

TENDER FOR PROCUREMENT OF STATIONERY ITEMS
TENDER OPENING DATE: 11 NOVEMBER 2024

1 CORPS STATIONERY CELL C/O
76 ORDNANCE UNIT, MANGLA CANTT

1 Corps Stationery Cell C/O
76 Ordnance Unit
Mangla Cantonment
Tel: Military - 35670
2012 / CSC / 01 / 2023
31 October 2024

To: **(Concerned Firm/ Tenderizer)**

Subject: **Purchasing of Stationary Items – 1 Corps Stationary Cell C/O 76 Ordnance Unit Mangla Cantonment**

1. 1 Corps Stationery Cell C/O 76 Ordnance Unit intends to purchase the stationary items which are mentioned at **Annex-A**. Interested contractors, who are already registered with 1 Corps stationery Cell C/O 76 Ordnance Unit or DGP (A) and DGDP or any other Army Installation, can participate in the tender. Details of stationary items alongwith terms and conditions can be obtained from this office till **11 November 2024** during working hours before opening of tenders.
2. The contractors who are not registered but they are interested to supply stationery items, may obtain provisional registration from 1 Corps Stationery Cell C/O 76 Ordnance Unit upto **11 November 2024**. The contractors are required to bring photocopies and original documents of their **FBR Registration Certificate, NTN Certificate, Professional Tax Certificate FY 2024/25** and **Police Verification Certificate** for verification before getting **Provisional Registration**.
3. The specifications of all required items can be seen in the office of the under signed during office hours.
4. Tenders will be received in this office till **11 November 2024** at **0900 hours** and will be opened on the same date i.e **11 November 2024** at **1100 hours** in the presence of tenderizers. Quotations received after the due date / time will not be entertained.

5. **Terms and Conditions Governing Bidding/ Purchases and General Instruction for Bidders.**

Following are the terms/ conditions and general instructions for bidders:-

- a. The purchase can be waive off any of the condition (s) stipulated in this Tender Inquiry and reserves the right to accept or reject thereto.
- b. Bidders should note that decision of board will be final and binding in respect of acceptance / rejection.
- c. All supplies will be subject to tests and inspection (s) either by a Board of Officers constituted for the purpose.
- d. Any cost incurred on tests / inspection (s) and store (s) consumed in the same will be borne by suppliers(s).
- e. Successful bidders will have to complete the supplies within stipulated period as specified in the purchase order(s), failing which appropriate penalty as decided by board.
- f. During warranty period (if store(s) supplied is/are backed by warranty) if a fault (s) occurs in supplied store (s) then supplier will be responsible to either rectify the fault(s) communicated or get the faulty part(s) replaced within 7 (seven) days of receipt of information in this regard from the purchaser at his specified place(s) which can be other then the place of delivery of store (s). In case supplier fails to rectify the fault(s) or replace the faulty part(s) in a specified time then purchaser will have the right to take disciplinary action against the supplier and also impose penalty if considered necessary / appropriate.
- g. During warranty period, it will be the responsibility of the supplier to carry out periodic maintenance of supplied store (s) as prescribed by the manufacturers free of cost at purchaser's specified place (s) which can be other than the place of delivery of store(s)
- h. **Store offered would be brand new, unused, as per Army's approved specifications, drawing, sample(s) where applicable and must be packed in standard packing i.e. wooden box, carton, cardboard box, crate etc.**
- i. In case an item has no specifications, drawing or approved sample by Army then a Board of Officers appointed for the purpose will decide its acceptable standard(s)
- j. Make / Model / Brand and Country of Origin of store(s) must be mentioned where applicable.
- k. Price / Rate(s) will be quoted for store(s) as per Army's Specification(s), drawing (s) and approved sample(s) where applicable.

- l. Price(s) / Rate(s) will be quoted on delivery basis at **1 Corps Stationary Cell C/O 76 Ordnance Unit Mangla Cantt.**
- m. Price(s) / Rate(s) quoted must be **inclusive of all applicable taxes / duties.**
- n. Price(s) / Rate(s) quoted must be net per accounting unit.
- o. Price/Rate (s) will be quoted in Pakistani Currency.
- p. Price(s) / Rate(s) quoted by the firms in this tender will be valid till **30 Jun 2025** from date of opening of tender(s).
- q. Bid Security / performance guarantee may be asked, if required.
- r. Part delivery / Part payment will not be accepted / made.
- s. Payment will be made after acceptance of ordered store(s).
- t. In case of late delivery of store, liquidated damages (LD) will be imposed as per procedure.
- u. Price reduction (PR) will also be imposed due to deviation in case the item (s) are not as per Army specs
- v. Successful bidder(s) will have to supply store(s) as per price(s) / rate(s) quoted **till 30 Jun 2025 from date of opening of tender** or else appropriate disciplinary action will be taken against them.
- w. Sample(s) test/inspection for acceptance of store(s) to be supplied against purchase order(s) will not be taken as test / inspection processes will only commence when complete / ordered quantity(s) has been supplied.
- x. **The appointed time for opening of tender will fall on next working day in case of closed / forced holiday.**

