

Government of Pakistan
National Heritage & Culture Division,
4th floor, Kohsar Block, Pak Secretariat,

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, 2027**. Tender Documents can be submitted up to **26th August, 2026** till **12:30PM**. The tender will be opened on same day at **01:00PM** in the Committee Room in presence of bidders/representatives of firms.

- A. Stationery,**
- B. Computer Stationery (Tonners)/ Electronic Communication items**
- C. Misc. Useable Items**

Terms and Conditions:

- 1) Firm must be registered with Government authorities i.e Income tax and Sales Tax Department.
- 2) **Single Stage: One Envelop Basis** procedure will be adopted for Stationery, Computer Stationary (Tonners)/ Electronic Communication items and Misc. Useable items to evaluate the offer(s). Samples of selected items are available in General Section which can be viewed before closing date of tender.
- 3) Prices must be inclusive of all Taxes and effective till **30th June, 2027**.
- 4) Income Tax will be deducted at the time of payment.
- 5) Details of Stationery items, Computer Stationery (Tonner)/ Electronic Communication items and Misc. Useable items are available on EPADs.
- 6) Only those Bid(s) will be considered which would be submitted through ePADS. **Manual submission not allowed.**
- 7) Bidder(s) must attach separate Bank Draft/Pay Order / Call Deposit amounting to **Rs.50,000/-** for each category mentioned at **Sr. A to Sr. C** 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 delivered to this office by the Firm/Vendor by their own expenses.
- 9) Firm(s) must not be blacklisted from any Government organization.
- 10) In case of withdrawal of bid(s) after opening of tender, earnest money will be forfeited.
- 11) Firms should be registered with AGPR and must have active account with AGPR.
- 12) In case of any query, contact on given number during office hours.

Section Officer (G)
National Heritage & Culture Division
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