

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**


TENDER NOTICE

No.1(1)12015-16 Admn.IV. Ministry of Commerce, Islamabad invites Sealed tenders from sales Tax registered, and well established, firms having offices in Islamabad/Rawalpindi for supply of Stationery, Computer Accessories and toners for Photostat Machines/ Computer Printers and Miscellaneous articles, at item rate basis for financial year 2015-2016

- i. On request, detail of items can be obtained from the General Section within 15 days of publication of tender. List of items can also be downloaded from following websites:-
 - a) Ministry of Commerce www.commerce.gov.pk
 - b) Public Procurement Regulatory Authority www.ppra.org.pk
- ii. Tender must be accompanied by a call deposit of Rs.1,00,000/- in shape of bank draft/pay order in favour of D.D.O of Ministry of Commerce, as earnest money, without which the offer will be rejected. The earnest money of unsuccessful bidders will be refunded on finalization of the tender and in the case of successful bidder (s) it will be retained till 30.6.2016
- iii. Toners will be procured from Sole Distributors/Authorized Dealers only. Tender of those firms will not be accepted against which legal proceeding are under process.
- iv. Samples of items mentioned in Tender List must be attached. Rates without samples will not be entertained.
- v. The rates will remain valid up to 30th June, 2016
- vi. Rates may be quoted for original/genuine brands.
- vii. Firms will be bound to supply / deliver the goods even on a Short Notice at their own transport upto "A" Block, Pak. Secretariat.
- viii. The Tender must accompany the firm's Registration Certificate, National Tax Number, Sales Tax Registration Certificate, Bank / vendor number and Sole Distributor/Authorized Dealer Certificate, in case of Serial No. (iii) above.

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- ix. The firms must produce an affidavit on Rs. 10/- stamp paper that Firm has not been black listed by any Government Organization(s)/nor they are in litigation process with any Govt /Semi Govt Organization.
- x. Ministry of Commerce has the right to cancel the contract partially or entirely during the current financial year if items are found sub-standard, short in quantity or not supplied timely. The security amount will be forfeited and the firm will be black listed. The decision of this Ministry in this regard will be final.
- xi. Sealed Tenders duly completed must reach the Deputy Secretary (Admn-I), Ministry of Commerce, Room No. 432, "A" Block, Pak Secretariat, Islamabad on or before 15.07.2015 up to 10.30 AM. Tenders will be opened on the same date at 11.00 AM *in* the presence of bidders or their authorized representatives who wish to do so.
- xii. Tender of those firms will not be considered against which complaints in Ministry of Commerce are received or legal proceedings are in process.
- xiii. Ministry of Commerce reserves the right to accept or reject any or all tenders prior to the acceptance of the bid. Ministry of Commerce will communicate, upon written request, to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection but shall not justify those grounds.


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