

NATIONAL ASSEMBLY SECRETARIAT

F.No.7(1)/2025-26-Admn.

Islamabad, the 16th July, 2025

OFFICE MEMORANDUM

Subject: - **INVITATION OF BIDS FOR SUPPLY OF STATIONERY & MISCELLANEOUS ITEMS.**

The undersigned is directed to enclose herewith a copy of Tender Notice for "Supply of Stationery and Miscellaneous Items" for uploading on PPRA Website.

(ABDUL SATTAR)
Section Officer (Procurement)
Telephone No. **9022360**

Public Procurement Regulatory Authority,
Mr. Muhammad Farooq-Deputy Director (Admn),
F.B.C Building, G-5/2,
Islamabad.

✓ Copy to Director (IT), National Assembly Secretariat along-with a copy of above Tender Notice for uploading on National Assembly Secretariat Website.

(ABDUL SATTAR)
Section Officer (Procurement)

NATIONAL ASSEMBLY SECRETARIAT

No. F.7(1)2025-26-Admin

Islamabad, the 16th July, 2025

TENDER NOTICE

**FOR SUPPLY OF STATIONERY & MISCELLANEOUS ITEMS DURING
FINANCIAL YEAR 2025-26**

The National Assembly Secretariat, Islamabad, invites e-Bids for procurement of various Stationery, Computer Stationery, Hardware/Computer Hardware, Furniture/ Machinery Equipment/ Miscellaneous and other Store items during the financial year 2025-2026, in accordance with Rule 36(b) of Public Procurement Rules, 2004, i.e. Single Stage Two Envelopes Procedure. The firms/ authorized distributors/companies/suppliers/original manufacturers/ service providers etc. registered with Income Tax and Sales Tax department and other relevant departments, having minimum ten (10) years' relevant experience, located in Islamabad/Rawalpindi, will be eligible to apply. Initially, the contract will be awarded for one year which can be extended for further period of one year on same terms and conditions, satisfactory performance, mutual consent and subject to approval of the Competent Authority. Moreover, National Assembly Secretariat reserve the right to accept/ reject wholly or partially any proposal or cancel tenders altogether at any stage under provisions of the Public Procurement Rules, 2004.

2. This tender notice is available on E-PADS at www.eprocure.gov.pk, www.ppra.gov.pk and www.na.gov.pk. Bidding/Tender documents containing detailed terms and conditions, specifications and requirements etc. may be obtained from the office of undersigned during office hours (0900-1700) on payment of Rs. 5,000/-.

3. The electronic bids, on the prescribed forms, must be submitted by using e-pads on or before 4th August, 2025 at 11:00 am. The tender will be opened on the same day, at 11:30 am, in the presence of the Bidders or their representatives.

4. The detail of items to be procured are available in bidding documents.


(ABDUL SATTAR)

Section Officer (Procurement)

Tel. 051-9022360