

Government of Pakistan
FINANCE DIVISION
(General-I Section)

TENDER NOTICE

Sealed bids/quotations are invited from the well reputed firms having proper shops and telephone facilities at Islamabad for supply of office stationery & miscellaneous items to the Finance Division for the Financial Year **2009-2010**.

2. List of items alongwith detail of Terms & Conditions may be obtained from the undersigned on any working day. Detailed Terms & Conditions may also be downloaded from the web sites of the PPRA **www.ppra.org.pk** and Finance Division **www.finance.gov.pk**

3. Interested parties may send their quotations under sealed covers to the undersigned by **02-07-2009**, upto 3:00 p.m. which will be opened on the same date at 3:30 p.m. in the presence of bidders or their authorized representatives in Room No.309, Block "Q", Pak Secretariat, Islamabad.

(Altaf Hussain)
Section Officer (Gen-II)
Ph: 9209567

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TERMS & CONDITIONS OF TENDER

The detailed terms and conditions for purchase of office stationary & Miscellaneous items are the following: -

1. Tender should accompany a Pay Order of **Rs.100,000/-** (Rupees one hundred thousand only) in favour of Finance Division as earnest money without 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 which will be retained till **30-06-2010**.
2. Rates to be quoted inclusive of GST and will be valid upto **30-06-2010**.
3. Samples of the items where possible should be attached with the tender without which the offer will not be entertained. Samples of papers must be attached.
4. The firms will be liable to supply the requisite items at "Q"-Block, Pak Secretariat, Islamabad at their own expenses and at short notice when needed.
5. Dealership Certificate will have to be provided from the manufacturers/ Principal Suppliers, in case of toners. The toners will have to be purchased from the same dealer during the currency of Financial Year. If during the currency of the period it is found that sub-standard items or genuine toners cartridges are not supplied, the contract will be cancelled and Security Deposit will be forfeited and the firm will also be blacklisted.
6. The Firm has Sales Tax Registration Certificate and National Tax Number.
7. An affidavit to the effect that the firm has never been entangled in any litigation.
8. An affidavit that the firm has never been black-listed by any Ministry/Division Department/Organization of the Government(s).
9. Submission of any false statement / documents including concealing of information is likely to disqualify the bidder.
10. The purchase procedure are subject to observance of PPRA Rules, 2004.

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