



No.18A/4/2026-27Arch (Budget)
GOVERNMENT OF PAKISTAN
DEPARTMENT OF ARCHAEOLOGY & MUSEUMS
Sir Syed Memorial Building

**TENDER NOTICE FOR PROCUREMENT OF STATIONERY, COMPUTER
STATIONERY AND OTHER MISCELLANEOUS ITEMS.**

Department of Archaeology & Museums, Islamabad invites electronic bids in accordance with the Public Procurement Rules 2004, from reputable firms having valid registration with income tax and other relevant authorities, for procurement of **Stationery, Computer Stationery and Other Miscellaneous Items** as mentioned below on item rate basis through “**single stage-one envelop procedure**”. The firms submitting their bids must be appearing on Active Taxpayers Lists of Income Tax & Sales Tax Issued by the Federal Board of Revenue, Government of Pakistan.

Terms & Conditions: -

1. Electronic bidding documents as per regulations containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on **EPADS** at <https://pa.epads.gov.pk/login>
2. Applications should be submitted electronically only through **EPADS**. Manual submission of Applications is not allowed.
3. The electronic bid documents / proposals must be submitted by using EPADS on or before 21-10-2026 at 11:00 AM which will be opened on the same day at 11:30 AM in meeting room of Department of Archaeology & Museums, Islamabad through EPADS.
4. Applications which are incomplete / not stamped / late or submitted by other than specific mode will be rejected. The contract will be awarded to the most advantageous bid.
5. The supplies would have to be according to specifications / samples as approved by the Department.
6. Rate of each item /article should be quoted separately.
7. Tender must be accompanied by a Bank Draft/Pay Order of **Rs.200,000/-** in favor of Director General Department of Archaeology and Museums, Islamabad as earnest money otherwise tender shall be rejected.
8. Bidder firm shall attach an affidavit on stamp paper (latest and original) to the effect that the firm has not been blacklisted by any of the Government Departments.
9. The bids may be submitted inclusive of all taxes.
10. The procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with Rule 33(1) of PPRA Rules, 2004.
11. The Tender Notice and Tender Documents can also be viewed on EPADS at <https://pa.epads.gov.pk/login> PPRA website <https://epms.ppra.gov.pk/login> and DOAM website www.doam.gov.pk.

(MUHAMMAD HUMAYUN MURTAZA)

Drawing & Disbursing Officer
051-9252351

Government of Pakistan
DEPARTMENT OF ARCHAEOLOGY & MUSEUMS



Tender documents for	STATIONERY, COMPUTER STATIONERY & OTHER MISCELLANEOUS ITEMS
Total Pages	16
Detail of Pages	PAGE 03-04 General Instructions for Bidders PAGE 05-08 Detail of Stationery Items. PAGE 09-10 Detail of Computer Stationery items. PAGE 11-16 Detail of Other Miscellaneous Items.

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS FOR STATIONERY, COMPUTER STATIONERY AND OTHER MISCELLANEOUS ITEMS.

1.	Department of Archaeology & Museums intends to procure Office Stationery, Computer Stationery & other Miscellaneous Items for the current Financial Year, 2026-2027.
2.	Application should be submitted electronically through EPADS at https://pa.epads.gov.pk/login Manual submission of applications are not allowed.
3.	Only those firms/contractors/suppliers are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN) with active status.
4.	The bidder shall have well-established business in Rawalpindi/Islamabad, have sufficient experience, well reputation and have the facility of telephone and transport for the supply of store on time to the Department of Archaeology & Museums at <u>Sir Syed memorial Building, 19thAtaturk Avenue G/5-1, Islamabad.</u>
5.	Bidder(s) must attach copy of Bank Draft/Pay order/Call Deposit amounting to Rs 200,000/- in favor of Director General, Department of Archaeology & Museums, Islamabad as earnest money with the tender on Epads and submit original Bank Draft/Pay order/Call Deposit before opening of Tender which will be refundable in case of non-acceptance of tender. Bids of those bidders who will failed to submit the original Bank Draft/ Pay order/ Call Deposit for earnest money before opening time of the bid at Department of Archaeology & Museums, Islamabad will not be opened and considered non responsive and rejected. Cheques shall not be accepted.
6.	The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
7.	Failure of the successful bidder to contractual obligations shall constitute sufficient grounds for the forfeiture of the security.
8.	Failure of successful bidder to sign the contract shall constitute sufficient grounds for forfeiture of tender earnest money.
9.	The bidders are required to furnish an affidavit on stamp paper that the firm is not blacklisted and has no dispute with any other Government Organization.
10.	The quantity of the item(s) can vary as per the requirement / budget allocation of the Department.
11.	Item(s) found not according to required specifications/ standard/ sample, shall not be accepted.
12.	If the firm fails to supply any or all the items in time as per quality/specifications and required standards, security deposit will be forfeited and supply order of specific items will be issue to next lowest bidder.
13.	The tender documents must accompany the following certificate: • Firms Registration Certificate. • National Tax Number (with active status) • Sales Tax Registration Certificate (with compliance level 100%).

