



No. PW-1(2)/2026-Admin
Government of Pakistan
Ministry of Energy, Petroleum Division
(Policy Wing)

Tender Notice/Inviting to e-Bid

Petroleum Division (Policy Wing) invites to submit proposals/bidding documents online through E-PADS portal of PPRA in single stage single envelop procedure. The tender for supply of **Stationery, Computer Stationery & Other Miscellaneous items** during financial year **2026-27** are invited from well reputed firms/ agencies for purchase of subject to the following conditions:-

1. The participating firms/agencies must provide proof of their registration and mention NTN/General Sales Tax numbers issued by the Income Tax /Sales Tax Departments on E-PADS. Original documents must be submitted to the procuring agency before the closing time of bid submission failing which the bid shall be rejected.
2. Bidding will be carried out by adopting **single stage single envelop** procedure. Bid documents must be carefully prepared and applied on E-PADS (v.2.0). Only E-PADS (Federal) registered bidders can apply for the tender. Applications other than E-PADS (v.2.0) will not be considered and entertained. Unregistered bidders shall register on E-PADS (v.2.0) (Federal) first and then apply for the tender through E-PADS (v.2.0).
3. All electronic Bids must be accompanied by a bid security in the form of Pay Order Guarantee in favour of Drawing & Disbursing Officer (DDO) Policy Wing amounting to **Rs.214,500/-** refundable. **(Cheque will not be entertained)**. The prospective bidders shall upload scanned copy of bid security on E-PADS. Original bid security must be submitted to the procuring agency before the closing time of bid submission failing which the bid shall be rejected.
4. The bids will be opened in the office of the Director (Admin), located on the 2nd Floor of Petroleum House. The closing time for submission of bids is 02-11-2026 **up to 11:00 a.m.** The bids will be opened by the Purchase Committee/Tender Evaluation Committee on the same day, i.e. 02-11-2026 **at 11:30 a.m.** in the presence (either physical or online) of the participating bidders or their authorized representatives. In case the bid opening date falls on a public holiday, the bids will be opened on the next working day at the same time and venue.
5. Bids are required to be submitted clearly indicating item-wise rates (in Pak rupees) **each item.**
6. Rates without GST will be considered and shall be valid up-to the end of Financial Year-2026-27 i.e. **30-06-2027.**

DIRECTORATE GENERAL (ADMIN)
2nd Floor, Petroleum House, Ataturk Avenue,
G-5/2, Islamabad. Ph: 051-9204704