



Government of Pakistan  
Ministry of Energy  
Petroleum Division (Policy Wing),  
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### **Tender Notice/Inviting to Bid**

Petroleum Division (Policy Wing) Islamabad invites sealed bids from well reputed firms/agencies for purchase of **Stationery, Computer Stationery & Other Miscellaneous items** during financial year 2023-24 subject to the following conditions:-

1. Bidding will be carried out by adopting **single stage envelop** procedure. The firms/agencies can purchase bidding documents/ list of items from Administration Branch of Policy Wing, 2<sup>nd</sup> Floor, Petroleum House, G-5/2, Islamabad on written request and on cash or production of Pay Order amounting to Rs.1,000/- (non-refundable) in favour of Drawing & Disbursing Officer (DDO), Petroleum Division (Policy Wing).
2. Bid documents must be accompanied with Earnest Money / Security Deposit amounting to **Rs.250,000/-** refundable in the form of Bank Draft/Pay Order in favour of DDO, Policy Wing. **(Cheque will not be entertained).**
3. Earnest Money of unsuccessful bidders will be returned/refunded after evaluation of tenders/ bids. However, the Earnest Money of successful bidders will be converted into **"Security Deposit"** till the closing of financial year.
4. The sealed bids shall be received in the Office of Deputy Director (Admin), Policy Wing of Petroleum Division by 21.08.2023 upto **11:00 a.m. (closing time)**. The bids will be opened by the tender evaluation committee on the same day **i.e. 21.08.2023 at 11:30 a.m.** in the presence of bidders or their authorized representatives.
5. Bidders are required to submit their bids strictly in accordance to the conditions/General Instructions of bidding documents. Carrying of Mobile Phones/Communication Gadgets shall be strictly prohibited in the bid opening room.

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**DIRECTORATE GENERAL (ADMIN)**  
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