

No.7(27)/2026-27
GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (PETROLEUM DIVISION)

Islamabad, the 15th September, 2026

Deputy Director
Public Procurement Regulatory Authority
Islamabad.

SUBJECT: **AWARD OF ANNUAL TENDER FOR SUPPLY OF STATIONARY, COMPUTER STATIONARY, MISC ITEMS AND PRE-QUALIFICATION OF FIRMS / VENDORS FOR REPAIR AND MAINTENANCE OF TRANSPORT, MACHINERY, FURNITURE, HARDWARE AND IT EQUIPMENT FOR THE FINANCIAL YEAR 2026-27.**

I am directed to enclosed here with Tender Notice for purchases of stationery, Computer Stationary, other Miscellaneous item and pre-qualification of firms/vendors for repair & maintenance of Transport, Machinery, Furniture, Hardware and It Equipment's during financial year 2026-27, along with annual procurement plan.

2. In accordance with the section 12(1) of PPRA Rules, 2004, it is requested to upload the tender notices on the web site of the PPRA, and amount on account of uploading fee in respected of purchase stationery, Computer Stationary, other Miscellaneous item was paid vide MPG No.1500019293 dated 10-08-2026 and in respect of repair & maintenance of Transport, Machinery, Furniture, Hardware and It Equipment's was paid vide MPG No.1500019295 dated 10-08-2026.

3. This issues with the approval of Secretary, Petroleum Division.


(Waqar Ahmed)
Section Officer (Genl)
Ph: 9208233

Copy to:-

Network System Administrator, Ministry of Energy (Petroleum Division) with requested that the enclosed annual procurement plan and tender notice may please be uploaded on this Division's website and also on E-Pak's Acquisition & Disposal system on E-pads.

Government of Pakistan
Ministry of Energy (Petroleum Division)
Islamabad

Tender Notice

The Ministry of Energy (Petroleum Division), Government of Pakistan, invites sealed tender/bids from well reputed firms/vendors/suppliers, having properly established offices at Islamabad/Rawalpindi, having at least 5 years' experience in the relevant supplies including sufficient stock of Stationery, Computer Stationery and miscellaneous items during financial year 2026-27.

Terms and Conditions:

- i. The participating firms/vendors/suppliers must provide proof of registration with Sales Tax Department and mentioned their NTN/General Sales Tax Numbers having duly been issued by the Income Tax/Sales Departments and also be in Active Tax payer list (ALT) of FBR.
- ii. Tenders should accompany an Earnest Money (Security deposit) refundable amounting to Rs.300,000/- (Three hundred thousand only) in form of Bank Draft/Pay Order in the favor of Drawing & Disbursing Officer (DDO), Petroleum Division, Pak Secretariat, Islamabad for one year. Cheque will not be accepted.
- iii. Earnest Money of unsuccessful bidders will be returned/refunded after the opening of tender; However, Earnest money of successful firm(s) will be converted into "Security Deposit".
- iv. Bids are required to be submitted item-wise clearly indicating rates (in Pak Rupees) against each item.
- v. Rates without GST will be considered and shall be valid up to the end of Financial Year 2026-27 i.e., 30.06.2027.
- vi. Submission of fake, forged, unsubstantiated and false statement/documents shall be liable to legal actions i.e disqualification and Blacklisting.
- vii. An Affidavit on stamp paper of Rs.100/- that the firm has never been indulged in any litigation and has never been backlisted by any Ministry/Division/Department/Organization of the Government(s).
- viii. Procurement of items is based on Quality & Cost Based Selection (QCBS) method under single stage one envelop bidding process.
- ix. The successful firm/vendor/supplier shall not change/revise rates during the Financial Year 2026-27 and shall be responsible for the supply of items as per approved prices, failing which Security Deposit will be forfeited and the firm will also be blacklisted.
- x. Successful bidder will be bound to supply the required items according to the approved quality and quoted prices within 10 days of placement of purchase order, from time to time.
- xi. The supplier shall submit an affidavit on stamp paper of Rs.50/- to the effect that the items supplied will be genuine (branded), and as per the required specifications.

- xii. The tender Documents/List of items can be obtained from EPADS ([Http://eprocure.gov.pk](http://eprocure.gov.pk)) PPRA website (www.ppra.org.pk) after paying document fee of Rs.1000 (nonrefundable) and payment slip will be attached with tender document as evidence.
- xiii. The Competent Authority reserves the right to reject all or any of the tenders/bids at any stage of the process
- xiv. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended from time to time.
- xv. The proposals prepared in accordance with the instruction provided in the RFP must be submitted on E-PADS (<https://eprocure.gov.pk>) through electronic means up to 1100 hrs. on 15th October, 2026 which will be opened at 1130hrs. on the same date.
- xvi. E-Tenders without attachment of Bid Security in favor of DDO, Ministry of Energy, Petroleum Division will be rejected.
- xvii. In case of last day being holiday, the tender will be extended automatically to next working day.