14.	Submission of any false statement/Documents or concealing of information will disqualify the bidder.
15.	A separate agreement shall be executed with successful bidder.
16.	Successful firms will be bound to supply/deliver the goods on approved specification and rates throughout the current financial year and even on short notices at their own transport in the Office of Department of Archaeology & Museums, Islamabad.
17.	The Competent Authority also reserve 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 deposited will be fortified.
18.	The complete tender shall be without alteration, interactions or erasures, excepts those to accord with instructions issued by the employer, or a necessary to correct errors made by the renderer, in which case such correction shall be initiated by the person or persons signing the contract.
19.	No advance payment will be made for any kind of invoice. However, Department of Archaeology & Museums will arrange expeditious payments on submission of invoices.
20.	The tender rates should be valid upto 30-06-2027.
21.	The proposals must be submitted using EPADS on or before 21-10-2026 at 11:00 hrs which will be opened on same day at 11:30 hrs at the Meeting Room of Department of Archaeology & Museums, Sir Syed Memorial Building, 19 th Ataturk Avenue G-5/1, Islamabad.
22.	The procuring agency reserves the right to accept or reject any or all bids/in accordance with rule 33(1) of PPRA Rules 2004.

(SIGNATURE & SEAL OF BIDDER)

BID FOR STATIONERY ITEMS

<u>Name of Firm:</u>				
<u>Complete Address</u>				
<u>Telephone & Fax No</u>			<u>National Tax Number (NTN)</u>	
<u>Vender No</u>			<u>Sales Tax Registration No</u>	
S. No	Name of Items	QTY.	Quality /Specification Being Offered.	Price Including GST
1	Piano ball pen (Best Quality)	Each		
2	Uni ball Pen (Best Quality)	Each		
3	Schneider Ball Pen	Each		
4	Correction Pen (Best Quality)	Each		
5	Board Marker (Estd 1953)	Each		
6	Highlighter (Text marker 490)	Each		
7	Lead Pencil (5000 Autocrat)	Pkt		
8	Sharpener (High Quality # 503)	Each		
9	Eraser (Big Size) As per Sample	Each		
10	Glue Stick (36 Grams) (7103)	Each		
11	Memo Paper 4 pads 76x76mm	Pkt		
12	Paper A-4 Size 80 Grams 500 Sheets (Top Quality)	Per Rim		
13	Paper A-4 Size 70 Grams 500 Sheets (Top Quality)	Per Rim		

