


F.No.1(3)/2024-25-General-CC
GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENTAL COORDINATION

Tender Notice

Sealed tenders are invited from well-reputed firms for the supply of stationery, non-stationery, miscellaneous items, toner for printers, and toner for Photostat machines, etc., during the financial year 2024-2025 to the Ministry of Climate Change & Environmental Coordination. The firms should be financially sound, registered with the Sales Tax and Income Tax departments, and have their offices/shops located in Islamabad/Rawalpindi.

Details containing bidding documents, a list of items to be purchased, and terms & conditions can be obtained from the General Section of this Ministry during working hours. The bid, along with a pay order/bank draft of 5% of the total quoted bid price as a security deposit in the name of D.D.O Ministry of Climate Change & Environmental Coordination, should reach the undersigned by or before 17-12-2024 at 11:30 a.m., and bids will be opened on the same day at 12:30 p.m. in the committee room of the Ministry located on the 3rd floor in the presence of the purchase committee/representatives of firms/bidders who choose to be present. The amount of security will be refunded to the unsuccessful bidders within a week.

The competent authority reserves the right to accept or reject the tender in whole or in part as per PPRA Rules, 2004. The blacklisted firms/bidders will not be eligible to participate in the bidding process. The firms/bidders have to submit an affidavit to that effect separately.


(NAVEED AHMED ABBASI)
Section Officer (General)
Ministry of Climate Change
4th Floor, Room. No. 423,
LG&RD Complex Building, G/5/2,
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Ph.No. 9245805

GOVERNMENT OF PAKISTAN
MINISTRY OF CLIMATE CHANGE
& ENVIRONMENTAL COORDINATION

TENDER NOTICE

Sealed bids are invited from firms/contractors/suppliers/dealers registered with Sales Tax/income Tax Departments (FBR) and having their own offices/stock/ manpower/expertise in the procurement of, works and services as required for the Financial Year 2024-25.

Procuring Agency	Ministry of Climate Change & Environmental Coordination, Government of Pakistan, Islamabad.
Number of Tender(s):	One
Annual Procurements:	i. Stationery, Toners, and Miscellaneous Items ii. Computer Stationery
Closing Time, Date & Place:	The tender must be uploaded online and can also be dropped in the Tender Box by 11:30 AM on 17 th December, 2024, at the Ministry of Climate Change & Environmental Coordination, 4th Floor, Room No. 423, LG&RD Complex Building, G-5/2, Islamabad.
Opening of Bids:	12:30 PM on 17 th December, 2024, at the 3rd Floor Committee Room of the Ministry.

2. 5% Bids Security of quoted price of the tender (excluding of all Government applicable Taxes at the time of submission) in shape of Bank Draft/Pay Order (refundable) infavour of D.D.O Ministry of Climate Change & Environmental Coordination,, Islamabad must be attached with each bid separately.

3. All Government Rates & Taxes shall be applicable at the time of supply / workorder in the quoted rates.

4. Detail of specifications of above items including Terms & Conditions and quantities can be obtained from **4th Floor, Room. No. 423, LG&RD Complex Building, G/5/2, Islamabad** or can be downloaded from the Ministry of Climate Change & Environmental Coordination Website (www.mocc.gov.pk) and PPRA Website (www.ppra.org.pk) on any working day during office hours by closing date & time (free of cost).


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INSTRUCTIONS TO BIDDERS

This Tender document is for the submission of competitive bids for the purchase of various items and services for the Ministry of Climate Change & Environmental Coordination, Islamabad. Interested bidders (manufacturers/suppliers/authorized dealers) may obtain the tender documents from 4th Floor, Room No. 423, LG&RD Complex Building, G/5/2, Islamabad, or they can download them from the Ministry of Climate Change & Environmental Coordination's website (www.mocc.gov.pk) and the PPRA website (www.ppra.org.pk). The most advantageous bid will be awarded a framework contract as per PPRA Rules, 2004. The detailed evaluation criteria are attached herewith.

- a. Terms and conditions for each tender.
- b. Evaluation Criteria.
- c. Detail of the items quantity and specifications.

