00-16:00 hours) on payment of Rs.500/-. The bidders should quote prices including 17% GST, withholding tax and any other taxes imposed by the government on the tender document as obtained from this office.

10. Cutting/ Over writing is not allowed unless/ until authenticated under proper signature of the authorized person.

11. Submission of any false statement/ documents including concealing of information is likely to disqualify the bidder.

**(Muhammad Anwar)**  
DIRECTOR OF AGRICULTURE  
CROP REPORTING SERVICE  
PUNJAB, LAHORE  
Ph. 04237830305-8

