



Money sent successfully.

Transaction ID

11929344375

Transaction Date & Time

8/19/2024 9:05:16 AM

Transaction Amount

10000.00

From Account Title

KHURRAM SHABIR

Beneficiary Name

PUBLIC PROCUREMENT

Beneficiary Account/ IBAN

*0701

Comments

Tender Fees Rs 10000 PPRA in Advance
for Tender Office Stationery and
Computer Items 2024 2025

Channel

via HBL Digital



TENDER DOCUMENTS
Purchase of Office/ Computer Stationery
Financial Year 2024-2025

CONTROLLER MILITARY ACCOUNTS (ISOs)
RAWALPINDI.



OFFICE OF THE
CONTROLLER MILITARY ACCOUNTS

(INTER SERVICES ORGANIZATIONS)

Aamir Shaheed Road, Rawalpindi Cantt

TENDER DOCUMENT

Subject:- **TENDER FOR PROCUREMENT OF OFFICE / COMPUTER STATIONERY ITEMS**

1. Controller Military Accountant (ISO's) Office Rawalpindi (hereinafter called CMA(ISO's) Rawalpindi invites sealed bids from the registered firms for purchase of the different items of office Computer Stationery as per specifications in attached Annex "A" & "B".
2. You are required to submit your sealed bids, which will bear the word "CONFIDENTIAL" and "**TENDER FOR SUPPLY OF OFFICE / COMPUTER STATIONERY**" FOR "CMA (ISO's) Office Rawalpindi".
3. Purchase Committee reserves the right to increase or decrease the quantity or may cancel the tender.
4. **DELIVERY SCHEDULE.**

The stationary items mentioned at *Annexure "A & B"* shall be demanded on as and when required basis and shall be supplied within 03 days of issue of supply order however Emergent demand shall be arranged within 24 hours.

5. **PENALTY:-**

For failure to comply with the delivery schedule of purchase Order (s), penalty will be imposed as under:-

1% of the cost of entire purchase order or of such equipment as remain un-supplied/un-completed for every day upto maximum of 5 % for 10 days exceeding the delivery period. If the items are not supplied even after payment of penalty for 10 consecutive days CMA (ISO's)Rwp reserves the right to cancel the purchase order and to purchase required items from elsewhere at risk and cost of the defaulting Supplier.

6. **SINGLE STAGE – TWO ENVELOP:-**

- Each bid shall comprise one envelope containing, separately financial proposal and technical proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
- Prices must be quoted in Pakistani currency inclusive of all taxes (Income Tax and Sales Tax etc.) and duties, indicating unit price and total bid price. Prices must be quoted for all the options.
- Price must be quoted including all charges like handling, loading, transportation and unloading of the equipments.
- Quoted price shall be valid for 12 months. However, any subsequent change in taxes and duties as notified by the Govt. i.e. Central Board of Revenue will be given due consideration.

7. EARNEST MONEY:

- The firm will submit 3% Earnest Money of the tendered value (inclusive of all taxes) in the shape of Pay order/ Bank Draft in favour of “DDO CMA (ISO's) Rwp”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal at any forum. The purchase Committee reserves the right to increase or decrease the quantity or may cancel tender without assigning any reason thereof.
- In Parts earnest money or crossed cheque/bank guarantee, as earnest money is not acceptable.
- In case of cancellation of Purchase Order due to default by the Supplier the CMA (ISO's) shall forfeit the earnest money.
- The earnest money will be converted into performance Guarantee and will be released after 30 days of completion of contract.

8. PAYMENT.

Payment of the total value of the Bill/Purchase Order will be released after completion of the delivery and the required documents in accordance with the Purchase Order.

9. DEADLINE FOR SUBMISSION OF BIDS:

All bids must be delivered in the Office of undersigned on or Before 03-09-2024 by 11:30am

10. LATE PROPOSALS:

Any bid received after the prescribed deadline will be returned unopened to the Bidder.

11. OPENING OF BIDS:-

The Purchase Committee will open the bids at 12:30pm as on September 03, 2024 in the presence of bidders/ representatives who like to attend.

