

**GOVERNMENT OF KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT**

TENDER NOTICE

Sealed bids are invited from authorized Firms, Dealers and Suppliers registered with relevant Sales & Income Tax Department / FBR for procurement of following Stationery & I.T Equipment on urgent basis for Finance Department, Peshawar. The bids should reach the office of Additional Secretary (Admn), Finance Department by 04.12.2017 before 11:00 A.M. The bids will be opened on the same day in presence of the representatives of the bidders in the office of Additional Secretary (Admn), Finance Department at 02.00 PM.

S.NO	DESCRIPTION OF ITEM
1	Computer Paper Legal 80-Grams Imported
2	Computer Paper A4 80-Grams Imported
3	Line Printer Papers (80-Columns)
4	Stapler Machine (Best Quality)
5	Paper Pins (Best Quality) (Packets)
6	Ball Points (Best Quality)
7	Gum Sticks (Packets)
8	Post & Paid (03 Size)
9	Steel Scale
10	Paper Cutter
11	Scissor
12	Punch Machine
13	Duster (Large Size)
14	Small Tags (Bundles)
15	Envelopes (Small Size 9x4)
16	Highlighter
17	Markers (Best Quality)
18	Pencil Eraser
19	Steel Sharpeners
20	Short hand pencils
21	Stapler Pins
22	White Fluid Pens
23	Toner 80-A
24	Toner 30-A
25	USB 32-GB
26.	Antivirus (Registered)
27	Short Hand Books
28	Blank Registers
29	Colored Flags
30	Ball Pens

Terms & Conditions

1. Warranty of the I.T Equipment shall be clearly mentioned.
2. Firms submitting bids should be able to deliver the items in maximum of seven days after the issuance of work order.
3. Bid Security @2% of offered rates, addressed to the Section Officer (Admn), Finance Department are required to be attached.
4. All applicable taxes will be deducted as per relevant Rules from the supplier.
5. Only those bidders will be eligible for evaluation who are registered with relevant Tax authority for STRN, Income Tax, GST. Registration Certificates be attached with the bid document.
6. The bidders must submit an affidavit that they are not black listed with any Government / Semi-Government Organization.
7. Attested copies of tax returns for the last year or clearance certificate from FBR.
8. Incomplete applications / bids will not be considered. Finance department reserves the right to cancel / discontinue the tender proceedings as well as to reject any or all the applications with the reasons / grounds of rejection to be communicated to the bidder upon request as per rule 47 (1) of KPPPRA Rules, 2014.
9. Each firm will provide a certificate with clear-cut indication that no information has been concealed, in case distortion of facts are detected, it would be sufficient cause to reject the qualification.
10. One envelope method will be used & details / quantity of items can be obtained from the office of Section Officer (Admn), Finance Department.