14	Paper Legal Size 90 Grams 500 (Top Quality)	Per Rim		
15	Paper Rim A3 Size 80 Grams 500 Sheets (Top Quality)	Per Rim		
16	Color Sheet A-4 Size 100 Sheets (80 Gram) (Top Quality)	Per Rim		
17	Art Card Paper Rim A-4 (Good Quality)	Per Rim		
18	Stapler Machine heavy (TF0391) (Staple 240 pages)	Each		
19	Stapler Machine (Best Quality) (Staple 20 pages)	Each		
20	Stapler Pins 24/6 (1000)	Per Pkt		
21	Stapler Pin 23/10 (1000)	Per Pkt		
22	Stapler Pin 23/13 (1000)	Per Pkt		
23	Stapler Pin 23/20 (1000)	Per Pkt		
24	Stapler Pin 23/15 (1000)	Per Pkt		
25	Binding Sheets A4 size	Per Pkt		
26	Binding Sheets A3 size	Per Pkt		
27	Binding Tape (3" Best Quality)	Each		
28	Binding Tape (2" Best Quality)	Each		
29	Binding Tape (1" Best Quality)	Each		
30	Scotch Tap Large (1x72 Best Quality)	Each		
31	Double Tape (Best Quality)	Each		
32	Packing Tape Large (Best Quality)	Each		
33	Paper Tape (Small)	Each		
34	Paper Tape (Medium)	Each		

35	Paper Tape (Large)	Each		
36	Paper Cutter (Stainless Steel CT-41)	Each		
37	Cutter Knife (Small) as per Sample	Each		
38	Cutter Knife (Large) as per Sample	Each		
39	Punch Machine Single Hole (as per Sample)	Each		
40	Double Punch Machine (Heavy Duty punch 100 pages)	Each		
41	Calculator Large Size (Original)	Each		
42	Register liner Imported Quality (250 pages)	Each		
43	Diary Register (No.10) 500 Pages	Each		
44	Stapler Pin Clipper (DL-0260)	Each		
45	Binder Clip (0041 15mm)	Box		
46	Binder Clip (0041 19mm)	Box		
47	Binder Clip (0041 25mm)	Box		
48	Binder Clip (0041 32mm)	Box		
49	Binder Clip (0041 41mm)	Box		
50	Binder Clip (0041 51mm)	Box		
51	Vehicle Logbook (No 8)	Each		
52	Steel Scale (1 Feet)	Each		
53	File Board with Flapper (fine quality)	Each		
54	Drafting Pad A4 (Best Quality)	Each		
55	Table Set (Leather Office Desk)	Set		

56	Office Envelopes SE-8 White (70g)	Each		
57	Office Envelops A-4 White (70g)	Each		
58	Office Envelops SE.5 Brown (70g)	Each		
59	Office Envelops SE.5 White (70g)	Each		
60	Office Envelops SE.6 Brown (70g)	Each		
61	Office Envelops SE.6 White (70g)	Each		
62	Office Envelops SE.8 Brown (70g)	Each		
63	Office Envelops SE-4 Brown (70g)	Each		
64	Plastic File Swin Grip as per sample	Each		
65	Box File (A4 3" Good Quality)	Each		
66	Mini Scissors (Plastic head Superior Stainless Steel)	Each		
67	File Tag	Per Pkt		
68	Gift Bag (Paper 12x24")	Each		
69	Printy (842)	Each		
70	Stamp pad Best Quality	Each		
71	Cell AAA (2000mah) (Best Quality)	Per Piece		
72	D Size Cell (2500mah) (1.2V D)	Per Piece		
73	Cell AA (2000mah) (Best Quality)	Per Piece		
74	Rechargeable Cell AA (Best Quality)(2500mah)	Per Piece		
75	Recharger (Best Quality) (BC0905)	Each		

BIDS FOR COMPUTER STATIONERY ITEMS

<u>Name of Firm:</u>				
<u>Complete Address</u>				
<u>Telephone & Fax No</u>			<u>National Tax Number (NTN)</u>	
<u>Vender No</u>			<u>Sales Tax Registration No</u>	
S. No	Name of Items	QTY	Quality/ Specification being offered	Price including GST
1	USB Drive (3.0) 32GB (Original)	Each		
2	USB Drive (3.0) 64GB (Original)	Each		
3	Memory Card 256 GB Micro SSD Class 10 A2 4K UHD (Original)	Each		
4	Memory Card 256 GB SD Class 10 A3 (Original)	Each		
5	External Hard drive 8TB	Each		
6	Internal Hard drive 8TB	Each		
7	External Hard drive 4 TB	Each		
8	Internal Hard drive 4 TB	Each		
9	External Hard drive 2 TB	Each		
10	Internal Hard drive 2 TB	Each		
11	External Hard drive 1 TB	Each		
12	Internal Hard drive 1 TB	Each		
13	Portable Hard drive 1TBSSD Minimum 800 MB/s Transfer rate	Each		
14	Portable Hard drive 2TBSSD Minimum 800 MB/s Transfer rate	Each		
15	Memory Card Reader USB 3.0 (Micro-SDXC)	Each		

