

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

No. PW-1(2)/2025-Admin  
Government of Pakistan  
**Ministry of Energy (Petroleum Division)**  
(Policy Wing)

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Islamabad the, 28<sup>th</sup> July, 2025

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 2025-26.**

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 2025-26.

2. The advance Tender uploading fee of **Rs.15,000/-** (inclusive all taxes) has already been processed to AGPR Islamabad for payment in due course of time.
3. It is requested to please upload the same on PPRA's website immediately.



**(Yasir Farooq)**  
Assistant Director (Admin)  
Ph: 051-9201218

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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### **Tender Notice/Inviting to e-Bid**

Petroleum Division (Policy Wing) invites to submit proposals/bidding documents online through E-PADS portal of PPRA in single stage single envelop procedure. The tender for supply of **Stationery, Computer Stationery & Other Miscellaneous items** during financial year **2025-26** are invited from well reputed firms/agencies for purchase of subject to the following conditions:-

1. The participating firms/agencies must provide proof of their registration and mention NTN/General Sales Tax numbers issued by the Income Tax /Sales Tax Departments on E-PADS. Original documents must be submitted to the procuring agency before the closing time of bid submission failing which the bid shall be rejected.
2. Bidding will be carried out by adopting **single stage single envelop** procedure. Bid documents must be carefully prepared and applied on E-PADS. Only E-PADS (Federal) registered bidders can apply for the tender. Applications other than E-PADS will not be considered and entertained. Unregistered bidders shall register on E-PADS (Federal) first and then apply for the tender through E-PADS.
3. 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 amounting to **Rs.214,500/-** refundable. **(Cheque 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.
4. The bids will be opened in the office of the Director (Admin), located on the 2nd Floor of Petroleum House. The closing time for submission of bids is **18-08-2025 up to 11:00 a.m.** The bids will be opened by the Purchase Committee/Tender Evaluation Committee on the same day, i.e. **18-08-2025 at 11:30 a.m.** in the presence (either physical or online) of the participating 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 venue.
5. Bids are required to be submitted clearly indicating item-wise rates (in Pak rupees) **each item.**
6. Rates without GST will be considered and shall be valid up-to the end of Financial Year-2025-26 i.e. **30-06-2026.**

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