

TENDER NOTICE

F.No 7/1/2023-24 (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 (**Single Stage- Single Envelop Basis**) for supply of office stationery, papers, toners of Photostat machines, toner of computer printers, miscellaneous items etc, for the Financial Year 2023-24 Tender can also be downloaded from the websites of Ministry of Interior www.interior.gov.pk and Public Procurement Regulatory Authority www.ppra.gov.pk .

- i. Interested parties/firms can obtain list/tender documents from the office of undersigned till 31st July, 2023 before closing of office hours on payment of Rs.2000/- 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.200,000/- (Rupees Two hundred thousand Only) for supply of office Stationery, papers, toners of Photostat machines, toner of Computer Printer and miscellaneous items/Computer equipment's 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 30th June, 2024.
- v. Rates may be quoted for original / genuine brands which will remain valid up to **30th June,2024**. 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 **31st July,2023** (Up to 1030 hours).Tenders/ bids will be opened on the same day i.e. 31st July,2023 at 1130 hours in the Office of Joint Secretary (Admn).


(Muhammad Fayyaz Sami)
Section Officer (G&P)
Tele # 051-9202608