



**TRADE DEVELOPMENT AUTHORITY OF PAKISTAN  
GOVERNMENT OF PAKISTAN  
(Management Services Division)  
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TDAP-IT/Comp/tender

Date: 30/04/2018

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## **TENDER NOTICE**

(For Supply of IT Stationary & IT Store items)

1. TDAP intends to purchase IT stationary & IT store items. Sealed bids are invited from interested Firms / Companies registered with Income Tax & Sales Tax Departments for supply of IT Stationary & IT store items. Quantity may increase or decrease as per requirement.
2. Bids from interested firms should be complete in all respect and supported with following documents / information: -
  - i. Name of firm; its status, address, telephone number (s), fax number,
  - ii. Experience of similar work of over last five years with major clients,
  - iii. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.
  - iv. Any other relevant information, which the firm intends to submit.
  - v. STN & NTN Certificate, Distributor/Dealership Certificate with OEM.
  - vi. Client List Public Sector Organizations including banks
3. Bidding Documents / RFP and other related information can be obtained from the office address mentioned below on any working day between 10:30 a.m. to 04:30 p.m. by requesting on company letter head along with copy of NTN & STN certificate. An amount of Rs. 1000/- (Non Refundable) through pay order in favor of Accounts Officer TDAP is payable to collect tender document. Last date to obtain tender document is May 15, 2018.
4. Bidding will be done on the basis of Single Stage Single Envelope procedure. The firm will submit Financial proposal in single envelop clearly marked as "Financial Bid". Detail bidding process is explained in tender document. Sealed bids will be submitted till 11:00 a.m. May 16, 2018 in the office of Assistant Manager (IT) and bids will be opened on the same day at 11:30 a.m. in the presence of representatives of participating firms. The Earnest money equivalent to 5% of bid amount shall be furnished with the bid in the shape of Demand Draft /Pay Order from the scheduled bank in favor of Accounts Officer TDAP, Karachi. No tender will be valid without earnest money.
5. Trade Development Authority of Pakistan may reject all the bids at any time prior to the acceptance of a bid or proposal. The TDAP shall upon request communicate to any supplier or contractor the grounds for its rejection of all bids in accordance with PPRA rules in case of rejection of bids submitted in TDAP.

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)