



TENDER NOTICE

NO. 2/1/2025-26/Stationery & Misc./Log

PURCHASE OF STATIONARY AND MISCELLANEOUS ITEMS

Sealed tenders are invited from NTN/GST registered Firms for supply of Toners, Papers, Stationery and Miscellaneous items in accordance with the "Tender Document" which can be collected from the office of Director (NW/F&L), Room No.207 of Directorate General Immigration and Passports (HQ), G-8/1, Mauve area, Islamabad during office hours on a formal request on Company's letterhead and Payment of **Rs.2,000/-** (non-refundable) in the form of PO/DD.

Terms and conditions of this Tender:

1. Taxes shall be deducted as per applicable relevant laws.
2. GST/NTN certificate should be provided with the tender.
3. The tender shall be evaluated on the basis of both Technical & Financial Proposals, single stage two (2) envelope procedure (Rule 36 (b) of PPRA Rules, 2004.
4. A tender security of fixed amount against each lot mentioned shall be provided with the tender in the form of a call deposit from any scheduled bank in favor of Director General, Directorate General Immigration & Passports, Islamabad. The detail of earnest money against each lot is as under:-

Particulars	Lot No.	Earnest Money
HP toners	Lot-I	4,225,538
Canon Toners	Lot-II	3,861,640
Paper A4-Size	Lot-III	2,728,915
Legal Size		17,488
Stationery Items	Lot-IV	249,030
Miscellaneous items	Lot-V	338,784

5. Technical and Financial proposals should be submitted in separate envelopes with the fact being clearly marked on each. Financial proposals of only technically qualified firms shall be opened.
6. The sealed tender should reach office of the undersigned on or before **Wednesday 08th, April 2026 at 11:00 AM.**
7. Tender shall be opened on the same date i.e. **Wednesday 08th, April 2026 at 11:30 AM** in presence of the interested bidders or their authorized representatives.
8. Incomplete and without tender security proposals shall not be entertained.
9. Detailed terms and conditions have been elaborated in the bidding document
10. Directorate General Immigration & Passports reserves the right to accept or reject all bids or proposals at any time prior to acceptance in accordance with PPRA Rules 2004 (clause 33).
11. This advertisement is also available on PPRA's website i.e. **www.ppra.org.pk**, Directorate General Immigration & Passports web site i.e. **www.dgip.gov.pk**

**Asim Fawad Mirza
Director (NW/F&L)**

**Directorate General of Immigration & passports (Headquarters)
Sector G-8/1, Islamabad
051-9107075**