

Government of Pakistan
Ministry of Communications
D-Block, Pak. Secretariat, Islamabad

TENDER NOTICE

No. 3(1)/2025-26-Gen. Sealed Tenders are invited from Islamabad/Rawalpindi based reputable firms having proper shops and telephone facility, duly registered with the income tax and sale tax authorities for supply of office stationery, paper, toners and other miscellaneous items during the financial year 2025-26.

2. Interested parties having at least 05 years' experience may obtain the list of required stationery items, summary papers, computer (printer) tonners, photocopier machine toners, fax machine toners and misc. items from the office of the undersigned on any working day during office hours.

3. Security deposit of Rs. 50,000/- (In the form of Demand Draft issued by an authorized bank only) for the supply of stationery/paper/miscellaneous items and supply of toners will have to be furnished alongwith the computer (printer) tonners, photocopier machine toners, tender, in favour of DDO, Ministry of Communications, which in case of unsuccessful tenders will be released/returned within a fortnight and in case of successful bidders after **30.6.2026**. The rates offered will remain valid up to **30.6.2026**. **Procurement of each item shall be made on need/requirement basis.**

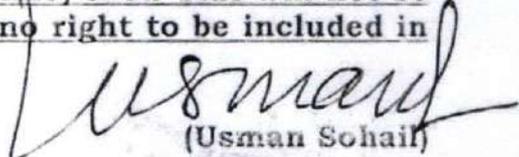
4. Firm will be bound to supply/deliver the goods even on a short notice, using their own transport to **'D' Block, Pak. Secretariat, Islamabad.**

5. This Ministry reserves the right to accept or reject any or all bids as per rule.

6. Tender will be received only from those firms who are registered on EPADS/PPRA website and Website of this Ministry through their E-mail address which were provided by them to PPRA at the time of their registration.

7. Competent authority will also have the right to cancel the contract partially or entirely during the currency of the year if items are found sub-standard or short in quantity and also not supplied timely.

8. Sealed tenders complete in all respect may reach the Section Officer (General) **Room No. 445, 'D' Block, Pak. Secretariat, Islamabad** by **21st August, 2025 (Thursday) up to 11:00 hours**. Tenders will be opened on **21st August, 2025 (Thursday) at 13:00 hours** in the presence of available bidders. **The bidder who absent on the opening time, their bids will not be opened and returned un-opened. They will have no right to be included in the bidding process whatsoever be the reason.**


(Usman Sohail)
Section Officer (Gen)
Ph. No. 9209973