

No. PW-1(2)/2019-Admin  
Government of Pakistan  
Ministry of Energy, Petroleum Division  
(Policy Wing)  
Islamabad  
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**TENDER NOTICE**

The Petroleum Division (Policy Wing), Ministry of Energy, invites sealed bids from well reputed GST registered firms/vendors having properly established offices at Islamabad/Rawalpindi, having sufficient stock of stationery, computer stationery and others miscellaneous items during the Financial Year 2022-23.

**Terms & Conditions:**

- i) The participating firms/vendors must provide proof of their registration and mention NTN/General Sales Tax numbers issued by the Income Tax /Sales Tax Departments.
- ii) Tenders should accompany an Earnest Money (**Rs. 100,000**) refundable in form of bank draft/pay order in favour of Drawing & Disbursing Officer (DDO), Policy Wing, Petroleum Division, Petroleum House, Islamabad. **(Cheque will not be accepted)**.
- iii) Earnest Money of unsuccessful bidders will be returned/refunded after the opening of Tenders. However, Earnest Money of successful bidders will be converted into "Security Deposit".
- iv) Bids are required to be submitted clearly indicating item-wise rates (in Pak rupees) **each item**.
- v) Rates without GST will be considered and shall be valid upto the end of Financial Year-2022-23 i.e. 30-06-2023.
- vi) Submission of false statement/documents as well as concealing of any information is liable to disqualification of the respective firm/vendor.
- vii) An affidavit that the firm has never been blacklisted by Ministry/Division /Department/Organization of the Government is also required.
- viii) The successful bidders shall be responsible to supply items as per approved prices during the Financial Year 2022-23, failing which Security Deposit will be forfeited and the firm will also be blacklisted.
- ix) Successful bidder will be bound to supply the required items as per approved quality & prices **within 07 days** of placement of Purchase Order or as the case may be.



- x) The supplier shall also 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.
- xi) The Tender Documents/List of items can be obtained from PPRA's Website and this Division or the undersigned during office hours.
- xii) The Competent Authority reserves the right(s) to reject all or any of the tender(s)/bid(s) before opening.
- xiii) The purchase procedure is subject to observance of PPRA's Rules, 2004, as amended time to time.
- xiv) All tenders shall reach the undersigned upto 1100 hrs (closing time), on 23-11-2022 which will be opened at 1130 hrs, on the same date.
- xv) The Tender Notice is available at PPRA's Website [www.ppra.org.pk](http://www.ppra.org.pk) as well as Petroleum Division, Ministry of Energy's Website [www.mpr.gov.pk](http://www.mpr.gov.pk)
- xvi) In case of last day being holiday, the tender will be extended automatically to next working day.

  
**(Farooq Minhas)**  
Assistant Director (Admin)

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LIST OF STATIONERY, COMPUTER STATIONERY AND MISCELLANEOUS ITEMS  
FOR THE FINANCIAL YEAR 2022-2023

