Tender Notice

The Ministry of Foreign Affairs invites bids from the well reputed suppliers / firms registered with income tax and sales tax departments and are on active tax payers list (ATPL) having registered office / sub office in Islamabad / Rawalpindi for supply of the following items on unit price basis for Financial Year 2026-27.

Sr. No.	Description
1.	Air conditioner Spare Parts
2.	Canvas Bag & Accessories
3.	Civil Work items
4.	Computer /IT/Hardware items & Accessories
5.	Electric Items
6.	Furniture & Fixture Items
7.	Garden Tools & Plants
8.	Miscellaneous/Cleaning Items
9.	Papers
10.	Stationery Items
11.	Toners (Original)
12.	Toners (Compatible)

2. List of item(s) required can be obtained by submitting an application along with a copy of NTN / GST Registration Certificate along with a pay order of **Rs.10,000/-** (Rupees Ten Thousand only) (Non-Refundable) **for each list separately** in favor of Ministry of Foreign Affairs, Islamabad within fifteen (15) days of publishing of this advertisement from following address :

Ground Floor Room no. 33, Ministry of Foreign Affairs, Islamabad
Ph: 051-9206970

3. **"SINGLE STAGE TWO ENVELOP"** will be followed. Firms should mark both the envelopes separately with the words **Technical Proposal** and **Financial Proposal**, and then seal the two envelops in a single package and mention the category on top right corner of the envelope. Incomplete tender shall not be entertained.

4. Bids must reach the office of the undersigned before **1400 hours on 24 August 2026** and will be opened on the same day at **1430 hours**. Financial bids of only technically qualified firms shall be opened.

5. The Ministry of Foreign Affairs reserves the right to accept or reject all bids in accordance with Clause No. 33 of PPRA Rules.

Assistant Director (GS-I)
Ministry of Foreign Affairs
Islamabad
051-9206970