

**Government of Pakistan**  
**Planning and Development Division**  
**Pakistan Planning and Management Institute**  
NFDC Building, Street No.1, H-8/1, Islamabad

## Short Tender Notice

Sealed quotations are invited from the firms having GST and Income Tax Registration numbers for the supply of Office Stationery, Computer Stationery and miscellaneous items etc. during the financial year 2010-11.

**Terms and Conditions:**

1. The rates quoted will be applicable till 30<sup>th</sup> June, 2011.
2. Tax will be deducted as per rules.
3. Certificate that firm is not black listed may be attached.
4. Attachment of bank draft/pay order/call deposit for a sum of Rs. 10,000/- as an earnest money with the bid is necessary.
5. The firms should use their printed letter pad where firm name, address, telephone number etc. must be mentioned.
6. Firms should quote prices with out sale tax and indicate quantity, brand size wherever necessary.
7. The successful firms will have to supply items at PPMI within a week after the issue of supply order at their own expenses and arrangements.
8. The tenders complete in all respects should reach within fifteen (15) days of appearance of this advertisement in the PPRA Website to the undersigned till 1:00 pm and these will be opened at 2:00 pm on the same day in presence of the bidders or their representatives.
9. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
10. Procuring agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

**(Gul Omraz Khan)**  
Accounts Officer/DDO  
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