

GOVERNMENT OF PAKISTAN
Pakistan Meteorological Department
Under the Project
“Installation of Weather Surveillance Radar at Sukkur
in the Islamic Republic of Pakistan.”



(INVITATION TO BID)

F. No. SRD-2(3)/Stationery/205/ 2024-25/1

SUPPLY ON F.O.R. BASIS

Stationery Items

PAKISTAN METEOROLOGICAL DEPARTMENT
Chief Meteorologist / Project Director,
Meteorological H.Q's Camp Office
Meteorological Complex, University Road, Karachi
Phone No. 021-99261425
Fax No. 021-99261405
Email: procurement.kar@gmail.com

[Signature]
20/5/25
AMEER HYDER
Chief Meteorologist
Pakistan Meteorological Department
Karachi



Tel: (+92-21) 99261425
Fax: (+92-21) 99261405
website: www.pmd.gov.pk
email: procurement.kar@gmail.com

No. SRD -2(3)/Stationery /205/2024-25/1
Government of Pakistan
Ministry of Defence
Pakistan Meteorological Department
Headquarters Camp Office, Met. Complex,
University Road, Karachi.

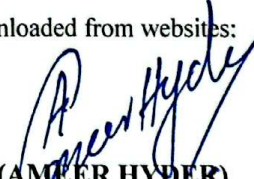
TENDER NOTICE

Pakistan Meteorological Department, Karachi under the project "Installation of Weather Surveillance Radar at Sukkur" invites sealed quotations from reputable firms registered with the Sales Tax & Income Tax Departments for supply of stationery items:

S. No.	Description of items	Qty.	Dates & time
Items to be purchased on F.O.R. (Pak. Rs.) Karachi Basis			
1	File Cover (Blue Colour) , Size: 10"X13", with print "Pakistan Meteorological Department, Met. Headquarter's Camp Office, Karachi	1,000Nos.	03-06-2025 Closing at 1100PST & Opening at 1130 PST
2	File Board (10" X 14"), Hard type (As per sample)	1,000Nos.	
3	Ruled Register (200pages) Noble size : 8½"X13½" (As per sample)	100Nos.	
4	Ruled Register (400pages)Noble size : 8½"X13½"(As per sample)	100Nos.	
5	Hole Punch (Single Hole)	20Nos.	
6	Note Sheet Pad (8½"X11½") Wt.:80gms, white paper (each pad of 100 Sheets).	100Nos.	
7	Simple Calculator (Casio DJ-120D Plus) or equivalent	10Nos.	
8	Steel Scale (1foot length)	10Nos.	
9	Stapler Machine (24/6)	10Nos.	
10	Stapler Pin (Dollar x1000) (24/6)	50Pakts	
11	Photostat Papers A4, 80GM, Branded /Imported (Packed in ream of 500sheets)	500Reams	
12	Photostat Papers F4, 80GM, Branded /Imported (Packed in ream of 500sheets)	200Reams	


Instruction to Bidders:

1. Earnest Money (refundable) 2% of the offer in shape of Bank Draft / Pay Order in favour of Director General Meteorological Services, Karachi should be submitted with the bid.
2. The bid received within stipulated date and time, will be opened by the committee on the same day (as mentioned above) in the presence of bidders or their authorize representatives.
3. Bids must be submitted to Project Director, Pakistan Meteorological Department, Met. H.Q's Camp Office, Met. Complex, University Road, Karachi.
4. Single-Stage single envelope procedures will be adopted.
5. This office reserves the right to accept or reject any offer or complete TENDER according to PPRA Rules, 2004.
6. Detailed specifications/ Terms and Conditions (Free of Cost) can be downloaded from websites: www.ppra.org. or www.pmd.gov.pk.


(AMEER HYDER)
Chief Meteorologist/ Project Director
for Director General

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Chief Meteorologist
Pakistan Meteorological Department
Karachi

INSTRURCTIONS TO BIDDERS / TERMS AND CONDITIONS


20/5/23
AMEER HYDER
Chief Meteorologist
Pakistan Meteorological Department
Karachi

**GOVERNMENT OF PAKISTAN
PAKISTAN METEOROLOGICAL DEPARTMENT
"SUKKUR RADDAR PROJECT"
H.O. Camp Office, University Road, Karachi-75270**

