

No.7(27)/2023-24
GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (PETROLEUM DIVISION)

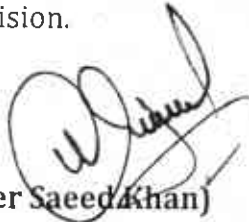
Islamabad, the 19th November, 2024

Mr. Rizwan Mehmood
Deputy Director
Public Procurement Regulatory Authority
Islamabad.

SUBJECT: **AWARD OF ANNUAL TENDER FOR SUPPLY OF STATIONARY, COMPUTER STATIONARY , MISC ITEMS AND PRE-QUALIFICATION OF FIRMS / VENDORS FOR REPAIR AND MAINTENANCE OF TRANSPORT MACHINERY , FURNITURE, HARDWARE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2024-25 .**

I am directed to enclosed here with Tender Notice for purchases of stationery, Computer Stationary, other Miscellaneous item and pre-qualification of firms/vendors for repair & maintenance of Transport , Machinery, Furniture, Hardware and It Equipment's during financial year 2024-25, along with annual procurement plan through E-Pak's Acquisition & Disposal system on E-PADS .

2. In accordance with the section 12(1) of PPRA Rules, 2004, it is requested to upload the tender notice on the web site of the PPRA, paid fee receipt on account of uploading fee is enclosed.
3. This issues with the approval of Secretary, Petroleum Division.


(Umer Saeed Khan)
Section Officer (General)
Ph: 9208233

Copy to:-

✓ Network System Administrator, Ministry of Energy (Petroleum Division) with requested that the enclosed annual procurement plan and tender notice may please be uploaded on this Division's website.

Government of Pakistan
Ministry of Energy
Petroleum Division
Islamabad

Tender Notice

The Ministry of Energy (Petroleum Division), Government of Pakistan, is inviting sealed bids or tenders from reputable companies, vendors, or suppliers with duly established offices in Islamabad or Rawalpindi. The vendors must also have at least five years of experience in the relevant supplies and repairs, including having an adequate supply of stationery, computer stationery, office equipment, and other miscellaneous items, as well as pre-qualification of companies/vendors for the repair and maintenance of transportation, machinery, furniture, and IT equipment during the 2024-25 fiscal year.

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 and also be in Active Tax payer list (ALT) of FBR.
- ii. Tenders should accompany an Earnest Money (Security deposit) refundable (detail below) in form of Bank Draft/Pay Order in the favor of Drawing & Disbursing Officer (DDO), Petroleum Division, Pak Secretariat, Islamabad for one year. 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-Hardware	(earnest money Rs.8,000/-)
h)	A13703-Repair of IT Equipment	(earnest money Rs.8,000/-)
- iii. The participating firms/vendors/suppliers must quote all the items of the selected head of account / category , incomplete bids will be rejected.
- iv. 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".
- v. The participating firms/vendors/suppliers must provide last three (03) years Bank statement, annual tax returns (FBR), Bank account maintaining certificate and telephone no of office or shop.
- vi. Bids are required to be submitted item-wise with rates without GST (in Pak Rupees) against each item and shall be valid up to the end of Financial Year 2024-25 i.e., 30.06.2025
- vii. Submission of fake, forged, unsubstantiated and false statement/documents shall be liable to legal actions i.e disqualification and Blacklisting.
- viii. An Affidavit on stamp paper of Rs.100/- that the firm has never been indulged in any litigation and has never been backlisted by any Ministry/Division/Department/Organization of the Government(s).
- ix. Procurement of items is based on Quality & Cost Based Selection (QCBS) method

under single stage single envelop bidding process.

- x. 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.
- xi. 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.
- xii. 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.
- xiii. The tender Documents/List of items can be obtained from EPADS ([Http://eprocure.gov.pk](http://eprocure.gov.pk)) PPRA website (www.ppra.org.pk) after payment of Rs.5,000/- (non-refundable) for Purchase of stationery, Miscellaneous items, Computer Stationery and Rs.1,000/- (non-refundable) for pre-qualification of Repair and maintenance work to the cashier, Ministry of Energy Petroleum Division, Islamabad during office working hours up to (Date/Time), Original receipt must be attached with the bidding documents without original slip shall not be accepted.
- xiv. The Competent Authority reserves the right to reject all or any of the tenders/bids at any stage of the process
- xv. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended from time to time.
- xvi. The proposals prepared in accordance with the instruction provided in the RFP must be submitted on E-PADS (<https://eprocure.gov.pk>) through electronic means up to 1100 hrs. on 9th December 2024; which will be opened at 1130hrs. on the same date.
- xvii. E-Tenders without attachment of Bid Security in favor of DDO, Ministry of Energy, Petroleum Division will be rejected.
- xviii. In case of last day being holiday, the tender will be extended automatically to next working day.


(Umer Saeed Khan)
Section Officer (General)

ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2024-25
(under Rule 8 and 9 of the public procurement Rules, 2014)

Name of the procuring Agency : **MINISTRY OF ENERGY (PETROLEUM DIVISION)**

Sr. No	Name of procurement (description)	Estimated cost (pkr)	Procurement method	Tentative date of procurement notice publication	Tentative date of award of contract	Tentative date of completion	Remarks
1.	A03901- Stationery	4,500,000	Open competitive bidding (EPADS)	23 rd November, 2024	09 th December, 2024	30 th June, 2025	
2.	A03970- Others	3,900,000	Open competitive bidding(EPADS)	23 rd November, 2024	09 th December, 2024	30 th June, 2025	
3.	A03955-Computer Stationery	3,600,000	Open competitive bidding(EPADS)	23 rd November, 2024	09 th December, 2024	30 th June, 2025	
4.	A13001-Repair of Transport	1,200,000	Open competitive bidding(EPADS)	23 rd November, 2024	09 th December, 2024	30 th June, 2025	
5.	A13101-Repair of Machinery	800,000	Open competitive bidding(EPADS)	23 rd November, 2024	09 th December, 2024	30 th June, 2025	
6.	A13201-Repair of Furniture	600,000	Open competitive bidding(EPADS)	23 rd November, 2024	09 th December, 2024	30 th June, 2025	
7.	A13701-Hardware	250,000	Open competitive bidding(EPADS)	23 rd November, 2024	09 th December, 2024	30 th June, 2025	
8.	A13201-Repair of IT Equipment	250,000	Open competitive bidding(EPADS)	23 rd November, 2024	09 th December, 2024	30 th June, 2025	