

GOVERNMENT OF PAKISTAN  
National Tariff Commission  
(General Section)

\*\*\*\*\*

Tender

Sealed bids are invited for purchase of office stationery, computer stationery and other miscellaneous items on periodic basis during the financial year 2023-2024. Only those firms are eligible to participate in tender who are running full-scale business in Islamabad and are registered under sales tax and income tax law of Pakistan.

2. Bidding document can be collected on payment (non-refundable) of Rs.500/- by 23<sup>rd</sup> October, 2023 during office hours. Terms & Conditions can also be downloaded from the website of the PPRA and website of National Tariff Commission [www.ntc.gov.pk](http://www.ntc.gov.pk)

3. Interested parties may send their bids under sealed cover and should reach the undersigned (4th Floor State Life building No.5, China Chowk, Blue Area, Islamabad on or before 23<sup>rd</sup> October, 2023 by 11.00 a.m. Bids received by due date and time shall be opened on same date at 11.30 a.m. The bidders or their authorised representatives may attend the meeting of the Tender Committee if they so desire.

**(Abdul Qadir Haryah)**  
Deputy Director (General)  
Phone: 9215410

**Government of Pakistan**  
**National Tariff Commission**  
\*\*\*

**TERMS & CONDITIONS OF TENDER**

The terms and conditions to participate in the tender for purchase of office stationary, miscellaneous items, computer accessories, by the National Tariff Commission are as below -

1. Tender should accompany a Pay Order/Bank Draft Rs.25,000/- (Rupees Twenty thousand only) in favour of National Tariff Commission as Earnest-Money without which the offer will be rejected. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till 30-06-2024.
2. Rates to be quoted inclusive of GST and all taxes and shall be valid upto 30-06-2024. However, the procuring agency may extend contract period beyond 30-6-2024 till finalization of next tender.
3. Samples of the items, where possible, especially for papers should be attached with the tender without which the offer will not be entertained.
4. The firms shall be liable to supply the requisite items at "SLIC Building No. 05 China Chowk, Blue Area, Islamabad at their own expenses and even at short notice if needed failing which the security deposit of the firm shall be forfeited and the firms shall be blacklisted.
5. Authorized Dealership Certificate from the manufacturers/ Principal Suppliers may be provided, in case of toners. If it is found that sub-standard items or in-genuine/ refilled toners/cartridges are supplied, the contract shall be cancelled and Security Deposit shall be forfeited and the firm shall also be blacklisted.
6. The Firms must have Sales Tax Registration Certificate, National Tax Number and vender No. as well as **facilities of telephone/fax lines.**
7. All the information as at S.No.6 above must be printed on the quotation /Bills of the competing agency as NTC will not accepting bills without such information printed on the bill.
8. An affidavit to the effect that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry/Division/ Department Organization of the Government(s) must be attached with the bids.
9. Submission of any false statement / documents and concealing of information is likely to disqualify the bidder.
10. The National Tariff Commission reserves the right to reject any or all bids without conveying the reason thereof.
11. Bidder may provide a copy of the latest landline telephone / Fax bill .
12. Documentary evidence to prove that the supplier has minimum 07 years experience in the business, owns a shop and is stockholder.