12. EVALUATION:

- After opening of the bids, purchase committee will examine the same for Technical / Financial evaluation and completeness of the same as per tender requirements / specifications.
- Bidder (s) who do not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.
- All Tenders submitted would be evaluated by the Committee constituted by the Competent Authority.

13. INSPECTION AND TESTS.

- Purchase Committee has full right to inspect /test the Stationery items to confirm their conformity to Purchase Order(s)/ requirements.
- If any item does not conform to the requirements, the Purchase Committee will reject it and the Supplier shall either replace the rejected equipment / item or make all necessary arrangements to meet the specification. All costs incurred on such replacements/alternations shall be entirely borne by the supplier. Failing to do so the Purchase Order(s) will be cancelled and all retained value of the defaulter will be forfeited.

14. WARRANTY:

The Supplier shall give the warranty / Guarantee that all material supplied under the Contract (s) is genuine and shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied; items under the conditions prevailing at final destination.

Purchase committee shall promptly notify the Supplier in writing of any claims arising under this Warranty. Upon receipt of such notice, the Supplier shall repair or replace the defective equipment or parts thereof, without cost immediately.

Period of Comprehensive warranties and maintenance with labour and material cost shall be for all quoted equipment. During the warranty period due to any reason if, the Supplier failed to rectify the problem item shall be repaired or replaced thereof and the Earnest Money shall be forfeited.

15. Quantity may be increased or decreased which will be at the sole discretion of Purchase committee.

16. ALL PROPOSALS MUST INCLUDE:

- Company's profile.
- List of clients with Telephone Nos and address.
- Copies of Income Tax and Sales Tax registration certificates.
- The Bidder should be on Active Tax Payers List of FBR.
- Professional Tax Certificate.
- Financial year Return 23-24.
- Work done by vendor during F.Y 23-24 with Minimum of Rs. 25 Million besides minimum 5 years experience.
- Vendors must quote 70% items mentioned in tender documents.
- Copies of technical material/brochures of all the quoted equipment.
- Certificate from the Principal that the vendor is sole Distributor/Authorized Dealer/Authorized Re-Seller etc (Where applicable).
- Affidavit (on legal paper) to the effect that the firm has never been black-listed by any agency of the government/semi government/autonomous or business concern.

17. SECURITY MONEY:

The Successful bidder will be required to submit 5% security money of the total value of the purchase order (including G.S.T) in shape of Pay order/Bank Draft as Bank Guarantee in favour of "CMA (ISO's) Rwp".

18. CANCELLATION:

Purchase Committee reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract (s) without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or of the grounds for cancel of bids on behalf of the CMA (ISO's) Rwp.



(Naseer Muhammad)
Accounts Officer (G-Cash)
CMA(ISO's) Rawalpindi
Ph. No. 051-9270704

