

Government of Pakistan  
Ministry of Energy  
Petroleum Division  
Islamabad

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Tender Notice

Ministry of Petroleum & Natural Resources, Government of Pakistan Islamabad, invites sealed tender/bids from the well reputed firms/vendors/suppliers having properly established offices at Islamabad/Rawalpindi for supply of Stationery , Computer Stationery, Misc Items, Purchase of Machinery, Hardware and IT equipment's during FY -2017-18.

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 (D D O), MP&NR, Pak Secretariat, Islamabad. Cheque will not be accepted.
  - a) A03901- Stationery (earnest money Rs.50,000/-)
  - b) A03970- Others / Misc (earnest money Rs.35,000/-)
  - c) A03955- Computer stationery (earnest money Rs.29,000/-)
  - d) A09601-Purchase Machinery (earnest money Rs.19,000/-)
  - e) A09201-Hardware (earnest money Rs.3500/-)
  - f) A09203-IT Equipment (earnest money Rs.3500/-)
- 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 (in Pak Rupees) against each item.
- v. Rates without GST will be considered and shall be valid up to the end of Financial Year 2017-18 i.e. 30.06.2018.
- vi. Submission of false statement/documents as well as concealing of any information is liable to disqualify the respective firm/vendor/supplier.
- vii. An Affidavit that the firm has never been blacklisted by any Ministry/Division/Department/Organization of the Government is also required.
- 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 2017-18 and shall be responsible for supply of the items as per approved prices failing which Security Deposit will be forfeited and the firm will also be got blacklisted.
- x. Successful bidder will be bound to supply the required items according to the approved quality and quoted prices within 07days of placement of purchase order, from time to time.
- xi. The supplier shall have to submit an affidavit on stamp paper of Rs.50/- to the effect that the items supplied will be genuine and branded.
- xii. The tender Documents/List of items can be obtained from the undersigned during the office hours at a cost of Rs.500/- per copy (non-refundable).
- xiii. The competent Authority reserves the right to reject all or any of the tenders/bids before opening.
- xiv. The purchase procedure is subject to observance of PPRA Rules, 2004. As amended time to time.
- xv. All tenders/bids shall reach the undersigned up to 11:00 am on 11<sup>th</sup> September, 2017 which will be opened at 11:30am on the same date.
- xvi. The tender Notice is also available at PPRA Website [www.ppra.org.pk](http://www.ppra.org.pk) and MP&NR's Website [www.mpnr.gov.pk](http://www.mpnr.gov.pk).



(Muhammad Bilal Khan)  
Section Officer (General)