



Tender Notice

Ministry of Commerce, Government of Pakistan Islamabad, invites sealed tender/bids from the well reputed firms/vendors/suppliers having properly established offices at Islamabad/Rawalpindi for supply of Stationery , Computer Stationery, Misc Items, Purchase of Machinery, and IT equipment's during FY -2018-19.

Terms and Conditions:

- i. The participating firms/vendors/suppliers must provide proof of registration with Sales Tax Department and quote their NTN/General Sales Tax Numbers having duly been issued by the Income Tax/Sales Departments.
- ii. Tenders should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Drawing & Disbursing Officer (DDO), Ministry of Commerce, Pak Secretariat, Islamabad. Cheque will not be accepted.

a)	Stationery	(earnest money Rs.60,000/-)
b)	Others / Misc	(earnest money Rs.40,000/-)
c)	Computer stationery	(earnest money Rs.30,000/-)
d)	Purchase Machinery	(earnest money Rs.30,000/-)
e)	IT Equipment	(earnest money Rs.30000/-)
- iii. Earnest Money of unsuccessful bidders will be returned/refunded after the opening of tender; However, Earnest money of successful firm(s) will be converted into "Security Deposit"
- iv. Bids are required to be submitted item-wise clearly indicating rates with GST (in Pak Rupees) against each item.
- v. Rates with GST will be considered and shall be valid up to the end of Financial Year 2018-19 i.e. 30.06.2019. Toners will be procured from Sole Distributors/Authorized Dealers and re-seller (only for branded items). Tender of those firms will not be accepted against which legal proceeding are under process
- vi. Submission of false statement/documents as well as concealing of any information is liable to disqualify the respective firm/vendor/supplier.
- vii. An Affidavit that the firm has never been blacklisted by any Ministry/Division/Department/Organization of the Government is also required.
- viii. Cutting/Overwriting in-the offered prices shall not be accepted.
- ix. The successful firm/vendor/supplier shall not change/revise rates during the Financial Year 2018-19 and shall be responsible for supply of the items as per approved prices failing which Security Deposit will be forfeited and the firm will also be got blacklisted.
- x. Successful bidder will be bound to supply the required items according to the approved quality and quoted prices within 07days of placement of purchase order, from time to time.
- xi. The supplier shall have to submit an affidavit on stamp paper of Rs.50/- to the effect that the items supplied will be genuine and branded.
- xii. The tender Documents/List of items can be obtained from the General Section of this Ministry, during the office hours at a cost of Rs.500/- per copy (non-refundable).
- xiii. The competent Authority reserves the right to reject all or any of the tenders/bids before opening.
- xiv. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended time to time.
- xv. Sealed bids must reach the Office of the undersigned within 15 days after the publication of this tender notice in print media. The tender will be received up to at 1200 hrs and same will be opened at 1300 hrs in the Committee Room of Ministry of Commerce in the presence of the representative of the bidders on 15 days of the advertisement.
- xvi. The tender Notice is also available at PPRA Website www.ppra.org.pk and Ministry of Commerce, Website <http://www.commerce.gov.pk>

(Suhaïl Ahmed)

Section Officer(GA)

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