LIST OF STATIONERY ITEMS REQUIRED FOR THE YEAR 2024-2025

S.	DETAIL OF ITMES	QTY	A/U	SPECIFICATION	RATE
1.	Paper Part-I(8x11)	180	Box	Imported Arrow Brand (500 Sheets)	
2.	Paper Part-II(8x11)	400	Box	Imported Arrow Brand (500 Sheets)	
3.	Paper Part-I(11x15)	150	Box	Imported Arrow Brand (500 Sheets)	
4.	Paper Part-II(11x15)	175	Box	Imported Arrow Brand (500 Sheets)	
5.	Paper Part-IV(11x15)	30	Box	Imported Arrow Brand (500 Sheets)	
6.	Ribbon Cartridge P-7210	15	Nos	Pintronix-(103)	
7.	Ribbon Cartridge P-8000	15	Nos	Pintronix-(104)	
8.	Ribbon LQ-2190	100	Nos	Dot Matrix	
9.	Paper A4 Size(500 Sheets)	450	Ream	Imported 80 Gms Double A/Equivalent	
10.	Paper Legal Size(500Sheets)	40	Ream	Imported 80 Gms Double A/Equivalent	
11.	Keyboard (USB) 3.8mm	30	Nos	Dell/Equilent	
12.	Mouse (USB)	20	Nos	Dell/Equilent	
13.	Flash Drive (16GB) (3.0)	5	Nos	HP/Equilent	
14.	Flash Drive (32GB) (3.0)	2	Nos	HP/Equilent	
15.	Network Cable (CAT-6)	1	Roll	3M Original / Equilent	
16.	Networking Switchs (05 Port)	4	Nos	D.Link / Equilent	
17.	Networking Switch (08 Port)	1	Nos	D.Link / Equilent	
18.	HP LaserJet Tonner (Photostate Machine)	5	Nos	Xerox 5855 (Original)	
19.	BallPoint (Blue)	300	Pkt	Dollar Clipper/Equilent	
20.	BallPoint (Black)	60	Pkt	Dollar Clipper/Equilent	
21.	BallPoint (Red)	20	Pkt	Dollar Clipper/Equilent	
22.	Calculator 14 Digit	50	Nos	Citizen /Casio /Equilent	
23.	Carbon Paper Legal Size	40	Pkt	SCR/KCR /Equilent	
24.	Draft Pad Size (7-1/2 * 5)	40	Nos	(50 Pages)Imported	
25.	Envelope SE5	75000	Nos	Century Craft Brown	
26.	Envelope SE6	10000	Nos	Century Craft Brown	
27.	Envelope SE7	10000	Nos	Century Craft Brown	
28.	Envelope SE8	1500	Nos	Century Craft Brown	
29.	Envelope SE8A (Cloth)	10000	Nos	Century Craft Brown	
30.	Eraser	150	Nos	Common/ Dollar/ Equilent	
31.	Flag Sticky Note	150	Pkt	Multi Color	
32.	Flapper	300	Nos	Raxin / Equilent	
33.	DAK Folder	25	Nos	Cosmo/Equilent	
34.	Noting Pad Folder	30	Nos	Cosmo/Equilent	
35.	Fluid Pen	140	Nos	Dux / Equilent Brand	
36.	File Board Plain Legal size	36	Nos	Wooden/ Plastic/ Equilent	
37.	File Cover	6000	Nos	Printed as per Sample	
38.	Gel Pen	40	Pkt	Uni Ball Signo-Blue	
39.	Gel Pen	10	Pkt	Uni Ball Signo-Black	
40.	Gel pen	50	Pkt	Dollar Jet Flow-Blue	
41.	Gum Bottle-1000ml	30	Nos	Nafees / Equilent	
42.	GumStick21/22gm	150	Nos	UHU / Equilent	
43.	Highlighter	200	Nos	Mercury/Piano/ Equilent	
44.	Pencil Lead	35	Pkt	Dollar/Equilent	
45.	Permanent Marker	180	Nos	Mercury-Dollar	
46.	Paper Clip 36mm	30	Box	Best Quality	

