



042-99212223

**GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT**

TENDER NOTICE

Finance Department, Government of the Punjab, intends to purchase Stationery / Printing / Computer Stationery / Toners / Others and Other Store Articles etc. of day-to-day use. Under the provisions of PPRA Rules, 2014, Tender Bids, in sealed envelopes, are invited from the registered Companies / Firms / Suppliers of the subject items by 10:30 a.m. on 18.01.2024. Tenders will be opened on the same day at 11:00 a.m, in the presence of bidders / their authorized representatives.


TERMS & CONDITIONS / ELIGIBILITY CRITERIA: -

The intending bidders participating in the bidding shall provide the following documents alongwith their Technical Bids.

- i. Original receipt for purchase of Tender.
- ii. Bid Security i.e. 5% of total estimated cost in the form of Bank Draft / Pay Order / CDR in favour of Section Officer(E&A), Finance Department, Punjab Civil Secretariat, Lahore.
- iii. Minimum 03-Years Business History in Government Departments.
- iv. An affidavit on stamp paper submitting that neither the Company / Firm has been blacklisted on any grounds whatsoever or is being proceeded against or is involved in litigation. This certificate shall remain operative till the finalization of the procurement.
- v. Bank Certificate / Statement / Balance Sheet, Financial Soundness.
- vi. Audit Report of Last 03-Years.
- vii. General Sale Tax Number.
- viii. Proof of NTN and Income Tax Payee.
- ix. Professional Tax Certificate and Company Profile.
- x. Acceptance of terms and conditions, tender documents duly signed and stamped.

INSTRUCTIONS:-

- This procurement will be governed by the Punjab Procurement Rules, 2014 (amended upto date).
- Vendor applying can purchase the Tender Documents (containing detailed specification of above said items and terms & conditions of agreement) from the office of the Undersigned during office hours, on payment of Rs.1000/- as Tender fee, after publication of this advertisement till 17.01.2024.
- The procurement procedure shall be single stage two envelopes i.e. Technical and Financial bids.
- The Interested bidders shall submit Technical Bid alongwith Financial Bid, inclusive of all applicable government taxes / duties, in a sealed envelope, containing in the name of Section Officer (E&A), Government of the Punjab, Finance Department, Punjab Civil Secretariat, Lahore.
- The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as laid down in Section 35 of the PPRA Rules, 2014. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
- The successful bidder shall be required to furnish performance guarantee @ 5% of the contract amount.


Section Officer (E&A)
Government of the Punjab
Finance Department

**Section Officer (E&A),
Finance Department,
Punjab Civil Secretariat, Lahore.**