

BALUCHISTAN QUETTA.

TENDER NOTICE

Sealed Tenders are invited from the experienced and reputable firms/authorized dealer who are registered with income tax and Sales Tax (GST) Directorates for the supply of following items in the office of Provincial Election Commissioner, Baluchistan, Quetta.

Sl.No.	Name of Articles
1.	Lot-I (<i>Tonnery and Cartridges</i>).
2.	Lot-II (<i>Computer Accessories</i>)
3.	Lot-III (<i>Stationery Items</i>)
4.	Lot-IV (<i>MISCELLANEOUS AND OTHER STORE ARTICLES</i>)
5.	Lot-V (<i>MACHINERY ITEMS</i>)
6.	Lot-VI (<i>FURNITURE ITEMS</i>)
7.	Lot-VI (<i>TRANSPORT VEHICLE ITEMS</i>)
8.	Lot-VII (<i>CONFERENCE AND SEMINARS</i>)

Terms & Conditions

1. The firm must be registered on EPADS, alternative offers/bids will be rejected.
2. The tender will be opened on **2nd December 2025 at 10: AM** in conference hall PEC office, Baluchistan, Quetta.
3. Tax Registration Certificate, National Tax Number and vendor number with documentary proof will have to be provided by each bidder in the tender otherwise the bid shall be rejected. (Registration number should be clearly mentioned and valid documentary evidence attached.)
4. The firm should have a minimum of 5-years' experience in the supply of relevant items to the well reputed organizations and should have a proper registered office.
5. The firm shall furnish details of its premises i.e. full address, telephone/fax/WhatsApp number and e-mail.
6. An affidavit to the effect that the firm has never been involved in any litigation and has never been black-listed by any Ministry/Division/Department or Government Organization must be attached with the bids. Submission of any false statement/documents including concealing of information is likely to disqualify the bidder.
7. **Single stage-one envelope procedure** as contained in Rule 36(a) of PPRA Rules-2004 shall apply.

8. In order to ensure the quality and standard of required items, it is categorically highlighted that quoting of abnormally cheap rates by any firm/vendor will straightaway lead to its disqualification.
9. Bids for the respective items will be evaluated **on the basis of quality of samples** and item-wise lowest unit rates. However, bidder should apply for whole Group and bids for separate/single item will be rejected.
10. Authenticated samples of all items, free of charge, should be supplied with the bid without which the offer will not be entertained and purchase Committee shall retain the samples of firms to whom the contract is awarded till completion of the supply period.
11. The firms shall be liable to supply the requisite items at Provincial Election Commissioner office Balochistan , Braganza Villa Zarghon Road Quetta, **at their own expenses** and at the earliest possible time but not later than from the date of supply order. In case of repeated failure, Purchase Committee reserves the right to forfeit the bid security and declare the firm as blacklisted.
12. Authorized Dealership Certificate or Business Partner Certificate from the manufactures/Principal suppliers shall have to be provided, in case of original toners. If during the currency of the contract, it is found that sub-standard items or toners/cartridges are supplied, the contract will be cancelled, Security Deposit will be forfeited and the firm will also be blacklisted.
13. The qualifying firms/suppliers shall submit an attested affidavit on Stamp paper mentioning that the firm will supply the quality goods as per approved standard at the approved rates during the entire period of the financial year without any delay regardless the variation of rates of goods in the market and fluctuation of exchange rates.
14. Those firms who fail to qualify above terms and conditions at any stage/instance, their security deposit will be forfeited and firm will be blacklisted.
15. The Competent Authority has the right to accept/reject any bid as per PPRA Rules 2004.
16. In case of any dispute, decision of the Purchase Committee shall be final.

Bid Currencies

17. Prices shall be quoted in Pak Rupees.

Bid Prices

18. The bid prices should be submitted on original bid form issued by Provincial Election Commissioner Office Balochistan.
19. Tender form is to be filled very carefully, preferably typed. Any alteration/correction is not allowed, each page must be signed by the bidders. Incomplete/overwriting forms will not be accepted.
20. All the prices must inclusive of all direct/indirect taxes/General Sales Tax and other taxes and duties where applicable. If there is no mention of taxes, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties.

21. The rates offered by the bidder shall be valid and binding on the bidder throughout the period of contract up to **30-06-2025** However, this Commission may extend the contractual period beyond finalization of next tender or as the circumstances may be.

Bid Security

22. Bids should be accompanied with 5% of Bid Security, in the shape of Bank Draft/Pay Order issued by schedule bank for each Group of items separately, in favor of DDO, Election Commission of Pakistan, failing which the offer will be rejected. The bid Security will be returned to the unsuccessful bidder as promptly as possible after announcement and publication of evaluation result/report. In case of successful bidders, performance guaranty 10% of total value of contractor Deposit and shall be retained until the validity of tender period.

**Deputy Director (Admn)
Balochistan, Quetta**