

**No. G/Admin-1(2)/2017  
Government of Pakistan  
Ministry of Energy  
Petroleum Division (Policy Wing),  
Petroleum House, G-5/2, Islamabad**

**TENDER NOTICE**

Policy Wing Petroleum Division, Ministry of Energy Islamabad, invites sealed bids for supply of Stationery, Computer Stationary & Miscellaneous Goods for Financial Year 2017-2018 from the well reputed firms/Vendors/Suppliers having properly established offices / branch offices in Islamabad/ Rawalpindi as per terms & conditions detailed below:-

**Terms and Conditions:-**

1. The tenders, complete in every aspect, should be received in the office of Assistant Director (G / S) at 2<sup>nd</sup> Floor, Petroleum House, G-5/2, Islamabad.
2. Bids may either be dropped in the tender box placed in the office of the Assistant Director (G /S) or be dispatched by post so as to reach latest by **11:00 A.M.** on 12-09-2017, No bids will be accepted after the due date and time.
3. The tender Documents/Lists of items can be obtained from the undersigned during the office hours at a cost of Rs. 500/- per copy (Non Refundable). Payable in the form of Pay Order in favour of DDO, Policy Wing.
4. Pay Order of Rs. 25,000/- in the name of Drawing & Disbursing Officer (DDO), Policy Wing must accompany each tender document, without which bid will be rejected.
5. Earnest money of unsuccessful bidders will be returned/refund at completion of Tender process.
6. An affidavit will have to be provided alongwith bid to the effect that the firm has never been black listed.
7. Tender rates will be valid up to 30-06-2018.
8. Bids will be opened by Purchase Committee in the presence of the available Bidders or their representatives, in Policy Wing, 2<sup>nd</sup> Floor at Petroleum House, G-5/2, Islamabad, at 11.30 A.M. on 12-09-2017.
9. Successful bidder will be bound to supply the required items according to the approved quality and quoted prices within 07 days of placement of purchase order, from time to time.
10. In case of toners, manufacture / principal supplier dealership certificate will have to be provided.

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11. During the contract period if the firm does not supply or supply substandard items such items shall be purchased from the next lower bidder and the differential ( if any) will be deducted from the bid bond of the firms at the end of the year.
12. Bidders / Firms must be registered under General Sales Tax and all prices must be quoted excluding Sale Tax. Firms will provide their GST Certificate and National Tax Number with the bid. Tax will be deducted as per Government Rules.
13. Firms should have their shop and telephone numbers, which shall be verified by a committee of this office, through physical inspection of the showrooms / premises of bidders to ascertain that the bidders have adequate facilities for supply of the tendered items.
14. Successful bidder will execute agreement with the office before award of the tender.
15. Department reserves the right to accept or reject any or all the tenders as per "PPRA Rules 2004".



(Sani Khan)

Assistant Director (G / S)

Ph: 9204683