

**ALLIED TERMS AND CONDITIONS/GUIDELINES & REQUIREMENTS FOR
TENDER FOR STATIONERY AND COMPUTER STATIONERY 2026-2027**

1. Services are required on full-time basis.
2. Agreement will be executed initially for a period of one (01) year. However, the Directorate General Internal Audit (IR), Islamabad can terminate the contract before its expiry with a prior notice of one month.
3. The Purchase Committee may reject all bids or proposals, at any time prior to the acceptance of a bid or proposal under Rule-33 of the Public Procurement Rules, 2004.
4. Bid Security of unsuccessful bidders will be returned / refunded after approval of the case by the Competent Authority. However, Bid Security of the successful bidders/firm(s) will be converted into "Performance Guarantee".
5. In case of shortfall in supply during the year, the performance guarantee will be fortified in favour of Government of Pakistan and firm will be blacklisted, alongwith any other preventive measures that may be taken.
6. Incomplete bids / offers will not be considered in any case.
7. Office / Shops of the bidders must be based in Islamabad / Rawalpindi or must have a camp office in Islamabad / Rawalpindi.
8. Bids are required to be submitted items-wise clearly indicating rates and Taxes (in Pak Rupees) against each item.
9. Rates will be considered and shall be valid up to the end of Current Financial Year 2026-2027 i.e. up to 30.06.2027. Blacklisted firms and those who are not on Active Taxpayer List of FBR are not eligible to participate in bidding process.
10. Submission of false statements / documents as well as concealing of any information by the bidder (s) is liable to render the bidder disqualified under Rule 18 of the Public Procurement Regulatory Authority (PPRA).

**Directorate General Internal Audit (IR)
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