(Waqar Ahmed)
Section Officer (Genl)

ANNUAL PROCUREMENT PLAN FOR THE FINANCIAL YEAR 2026-27

(under Rule 8 and 9 of the public procurement Rules,2014)

Name of the procuring Agency : **MINISTRY OF ENERGY (PETROLEUM DIVISION)**

Sr. No	Name of procurement (description)	Estimated cost (pkr)	Procurement method	Tentative date of procurement notice publication	Tentative date of award of contract	Tentative date of completion	Remarks
1.	A03901- Stationery	5,000,000	Open competitive bidding	26 th Sept,2026	15 th Oct,2026	30 th June, 2027	
2.	A03970- Others	4,500,000	Open competitive bidding	26 th Sept,2026	15 th Oct,2026	30 th June, 2027	
3.	A03955-Computer Stationery	5,500,000	Open competitive bidding	26 th Sept,2026	15 th Oct,2026	30 th June, 2027	

GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (PETROLEUM DIVISION)

Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

• **Purchase of Stationery**

S.NO	NAME OF ITEMS	UNITS	Rates without GST	Remarks if any
1	2	3	4	5
1.	Ball Point 8mm (Picasso or equivalent)	Packet		
2.	Ball Point 0.7 (Picasso or equivalent)	Packet		
3.	Ball Point (UNI ball vision or Equivalent)	Packet		
4.	Ball point hi tech (Pilot V-7 or equivalent)	Packet		
5.	Ball Point (Uni Ball Delux or equivalent)	Packet		
6.	Pointer (M&G office G0.7 or equivalent)	Packet		
7.	Superior Pen (Schneider One Business or Equivalent)	Packet		
8.	Superior Pen (Schneider Hybird 0.5 or Equivalent)	Packet		
9.	Superior Pen (Schneider Edge or Equivalent)	Packet		
10.	Ball Point (Deli Oil Gel or equivalent)	Packet		
11.	Fountain pen (Palikan / Palikano fine or equivalent)	Each		
12.	Ball Point (M&G TR3 0.7 or equivalent)	Packet		
13.	Fountain pen (Parker I M or equal)	Each		
14.	Binder Clip (Large)	Dozen		
15.	Binder Clip (Medium)	Dozen		
16.	Binder Clip (Small)	Dozen		
17.	Dairy Register No.10	Dozen		
18.	Draft Pad (Small)	Dozen		
19.	Draft Pad (A-4)	Dozen		
20.	Engagement Stand Plastic (A-4)	Each		

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Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

21.	Envelop White S.E 5 (100GM)	100		
22.	Envelop White S.E 6 (100GM)	100		
23.	Envelop White S.E 8 File Size (100GM)	100		
24.	Envelop White A-4 (100GM)	100		
25.	Envelop Khaki S.E 5 100 GM (Golden or equivalent)	100		
26.	Envelop Khaki S.E 6 100 GM (Golden or equivalent)	100		
27.	Envelop Khaki S.E 8 File size 100 GM (Golden or equivalent)	100		
28.	Envelop Khaki A-4 100 GM (Golden or equivalent)	100		
29.	Eraser Al-30 (Pelikan or equivalent)	Dozen		
30.	File Board with Rexene Flapper	Dozen		
31.	File Flapper Rexene	100		
32.	File Tag Superior Quality (Punched)	Bundle		
33.	Flags Different color (Posted)	Dozen		
34.	Foot Scale Steel	Dozen		
35.	Gum Stick 21 Gm (UHU or equivalent)	Dozen		
36.	Lead Pencil (HP 5000 or equivalent)	Dozen		
37.	Lead Pencil (Piano premium or equivalent)	Dozen		
38.	Log Book No.12 (Tayyaba or equivalent)	Each		
39.	Permanent Marker (Dollar No. 70/9 or Equivalent)	Dozen		
40.	White Board Marker (Dollar or equivalent)	Dozen		
41.	Packing Tape 2"	Dozen		
42.	Paper Clip three flower 36mm	Dozen		

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Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

