

No.7(27)/2025-26
GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (PETROLEUM DIVISION)

Islamabad, the 13th October, 2025

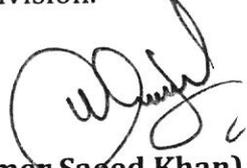
Mr. Rizwan Mehmood
Deputy Director
Public Procurement Regulatory Authority
Islamabad.

SUBJECT: **AWARD OF ANNUAL TENDER FOR SUPPLY OF STATIONARY, COMPUTER STATIONARY, MISC ITEMS FOR THE FINANCIAL YEAR 2025-26.**

I am directed to enclosed here with Tender Notice for purchases of stationery, Computer Stationary, other Miscellaneous item during financial year 2025-26, along with annual procurement plan through E-Pak's Acquisition & Disposal system on E-PADS.

2. In accordance with the section 12(1) of PPRA Rules, 2004, it is requested to upload the tender notice on the web site of the PPRA, Additionally, the uploading charge was paid via AGPR, Islamabad through Token No. 763767 dated 30-09-2025 and invoice No. Nil dated 09-09-2025 (List attached).

3. This issues with the approval of Secretary, Petroleum Division.


(Umer Saeed Khan)
Section Officer (General)
Ph: 9208233

Copy to:-

✓ Network System Administrator, Ministry of Energy (Petroleum Division) with requested that the enclosed annual procurement plan and tender notice may please be uploaded on this Division's website.

Government of Pakistan
Ministry of Energy
Petroleum Division
Islamabad

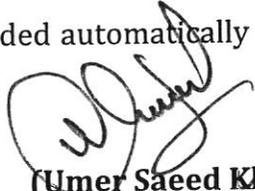
Tender Notice

The Ministry of Energy (Petroleum Division), Government of Pakistan, invites sealed tender/bids from well reputed firms/vendors/suppliers, having properly established offices at Islamabad/Rawalpindi, having at least 5 years' experience in the relevant supplies including sufficient stock of Stationery, Computer Stationery and miscellaneous items during financial year 2025-26.

Terms and Conditions:

- i. The participating firms/vendors/suppliers must provide proof of registration with Sales Tax Department and mentioned their NTN/General Sales Tax Numbers having duly been issued by the Income Tax/Sales Departments and also be in Active Tax payer list (ALT) of FBR.
- ii. Tenders should accompany an Earnest Money (Security deposit) refundable amounting to Rs.210,000/- (Two hundred ten thousand only) in form of Bank Draft/Pay Order in the favor of Drawing & Disbursing Officer (DDO), Petroleum Division, Pak Secretariat, Islamabad for one year. Cheque will not be accepted.
- 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 2025-26 i.e., 30.06.2026.
- vi. Submission of fake, forged, unsubstantiated and false statement/documents shall be liable to legal actions i.e disqualification and Blacklisting.
- vii. An Affidavit on stamp paper of Rs.100/- that the firm has never been indulged in any litigation and has never been backlisted by any Ministry/Division/Department/Organization of the Government(s).
- viii. Procurement of items is based on Quality & Cost Based Selection (QCBS) method under single stage one envelop bidding process.
- ix. The successful firm/vendor/supplier shall not change/revise rates during the Financial Year 2025-26 and shall be responsible for the supply of items as per approved prices, failing which Security Deposit will be forfeited and the firm will also be blacklisted.

- x. Successful bidder will be bound to supply the required items according to the approved quality and quoted prices within 07days of placement of purchase order, from time to time.
- xi. The supplier shall 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 EPADS (Http://eprocure.gov.pk) PPRA website (www.ppra.org.pk) after paying document fee Rs.1,000/- (Non-refundable) and payment slip will be attached with tender documents as evidence.
- xiii. The Competent Authority reserves the right to reject all or any of the tenders/bids at any stage of the process
- xiv. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended from time to time.
- xv. The proposals prepared in accordance with the instruction provided in the RFP must be submitted on E-PADS (<https://eprocure.gov.pk>) through electronic means up to 1100 hrs. on 03rd November,2025 which will be opened at 1130hrs. on the same date.
- xvi. E-Tenders without attachment of Bid Security in favor of DDO, Ministry of Energy, Petroleum Division will be rejected.
- xvii. In case of last day being holiday, the tender will be extended automatically to next working day.


(Umer Saeed Khan)
Section Officer (General)

ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2025-26

(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	2,850,000	Open competitive bidding	16 th October,2025	03 rd November,2025	30 th June, 2026	
2.	A03970- Others	2,000,000	Open competitive bidding	16 th October,2025	03 rd November,2025	30 th June, 2026	
3.	A03955-Computer Stationery	2,000,000	Open competitive bidding	16 th October,2025	03 rd November,2025	30 th June, 2026	