

Government of Pakistan
Ministry of Energy
Power Division



INVITATION FOR BIDS

Ministry of Energy, Power Division invites sealed bids from well-reputed bidders/ suppliers having valid NTN and STRN and placed at Active Taxpayers List (ATL) of FBR, preferably stationed at Islamabad/Rawalpindi having their own offices /stock /manpower /expertise, for following procurements for FY 2022-23 **showing rates including GST**. Details are as under:-

Name of Procuring Agency	Ministry of Energy, Power Division
Number of Works	Five (05)
Title of Procurement	i. Stationery ii. Computer Stationery (Toner for Printers), Photocopiers and Fax Machines iii. Plant & Machinery iv. Computer Equipment v. Miscellaneous Items (Others)
Contact Officer	Section Officer (General) Ph: 051-9209620
Closing Time and Date & Place for receiving of bids	Upto 1100 hrs, 08-08-2022, Room No. 233, Power Division, A-Block, Pak Secretariat, Islamabad.
Time & Place of publicly opening of bids	1130 hrs, 08-08-2022, Room No.233, Power Division, A-Block, Pak Secretariat, Islamabad.

2. Bids Security amounting to Rs. 300,000/- in the shape of a pay order/ demand draft/ call deposit/ bank guarantee (refundable) in favour of Section Officer (General), Power Division, Islamabad must be attached with each bid (item lot/ list) separately. **Bids not supported with the security deposit shall not be entertained.**

General Terms and Conditions:-

- a) Samples of the items such as Toners, Paper, File Cover, File Board, Ball Points/ Pens / Pencil, Envelopes, Stapler Machine, Stapler Pin, Gum Stick, Highlighter, Peon Book, Scotch Tape, Air Freshener, Extension Lead, Tissue papers, and other items should accompany the bid, which will be returned to the bidder in case of non-acceptance of the bid.
- b) Rates offered in the bid shall be valid up to 30th June, 2023.
- c) This Division reserves the right to extend the deadline or reject any or all bids as per rules 27 & 33(1) of the Public Procurement Rules, 2004 respectively.
- d) The sealed bid must be delivered to the address given below before the closing date for the bids i.e. 08-08-2022. Electronic / late bidding document shall not be permitted/ accepted. Bids will be publicly opened on the last date of submission of bids at 1130 hours, in presence of the bidders or their authorized representatives, in Room No. 233 "A" Block, Pak Secretariat, Ministry of Energy, Power Division, Islamabad.
- e) If bid closing/opening date is declared as local/national holiday, the date of bid closing/opening shall be the next working day on the same time and venue.
- f) The bidding shall be conducted in line with the Single Stage One Envelope Procedure of the Public Procurement Rules 2004.

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4. Bidding document showing all details about the bidding process is available at can be obtained from the General Branch of Power Division during office hours before the closing date on payment of Rs. 500/-.

Section Officer (General)
Ministry of Energy, Power Division
"A" Block (Ground Floor)
Pak Secretariat, Islamabad
Tele: # 051-9209620