

**TENDER NOTICE / TERMS & CONDITIONS FOR PURCHASE OF
STATIONERY, MISC / CONSUMABLE AND COMPUTER ITEMS**

1. Sealed bids /quotations are invited for supply of stationary, misc / consumable and computer items to Ministry of Information Technology and Telecommunication, 8th Floor, New Secretariat (Kohsar Block), Constitution Avenue, Islamabad for the financial year 2025-26.
2. Tenders, complete in all respect, should reach the undersigned by **4th August, 2025** till **11:00 hours** and these would be opened on the same day at **11:30 hours**.
3. Details/List of requisite items can be obtained from office of Section Officer (General), Ministry of Information Technology and Telecommunication, 8th Floor, New Secretariat (Kohsar Block), Constitution Avenue, Islamabad with effect from **17th July, 2025** during office hours.
4. Firms / suppliers are required to deposit an amount of Rs.50,000/- (re-fundable) as earnest money in the shape of Bank draft in favour of Section Officer (General), MoITT.
5. Well reputed firms having the Income Tax, GST & Vendor Number registered in the AGPR will be allowed to participate in the competition bid.
6. Bids / quotations should be on the bidding document provided by Ministry and for items written in the bidding document.
7. Bids / quotations must be entered in legible writing and without cutting / overwriting else bid would be stand rejected.
8. The quoted rates will be valid for the whole financial year 2025-26.
9. Islamabad / Rawalpindi based firms will be preferred.
10. The firms will provide Samples of items, duly stamped and signed with their quotation.
11. Firms / suppliers will be responsible to supply the items, as and when required, at the premises of MoITT on their own cost.
12. Ministry reserves the right to black list, debar or confiscate the earnest money deposited by the firm on violation of any of PPRA Rules, 2004 or non-provision of articles after issuance of supply order.
13. MoITT reserves the rights to accept or reject any / all bids by assigning the reason(s), thereof as provided in PPRA Rules, 2004.
14. The tenders shall only be received through the EPADS and manual bids shall not be entertained as per Procurement Regulation vide SRO 296(I)/2023 dated 27.02.2023.

(Sabir Hussain)
Section Officer (General)
M/o IT and Telecommunication
8th Floor, New Secretariat (Kohsar Block),
Constitution Avenue, Islamabad
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