

TENDER NOTICE

F.No 7/1/2026-27 (G&P). Sealed tenders are invited from the firms/Authorized Dealers having proper shops and telephone facility ,duly registered with sales tax authorities alongwith vendor numbers/NTN Number and also having Sale/Service Center in Islamabad/Rawalpindi for supply of Office Stationery, Papers, Toners of Photostat Machines, Toner of Computer Printers, Miscellaneous items and Machinery equipment, Computer Equipments, Software , Furniture/Fixture and other items etc, for the Financial Year 2026-27. Tender can also be downloaded from the websites of Ministry of Interior & Narcotics Control www.interior.gov.pk and Public Procurement Regulatory Authority www.ppra.gov.pk as well as EPADS.

- i. Interested parties/firms can obtain list/tender documents from the office of undersigned till 31st August,2026 before closing of office hours on payment of Rs.5000/- only.
- ii. **Samples of All Stationery, Papers, Toners, Misc items & IT Equipments must be attached duly stamped/ signed of each item, failing which, the bidder will be rejected. Samples of unsuccessful bidders will be returned.**
- iii. Original Computer Printer, Photostat Machines Toners /Cartridges/Drum Unit, Transfer Belt, Category will be Checked From Sole Distributors / Authorized Dealers.
- iv. Security worth Rs.800,000/- (Rupees Eight hundred thousand Only) **(Single Stage-Single Envelop Basis)** for supply of office Stationery, Papers, Toners of Photostat Machines, Toner of Computer Printer and Miscellaneous items/Computer equipment's etc is required to be deposited in favour of Drawing & Disbursing Officer / Section Officer (Cash & Accounts), Ministry of Interior. Security deposits will be released/refunded within a fortnight to unsuccessful bidders and in case of successful bidders after 30th June, 2027.
- v. Security worth Rs.700,000/- (Rupees Seven hundred thousand Only) **(Single stage-two envelope procedure)** for purchase of Machinery equipment, Computer Equipments, Software , Furniture/Fixture and other items etc is required to be deposited in favour of Drawing & Disbursing Officer / Section Officer (Cash & Accounts), Ministry of Interior. Security deposits will be released/refunded within a fortnight to unsuccessful bidders and in case of successful bidders after 30th June, 2027.
- vi. For Purchase of Machinery equipment, Computer Equipments, Software , Furniture/Fixture and other items etc **(mentioned at serial No.(v)) Single stage-two envelope procedure)** ,the bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
 - a. In Technical Proposal, the specifications and technical details should be typed clearly by the bidder on a separate page for each quoted product, as suggested in "Detailed Specifications". **(mentioned at serial No.(i))**.
 - b. In financial proposal, separate columns are required to display "Single unit price including all taxes", "Total Number of Pieces/Units quoted" and "Total Price including all taxes" for the same product, as suggested in "Detailed Specifications".
- vii. Rates may be quoted for original / genuine brands which will remain valid up to **30th June, 2027**. Sub-standard items will not be acceptable and defaulters/suppliers will be blacklisted as per PPRA rules and such items will be purchased from the open market at the cost and risk of the supplier.
- viii. Firms will be bound to supply/deliver the goods on the approved rates throughout the year/specify given time and even on short Notice at their own transport in "R" Block Pak.Secretariat, Islamabad.

- ix. The Tender Documents must accompany the following certificates:
- Firms registration Certificates.
 - National Tax Number.
 - Sales Tax Registration Certificate.
 - Vendor Number.
 - Bank Account No/IBAN No.
- x. Only typed quotation will be accepted. Use of white fluid or over writing will not be accepted. **All firms are directed to quote their rates on online e-procurement Portal EPADS, as well as original bid/rates (Pay Order, Stamp paper, Rate List ,NTN Certificate, GST Certificate) must be submitted in hard form (hard copy) in the office of undersigned by the bidders.**
- xi. The Suppliers are requested to furnish an affidavit on stamp paper valuing Rs.100/- that the firm is not blacklisted and has no dispute with any Government Organization(s).
- xii. The Competent Authority reserves the right to accept or reject any tender by whole or partially with assigning proper justifications/deficiency (if any).
- xiii. The Competent Authority also reserves the right to cancel the contract entirely during the currency of year if items are found sub-standard or short in quantity and also not supplied timely. The security amount will be fortified and the firm will be blacklisted.
- xiv. Sealed Tenders Complete in all respect may reach the SECTION OFFICER (General), Ministry of Interior & NC ,Room # 604,"R",Block Pak.Secretariat ,Islamabad on or before **31st August,2026** (Up to 1030 hours).Tenders/ bids will be opened on the same day i.e. 31st August,2026 at 1130 hours in the Committee Room 'S' Block).



(Muhammad Fayyaz Sami)
Section Officer (General)
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