



**PRIME MINISTER'S SECRETARIAT
NATIONAL DISASTER MANAGEMENT AUTHORITY
ISLAMABAD**



SHORT TENDER NOTICE

Supply of Office stationery/miscellaneous items

National Disaster Management Authority, Prime Minister's Secretariat, Islamabad invites sealed tenders from well reputed firms having properly established shops and telephone facilities at Islamabad/Rawalpindi (preferably based at Islamabad) for supply of office stationery; toner cartridges of computers, photo state machines, fax machines; miscellaneous store items, etc during the Financial year 2010-2011.

Terms and Conditions

1. Participating firms must provide proof of registration with Sales Tax Department and quote their NTN/General Sales Tax Numbers having duly been issued by the Income Tax/Sales Tax Departments.
2. Tenders should accompany an Earnest Money of Rs.50, 000/-(refundable) in the shape of Bank Draft/Pay Order in favor of Director (Administration & Procurement), National Disaster Management Authority, Prime Minister's Secretariat, Islamabad.
3. Earnest Money of unsuccessful bidders will be returned/ refunded after award of contract to successful bidder(s). However, Earnest Money of successful firm(s) will be converted into "Security Deposit".
4. Bids are required to be submitted item-wise clearly indicating rates (in rupees) and must include the value of GST. These rates shall be valid up to 30.06.2011. The list of items may be obtained from office of the undersigned on any working day from 1100 hrs to 1500 hrs.
5. No cutting/overwriting in the offered prices shall be accepted. The successful firm(s) shall not change/revise rates during the financial year 2010-2011 and shall be responsible for supply of items as per approved prices, failing which Security Deposit will be forfeited and the firm shall also be blacklisted.
6. Submission of false statement/document as well as concealing of any information is liable to disqualify the respective firm.
7. An affidavit that the firm has never been blacklisted by any Ministry/Division /Department / Organization of the Government is also required.

8. All bids shall reach the undersigned up to 1300 hrs on 23rd July 2010 which will be opened at 1400 hrs on the same day.
9. The Authority reserves the right to reject all or any of the tenders.
10. This advertisement can also be seen at the websites of (www.ndma.gov.pk) and PPRA (www.ppra.org.pk).

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