6. **Purchaser's Right.** Purchaser does not pledge to accept the lowest or any tender and reserves the right of accepting the whole or any part of the offer made.

7. **Date and Time of Receipt of Tender.** Your tender must reach this office / dropped in tender box placed at reception of 1 Corps Stationary Cell C/O 76 Ord Unit Mangla Cantt by time and date as specified in para above. This office will not accept any excuse of delay occurring in post. Tenders received after the appointed / fixed time will not be entertained. 8.

Validity of Offer(s). The validity of offer(s) valid till **30 Jun 2025.**

9. **Withdrawal of Offer.** If a bidder / firm withdraw(s) its offer within validity period the competent authority may place such bidder / firm under embargo or blacklist the same.

10. **Pre-Qualification of Supplier and Contractors.** Firm/ contractor will have to submit under mentioned documents alongwith tenders in separate envelope by mentioning **“Pre-Qualification Documents/ Provisional Registration”:-**

- a. 1x copy of valid NTN Certificate.
- b. 1x copy of valid Sales Tax Certificate.

- c. 1x copy of valid Professional Sales Tax Certificate.
- d. 1x copy of CNIC of the proprietor.
- e. 1x photograph of proprietor.
- f. Original Bank Statement for last six month duly sealed / stamped by the bank.
- g. Application for registration in 1 Corps Stationary Cell C/O 76 Ordnance Unit.

11. **Disqualification**. Offer(s) are liable to be rejected if:-

- a. There is any deviation from general / Special Instructions/Pre-qualification of supplier/contractors.
- b. Price(s) / Rate(s) are offered excluding / applicable duties / taxes.
- c. If price(s) / rate(s) are not quoted (where applicable) against store(s) / item(s) with Army's approved specification(s), drawing(s) / sample(s).
- d. Offers are found conditional or incomplete in any respect.
- e. Multiple price(s) / rate(s) quoted against an item.
- f. More than one offer is made / submitted in same envelope.
- g. Received later than appointed / fixed date and time.
- h. Offers containing non – initialed, un-authenticated correction / over writing(s).
- i. If validity of offer is not quoted as required (as mentioned in tender inquiry) or made subject to confirmation later.
- j. Offer made through Fax / E-mail /Telex.
- k. If offer is found to be based on cartel action in connive with other sources / participants of the tender.

12. **Application of Official Secret Act**. All the matter connected with the inquiry and subsequent actions arising there from are within the scope of official secret Act, 1923.

- Note:**
- 1. This tender inquiry is also available on PPRA website www.ppra.org.pk
 - 2. Please provide **Rs 5000.00** (Rupees Five Thousand Only) non-refundable in favour of **Stationary & Forms charges**.

Officer Incharge
1 Corps Stationery Cell C/O 76 Ordnance Unit Mangla Cantt
Mob: 0334-1303971
0308-3834833

Anx 'A'

