

GOVERNMENT OF PAKISTAN  
**PRESIDENT'S SECRETARIAT (PUBLIC)**  
**AIWAN-E-SADR**

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**TENDER NOTICE FOR SUPPLY OF OFFICE STATIONERY  
AND OTHERS MISCELLANEOUS ITEMS, ETC**

**INSTRUCTIONS TO BIDDERS**

This Tender document shall be used for submission of Bids for the procurement of stationery and others miscellaneous items by the President's Secretariat (Public), Islamabad.

2. Interested bidder / suppliers may obtain tender document from the Dak Window of President's Secretariat (Public) during office hours or download it from the websites of [www.president.gov.pk](http://www.president.gov.pk) and [www.ppra.org.pk](http://www.ppra.org.pk).

3. This document contains the following: -
- a. Terms and conditions.
  - b. Evaluation Criteria.
  - c. List of Stationery and Miscellaneous items required along with specifications.

**3 (a) TERMS AND CONDITIONS OF TENDER**

**General:**

- i) Only Registered firms/suppliers with Active Tax payers List (ATL) status valid GST/NTN and vendor numbers, based in Rawalpindi & Islamabad are eligible to apply.
- ii) Proof of NTN/GST registration, Active Tax Payer List, Vendor Number and a brief company Profile along with attested photocopies of all relevant documents are required to be provided.
- iii) Bid Security (Refundable) amounting to Rs.200,000 (Rupees two hundred thousand) in shape of Bank **Draft/Pay Order in favor of Assistant Director (Gen),President's Secretariat (Public), Islamabad** is required to be provided. The Bid Security will be returned to the unsuccessful bidder(s) immediately after finalization of the tender and in case of successful bidders(s), it will be retained as security deposit till 30-06-2024.
- iv) An affidavit on stamp paper that the firm has not been blacklisted in the past by any Ministry/Division/Department/Organization of Government of Pakistan is required.
- v) The contract will be awarded for complete financial year 2023-24. If required, the contract can be extended as provided in PPRA Rules.
- vi) The bidding process is subject to observance of PPRA Rules, 2004.
- vii) President's Secretariat (Public) reserve the rights to reject all Bids/Proposals at any time prior to the acceptance as well as to increase/decrease to the quantity of items as per requirement.
- viii) Inspection of all the items will be carried out at the time of delivery before acceptance.
- ix) If any item is found substandard, defective and against the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier as per Public Procurement Rules, 2004 including forfeiture of bid security and black listing of supplier/firm.
- x) Any laps in fulfilling requirements of any other stipulated conditions (s) in the tender process shall render the bid liable to rejection.
- xi) All Bids shall reach the undersigned upto 1100 hour on **31<sup>st</sup> July,2023** which will be opened at 1130 hours on the same date. Bidders who will like to attend bid opening will be allowed after clearance from the Security Branch of this Secretariat.

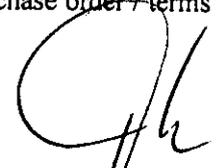
- xii) Bidders are required to prepare their bids carefully, (preferably typed). Any correction/alteration/overwriting will not be acceptable. Each page/document must be signed / stamped and sealed properly.
- xiii) Where required, the manufacturers/company name/brand name of items must be stated clearly.
- xiv) Rates/Quotations are required against all items. Evaluation and comparison will be made on rate per unit basis for each item.
- xv) Bidders shall be required to provide the samples of items to the Purchase Committee as per **Annex-A**. If required, the successful bidder(s) shall provide fair/best quality samples of items for approval/inspection as and when required without any extra cost.
- xvi) All prices must be quoted inclusive of all government duties/ taxes (where applicable).
- xvii) Warranty /guarantee (if applicable on any item) and quality must be ensured for the whole contract period, without any service charges.
- xviii) Bid validity period will be till 30-06-2024 and it must be clearly mentioned in the bid. However, if required, the President's Secretariat (Public) may extend the contract period beyond 30-06-2023 as per Public Procurement Rules or till finalization of the next tender.
- xix) The President's Secretariat (Public)'s Office may reject all bids or proposals at any time prior to the acceptance of the bid(s).
- xx) The Successful bidders/ suppliers shall have to supply the required items within 03 days of the receipt of the Purchase Order or as required during the whole financial year/contract period.
- xxi) Receipt of incomplete, low quality /substandard supplies or delay in supplies will render the supply order liable to be cancelled and necessary action to be initiated under Public Procurement Rules.
- xxii) In case of withdrawal of the bid by any bidder/supplier during the bid validity period or failure to supply items according to purchase order/ terms and conditions, the Bid Security will be forfeited and action will be taken under Public Procurement Rules 2004 including blacklisting of the firm /supplier.

