

PRESIDENT'S SECRETARIAT (PUBLIC)


AIWAN-E-SADR

**TENDER NOTICE FOR SUPPLY OF OFFICE STATIONERY
TONERS AND OTHERS MISCELLANEOUS ITEMS, ETC**

President's Secretariat (Public) invites sealed bids from well reputed firms having properly established shops and telephone facilities at Islamabad/Rawalpindi for supply of office stationery, toners and other miscellaneous items, etc. during the financial year 2020-21.

Terms and Conditions

1. The participating firms must be registered with Sales Tax and Income Tax in Federal Board of Revenue (**FBR**). The firms also have to attach copies of General Sales Tax Numbers and NTN duly issued by the Federal Board of Revenue (**FBR**) with the bids.
2. Tenders should be accompanied with an Earnest Money of Rs. 50,000/- (refundable) in the shape of Bank Draft/Pay Order in the favour of Assistant Director (General), President's Secretariat (Public), Aiwan-e-Sadr, Islamabad. **Cheque will not be accepted.**
3. Earnest Money of unsuccessful bidders will be returned/refunded after the opening of bids. However, Earnest money of successful firm(s) will be converted into "Security Deposit".
4. Bids are required to be submitted item-wise clearly indicating rates (in Pak Rupees) against **each item.**
5. Rates will be considered without GST and shall be valid upto the end of Financial Year 2020-21 i.e 30-06-2021.
6. Submission of incomplete documents or false Statement/documents as well as concealing of any information is liable to disqualification of the respective firm(s).
7. An Affidavit that the firm has never been blacklisted by any Ministry/ Division/ Department/ Organization of the Government is also required.
8. Cutting / overwriting in the offered rates shall not be accepted.
9. The successful firm(s) shall not change/revise rates during the Financial Year 2020-21 and shall be responsible for supply of items as per approved prices failing which Security Deposit will be forfeited and the firm will also be got blacklisted.
10. The tender documents can be obtained from the undersigned during the office hours.
11. The Competent Authority reserves the right to reject all or any of the bids.
12. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended from time to time.
13. All Bids shall reach the undersigned upto 1100 hour on 16th October, 2020 which will be opened at 1130 hours on the same date. Bidders who will like to attend bid opening will be allowed after clearance from the Security's Authority of this Secretariat on such day.


(Madiha Rafique)
Assistant Director (Gen)
28th September, 2020