

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 2022-23. 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 **21<sup>ST</sup> June, 2022** 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 30<sup>th</sup> June, 2023.

2. The undersigned may reject all tenders / quotations at any time prior to the acceptance of a tender or quotation. The undersigned shall upon request communicate to any Supplier or Contractor who submitted a Tender or Quotation, the grounds for rejection of 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 Siddiq Akber)  
☎ : 051-9008305

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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.
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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.
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