



No. PDMA(S)/ 5 (7) 2021
GOVERNMENT OF SINDH
REHABILITATION DEPARTMENT
PROVINCIAL DISASTER MANAGEMENT AUTHORITY(SINDH)
BUILDING NO: C-26, MAIN KHAYABAN-E-JAMI
DHA, PHASE -VII, KARACHI.
Phone: 021-99332003&5, Fax: 021-99332007
Karachi dated: 16th December, 2021.

TENDER NOTICE

The Provincial Disaster Management Authority (PDMA), Rehabilitation Department, Karachi invites sealed bids (with duties/taxes such as income tax, sales & customs) from eligible bidders, who must be registered with the Income & Sales Tax Departments for the supply of Administrative items/ goods i.e. stationery, grocery & utensils as detailed below in accordance with Sindh Public Procurement Rules(SPPRA)2010 amended 2019.

STATIONERY ITEMS			
S#	Items Description	Quantity Per Month	Quantity for 6 Months
01	Ball Points Red (5), Blue (10), black (10), Green (5)	50 Box	300 Boxes
02	Pointer pens Black & Blue	20 Box	120 Boxes
03	Heavy Stapler	05	30
04	Heavy Stapler pins	10	60
05	Pencils	20 Boxes	120 Boxes
06	Eraser	05 Boxes	30 Boxes
07	Sharpener	05 Boxes	30 Boxes
08	Stapler (Normal)	10	60
09	Stapler pins	50 Boxes	300 Boxes
10	Thump pin	05 Boxes	30 Boxes
11	U Clips	50 Boxes	300 Boxes
12	Flags / paper tags	50 packets	300 packets
13	Whole Punch	10	12
14	Markers black (1), Blue (1)& Red (1)	05 Boxes	30 Boxes
15	Whito pen	10	60
16	Printer paper A 4 size	50 Boxes	300 Boxes
17	Box Files	20	120
18	Poker	10	60
19	Transparent file cover	500	3000
20	Stapler Pin Opener	20	120
21	File Basket	10	60
22	File Tags	10 Bundles	60 Bundles
23	Highlighter	10	60
24	Paper chits	10	60
25	Calculator (big buttons)	05	30
26	File Boards	50	300
27	Paper Rims (A3-02)(Legal-05) (Green paper-05)	12 Rims	72 Rims
28	Gum Sticks	05	30
29	Steel Scale/ Ruler	10	60
30	Dak Pad	5	30
31	Cell / coin cell	2 Boxes	12 Boxes
32	Pen cell	2 Boxes	12 Boxes
33	A4 size Envelop	1000	6000
34	Small Envelop	1000	6000
35	Tape Roll	5	30
36	Ink Pot Red, blue, Black (good quality)large	5	30

GROCERY & UTENSILS			
S#	Item Description	Qty Per Month	Quantity for 6 Months
01	Powder Milk good quality (1kg)	50	300
02	Tea Bags good quality (100 pcs each Box)	30	180
03	Danedar good quality	10kg	60Kg
04	Green Tea (30 pcs each Box)	50	300
05	Sugar	25Kg	150Kg
06	Coffee large Jar good quality	10	60
07	Biscuits (Half Roles / Box)	100	600
08	liquid / Dish Washer	05 Kg	30Kg
09	Hand Wash Liquid 500ml	15	90
10	Soap (anti bacterial) 100 to 135 Grm	20	120
11	Room Spray Perfect	25	150
12	Mosquito spray 500 ml	30	180
13	Tissue paper (Box)	40	240
14	Broom soft	05	30
15	Broom Hard	05	30
16	Phenyl Finis	10	60
17	Floor Cleaning Mop	05	30
18	Surf	05kg	30Kg
19	Red acid for washroom	10	60
20	Scotch Brite Foam type 02 pcs or equivalent	12	72
21	Liquid Toilet Cleaner 500ml	12	72
22	Duster / Dusting Cloth	20	120
23	Hand sanitizer 500 ml	20	120
24	Toilet Paper roll	50	300
25	Mineral Water bottle 500 ml	400	2400

2. The Interested eligible bidders may either download the detailed Bidding documents for the administrative goods having specifications mentioned and terms & conditions from websites of PDMA (www.pdma.gos.pk) and SPPRA (www.pprasinidh.gov.pk) or can collect the Bidding Documents from PDMA Head Office during office hours from the date of publication of NIT **16.12.2021 till 30.12.2021 (closure of business hours)** on payment of Rs.2000/- through Pay Order as Tender Fees (non-refundable) in favor of Provincial Disaster Management Authority Sindh. Those who download bidding documents from the website will have to submit the Tender Fees via Pay Order in the name of PDMA amounting to Rs.2000/-, at the time of submission of bids. The last date to submit the bids is **31.12.2021 till 1400hours**. Bids will be opened in the presence of bidders or their authorized representatives who choose to attend at **1500hours on 31.12.2021** at the office of Director General PDMA, Building #C-26, Main Khayaban-e- Jami, DHA Phase-VII, Karachi. Bid will be submitted for all the items mentioned above along with 2% earnest money in the form of Pay Order in the name of PDMA Sindh.

3. The proposal shall be submitted as single stage-one envelop; technical and financial proposal should be placed inside a single envelop, and both envelops (Financial & Technical shall be sealed separately) **Bidders are required to bid in the similar manner / format for all items along with total of all the items of each month and 6 month total quantity as well**, clearly mention the brand of items which are being quoted by them of all the above items. The competent authority reserves the right to reject all or any bid thereof if the forms provided in the bidding documents are not duly filled (along with sign & stamp of the bidders) or submitted without relevant documents & the bids are not found in accordance with SPPRules 2010.

4. Prices should include all applicable taxes & transportation charges (inclusive of loading / unloading labor charges) to the Karachi Head Office of PDMA Sindh. Successful bidders are required to supply the items as per the work orders issued to them on monthly or as per need basis after signing of agreement. Technical qualification criteria are available in the bidding document which will be strictly adhered to.

5. Bid proposal shall be in accordance with procurement plan.

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ASSISTANT DIRECTOR (P)
Provincial Disaster Management Authority,
Sindh(PDMA) Building No.C-26, Main
Khayaban -e- Jami,
DHA Phase -VII, Karachi