

Tender Notice

Government of Pakistan Ministry of Commerce, Islamabad, invites sealed tender/bids from the well reputed and financially sound firms/vendors/suppliers having properly established offices at Islamabad/Rawalpindi for supply of Stationery, Computer Stationery, Misc Items and Purchase of Machinery's during FY -2020-2021

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, 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/-)
- 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 including General Sale Tax (GST), (in Pak Rupee against each item.
- v. Rates with GST will be considered and shall be valid up to the end of Financial Year 2020-21 i.e. 01.07.2020 to 30.06.2021. Toner will be procured from Sole Distributors/Authorized Dealers (only for branded items). Blacklisted firms and those who are not on active tax payer list of FBR, are not eligible to participate in bidding process.
- vi. Submission of false statement/documents as well as concealing of any information is liable to disqualify under rule 18 of Public Procurement Regulatory Authority (PPRA).
- vii. An Affidavit that the firm has never been blacklisted by any Ministry/Division/Department/Organization of the Government is also required and supplies genuine /branded so provided will be.
- 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 2020-2021 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.
- x. Successful bidder will deliver item as ordered at "A" Block, Pak Secretariat, Islamabad at their own cost.
- xi. Broken or damaged items if broken/damaged on the part of supplier will be replaced free of cost.
- xii. The tender Documents/List of items can be obtained on written request, during the working hours at a cost of Rs.5 per copy (non-refundable).
- xiii. The competent Authority reserves the right to reject any or all of the bids.
- xiv. under Rule 36(a) of PPRA-2004, single stage one envelope procedure will be adopted.
- xv. All tenders/bids shall reach the undersigned up to 11:00 am on 28.09.2020 which will be opened at 12.00 noon on the same date.
- xvi. The tender Notice is also available at PPRA Website i.e. www.ppra.org.pk and Commerce Division's, Website <http://www.commerce.gov.pk>

(Muhammad Ali Tagar)
Section Officer(GA)
Tele: 051-9205745

PRE-QUALIFICATION OF FIRMS/VENDORS.

Ministry of Commerce invite proposal for Pre-qualification of Firms/Vendors for following Repair/Maintenance work during the financial year, 2020-21.

- 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/ Rawalpindi, 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 2020-21 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 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/department 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 28-9-2020 at 11.00 am which will be opened on the same date at 12.00 non.

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