1. Any addition, deletion or modification of any clause of the procurement terms & conditions of PMD by vendor will not be acceptable and may lead to rejection of the bid.
2. Only registered suppliers, who are on Active Taxpayer List (ATL) of FBR are eligible to participate in tender. Please attach GST, NTN and ATL Certificates with Technical Offer.
3. The supplier is well established firm / company in the business of relevant field with sound financial status.
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of PMD.
5. The bidder is required to furnish in form of pay order equivalent to 2% of the total bid price as Earnest Money in favour of "Director General Meteorological Services, Karachi. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
6. Part / Advance payment is not allowed.
7. After opening of bids PMD, Karachi will examine the bid completeness as per tender documents.
8. Purchase order(s) will be awarded to the lowest and technically recommended bidder (s) on the basis of item wise/ subtotal wise/ grand total wise according to the nature of item.
9. PMD, Karachi will follow the PPRA rule of **Single stage one envelope procedure:**
 - **The Proposal shall contain the following:**
 - (i) Detailed Specification on company's letter head with sign and stamp.
 - (ii) Certificates of GST, NTN, ATL, Affidavit that Company is not black listed and CNIC of the owner.
 - (iii) Original pay order of 2% earnest money.
 - (iv) Terms and conditions of Tender signed and stamped by the company.
 - (v) Brochure/ Literature of Items (if necessary)
 - (vi) Price Proposal / Quotation on original letter head including all taxes.
 - (vii) Certificate that toners are genuine/ original with country of origin.
10. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
11. All the firms are directed to submit their quotations to Pakistan Meteorological Department, Met. H.Q's Camp Office, Met. Complex, University Road, Karachi up date & time mentioned against each item.
12. The envelope should be marked as under:
**PAKISTAN METEOROLOGICAL DEPARTMENT
Project Director, Sukkur Radar Project
Meteorological Complex, University Road, Karachi
Tel : 021-99261425, 021-99261410 Ext. : 211**
13. The envelope shall also bear the word "CONFIDENTIAL" and following identification quotation of "Tender Notice No. SRD-2(3)/Stationery/205/2024-25/1".
14. If the delivered goods / services are not according to the required quality standards/specification, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in Quotation, otherwise the purchase /work order will be cancelled with confiscation of earnest money.
15. Income Tax and any other tax will be deducted at source according to Government prevailing rules.
16. Payment will be made on submission of Invoice in the name of "Pakistan Meteorological Department, Karachi" with GST invoice and copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation and PMD acceptance / inspection thereof.
17. All the prices should be quoted on F.O.R. (Pak Rupees).

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Chief Meteorologist
Pakistan Meteorological Department
Karachi 4 of 6

18. All prices should be valid for 45 days, withdrawal or any modification of the original offer within the validity period shall entitle PMD to forfeit the earnest money in favour of the PMD and for put a ban on such vendor participation in PMD tenders/ works.
19. It is the sole responsibility of the agent/ supplier/ manufacturer to comply with the applicable laws, be national or international.
20. In case of any dispute, decision of the Chairman Purchase Committee will be final and binding upon the parties.
21. The PMD reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.

22. Criteria for Evaluation:

- The firm / supplier must be registered with GSI/ Income Tax Department.
- The firm / supplier must be included in Active Taxpayer List.
- The firm / supplier must not be black listed by procuring agency / Govt. Office.
- During the technical evaluation no amendments in the technical proposal shall be permitted.
- Technical Evaluation will be done on the basis of detailed specification / sample provided. Any offer/ sample not meeting the standard shall be rejected
- 2% Earnest money must be deposited in the form of Pay order/ Bank Draft.

23. General or Special Conditions of contract clause:

- i) Purchase / work order (s) will be awarded on item wise basis as mentioned in form of quotation.
- ii) In case of placement of contract supplier is required to pay STAMP DUTY to Government of Sindh or require to submitted STAMP PAPER @0.35% of the contract value to this office under Article 15(a) of the Schedule to the Stamp Act, 1899.
- iii) Successful Tenderers / Firm is required to submit pay order of 3% of the total contract value including all taxes, to meet the requirement of 5% security deposit within week time failing which the Earnest Money will be forfeited and risk purchase effected at the cost of such defaulting firm.

24. Delivery time or completion schedule/ penalty clause:

- i) Delivery of Stores: Store is required on P.O.R., Karachi basis at Central Meteorological Store, Karachi within 15 days from the date of contract on free delivery to consignee basis, including all taxes and other charges livable, if any.
- ii) If the vendor fails to deliver the goods / services to Central Meteorological Store, Karachi in time then the penalty will be charged as under:
 - a) 1% per day of the invoice price for 5 working days.
 - b) 2% per day of the invoice price for further 5 working days.
 - c) If the vendor fails to deliver the goods / service during the extended period then the purchase / work order may be cancelled, earnest money and payment may be forfeited.

Handwritten signature: A. Hyder
20/5/21

AMEER HYDER
Chief Meteorologist
Pakistan Meteorological Department
Karachi

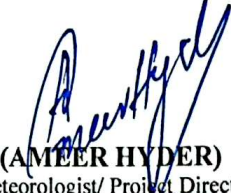
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25. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and Conditions of the tender. Otherwise the tender will not be considered under any circumstances.
26. I/ We the undersigned certify that the terms and conditions are contained in the documents vise Terms and conditions for Tender Notice of PMD, Karachi are accepted and that in the event of selection of my /our rate the agreement in the prescribed form will be entered into.

- Company / Vendor Name :
- Postal Address:
- Telephone / Mobile No.
- Email:

Signature : _____
(Participating firm)

Stamp: _____


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for Director General
Pakistan Meteorological Department

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Karachi