

**TENDER NOTICE**  
**(FOR SUUPLY OF IT STATIONARY ITEMS)**

Trade Development Authority of Pakistan, an organization with the mandate to promote trade with special focus to increase exports of Pakistan invites sealed tenders / quotations from the AUTHORIZED DEALERS / FIRMS registered with Income Tax & Sales Tax Department for provision of IT stationary items (Detail mentioned in tender document).

2. The tenders from interested firms, complete in all respects should be supported with following documents / information:-

- i. Name of the firm / company with location of Head Office, Branch Offices; its status, address, telephone number (s), fax number (s)
- ii. Registration / pre-qualification with other departments / organizations alongwith documentary proof.
- iii. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.
- iv. Copy of NTN Certificate & STN Certificate
- v. Financial soundness, bank statement for at least 12 months
- vi. Experience of similar work over past 05 years with Public Sector/Banks
- vii. Any other relevant information, which the firm intends to submit.
- viii. Dealership Certificate / Authority letter from Original Manufacturer

3. Bidding document containing detailed terms & conditions, method of procurement, procedure for submission of bids, bids security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc are available for the interested bidders at the office of undersigned. Tender Document can be obtained on any working day between 10:30 a.m. to 04:30 p.m. The tender document fee for an amount of Rs. 1,000/- (Non Refundable) through pay order in favor of Accounts Officer TDAP is to be submitted. Following documents are required for obtaining the tender document.

- i. Request on Company Letter Head
- ii. Copy of NTN & STN Certificate
- iii. Copy of Authorized Distributer / Dealership certificate from original supplier.

4. The last date for submission of tender is October 05, 2015 up to 11:00 a.m. Tender will open on same date at 11:30 a.m. in front of tender opening committee and the representative of participating firms.

5. The Earnest money equivalent to 5% of the bid amount shall be furnished with the tender in the shape of call deposit / pay order from the scheduled bank in favor of Accounts Officer TDAP, Karachi. No tender will be valid without earnest money.

6. Trade Development Authority of Pakistan reserves the right to reject any or all the bids and to annul the bidding process at anytime, however, reasons for rejection or annulling the bid process will be communicated to the concerned bidder(s) in accordance with PPRA rules.

**Asadullah Qureshi**

Assistant Manager (IT)

Tel: 021-111-444-111 ext. 230

Trade Development Authority of Pakistan

MINISTRY OF COMMERCE, GOVERNMENT OF PAKISTAN

Block-A, 5<sup>th</sup> Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi-75350 Fax: 021-99206461

E-mail: [asadullah.qureshi@tdap.gov.pk](mailto:asadullah.qureshi@tdap.gov.pk)