



Government of Pakistan
Commerce Division



TENDER DOCUMENT

PURCHASE OF STATIONARY, IT EQUIPMENT, MACHINERY AND MISC/ OTHER ITEMS

MINISTRY OF COMMERCE, ISLAMABAD

A) INTRODUCTION

Ministry of Commerce, Government of Pakistan, intends to purchase stationery, IT Equipment, Machinery and Misc./other items, which is approved by the competent authority. This tender document describes the scope of work, technical specifications and commercial requirements for the purchase of stationer, IT Equipment, Machinery and Misc/ other items.

B) SCOPE OF WORK

The scope of work includes supply, fixation, commissioning and one year maintenance of Stationery, IT Equipment, Machinery and Misc/ other items, The items listed in the enclosed list of quantities indicating technical specifications, dimensions, make, finishing, etc. and all those things, accessories demand necessary & not explicitly mentioned in including material/consumables and services required for supply, testing, commissioning and maintenance of shall form an integral part of the scope of work.

C) TERMS AND CONDITIONS

Note: Please read the following instructions carefully. Bound to accept all the supply orders issued during the current financial year 2026-2027 (ending 30th June 2027) on the tendered rates for supply of required quantities of Stationery, IT Equipment, Machinery and Misc/ other items, within 10 days of the receipt of the supply order. In this connection, a formal agreement shall be signed by the successful bidder with the procuring agency.

D) OPENING OF BIDS

- a) Initially, only the envelope marked “**Technical Proposal**” shall be opened on the specified time and venue in the presence of the bidders or their representatives who may choose to be present.

- b) The envelop marked as “**Financial Proposal**” shall be retained without being opened.

E) REJECTION OF THE BID

- a) Any offer not received as per terms & conditions of the tender enquiry is liable to be ignored.
- b) No offer shall be considered if:
- Received without earnest money.
 - Cash receipts (in original or photocopy) for the purchase of tender is not attached with the offer.
 - It is received after the time and date fixed for its receipt.
 - The tender is un-signed.
 - The offer is ambiguous.
 - The offer is conditional.
 - The offer is from the firms who are black listed/suspended by any Government department.
 - The offer is received by telegram.
 - Offer is received with shorter validity than required in the tender enquiry; and.
 - The offer is for items/stores do not conform to the specifications indicated in the enclosed list.
- c) Ministry of Commerce, Islamabad further reserves the right to accept or reject any or all tenders without assigning any reason.

6. PERFORMANCE GUARANTEE

- a) The successful bidder/firm will be required to furnish 5% performance guarantee of the total bill value/supply order in the shape of CDR/Bank Guarantee in favor of Ministry of Commerce which will be released after satisfactory completion of the warranty/guarantee period.
- b) The Bank Guarantee must be issued by a scheduled bank.
- c) In case the supplier/contractor fails to complete the warranty/guarantee period of one year successfully, the performance guarantee will be forfeited in favour of Ministry.

7. WARRANTY/GUARANTEE

- a) The successful bidder shall provide warranty/guarantee for one year.

- b) This period of warranty/guarantee shall start from the date of supplies received in the Ministry.
- c) The successful bidder shall warrant the Stationery, IT Equipment, Machinery and Misc/other items and its components to be free from any sort of defects in material on a timely basis any defective component, assembly, portion, etc. free of cost. Technical support should be available on call basis. Each and every call should be attended by the competent staff of the Bidder within 24 hours of its notification wither on phone or in writing.
- d) The bidder further warrants that goods shall be free from defects arising from any act or omissions of the bidder or arising from design, materials and workmanship under normal use in the conditions prevailing at the final destination.
- e) During the warranty period, if the successful bidder fails to rectify the problem, due to any reason, Ministry shall repair the item or replace the defective goods or parts thereof and forfeit the Bank Guarantee/retained value.

8. TAXES

- a) The rates quoted should be inclusive of all applicable taxes.
- b) The bidder shall provide the Income Tax and Sales Tax Registration Certificates.
- c) The project authorities will deduct the taxes at source, as per prevailing rules/regulations of the Government.
- d) In case the supplies or part thereof are exempt from levy of any of tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

9. BIDDING

- a) The bidder may bid for full/partial quantities.
- b) Rates should be quoted on for basis with installation, commissioning at the site.
- c) The bidder should quote final rates both in words as well as in figures.
- d) The bidder may quote prices on list of furniture duly filled in, stamped and signed. Each column of the list (**Annex-A**) must be clearly filled.
- e) The rates for cushioned items including chairs, etc. may be quoted with and without the cost of cushion/leatherette.
- f) Tender form must also be filled in, stamped and signed by authorized representative of the bidder.
- g) The bidder shall provide all items indicating the specifications along with price, where required.
- h) Any erasing/cutting/crossing etc. appearing in the offer, must be properly signed by the person signing the tender. Moreover, all pages of the tender

must also be properly signed. Offers with any over-writing, not authenticated with signatures of authorized person, shall in no circumstances be accepted.