Following mandatory information /documents are required of the firms (s).

- xxiii) Sale Tax Registration Certificate.
- xxiv) Proof of Active Tax Payer List (Income Tax & Sales Tax).
- xxv) Valid Vendor Number issued by AGPR.
- xxvi) Pay order/ Bank draft of Rs.200,000 in favor of Assistant Director (Gen) President's Secretariat (Public), Islamabad.
- xxvii) Duly signed and stamped Compliance Certificate as mentioned vide **Annex-B** of this document.
- xxviii) Affidavit on stamp paper that the firm has never been blacklisted by any Ministry/Division/ Department/ Organization of the Government of Pakistan (sample attached) at (**Annex-C**).
- xxix) An Affidavit on Rs. 100/- value Stamp Paper duly attested by Notary Public, that the Firm will provide only Original / Genuine and Brand New Products / Items, if not otherwise provided in the Tender Documents, and not the substandard, counterfeited or fake products / items (where applicable) as per Specimen at **Annex-D**.
- xxx) Company Profile containing all relevant information /details including interalia, fully functional office address, contact numbers (Landline/mobile) owners particulars, Bank Account Number, experience and list of clients etc.
- xxxi) Any cutting / overwriting in the quoted prices will not be accepted.

**3(c) LISTS OF STATIONERY AND MISCELLANEOUS ITEMS REQUIRED**

The lists of Stationery and Miscellaneous items are enclosed as **Annex-A**. The interested bidders are required to quote their rates on unit basis (inclusive of GST and all taxes) against each item. The successful bidder will provide sample of each item for approval/inspection within ten days of signing of contract. Those samples would be retained for conformity to the specification / quality of item as per purchase order / terms and conditions.



**(Muhammad Naveed Butt)**  
Assistant Director (Gen)

2 July, 2023

**LIST OF ITEMS**  
**ANNUAL TENDER FOR SUPPLY OF OFFICE STATIONERY**  
**AND OTHER MISC. ITEMS**  
**FOR THE FINANCIAL YEAR 2023-24**

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S.#	Name of Items	Bid Quantity	Item wise Rate with all taxes
1.	Attendance Register No. 2	01 No	
2.	Ball Point Picasso Grade.1 or equivalent	01 No	
3.	Ball Point Picasso Grade.2 or equivalent	01 No	
4.	Ball Point marker handy Grade.1 or equivalent	01 No	
5.	Ball Point marker handy Grade.2 or equivalent	01 No	
6.	Ball Point Piano (Pelikan) Grade.1 or equivalent	01 No	
7.	Ball Point Piano (Pelikan) Grade.2 or equivalent	01 No	
8.	Ball Point Piano (0.8mm) Grade.1 or equivalent	01 No	
9.	Ball Point Piano (0.8mm) Grade.2 or equivalent	01 No	
10.	Ball Point Doller Griper Grade.1 or equivalent	01 No	
11.	Ball Point Doller Griper Grade.2 or equivalent	01 No	
12.	Binder Clip 19mm	01 Packet	
13.	Binder Clip 25mm	01 Packet	
14.	Binder Clip 32mm	01 Packet	
15.	Binder Clip 41mm	01 Packet	
16.	Box File Executive (Uni imp) Narrow bag	01 No	
17.	Box File Executive File Size (Imported)	01 No	
18.	Binding Tape Cloth 2" (Nokia) or equivalent	01 No	
19.	Binding Tape Cloth 3" (Nokia) or equivalent	01 No	
20.	Bross Clip (Five Star) No.4 (100 Clips) or equivalent	01 Packet	
21.	Bross Clip (Five Star) No.5 (100 Clips) or equivalent	01 Packet	
22.	Bross Clip (Five Star) No.7 (100 Clips) or equivalent	01 Packet	
23.	Bross Clip (Five Star) No.8 (100 Clips) or equivalent	01 Packet	
24.	Back Care (Multi Foam) or equivalent	01 No	
25.	CD-R Sony With Covers or equivalent	01 No	
26.	CD-R Sony Without Covers or equivalent	01 No	
27.	Cells AA (Energizer) or equivalent	01 No	
28.	Cells AAA (Energizer) or equivalent	01 No	
29.	Cell (Lithium) V 32.302 (Maxell) or equivalent	01 No	
30.	Calculator (Large)	01 No	
31.	Calculator (Small)	01 No	
32.	DVD-R Sony/Maxell or equivalent	01 No	
33.	DVD Sony/Maxell or equivalent	01 No	
34.	Dak Folder (Leather) With Clip	01 No	
35.	Drawing Cutter (Large) SDI-423 or equivalent	01 No	
36.	Drawing Cutter (Small) SDI-405 or equivalent	01 No	
37.	Drawing Blade (Large) Lion or equivalent	01 No	
38.	Drawing Blade (Small) Lion or equivalent	01 No	
39.	Double Side Tape 1" Large Size 72 yard	01 No	
40.	Diary Register No.6	01 No	
41.	Diary Register No.8	01 No	
42.	Diary Register No.10	01 No	
43.	Diary Register No.12	01 No	
44.	Eraser DG-50 (Pelikan) or equivalent	01 No	
45.	Eraser SP-30 Pelikan (Fine Quality) or equivalent	01 No	
46.	Eraser A1-30 (Pelikan) or equivalent	01 No	