16	Toner 76A (Black) (China LaserJet)	Each		
17	Toner 59A (Black) (China LaserJet)	Each		
18	Toner 78A (Black) (China LaserJet)	Each		
19	Toner 49A (Black) (China LaserJet)	Each		
20	Toner 107A (Black) (China LaserJet)	Each		
21	Toner Epson L3110 (Color) Original	Set		
22	Toner Ce528a (Black) (China LaserJet)	Each		
23	Toner 206A (Color) (Original Toner)	Set		
24	Toner 207A (Color) (Original Toner)	Set		
25	Toner 408A (Color) (Original Toner)	Set		
26	HDMI Cable (1 Meter) 4k (Ultra High Speed)	Each		
27	HDMI Cable (3 Meter) 4k (Ultra High Speed)	Each		
28	HDMI Cable (10 Meter)4k (Ultra High Speed)	Each		
29	HDMI Cable (20 Meter) 4k (Ultra High Speed)	Each		
30	HDMI Cable C to C (1 Meter) 4k (Ultra High Speed)	Each		
31	Mouse Wired (Original)	Each		
32	Wireless Mouse (Original)	Each		
33	Mouse Pad (Best Quality)	Each		
34	Keyboard Wired(Original)	Each		

BID FOR OTHER MISCELLANEOUS ITEMS

Name of Firm:				
Complete Address				
Telephone & Fax No		National Tax Number (NTN)		
Vender No		Sales Tax Registration No		
S. No	Name of Items	QTY	Quality/ Specification being offered	Price Including GST
1	Air Freshener (Best Quality)	Each		
2	Toilet Soap Large (120g)	Each		
3	Duster Best Quality 24"x24"	Each		
4	Tissue Paper (Best Quality)	Per Box		
5	Tissue Hygiene (as per sample)	Per pkt		
6	Tissue Paper Napkin (as per sample)	Per Box		
7	Toilet cleaner 450 ml (Best Quality)	Each		
8	Toilet Roll (Best Quality)	Each		
9	Surf (Best Quality) (250 Grams)	Pkt		
10	Broom Hard with Long Wood Handle (500 gram)	Each		
11	Broom Soft (250 gram)	Each		
12	Acid 1 liter equivalent	Each		
13	Vim Powder (400 gram)	Per pkt		
14	Phenyl Bottle (2.9 liters).	Each		
15	Door Lock Large Steel (T.M-447835)	Each		

16	Commercial Thermos Flask 5L (As per sample)	Each		
17	Extension lead superior quality 5 meter as per sample	Each		
18	Doorbell (As per sample)	Each		
19	Heavy Duty Floor Wiper (large size) as per sample	Per piece		
20	Dust Bin Plastic with Cover 10L	Each		
21	Lemon Max Dishwashing (400 gram)	Each		
22	Glass Cleaner Wiper	Each		
23	Towel Large (2.5x5 feet) (Superior)	Each		
24	Mob with Steel Handle as per sample	Each		
25	Pachara with Handle (as per sample)	Each		
26	Pears Liquid Hand Wash 250 ml (Best Quality)	Each		
27	5 Liter Nature Divine Hand Wash	Gallon		
28	Bucket Plastic (20 liter)	Each		
29	Bathroom Brush superior quality	Each		
30	Washroom Lota	Each		
31	Phool Jaro	Each		
32	Back care cushion (Best Quality)	Each		
33	Glass cleaner spray(500ml)	Each		
34	Car Polish (As per sample)	Each		

