



No.F.3(7)/2022-Tender (2021-2022)
Government of Pakistan
Ministry of Law and Justice

Islamabad, the 6th April, 2022.

Ministry of Law and Justice, Islamabad invites sealed bids from the registered and authorized Firms with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenues for following procurements during Financial Year 2021-2022:-

Name of Procuring Agency	Ministry of Law and Justice, Islamabad		
Number of Tender(s)	03 (Three)		
Title of Procurements	S #	Name of Item	Qty
	i	Air Conditioner Inverter (Split) (1 Ton)	10
	ii	Bracket Fan (56 Inch	10
	iii	Water Cooler (40 Gallon)	03
	iv	Laptop	02
	v	Computer	03
	vi	Printer	08
	vii	Officer Table (Executive) along with Computer Table	10
	viii	Officer Chair (Executive)	10
	ix	Computer Chair (as per sample)	10
	x	Central Table (as per sample)	04
	xi	Visitor Chairs (as per sample)	20
Contact Officer	Section Officer (General) Ph: 051-9208522 Bidding documents containing detailed Terms and Conditions specifications etc. can be collected on any official working day from Monday to Friday from 10:00 a.m to 4:00 p.m.		
Closing Time and Date & Place for receiving of Bids.	On 25 th April, 2022 at 1100 hrs, Room No. 326, M/o Law and Justice "S" Block, Pakistan Secretariat, Islamabad.		
Time & Place of publicity opening of Bids.	On 25 th April, 2022 at 1130 hrs, Room No. 326, M/o Law and Justice "S" Block, Pakistan Secretariat, Islamabad.		

- Bidding documents containing detailed Terms and Conditions and specifications can be collected from Ministry of Law and Justice, Room No. 326, 3rd Floor, Block-S, Pak. Secretariat, Islamabad on any official working day from 10:00 a.m to 04:00 p.m.
- The bids, prepared in accordance with the instructions in the bidding documents, must reach at Room No. 326 "S" Block, Ministry of Law and Justice, Pak Secretariat, Islamabad on 15 days from the date of publication of advertisement or notice in PPRA's Website as well as of this Ministry Website before at 11:00 hrs. Bids will be opened on the same day at 11:30 hrs. This document is also available on PPRA's Website at (www.ppra.gov.pk).

(ARSHAD ALI SIDDIQUI)
Section Officer (G)
Room No. 326 "S" Block
Ministry of Law and Justice,
Pakistan Secretariat, Islamabad
Ph.051-9208522

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No.F.3(7)/2021-Tender (2021-2022)

Government of Pakistan
Law and Justice Division
Islamabad

TERMS & CONDITIONS FOR TENDER SUBMISSION.

- i) The Firms should be on Active Tax Payer List of FBR and they will have to produce the proof of being a Tax Filer. In case the firm is found to be of misstatement, or provision of damaged items or delayed supply of items beyond the period of 10 days or failed to provide the items of the prescribed standard or refuse to supply any item during the Current Financial Year 2021-2022, the tender shall be cancelled without any notice and the earnest money will be forfeited.
- ii) Firms should be registered with Collectorate of General Sales-Tax and Income Tax Department for the assurance of authenticity of certificate, the firm may also provide in order observe the quality and standard of the item.
- iii) Firms should be authorized dealer and those firms who were black listed will not be entertained in the bid.
- iv) This tender documents consist of **Purchase of Machinery, Hardware and Furniture & Fixture Items**, the Tender to be filled in carefully (preferably typed). Any correction/alternation is not allowed. Each page must be signed and stamped incomplete forms will not be accepted.
- v) Single stage-one envelope bidding procedure specified in accordance with the rule 25 of Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. Bid Security/Earnest money not less than **2%** of quoted price as mentioned in Tender Documents in the shape of pay order/bank draft is required in the name of Section Officer (General), Law and Justice Division, Islamabad. The tenders which are found deficient of the earnest money will not be considered.
- vi) The personal cheque will not be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till the close of Financial Year, 2020-2021. The earnest money of the un-successful bidders will be returned on receipt of a written request.
- vii) Price quoted will remain valid during Financial Year, 2021-2022. The rate should be quoted including GST & Tax.
- viii) Firm shall require to produce attested copies of National Tax No., GST Registration Number and Vendor Number and Bank Account Number must be indicated by each bidder.
- ix) The bidder will have to submit an affidavit on stamp paper of **Rs. 100/-** that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement the firm shall be debarred from bidding process.
- x) If item is found defective and not in accordance with the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.
- xi) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- xii) The contract award will be given to the lowest evaluated bidder. The bids shall be evaluated by the Technical Committee and Purchase Committee whose decision will be treated as final.

- xiii. The result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder.
 - xiv) Bidder's are requested to quote the best and final price and negotiations on the prices once quoted/offered are not possible under the Rule. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds.
 - xv) The interested manufacturer/authorized dealers/suppliers by name and should provide full address of Head Office & Branch Offices with telephone/Fax Numbers and contact persons.
 - xvi) Income Tax/any other tax if liable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
 - xvii) The procuring agency reserves the rights to accept or reject any or all bids/proposals in accordance with Rule-33 of PPRA Rules, 2004.
 - xviii) The Successful manufacturer/authorized dealer/suppliers shall have to complete the supply within 10 day of receipt of the Supply/work Order. In case supply/work is not carried out within stipulated period a penalty @ **0.1% per day** of the amount of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.
 - xix) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and the supply order will be awarded to the next lowest (2nd) evaluated bidder.
 - xx) Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms and conditions and in case of default, the earnest money will be forfeited and firm can be debarred from the business with the office.
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