

TENDER NOTICE

Sealed tenders are invited from authorized dealers having offices at Rawalpindi/Islamabad, for supply of following items to the Ministry of Commerce:-

S. No.	Description	Qty	S. No	Description	Qty
01	Desktop Computers	10	10	Fax Machine	02
02	Laptops	05	11	Officers Revolving chairs	10
03	Colour Printers	02	12	Visitor chairs	50
04	Black &white Printer	15	13	Five Seater sofa seat along with center table	05
05	Black &white Photocopier Machine	04	14	Executive tables	02
06	Water Coolers	02	15	Staff Tables (Small)	20
07	Wall Fans	10	16	Computer chairs	20
08	LED TVs 50-55 inch	03	17	Wooden Almirah and ducting	Per sqft
09	Split Air Conditioners	05	18	Vertical Blinds	Per sqft

Tender Document containing detailed specifications can be collected from the office of the undersigned.

TERMS AND CONDITIONS:

- 1) Firms having GST and NTN numbers are eligible for bidding. Firms will provide copies of certificates of these numbers along with their bids.
- 2) Each bidding firm will provide an undertaking that it is not involved in any case of litigation etc.
- 3) Rates quoted must include all taxes and ancillary charges etc.
- 4) Bids should be valid for a minimum period of 90 days.
- 5) Earnest money @ 5% of total quoted amount must be attached with the bid in the form of a Pay Order / Bank Draft drawn at a bank in Islamabad, in favor of Ministry of Commerce.
- 6) "Tender for supply of Furniture & Fixture, Electrical, Electronic and IT Equipment" should be clearly written on the envelope containing the bid.
- 7) Pictorial display/samples of the furniture plus quality check.
- 8) Single stage-one envelope procedure will be adapted. (Technical and Finance Bid for the work must be together.). Reputed companies/ firms/ suppliers registered with Income Tax/ Sales Tax Authorities will be considered only.
- 9) Maximum time for provision of items will be two weeks after issuance of work order.
- 10) Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.
- 11) Sealed bids must reach the office of the undersigned within fifteen (15) days after the publication of this tender notice in print media. The tender will be received up to at 1100 hrs and same will be opened on last day (15th day) at 1500 hours in the Committee Room of Ministry of Commerce in the presence of the representative of the bidders (who may choose to be present).
- 12) Ministry reserves the right to accept or reject any or all the tender and issue supply order in accordance with Rule 33 of PPRA Rules, 2004.

(Samad Talib)

Section Officer (Admn-IV)

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