35	Car Tyre Washing Brush (as per sample)	Each		
36	Microfiber Car Cleaning Cloth	Each		
37	Air freshener Dispenser (Best Quality)	Each		
38	Air freshener refill (Best Quality)	Each		
39	Mosquito Spray (300ML)	Each		
40	Dinner Set Bone 8 Person (Best Quality)	Each		
41	Quarter plate (Ceramic) (as per sample)	Each		
42	Rice plate (Ceramic) (as per sample)	Each		
43	Service Tray large (Fine Quality)	Each		
44	Service Tray Medium (Fine Quality)	Each		
45	Service Tray small (Fine Quality)	Each		
46	Serving Bowl large (ceramic)	Each		
47	Serving Bowl Medium (ceramic)	Each		
48	Serving Bowl small (ceramic)	Each		
49	Sugar Pot Bone (Best Quality)	Each		
50	Milk Pot Bone (Best Quality)	Each		
51	Scotch Brite Scourer with Sponge Large	Each		
52	Forks Best quality (as per sample)	Each		

53	Knife stainless steel	Each		
54	Table spoon (Fine Quality)	Each		
55	Tea spoon (Fine Quality)	Each		
56	Water Glass (Fine Quality)	Each		
57	Water Jug (Fine Quality)	Each		
58	Cup (Fine Quality)	Each		
59	Disposable Cup with cover (As per Sample)	Dozen		
60	Networking Cable Copper (Cat-VI pure Copper)	Roll		
61	RJ-45 Connector 1x100 (D-link)	Box		
62	SMD Pannel Light (2x2 Best Quality) (White)	Each		
63	Measurement Tape (300ft)	Each		
64	Measurement Tape (100ft)	Each		
65	Measurement Tape (50ft)	Each		
66	Measurement Tape (25ft)	Each		
67	Rechargeable LED Flashlight (Best Quality)	Each		
68	Wooden Pags (Used in Surveying)	10 Piece Bundle		
69	Paint Brush 2" (Aa per simple)	Each		
70	Paint Brush 3" (Aa per simple)	Each		
71	Toothbrush (Easy grip)	Each		
72	Toothpick (Large 8")	Dozen		
73	Cotton Buds (As per sample)	Dozen		
74	Cloth Brush Soft	Piece		
75	Painting Brush set	Set		

76	Wrapping Sheet	Roll		
77	Foil Sheet	Roll		
78	Wiper Medium Size (Tissue)	Each		
79	Gloves Latex (Rubber)	Box		
80	Gloves Latex (Plastic)	Each		
81	White Foaming Sheets Mix 1" (As Per Simple)	Roll		
82	Water Spray Bottle (Small)	Each		
83	Handel Bowl (As per sample)	Each		
84	Emergency Plastic First Aid Medical Box	Box		
85	Cotton Roll (Best Quality)	Roll		
86	Wall Clock (Plastic)	Each		
87	Hand Toolbox (14") Best Quality	Box		
88	Hand Toolbox (20") Best Quality	Box		
89	Stair Aluminum Folding 5ft	Each		
90	Stair Aluminum Folding 8ft	Each		
91	Shovel (Standard Size)	Each		
92	Pickaxe	Each		
93	Wheelbarrow	Each		
94	Water pipe (3/4 inch)	Roll (300 Rft)		
95	Water pipe (1 inch)	Roll (300 Rft)		
96	Tyre + Rim (16 ply) Wheelbarrow	Each		
97	Spray Pump with Battery	Each		
98	Spray Pump Manual	Each		

99	Sickle	Each		
100	Axe	Each		
101	Pruning Saw	Each		
102	Phawra	Each		
103	Gardening Fork	Each		
104	Pruning Shears	Each		
105	Watering Shower Can	Each		
106	Head Pan	Each		
107	Trimmer Line (3mm)	Each		
108	Tree Cutting Scissor (Large Size)	Each		
109	Rope (1") Thickness	Each		
110	Green Board (8ft x 4ft	Each		
111	Garden Rake	Each		
112	Scythe	Each		