Government of Pakistan

**National Heritage & Culture Division,**

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**TENDER NOTICE**

National Heritage & Culture Division invites bids from the firms/general order supplier / companies in Islamabad/Rawalpindi registered with Income Tax and Sales Tax Departments for supply of below mentioned items till June, 2021.

1. **Stationery**
2. **Computer Stationery (Tonners)**
3. **Misc. Usable Items**
4. **Furniture & Fixture**
5. **Machinery and Equipments**

**Terms and Conditions:**

1. **Single Stage: One Envelop Basis** procedure will be adopted for Stationery, Computer Stationary (Tonners), Furniture & Fixture and Misc Useable items to evaluate the offer(s) and the firm/agency who submits overall lowest financial bid will be selected. Samples of selected items are available in General Section which can be viewed before closing date of tender.
2. **Single Stage-Two Envelop Basis** Procedure will be adopted for Machinery & Equipments to evaluate the offer(s). The bid shall comprise a single package containing two separate envelopes each envelop should contain separately the **“Technical Proposal”** and **“Financial Proposal”.** Financial bids of technically successful bidders will only be accepted and the firm which does not qualify Technical evaluation criteria, their Financial Proposals will be returned unopened.
3. Bidding documents can be obtained from General Section of National Heritage & Culture Division during office hours.
4. Bidder(s) must attach separate Bank Draft/Pay Order / Call Deposit amounting to **Rs 50,000/-** for each category mentioned at Sr. A to E in favour of Drawing and Disbursing Officer, National Heritage & Culture Division which will be refundable in case of non-acceptance of bid(s). Incomplete offers will not be accepted.
5. Sealed bidding documents complete in all respects should reach the office of undersigned on or before **2nd September, 2020 at 1100 Hours** which will be opened on same day at 1130 Hours in presence of bidders/representatives of firms.
6. In case of any query, contact on given number during office hours.

**(Amanullah)**

Section Officer (G)

National Heritage & Culture Division

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