- i) The quotation should be submitted in the basis of accounting unit specified.
- j) The bidders shall enclose catalogue/leaflets/literature/drawings and other technical data, if any, in respect of items/stores offered by them.
- k) Tender samples where needed should be submitted by the bidders along with their offers. Bulky samples should be delivered as desired by the consignee.

10. Bid evaluation

- a) The bids shall be evaluated in accordance with:-
 - The terms & Conditions of this tender documents
 - Ability of the firm to most closely conform to the specifications of the required furniture & fixtures
 - Rates offered by the firms
 - Supply time and maintenance of warranty period
 - Willingness of the firm to enter into contract agreement with the procuring agency for supply of Stationery, IT Equipment, Machinery and Mics/other items in difference quantities, on the rates tendered by the firm/bidder in its financial bid, during currency of the financial year 2026-2027 which shall end on 30-06-2027.
- b) Initially, only the technical proposals shall be evaluated and the proposals not conforming to the requirements of Ministry shall be rejected.
- c) After evaluation of the technical bids, the financial proposals of the technically qualified bidders shall be opened publicly at a time, date and venue to be announced within the validity period of the financial bids. The financial bids of the technically disqualified bidders shall be returned un-opened.

11. SUPPLY OF STORES (STATIONERY, IT EQUIPMENT AND OTHER ITEMS)

- a) The items mentioned in the list of Stationery, IT Equipment, Machinery and Mics/other items are required to be delivered at respective Ministry within 10 days of the receipt of supply order / purchase order / against this tender.
- b) The stores are required by the consignee within stipulated date. However, the tendered is required to indicate their own guaranteed earliest date by which the items/stores will be supplied by them.
- c) Items/stores should be brand new and in original manufacturers packing.
- d) The Ministry authorities may visit the manufacturing premises of the successful bidder during the manufacturing of furniture items.

12. MINISTRY RIGHTS

- a) Ministry reserves the right to increase or decrease the quantity of Stationery, IT Equipment, Machinery and Mics/other items or may order partial supplies or cancel any or all items.
- b) Institute reserves the right to award contract to more than one bidder on the basis of lowest offered rates, item wise.
- c) Ministry reserves the right to accept or reject any or all tenders without assigning any reason.
- d) The purchaser reserves the right to purchase full or part of the store or ignore/scrap/cancel the tender without assigning any reasons.**
- e) The purchaser reserves the right to claim compensation for the loss caused by the delay in the delivery, defective supplies, short supplies, etc. of items/stores.

13. PRICE REASONABILITY CERTIFICATE

- a) The bidder shall certify that the prices quoted are not more than the prices charged from any agency (Government & Private) in Pakistan and in case of any discrepancy, the bidder thereby undertakes to refund the price charged in excess.
- b) The renderers/bidders must certify that;
 - Item quoted is of latest and current production model.
 - Item quoted is bearing the manufacturing batch/serial number within the last one year of date of quotation
- c) The price reasonability certificate is enclosed.

14. PAYMENT

- a) The payment for the supplies made by the successful bidder shall be released within 30 days of the receipt of invoice provided that:
 - The invoice is complete, accurate and the entire satisfaction of the procuring agency/client;
 - Supplies are delivered/installed according to the instructions of the Ministry.
 - Satisfactory inspection report is provided by the Ministry so as to ascertain that the supplies made conform to the specifications/requirements of the Ministry.
 - 5% performance guarantee is provided with the invoice having validity up to the date of Warranty Period which is one year from the

date of installation & commissioning of the goods at respective Ministry.

- Retention Money @5% would be deducted from the payments to be released after the successful completion of maintenance period of 1 year.
- The payment against a supply order shall be made on the completion of the delivery of supplies including installation, commissioning, etc. as mentioned in the supply order.
- No advance payment shall be made.
- All payments shall be made through AGPR in the Pak rupees.

