

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.2/1/2017-2018-Gen.

Islamabad, the 01st June, 2017.

TENDER NOTICE

Establishment Division invites sealed bids, under PPRA Rules i.e. single stage one envelop procedure, from well established GST and Income Tax Registered authorized firms/dealers/suppliers having registered office in Islamabad/Rawalpindi for supply of the stationery, toners and misc items (list attached).

2. Detailed Terms and Conditions and Specifications of items can be obtained from the Office of Section Officer (General) Room No.1094 or Room No. 1104 during working hours, Establishment Division, Cabinet Block, Islamabad or can be downloaded from the websites of Establishment Division (www.establishment.gov.pk) as well as PPRA (www.ppra.gov.pk).

3. Bids in sealed envelopes, accompanying not exceeding five percent (5%) of the bid price as bid security in the form of call deposit or pay order issued in favour of Establishment Division, must reach the office of Section Officer (General), Establishment division Room No.1094, Cabinet Block, Islamabad, latest by 20.06.2017 at 09.00 A.M. The bids shall be opened at 10.30 A.M on the same day i.e. 20.06.2017 (as per rules, 15 days response time be taken into account) in the presence of the bidders or their authorized representatives.



(Khuram Pervaiz)
Section Officer-General
Phone No. 9207945

TERMS & CONDITIONS

1. The bidders must accompany to furnish a bid security not exceeding five percent (5%) of the bid price in the form of call deposit or pay order issued in favour of Section Officer (Gen), Establishment Division.
2. Bid security and samples in respect of successful bidders will remain in the custody of Establishment Division till successful performance of contract for the F.Y 2017-18.
3. Prices quoted shall be inclusive of all applicable taxes.
4. Successful bidders will supply/deliver the items to Establishment Division within seven days from the date of issuance of purchase order along with invoice/bills.
5. The payment will be made after successful supply as per specification of items.
6. Rates may be quoted in local currency and taxes will be deducted as per rules/laws/policy.
7. Bids submitted after the date and time prescribed shall not be entertained and returned without being opened.
8. The firms are required to quote for minimum 80% of the listed document items otherwise the bid shall not be considered.
9. Incomplete and without sample bids shall not be entertained.
10. Bids not conforming to the specification will be rejected.
11. All bidders shall furnish an affidavit on legal paper that they are not blacklisted by any organization.
12. Supply of sub-standard or items not confirming to specifications will be liable to cancellation of contract and forfeiture of bid security.
13. Purchase Committee of Establishment Division reserves the rights to reject any item after scrutiny of sample and approved to award next lowest bidder.
14. Tender/rates shall be valid for whole financial year 2017-2018.
15. Establishment Division have a right to reject any or all bids in accordance with PPRA Rules.



(Khurram Pervaiz)

Section Officer-General

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