43.	Paper Clip three flower (Zero)	Dozen		
44.	Paper Pin 28Gm	Dozen		
45.	Paper Punch Single Hole (Deli fine quality)	Each		
46.	Paper Punch Double Hole (Kw-912 or equivalent)	Each		
47.	Punch Machine double hole heavy duty (Deli 150 sheets or equivalent)	Each		
48.	Pen Box (Imported)	Each		
49.	Desk Organizer (Deli or Equivalent)	Each		
50.	Peon Book 200 Pages	Each		
51.	Paper A-4 80 Gm Imported (Double A or equivalent)	Ream		
52.	Paper legal size 80 Gm Imported (Double A or equivalent)	Ream		
53.	Paper A-4 70 Gm Imported (Double A or equivalent)	Ream		
54.	Paper legal size 70 Gm Imported (Double A or equivalent)	Ream		
55.	Color Paper 80 Gm Imported (Double A or equivalent)	Ream		
56.	Photo Paper (210mm X 297mm)	Packet		
57.	Pouch Film 9X 12(Lamination sheet)	Packet		
58.	Pouch film A-4 (Lamination sheet)	Packet		
59.	Every Card 100 Gm	Ream		
60.	Plastic Cover alpha A-4	Dozen		
61.	Plastic Cover alpha A-4 with Clip	Dozen		
62.	Post it Pad (Large)	Dozen		
63.	Post it Pad (Medium)	Dozen		
64.	Post it Pad (Small)	Dozen		
65.	RED Seal	Hundred		

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Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

66.	Ruled register 12 No. (Imported)	Each		
67.	Ruled register 10 No. (Imported)	Each		
68.	Ruled register 08 No. (Imported)	Each		
69.	Scotch Tape 2"	Dozen		
70.	Scotch Tape 1"	Dozen		
71.	Sharpener Steel (Imported)	Dozen		
72.	Short hand Book 150 pages	Each		
73.	Chit Pad 4'X4' 80 Gm	Packet		
74.	Highlighter (Pelikan or equivalent)	Dozen		
75.	Stamp Pad ink (Pelikan or equivalent)	Each		
76.	Stamp Pad (Crystal or equivalent)	Dozen		
77.	Stapler Pin 24/6 (Dollar or equivalent)	Dozen		
78.	Stapler Pin 23/13 (Dollar or equivalent)	Dozen		
79.	Stapler Pin Remover	Dozen		
80.	Stapler Machine (Deli or equivalent) 25 sheets	Each		
81.	Stapler Machine with Pin Remover(Deli or equivalent) 25 sheets	Each		
82.	Stapler Machine Heavy duty (Deli or equivalent)	Each		
83.	Paper cutter (Daily 2061 or equivalent)	Each		
84.	Table Dairy (Friends or equivalent)	Dozen		
85.	Visiting Card Album (300 cards)	Each		
86.	White fluid Pen (Uni or equivalent)	Dozen		
87.	White fluid set (Pelikan or equivalent)	Dozen		

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Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

88.	Digital Calculator (Deli 1671 or equivalent)	Each		
89.	Digital Calculator 12 Digit (Deli M-19810/M19710 or equivalent)	Each		
90.	L shape Plastic folder	Dozen		
91.	Grip File Plastic , A-4(Nokia or equivalent)	Each		
92.	Stock Register 02.No (Tayaba or equivalent)	Each		
93.	Stock Register 10.No (Tayaba or equivalent)	Each		
94.	Ring Binder (D ring file Cover fine quality)	Each		
95.	Slip Book (As Per Sample) with monogram and Ministry Name	Each		
96.	Attendance register 01 No.	Each		
97.	Vehicle moment register, 500 Pages	Each		
98.	Dak Pad of Rexene	Each		
99.	Dak Pad Leather	Each		
100.	Sharpener Matalic	Dozen		
101.	Office Scissor (Deli E0604 210mm or Equivalent)	Dozen		
102.	Sharpener Heavy duty (Kw.307 or equivalent)	Each		
103.	Page Separator (20 Page Plastic)	Each		
104.	Meeting Folder leather (As Per Sample) with Government monogram and Ministry name	Each		
105.	Leather memo Pad holder with Calculator	Each		
106.	File tray Plastic	Each		
107.	File Covers (As Per Specimen attached) with Government Monogram and Ministry Name	Hundred		
108.	File tray 2 step superior Metal	Each		
109.	Telephone Index Book No.103 (Orion or equivalent)	Each		
110.	Table Set Wooden Net (Deli or equivalent)	Each		

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Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

111.	Table Set Leather No.04 (Kaligon or equivalent)	Each		
112.	Table Set Marble	Each		
113.	Table Set 7 Piece Desk Organizer	Each		
114.	Document file Bag (Leather)	Each		
115.	PVC Card Sheet	Each		

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Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