S.#	Name of Items	Bid Quantity	Item wise Rate with all taxes
47.	Envelops Plain White File Size 350g art card (as per sample)	100 Nos	
48.	Envelops Plain White Card Size 7x5 (as per sample)	100 Nos	
49.	Envelops Plain White 9"x4" 100g (as per sample)	100 Nos	
50.	Envelops Plain White A-4 Size 100g (as per sample)	100 Nos	
51.	Envelops Khaki Size S.E.8 Golden (12"x16") (as per sample)	100 Nos	
52.	Envelops Khaki Size S.E.6 Golden (as per sample)	100 Nos	
53.	Envelops Khaki Size S.E.7 Golden (as per sample)	100 Nos	
54.	Electric Fan Heater, Ronova or equivalent (Large)	01 No	
55.	Electric Fan Heater Ronova or equivalent (Small)	01 No	
56.	Electric Pedestal Fan, Pak Fan, Gee Pass or equivalent (Best Quality)	01 No	
57.	Electric Kettle National, West point or equivalent (Best Quality)	01 No	
58.	Electric Call Bell Remote control or equivalent (Best Quality)	01 No	
59.	Electric bracket fan, Pak Fan, Gee Pass or equivalent (Large)	01 No	
60.	Electric bracket fan, Pak Fan, Gee Pass or equivalent (Medium),	01 No	
61.	Electric Extension Board with 5 meter wire (08 Point)	01 No	
62.	Fluid (White) with Thinner Pelikan Blanco or equivalent	01 Set	
63.	Fluid Pen (Uni)	01 No	
64.	Fax Paper Roll (Mitsufax) (210mm X 30m) or equivalent	01 No	
65.	File Register No.6	01 No	
66.	File Cover white Plain Glazed File Size (350g)	01 No	
67.	File Cover white Plain Glazed A-4 Size (350g)	01 No	
68.	File Cover white Plain Glazed (Size 10.5" x 7.75") 350 gm	01 No	
69.	File Cover white Plain Glazed (Land Scene) 300 gm	01 No	
70.	File Board Shaheen Brand or equivalent	01 No	
71.	File Flapper (Fine quality)	01 No	
72.	File IT (Transparent) A-4	01 No	
73.	File folder (large) A-4	01 No	
74.	File folder (Small) A-4	01 No	
75.	File In/Out Tray Plastic	01 No	
76.	Gum Stick UHU Small (Germany) or equivalent	01 No	
77.	Gum Stick UHU Medium (Germany) or equivalent	01 No	
78.	Gum Bottle Dollar (5 oz)	01 No	
79.	Gel Pen RG-100 (0.7)	01 No	
80.	Gen Pen One business 0.6	01 No	
81.	Ink Dollar 60 ml (All Colours) or equivalent	01 No	
82.	Ink Stamp Pad Blue/ Black	01 No	
83.	Jainamaz Superior Quality	01 No	
84.	Lead Pencil Goldfish HB-5000 or equivalent	01 dozen	
85.	Lead Pencil Goldfish (6000 # 2 ½ Executive Black (With Rubber) or equivalent	01 dozen	
86.	Marker Compo Blue/Black (Japan) Grade.1 or equivalent	01 No	
87.	Marker Compo Blue/Black (Japan) Grade.2 or equivalent	01 No	
88.	Marker Uniball Eye Fine UB-157 Blue/Black or equivalent (Original)	01 No	
89.	Marker Uniball Eye Fine UB-157 Blue/Black or equivalent (Local)	01 No	
90.	Marker Schneider Grade.1 Blue/Black or equivalent	01 No	
91.	Marker Schneider Grade.2 Blue/Black or equivalent	01 No	
92.	Marker 70 # Dollar Grade.1 Blue/Black (9000-04) or equivalent	01 No	
93.	Marker 70 # Dollar Grade.2 Blue/Black (9000-04) or equivalent	01 No	
94.	Marker 90 # Dollar Grade.1 Blue/Black or equivalent	01 No	
95.	Marker 90 # Dollar Grade.2 Blue/Black or equivalent	01 No	

