

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION  
MANAGEMENT SERVICES WING


F. No. 3(6)/2020-General

Islamabad, the 06<sup>th</sup> July, 2020

**TENDER NOTICE**

Sealed tenders are invited for the financial year-2020-21 for supply of stationery items, miscellaneous items, computer stationery, computer accessories, desktop computer, machinery & equipment, computer and photostate machine tonners and hiring of services for carrying out repair work of computer hardware from the registered firms/ authorized dealers having their offices/ workshops/ shops located in Islamabad/ Rawalpindi duly registered with Sales & Income Tax Departments also active on tax payer list of FBR having AGPR Vendor No. Bank Account No. GST and Income tax No. and their contact telephone & fax No. The list of specification of such items is available in the office of the undersigned and may be obtained during office hours. The quantities mentioned therein are approximated which may increase/decrease upto 20%.

- (i) The sealed tenders should be sent through registered post to the undersigned by 22-07-2020 at 02:00 pm.
- (ii) Bank draft amounting to Rs. 30,000/- (Rupees thirty thousand only) in favor of, Management Services Wing, Establishment Division Islamabad must be attached with bids as bid security (refundable) without which no tender shall be entertained.
- (iii) The bid security of successful bidder will be retained till closure/finalization of financial year (i.e. 30-6-2021).
- (iv) The deliveries will have to be arranged by the successful bidder at 5<sup>th</sup> floor, Shaheed-e-Millat Secretariat, Islamabad immediately on the receipt of supply order.
- (v) The rates quoted will be effective for the whole financial year 2020-21 and will not be revised during the financial year.
- (vi) All items will be supplied as per specification given in list.
- (vii) No deviation from the specification is permissible; otherwise, the security deposit would stand forfeited under the rules.
- (viii) In violation of the above terms and conditions, the firm can be blacklisted by the government under the rules. Supply of re-filled// fake toners will also render the firm to blacklisting and confiscation of security deposit.
- (ix) Tenders will be opened on 22-07-2020 at 03:00 pm in the Management Services Wing, Establishment Division at 4<sup>th</sup> floor, Shaheed-e-Millat Secretariat, Islamabad in the presence of firms representatives.
- (x) The tender committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal without assigning any grounds.

  
(Shahnaz Ahmed)  
Section Officer (Gen)  
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