

GOVERNMENT OF PAKISTAN  
COMMERCE DIVISION



**Tender Notice**

Commerce Division, invites sealed tender/bids from the well reputed and financially sound firms/vendors/suppliers having properly established offices at Islamabad for supply of Stationery , Computer Stationery, Misc Items, Purchase of Machinery, and IT equipment's during Financial Year -2019.20.

**Terms and Conditions:**

- i. The participating firms/vendors/suppliers must provide proof of registration with Sales Tax Department and quote their National Tax Number, General Sales Tax Numbers having duly been issued by the Income Tax/Sales Tax 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), Commerce, Division, Islamabad. Cheques are not acceptable.

a)	Stationery	(earnest money Rs.50,000/-)
b)	Others / Misc items	(earnest money Rs.40,000/-)
c)	Computer stationery	(earnest money Rs.30,000/-)
d)	Purchase of Machinery	(earnest money Rs.30,000/-)
e)	IT Equipments	(earnest money Rs.30000/-)

- iii. Bids are required to be submitted as per list of items and clearly indicate rates including General Sale Tax (GST), (in Pak Rupees) against each item.
- iv. Rates with GST will be considered and shall be valid up to the end of financial year 2019-20. Toners will be procured from Sole Distributors/Authorized Dealers (only for branded items). Blacklisted firms and those are not on active tax payer list of FBR, are not eligible to participate in bidding process.
- v. The successful firm/vendor/supplier shall not change/revise rates during the financial year 2019-20 and shall be responsible for supply of the items as per approved prices failing which Security Deposit will be forfeited and the firm will be blacklisted.
- vi. Successful bidder will be deliver item be ordered at "A" Block, Pak Secretariat, Islamabad at their own cost.
- vii. Broken or damaged items if broken/damaged on the part of supplier will be **replaced** free of cost.
- viii. The tender documents/List of items and instructions for Bidders, Pre-qualification of companies/Firms/Vendors/Workshops and Technical Evolution Criteria & Bidding Documents can be obtained on written request, during the working hours at a non-refundable cost of Rs.500/- per copy.
- ix. Commerce Division reserves the right to reject any or all of the bids.
- X. Separate bids are invited for technical and financial bids in separate envelopes and clearly marked as Technical or Financial bid
- xi. Under Rule 36(a) of PPRA-2004, single stage two envelopes procedure will be adopted.  
The tender notice is also available at PPRA Website i.e [www.ppra.org.pk](http://www.ppra.org.pk) and Commerce Division's, website i.e. <http://www.commerce.gov.pk>
- xii. All tenders/bids shall reach the undersigned in **15-days** of publication of notice. Financial bids of technically qualified firms/vendors/suppliers will be opened in presence of qualified bidders, date for which will be intimated in due course of time.

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Section Officer (GA)  
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