• **Purchase of Miscellaneous Items**

S.NO	NAME OF ITEMS	UNITS	Rates without GST	Remarks if Any
1	2	3	4	5
1.	Multi Plug 3 Pin (Imported / Original Boush or equivalent)	Each		
2.	Light Plug with Box (Original Boush or equivalent)	Each		
3.	Power Plug 15Amp with Box (Original Boush or equivalent)	Each		
4.	Three Pin shoe 15-Amp (Original Boush or equivalent)	Each		
5.	Energy Savor 25 watt (Philips or Equivalent)	Dozen		
6.	Energy Savor 11 watt (Philips or Equivalent)	Dozen		
7.	Power Extension lead (Ten points) (Camilon or equivalent)	Each		
8.	Tube light 4 feet Size (Philips or equivalent)	Dozen		
9.	Tube light 02 feet Size (Philips or equal)	Dozen		
10.	Electric wire 3/29 (Branded superior Quality)	Roll		
11.	Electric wire 7/29 (Branded superior Quality)	Roll		
12.	Telephone wire 4 Pair	Meter		
13.	Electric Kettle Stainless Steel (Automatic Imported)	Each		
14.	Tape Dispenser (for 1" tape)	Each		
15.	Water Glass (Local)	Dozen		
16.	Duster Cloth 20X24 (White / yellow)	Dozen		
17.	Towel 27X54 size	Each		
18.	Waste Basket, Plastic medium size (Metal)	Each		
19.	Waste Basket, Plastic medium size with cover (Superior quality)	Each		
20.	Plastic Swing Dust bin 100L (46cmx46x88)	Each		

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Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
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21.	Door Bell remote Control (Imported) wireless	Each		
22.	Air freshener (Imported)	Dozen		
23.	Brass Honor Shields (As per Specimen) with Monogram and Ministry logo	Each		
24.	Insect Killer order less (Morten or equivalent)	Dozen		
25.	Battery Cell AA (Power plus or equivalent)	Dozen		
26.	Battery Cell AAA (Power plus or equivalent)	Dozen		
27.	Battery Cell AA Imp (Energizer or equivalent)	Dozen		
28.	Battery Cell AAA Imp (Energizer or equivalent)	Dozen		
29.	Battery Cell 1.5v D size Imp (Energizer or equivalent)	Dozen		
30.	Soap 125 grams (lux or equivalent)	Each		
31.	Surf 80 Gm (Ariel or equivalent)	Each		
32.	Tissue Paper, luxury size 120X2 Ply (Rose petal or equivalent)	Dozen		
33.	Toilet roll (Rose petal or equivalent)	Dozen		
34.	Dish washing Powder 500 gm(Vim or equivalent)	Dozen		
35.	Dish washing Liquid 475ml (Vim or equivalent)	Dozen		
36.	Airport puchara (Large Size)	Each		
37.	Phenyl 3 liter (Finis or equivalent)	Each		
38.	Hydrochloric Acid 1 liter bottle	Each		
39.	Broom (400gm bundle)	Each		
40.	Plastic Emulsion (ICI or equivalent)	Each		
41.	Plastic Enamel paint (ICI or equivalent)	Each		
42.	Paint Brush 4 inch size (universal or equivalent)	Each		
43.	Toilet Brush with Iron made pipe handle	Each		

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Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

44.	Liquid Hand wash 5000ml Bottle (Imported)	Dozen		
45.	Roomi Air\freshener for toilet	Dozen		
46.	Door Closer (Dorma BTS 65 or equal)	Each		
47.	Door Closer (Dorma TS 89f or equal)	Each		
48.	China lock 50mm	Each		
49.	Air Freshener 6.17oz(Air wick or equivalent)	Dozen		
50.	Dispenser for Air Freshener (Air wick or equivalent)	Each		
51.	Ashtry (Glass)	Each		
52.	Duster Cotton yellow thick large	Dozen		
53.	Glint liquid large 500ml	Each		
54.	Toilet Bowl Cleaner 500ml (Harpic or equivalent)	Dozen		
55.	Naphthalene Balls	Packet		
56.	Liquid Hand wash Dispenser (Superior quality)	Each		
57.	Slip Book Cover leather (As Per Sample) with Government monogram and Ministry Name	Each		
58.	Air wick Dispenser	Each		
59.	Tile Cleaner (Astonish or equivalent)	Each		
60.	Wood , Dusts Cleaner (Pledge or Equivalent)	Each		
61.	Auto shine (Wood polish)	Each		
62.	Dash Board Polish (Astonish or Equivalent)	Each		
63.	Car Polish (Astonish or Equivalent)	Each		
64.	Micro fiber cloth Duster (Imported)	Each		
65.	Kitchen Towel (imported)	Each		
66.	Higeen tissue soft imported white (30 Packets)	Cotton		
67.	Hand Sanitizer	5000ml		

