

**Most Immediate**  
**By Special Messenger**

PW-1(2)/2024-Admin  
Government of Pakistan  
**Ministry of Energy (Petroleum Division)**  
(Policy Wing)

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Islamabad the, 21<sup>st</sup> November, 2024

To,

Mr. Rizwan Mehmood,  
Director (MIS),  
Public Procurement Regulatory Authority,  
FBC Building, 1<sup>st</sup> Floor, Sector G-5/2,  
**Islamabad.**

Subject:

**PUBLICATION OF TENDER NOTICE FOR PURCHASE OF STATIONERY, COMPUTER STATIONERY AND OTHERS MISCELLANEOUS ITEMS DURING THE FINANCIAL YEAR 2024-25.**

I am directed to refer to the subject and to forward herewith a copy of Advertisement/ Tender Notice for inviting e-Bids on E-PADS portal from well reputed firms/ agencies for supply of Stationery, Computer Stationery & Others Miscellaneous items during the Financial Year 2024-25.

2. The advance payment of **Rs.15,000/-** (inclusive all taxes) in this regard has already been made to PPRA through MPG payments bearing **Document No. 1500157552** dated 14-11-2024 (copy enclosed for evidence).

2. It is requested to please upload the same on PPRA's website immediately.

(Yasir Farooq)  
Assistant Director (Admin/II)  
Ph: 051-9205099

Cc:

✓  
Mr. Faisal Bashir, Network/System Administrator, Ministry of Energy, Petroleum Division, Islamabad, **(for uploading of Tender Notice on Ministry's Website).**



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Petroleum Division (Policy Wing)  
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### **Tender Notice/Invitation to e-BID**

Petroleum Division (Policy Wing) invites to submit proposals/bidding documents online through “e-Pak Acquisition and Disposal System (EPADS)” portal of PPRA in single stage single envelop procedure. The tenders for supply of **Stationery, Computer Stationery & Other Miscellaneous** items during financial year 2024-25 are invited from well reputed firms/suppliers located in Islamabad/Rawalpindi having Vender Numbers, General Sales Tax (GST) Number and are on the Active Taxpayers List (ATL) of FBR.

1. For using the EPADS, unregistered bidders may first register on website (<https://eprocure.gov.pk>). The e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at (<https://portal.eprocure.gov.pk>). Applications other than E-PADS will not be considered and entertained.
2. All electronic Bids must be accompanied by a bid security in the form of Demand Draft/Pay Order/CDR/Bank Guarantee in favour of Drawing & Disbursing Officer (DDO) Policy Wing, Petroleum Division amounting to Rs.300,000/- refundable. **(Cheques will not be entertained)**. The prospective bidders shall upload scanned copy of bid security on E-PADS. Original bid security must be submitted to the procuring agency before the closing time of bid submission failing which the bid shall be rejected.
3. The electronic bids must be submitted by using EPADS on or before 11-12-2024 upto 11:00 a.m. (closing time). Electronic Bids will be opened by the Purchase Committee using EPADS on the same day i.e. 11-12-2024 at 11:30 a.m. at Committee Room, 6<sup>th</sup> Floor, Petroleum House in the presence (physical/online) of applied bidders or their authorized representatives. In case the bid opening date falls on a public holiday, the bids will be opened on the next working day at the same time and on the same venue.
4. Bids are required to be submitted clearly indicating item-wise rates (in Pak rupees) **each item**. Rates without GST will be considered and shall be valid up-to the end of Financial Year-2024-25 i.e. 30-06-2025.

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**DIRECTORATE GENERAL (ADMIN)**  
2<sup>nd</sup> Floor, Petroleum House, Ataturk Avenue,  
G-5/2, Islamabad. Ph: 051-9204704