

Government of Pakistan
FINANCE DIVISION
(Services-II Section)

TENDER NOTICE

Sealed tenders for supply of office stationery, miscellaneous items, computer accessories, machinery and equipments to the Finance Division for the Financial Year 2012-2013 are invited from the reputed firms located in Islamabad /Rawalpindi having NTN, Sales Tax, Vender Numbers as well as the facilities of telephones/fax numbers.

2. Detailed list of items to be procured alongwith Terms & Conditions can be obtained from the undersigned on any working day. Terms & Conditions can also be downloaded from the websites of the PPRA (www.ppra.org.pk) and the Ministry of Finance (www.finance.gov.pk).

3. Interested parties may send their bids under sealed cover latest by **20-06-2012**, upto 11:00 a.m. to Room No.517, Block "Q", Pak Secretariat, Islamabad. The bids will be opened the same day at 11:30 a.m. The bidders or their authorized representatives may attend the meeting of the Purchase Committee if they so desire.



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TERMS & CONDITIONS OF TENDER

The terms and conditions for purchase of office stationary, miscellaneous items, computer accessories, machinery and equipments by the Finance Division are as below: -

1. Tender should accompany a Pay Order/Bank Draft of **Rs.100,000/- (Rupees one hundred thousand only)** in favor of DDO of Finance Division as Earnest Money failing which the offer will be rejected. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit and shall be retained till **30-06-2013**.
2. Rates to be quoted shall be inclusive of GST and all taxes and shall be valid upto **30-06-2013**. However, the procuring agency may extend contract period beyond 30-6-2013 till finalization of next tender.
3. Samples of the items where possible, especially for papers, should be attached with the tender without which the offer will not be entertained.
4. The firms shall be liable to supply the requisite items at "Q"-Block, Pak Secretariat, Islamabad at their own expenses and even at short notice if needed failing which the Earnest Money/Security Deposit of the firm will be forfeited and the firm will be blacklisted.
5. Authorized Dealership Certificate from the manufacturers/ Principal Suppliers shall have to be provided, in case of toners. If during the currency of the period it is found that sub-standard items or in-genuine toners/cartridges are supplied, the contract will be cancelled and Security Deposit will be forfeited and the firm will also be blacklisted.
6. The Firms must have Sales Tax Registration Certificate, National Tax Number and vender No. as well as facilities of telephone /fax lines.
7. An affidavit to the effect that the firm has never been entangled in any litigation and has never been black-listed by any Ministry/Division/ Department /Organization of the Government(s) must be attached with the bids.
8. Submission of any false statement / documents including concealing of information is likely to disqualify the bidder.



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