

Government of Pakistan  
**FINANCE DIVISION**  
(Services-II Section)

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**TENDER NOTICE**

Sealed tenders for supply of office stationery, miscellaneous items, computer accessories, machinery and equipments to the Finance Division for the Financial Year **2015-2016** are invited from the reputed firms located in Islamabad /Rawalpindi having NTN, Sales Tax, Vender Numbers, as well as the facilities of telephones/fax numbers.

2. Detailed list of above stated items alongwith details of Terms & Conditions can be obtained from the undersigned on any working day. Terms & Conditions can also be downloaded from the website of the PPRA [www.ppra.org.pk](http://www.ppra.org.pk) and website of Ministry of Finance [www.finance.gov.pk](http://www.finance.gov.pk)

3. Interested parties may send their bids under sealed cover latest by **22-06-2015, upto 10:00 a.m. to Room No.501, Block "Q", Pak Secretariat, Islamabad**. The bids will be opened the same day at 10:30 a.m. The bidders or their authorized representatives may attend the meeting of the purchase committee if they so desire.



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**TERMS & CONDITIONS OF TENDER**

The terms and conditions to participate in the tender for purchase of office stationary, miscellaneous items, computer accessories, machinery and equipments by the Finance Division are as below: -

1. Tender should accompany a Pay Order/Bank Draft of **Rs.100,000/- (Rupees one hundred thousand only)** in favour of DDO 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 **30-06-2016**.
2. Rates to be quoted shall be inclusive of GST and all taxes and shall be valid upto **30-06-2016**. However, the procuring agency may extend contract period beyond **30-6-2016** till finalization of next tender.
3. Samples of the items where possible especially for papers should be attached with the tender without which the offer will not be entertained.
4. The firms shall be liable to supply the requisite items at "Q"-Block, Pak Secretariat, Islamabad at their own expenses and even at short notice if needed failing which the security deposit of the firm shall be forfeited and the firms will be blacklisted..
5. Authorized Dealership Certificate from the manufacturers/ Principal Suppliers shall have to be provided, in case of toners. If during the currency of the period it is found that sub-standard items or in-genuine refilled toners/cartridges are supplied, the contract will be cancelled and Security Deposit shall be forfeited and the firm will also be blacklisted.
6. The Firms must have Sales Tax Registration Certificate, National Tax Number and vender No. as well as facilities of telephone/fax lines.
7. An affidavit to the effect that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/ Department/Organization of the Government(s) must be attached with the bids.
8. Submission of any false statement / documents and concealing of information is likely to disqualify the bidder.



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