

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 *Current Financial Year 2024-25*.

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.
 - a. Purchase of Stationery
 - b. Purchase of Others / Miscellaneous Items
 - c. Purchase of Computer Stationery
 - d. Purchase of I.T. Equipment
 - e. Purchase of Machinery
 - f. Purchase of Hard Wear
 - g. Purchase of Soft Wear

} (earnest money Rs.500,000/-)
- 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 2024-25* i.e. **01.07.2024** to **30.06.2025**. 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 2024-25* 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** 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, 4th 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-2024-25*.

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Section Officer (GA-I)
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