

ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2019-20

(under Rule 8 and 9 of the public procurement Rules,2014)

Name of the procuring Agency : MINISTRY OF ENERGY (PETROLEUM DIVISION)

Sr. No	Name of procurement (description)	Estimated cost (pkr)	Procurement method	Tentative date of procurement notice publication	Tentative date of award of contract	Tentative date of completion	Remarks
1.	A03901- Stationery	2,681,000	Open competitive bidding	10 th August, 2019	27 th August,2019	30 th June, 2020	
2.	A03970- Others	1,800,000	Open competitive bidding	10 th August, 2019	27 th August,2019	30 th June, 2020	
3.	A03955-Computer Stationery	1,500,000	Open competitive bidding	10 th August, 2019	27 th August,2019	30 th June, 2020	
4.	A09601-Purchase of Plant & Machinery	1,100,000	Open competitive bidding	10 th August, 2019	27 th August,2019	30 th June, 2020	
5.	A09201-Hardware	200,000	Open competitive bidding	10 th August, 2019	27 th August,2019	30 th June, 2020	
6.	A09202-Software	100,000	Open competitive bidding	10 th August, 2019	27 th August,2019	30 th June, 2020	
7.	A09203-IT Equipment	200,000	Open competitive bidding	10 th August, 2019	27 th August,2019	30 th June, 2020	

Government of Pakistan
Ministry of Energy
Petroleum Division
Islamabad

Tender Notice

Ministry of Energy (Petroleum Division), Government of Pakistan Islamabad, invites sealed tender/bids from the well reputed firms/vendors/suppliers having properly established offices at Islamabad/Rawalpindi for supply of Stationery , Computer Stationery, Misc Items, Machinery, Computer Hardware, Software and IT equipment's during FY -2019-20.

Terms and Conditions:

- i. The participating firms/vendors/suppliers must provide proof of registration with Sales Tax Department and quote their NTN/General Sales Tax Numbers having duly been issued by the Income Tax/Sales Departments.
- ii. Tenders should accompany an Earnest Money refundable (detail below) in the shape of Bank Draft/Pay Order in the favor of Drawing & Disbursing Officer (D D O), Petroleum Division, Pak Secretariat, Islamabad. Cheque will not be accepted.
 - a) A03901- Stationery (earnest money Rs.50,000/-)
 - b) A03970- Others / Misc (earnest money Rs.35,000/-)
 - c) A03955- Computer stationery (earnest money Rs.29,000/-)
 - d) A09601-Purchase Machinery (earnest money Rs.19,000/-)
 - e) A09201-Hardware (earnest money Rs.3500/-)
 - f) A09202-software (earnest money Rs.3500/-)
 - g) A09203-IT Equipment (earnest money Rs.3500/-)
- iii. Earnest Money of unsuccessful bidders will be returned/refunded after the opening of tender; However, Earnest money of successful firm(s) will be converted into "Security Deposit"
- iv. Bids are required to be submitted item-wise clearly indicating rates (in Pak Rupees) against each item.
- v. Rates without GST will be considered and shall be valid up to the end of Financial Year 2019-20 i.e. 30.06.2020.
- vi. Submission of false statement/documents as well as concealing of any information is liable to disqualify the respective firm/vendor/supplier.
- vii. An Affidavit that the firm has never been blacklisted by any Ministry/Division/Department/Organization of the Government is also required.
- viii. Cutting/Overwriting in the offered prices shall not be accepted.
- ix. The successful firm/vendor/supplier shall not change/revise rates during the Financial Year 2019-20 and shall be responsible for supply of the items as per approved prices failing which Security Deposit will be forfeited and the firm will also be got blacklisted.
- x. Successful bidder will be bound to supply the required items according to the approved quality and quoted prices within 07 days of placement of purchase order, from time to time.
- xi. The supplier shall have to submit an affidavit on stamp paper of Rs.50/- to the effect that the items supplied will be genuine (branded) , and as per the required specifications.
- xii. The tender Documents/List of items can be obtained from the undersigned during the office hours at a cost of Rs.500/- per copy (non-refundable).
- xiii. The competent Authority reserves the right to reject all or any of the tenders/bids before opening.
- xiv. The purchase procedure is subject to observance of PPRA Rules, 2004. As amended time to time.
- xv. All tenders/bids shall reach the undersigned up to 11:00 am on 27th August, 2019 which will be opened at 11:30am on the same date.
- xvi. The tender Notice is also available at PPRA Website www.ppra.org.pk and Ministry of Energy (Petroleum Division) Website www.mpnr.gov.pk.
- i. xvii. In case of last day being holiday, Auction will be extended automatically to next working day.


(Muhammad Bilal Khan)
Section Officer (General)