



Government of Pakistan
Ministry of Interior
NATIONAL DATABASE AND REGISTRATION AUTHORITY
(REGIONAL HEAD OFFICE ISLAMABAD)



Procurement of Compatible Toner/Drums for Printers & Paper Reams

BID NOTICE

Bid No. NADRA/RHO/ISB/Proc/05/2024

1. Regional Head Office NADRA Islamabad requires sealed bids from firms/manufactures/suppliers registered with income/sales Tax Departments and is on Active Taxpayers List of the Federal Board of Revenue for supply of Toners/Drums for Printers and Paper Reams for the year 2024.
2. The Bid Document having complete details may be obtained during office hours less gazette holidays from Procurement Branch (NADRA RHO Islamabad) from 19th Feb 2024 to 4th March 2024, on cash Rs.2000/- (non-refundable). Sealed technical along with financial proposals must be submitted by 1100 hours on 5th March 2024. Bids will be opened at 1130 hours on the same day in the presence of firm's representative at NADRA RHO Islamabad Building (30-31, Mauve Area, G-10/4, ISB).
(In case of public holiday(s), tender will be opened on next working day)
3. **Terms & Conditions**
 - a. The process of "single stage single envelop" will be adopted.
 - b. There are total two lots i.e. Toners/Drums for Printers (Lot-1) and Paper Reams (Lot-2) in this tender. Bid Security of each lot is Rs.500,000/-, which must be attached with bid in the form of Demand Draft/Pay Order in the name of **NADRA NRC Disbursement Account Islamabad**, (As per Rule 25 of PPRA Rules 2004).
 - c. NADRA reserves the right to reject all offers/bids as per Rule 33 of PPRA Rules 2004.

For Any query contact on below address:

Procurement Branch
Regional Head Office NADRA, Plot No. 30/31, Mauve Area, G-10/4 Islamabad
Ph. 051-9108175