

F.No.13/1-3/2021 (Admn)
Government of Pakistan
Ministry of Federal Education and Professional Training
Academy of Educational Planning and Management (AEPAM)
G-8/1, Islamabad

TENDER NOTICE

Academy of Educational Planning and Management (AEPAM), Ministry of Federal Education and Professional Training, Government of Pakistan, Islamabad invites sealed tenders from authorized dealers/well reputed firms for supply of following items:-

S#	Name Items	Quantity
1	Laptop	06
2	Photocopier	01
3	Air conditioner (split) 01 Ton	09
4	Sofa Set (08 Seats)	01
5	Officer Chair (Revolving)	01
6	Computer Table	01
7	Computer Chair (Revolving)	01
8	Wooden Beds (Single)	24
9	Water Cooler with Filtration System	05
10	UPS with Batteries	05
11	Laser Printer	04
12	LED TV	03
13.	Firewall	01

General Terms & Conditions:-

1. The firm must be registered with income tax and sales tax departments (registration number should be clearly mentioned and valid documentary evidence be attached) and should have vendor number from AGPR;
2. The firm should have minimum two (02) years' experience in supply of required item (proof may be enclosed);
3. Bid/offer should accompany a pay order of 5% of total cost of quoted amount as earnest money from a scheduled bank in the name of DDO, Academy of Educational Planning and Management (AEPAM), Ministry of Federal Education and Professional Training, failing which the bid will be rejected. Cheques will not be accepted. The earnest money of the unsuccessful bidders/parties will be returned after finalization of the tender. Whereas , the earnest money of the successful firms will be converted as security deposit and will be retained till ensuring the completion of supply of tender items as per specification.
4. Offers/Bids in sealed envelopes clearly mentioning single stage one envelope procedure must reach in the office of Secretary, Purchase Committee, Academy of Educational Planning and Management (AEPAM) within 15 days of the date of publishing in press i.e. 3rd June, 2021 before 11:30 a.m.
5. Purchase committee will open the tender at 12.30 p.m. on same day (**date of closing i.e. 3rd June, 2021**) in the presence of the bidders or their representatives, who may like to be present. Bids, which are not accompanied by documents at serial no. 1 to 4 shall be declared as non-responsive and rejected;



6. The bid validity for submission shall be effective from the date of publication of tender notice within 15 days of the date of publishing in press i.e. 3rd June, 2021 before 11:30 a.m.
7. During the currency of the contract, the supplier will be bound to deliver the items of the approved quality as per specification at Academy of Educational Planning and Management (AEPAM), Taleemi Chowk, G-8/1, Islamabad within given time period;
8. The models/specifications of the item required have been mentioned in the tender document. However, equivalent quality will be accepted as per PPRA rules. In case, equivalent quality is quoted, a sample of the each item will be provided before the committee during Or after the opening of the tender. The committee will decide the quality of equivalent item offered as per specifications. The decision of the committee will be final in that case as per PPRA rules'
9. The Academy of Educational Planning and Management (AEPAM) shall retain the samples of firm (s) to whom the contract is awarded till completion of the supply order. However, samples of un-successful bidders shall be returned to them after completion of the tender process;
10. The financial proposal shall not have any over writings or cutting. AEPAM reserves the right not to consider the proposal having aforementioned deficiencies;
11. The purchase order will be awarded to the lowest bidders; as for bid criteria;
12. Payment of the bill will be subject to the deduction of all government taxes/levies after completion of job;
13. Conditional bidding will not be accepted;
14. Each page of financial proposal is required to be signed and stamped by the vendor/firm concerned;
15. An original and latest undertaking on judicial paper is pre-requisite stating therein that currently firm is not blacklisted by any government, semi government, autonomous or state owned organization;
16. If any firm intends to withdraw from competition, can intimate to the Purchase Committee in writing before acceptance of bid;
17. AEPAM reserves the right to cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal without assigning any reason;
18. If during currency of period, it is found that sub-standard items or in-genuine computer accessories are supplied, the contract will be cancelled and security deposit will be forfeited;
19. Fountain pen ink is not allowed. Rates quoted with fountain pen ink will be rejected.
20. All bids must reach by post or by hand to the office of undersigned within 15 days of the publishing of this tender notice in national press i.e. 3rd June, 2021 before 11:30 a.m.


(AKHTAR TATLA)
Secretary, Purchase Committee, AEPAM
Phone: 051-9261097



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