

Tender Notice

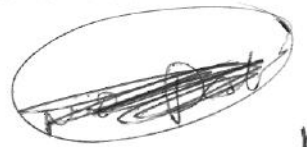
The Ministry of Energy (Petroleum Division), Government of Pakistan, invites sealed tender/bids from well reputed firms/vendors/suppliers, having properly established offices at Islamabad/Rawalpindi, having sufficient stock of Stationery , Computer Stationery, office equipment and miscellaneous items and pre-qualification of firms/vendors for repair & maintenance of Transport , Machinery, Furniture & IT Equipment's during financial year 2023-24.

Terms and Conditions:

- i. The participating firms/vendors/suppliers must provide proof of registration with Sales Tax Department and mentioned 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 form of Bank Draft/Pay Order in the favor of Drawing & Disbursing Officer (DDO), Petroleum Division, Pak Secretariat, Islamabad. Cheque will not be accepted.

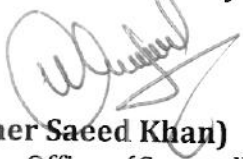
a)	A03901- Stationery	(earnest money Rs.135,000/-)
b)	A03970- Others / Misc	(earnest money Rs.117,000/-)
c)	A03955- Computer stationery	(earnest money Rs.108,000/-)
d)	A13001-Repair of Transport	(earnest money Rs.36,000/-)
e)	A13101-Repair of Machinery	(earnest money Rs.24,000/-)
f)	A13201-Repair of Furniture	(earnest money Rs.18,000/-)
g)	A13701-Hradware	(earnest money Rs.8,000/-)
h)	A13703-Repair of IT Equipment	(earnest money Rs.8,000/-)

- 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 2024-25 i.e., 30.06.2025.
- vi. Submission of false statement/documents as well as concealing of any information is liable to disqualification of the respective firm/vendor/supplier.
- vii. An Affidavit that the firm has never been backlisted by any Ministry/Division/Department/Organization of the Government is also required.
- viii. Cutting/Overwriting in the offered prices shall not be accepted.



12 moe 228 - 268 99 } 2024

- ix. The successful firm/vendor/supplier shall not change/revise rates during the Financial Year 2024-25 and shall be responsible for the supply of items as per approved prices, failing which Security Deposit will be forfeited and the firm will also be 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 submit an affidavit on stamp paper of Rs.50/- to the effect that the items supplied will be genuine (branded), and as per the required specifications.
- xii. The tender Documents/List of items can be obtained from websites of PPRA and this Division or the undersigned during the office hours.
- xiii. The Competent Authority reserves the right to reject all or any of the tenders/bids at any stage of the process
- xiv. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended from time to time.
- xv. All tenders/bids shall reach the undersigned up to 1100 hrs. on 09th September, 2024 which will be opened at 1130hrs. on the same date.
- xvi. The tender Notice is also available at PPRA's Website www.ppra.org.pk and Ministry of Energy (Petroleum Division)'s Website www.mpr.gov.pk.
- xvii. In case of last day being holiday, the tender will be extended automatically to next working day.


(Umer Saeed Khan)
Section Officer (General)