

MOST IMMEDIATE

OFFICE OF THE DISTRICT ELECTION COMMISSIONER, SWAT

Khaista Korona, College Colony, Saidu Sharif, Swat.

☎0946-920081 0946-920082

✉decswat@gmail.com

No.F.2(2)/2023-EIs-DEC

dated: 15th November, 2023

To,

The Director General (PR),
Press Information Department,
Peshawar.

Subject: - **REQUEST FOR PUBLICATION OF TENDER NOTICE FOR
PROCUREMENT OF REFRESHMENT AND STATIONERY ITEMS**

Dear Sir,

I have the honour to send herewith a tender notice (07 copies) to be got published immediately in reasonable size in at least two National Daily Newspapers, One each in English and Urdu from Peshawar, Lahore and Rawalpindi/ Islamabad.

2. The advertisement bill along with full papers tear sheet may be sent to this office for further necessary action.

3. The matter may be treated as **Most Immediate** as the Election Commission of Pakistan is pressing for earliest action, please.

Yours faithfully,

Encl:-**(As Above)**

Ullah
(Farid Ullah Khattak)

District Election Commissioner,
Swat
+92-946-920081

Copy to:-

1. The Secretary, Election Commission of Pakistan, Islamabad with the request for uploading/ placing the Tender Notice on the ECP, website (www.ecp.gov.pk), please.
2. The Managing Director, Public Procurement Regulatory Authority, Islamabad with the request for uploading/ placing the Tender Notice on PPRA website (www.ppra.org.pk), please.

Encl:-**(As Above)**

Ullah
District Election Commissioner,
Swat
+92-946-920081

TENDER NOTICE No.01/2023

FOR PURCHASE OF REFRESHMENT AND STATIONERY ITEMS

Sealed Tenders/bids/rates are invited from the reputed registered firms having financial soundness, managerial capability and sufficient logistic to meet out the statement of work on the basis of **Open Competitive Bidding Method of Single Stage (One Envelope Procedure)** in terms of Rule 36 (a) of **Public Procurement Rules 2004** for the supply of stationery items and refreshment/ Meals for Poling Staff during their Trainings in connection with upcoming General Elections in Khyber Pakhtunkhwa as per following detail:-

S. No	Description/Item	Menu		Quantity
1.	Refreshment for trainings of Poling Staff	Day-I	Biryani+Water Bottle+ 02 times Tea with Cookies	Detail given in Tender document
		Day-II	Chicken Karahi + Naan/ Roti + Water Bottle + 02 times Tea with Cookies	
	Stationery for trainings of Poling staff	Ball Pen, Lead Pencil, Scale, Eraser, Marker & Sharpener		Detail given in Tender document
2.	Refreshment for Half Day Orientation Session of Poling Staff	Biryani + Water Bottle		Detail given in Tender document
	Stationery for Half Day Orientation Session of Poling Staff	Ball Pen, Lead Pencil, Scale, Eraser, Marker & Sharpener		Detail given in Tender document

Terms & Conditions:

1. The Tender is on the basis of **Open Competitive Bidding Method of Single Stage (One Envelope Procedure)** in terms of Rule 36(a) of Public Procurement Rules 2004.
2. The bidders should submit a "Certificate" that the company has never been declared blacklisted or defaulter by any department of Government of Pakistan.
3. Price should be quoted in Pak Rupees both in words and figures.
4. The Price quoted should be firm, final and clearly written/typed out without any ambiguity. Rates/ bids submitted will be valid for a period of six months.
5. The price should include all the government taxes (Including GST if applicable), duties, delivery etc.
6. The bidder shall furnish a bid security/ earnest money equivalent to 5% of the total value of the bid in the form of bank draft or pay order issued by the schedule bank of Pakistan in favor of District Election Commissioner, Swat.
7. "Tender documents containing detailed terms and conditions" can be obtained on written request from the office of the District Election Commissioner, Swat during office timings from 08:30 AM to 04:30 PM (Monday to Friday) **latest by 8th December 2023 (Friday) till 11:00 AM** against the prescribed fee of **Rs.1000/-**(Rupees One Thousand only) non-refundable, on any working day during office hours.
8. All Sealed Tenders, (**In separate**) for Refreshment and Stationery should be delivered/ dropped in the Tender Box placed in the office of District Election Commissioner, Swat on or before tender's opening date i.e. **8th December 2023 (Friday) till 11:00 AM** which will be opened on the same date at **11:30 AM** in the presence of Tender Committee and bidders as may be present. Open, e-mailed or faxed bid will not be accepted. Any bid received by the District Election Commissioner, Swat Office after the date and time of tender opening will be returned unopened to the bidder.
9. Exact No of participants will be given at the time of work order.

10. Training will be conducted in batches in different venues at Tehsils Babuzai, Matta and Khwazakhela which shall be intimated accordingly.
11. The firms/supplier shall provide refreshment/ stationery at different venues mentioned in para-10 above.
12. Quantity & Quality of food/refreshment will be checked and suitable penalty will be imposed on sub-standard quality.
13. Payment will be made after completion of trainings and preferably after availability of budget.
14. The procuring agency reserves the rights to increase or decrease the No of items being supplied/purchased at any stage as per requirement.
15. The District Election Commissioner, Swat/ Competent Authority reserves the rights to cancel/reject any Tender or all tenders in accordance with Rule-33(1) of PPRA Rules-2004.
16. This advertisement is also available on the official websites of PPRA (www.ppra.org.pk) and Election Commission of Pakistan (www.ecp.gov.pk)

Dated: - 15-11-2023


District Election Commissioner,
Swat
Tel:- 0946-920081 - 82