

F.No 1(4) GA /2023  
GOVERNMENT OF PAKISTAN  
MINISTRY OF KASHMIR AFFAIRS AND GILGIT-BALTISTAN  
"R" BLOCK, 1<sup>ST</sup> FLOOR, PAK SECRETARIAT  
ISLAMABAD  
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TENDER NOTICE

Sealed Tenders are invited from well-reputed firms/contractors for Category A:- supply / purchase of Stationery, Computer Stationery, Misc / others and Furniture & Fixtures, Printing & Publication items and Category B:- Printing Work (Fairs & Exhibition Black Day, Kashmir Solidarity Day and any other special task), etc during the Financial Year 2023-24, according to the following terms and conditions. A set of tender documents can be obtained from the undersigned office which can be collected during the office timing @ cost of Rs.1,000/- non-refundable for each category.

TERMS & CONDITIONS

- a) The bidder should be well established and registered for GST in Islamabad/Rawalpindi and having minimum experience of 05 Years in relevant field.
- b) The firm must be registered with Federal Board of Revenue (FBR), Government of Pakistan, and AGPR, Islamabad, having Bank Account Number, National Tax Number, vendor Number.
- c) The owner of Firm / Individual must be Active Tax Payer and listed in the Federal Board of Revenue (FBR). Active Tax Payer List.
- d) The firm will be bound to supply all items according to the rates given in the tender during the financial year 2023-2024 without raising the rates.
- e) If the items are found sub-standard or less in quantity or if not provided in time (within three days) the competent authority reserves the right to cancel the contract partially or wholly during the financial year. The firm must have at least five years' experience in relevant field.
- f) Bidders are required to attach at least three work orders having minimum worth of Rupees one Million each showing relevancy of similar work done in respect of Printing Work.
- g) In case of publicity (i.e. Panaflex Steamers, Banners, Flags etc.) all the material will be removed on the instruction of Ministry by bidder on its own cost and will be handed over to Ministry Store.
- h) The bidders should also provide a certificate (Affidavit) that their firms are not black listed by any of the Departments/Ministries and that no litigation is pending in any Court of Law against them.
- i) Interested bidders may send their rates including GST to the undersigned on or before 12<sup>th</sup> June, 2023 at 11:00 am which will be opened on the same day at 11:30 am in Conference Room of the Ministry, in presence of representative of bidders who may wish to attend the proceedings.
- j) If the amount of GST is not mentioned in the bid it will be presumed that the rates quoted are inclusive of GST.
- k) The bidder will be required to submit a Call Deposit/Pay Order equal to Rs.300,000/- for Stationery, Computer Stationery, Other / Misc & Furniture Fixtures, Printing & Publication items and Rs.1,000,000/- for Printing Work (refundable) in the name of DDO, KA&GB Division, Islamabad as a security deposit failing which tender will not be accepted.
- l) The Firm will be bound to bear transportation charges for delivery of tender items during the Financial Year 2023-2024
- m) The Ministry reserves the right to accept or reject any tender by whole or partially, as per PPRA Rules.

-sd/-  
(Iftikhar Ahmed Khan)  
Section Officer (GA)  
051-9203761