

**TENDER NOTICE**  
**GOVERNMENT OF PAKISTAN**  
**MINISTRY INTERIOR & NARCOTICS CONTROL**  
**HEADQUARTERS ANTI NARCOTICS FORCE**  
**RAWALPINDI**

**E-BID SCHEDULE**

TENDER NO.	01/AC&RW/Sty/2025-26
DATE OF RECEIPT OF TENDER	05-01-2026
TIME OF RECEIPT OF TENDER	11:00 HRs
DATE OF OPENING	05-01-2026
TIME OF OPENING	11:30 HRS
VALIDITY OF TENDER	30-06-2026
VALIDITY OF BID MONEY	30-06-2026
BID SECURITY AMOUNTING TO	50,000.00

Sr. No.	Description	Approximate Quantity (No.)	Rate incl 18% GST
1	Stationery Items	List Attached	

Tender will be awarded as per approving of sample

- Full quantity of material shall be supplied as per following delivery schedule from the date of issue of P.O or 10 days from the date of issue of LOI whichever is earlier.
- Fixed Bid Security shall be submitted originally (in form of hard copy) in the light of PPRA rules in an envelope clearly marked with the tender No. & Title before the e-bid submission deadline in the office of Major Muhammad Khalid, DD ANF Cen & Record Wing, HQ Anti-Narcotics Force Wavel Lines, Opposite Nur Khan Air Base Chaklala, Rawalpindi:-  
Bid Security No. \_\_\_\_\_ dated \_\_\_\_\_ amounting to Rs. \_\_\_\_\_ with the validity upto \_\_\_\_\_ issued by \_\_\_\_\_.
- Bid may be submitted on **EPADS** latest **5<sup>th</sup> Jan 2026 (Monday) before 1100 hours.** No tender will be accepted after cut down date and time. The bid will be opened on the same date at 1130 hours.
- The delivery period shall be reckoned from the date of issuance of purchase order or from the 10<sup>th</sup> day of issuance of Letter of Intent whichever is earlier.
- Bid Guarantee in original must be enclosed in Technical Bid envelope, otherwise bid will be rejected out rightly.
- The bid will be considered as "non-responsive" if the bid security is less than the above fixed amount.
- Time for submission of E-Bid should be strictly followed. No E-Bid would be accepted after submission time.
- Tender with any condition will be considered "non-responsive".
- Tender without valid prototype approval (if applicable) of required specification will be considered "non- Responsive".
- The bid having partially quoted quantities less than 100% of each lot quantity may lead to bid rejection.
- Tender will be open in single stage single envelope procedure.

TECHNICAL PROPOSAL FOR TENDER NO. 1/AC&RW/Sty/2025-26

Sr. No.	Description	Approximate Quantity (No.)	Rate incl 18% GST
1	Stationery Items	List Attached	
Tender will be awarded as per approving of sample			

- The delivery period shall be reckoned from the date of issuance of purchase order or from the 10<sup>th</sup> day of issuance of Letter of Intent whichever is earlier.
- Bid Guarantee in original must be enclosed in Technical Bid envelope, otherwise bid will be rejected out rightly.
- The bid will be considered as “non-responsive” if the bid security is less than the above fixed amount.
- Time for submission of E-Bid should be strictly followed. No E-Bid would be accepted after submission time.
- Tender with any condition will be considered “non-responsive”.
- Tender without valid prototype approval (if applicable) of required specification will be considered “non- Responsive”.
- The bid having partially quoted quantities less than 100% of each lot quantity may lead to bid rejection.
- The sample of items quoted will also be submitted along with bid.
- Documents required from contractors/ firms are as under:-
  - Registration certificate of FBR for Active GST & Active NTN
  - Certificate on stamp paper that the firm/ contractor has not been blacklisted and there is no case of litigation against firm/ contractor.
  - Complete Bank Statement of last financial year (01 Jul 2024 to 30 Jun 2025)

Contact Details

Name: Major Muhammad Khalid, Deputy Director ANF Centre & Record Wing  
HQ Anti Narcotics Force

Wavel Lines, Opposite Nur Khan Air Base Chaklala, Rawalpindi

Phone: 051-9270173, Fax: 051-9270165

[www.anf.gov.pk](http://www.anf.gov.pk)

Email: [anf@anf.gov.pk](mailto:anf@anf.gov.pk)

**DEMAND OF STY ITEMS - RECRUITMENT 2025/26**

Ser	Item	A/U	Qty	Price
1.	Papers (A-4 Size) AA	Ream	1200	
2.	File folder for personal file	Nos	250	
3.	Envelope (SE-8) with cloth	Nos	200	
4.	Stapler Pin (24/6)	Pkt	200	
5.	Stapler Machine AX13 24/6	Nos	30	
6.	Tags (Small)	Bundle	10	
7.	Tags (Large)	Bundle	10	
8.	Ball points (Blue) Piano Crystal	Pkt	20	
9.	Ball points (Red) Piano Crystal	Pkt	05	
10.	Ball points (Black) Piano Crystal	Pkt	05	
11.	Paper Pin	Pkt	05	
12.	Paper Clip	Pkt	10	
13.	Highlighters (Yellow, Red, Blue and Green)	Nos	30	
14.	Diary Pad (100 Pages)	Nos	10	
15.	Scale Steel	Nos	04	
16.	Duster (20x30")	Nos	30	
17.	Calculator (Large)	Nos	2	
18.	Calculator (Medium)	Nos	2	
19.	Punch Machine (Small)	Nos	2	
20.	Gum Sticks	Pkt	30	
21.	Led Pencils	Pkt	05	
22.	Scotch Tape (Large)	Nos	10	
23.	Scotch Tape (Medium)	Nos	30	
24.	Erasers (Pelican)	Pkt	01	
25.	File Binders	Nos	100	
26.	Blanco (Fluid)	Nos	05	
27.	Scissors	Nos	04	
28.	Pasting flags (Yellow, Pink and Green)	Pkt	05	
29.	Pasting chits (Large and medium)	Nos	10+10	
30.	File Covers (Normal)	Nos	500	
31.	File Covers (Glazed)	Nos	500	
32.	Binder Clips (Medium)	Pkt	15	
33.	Binder Clips (Small)	Pkt	15	
34.	Marker Black (Permanent)	Pkt	01	
35.	Marker Blue (Permanent)	Pkt	01	
36.	Wall Clock	Nos	01	
37.	Basket (Plastic)	Nos	04	
38.	Paper Cutter	Nos	05	
39.	Darco spare blade	Pkt	01	
40.	Wax stamp to seal the envelop	Pkt	10	
41.	Water Glass & Tea Cup with 1 x Tharmos	Nos	01	