

**GOVERNMENT OF PAKISTAN**  
**MINISTRY OF INFORMATION AND BROADCASTING**  
**CABINET BLOCK, 4<sup>th</sup> FLOOR, ISLAMABAD**

**TENDER NOTICE**

Rates in sealed envelopes are invited from the reputable firms/suppliers in connection with the supply of stationery/non-stationery items during the financial year 2008-2009. The list of stationery/non-stationery items and specification can be obtained free of cost from room No.4160, 4<sup>th</sup> Floor, Cabinet Block during office hours. The firms may furnish their rates along with a Bank Draft/Pay order amounting to Rs.50,000/- in favor of M/o Information and Broadcasting. The amount will be returned to unsuccessful firms instantly however the amount will remain with the Ministry as security of the successful firms and will be returned after completion of financial year subject to provision/ supply of requisite material. the amount of estimated cost in favour of DDO Ministry of Information and Broadcasting Islamabad. No cheque will be entertained. The sealed tenders must reach the undersigned within fifteen days after publication of the advertisement during the office hours, and will be opened on the same date by the purchase committee before the representative of the firm as per policy of PPRA. Tender is also available on the website of the Ministry of Information & Broadcasting ([www.infopak.gov.pk](http://www.infopak.gov.pk)) and Public Procurement Regulatory Authority [www.ppra.gov.pk](http://www.ppra.gov.pk).

**The terms and conditions are as under:**

1. The successful bidders will be bound to supply the stationery and non-stationery items during the financial year 2008-2009 (01.07.2008 to 30.06.2009) without fluctuation of the market rates.
2. The specifications of the items may be seen in the office of undersigned before quoting the rates.
3. The firms will be responsible for delivery of the items at 4<sup>th</sup> floor of the Cabinet Block Ministry of Information and Broadcasting through out the year and even at short notices on their own transport and according to prescribed specification. The firm would replace any faulty/substandard item(s). Supply of faulty items substandard may cause cancellation of the contract and blacklisting of the firm as per relevant rules..
4. Following the relevant rules the competent authority reserves the right to accept or reject any offer and also reserves the right to accept in full or part of the tender.
5. The successful bidder will provide the samples of approved items and the rates will be valid for whole financial year. If the supplier fails to supply the items on approved rates, his earnest money will be forfeited and contract will be cancelled.
6. Only firms having proper office/shop with telephone numbers and GST Number, Vender Number and Income Tax registration numbers may submit their bids

Section Officer (GA)  
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