

Government of Pakistan
Finance Division
(Services Section)

F.No.6(5)S-II/2010-2011/1555

Islamabad, the 23rd May, 2011.

OFFICE MEMORANDUM

Subject: Tender Notice for Printing of File Covers .


The undersigned is directed to refer on the above noted subject and to enclose herewith a Tender Notice for printing of file covers which may kindly be displayed on PPRA's website.

(**Altaf Hussain**)
Section Officer (Services)
Tele: 9209567

PPRA,
Mr. Jamil Ahmad Rathore,
Deputy Director-III,
FBC Building,
Islamabad.

Copy to:-

✓ Mr. Fahim Anwar, Web Incharge, Finance Division, Islamabad similar request for displaying the same on Finance Division website, immediately.


Section Officer (Services)

Government of Pakistan
FINANCE DIVISION
(Services Section)

TENDER NOTICE

Sealed bids for printing and supply of 30000 file covers for Finance Division, Islamabad are invited from the reputed Printers having GST & NTN Numbers and located at Islamabad/Rawalpindi.

2. Sample of file covers and copy of the terms and conditions can be seen/obtained from the undersigned on any working day. Detailed Terms & Conditions can also be downloaded from the website of Finance Division www.finance.gov.pk

3. Interested parties may send their bids under sealed covers to the undersigned by 13th June, **2011 up to 11:00 a.m.** along with pay order equivalent to 2% of the respective bid, as refundable earnest money. The bids shall be opened the same day at 11:30 a.m. in Room No.224, Block "Q" Pak Secretariat, Islamabad. The bidders or their authorized representatives may participate in opening of bids.



(Altaf Hussain)

Section Officer (Ser.-II)

Ph. 9209567

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TERMS & CONDITIONS OF TENDER

The terms and conditions to participate in the tender for supply of file covers are as below: -

1. Rates to be quoted shall be inclusive of GST/all taxes.
2. Sample of the file cover duly signed by the bidder should be attached with the tender without which the offer will not be entertained.
3. The firm will be liable to supply all the file covers at "Q"-Block, Pak Secretariat, Islamabad at its own expenses within **10 days** of receipt of supply order.
4. The Firm must have Sales Tax Registration Certificate, National Tax Number and vender Number issued by AGPR, Islamabad.
5. An affidavit to the effect that the firm has never been entangled in any litigation and that has never been declared black-listed by any Ministry/ Division Department/Organization of the Government(s).
6. Submission of any false statement/documents including concealing of information is likely to disqualify the bidder.
7. Earnest Money at the rate of 2% must accompany the bid in shape of bank draft.



(Altaf Hussain)
Section Officer (Services)
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