

GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (INTERNAL)
ISLAMABAD

TENDERS/QUOTATIONS ARE INVITED

Sealed Tenders / Quotations are invited for supply of **Stationery and Miscellaneous items** for use in the Prime Minister's Office (Internal) during the financial year 2024–25. The firms should be GST, NTN registered, Active in Tax Payer List (ATL) having Vendor Number. Interested firms based at Rawalpindi / Islamabad may send their tenders / quotations in sealed envelopes marked "**Quotation for Stationery & Miscellaneous Items**" which should reach this Office by 1st **July, 2024** at **1000 hours** and will be opened on the same day **1030 hours** in the Office of the undersigned, in the presence of representatives of the firms (who wish to be present). List of all the items & detailed terms and conditions of tender can be obtained during office hours at a cost of Rs. 500/- (non-refundable). Successful firm has to deposit a security of Rs. 25,000/- (refundable) as earnest money through bank draft. Tenders / quotations should be valid upto 30th June, 2025.

2. This Office may reject all tenders / quotations at any time prior to the acceptance of a tender or quotation and shall upon request communicate the grounds for rejection to any Supplier or Contractor who submitted a Tender or Quotation but is not required to justify those grounds.

3. Further information in this regard, if any, can also be sought during office hours on 051–9008305.


**Major
General Staff Officer-II
(Muhammad Tehseen Shahpal)**
☎ : 051–9008305

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TERMS & CONDITIONS
FOR PURCHASE OF MISCELLANEOUS ITEM

1. Only registered firms/suppliers with Active Taxpayers List (ATL of FBR) NTN and GST are eligible to apply.
2. The firm/supplier will be responsible for all the security measures and ensure the confidentiality during and after the contract period and will be considered liable in case of breach, if any.
3. The bidders will have to supply attested photocopies of valid GST registration number, NTN as well as their company / factory / firm profile (Account number / Name of Bank / Branch).
4. Proper Address, Landline, Mobile Numbers must be provided with the names of the owner(s) / representative(s). In case the purchase committee wishes to visit the site at any time.
5. The competent authority reserves the right to reject all tenders/quotations at any time prior to the acceptance of a tender or quotation. This office shall communicate with the bidder(s) the grounds, in case of rejection of the bids, upon request. However it is not required to justify those grounds.
6. Call deposit/Bid security not exceeding than Rs. 25,000/- may be submitted with the quotations in the shape of bank draft in respect of D.D.O. PM's Office (Internal), Islamabad, which will be returned upon end of the contract.
7. All purchases shall be made on credit memo/bills etc. and payment will be arranged through AGPR, Islamabad.
8. All requirements including after sale service must be met on emergent basis.
9. The successful bidder/bidders would supply items in original within the time specified in the supply order issued by this Office.
10. All prices must be quoted inclusive of all government taxes. It is not mandatory for the firm to quote rates for all items mentioned in the list. However rates for all items/equipments of same specifications must be quoted.
11. If any item/equipments/toner is found defective, it will be returned or exchanged with the new/original one. In case of failure to supply or supply of substandard item/equipments/toner the contract will be terminated immediately with confiscation of the performance guarantee.
12. Arrangements must be made for supply of required item/equipments/toner and their related accessories etc. as well as after sale services even at odd hours/during holidays, if required, at any time will also have to be made by the supplier.
13. All the item/equipments/toner and their related accessories etc. must be brand new and according to standard/specifications (or equivalent – subject to conditions) of tender documents.
14. The bids/offers conditional / contrary to the specifications mentioned in the tender document will be turned down.

* Detailed terms & conditions & List of Items can be obtained with the tender documents.


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