

**GOVERNMENT OF PAKISTAN**  
**INTEGRATED ENERGY PLANNING (IEP) FOR SUSTAINABLE DEVELOPMENT**  
**MINISTRY OF PLANNING, DEVELOPMENT & SPECIAL INITIATIVES**  
**ENERGY WING**

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**TENDER NOTICE**

Bids are invited from authorized distributors/suppliers registered with Income Tax and Sales Tax Department for **Purchase of Stationary Items** under provision of development project “Integrated Energy Planning (IEP) for Sustainable Development” during financial year 2021-22.

2. Bidding document, which are containing details of items to be purchased, terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, are available for interested bidders at the following address. The bidding document can be downloaded from web address [www.pc.gov.pk](http://www.pc.gov.pk)

3. Bids prepared in accordance with instructions in the bidding document must reach at following address on or before **21<sup>st</sup> November, 2021** upto **3:00 P.M.** Bids will be opened on the same day at **3:30 P.M** in presence of bidders or their authorized representatives. The advertisement along with bidding document is also available on PPRA [www.ppra.org.pk](http://www.ppra.org.pk)

**Project Director,**  
“Integrated Energy Planning for Sustainable Development”  
Ministry of Planning, Development and Special Initiatives  
1st Floor, S&T Building, Constitution Avenue, G-5/2, Islamabad  
Ph: 051-9220633

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**BIDDING DOCUMENT**

**PURCHASE OF STATIONARY ITEMS (2021-22)**

<b>Sr #</b>	<b>Item</b>	<b>Quantity</b>
1.	Paper Rim (A-4) size 70grams	100
2.	Paper Rim (Legal) size 70grams	05
3.	Ball Point Picasso Grip 0.8MM “or equivalent”	20 dozen
4.	Uniball 0.7 (Blue)/ (Black)	10 dozen
5.	Binder Clip medium size	10 dozen
6.	Paper Clips small	08 dozen
7.	Table set leather	10
8.	Paper Pins	02 Boxes
9.	Sticky Notes	15 Packet
10.	Stapler	10
11.	Heavy Duty Stapler	01
12.	Stapler pins	50 Boxes
13.	Staple pins Remover	10
14.	Heavy Duty Stapler Pins	01 Dozen
15.	Single Punch	10
16.	Board /permanent Marker	15
17.	Scotch / transparent tape	12
18.	Glue Stick	04 dozen
19.	Pencils	12 dozen
20.	Eraser & Sharpener	02 dozen each
21.	Heavy duty Sharpener (Can be Fixed in Table)	05
22.	Correction Pen/whitener	02 dozen
23.	Dak register	05
24.	Attendance Register	01
25.	Highlighter (Pink, Yellow, Green)	01 dozen each
26.	Paper Cutter	05
27.	Scissors	05
28.	A4 envelops	2000
29.	Small envelopes	2000
30.	Ring Binder Folder	40
31.	Stamp pad (Blue)	05

32.	Steel Scale	06
33.	Double Punch small	06
34.	Color Flag Pronoti No.45502 or equivalent	24 Packet
35.	Duster Cotton Yellow 20*30	02 dozen
36.	File Board thick A-4 size Shaheen or equivalent	200

## GENERAL TERMS AND CONDITION

1. Tender should accompany a Pay Order/ Bank Draft as Earnest Money at 2% of the bid amount in favor of DDO of the Project “Integrated Energy Planning (IEP) for Sustainable Development” under Ministry of Planning, Development & Special Initiatives. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender in case successful bidder(s), it will be converted into Security Deposit which will be retained till 30-06-2022.
2. Rates quoted should be inclusive of GST and all Taxes and will be valid up to 30-06-2022.
3. Samples of the items where possible should be attached with the tender without which the offer will not be entertained.
4. The firm shall be liable to supply the requisite items at 1st Floor, Science & Technology Building, Constitution Avenue, G-5/2, Islamabad at their own expenses and even at short notice if needed, failing which the earnest money/security deposit of the firm will be fortified and the firms will be black listed.
5. If during the supply year (2021-22) it is found that sub-standard items are supplied, the contract will be cancelled and Security Deposit will be fortified and the firm will also be blacklisted.
6. The firms must give Sales Tax Registration Certificate, National Tax Number and Vender Number as well as facilities of telephone/ fax lines.
7. An affidavit to the effect that the firm has never been indulged in any litigation and has never been black-listed by any Ministry/Division/ Department/Organization of the Government(s) must be attached with the bids.
8. Submission of any false statement/documents indulged concealing of information is likely to disqualify the bidder.
9. Only firms of Islamabad and Rawalpindi will be entertained.
10. Tenders should be addressed to Finance & Administrative Officer (Admin) 1st Floor, Science & Technology Building, Constitution Avenue, G-5/2, Islamabad. Tender will be opened on the same day in the presence of bidders or their representatives.
11. Samples may be seen in our store before filling of bidding documents.