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Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

68.	Gloves (surgical)	Box (100 Piece)		
69.	Face Mask	Box (50 piece)		
70.	Mineral Water 19 liters	Each		
71.	Mineral Water Empty bottles 19 liters	Each		
72.	LED Light Panel (1 x 4 feet) warm / white	Each		
73.	LED light Panel 2 X 2 feet (White / Warm)	Each		
74.	LED panel Driver 48W	Each		
75.	Spot Led lights	Each		
76.	Fire Extinguishing Ball (AFO) with metal Stand	Each		

**GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (PETROLEUM DIVISION)**

Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

• **Purchase of Computer Stationery**

S.NO	NAME OF ITEMS	UNITS	Rates without GST	Remarks if Any
1	2	3		
1	Data storage USB Flash, 04 GB (HP or equivalent)	Each		
2	Data storage USB Flash, 08 GB (HP or equivalent)	Each		
3	Data storage USB Flash, 16 GB (HP or equivalent)	Each		
4	Data storage USB Flash, 32 GB (HP or equivalent)	Each		
5	Power Cable	Each		
6	VJ Cable	Each		
7	Networking Cable Cat-vi (6) best quality	Roll		
8	Connector RJ45	Box		
9	Data Cable USB Port	Each		
10	Laser Computer Mouse with USB Connector (A-4 Tech or equivalent)	Each		
11	Key Board with USB Connector (A-4 Tech or equivalent)	Each		
12	Wireless Key Board with Mouse (Complete set)	Each		
13	Rewriteable CD, 700 MB(Brande)	Each		
14	Rewriteable DVD, 4.7 GB (Brande)	Each		
15	Toner for Printer 1010 (Genuine)	Each		
16	Toner for Printer 1102 (Genuine)	Each		
17	Toner for Printer 1320 (Genuine)	Each		
18	Toner for Printer 1100 (Genuine)	Each		
19	Toner for Printer 1200 (Genuine)	Each		
20	Toner for Printer 1300 (Genuine)	Each		

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Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

21	Toner for Printer 2015 (Genuine)	Each		
22	Toner for Color Printer HP LJ 3600N (Genuine)	Each		
23	Toner for Printer 3055 (Genuine)	Each		
24	Toner for Color Printer HP LJ 1600N (Genuine)	Each		
25	Toner for Color Printer HP LJ 2600N (Genuine)	Each		
26	Toner for Color Printer HP LJ 400 (Genuine)	Each		
27	Toner for Fax Machine Brother 2820 (Genuine)	Each		
28	Toner for Fax Machine FXL 612 (Genuine)	Each		
29	Toner for Fax Machine FXL 502 (Genuine)	Each		
30	Toner for Fax Machine FXL 422 (Genuine)	Each		
31	Toner for MFPM-130 fn (04 in 01) Genuine	Each		
32	Toner for MF-127fn (04 in 1) Genuine	Each		
33	Toner for HP 3050 (04 in 1) Genuine	Each		
34	Toner for Laser Jet Pro HP M102a	Each		
35	Toner for color printer (canon LBP-B11CN)	Each		
36	Toner for Laser Jet pro HP 107a	Each		
37	Toner for printer (Canon 4 in 1 MF-235)	Each		
38	Toner for Photostat Konica Monolta 751	Each		
39	Toner for Photostat Richo MP2550 SP	Each		
40	Toner for Printer (Canon LBP-6030)	Each		
41	Toner Laser Jet HP 5100	Each		
42	Toner for Printer Canon LBP-162dw	Each		
43	Toner for Printer Samsung MI-2165	Each		

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Tender Documents for purchase of Stationery, Miscellaneous Items, and Computer
Stationery for the Financial Year 2026-27

44	Mouse Pad	Each		
45	Toner for photostat machine Konica Minolta buzz Hub 266i	Each		
46	Toner for Xerox 3025	Each		
47	Toner for printer pantum M6609NW	Each		
48	Color toner for xerox phaser 6510	Each		
49	Toner 05A	Each		
50.	Color toner set for printer pro MFP M477 FDN			
51.	Toner for Laser jet Pro 403dn			
52.	HDMI Cable standard	Each		
53.	HDMI Cable 30 feet	Each		
54.	Hard Drive 1 TB (Sata) with warranty	Each		
55.	Hard Drive 1 TB (External) with warranty	Each		
56.	Wifi router (TP link or Equivalent)	Each		
57.	Network switch 04 Port	Each		