

GOVERNMENT OF PAKISTAN
MINISTRY OF INFORMATION AND BROADCASTING
CABINET BLOCK, 4TH FLOOR, ISLAMABAD

TENDER NOTICE

Rates in sealed envelopes are invited from the reputable firms/suppliers as per **procedure/provisions of PPRA's Rules 2004**, notified by the Ministry of Finance, SRO No.432(1)/14 dated 08.06.2004, for supply of **Stationery/Non Stationery/Computer Stationery and store articles** for the Main Secretariat, attached Wing's and Departments/Organizations etc under the Administrative Control of this Ministry. The firms may furnish their rates (showing offering rate and GST separately) along with a Bank Draft/Pay order amounting to Rs.50,000/- for each category (Stationery, Computer Stationery and Store articles) in favour of DDO M/o Information and Broadcasting. The earnest money will be returned to unsuccessful firms instantly however the amount will remain with the Ministry as security of successful firm (s) and will be returned after completion of warranty period subject to provision/ supply of requisite material. No cheque will be entertained. The sealed tenders (separately article-wise) must reach the undersigned within **fifteen (15) days** after publication of the advertisement during the office hours. The Tenders will be opened on the same day by the Purchase Committee before the representative(s) of the firm(s) as per policy of PPRA i.e. **after 30 minutes of dead line for submission of bids**. This tender is also available on the website of the Ministry of Information & Broadcasting (www.infopak.gov.pk) and the Public Procurement Regulatory Authority (www.ppra.gov.pk) **respectively:-**

2 The successful bidders will be bound to supply the articles during the financial year 2011-12 and their rates shall be valid for the financial year 2011-2012 i.e. w.e.f 01.07.2011 to 30.06.2012, without fluctuation of the market rates. The Ministry can decrease or increase the quantity of articles and can place orders accordingly any time during the above period.

3. **The specification and samples of the items/articles (with widest possible competition) may be obtained from the office of the undersigned before quoting the rates.**

4. The firm(s) will be responsible for delivery of the items at 4th floor of the Cabinet Block or at the premises of other Organization under the Administrative control of this

Ministry, even at short notices, on their own transport and according to the prescribed specifications. The firm(s) would replace any faulty/substandard item(s). Supply of faulty/substandard articles may cause cancellation of the contract and blacklisting of the firm(s) as per relevant rules. If the supplier fails to supply the items on the above conditions, earnest money will be forfeited and contract will be cancelled as admissible under the PPRA's rules.

5. Following the **PPRA's rules (33-1)**, the competent authority reserves the right to accept or reject any offer and also reserve the right to accept in full or part of the tender subject to admissibility under the above rules..

6. Only those firms who have proper office/shop presently at Rawalpindi/Islamabad with telephone number, GST number venter number and Income Tax Number will be allowed to participate in the Tender competition. The parties may indicate their experience in the relative field and have to submit an affidavit that their firm has not been black listed/banned by any public organization.

S/d

Section Officer (GA)
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Islamabad. Tel: 9201089