

F.No.7(27)/2019-20
Government of Pakistan
Ministry of Energy
(Petroleum Division)

Islamabad the 13th October, 2021

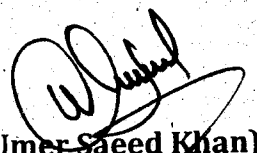
Mr. Rizwan Mehmood,
Deputy Director,
Public Procurement Regulatory Authority (PPRA),
Islamabad.

Subject: **AWARD OF ANNUAL TENDER FOR SUPPLY OF STATIONARY, COMPUTER STATIONARY, MISC ITEMS, HARDWARE SOFTWARE I.T EQUIPMENTS & MACHINERY AND PRE-QUALIFICATION OF FIRMS/VENDER FOR REPAIR AND MAINTENANCE OF TRANSPORT, MACHINERY, FURNITURE, HARDWARE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2021-22.**

I am directed to enclose herewith Tender Notice for the purchase of stationery, computer stationery, other miscellaneous items, IT equipment, hardware, software & machinery and pre-qualification of firms/vendors for repair & maintenance of transport, machinery, furniture, hardware and IT equipment during the financial year 2021-22, along with an Annual Procurement Plan.

2. In accordance with the Rule 12(1) of the PPRA Rules, 2004, it is requested to upload the tender notice on the website of the PPRA, and bill on account of uploading fee may be provided to this Division for necessary arrangement of payment.

3. This issues with the approval of Secretary, Petroleum Division.


(Umer Saeed Khan)
Section Officer (General)
Ph: 051-9208233

Copy to:-

⇒ Network System Administration, Ministry of Energy (Petroleum Division) [With the request 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, Hardware and It Equipment's during financial year 2021-22.

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.60,000/-)
b)	A03970- Others / Misc	(earnest money Rs.28,000/-)
c)	A03955- Computer stationery	(earnest money Rs.40,000/-)
d)	A09201-Hardware	(earnest money Rs.3,000/-)
e)	A09202-Software	(earnest money Rs.1,000/-)
f)	A09203-IT Equipment	(earnest money Rs.4,000/-)
g)	A09601-Purchase Machinery	(earnest money Rs.10,000/-)
h)	A13001-Repair of Transport	(earnest money Rs.16,000/-)
i)	A13101-Repair of Machinery	(earnest money Rs.6,000/-)
j)	A13201-Repair of Furniture	(earnest money Rs.4,000/-)
k)	A13701-Repair of Hardware	(earnest money Rs.3,000/-)
l)	A13703-Repair of IT Equipment	(earnest money Rs.1,000/-)
- 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 2021-22 i.e., 30.06.2022.
- 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 2021-22 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 07 days** 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 before opening.
- 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 **10th November, 2021**, 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 2021-22
(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	3,000,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	
2.	A03970- Others	1,400,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	
3.	A03955-Computer Stationery	2,000,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	
4.	A09201-Hardware	150,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	
5.	A09202-Software	50,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	
6.	A09203-IT Equipment	200,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	
7.	A09601-Purchase of Plant & Machinery	500,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	
8.	A13001-Repair of Transport	800,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	
9.	A13101-Repair of Machinery	300,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	
10.	A13201-Repair of Furniture	200,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	
11.	A13701-Repair of Hardware	150,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	
12.	A13703-Repair of IT Equipment	50,000	Open competitive bidding	25 th October, 2021	10 th November,2021	30 th June, 2022	

