

PRESIDENT'S SECRETARIAT (PUBLIC)

AIWAN-E-SADR,

ISLAMABAD

TENDER NOTICE

President's Secretariat (Public) invites sealed tender from the well reputed firms having properly established shops and telephone facilities at Islamabad/Rawalpindi for supply of machinery & hardware items during the financial year 2016-17 as per detail given below :-

S. No.	ITEM
1.	Photocopier RICOH MP-2501 Sp Or Equivalent.
2.	Printer (Heavy Duty) HP Laser Jet M-4345 MFP Or Equivalent.
3.	Printer (Medium Duty) HP Laser Jet Pro-400 M401 dn Or Equivalent.

Terms and Conditions

1. The participating firms must provide proof of registration with Sales Tax Department and quote their NTN/General Sales Tax Numbers having duly been issued by the Income Tax/Sales Tax Department.
2. Tenders should accompany an Earnest Money of Rs.50,000/- (refundable) in the shape of Bank Draft/Pay Order in the favour of Assistant Director (Gen), President's Secretariat (Public), Aiwan-e-Sadr, Islamabad, **Cheque will not be accepted.**
3. Earnest Money of unsuccessful bidders will be returned/refunded after completion of tendering process. 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 Rupee) against each item as per relevant/required specifications only, **irrelevant item(s)/specs shall not be considered.**
5. Rates will be considered without GST and shall be valid upto the end of Financial Year 2016-17 i.e. 30th June, 2017.
6. All bidders are requested to submit a certificate clearly stating that equipments being quoted are not re-furbished or re-conditioned.
7. Submission of false Statement as well as concealing of any information is liable for disqualification of the respective firm(s).
8. An Affidavit that the firm has never been blacklisted by any Ministry/Division/Department/Organization of the Government is also required.
9. Cutting/Overwriting in the offered prices shall not be accepted.
10. The successful firm(s) shall not change/revise rates during the Financial Year 2016-17 and shall be responsible for supply of items as per approved price, failing which Security Deposit will be forfeited and the firm will also be got blacklisted.
11. The Tender documents can be obtained from the undersigned during the office hours.
12. The Competent Authority reserves the right to reject all or any of the tenders.
13. The purchase procedure is subject to observance of PPRA's Rules, 2004, as amended time to time.
14. All Bids shall reach the undersigned upto 11:00 am on 2nd June, 2017 which will be opened at 11:30 am 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.
15. The Tender Notice is also available at Aiwan-e-Sadr's Website president.gov.pk .


(Madiha Rafique)
Assistant Director (Gen)
25th May, 2017.