S. No.	Name of Items.	Unit.	Rate	Remarks
<b>STATIONERY ITEMS</b>				
1.	Ball Pen 0.8, piano or equivalent	Pkt		
2.	Binder Clips ¾" (19mm) width.	Pkt		
3.	Binder Clips 1 ¼" (32 mm) width.	Pkt		
4.	Binder Clips 1 ½" (41 mm) width.	Pkt		
5.	Binder Clips 2" (51 mm) width.	Pkt		
6.	Diary Register No. 12	Doz		
7.	Envelope SE-8 (12" x 15")	100		
8.	Envelope SE-8(15" x 18")	100		
9.	Envelope SE-5 (9" x 4").	100		
10.	Envelop SE-6(11x6) Golden	100		
11.	Envelop A4 (11x10) White	100		
12.	Envelop A4 (11x10) Golden	100		
13.	Envelope SE-5 (9" x 4"). Golden	100		
14.	Envelope SE-5 (9" x 4"). White	100		
15.	Envelope SE-8 (12" x 16") A-4 Size Golden	100		
16.	Eraser Ink & Pencil Palikan AL 30 or equivalent.	Doz		
17.	Envelope SE-6(11" x 6")	100		
18.	File Flapper (According to sample).	100		
19.	File Tags.	Bdl		
20.	Correction Fluid Pen Uni.	Doz		
21.	Scale Steel	Doz		
22.	Gum Stick 21 gm UHU or equivalent quality.	Doz		
23.	High-Lighter Job Schneider Pelikanor equivalent.	Doz		
24.	Led Pencil Goldfish with rubber 6000 or equivalent	Doz		
25.	UNI Pen (Micro), M&G or Equivalent Quality	Doz		
26.	Gel Pen 0.7RG-100 or equivalent	Doz		
27.	Paper clip 36 MM 3flower or equivalent quality	D.B		
28.	Paper Clip 36 MM 3Flower rubber coated or equivalent	D.B		
29.	Paper Pin 100 grams superior quality.	D.B		
30.	Punch Single Hole superior quality.	Doz		
31.	Posted pad Flag Size (2"x3") 80 gram.	Doz		
32.	Posted Pad Flag size (3"x4") 80 gram.	Doz		
33.	Register Ruled No. 20 off set paper 70 Gram	Doz		

34.	Not pad small size.	Doz		
35.	Not Pad Large size.	Doz		
36.	Scissors (superior quality) Size 9" Japan.	Doz		
37.	Paper Cutter (superior quality).	Doz		
38.	Scotch tape 1"x 40y	Doz		
39.	Scotch tape 1/2" x 40 y	Doz		
40.	Scotch tape transparent 2"	Doz		
41.	Packing Tape Brown 2"	Doz		
42.	Sharpener (Germany) or equivalent.	Doz		
43.	Shorthand Book (100Pages) 70 Gram Size 4.5"x7.5	Doz		
44.	Shorthand Pencil Goldfish or equivalent quality.	Doz		
45.	Stamp Pad Medium (Dollar) or equivalent quality.	Doz		
46.	Stapler (Max) Japan.HD-50/50R Original or Equivalent Quality	Doz		-do-
47.	Stapler Pin (Size 24/6) Dollar or equivalent quality.	D.B		
48.	Dak Book (200 pages)	Doz		
49.	Dak Pad (Rexine)	U/pri.		
50.	Color Paper Green (F/S) offset (pkt of 100 sheets)	Pkt		
51.	Summary paper (80gm M/cy 500) Legal Size BMO, ZAP or equivalent quality.	Ream		-do-
52.	Summary paper (80gm M/cy 500) A4. Imported, BMO, ZAP or equivalent quality.	Ream		

### COMPUTERSTATIONERY ITEMS

53.	Toner for Pinter HP-13A	U/pri.		-do-
54.	Toner HP-92-A	U/pri.		
55.	Toner for Pinter 15-A	U/pri.		
56.	Toner for Pinter HP-49-A	U/pri.		
57.	Toner HP-12-A,	U/pri.		
58.	Toner HP-53-A	U/pri.		
59.	Toner HP-35-A,	U/pri.		
60.	Toner HP-49-A	U/pri.		
61.	Samsung Printer Toner ML-2850A.	U/pri.		
62.	Brother Fax Toner TN-2025.	U/pri.		
63.	Printer Toner HP-80-A	U/pri.		
64.	Printer Toner HP-85-A	U/pri.		
65.	Printer Toner HP-78-A	U/pri.		
66.	Printer Toner HP-79-A	U/pri.		
67.	Printer Toner HP-48-A	U/pri.		
68.	Printer Toner HP-17-A	U/pri.		
69.	HP Printer Drum-19-A	U/pri.		
70.	HP Printer Toner-107-A	U/pri.		
71.	HP Printer Toner-26-A	U/pri.		
72.	Photocopier Toner Panasonic DP-8035	U/pri.		



