

**TENDER NOTICE**

F.No 7/1/2022-23 (G&P). Sealed tenders are invited from the firms/Authorized Dealers having proper shops and telephone facility ,duly registered with sales tax authorities alongwith vendor numbers/NTN Number and also having Sale/Service Center in Islamabad/Rawalpindi for supply of office stationery, papers, toners of Photostat machines, toner of computer printers, miscellaneous items etc, for the Financial Year 2022-23 Tender can also be downloaded from the websites of Ministry of Interior [www.interior.gov.pk](http://www.interior.gov.pk) and Public Procurement Regulatory Authority [www.ppra.gov.pk](http://www.ppra.gov.pk) .

- i. Interested parties/firms can obtain list/tender documents from the office of undersigned till 20<sup>th</sup> July, 2022 before closing of office hours on payment of Rs.1500/- only.
- ii. Samples of Stationery items & papers must be attached duly stamped/ signed of each item. Samples of unsuccessful bidders will be returned.
- iii. Original Computer Printer, Photostat Machines Toners /Cartridges/Drum Unit, Transfer Belt, Category will be procured from Sole Distributors / Authorized Dealers only.
- iv. Security worth Rs.100,000/- (Rupees One hundred thousand Only) for supply of office Stationery, papers, toners of Photostat machines, toner of Computer Printer and miscellaneous items etc is required to be deposited in favour of Drawing & Disbursing Officer / Section Officer (Cash & Accounts), Ministry of Interior. Security deposits will be released/refunded within a fortnight to unsuccessful bidders and in case of successful bidders after 30<sup>th</sup> June, 2023.
- v. Rates may be quoted for original / genuine brands which will remain valid up to **30<sup>th</sup> June 2023**. Sub-standard items will not be acceptable and defaulters/suppliers will be blacklisted as per rules and such items will be purchased from the open market at the cost and risk of the supplier.
- vi. Firms will be bound to supply/deliver the goods on the approved rates throughout the year/specify given time and even on short Notice at their own transport in "R" Block Pak.Secretariat, Islamabad.
- vii. The Tender Documents must accompany the following certificates:
  - Firms registration Certificates.
  - National Tax Number.
  - Sales Tax Registration Certificate.
  - Vendor Number.
  - Bank Account No.
- viii. Only typed quotation will be accepted. Use of white fluid or over writing will not be accepted.
- ix. The Suppliers are requested to furnish an affidavit on stamp paper valuing Rs.20/- that the firm is not blacklisted and has no dispute with any Government Organization(s).
- x. The Competent Authority reserves the right to accept or reject any tender by whole or partially with assigning proper justifications/deficiency (if any).
- xi. The Competent Authority also reserves the right to cancel the contract entirely during the currency of year if items are found sub-standard or short in quantity and also not supplied timely. The security amount will be fortified and the firm will be blacklisted.
- xii. Sealed Tenders Complete in all respect may reach the SECTION OFFICER (G&P), Ministry of Interior ,Room # 604, "R",Block Pak.Secretariat ,Islamabad on or before **21<sup>st</sup> July,2022** (Up to 1030 hours).Tenders/ bids will be opened on the same day i.e. 21<sup>st</sup> July,2022 at 1130 hours in the Office of Joint Secretary (Admn).

  
(Muhammad Fayyaz Sami)  
Section Officer (G&P)  
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