



GOVERNMENT OF PAKISTAN MINISTRY OF COMMERCE ISLAMABAD TENDER NOTICE



Ministry of Commerce, Islamabad, invites tenders/bids for pre-qualification of firms/vendors who have properly established offices at Islamabad/Rawalpindi, for supply of following items during Current Financial Year 2026-27 as well as refundable earnest money @ 5% mentioned against each field/item below must be accompanied in the shape of Bank draft/Pay order in the favor of Drawing and Disbursing Officer (DDO), Ministry of Commerce must be submitted.

Note

- The Bank Cheques are not acceptable.
- If the firms apply for more than one field/item, the earnest money will be paid in the term of each field/item which is mentioned against each.

Sr. #	Description	Refundable Earnest Money @ 5% of total budget (Rs.)
i.	Purchase of Stationery	500,000
ii.	Purchase of Others / Miscellaneous Items	500,000
iii.	Purchase of Computer Stationery	200,000
iv.	Purchase of I.T. Equipment	150,000
v.	Purchase of Machinery	400,000
vi.	Purchase of Hardware	400,000
vii.	Purchase of Software	40,000

2. Furthermore, bidding documents containing detailed terms and conditions etc are available and can be downloaded from Ministry of Commerce website as well as PPRA website free of cost. furthermore;
3. The bids prepared in accordance with the following Terms/conditions and the bidding documents must be submitted in Room No. 427, 4th floor, "A" Block, Ministry of Commerce before the **closing date 27-08-2026 at 11:00 am**. Bids will be opened on the same day at 12:00 hrs.
4. The **Terms and Conditions** are as under:-
 - i. Tenders should accompany an Earnest Money, refundable (details below), in the shape of Bank Draft/Pay Order in the favor of Drawing & Disbursing Officer (DDO), Ministry of Commerce, Islamabad. Cheques are not acceptable.
 - ii. Bids are required to be submitted item-wise clearly indicating rates including General Sales Tax (GST) in Pak Rupees against each item.
 - iii. Rates with GST will be considered and shall be valid for **Financial Year 2026-27 i.e. 01.07.2026 to 30.06.2027**.
 - iv. Submission of false statement/documents as well as concealing of any information by the Bidder(s) is liable to disqualification under rules 18 of Public Procurement Regulatory Authority (PPRA).
 - v. The successful firm(s)/vendor(s)/supplier(s) shall not change/revise rates during the **CFY-2026-27** and shall be responsible for supply of the items as per approved prices failing which Security Deposit will be forfeited and the firm will be blacklisted.
 - vi. Successful bidders will deliver item(s) at "A" Block, Pak Secretariat, Islamabad at their own cost.
 - vii. Broken or damaged items if any by the supplier(s)/vendor(s) will be replaced free of cost.
 - viii. The Competent Authority reserves the right to reject any or all of the bids.
 - ix. Under Rule 36(a) of PPRA-2004, single stage one envelope procedure will be adopted.
 - x. The firms/vendors/suppliers will be bound to provide/submit the samples of the tenders items along with their rates during tender opening.
5. All interested bidders are informed that the original bid security and Tender fee instrument must be attached with the Technical proposal and the reference / Pay order copy must be submitted before tender closing date and time (local bidder only).

(Muhammad Ali)

PID(I)1331/26

Section Officer (GA-I)

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