S.#	Name of Items	Bidding Quantity	Item wise Rate with all taxes
96.	Marker Board (Non-Permanent) snowman or equivalent	01 No	
97.	Magic Tape (36 Yards) USA (Original) or equivalent	01 No	
98.	Note Sheet Pad A-4 Size Fuda Brand 100 sheets 90g or equivalent	01 No	
99.	Orient Note book (Large)	01 No	
100.	Orient Note book (Small)	01 No	
101.	Officer Hand book (Rexene) as per sample	01 No	
102.	Paper white D.A Brand (80gm) Size (9.5" x 7.5") (500 Sheets)	01 Ream	
103.	Paper Punch Single Hole large Size (Superior)	01 No	
104.	Paper Punch Single Hole (Ordinary)	01 No	
105.	Peon Book (100 pages)	01 No	
106.	Post It Pad 2" x 1" 3M	01 No	
107.	Post It Pad 3" x 3" 3M	01 No	
108.	Post It Pad 3" x 4" 3M	01 No	
109.	Post It Pad 3" x 5" 3M	01 No	
110.	Post It Flag 3mm	01 No	
111.	Paper Clip Size 36mm	01 Pkt	
112.	Paper pin Size (1 oz)	01 Pkt	
113.	Packing Sheet Khaki (Fine Quality)	01 No	
114.	Plastic Telic Sheet 8mm	01 Meter	
115.	Plastic Folder 2 Side Open (L Type) A-4 Size	01 No	
116.	PVC Tape Roll (Large) Size 2" x 72" Yards Nichiban or equivalent	01 No	
117.	Programme Stand (A-4 Size) Plastic	01 No	
118.	Programme Stand (Landscape) Plastic	01 No	
119.	Rule Register No. 6 (imp)	01 No	
120.	Rule Register No. 8 (imp)	01 No	
121.	Rule Register No. 12 (imp)	01 No	
122.	Rule Register No. 16 (imp)	01 No	
123.	Rule Register No. 20 (imp)	01 No	
124.	Rule Register No. 24 (imp)	01 No	
125.	Reinforcement Ring OKI Brand or equivalent	01 No	
126.	Rubber Band (white) Fine Quality "Q" Brand or equivalent	01 No	
127.	Ring binder (Nokya- 1314 NK) or equivalent	01 No	
128.	Ring binder (Nokya- 075 HB) or equivalent	01 No	
129.	Summary Paper A-4 Size (AA Brand) (500 Sheets) or equivalent	01 Ream	
130.	Summary Paper A-4 (Paper One) Brand (500 Sheets) or equivalent	01 Ream	
131.	Summary Paper Legal Size (Paper One) Brand (500 Sheets) or equivalent	01 Ream	
132.	Summary Paper A-4 Size 80 gm (Local 480 Sheets)	01 Ream	
133.	Sharpener Steel Single Hole	01 No	
134.	Sharpener Plastic Superior Single Hole	01 No	
135.	Sharpening Machine KW 307-A PMP (S) or equivalent	01 No	
136.	Sharpening Machine KW 310 PMP (Medium) or equivalent	01 No	
137.	Scotch Tape 1" x 72 Yards Deer or equivalent	01 No	
138.	Scotch Tape 1" x 10" Lious/Panfix or equivalent	01 No	
139.	Scotch Tape ½" x 10" Lious or equivalent	01 No	
140.	Stamp Pad (Superior) Artline or equivalent	01 No	
141.	Stamp Pad (Superior) Color	01 No	
142.	Stablo Highlighters (Different Colours) PIANO Grade.1 or equivalent	01 No	
143.	Stapler Machine Heavy Duty 50 SB or equivalent	01 No	
144.	Stapler Machine Superior (Japan) Max HD – 50 or equivalent	01 No	
145.	Stapler Machine Superior (Small)	01 No	

