



OFFICE OF THE  
ACCOUNTANT GENERAL PAKISTAN REVENUES,  
G-8/4, ISLAMABAD

No. Admn-II/Procurement-Stationery/2023-24/ 2071

Dated: 03<sup>rd</sup> August, 2023

To

The Director,  
Press Information Department (P I D)  
Islamabad.

**Subject: TENDER NOTICE FOR SUPPLY OF STATIONERY ITEMS FOR OFFICE OF THE AGPR ISLAMABAD**

1. Please find enclosed herewith a copy of "Tender Notice" for supply of stationery items for office of the AGPR for the financial year 2023-2024.
2. It is therefore, requested that the tender notice may please be advertised/published on two daily newspapers "**The daily Dawn & Jung Rawalpindi / Islamabad**" at the earliest to call the tender from interested firms.

Encl: (As above)

(ARSLAN JAVAID)  
Accounts Officer Admin-II  
Office of the AGPR, Islamabad  
Phone No.9260325

Copy to:

- i. IT Section, PPRA 1<sup>st</sup> Floor FBC Building G-5/2, Islamabad with the request to upload enclosed tender notice on PPRA website.
- ii. ✓ System Administration, Local with the direction to up loaded the enclosed tender notice on AGPR Website.

(ARSLAN JAVAID)  
Accounts Officer Admin-II  
Office of the AGPR, Islamabad  
Phone No.9260325



**GOVERNMENT OF PAKISTAN  
OFFICE OF THE ACCOUNTANT GENERAL PAKISTAN REVENUES  
SECTOR G-8/4, ISLAMABAD**

No. Admn-II /Procurement-Stationery /2023-24/272

Dated: 03-08-2023

**TENDER NOTICE**

Sealed tenders are invited under Rule-36(a) of Public Procurement Rules, 2004 for supply of Stationery Items for the financial year **2023-2024** as per tender documents.

2. Interested firms/dealers having GST/NTN number may quote the prices of items they want to supply in a sealed cover duly inscribed as under:-

**“TENDER OF GENERAL STATIONERY AND OTHER COMPUTER STATIONERY (TONERS) ITEMS FOR OFFICE OF THE AGPR ISLAMABAD”**

3. Tender documents containing list of items required as well as terms and conditions of supply can be collected from the **Accounts Officer (Admn-II)** on any working day during the office hours. Cost of Tender document is Rs.500/- non-Refundable.

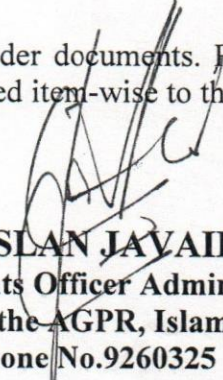
4. Interested firms/dealers must provide following information/documents with their bids:

- a) Experience of supplying similar goods.
- b) Previous registration with any Govt. organization.
- c) Business/Office address, telephone and fax numbers.
- d) Attested copy of Certificate of Income Tax & Sales Tax registration.
- e) Certificate or undertaking/affidavit of not being blacklisted.
- f) List of clients where services have been rendered in last financial year.
- g) **Authorized dealership certificate** from the Manufacturers/ Principal Suppliers in case of supply of toners/cartridges. If it is found that sub-standard or in genuine pirated toners/cartridges are attempted to supply, their contract will be cancelled, security deposit will be forfeited and the firm will also be declared blacklisted.

5. The sealed bids along with earnest money which is **3%** of the total contract price should be submitted on or before **29<sup>th</sup> August 2023 (Tuesday) at 10:30 a.m.** to the undersigned.

6. Bidders will work out **3%** of the contract price considering the items they are interested in supplying. Tenders will be opened in the presence of bidders / representatives who choose to attend on the same day at **11:00 a.m.**

7. Suppliers may quote for one or all the items listed in the tender documents. Prices of items must be mentioned in given format. Contract (s) would be awarded item-wise to the lowest bidder(s).

  
**(ARSLAN JAVAID)**  
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