


No.1(1)/2016-17-Admn-IV
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE

TENDER NOTICE FOR SUPPLY OF OFFICE STATIONER, PAPER, TONNER, I.T. EQUIPMENT'S, PURCHASE OF MACHINERY/EQUIPMENTS AND MISCELLANEOUS ITEMS FOR THE FINANCIAL YEAR 2016-2017

No.1(1)2016-17 Admn.IV. Ministry of Commerce, Islamabad invites Sealed tenders from sales Tax registered, and well established, firms having offices in Islamabad for supply of Stationery, I.T. Equipment's and toners for Photostat Machines/ Computer Printers, Purchase of Machinery/Equipment's and Miscellaneous articles, at item rate basis for financial year 2016-2017

- 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 30.6.2017
- iii. Toners will be procured from Sole Distributors/Authorized Dealers and reseller (only for branded items). 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, 2017
- 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.

- ix. The firms must produce an affidavit on Rs. 20/- 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 07.09.2016 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.


(Muhammad Usman Ghani)
Section Officer (Admn.IV)
Tel.9205745

PRE-QUALIFICATION OF FIRMS/VENDORS.

Ministry of Commerce invite proposals for Pre-qualification of Firms/Vendors for following Repair/Maintenance work during the next financial year, 2016-17:-

- i) Repair/Maintenance of all type of Computers, Printers, Laptops, LCD, LED and Video Conference System
- ii) Repair/Maintenance of official vehicles of different make such as Suzuki, Toyota, Honda & Motorcycles.
- iii) Repair/ Maintenance of Photocopiers (CANON, MONOLTA BUZUB AND PANASONIC) Air Conditioners, and Fans.
- iv) Repair/Maintenance of Official Furniture & Fixture.

Terms and Conditions:

- a). Firms shall have their own complete set up in Islamabad for repair /maintenance of all or any specific field out of above mentioned four fields.
 - b). Firms shall be bound to provide services to Ministry of Commerce during the period of FY 2016-17 on immediate basis and even at odd hours.
 - c). Firms must have General Sales Tax Registration, National Tax Number (Active Tax Payer List proof) and vendor number from AGPR, Islamabad.
 - d). Firms shall be bound to install genuine parts in each items of above field. In case, the spare parts replaced are found sub-standard or second hand, the firms shall ^{be} struck of from panel of Ministry of Commerce.
 - e). Firms shall be bound to return the replaced/old spare items and shall be liable to give warranty of each item replaced or repaired. If the same defect arises again during warranty period, the firms shall be responsible to replace it free of cost.
 - f). Successful bidder must take the items for repair at his own cost, if the repair is required at the bidder's workshop, he will return it to Ministry of Commerce at his own risk and cost. To obtain permission for vehicle entry in Red Zone as well as "A" block, will be the responsibility of vendor concerned.
 - g). The intending firms must provide a list of its clientage, relevant experience and past performance capabilities with respect of personnel, equipment and plant.
 - h). The firms will provide an affidavit on Rs.20/- stamp papers duly attested by the oath commissioner to the effect that it has never been black listed or has indulged in any kind of litigation with any Government Department.
 - i). The procuring agency reserves the right to accept or reject any or all bids/proposal in accordance with Rule-33 of PPRA Rules, 2004.
2. The proposals should reach the undersigned at Room No.427, Block "A" Pak. Secretariat, Islamabad by 07-09-2016 at 10:30 am which will be opened on the 07-09-2016 same date at 11.00 am.


Section Officer (Admn-IV)

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