

**PRESIDENT'S SECRETARIAT (PUBLIC)**  
**AIWAN-E-SADR**


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**TENDER NOTICE FOR SUPPLY OF OFFICE STATIONERY  
TONERS AND OTHERS MISCELLANEOUS ITEMS. ETC**

President's Secretariat (Public) invites sealed bids from well reputed firms having properly established shops and telephone facilities at Islamabad/Rawalpindi for supply of office stationery, toners and others miscellaneous items, etc during the financial year 2018-19.

**Terms and Conditions**

1. The participating firms must be registered with Sales Tax and Income Tax Departments. The firms also have to attache copies of General Sales Tax Numbers and NTN duly issued by the Sales Tax and Income Tax Departments with the bids.
2. Tenders should be accompanied with an Earnest Money of Rs. 50,000/- (refundable) in the shape of Bank Draft/Pay Order in the favour of Assistant Director (General), President's Secretariat (Public), Aiwan-e-Sadr, Islamabad, **Cheque will not be accepted.**
3. Earnest Money of unsuccessful bidders will be returned/refunded after the opening of tender. However, Earnest money of successful firm(s) will be converted into "Security Deposit".
4. Bids are required to be submitted item-wise clearly indicating rates (in Pak Rupees) against **each item.**
5. Rates will be considered without GST and shall be valid upto the end of Financial Year 2018-19 i.e 30-06-2019
6. Submission of incomplete documents or false Statement/documents as well as concealing of any information is liable for disqualification of the respective firm(s).
7. An Affidavit that the firm has never been blacklisted by any Ministry/ Division/ Department/ Organization of the Government is also required.
8. Cutting / overwriting in the offered rates shall not be accepted.
9. The successful firm(s) shall not change/revise rates during the Financial Year 2018-19 and shall be responsible for supply of items as per approved prices failing which Security Deposit will be forfeited and the firm will also be got blacklisted.
10. The Tender documents can be obtained from the undersigned during the office hours.
11. The Competent Authority reserves the right to reject all or any of the tenders.
12. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended from time to time.
13. All Bids shall reach the undersigned upto 1100 hour on 7<sup>th</sup> August 2018 which will be opened at 1130 hours on the same date. Bidders who will like to attend bid opening will be allowed after clearance from the Security's Authority of this Secretariat on such day.

  
(Muhammad Naveed Butt)  
Assistant Director (Gen)  
19 July, 2018