

**INVITATION FOR BIDS**  
**BENAZIR INCOME SUPPORT PROGRAMME**  
**Purchase of Office Equipment**

IFB # 12(90)BISP/Admn/16 (AJK-I)

The Regional Office (AJK) of Benazir Income Support Programme, Government of Pakistan hereby invites sealed bids (with applicable taxes as per prevalent laws) from eligible bidders for purchase of "Office Equipment" as per the following lots that shall conform to the technical specifications and Schedule of Requirements as mentioned in bidding document, for Regional, Divisional and Tehsil Offices of AJK Region:

Lot. No.	Description	Quantity	Lot. No.	Items	Quantity
1	Laptop	7	4	Fax Machine	3
2	Printer	15	5	Water Dispenser	3
3	Scanner	3	6	Generator	3

2. A complete set of bidding documents in English, containing specifications of items and detailed terms & conditions can be obtained from the office mentioned hereinabove on submission of written application on company letter head, duly supported by copy of NTN & GST certificates and on payment of **non-refundable fee** in shape of pay order/demand draft/call deposit of Rs. 500/- (Rupees five hundred only) in the name of Regional Director(AJK), BISP.

3. A bidder may bid for one or more "**Lots**"; however, **the bidder is required to bid for entire (100%) quantity of the Lot for which he shall bid**. Conditional or incomplete bid will not be accepted. Evaluation and comparison of bids for each lot shall be carried out separately. **Delivery time will be fourteen (14) days starting from the date of signing of the contract.**

4. Single stage-one envelope procedure shall apply. Bids, duly accompanied by a "Bid Security" i.e. 2% of the bid value in shape of a Bank draft/Call Deposit/Demand Draft/Banker's Cheque in the name of Regional Director(AJK), BISP, must be delivered to the address given below on or before 3<sup>rd</sup> May, 2017 at 1430 hours. Electronic bidding shall not be permitted. Late bids will not be accepted. Bids will be publicly opened at 1500 hours on the same day, in the presence of the bidders' designated representatives, who choose to attend, in the conference room, Regional Office (AJK), Lower Chatter, Behind AJK Legislative Assembly (Near Bilal Masjid), Muzaffarabad.

5. The bidders are requested to give their best and final prices inclusive of all taxes, freight etc. as no negotiations on the prices are allowed. BISP may reject all bids at any time prior to the acceptance of a bid by invoking rule 33 of Public Procurement Rule (PPR), 2004.

**Regional Director (AJK)**  
Benazir Income Support Programme,  
Regional Office (AJK),  
Lower Chatter, Behind AJK Legislative Assembly (Near Bilal Masjid),  
Muzaffarabad  
Ph: 05822-924111