



**TENDER NOTICE FOR PROCUREMENT OF STATIONARY / COMPUTER
STATIONERY AND OTHER ITEMS.**

Department of Archaeology & Museums, Islamabad invites electronic bids in accordance with the Public Procurement Rules 2004, from reputable firms having valid registration with income tax and other relevant authorities, for procurement of **Stationary/ Computer Stationery and Other Items** as mentioned below on least cost basis through "**single stage-one envelop procedure**". The firms submitting their bids must be appearing on Active Taxpayers Lists of Income Tax & Sales Tax Issued by the Federal Board of Revenue, Government of Pakistan.

Terms & Conditions:-

1. Electronic bidding documents as per regulations containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on **EPADS** at www.eprocure.gov.pk
2. Applications should be submitted electronically only through **EPADS**. Manual submission of Applications is not allowed.
3. The electronic bid documents / proposals must be submitted by using EPADS on or before 17-03-2025 at 11:00 AM which will be opened on the same day at 11:30 AM in meeting room of Department of Archaeology & Museums, Islamabad through EPADS.
4. Applications which are incomplete / not stamped / late or submitted by other than specific mode will be rejected. The contract will be awarded to the most advantageous bid.
5. The supplies would have to be according to specifications / samples as approved by the Department.
6. Rate of each item /article should be quoted separately.
7. Tender must be accompanied by a Bank Draft/Pay Order of **Rs.125,000/-** in favor of Department of Archaeology and Museums, Islamabad as earnest money otherwise tender shall be rejected.
8. Bidder firm shall attach an affidavit of Rs. 100/- on stamp paper (latest and original) to the effect that the firm has not been blacklisted by any of the Government Departments.
9. The bids may be submitted inclusive of all taxes.
10. The procuring agency reserves the right to accept or reject any or all bids/proposals in accordance with Rule 33(1) of PPRA Rules, 2024.
11. The Tender Notice and Tender Documents can also be viewed on EPADS at www.eprocure.gov.pk, PPRA website www.ppra.org.pk and DOAM website www.doam.gov.pk.

(MUHAMMAD HUMAYUN MURTAZA)
Drawing & Disbursing Officer
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