

TENDER NOTICE

Ministry of Commerce, Government of Pakistan invites sealed bids from eligible bidders (original manufacturers/ authorized distributors/ authorized suppliers etc.) registered with Income Tax and Sales Tax Departments for the supply of the under mentioned items:-

i.	Executive Officer Table along with Rack	One
ii.	Executive Officer Chair (Revolving)	One
iii.	Visitors Chair	Five
iv.	Sofa Set (Seven Seater - leather ride)	One set
v.	Centre Table Set (Three pcs)	One set
vi.	Corner Lamp	Two
vii.	Split AC Unit (Two Tons)	Two

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

TERMS AND CONDITIONS:

1. Single stage envelope procedure shall apply. "Technical" and "Financial" Bids in sealed and separate envelopes, both placed in one single envelop, must reach in the office of Section Officer (General), Ministry of Commerce, Room No. 427, "A" Block, Pakistan Secretariat, Islamabad, within 15 days from the date of advertisement through PPRA website. Late submissions of the bids will not be accepted.
2. Firms having GST and NTN numbers are eligible for participation in the bidding. Firms will provide copies of the above mentioned documents.
3. Firm will provide an undertaking that they are not involved in any case of litigation in the court of law etc.
4. Rates quoted must include all taxes and installation charges.
5. Bids are valid for a minimum period of 90 days.
6. Earnest money @ 5% of total quoted amount must be attached with the bid in the form of a Pay Order / Bank Draft drawn at a scheduled bank in Islamabad, in favor of Ministry of Commerce; Islamabad must be attached with the bid.
7. Submission of any false statement/documents including concealment of any information is likely to disqualify the bidder.
8. Sealed bids must reach the office of the undersigned before or on the date of opening of tender upto 11:00 hrs. The tender will be opened on 26th May 2016 at 12:30 hrs in the 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 tender and issue supply order as per availability of Finance.

(Muhammad Usman Ghani)
Section Officer (General Administration)
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