



Government of Pakistan Ministry of Interior
Regional Head Office NADRA
Islamabad



BID NOTICE
Bid No. RHO/ISB/PROC/STY-01/2022

Procurement of Stationery & Janitorial Items

1. Regional Head Office NADRA Islamabad requires sealed bids from firms/manufactures/ suppliers registered with income Tax and Sales Tax Departments and is on Active Taxpayers List of the Federal Board of Revenue for supply of following categories on “**as and when required basis**” for financial year 2022/23.
 - a. Paper Ream (500 Sheets) 80g /100g
 - b. Toners & Drums for Laser Jet Printers
 - c. Printing, Stationery and Janitorial Items.
2. Separate bidding documents having complete details for each category may be obtained during office hours less gazette holidays from undersigned office from **18th May 2022** to **01st June 2022**, on cash Rs. 1000/- (**non-refundable**) each. Bidding documents must be submitted latest by **1000 hours on 2nd June 2022**, which will be opened on same day **at 1030 hours** in the presence of suppliers/firms, or their authorized representatives.
3. **Terms & Conditions**
 - a. The process of “single stage one envelop” will be adopted.
 - b. Bid Security for Paper 500,000/-, Toner & Drum 500,000/- and Stationer Items 300,000/- against the quoted amount must be attached with bid in form of Demand Draft /Pay Order in the name of **NADRA NRC Disbursement Account Islamabad, Separately for each category.** (As per Rule 25 of PPRA)
 - c. The sample of each item & specimen of printing items are available in the office of undersigned and rate shall be quoted accordingly.
 - d. NADRA reserves the right to reject all offers/bids as per Rule 33 of PPRA.

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Regional Head Office, NADRA
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