

Government of Pakistan
FINANCE DIVISION
HRM Wing
(Quality Assurance-I)

Tender Notice

Ministry of Finance (Finance Division) is an ISO certified Federal Government Organization under ISO 9001:2015 Quality Management Standards. The last certification cycle (2016-2019) has expired in 2019. For this purpose, sealed bids are re-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 Standards for next certification cycle (2019-2022).

The procurement of services are subject to Rule-36(b) of the Public Procurement Rules-2004, Government of Pakistan. Tender Notice alongwith tender documents (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 / 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 single package containing two separate sealed envelopes may reach to the office mentioned below upto **28th February, 2020 by 1100 hours** after publication of this advertisement. The technical proposals 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 included 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.

All bids / proposals will liable to be rejected / accepted as per PPRA Rule-33.

(SHAHZAD ZAREEF)
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	28th February, 2020
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 Standards	As Per TORs

Terms and Conditions:

1. i) Finance Division will follow single stage two envelope bidding process. The bid shall comprise a single package containing two separate envelopes (One for technical bid and 2nd for financial bid), in accordance with Rule 36(b) of PPRA Rules, 2004.
ii) The envelope having technical bid should be marked as "**Technical Proposal**" in bold and legible letters similarly financial bid should be marked as "**Financial Proposal**" in bold and legible letters.
2. All the firms will have to deposit bid security in favour of Finance Division in the shape of pay order or demand draft @ 5% of the quoted price as CDR and will attach original receipt with the financial bid.
3. The firms should be registered with respective Sales Tax Department. Sales Tax Number & NTN Number should be mentioned in technical bid.
4. The firms should give proof of the professional Tax paid for the Year, 2018-2019.
5. The tender/bid winning firm will have to deposit performance guarantee @ 05% of total tender amount.
6. The bill will be passed to Accounts Section, Finance Division after successful inspection of the work done.
7. The scope of work can be changed before awarding the contract, if deemed necessary.
8. The firm should give undertaking to ensure quality of work.
9. Any offer not received as per terms and conditions of the tender, enquiry is liable to be ignored.
10. Technical literature & authority letter be attached with technical bid.
11. The winning firm will have to complete the work as per TORs within one month.
12. After the completion of work, the firm will certify that Finance Division meets the requirements of **ISO 9001:2015 Quality Management Standards**.
13. The TORs are attached herewith.

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