

Government of Pakistan
National Heritage & Culture Division

TENDER NOTICE

National Heritage & Culture Division invites bids from the Firms/general order supplier / companies in Islamabad/Rawalpindi registered with Income Tax and Sales Tax Departments for supply of below mentioned items separately till **30th June, 2026**. Tender Documents can be submitted on ePADS only upto **18th August, 2025** till **11:00AM**. The tender will be opened on same day at **12:30PM** in the Committee Room in presence of bidders/representatives of Firms.

- a) Stationery,
- b) Other Stores/ Computer Stationery (Tonners)
- c) Electronic Communication items
- d) Misc. Usable Items

Terms and Conditions:

- 1) Firm must be registered with Sales Tax Department.
- 2) **Single Stage: One Envelop Basis** procedure will be adopted for Stationery, Computer Stationery (Tonners) ,Electronic Communication items and Misc. Useable items to evaluate the offer(s) and the firm/agency who submits overall lowest financial bid will be selected. Samples of selected items are available in General Section which can be viewed before closing date of tender.
- 3) Prices must be inclusive of General Sales Tax and effective till **30th June, 2026**.
- 4) Income Tax will be deducted at the time of payment.
- 5) Interested firms/companies can apply only through **ePADS**. No manual submission will be accepted. Firms/companies may fill the tender documents and upload the same on ePADS. No need to send the hard copy to this office.
- 6) Details of Stationary items, Computer Stationery (Tonner), Misc. Usable items and Electronic Communication items can be downloaded from this Division's website www.heritage.pakistan.gov.pk and PPRA website www.ppra.org.pk.
- 7) Bidder(s) must attach scan copy of separate Bank Draft/Pay Order / Call Deposit amounting to **Rs.50,000/-**for each category mentioned at **Sr. A to Sr.D** with the tender documents in favor of **Drawing and Disbursing Officer, National Heritage & Culture Division** which will be refundable in case of non-acceptance of bid(s). Incomplete offers will not be accepted.
- 8) All items must be according to the bidding / prices quoted by the firms which will be delivered to this office by the Firm/Vendor on their own expenses.
- 9) Firm(s) must not be blacklisted from any Government organization.
- 10) Firms should be registered with AGPR and must have active account with AGPR.
- 11) In case of any query, contact on given number during office hours.

s/d

(Dr. Suleman Shah)
Section Officer(G)

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