S.#	Name of Items	Bidding Quantity	Item wise Rate with all taxes
146.	Stapler Machine (deli) or equivalent	01 No	
147.	Stapler Pin Remover Rapid or equivalent	01 No	
148.	Scissor large (Superior) (Imp)	01 No	
149.	Scissor Small (Superior)	01 No	
150.	Steel Scale (24")	01 No	
151.	Steel Scale (12")	01 No	
152.	Stapler Pin Max No. 10, Lion or equivalent	01 Packet	
153.	Stapler Pin # 15 mm ,Lion or equivalent	01 Packet	
154.	Stapler Pin # 17 mm , Lion or equivalent	01 Packet	
155.	Stapler Pin # 23/8 , Lion or equivalent	01 Packet	
156.	Stapler Pin # 23/10, Lion or equivalent	01 Packet	
157.	Stapler Pin # 23/12 ,Lion or equivalent	01 Packet	
158.	Stapler Pin # 23/15 , Lion or equivalent	01 Packet	
159.	Stapler Pin # 23/17 , Lion or equivalent	01 Packet	
160.	Stapler Pin # 23/20 ,Lion or equivalent	01 Packet	
161.	Stapler Pin # 23/24 , Lion or equivalent	01 Packet	
162.	Stapler Pin# 24/6 (Dollar) or equivalent	01 Packet	
163.	Shorthand Book (100 pages)	01 No	
164.	Shorthand Pencil	01 Dozen	
165.	Talking Point Paper off-white (100 grm) Size (6.5"x8.5" ) (500 Sheets)	01 Ream	
166.	Talking Point Paper off-white (150grm) Size (6.5"x8.5" ) (500 Sheets)	01 Ream	
167.	Talking Point Jacket File cover (Fancy Card 350 grm) off-white Size (7"x9")	01 No	
168.	Tape Stand Large Tape Size (1x72") Superior	01 No	
169.	Tape Stand Small	01 No	
170.	Tag Large Size	01 Bundle	
171.	Tag Small Size	01 Bundle	
172.	Table Set Rexene Kaligon # 5 or equivalent	01 No	
173.	Table Set (Wooden)	01 No	
174.	Table Set (Marble)	01 No	
175.	Tumbler Ordinary (OMROC/TOYO) or equivalent	01 No	
176.	Hand Sanitizer 500 ml (Best Quality)	01 No	
177.	Hand Sanitizer 250 ml (Best Quality)	01 No	
178.	Hand wash 500 ml (Best Quality)	01 No	
179.	Air Freshener (Aseel) UAE (Original) or equivalent	01 No	
180.	Car Polish (Soft-99) or equivalent	01 No	
181.	Car Polish (Cosmic) or equivalent	01 No	
182.	Duster White Metter (Superior Quality)	01 No	
183.	Duster Yellow Metter (Falalane) (Superior Quality)	01 No	
184.	Glint (700 ml) UK (Original) or equivalent	01 No	
185.	Log Book Large Size # 6 (Vehicles)	01 No	
186.	Movement Register (300 Pages) (Vehicles)	01 No	
187.	Surf Excel (Small) 125 gm or equivalent	01 Pkt	
188.	Sun of a Gun (Dashboard Polish)	01 No	
189.	Umbrella large	01 No	
190.	Umbrella Small	01 No	
191.	USB 16 GB HP, Kingston or equivalent	01 No	

