

No.6/2/2025-General
GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING

TENDER NOTICE

The Management Services Wing, Establishment Division, Islamabad intends to invite e-Bids from the original manufacturer / authorized dealers / reputed stationers / general order suppliers duly registered with Sales Tax / Income Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock / expertise based in Rawalpindi / Islamabad for supply of following items to M.S Wing, Islamabad during the Financial Year 2025-26.

S.No.	Tender Description	Bid Security / Earnest Money (Token) (not exceeding 5%)
I).	Purchase of Stationery Items	Rs. 75,000/-
II).	Purchase of Computer Stationery i.e. Toners for Printers, Photocopiers and Fax Machines etc.	
III).	Purchase of Others / Miscellaneous Items etc.	

2. Tender bids would be opened as per following schedule: -
 - (i) E-bidding documents shall be collected through **EPADS** by **5th August, 2025 at 11:00 AM** and all prospective bidder shall apply for pre-qualification 2025-26 through **EPADS. No manual bids /hard copies shall be accepted.**
 - (ii) Tender e-bids will be opened on **5th August, 2025 at 11:30 AM** in the Management Services Wing, Establishment Division at Committee Room, No. 410, 4th floor, Shaheed-e-Millat Secretariat, Islamabad in the presence of bidders or their representatives of firms/vendors.
3. Interested eligible bidders are requested to register themselves on the EPADS (<http://eprocure.gov.pk>) and submit their documents on EPADS. The Interested eligible bidders may obtain bidding documents from the websites of Establishment Division www.establishment.gov.pk, PPRA www.ppra.org.pk and EPADS (<http://eprocure.gov.pk>).
3. Earnest money in the shape of Pay Order / Demand Drafts in favour of DDO Management Services Wing while bid documents should be uploaded through **EPADS** (scanned copy) on /or before 10:30 A.M by **5th August, 2025**, e-Bids will be opened on the same date at 11:30 A.M.
4. Single stage one envelope procedure as contained in Rule 36(a) of PPRA Rules 2004, shall apply.
5. The Tender Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with Rules 33 of PPRA Rules-2004.

(Zahid Hussain Farooqui)
Section Officer (Gen)

5th Floor, Room No. 502, Shaheed-e-Millat Secretariat, Islamabad.
Phone No. 051-9204785-9211537

No.6/2/2025-General
GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
MANAGEMENT SERVICES WING

PRE-QUALIFICATION NOTICE

The Management Services Wing, Establishment Division, Islamabad intends to pre-qualify workshops/firms/vendors duly registered with Sales Tax / Income Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock / expertise based in Rawalpindi / Islamabad for supply of procurement , works and services required during the Financial Year 2025-26 under Rule-15 read with Rule 42(a) & (b) of PPRA Rules 2004 amended from time to time. The details are as under: -

S.No.	Pre-qualification Description	Bid Security / Earnest Money (Token) (not exceeding 5%)
I).	Pre-qualification of workshops for repair/ maintenance of official vehicles of M.S Wing Islamabad during the Financial Year 2025-26.	Rs. 20,000/-
II).	Pre-qualification of firms / vendors for repair / maintenance / petty purchases in terms of Rule 42 of PPRA, 2004 amended from time to time and repair maintenance upto Rs. 500,000/- i. Machinery & Equipment ii. Furniture and Fixture iii. Computer Hardware / Software iv. Others / Miscellaneous v. Building / Office Spaces	

2. Pre-qualification bids would be collected and opened as per following schedule: -
 - (i) E-bidding documents shall be collected through **EPADS** by **5th August, 2025 at 11:00 AM** and all prospective bidder shall apply for pre-qualification 2025-26 through EPADS. **No manual bids /hard copies shall be accepted.**
 - (ii) Pre-qualification e-bids will be opened on **5th August, 2025 at 11:30 AM** in the Management Services Wing, Establishment Division at Committee Room, No. 410, 4th floor, Shaheed-e-Millat Secretariat, Islamabad in the presence of bidders or their representatives of firms/vendors.
3. Interested eligible bidders are requested to register themselves on the EPADS (<http://eprocure.gov.pk>) and submit their documents on EPADS. The Interested eligible bidders may obtain bidding documents from the websites of Establishment Division www.establishment.gov.pk, PPRA www.ppra.org.pk and EPADS (<http://eprocure.gov.pk>).
3. Earnest money in the shape of Pay Order / Demand Drafts in favour of DDO Management Services Wing while bid documents should be uploaded through EPADS (scanned copy) on /or before 10:30 A.M by **5th August, 2025**, e-Bids will be opened on the same date at 11:30 A.M.
4. Single stage one envelope procedure as contained in Rule 36(a) of PPRA Rules 2004, shall apply.
5. The Pre-qualification Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with Rules 33 of PPRA Rules-2004.

(Zahid Hussain Farooqui)
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