

GOVERNMENT OF PAKISTAN
Ministry of Parliamentary Affairs
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No.F.18 (12)/2022-PA (General)

Islamabad, the 9th August, 2023

From: Hafeezullah Khan,
Section Officer (General),

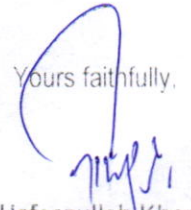
To: The Deputy Director,
Public Procurement Regulatory Authority (PPRA),
(Cabinet Division),
F.B.C, Building, Sector G-5/2,
Islamabad.

Subject:- ADVERTISEMENT REGARDING TENDER NOTICE FOR PURCHASE OF OFFICE STATIONERY,
COMPUTER STATIONERY, MISCELLANEOUS AND OTHER ITEMS FOR FINANCIAL YEAR 2023-2024

Sir,

I am directed to enclose herewith a copy of advertisement regarding "Tender Notice" for Purchase of Office Stationery, Computer Stationery, Miscellaneous and other store Items of Ministry of Parliamentary Affairs. It is requested that the advertisement may be uploaded on PPRA Website and bill be forwarded to this Ministry for payment, please.

Yours faithfully,



(Hafeezullah Khan)
Section Officer (Gen.)
Ph.051-9213508

Copy to:-

- ✓ 1. Programmer, M/o Parliamentary Affairs with the request to place the advertisement duly signed and initiated on website of Ministry of Parliamentary Affairs immediately (Copy of advertisement enclosed).

Section – I Invitation for Bids (IFB)

No.F.13-12/2023-PA(General)

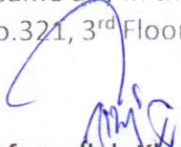
dated 9th August, 2023

TENDER NOTICE

Ministry of Parliamentary Affairs invites sealed bids from experienced well reputed Islamabad based bidders/suppliers those are tax registered firms for the timely Supply of **“Office Stationery, Computer Stationery, Miscellaneous and other store items”** during Financial year, 2023-24.

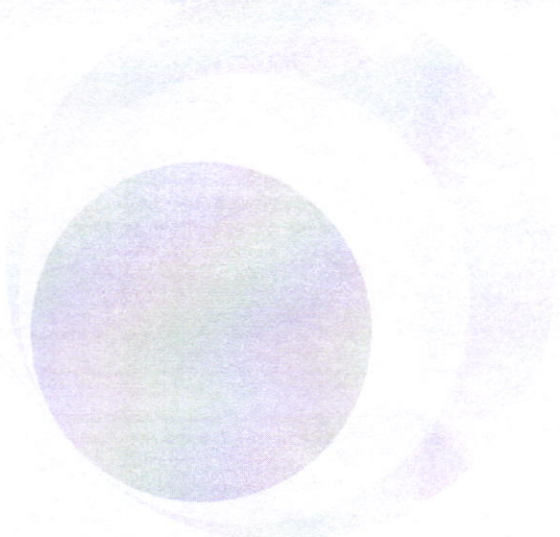
1. Bidding will be conducted under National Competitive Bidding pursuant to Single stage single envelope procedures ‘as per Rule 36(a) of Public Procurement Rules 2004, and is open to all eligible bidders as defined in the Public Procurement Rules 2004.
2. Bids must be accompanied by a bid security of not less than Rs.82,000/- (2% of estimated procurement), in the shape/form of pay order/bank draft in favour of Ministry of Parliamentary Affairs.
3. The Bidders are requested to give their best and final prices as no negotiations shall be allowed. The rates quoted must remain valid for a period of ninety (90) days after opening of tenders.
4. The bidders should have documented track of completing at least 3 similar assignments in the last 3 years.
5. Interested eligible bidders may obtain the bidding documents including detailed specifications without any charges on the submission of a written application to the address mentioned below. These documents can also be downloaded from www.mopa.gov.pk as well.
6. Copies of registration with Income Tax Department and Sale Tax Department should be enclosed with bid. Non-submission of this document is liable to rejection of bid(s).
7. Bidders should be financially sound have proper office, telephone number and fax number in Islamabad.
8. Late bids will be rejected. Bids submitted without signed Bid Form by authorized nominee of the bidder will also be rejected.
9. Every bidders will deliver samples of stationary and miscellaneous items at his own cost with the bids. However, samples of un-successful bidders will be returned.

Sealed envelopes clearly bearing the IFB number and title of the bid, containing bids must be delivered to the address below on or before 1100 am, Tuesday September 5th, 2023. Bids will be opened at **1130 am** on the same day in the presence of bidders ‘representatives (who may like to attend) at the RoomNo.321, 3rd Floor, Block “R” Pak Secretariat, Islamabad.


(Hafeezullah Khan)

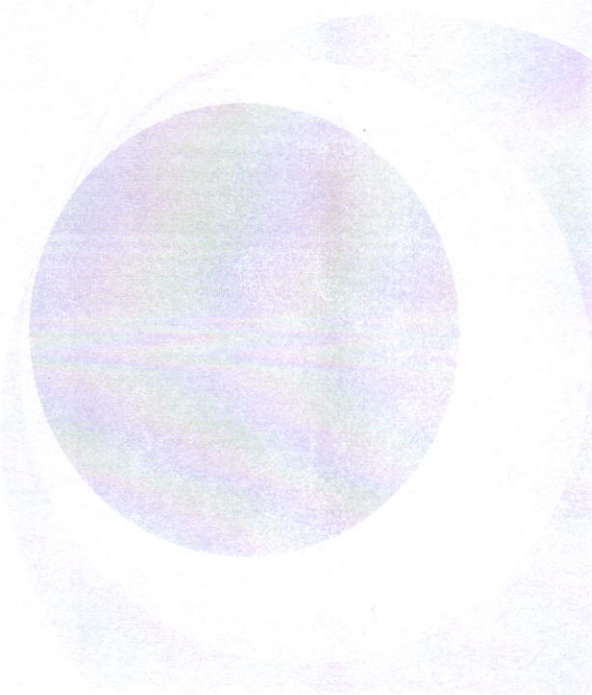
Section Officer (General)

Ministry of Parliamentary Affairs,
3rd Floor, Block “R”, Pakistan Secretariat, Islamabad.
Tel: 92-51-9213508



**Bidding Document
For Supply of Stationery,
Computer Stationery,
Miscellaneous, and Other
Store Items, During
Financial Year 2023-24**

Ministry of Parliamentary Affairs, 3rd Floor, Block "R"
Pakistan Secretariat, Islamabad



Preface

Rule 23 of Public Procurement Rules requires procuring agencies to formulate bidding documents that shall be made available to the bidders immediately after the publication of the invitation for bid. Use of these documents is mandatory for either open or limited bidding.

Document comprises of the Sections listed below:

- Section I Invitation for Bids (IFB)
- Section II Instructions to Bidders (ITB)
- Section III Specification & Schedule of Delivery
- Section IV Evaluation Criteria
- Section V Sample Forms
 - a. Bid Form
 - b. Price Schedule Form
 - c. Commercial Compliance / Bidder's Capacity Assessment Form
 - d. Performance Security Form
 - e. Contract Agreement Form
- Section VI General Conditions Contract
- Section VII Special Conditions of Contract