S.#	Name of Items	Bidding Quantity	Item wise Rate with all taxes
192.	Plastic Doori	01 No	
193.	Tissue Paper Box (Rose Petal) Luxury or equivalent	01 Box	
194.	Toilet Roll (Rose Petal) or equivalent	01 Roll	
195.	Toyota Corolla Car 2004-2008 top cover	01 No	
196.	Toyota Corolla Car 2009-2010 top cover	01 No	
197.	Toyota yaris car top cover	01 No	
198.	Honda Car top cover	01 No	
199.	Face Mask (Best Quality)	01 Box	
200.	Mineral water (bottle 19 liter) Nestle or equivalent	01 No	
201.	Lasani sheet (4ft in width, and 8ft in height)	01 No	
202.	Lamination sheet 4ft in width, and 8ft in height)	01 No	
203.	Pertal Wood (Partal Wood) - 1.5 x 9.25 inch	01 No	
204.	White Board Medium Size	01 No	
205.	White Board Small Size	01 No	
206.	Wire ducts 16x16mm (10ft)	01 No	
207.	Wire ducts 16x25mm (10ft)	01 No	
208.	Wire ducts 16x38mm (10ft)	01 No	
209.	Wire ducts 25x25mm (10ft)	01 No	
210.	Wire ducts 25x38mm (10ft)	01 No	
211.	Wire ducts 40x25mm (10ft)	01 No	
212.	Wire ducts 40x40mm (10ft)	01 No	
213.	Wire ducts 40x60mm (10ft)	01 No	
214.	Wire ducts 50x50mm (10ft)	01 No	
215.	Wire ducts 60x60mm (10ft)	01 No	
216.	Wire ducts 60x80mm (10ft)	01 No	
217.	Wire ducts 80x80mm (10ft)	01 No	
218.	Wire ducts 100x100mm (10ft)	01 No	
219.	Wire electric 3x29 Pakistan Cable or equivalent	01 Roll	
220.	Wire electric 7x29 Pakistan Cable or equivalent	01 Roll	
221.	Wire electric 7x36 Pakistan Cable or equivalent	01 Roll	
222.	Wooden Scale (Fine Quality)	01 No	
223.	Water Jug (France) or equivalent	01 No	
224.	Water Jug (Toyo or Omroc) or equivalent	01 No	
225.	Waste bin	01 No	
226.	Wall Clock (Medium Size)	01 No	

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**COMPLIANCE CERTIFICATE**

I/we \_\_\_\_\_ hereby certifying that: -

- a) Copies of income tax and sales tax certificate are attached.
- b) Company Profile having Office details at Islamabad/Rawalpindi with Phone Numbers/Addresses is provided.
- c) Affidavit on Stamp Paper of Rs.100/- that the firm is not black listed/debarred by any government /semi government Department as per Specimen attached.
- d) The earnest money / bid security as per tender requirement vide Draft/Pay Order dated bank name.
- e) The firms will be bound to make supply the items as per specification at President's Secretariat (Public).
- f) Firms who supply re-conditioned/sub-standard/used items and having poor performance may not submit their bids. Mode of the payment based on credit and taxes will be applicable as per Government Policy amended to time and again. The firm should clearly show whether GST is included or excluded in the offered rates.
- g) Terms and conditions must be signed and attached with the Tender document if agreed upon.
- h) The firms:
  - i. Must have its established office at Islamabad/Rawalpindi with Phone No./Address, Bank A/c No., at the same vicinity.
  - ii. Will be bound to supply the items within specified time.
- i) 1.4 The Procuring Agency reserves the right to accept or reject any or all bids as per PPRA rules.

**Name of Firm**.....

**Name of Owner**.....

**Mailing Address**.....

**Phone Number**.....

**Signature**.....

**Seal of the Company**.....

**AFFIDAVIT**

We, (Name & address of the firm), do hereby declare and solemnly affirm that:

1. We have not been blacklisted /barred by any Ministry/Division/Department or organization of the Government of Pakistan.
2. We have not been involved in any litigation with any client during the last three years.
3. We acknowledge that we have read, understood and accepted the terms and conditions of bid document for procurement of stationery and Miscellaneous items by the President's Secretariat (Public) for Financial Year 2023-24.
4. We understand that the President's Secretariat (Public) shall have the right, to require, in writing, further information or clarification related to our bids.
5. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of tender and are liable to any punitive/ legal action for furnishing false information/ documents.

Dated this \_\_\_\_\_ day of July 2023

Name CNIC No. \_\_\_\_\_

Signature. \_\_\_\_\_

(Company Seal) \_\_\_\_\_

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In the capacity of  
Duly authorized to sign bids for and on behalf of.

(Must be Provided on a Value of Rs. 100/- Stamp Paper)

**UNDERTAKING / CERTIFICATE**

The firm will provide only original / genuine and brand new products and not substandard, poor quality, fake / counterfeited products / items (wherever applicable) unless otherwise specified.

If provided items / information found false, or the firm found Black Listed/Debarred by any organization in Pakistan, or any criminal proceedings found in any court of law, the contract of the firm will be immediately TERMINATED without assigning any reason and making any refund / payment. Further the security given by the firm will also be confiscated and blacklisting/debarment proceedings may also be initiated against the firm.

M/S \_\_\_\_\_

Authorized Contact Person Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No \_\_\_\_\_ Mobile No \_\_\_\_\_ Fax \_\_\_\_\_

CNIC No. \_\_\_\_\_ Email. \_\_\_\_\_

Signature & Thumb Impression: \_\_\_\_\_ Dated: \_\_\_\_\_

Firm's Seal:

**ATTESTED BY NOTARY PUBLIC**