

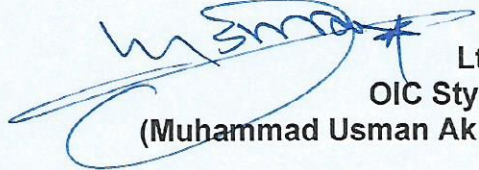
**RESTRICTED**

HQ 4 Corps  
Lahore Cantt  
Tel: 04299221070  
318/ 3 / sty  
Date 20 Nov 2023

To: Public Procurement Regulatory Authority  
1<sup>st</sup> Floor FBC Building near State Bank  
Sector G-5/2 Islamabad- Pakistan

Subj: **Purchase of the Stationary / Computer / ASF items**

HQ 4 Corps Stationary Cell Lahore intends to purchase stationary items. Tender notice as per Annexure 'A' needs to be published on PPRA website so as to be displayed on **23 Nov 2023**, please.

  
Lt Col  
OIC Sty Cell  
(Muhammad Usman Akram)

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**Annexure 'A'**

**TENDER NOTICE**

HQ 4 Corps Stationary Cell Lahore intends to purchase Stationary items. Tender / bids are invited in sealed envelope so as to reach HQ 4 Corps, Munir Road, Lahore Cantt by 18 Dec 2023.

**Terms and Conditions of the Tender**

**1. Quotations**

- a. Quotations will be provided on proper letter head pad of the firm and each page of quotation must bear firm's stamp and signature.
- b. Firms will be bound to provide items/ stores within one month of award of contract.
- c. Quotation received after due date will not be considered.

**2. Tender Opening**

- a. Quotation must be submitted at reception of HQ 4 Corps before **12:00 PM on 18 Dec 2023**.
- b. The tender will be opened on **20 Dec 23 at 11:00 AM**.
- c. Focal Person **Officer Incharge Stationary Cell– 0321-9455399 / Stationary NCO – 0343-8409530**

**3. Rates**

- a. Quoted rates must be inclusive of the all Govt taxes i.e. GST, Income Tax and Other Charges.
- b. Quantities are subj to change at the time of issue of purchase order at buyer's discretion. Supplier may quote separate rates for Economics Order Quantities (EOQ) and those for lesser quantities against each items.

**4. Restrictions**

- a. CUTTING OR OVERWRITTING in the quotation will make it liable to rejection.
- b. The purchaser retains the authority to REJECT any or all the quotations at any time on valid grounds.
- c. The store (s) item (s) provided should be exactly in accordance with the specifications/ sample.

**5. Important Note**

- a. The contractor will have to provide the necessary documents i.e. sale tax invoice, firm bills, sales tax deposit slip at the time of delivery of items, where deemed necessary.

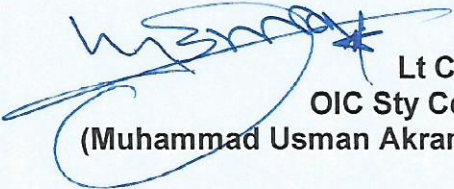
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- b. List of items to be provided can be collected from Stationary NCO, Cell no - 0343-8409530 from 23 Nov – 18 Dec 2023. Tender fee of **Rs.1000** (Non-refundable) will be deposited by each bidder before collection of the list of items.
- c. All the print media/ PPRA charges will be borne by the contract winner.
- d. The acceptance of the said items will be subject to inspection.
- e. Contractor must be active tax payer.
- f. Sample of **EACH Category** must be provided by contractor on the day of opening tender.

6. **Warning**

- a. Do carefully study the specifications of store (s)/ items (s) of this tender inquiry before quoting, for wrong quotations HQ 4 Corps Lahore will not be responsible.
- b. Any omission due to misprinting/ typing error will make quotations liable to rejection.
- c. Do read all clauses carefully before preparing the quotations.
- d. Any discrepancy of clauses (s) in quotation will make the quotation liable to rejection.
- e. Provide quotation on Firm pad on HARDCOPY.
- f. Sample of each item included in quotation **MUST** be brought on Tender Opening Day.

  
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