

No.6/2/2024-General  
GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING

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**TENDER NOTICE**

The M.S. Wing intends to invite sealed bids from the original manufactures / authorized dealers / reputed stationers / general order suppliers registered with Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock in Islamabad / Rawalpindi for supply of procurement of various items and repair/maintenance of official vehicles under PPRA Rules 2004 amended from time to time. The details are as under: -

Title	S.No.	Description
a. Procurements	I.)	Stationery
	II)	Misc. & Others
	III).	Computer Stationery (Toners of Printers, Faxes, Photocopier)
	IV).	Printing & Publication
	V).	IT Equipment's
	VI).	Computer Software/ Hardware
b. Repair/Maintenance	D).	Prequalification of workshops for repair/ Maintenance of official vehicles e-g: 3 Nos. Suzuki Cultus, 2 Nos. Suzuki Mehran, 01 No. Suzuki Bolan, 3 Nos. Motorcycles Honda CD-70, 01 No. YAMAHA Y100 etc.
	II).	Prequalification of workshops for repair/ Maintenance of Computer Hardware e-g: HP / Lenovo/ Dell Computers, HP Printers, LED's, Fax Machines & Kodak / Canon Scanner etc.
	III).	Prequalification of workshops for repair/ Maintenance of Machinery & Equipment e-g: Photocopier Machine (Toshiba / Konica / Panasonic), Air Conditioner, Water Dispenser, CCTV, Sound System, all kind of fans, Heaters etc
	IV).	Prequalification of workshops for repair/ Maintenance of Furniture & Fixtures (All kind of Furniture)
	V).	Prequalification of workshops for repair/ Maintenance of Building & Structure-others (White wash, Aluminum Doors/ Windows, Washrooms, PVC Panel, corridors plantation etc.

2. Pre-qualification bids would be collected and opened as per following schedule: -
  - (i) The sealed Tender documents should be sent through registered post to the undersigned by **08-08-2024 at 11:00 AM** in the Management Services Wing, Establishment Division at Room No. 502, 5<sup>th</sup> floor, Shaheed-e-Millat Secretariat, Islamabad.
  - (ii) Tender bids will be opened on **08-08-2024 at 11:30 AM** in the Management Services Wing, Establishment Division at Committee Room, Room No. 410, 4<sup>th</sup> floor, Shaheed-e-Millat Secretariat, Islamabad in the presence of firm's representatives.
3. Tender documents containing detailed terms and conditions can be collected **free of cost** from the Section Officer (General) during office timing, and same are also available on official websites of Establishment Division [www.establishment.gov.pk](http://www.establishment.gov.pk) and PPRA [www.ppra.org.pk](http://www.ppra.org.pk).
4. The Tender Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with Rules 33 of PPRA Rules-2004.

**(Zahid Hussain Farooqui)**  
Section Officer (Gen)

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