



Government of Pakistan
Ministry of Commerce & Textile
(Commerce Division)



TENDER NOTICE

Sealed tenders are invited from authorized dealers having offices at Rawalpindi/Islamabad for supply of following items to the Commerce Division for Financial Year 2018-19.

S. No.	Description	Quantity
1.	Projector with screen	01
2.	Audio System with mikes	10
3.	Computers	20
4.	Laptops	05
5.	Antivirus (Software)	150
6.	Scanners	10
7.	Printers	15
8.	Air Condition Invertors 1.5 Ton	02
9.	LED TVs 50 inch (for conference room)	02
10.	Photocopiers	02
11.	Fax Machine	04
12.	Bracket Fans	15

TERMS AND CONDITIONS:

1. Firms having registration with relevant tax authorities are eligible.
2. Rates quoted must include all taxes and ancillary charges etc.
3. Bids should be valid for a minimum period of 90 days.
4. Earnest money @ 2% of total quoted amount must be attached with the bid in the form of a Pay Order/Bank Draft/Bankers' cheque drawn at a bank in Islamabad, in favour of DDO, Commerce Division.
5. Each bidding firm will provide an undertaking that it is not involved in any case of litigation etc.
6. Sealed bids must reach the Office of the undersigned latest by 31st May, 2019 at 1100 hrs and the same will be opened at 1200 hrs on 31st May, 2019 in the Committee Room in the presence of the representatives of the firms (who may choose to be present).
7. Commerce Division reserves the right to accept or reject any or all the tenders and issue supply order/contract as per availability of Funds.
8. Tender/Bidding documents containing detailed specifications can be obtained from the Office of the undersigned till closing date during office hours or can be accessed at www.commerce.gov.pk.
9. Single stage-two envelope procedure will be adopted.

Section Officer (General Admn)

Ministry of Commerce & Textile

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