15. ARBITRATION

In the event of any dispute arising between the bidder and the procuring agency regarding this bid or any other matter ancillary thereto whatsoever, the same shall be referred to the sole arbitrator i.e. Committee Purchasing Ministry of Commerce. The Arbitrator shall give its award within two months from the date on which it enters upon the reference. The provisions of the Arbitration Act, 1940 shall apply to the arbitration proceedings. Reference to arbitration shall be a condition precedent for any other action at law. A specimen of the Affidavit regarding arbitration is enclosed.

16. PENALTY

- a) For failure to comply with agreed delivery schedule, the liquidated damages will be levied as under:
 - 5% of the cost of that items mentioned in the supply order that remain un-delivered/un-finished for each day of non-supply up to maximum of ten (10) days exceeding the job completion/delivery period.
 - If the material is not supplied even after payment of penalty for 10 consecutive days, the institute reserve the right to cancel the contract and to get completed the required job/items from elsewhere at the risk and cost of the defaulting contractor/firm and the equivalent price/amount will be deducted from the securities deposited by the firm/supplier.

17. INSPECTION OF STORES

- a) Tenders should indicate the complete address or the place/places where items/stores will be offered for inspection.
- b) Items/stores should be brand new and in original manufacturers packing.

- c) The Project authorities may visit the manufacturing premises of the successful bidder, at their sole discretion, even during the manufacturing of furniture items.

D. SCHEDULE FOR RECEIPT AND OPENING OF BIDS

Last Date for Purchase of Tender	-----
Last Date for receipt of Tender	-----
Time & Date of Opening of Tender	-----
Delivery Period	Within 10 days from the date of issue of Purchase Order
Earnest Money	@ 5% of Quoted Price
Venue of Opening Tender	Ministry of Commerce A- Block Pak – Secretariat Islamabad.

E.TENDER FORM

**SUPPLY OF STATIONERY, IT EQUIPMENT, MACHINERY AND MISC/OTHER
ITEMS TO MINISTRY OF COMMERCE, ISLAMABAD**

Company's Name _____

Company' Address _____

Income Tax Registration # _____

Sales Tax Registration # _____

Person to be contacted with Contact # _____

Total Amount (in figure) _____

Total Amount (in rupees) _____

Amount of Earnest Money _____

PRICE REASONABILITY CERTIFICATE

1. We hereby confirm to have read carefully the description of stores and all the terms and all the terms and conditions of your tender enquiry due for opening on _____ for the supply, installation/fixation, commissioning and one year maintenance of **Stationary, IT Equipment, Machinery and Misc/other item**. We agree to abide by all these instructions/conditions.
2. We also hereby categorically confirm that the stores offered by us are exactly to the particulars and specifications a laid down in your tender enquiry in all respects.
3. The stores offered by us are of (a) foreign origin or (b) local origin
4. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of your tender enquiry, it shall be ignored.
5. We hereby confirm to adhere to the delivery period required in the tender enquiry which would be the essence of the contract and which will be strictly adhered to by us. In case of failure, we agree unconditionally to accept the recovery of liquidated damages as spelled out above.
6. Certificate that the prices quoted against this tender are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder/tenderer hereby undertakes to refund the price charge in excess.

Tender Form duly filled and signed in enclosed.

Name of the Bidder/Tenderer _____

Signature of Tenderer _____

Designation _____

Seal _____

Witness

a) Name: _____ Signature: _____

b) FullAddress: _____

c) Date: _____

SPECIMEN FOR AFFIDAVIT

From,

_____.

To,

Section Officer (GA-I)
Ministry Of Commerce,
Islamabad.

Subject: **AFFIDAVIT**

We, M/s _____, having our office at _____, hereby undertake that as a result of contract between us and Ministry for the **Stationery, IT Equipment, Machinery and Misc/other items**, if any conflict/dispute arises regarding the execution of work, we shall not resort to any court of law. The dispute/difference, if any, shall be settled as per relevant clauses of the tender documents issued by Institute, vide No. _____, dated _____.

2. We, M/s _____, are not involved in any litigation and have never been black listed by any organization in Pakistan.

Authorized Signature

M/s. _____

Address: _____

Dated: _____

OVERALL COMPLIANCE UNDERTAKING

I, (Name), (CNIC#), (Designation), (Company Name) have gone through all Terms & Conditions of these Tender documents and hereby undertake that me and my company are firmly bound to abide by / comply all sections of these Tender Documents except for those items listed below.

Name. _____

Title: _____

Company _____

Signature: _____

Date: _____