

TENDER NOTICE

Ministry of Information Technology and Telecommunication invites bids from well reputed firms of Islamabad / Rawalpindi for supply of heavy duty Photocopier Machine. Detail is as under:

Sr. No.	Name of Item	Qty
1.	Heavy Duty Photocopier Machine (Black & White) Copy Speed 45 CPM	02

- The tender notice and terms and conditions for participating in Tender can be obtained from the undersigned on any working day or may be downloaded from the website of PPRA www.ppra.org.pk and Ministry of Information Technology and Telecommunication's website www.moitt.gov.pk.
- Interested parties / firms may send their bids with earnest money 5% in form of pay order in the name of Section Officer (Admn) in sealed cover to the undersigned by **28.07.2020 (Tuesday)** till **1100 hours**. Bid will be opened on the same day at **1130 hours** in the presence of bidders or their representatives.
- Detailed specifications may be collected from office of the undersigned during working hours.
- MoITT reserves the right to increase / reduce quantity of any item subject to availability of funds.
- MoITT has the right to accept or reject any / all bids by assigning the reason(s), thereof.

(Akram Shafique)
Section Officer (Admn)
M/o IT & Telecommunication
7th Floor, New Secretariat (Kohsar Block),
Constitution Avenue, Islamabad
Ph: 9207771

TERMS AND CONDITIONS

1. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the "Technical Proposal" and the "Financial Proposal".
2. The participating contractor / firms 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 Tax Departments and must be on the Active Taxpayers List of the Federal Board of Revenue.
3. Tenders should accompany an Earnest Money (refundable) @ 5% of the total bid in the shape of Bank Draft/Pay Order in favour of Section Officer (Admn), Ministry of Information Technology and Telecommunication, Islamabad (**Cheque will not be accepted**).
4. Earnest Money of unsuccessful bidders will be returned/refunded after finalizing the award of tender to successful bidders. However, Earnest money of successful contractors / firm(s) will be converted into "Security Deposit" which will be returned after the supply of items and successful completion of Operational Acceptance Test (OAT).
5. Bids are required to be submitted in Pak Rupees inclusive of all applicable taxes.
6. Submission of false Statement/Documents as well as concealing of any information is liable to disqualify the respective contractor / firm(s).
7. An affidavit certifying that the contractor / firm has never been blacklisted by any Ministry / Division/ Department / Organization of the Government is also required.
8. Overwriting / use of fluid / strikethrough text in the offered prices shall not be accepted.
9. This Ministry reserves the right to accept or reject any / all bids by assigning reason(s), thereof and to increase / decrease quantity of items at any stage before delivery.
10. Tender documents can be obtained from the undersigned during office hours.
11. The bidder must clearly mention correspondence address of his office along with phone / email contact.

(Akram Shafique)
Section Officer (Admn)