

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 **5th October, 2026 till 12:10PM.** 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 Stationery (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. Details of items are available on the website of ePADS.
- 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 Bank Drafts/Pay Orders / Call Deposits 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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