73.	Photocopier Toner Panasonic DP-8025	U/pri.		
74.	Photocopier Toner MP-1500	U/pri.		
75.	Photocopier Toner Konica Minolta Bizhub-266i	U/pri.		
76.	Photocopier Toner Ricoh-3350-B	U/pri.		
77.	Fax Toner KX-FL-422	U/pri.		
78.	Toner for Brother Fax 2840	U/pri.		
79.	Toner for Fax Panasonic 2120	U/pri.		
80.	CD/DVD (RW) Sony or equivalent 700 MB DVD 4.7/8.4	D.B		
81.	Flash Drive 16, GB (Steel), HP or equivalent.	Doz		
82.	Flash Drive 32, GB (Steel), HP or equivalent.	Doz		
83.	Flash Drive 64, GB (Steel), HP or equivalent.	Doz		

### MISCELLANEOUS ITEMS

84.	Towel 20" x 36" Export quality.	Doz		
85.	Tumble Glass (Toyo Nasic) or equivalent quality.	Doz		
86.	Vim Powder Large 250 gm Tin (Lemon Max).	Doz		
87.	Washing Powder Surf branded 250 GMS	Doz		
88.	Waste paper Basket Standard Size.	Doz		
89.	Dak Basket Plastic	01 Nos		
90.	Glint / Glass cleaner (Bottle)	01 Nos		
91.	Table Set Rexene Kaligone No. 8	01 Nos		
92.	Air Freshener 400 ml. Admiral, Sultan, Aseel or equivalent.	Doz		
93.	Duster cloth superior 24"x24"	Doz		
94.	Soap 110 Grams Lux or equivalent.	Doz		
95.	Tissue Paper (Luxury Rose Petal) or equivalent.	Doz		
96.	Tissue Roll (Rose petal) or equivalent.	Doz		

*[Handwritten Signature]*

# BID Submission Form

The Directorate General (Admin)  
Policy Wing, Ministry of Energy (Petroleum Division),  
2<sup>nd</sup> Floor, Petroleum House, Ataturk Avenue, G-5/2,  
Islamabad.

Dear Sir/Madam,

Having examined the above referenced Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver goods as described in the tender document.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the rules and delivery schedule specified in the Bidding Documents.

Provided that a purchase order is issued by Policy Wing within Bid Validity Period, the undersigned hereby offers, subject to the terms of such purchase order and to furnish all items at the prices offered and to deliver same to the designated point(s) within the delivery time.

We understand that you are not bound to accept any Bid you may receive.

Name of Bidder

Address of Bidder

Authorized Signature

Date:

Name of Authorized Person

Signature (type or print)

Functional Title of Signatory

Functional Title of Signatory

Please confirm hereafter:

Payment terms : Paym 100% after successful delivery of items

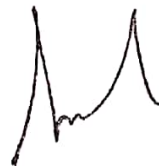
Validity : Valid

Phone number : \_\_\_\_\_

Email address : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

A handwritten signature in black ink, consisting of a stylized 'M' shape with a small flourish underneath.

**Technical Compliance Sheet (TCS) to be completed by Bidders (B)**

Bidders are required to complete the TCS and provide all the data as listed below. Failure to provide any or part thereof may result in the Bid being rejected:

<b>Technical Evaluation</b>	<b>Details To Be Provided By Vendors</b>
<b>GST/NTN REGISTERED</b> (Copies should be enclosed)	
<b>OFFICES</b> (Total number of offices in Pakistan)	
<b>RESOURCES</b> (Number of People allocated)	
<b>STOCK AVAILABILTY/PROVISION TIME</b> (Delivery in terms of days after Purchase Order)	
<b>CLIENT LIST</b> (Attach Supplier profile, Client Details, Contact person along with Contact Number)	

- The above form is to be filled completely and properly with all necessary attachments.
- The vendor need to provide information as per the above laid criteria. Delivery shall be made in Policy Wing's office by vendor within required time.

