



**National Disaster Risk Management Fund**  
*A company set up under section 42 of the Companies Act,  
2017*  
**Making Pakistan Resilient**

**002/30/Proc-2**

**INVITATION TO BIDS**

**SUPPLY OF OFFICE STATIONERY**

National Disaster Risk Management Fund (hereinafter shall be termed as “NDRMF” & “Client”) is a not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act 2017, invites electronic Bids (e-bids) from the eligible Bidders registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and fulfil the eligibility & qualification requirements for supply of “**Office Stationery**” to NDRMF as per terms & conditions mentioned in the Bidding Documents. Procurement Method will be “National Competitive Bidding” – Single Stage - One Envelope as per Public Procurement Rules, 2004.

2. Bidding document containing detailed terms & conditions for the aforesaid activity can be downloaded from PPRA website ([www.ppra.org.pk](http://www.ppra.org.pk)), EPAD System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) and Fund’s website i.e. [www.ndrmf.pk](http://www.ndrmf.pk) (free of cost). Further, details can be obtained from the office of the Manager Procurement, EOBI Building, 5<sup>th</sup> Floor, G-10/4, Islamabad.

3. Bidders are requested to get registered on Public Procurement Regulatory Authority (PPRA) EPAD System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) to participate in the aforesaid bidding process. Bidders are required to submit their scanned Bids through PPRA EPAD System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)) while only Bid Securing Declaration in original (for record only) to below footer stated address as per following schedule: -

<b>Bids Submission Date &amp; Time</b>	04 <sup>th</sup> February, 2025 at 1100 hours
<b>Bids Opening Date &amp; Time</b>	04 <sup>th</sup> February, 2025 at 1130 hours

4. Substance of the Bid will be considered which are submitted via EPAD System ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)). In case Government announces any public holiday Bids through EPAD system will be publicly opened/decrypted on next working day on same time in the presence of the participating companies/ their authorized representatives, who may choose to be present. This notice is also available on Fund’s Website i.e. [www.ndrmf.pk](http://www.ndrmf.pk) and PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

**Manager (Procurement)**  
National Disaster Risk Management Fund (NDRMF)  
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