

TENDER NOTICE

Sealed tenders of two stages i.e. Technical bid and Financial bid in separate envelopes are invited from Authorized firms having offices at Rawalpindi/Islamabad for supply of following IT Items:-

S#	Items	Quantity
1.	Computer Scanners	28
2.	Desktop Computers	14
3.	Laptops	06

The number of items can be increased or decrease, as per requirements of the Ministry. The specifications/tender documents of the above items may please be obtained from the office of the Section Officer (General) on any working day during the working hours till the closing date.

TERMS AND CONDITIONS:

1. Firms having GST, NTN and Vendor numbers are eligible for bidding. Firms should provide copies of certificate of these numbers enclosed with their bids.
2. Firm will provide an undertaking that they are not involved in any case of litigation in the court of law etc.
3. Rates quoted, must include all taxes and installation.
4. Bids are valid for a minimum period of 90 days.
5. Earnest money @ 5% of total quoted amount multiplied with 04 in the form of Pay Order/Bank Draft drawn at a scheduled bank in Islamabad in favor of the Ministry of Commerce must be attached with the bid.
6. "Tender for supply of Computer Scanners/Desktop Computers/Laptops" will be clearly written on the envelope containing the bid.
7. Submission of any false statement/documents including concealing of any information will disqualify the bidder.
8. Sealed bids shall reach the office of the undersigned before or on the date of opening of tender up to 1100 hrs. The tender will be opened on 05-11-2015 at 1130 a.m. in Committee Room of Ministry of Commerce in the presence of the representative of the bidders (who may choose to be present or otherwise on the occasion).
9. Ministry reserves the right to accept or reject any or all the tenders and issue supply order subject to availability of Funds.



(Muhammad Usman Ghani)

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