


GOVERNMENT OF PAKISTAN
MINISTRY OF FINANCE, REVENUE, ECONOMIC AFFAIRS, STATISTICS & PRIVATIZATION
(ECONOMIC AFFAIRS DIVISION)

TENDER NOTICE

Sealed tenders are invited for the supply of stationery and cost of other store items to meet the requirement of Economic Affairs Division, Islamabad during the Financial Year 2017-2018. The tender documents should reach the undersigned latest by **19.06.2017 at 10.00 a.m.** List of items can be obtained from Room No. 2, Block "C" Pakistan Secretariat during office hours. Tenders will be opened on the same date, i.e. **19.06.2017 at 10.30 a.m.** in presence of the bidders or their representatives.

TERMS & CONDITIONS

1. The firm should be well established and located in Islamabad/Rawalpindi having its own warehouse and telephone facility.
2. Firm should be registered with the Collectorate of General Sales-Tax and Income-Tax Department. For the assurance of authenticity, certificate of origin of the toners should be provided. To notice the sample of Printer toners, fax machine toners and photocopier toners in order to observe the quality and standard of these items must bring (1) sample for each along with the bid on tender opening day. To bring these samples is mandatory and it will be checked by our purchase committee
3. Rates of the tenders must be inclusive of all taxes, GST will be paid by the firm itself and not by the end user EAD. The rates must be valid for Financial Year i.e. 2017-2018 and no subsequent changes will be allowed.
4. Offer must be accompanied with a Bank Draft of Rs.100,000/- (Rupees one hundred thousand only) as earnest money in favour of Section Officer(General), EAD.
5. Firm shall be required to produce attested copies of its registration with the Sales-Tax and Income-Tax Departments.
6. In case the firm is found to be of misstatement, or provision of refilled items particularly the computer and photocopier toners, or delayed supply of items beyond the period of 03 days or failed to provide the items of the prescribed standard or refuse to supply any item during Financial Year 2017-2018, the tender shall be cancelled without any notice and the earnest money will be forfeited.
7. Firm shall be required to provide the samples of the items before the Tender Award/Purchase Committee.
8. (a) The procuring agency may reject all bids or proposal at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
(b) Procuring agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.
9. Tender is also available at PPRA website www.ppra.org.pk as well as on website of Economic Affairs Division www.ead.gov.pk
10. In-complete tenders shall not be given any consideration.


(MUHAMMAD AKRAM)
SECTION OFFICER (GENERAL)
ECONOMIC AFFAIRS DIVISION
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