LIST OF STATIONERY ITEMS REQUIRED FOR THE YEAR 2024-2025

47.	Paper Cutter	50	Nos	Best Quality
48.	Paper Pin 50/24 Grams	10	Pkt	Best Quality
49.	Paper Pin Cushion	25	Nos	Best Quality
50.	Poker Large Without Hole	50	Nos	Best Quality
51.	Register No 12	50	Nos	Imported Quality
52.	Register No 16	100	Nos	Imported Quality
53.	Register No.20	50	Nos	Imported Quality
54.	Register No.32	25	Nos	Imported Quality
55.	Rise Paper A4 (500 Sheets)	50	Ream	60 gm/Equilent
56.	Sharpener	60	Nos	(Steel) Dux
57.	Stamp Pad (Blue)	40	Nos	Crystal /Equilent
58.	Stamp Pad Ink Blue)	60	Nos	Best Quality
59.	Stapler (Medium Size) 24/6	50	Nos	Deli/Equilent
60.	Stapler Large Size-23/17	1	Nos	Heavy Duty
61.	Staple Pin Remover	60	Nos	Best Quality
62.	Stapler Pin 24/6	1000	Pkt	Dollar/Opal
63.	Stapler Pin Size-23/17	25	Pkt	Dollar/ Opal
64.	Steel Scale 12 Inches	50	Nos	Heavy Weight
65.	Tags Large 12"	200	Bundle	Best Quality
66.	Tags Small Size6"	200	Bundle	Best Quality
67.	Doori Plastic	225	Nos	Best Quality
68.	File Tray	50	Nos	Best Quality
69.	PM Printed	250	Pad	Printed as per Sample (100 Sheets)
70.	Cheque Slip	250	Pad	Printed as per Sample (100 Sheets)
71.	CMA 13	80	Pad	Printed as per Sample (100 Sheets)
72.	DP Sheet Printed	100	Pad	Printed as per Sample (100 Sheets)
73.	Punch Machine Double	5	Nos	Medium Size (Best Quality)
74.	Scratch Tape 3" Inch	25	Rolls	Best Quality
75.	Photocopies Paper	50	Ream	Imported 70 Gms /Equivalent
76.	Scissor (Small)	20	Nos	(M&G) / Equilent
77.	HP LaserJet Tonner 12A	25	Nos	Compatible Quality / China
78.	HP LaserJet Tonner 13A	10	Nos	Compatible Quality / China
79.	HP LaserJet Tonner 17A	12	Nos	Compatible Quality / China
80.	HP LaserJet Tonner 26A	15	Nos	Compatible Quality / China
81.	HP LaserJet Tonner 36A	10	Nos	Compatible Quality / China
82.	HP LaserjetTonner49A	12	Nos	Compatible Quality / China
83.	HP LaserjetTonner79A	60	Nos	Compatible Quality / China
84.	HP LaserjetTonner76A	10	Nos	Compatible Quality / China
85.	HP LaserjetTonner80A	15	Nos	Compatible Quality / China
86.	HP LaserJet Tonner 285A	30	Nos	Compatible Quality / China
87.	HP Tonner 107A	15	Nos	Compatible Quality / China



OFFICE OF THE
CONTROLLER MILITARY ACCOUNTS

(INTER SERVICES ORGANIZATIONS)

Aamir Shaheed Road, Rawalpindi Cantt

TENDER NOTICE

Sealed Tenders, showing name of items with rates offered, are invited from well reputed Firms/Manufacturers/Dealers and Suppliers, registered with Sales Tax Department, having National Tax Number and their own registered offices, *for supply of office/computer stationery* under PPRA Rules and as per requirements mentioned in Tender Documents:-

TERMS & CONDITIONS

1. Sealed Tenders showing name of items with rates offered should be received in "G Cash" Section of CMA (ISO's) Office Rawalpindi on or before 03-09-2024 by 11:30 AM. Tenders shall be opened on the same day at 12:30 PM in the presence of the bidders or their authorized representatives.
2. Firms must have a proven track record of country wide service network.
3. The Contractors may obtain Tender Documents from the undersigned during office working hours.
4. Terms and Conditions/ Specifications for computer/stationery items along with tender documents on payment of Rs.1,000/- (Non-refundable) can be obtained from the office of undersigned during any working day upto 02-09-2024.
5. Quotations will be provided as 2 Envelop basis (Technical and Financial).
6. Any bid not accompanied with Earnest Money shall be rejected without any right of appeal at any forum.
7. Firm not qualified in Technical bid will not be allowed in financial bid.
8. Bids must be accompanied with earnest money equal to 3% of the tendered value in the shape of Pay order / Bank Draft drawn in favor of "DDO CMA (ISO's) Rawalpindi.
9. Competent Authority /Purchase committee reserves the right to increase/decrease the Tender Qty/amount.
10. Successful bidder will furnish a certificate on stamp paper about the Warranty/Guarantee (where applicable) and genuineness of the product and will be replaced if any discrepancy detected during the contract period without any extra expense.

(Naseer Muhammad)
AO (G-Cash)
Ph. No. 051-9270704