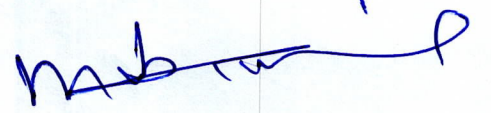


**TENDER NOTICE**

Ministry of Economic Affairs, Islamabad invites sealed tenders from well reputed suppliers/ firms registered with income tax and Sales Tax Department, stationed at Islamabad/ Rawalpindi for supply of following items during financial year 2025-2026:

- i. Provision of office Stationery
  - ii. Provision of Computer Stationary
  - iii. Provision of Other Store/ Miscellaneous Items.
2. Last date for submission of the Tender Documents is 19-07-2025 by 11:00 am through e-pads. The tenders will be opened on the same day, i.e. 19-07-2025 at 11:30 am.
3. Tender documents containing detailed information of items, terms and conditions etc. can be collected from Room # 02, Ground Floor, Block-C, Pak- Secretariat (free of cost) during office hours on written request on the letter head of the Vendor/ Firm concerned. Tender Notice is also available on the website of Ministry of Economic Affairs [www.ead.gov.pk](http://www.ead.gov.pk) as well as PPRA [www.ppra.org.pk](http://www.ppra.org.pk).
4. Ministry of Economic Affairs reserves the right to accept any or cancel/ reject all proposals as per PPRA Rules 2004.



**(Muhammad Ismail)**  
Section Officer (General)  
Ph: 051-9208047

Government of Pakistan  
Ministry of Economic Affairs  
(General Section)

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The Ministry of Economic Affairs (MoEA) Islamabad invites sealed tenders from stationers/ suppliers/ firms on item rate basis for supply of stationery, Computer stationery and other store/ miscellaneous items, during the financial year 2025-2026

**General Terms & Conditions:**

1. The firm should be registered with Income Tax and Sales Tax Departments (Copies of NTN and Sales Tax Registration Numbers be attached).
2. The firm should have a minimum of five (05) years' experience in supply of relevant items. The experience/expertise will be determined from date of issue of NTN/ GST and Active Taxpayer Certificate.
3. The firm/ company should have proper office and warehouse at Rawalpindi/ Islamabad.
4. Each page of financial proposal is required to be in printed form and duly signed & stamped by the vendor/ firm concerned, failing which bid will be rejected.
5. Bid/ offer should accompany a pay order of Rs.500,000/- as earnest money from a scheduled Bank failing which the bid will be rejected Cheque and any other instrument of payment will not be accepted.
6. Earnest money of the unsuccessful bidders/ parties will be returned on the completion of the tender process. Whereas, earnest money of the successful firms/ vendors will be converted as Security Deposit/ Performance Guarantee and will be retained till 30-06-2026
7. An original and latest undertaking on stamp paper that firm is not blacklisted by any Government, Semi Government or autonomous Body be attached as per PPRA Rules 2004.
8. Successful vendor/ firm/ company shall be responsible to provide items as per list within three (03) days after issuance of work order and delay may entail cancellation of registration.
9. The bid validity period shall be effective from date of agreement.
10. During the currency of the contract, the supplier will be bound to deliver the items of approved quality at Ministry of Economic Affairs Division.
11. The models of the items required are mentioned, however, equivalent quality will be accepted if approved by Purchase Committee.
12. The M/o Economic Affairs will retain the samples of firm to whom the contract is awarded till completion of the contract. However, samples of un-successful bidders shall be returned to them after completion of the tender process.
13. Provision of original toners (mentioned in the list) will be preferred however, other Brands compatible with machinery will also be accepted. Bidders are also required

to mention against each toner/ cartridge (original/ compatible) that how many numbers of prints can be taken from each toner/ cartridge.

14. The rate quoted shall not have any over writing or cutting
15. As per PPRA Rules 2004, Clause 36(b) single stage – two envelop method will be adopted.
16. The bid shall comprise a single package containing separately sealed technical proposal and financial proposal.
17. The technical bid will be opened in the presence of the representatives of the participating firms who choose to attend the process.
18. It is mandatory for all participating firms to provide complete specifications of offered items. It is preferable to provide samples for official record.
19. The Purchase Committee shall evaluate the technical proposal without reference to the price and may reject any proposal not confirming to the specified requirements.
20. After evaluation of technical bids, the financial bids of technically qualified firms will be opened in the presence of the representatives of the participating firms who choose to attend the process.
21. The lowest financial bid (inclusive of applicable taxes and duties) of technically qualified bidder shall be declared unconditionally successful in case of each item.
22. Payment of the bills will be subject to the deduction of all Government taxes/ levies and all other Government requirements.
23. Conditional Bidding will not be accepted.
24. In case of imported items supplier will require to produce import documents such as bill of lading/ bill of entry etc. of items supplied to EAD.
25. In case of any dispute concerning the interpretation and application of contract that shall be referred to the Arbitration Committee constituted and approved by office of the Secretary M/o Economic Affairs, Islamabad. The award rendered by the committee shall be final and binding of the parties as per PPRA Rules.
26. M/o Economic Affairs reserves the right to extend the opening date of the bids, cancel/reject any or all bids or proposal at any time prior to the acceptance of a bid or proposal as per PPRA Rules.
27. Tender documents will be received only from those firms who are registered with PPRA for e-procurement on EPADS system for tendering in Ministry of Economic Affairs through their email addresses which were provided by them to PPRA at the time of their registration.
28. Filled tender must be submitted through email address on 19-07-2025 till 11:00 AM sharp on e-pads. Bids will be opened the same day at 11:30 A.M on e-pads.



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