

NO.F.18 (9)/2020-PA (General)  
GOVERNMENT OF PAKISTAN  
MINISTRY OF PARLIAMENTARY AFFAIRS  
<><><>

Subject: **TENDER NOTICE.**

Ministry of Parliamentary Affairs invites sealed bids from well reputed Islamabad based firms registered with Income Tax and Sales Tax Departments and who are on Active Tax payers list of the FBR, for supply of Office Stationery, Computer Stationery, Miscellaneous and other store items for official use during the Financial Year 2020-2021.

2. List of items and specification alongwith detailed Terms & Conditions etc may be obtained from the office of the undersigned during office hours (10.00am to 4.00pm) except Saturday & Sunday and gazetted holidays before the closing date i.e. 13<sup>th</sup> August, 2020 at 10.30hrs.

3. The interested firms may submit their sealed bids alongwith call deposit of Rs.50,000/- (Rupees Fifty thousand only), in favour of Section Officer (General), Ministry of Parliamentary Affairs as earnest money in the shape of Bank draft/Pay Order on or before 13<sup>th</sup> August, 2020 at 10.30hrs. Quotations will be opened on the same date at 1100hrs in the presence of bidders. Incomplete bids or the bids received after due date and time will not be entertained.

Section Officer (General)  
Ministry of Parliamentary Affairs  
Room No.325; Block "R" Pak-Secretariat,  
Islamabad.  
Tel: 9213508

GOVERNMENT OF PAKISTAN  
MINISTRY OF PARLIAMENTARY AFFAIRS

><><><><><<

TERMS & CONDITIONS OF TENDER

The terms and conditions of the tender for purchase of Office Stationery, Computer Stationery, Miscellaneous and other store items, from Islamabad based firms, by the M/o Parliamentary Affairs:

1. Tender should accompany a Pay Order/Bank Draft of Rs.50,000/- (**Rupees Fifty Thousand Only**) in favour of Section Officer (General) M/o Parliamentary Affairs, as Earnest Money failing which the offer will be rejected. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till **30-06-2021**.
2. Rates to be quoted shall be inclusive of GST and all taxes and will be valid upto 30-06-2021. However, the procuring agency may extend the contract period beyond 30-06-2021 till finalization of next tender.
3. Samples of the items where possible especially the papers should be attached with the tender without which the offer will not be entertained.
4. The firms shall be liable to supply the requisite items at "R"-Block Pak Secretariat, Islamabad at their own expenses and even at short notice if needed, failing which the earnest money/security deposit of the firm will be forfeited and the firms will be black listed.
5. Authorized Dealership Certificate from the manufacturers/Principals Suppliers shall have to be provided, in case of toners. If during the currency of the period it is found that sub-standard items or in-genuine toners/cartridges are supplied, the contract will be cancelled, Security Deposit will be forfeited and the firm will also be blacklisted.
6. The firms must have Sales Tax Registration Certificate, National Tax Number and vender No. as well as facilities of telephone/fax lines.
7. An affidavit to the effect that the firm has never been indulged in any litigation and has never been black-listed by any Ministry/Division/Department/Organization of the Government(s) must be attached with the bids.
8. Submission of any false statement/documents indulged concealing of information is likely to disqualify the bidder.
9. The firms are required to quote for minimum 80% of the listed document items otherwise the bid shall not be considered.



(Ahmed Shams-Ur-Rehman)  
Section Officer (Gen.)