

**GOVERNMENT OF PAKISTAN
FINANCE DIVISION
(BUDGET WING)**

TENDER NOTICE

Finance Division invites sealed bids from income tax/sales tax registered firms for supply of 500 USBs for official purpose as detailed below:-

Name of Procuring Agency	Finance Division, Government of Pakistan, Islamabad		
No. of Tender			
Procurement/Installation of IT Equipment	Sr.#	Item	Qty.
	1.	8GB USB Card Drive with Custom Transfer Printing	500
	2.	CD-R	100
Method of Procurement	Single Stage- One Envelope Procedure		
Contact Officer	Web Master, Room # 319a, 3 rd Floor, Block 'Q', Pak. Sectt., Islamabad, Phone: 9208174		
Submission of Bid(s)	Section Officer (Services-II), Room # 506, 5 th Floor, Block 'Q', Pak. Sectt., Islamabad, Phone: 9208101		
Closing Date & Time for Receipt of Bid(s)	12-05-2020 by 1300 hours		
Schedule for Opening of bids	12-05-2020 on 1400 hours		
Earnest Money	Equals to 2% of the total bids.		
Time Period for Performance of Contract	Delivery must be made within 04 days after issuance of purchase order.		

2. Specifications including TORs can be obtained from the office of undersigned on any working day during office hours before closing date/time (free of cost) or may be downloaded from the website of PPRA (www.ppra.gov.pk) and Ministry of Finance (www.finance.gov.pk).

3. Finance Division reserves the right to vary quantities, accept or reject any or all tender(s) in the light of Rule-33 of PPRules-2004.



(Malik Muhammad Arif)
Superintendent
Finance Division
Islamabad

General Terms & Conditions

- i. Quality of the product will be strictly analysed.
- ii. The firm must have Income Tax registration, National Tax and GST Number.
- iii. Price must be quoted in Pak Rupees including GST.
- iv. Earnest money in the shape of Pak order /demand draft equal to 2% of total worth of bid has to be attached with the bid. They pay order / demand draft shall be in favour of Finance Division, Islamabad which will be released after satisfactory completion of warranty period in case of successful bidder. However the case by the Competent Authority.
- v. The method of single stage- One envelope procedure will be followed for the tender. All admissible taxes shall be deducted at source.
- vi. An affidavit that the firm has neither been involved in any litigation with any party nor has been blacklisted by any government organization.
- vii. The procurement is subject to successful demonstration by the bidder.
- viii. The purchase will be made strictly in accordance with PPRA Rules, 2004.
- ix. The equipment to be offered must be as per the enclosed specifications.
- x. The number of equipment to be purchased can be increased or decreased keeping in view the requirements of the Finance Division, budgetary.
- xi. The bidder shall certify that the offered prices are not more than the prices charged from any agency (Government & Private) in Pakistan and in case of any discrepancy the bidder thereby undertakes to refund the excess amount being over-charged.
- xii. Payment to the bidder will be made as per actual quantity of the product supplied.
- xiii. Faulty equipment must be replaced by the new one.
- xiv. Finance Division reserves the right to reject any or all bids conveying position the reason therefore.



AGREEMENT FORM

Contract No.

Dated , 2019

Subject:- **AGREEMENT FOR PROVISION / INSTALLATION / RENEWAL OF PRODUCT LICENSES.**

This agreement is made at _____ on this _____ day of _____ between the Government of Pakistan through the Finance Division (hereinafter referred as "the Finance Division") AND M/s _____ (hereinafter as the "Company"), who have agreed as follows:-

TERMS & CONDITIONS

- i. The tenure of appointment of the (the company) shall be for one year till the satisfactory completion of warranty period.
- ii. The company shall retain earnest money in shape of demand draft / pay order as performance guarantee which will be refundable on satisfactory completion of warranty period.
- iii. Delivery time is two weeks for items at Sr # 1 and 2 and one day for ~~item at Sr. #3.~~
- iv. The equipments to be offered must be as per the enclosed specifications.
- v. In case of unsatisfactory service in any manner including quality and timeline, the bid security / earnest money will be forfeited and contract will be partially / fully cancelled which may lead to blacklisting of the Company.
- vi. All taxes shall be deducted at source from the bill of the Company as per Government rules unless an exemption certificate from the appropriate authority is produced.
- vii. This Agreement shall become effective from the date of signatures.

The Company
M/s.....

FINANCE DIVISION
(.....)

Witness:

Witness:

Bid Declaration Form
(On stamp paper of Rs.20/-)

1. Name of Interested Firm:

2. CNIC No: _____

(please attach copy of valid CNIC)

3. NTN No: _____

(please attach copy of valid NTN Certificate)

4. Sales Tax Registration No: _____

(please attach copy of Registration)

5. Vender No: _____

(please attach copy of Vender Form)

6. Value of Earnest Money:

Rs. _____

(In words) _____

7. Contact Number:

8. Postal Address:

9. Email Address: _____

Declaration: I certify that, to the best of my knowledge and belief, that all the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provided on or attached to this bid may be investigated. Moreover, I hereby declare that all the terms and conditions of the bidding document are accepted. Moreover the company has never been blacklisted nor involved in any litigation with any Ministry / Division or Government Department / Organization.
