

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

TENDER NOTICE

No. 3(1)/2024-25-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 2024-25.

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. 25,000/- (In the form of Demand Draft issued by an authorized bank only) for the supply of stationery/paper/miscellaneous items and Rs.10,000/- for supply of toners will have to be furnished alongwith the computer (printer) tonners, photocopier machine toners, fax machine 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 **30.6.2025**. The rates offered will remain valid up to **30.6.2025**.

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. 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. The security notices.

7. Sealed tenders complete in all respect may reach the Section Officer (General) **Room No. 445, 'D' Block, Pak. Secretariat, Islamabad by 29th July, 2024 (Monday) up to 12:00 hours**. Tenders will be opened on **29th July, 2024 (Monday) 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 on whatsoever be the reason.**

(Usman Sohail)
Section Officer (Admn/Gen)
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