

GOVERNMENT OF PAKISTAN  
MINISTRY OF COMMERCE  
ISLAMABAD

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**TENDER NOTICE**

Ministry of Commerce, Islamabad, invites (through e-PADS) tenders/bids from the well reputed and financially sound firms/vendors/suppliers having properly established offices at Islamabad/Rawalpindi, for supply of following items/ground during **Current Financial Year 2024-25**.

- 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

2. Furthermore, bidding documents containing detailed terms and conditions etc are available and can be download from Ministry of Commerce Website as well as from E-PADS PPRA website free of cost. It is furthermore, informed that Bidders need to get registered at e-Web portal of e-PADS PPRA (Federal) to access the tender documents and other relevant information including electronic bid submission.

3. In this regard, Bids should be submitted electronically only through E-PADS we portal. Manual submission of bid, without e-PADS electronic bid is not acceptable. For registration and training on e-PADS or in case of any technical difficulty in using e-PADS, prospective bidder(s) may also contact Room No. 109, 1<sup>st</sup> Floor, FBC Building Sector G-5/2, Islamabad or helpline contact No. 051-111-137-237.

4. The bids prepared in accordance with the following Terms/conditions and the bidding documents must be submitted through e-PADS web portal before the **closing date 07-02-2025 at 11:00 am**. Bids will be opened on the same day at **1200 hrs** through e-PADS.

5. The **Terms and Conditions** are as under:-

- i. 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.
- ii. Bids are required to be submitted item-wise clearly indicating rates including General Sale Tax (GST), (in Pak Rupees) against each item.
- iii. 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).
- iv. 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).
- v. The successful firm(s)/vendor(s)/supplier(s) shall not change/revise rates during the **CFY-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.
- vi. Successful bidders will deliver item(s) at "A" Block, Pak Secretariat, Islamabad at their own cost.
- vii. Broken or damaged items if any by the supplier(s)/vendor(s) will be replaced free of cost. .
- viii. The Competent Authority reserves the right to reject any or all of the bids.
- ix. Under Rule 36(a) of PPRA-2004, single stage one envelope procedure will be adopted.

6. All interested bidders must register themselves at e-PADS by using link: <https://eprocure.gov.pk/#/supplier/registration>. The original bid security and Tender fee instrument must be attached with the Technical proposal and the reference / Pay order copy must be submitted through e-PADS online submission as well, before tender closing date and time (for local bidder only).

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Section Officer (GA-I)  
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