

**GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
ISLAMABAD**



**TENDER NOTICE**

Ministry of Commerce, Islamabad, invites sealed tenders/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 CFY-2022-23.

**2. The Terms and Conditions are as under:-**

- i. The participating firms/vendors/suppliers must provide proof of registration with Sales Tax Department and quote their NTN/General Sales Tax Numbers duly issued by the Income Tax/Sales Departments.
  - ii. Tenders should accompany an Earnest Money, refundable (details 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.

<i>a. Stationery</i>	<i>(earnest money Rs.50,000/-)</i>
<i>b. Others / Misc items</i>	<i>(earnest money Rs.40,000/-)</i>
<i>c. Computer stationery</i>	<i>(earnest money Rs.30,000/-)</i>
<i>d. Purchase of Machinery</i>	<i>(earnest money Rs.30,000/-)</i>
  - iii. Earnest Money of unsuccessful bidders will be returned/refunded after the opening of tenders; 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 Rupees) against each item.
  - v. Rates with GST will be considered and shall be valid for Financial Year 2022-23 i.e. 01.07.2022 to 30.06.2023. TONERS will be procured from Sole Distributors/Authorized Dealers (only for branded items).
  - vi. Blacklisted firms and those who are not on Active Tax Payer List of FBR, are not eligible to participate in bidding process.
  - vii. Submission of false statement/documents as well as concealing of any information by the Bidder(s) is liable to disqualifications under rules 18 of Public Procurement Regulatory Authority (PPRA).
  - viii. An Affidavit that the Firm has never been blacklisted by any Ministry/Division/Department/Organization of the Government is also required to be furnished along with the bid(s).
  - ix. Cutting/Overwriting in the offered prices shall not be accepted.
  - x. The successful firm(s)/vendor(s)/supplier(s) shall not change/revise rates during the Current Financial Year 2022-23 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.
  - xi. Successful bidders will deliver item(s) at "A" Block, Pak Secretariat, Islamabad at their own cost.
  - xii. Broken or damaged items if any by the supplier(s)/vendor(s) will be replaced free of cost.
  - xiii. The tender Documents/List of Items, can be obtained on written request, during the working hours at a cost of Rs.500/- per copy (non-refundable).
  - xiv. The Competent Authority reserves the right to reject any or all of the bids.
  - xv. Under Rule 36(a) of PPRA-2004, single stage one envelope procedure will be adopted.
  - xvi. The Tender Notice is also available at PPRA Website i.e. [www.ppra.org.pk](http://www.ppra.org.pk) and Ministry of Commerce, Website i.e. <http://www.commerce.gov.pk>
- 3. The proposals complete in all respects, should reach to the office of the undersigned at Room No. 427, 4<sup>th</sup> Floor, "A" Block, Pak-Secretariat, Islamabad within 15 days from the date of publication of Tender Notice in the newspapers at 1100 hours and the same will be opened on the same date at 1200 hours.**
- 4. Only pre-qualified Firms/Vendors will be eligible for award working with Ministry of Commerce, subject to lowest financial quotation(s)/bid(s) during the Current Financial Year-2022-23.**

  
(Muhammad Ali)  
Section Officer (GA-I)  
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