

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

Islamabad, the 11th August, 2023

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 2023-24 .

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 2022-23, along with annual procurement plan.

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, and bill on account of uploading fee may be provided to this Division for arrangement of payment.
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.

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.102,000/-)
c)	A03955- Computer stationery	(earnest money Rs.90,000/-)
d)	A13001-Repair of Transport	(earnest money Rs.30,000/-)
e)	A13101-Repair of Machinery	(earnest money Rs.24,000/-)
f)	A13201-Repair of Furniture	(earnest money Rs.18,000/-)
g)	A13703-Repair of IT Equipment	(earnest money Rs.6,000/-)
- 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 2023-24 i.e., 30.06.2024.
- 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.
- ix. The successful firm/vendor/supplier shall not change/revise rates during the Financial Year 2023-24 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 04th September , 2023 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)

ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2023-24
(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	15 th August,2023	04 th Sept,2023	30 th June, 2024	
2.	A03970- Others	3,400,000	Open competitive bidding	15 th August,2023	04 th Sept,2023	30 th June, 2024	
3.	A03955-Computer Stationery	3,000,000	Open competitive bidding	15 th August,2023	04 th Sept,2023	30 th June, 2024	
4.	A13001-Repair of Transport	1,000,000	Open competitive bidding	15 th August,2023	04 th Sept,2023	30 th June, 2024	
5.	A13101-Repair of Machinery	800,000	Open competitive bidding	15 th August,2023	04 th Sept,2023	30 th June, 2024	
6.	A13201-Repair of Furniture	600,000	Open competitive bidding	15 th August,2023	04 th Sept,2023	30 th June, 2024	
7.	A13201-Repair of IT Equipment	200,000	Open competitive bidding	15 th August,2023	04 th Sept,2023	30 th June, 2024	