To 1 Corps Stationary Cell ltr no 2012/01/CSC/23

Dated: 31 October 2024

LIST OF STATIONERY ITEMS ALONGWITH SPECIFICATIONS - RATES REQUIRED FOR PURCHASING - FY 2024/25

Ser	Designation of Store	Specification/ Designation	Acct Unit	Rate Per	Rate In Words	Remarks
1.	Eraser Ink & Pencil	Length 2 ½" (1 ¼" pencil and 1 ¼" Ink) (Pelican/ Bahadur)	Nos			
2.	Pencil Lead	Goldfish Autocrat No 5000	Nos			
3.	Staples Pin 24/6	(1000 in Card Board Box) (Dux/ Dollar)	Packet			
4.	Envelopes SE-5 (Khaki)	Size 4"x9" with 1-3" flap paper ribbed craft of good quality duly printed on PAKISTAN STATE SERVICE	Nos			
5.	Envelopes SE-8 (Khaki)	Size 12"-1/4"x15-3/4" with 2-3/4" flap paper ribbed Kraft of good quality duly printed on PAKISTAN STATE SERVICE	Nos			
6.	Paper Pin Steel	Size 25.40 mm (One Inch/ 24 mm) Pkt of 50 Gms of standard quality 100 in a Packet	Packet			
7.	Paper Clip	General Size 30 mm (One Inch) 80 in a Packet (Three Flower)	Packet			
8.	Ball Point Blue	Piano / Dollar	Nos			
9.	Drafting Pad Small	21cm x 16cm (50 Pages per pad)	Nos			
10.	Drafting Pad Large	28cm x 21 cm (50 Pages per pad)	Nos			
11.	Stamp Pad	(Dollar)	Nos			
12.	Stamp Pad Ink	Crystal-Superior Quality 28.5ml	Bottle			
13.	Staple Machine	5" Base (Deli)	Nos			
14.	Tags Cotton	(Small) 12.70cm - Bndl of 100 tags	Bndl			
15.	Tags Cotton	(Large) 60.96 cm - Bndl of 100 tags	Bndl			
16.	Correction Pen (DUX)	CE/EN71-3 Art No.Dux-127	Nos			
17.	DO Envelopes (Large)	DO Paper	Nos			
18.	DO Envelopes (Small)	DO Paper	Nos			
19.	Gum Arabic 1000 gm	(Nafees / dollar)	Bottle			
20.	Computer Paper 70 GSM Legal	Copymate-Plus, White, Legal Size (70g/m2) – 500 Sheets	Ream			
21.	Computer Paper 70 GSM A-4	Copymate-Plus, White, A-4 Size (70g/m2, 210x297 mm) – 500 Sheets	Ream			
22.	DO Paper Double A 80 GSM Legal	(Double 'A') 80 GSM, White, Legal Size (216x330 mm),	Ream			

		500 Sheets				
23.	DO Paper Double A 80 GSM A-4	(Double 'A') 80 GSM, White, Legal Size (210x297 mm), 500 Sheets	Ream			
24.	Toner for HP Laser Jet Pro MFP M125A	HP Laser Jet	Nos			
25.	Toner for HP Laser Jet 1020 Toner 12A	HP Laser Jet	Nos			
26.	Toner for HP Laser Jet Pro 400 80 A	HP Laser Jet	Nos			
27.	Toner for HP Laser Jet P4015 64A	HP Laser Jet	Nos			
28.	Toner for HP Laser Jet 305A-CE411A) 400 Color M451nw UPD PCL6	For Colour Printer HP Laser Jet 400 (M451nw) – Set of 4x Toners	Nos			
29.	Gum Stick	PVP Glue Stick LF0821- 21 grame	Nos			
30.	Squash Tape White 1 “	Supreme Adhesive Tape Size 1”	Roll			
31.	Squash Tape White 2 “	Tuff Adhesive Tape Size 2”	Roll			
32.	Squash Tape Yellow 2”	Max Power Adhesive Tape	Roll			
33.	Steel Scale 12”	-	Nos			
34.	Paper Cutter Knife	No.332 Dux, Crystal	Nos			
35.	Paper Cutter Blade	No.332 Dux, Crystal	Nos/ Per blade			
36.	Highlighter Dollar	Dollar-NEON (5mm)	Nos			
37.	Sharpener	Dux- Steel China	Nos			
38.	Self Adhesive 2”x3	Note Pad Sticker” (Multicolor)- Size 2”x3	Nos			
39.	Self Adhesive 3”x4”	Note Pad Sticker” (Multicolor) - Size-3”x4”	Nos			
40.	File Catcher (Binder Clip) Size-1”	Diamond- Binder Clip Size 1”	Nos/ per clip			
41.	File Catcher (Binder Clip) Size-3/4”	Diamond-Binder Clip Size ¾”	Nos/per clip			
42.	File Catcher (Binder Clip) Size-1-1/2”	Diamond- Binder Clip Size 1-1/2”	Nos/ per clip			
43.	Ink Quitter (Ink Remover)	ORO	Nos			
44.	Pencil Uni-Ball Signo	Uni-Ball Signo 0.7	Nos			
45.	Piano-Marker	TM-70 Permanent Ink	Nos			
46.	Calculator - Citizen / Casio	Citizen / Casio (14 Digit)	Nos			
47.	Telic Sheet (Roll)	Roll – 50 Meters Roll -sheet thick / good quality	Roll			