TERMS & CONDITIONS FOR TENDER SUBMISSION

- i) The Tender must be filled out carefully (preferably typed). Any corrections or alterations, including overwriting, are not allowed. Each page must be signed and stamped by the bidder. Incomplete forms or bids will not be accepted.
- ii) The single-stage, one-envelope bidding procedure specified in the Public Procurement Rules, 2004 will be followed for receiving and processing bids. A bid security of 5% of the quoted price, excluding applicable Government Taxes, is required. Applicable taxes of the Government of Pakistan will be incorporated at the time of the work/supply order (according to Rule-26 of PPRA Rules-2004) as mentioned in the Tender Documents, and must be provided in the form of a pay order or bank draft in the name of DDO, Ministry of Climate Change & Environmental Coordination, Islamabad. Bids without earnest money will not be considered for evaluation, and any bid without a bank draft/pay order will be rejected.
- iii) For each item, the manufacturer's/company's name, brand name, or equivalent must be quoted.
- iv) The bid must demonstrate financial capability by providing a bank statement, tax return for the last five (5) years, and attaching supply/work orders carried out by the bidders for the last three (3) years in the Government sector.
- v) Each bidder must indicate their Active National Tax Number, GST Registration Number, Vendor Number, and bank account number.
- vi) If the tender is accepted by the competent authority, the earnest money shall be retained until the delivery of all items within the stipulated period. The earnest money of unsuccessful bidders will be returned upon receipt of a written request.
- vii) After the satisfactory supply of items by the successful bidder(s), the earnest money shall be retained until 30-06-2025. The bid validity period until 30-06-2025 must be clearly mentioned in the bid.

Bidder's Name/Signature/Stamp: _____

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ix) The bidder must submit an affidavit on stamp paper amounting to Rs.100/- stating that the firm has not been blacklisted in the last ten (10) years due to inefficiency, etc., by any public sector organization. The affidavit must be attested by the Notary Public. Submission of a false statement will result in the firm being blacklisted and debarred from participating in the bidding process for all Government Departments in Pakistan.

x) If any item is found to be substandard, defective, or not meeting the prescribed specifications, it will not be accepted under any circumstances. Actions will be taken against the supplier, which may include forfeiting the bid security and blacklisting the firm for a minimum of ten (10) years from participating in the procurement process for all Government Departments in Pakistan.

xi) The framework contract may be awarded to the most advantageous bidder. The bids will be evaluated by the Purchase/Tender Committee, whose decision will be binding on the bidders and has the authority to accept or reject any tender without providing reasons or justifications.

xii) The result of the bid evaluation, in the form of a report, will be announced within fifteen (15) days prior to awarding the framework contract to the successful bidder through websites. In case of any complaints, a Redressal Committee already constituted in the MoCC&EC will address grievances, if any.

xiii) No negotiations on quoted/offered price/rate will be conducted as per PPRA Rules 2004.

xiv) Bidders (manufacturers/authorized dealers/suppliers) must provide the complete address of their Head Office & Branch Offices, including telephone/fax numbers and contact persons.

xv) Income Tax or any other tax, if applicable, will be deducted at source at the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.

xvi) The successful bidder (manufacturer/authorized dealer/supplier) must complete the supply within five (05) days of receipt of the Supply/Work Order. In case of an emergency, the firm shall be bound to provide the items on the date/time as directed. If the supply/work is not completed within the stipulated period, a penalty of 2.0% (two percent) per day of the amount of the pending items on the supply order will be imposed, and the amount will be deducted from the supplier's bills/earnest money.

xvii) Earnest money will be forfeited if a bidder fails to provide/supply items as per work orders/supply orders during the financial year 2024-25. The firm will be blacklisted for future business with Government Departments for the next ten (10) years as per PPRA Rules 2004.

xviii) No advance payment will be made for any purchase.

Bidder's Name/Signature/Stamp: _____

EVALUATION CRITERIA FOR SUPPLY OF STATIONERY AND MISCELLANEOUS ITEMS

The Bids received both online and in hard copy within the stipulated time and date will be opened by the Tender/Purchase Committee on the same day, in the presence of the bidders or their authorized representatives. The bids will be evaluated according to the prescribed criteria and PPRA Rules. The results will be announced in the form of an Evaluation Report, providing justification for whether the bids are deemed responsive or non-responsive, in accordance with Rule 35 of PPRA Rules-2004.

2. I/We have read and agreed with the above mentioned terms and conditions.

Name of Bidder/Firm/Supplier _____