



**GOVERNMENT OF KHYBER PAKHTUNKHWA
IRRIGATION DEPARTMENT**

INVITATION FOR BIDS

Government of Khyber Pakhtunkhwa Irrigation Department invites sealed bids for Financial Year 2024-25 from reputed firms / authorized dealers having valid NTN/Sales Tax Number and also registered with KPPRA for procurement of the following Stationary/Printing and Others items under single stage single envelope bidding process as per Khyber Pakhtunkhwa Procurement Regularity Authority (KPPRA) Rules .6-(2a) of the KPPRA Rules 2014.

Category-I(Stationary Items)			
S#	Items	Unit	Remarks
1	Computer Paper 80gm legal	Ream	Quantity of the stationary items shall be determined on the basis of quoted rates/ quality provided by the firms.
2	Computer Paper 80gm A4	Ream	
3	Ball Point ordinary	Packet/Box	
4	Highlighter	Packet/Box	
5	HP Toner 80A	Nos	
6	Superior Pen or equivalent	Packet/Box	
7	Marker	Packet/Box	
8	Photostat Toner Ricoh/Kyocera	Nos	
9	Small tags & large Tags	Bunch	
10	Sticky note	Packet/Box	
11	Staple Pen Large/Medium size	Packet/Box	
12	Gum stick 20-22 grm	Nos	
13	Correction Pen	Nos	
14	Punch Machine good quality	Nos	
15	Stapler Machine Large/Small Heavy Duty	Nos	
16	Envelop legal/ A4/9x4/5-11 size	Packet/Nos	
17	Duster Cloth	Nos	
18	Dairy/Dispatch Register	Nos	
19	Binding Tap	Nos	
20	Plastic Sheet	Packet	
21	Pencil	Nos	
22	Sharpener	Nos	
23	Eraser	Nos	
24	Short hand/PeonBook	Nos	
Category-II (Printing Items)			
S#	Description	Unit	Quantity of the Printing items shall be determined on the basis of quoted rates/ quality provided by the firms.
1	Printing of note book (Large) for Officers	Nos	
2	Printing of note book (Small) for Officers	Nos	
3	Printing of file Cover with Logo(Legal Size)	Nos	
4	Printing of file Cover with Logo(A4 Size)	Nos	
5	Printing of Note Sheet (A4 Size)	Nos	
6	Printing of Packa Cover with Logo	Nos	
7	File Board with printed green flapper	Nos	
8	Printing of Tissue Box	Nos	
Category-III (Other Items)			
S#	Description	Unit	Quantity of the Printing items shall be determined on the basis of quoted rates/ quality provided by the firms.
1	Air freshener/Room Spry	Nos	
2	Mosquito Spry	Nos	
3	Toilet Roll	Nos	
4	Acid	Nos	
5	Phenyl	Nos	
6	Soap	Nos	
7	Drain opener	Nos	
8	LED Lights	Nos	
9	Extension Board	Nos	

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1. Only registered firms are requested to apply. Bids of firms who are not registered in possession of registration with all tax authorize (GST/IT/KPRA) etc will be rejected where applicable.
2. Firms are requested to deposit bid security in shape of **CDR@2% of estimated cost** in favor of Superintendent (Admn)/DDO Irrigation Department.
3. Successful bidders shall submit performance guarantee @ 10% in shape of CDR/Bank draft of the total purchase/work order after receipt.
4. Details/Bidding documents can be obtained @Rs.3000/- from the Care Taker of Irrigation Department during working hours on any working day **till Date,16/09/2024** before 1200 hours.
5. Bidders can apply to all the items collectively as well as to a specific category of their interest with lowest possible rates in accordance with the specifications.
6. The bids shall reach to the office of the Superintendent (Admn)/DDO Irrigation Department through registered Dak or Courier Services or by hand on or before **Date till 16/09/2024, 1200 hours.**
7. The bids shall be opened by the Procurement Committee in the presence of representatives of the bidders who chose to attend the meeting on **Date 16/09/2024 at 1400 Hrs** in the conference room of Irrigation Department.
8. Late bids received will be treated as non-responsive.
9. Bidders are requested to quote their rates strictly in accordance with items provided otherwise their bid shall be treated as non-respective.
10. The procuring entity reserve the right to reject any or all bids as per provision contained in Rule 47 of KPPRA procurement Rules 2014.
11. All Federal & Provincial duties / taxes applicable will be recoverable as per existing instructions of Government issued from time to time.
12. The Procuring entity can change the quality & quantity of items as per their requirement and budgetary provision.
13. Bidders are requested to offer most competitive lowest rates of the items inclusive of all taxes, as negotiations on quoted rates are not allowed under the rules



SUPERINTENDENT (ADMN)/DDO IRRIGATION DEPARTMENT
KHYBER PAKHTUNKHWA CIVIL SECRETARIAT PESHAWAR
(PHONE # 091-9210409)
Superintendent (Admn)/DDO
Irrigation Department