

Tender Notice

Ministry of Finance (Finance Division) is an ISO certified Federal Government Organization under ISO 9001:2015 Quality Management Standard. The last certification cycle (2016-2019) is going to expire this year. For this purpose, sealed bids are invited from reputable organizations/firms having valid registration with (sales tax & income tax) and relevant experience for the supply of services for renewal of ISO certification of Finance Division on ISO 9001:2015 Quality Management Standard for next certification cycle (2019-2022).

The procurement of services are subject to Public Procurement Rules-2004, Government of Pakistan. Tender notice alongwith tender document (containing schedule of invitation of tender/instructions & TORs etc) may be obtained from the address given below on any working day. Tender Notice alongwith schedule of invitation / instructions for bidders may be downloaded from the website of PPRA (www.ppra.org.pk) or Ministry of finance (www.finance.gov.pk).

The bids containing financial and technical proposals along with supporting documents in a sealed envelope may reach to the office mentioned below within 15 days after publication of this advertisement by 1100 hours. The technical proposal shall be opened on the same day at 1200 hours.

The financial proposals of only technically qualified firms shall be opened by the Technical Evaluation Committee after finalization of technical evaluation. Other details are provided in the TORs.

All the applicable Federal and Provincial taxes must be considered, while preparing the Financial Proposal. All applicable taxes are required to be build-in in the quoted rates and not be mentioned separately.

The firms providing unsubstantiated and / or incorrect information are liable to legal action and / or disqualification.



(Ishtiaq Ahmad)
Section Officer (QA-I)
Government of Pakistan
Finance Division
Room # 330, Q-Block,
Pakistan Secretariat
Islamabad, Pakistan 44000
Tel: +92-51-9208523 (Ext. 330)
E-mail: so.qa1@finance.gov.pk

SCHEDULE OF INVITATION / INSTRUCTIONS FOR BIDDER

Date of opening	After 15 days of publication of Tender Notice
Time for receipt	Till 1100 hours
Time of opening	1200 hours
Price of Tender	Rs. 1000/-
Required at	Finance Division, Government of Pakistan, Room No. 330, Q-Block, Pakistan Secretariat, Islamabad.

Firms are required to quote rates in Pak. Rupees. Offer should remain valid for a period of 90 days from the date of opening of tender. The offer with validity less than 90 days will be rejected.

Description of Work	Specification	Scope of Work
Renewal of ISO Certification of Finance Division for three years (2019 - 2022)	Certification under ISO 9001:2015 Quality Management System(QMS)	As Per TORs

Terms and Conditions:

- Finance Division will follow single stage two envelop bidding process. The bid shall comprise a single package containing two separate envelopes (one for technical bid 2nd for financial bid), in accordance with Rule 36(b) of PPRA Rules, 2004.
 - The envelope having technical bid should be marked as "**Technical Bid**" in bold and legible letters similarly financial bid should be marked as "**Financial Bid**" in bold and legible letters.
- All the firms will have to deposit bid security in favour of Finance Division in the shape of pay order demand/draft @ 5% of the quoted price as CDR and will attach original receipt with the financial bid.
- The firms should be registered in Sales Tax Department. Sales Tax number & NTN number should be mentioned on technical bid.
- The firms should give proof of the professional Tax paid for the Year, 2017-2018.
- The tender winning firm will have to deposit performance guarantee @ 05% of total tender amount.
- The bill will be passed to Accounts Branch after the successful inspection of the work done.
- The scope of work can be changed before issuing the contract if deemed necessary.
- The firm should give undertaking to ensure work quality.
- Any offer not received as per terms and conditions of the tender enquiry is liable to be ignored.
- Technical literature & authority letter be attached with technical bid.
- The winning firm will have to complete the work as per TORs within one month.
- After the completion of work the firm will certify that Finance Division meets the requirements of Quality Management System (QMS) of **ISO 9001:2015** Standard.
- The TORs are attached herewith.

Section Officer(QA-I)
Finance Division
Government of Pakistan
Islamabad