



OFFICE OF THE CONTROLLER MILITARY ACCOUNTS

(INTER SERVICES ORGANIZATIONS)
Aamir Shaheed Road, Rawalpindi Cantt

TENDER NOTICE

Scaled 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. Scaled Tenders showing name of items with rates offered should be received in "G Cash" Section of CMA (ISO's) Office Rawalpindi on or before 18-06-2025 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 17-06-2025.
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

LIST OF STATIONERY ITEMS REQUIRED FOR THE YEAR 2025-2026

S.	DETAIL OF ITMES	QTY	A/U	SPECIFICATION	RATE
1.	Paper Part-I(8x11)	160	Box	Imported Arrow Brand (500 Sheets)	
2.	Paper Part-II(8x11)	350	Box	Imported Arrow Brand (500 Sheets)	
3.	Paper Part-I(11x15)	120	Box	Imported Arrow Brand (500 Sheets)	
4.	Paper Part-II(11x15)	150	Box	Imported Arrow Brand (500 Sheets)	
5.	Ribbon Cartridge P-7210	15	Nos	Pintronix-(103)	
6.	Ribbon Cartridge P-8000	15	Nos	Pintronix-(104)	
7.	Ribbon LQ-2190	80	Nos	Dot Matrix	
8.	Paper A4 Size(500 Sheets)	450	Ream	Imported 80 Gms Double A/Equivalent	
9.	Paper Legal Size(500Sheets)	40	Ream	Imported 80 Gms Double A/Equivalent	
10.	HP LaserJet Tonner (Photostate Machine)	2	Nos	Xerox 5855 (Original)	
11.	BallPoint (Blue)	300	Pkt	Dollar Clipper/Equilent	
12.	BallPoint (Black)	10	Pkt	Dollar Clipper/Equilent	
13.	BallPoint (Red)	05	Pkt	Dollar Clipper/Equilent	
14.	Calculator 14 Digit	40	Nos	Citizen /Casio /Equilent	
15.	Carbon Paper Legal Size	30	Pkt	SCR/KCR /Equilent	
16.	Envelope SE5	20000	Nos	Century Craft Brown	
17.	Envelope SE6	10000	Nos	Century Craft Brown	
18.	Envelope SE7 (Bottle Size)	15000	Nos	Century Craft Brown	
19.	Envelope SE8	1500	Nos	Century Craft Brown	
20.	Envelope SE8A (Cloth)	10000	Nos	Century Craft Brown	
21.	Eraser	100	Nos	Common/ Dollar/ Equilent	
22.	Flag Sticky Note	100	Pkt	Multi Color	
23.	Flapper	200	Nos	Raxin / Equilent	
24.	DAK Folder	10	Nos	Cosmo/Equilent	
25.	Noting Pad Folder	25	Nos	Cosmo/Equilent	
26.	Fluid Pen	120	Nos	Dux / Equilent Brand	
27.	File Board Plain Legal size	25	Nos	Wooden/ Plastic/ Equilent	
28.	File Cover	5000	Nos	Printed as per Sample	
29.	Gel Pen	40	Pkt	Uni Ball Signo-Blue	
30.	Gel Pen	10	Pkt	Uni Ball Signo-Black	
31.	Gel pen	50	Pkt	Dollar Jet Flow-Blue	
32.	GumStick21/22gm	150	Nos	UHU / Equilent	
33.	Highlighter	200	Nos	Mercury/Piano/ Equilent	
34.	Pencil Lead	20	Pkt	Dollar/Equilent	
35.	Permanent Marker	150	Nos	Mercury-Dollar	
36.	Paper Clip 36mm	30	Box	Best Quality	
37.	Paper Cutter	30	Nos	Best Quality	
38.	Paper Pin 50/24 Grams	10	Pkt	Best Quality	
39.	Poker Large Without Hole	30	Nos	Best Quality	
40.	Register No 12	100	Nos	Imported Quality	
41.	Register No 16	65	Nos	Imported Quality	
42.	Register No.20	50	Nos	Imported Quality	
43.	Register No.32	25	Nos	Imported Quality	
44.	Sharpener	36	Nos	(Steel) Dux	
45.	Stamp Pad (Blue)	25	Nos	Crystal /Equilent	
46.	Stamp Pad Ink Blue)	30	Nos	Best Quality	
47.	Stapler (Medium Size) 24/6	45	Nos	Deli/Equilent	

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48.	Stapler Large Size-23/17	1	Nos	Heavy Duty	
49.	Staple Pin Remover	50	Nos	Best Quality	
50.	Stapler Pin 24/6	750	Pkt	Dollar/Opal	
51.	Stapler Pin Size-23/17	25	Pkt	Dollar/ Opal	
52.	Steel Scale 12 Inches	24	Nos	Heavy Weight	
53.	Tags Large 12"	150	Bundle	Best Quality	
54.	Tags Small Size6"	150	Bundle	Best Quality	
55.	Doori Plastic	200	Nos	Best Quality	
56.	PM Printed	100	Pad	Printed as per Sample (100 Sheets)	
57.	Cheque Slip	150	Pad	Printed as per Sample (100 Sheets)	
58.	DP Sheet Printed	75	Pad	Printed as per Sample (100 Sheets)	
59.	Scratch Tape 3" Inch	20	Rolls	Best Quality	
60.	Photocopies Paper (A4 Size)	50	Ream	Imported 70 Gms /Equivalent	
61.	Scissor (Small)	10	Nos	(M&G) / Equilent	
62.	HP LaserJet Tonner 12A	25	Nos	Compatible Quality / China	
63.	HP LaserJet Tonner 13A	05	Nos	Compatible Quality / China	
64.	HP LaserJet Tonner 17A	10	Nos	Compatible Quality / China	
65.	HP LaserJet Tonner 26A	15	Nos	Compatible Quality / China	
66.	HP LaserJet Tonner 36A	10	Nos	Compatible Quality / China	
67.	HP LaserjetTonner48A	10	Nos	Compatible Quality / China	
68.	HP LaserjetTonner49A	12	Nos	Compatible Quality / China	
69.	HP LaserjetTonner79A	50	Nos	Compatible Quality / China	
70.	HP LaserjetTonner76A	10	Nos	Compatible Quality / China	
71.	HP LaserjetTonner80A	15	Nos	Compatible Quality / China	
72.	HP LaserJet Tonner 285A	30	Nos	Compatible Quality / China	
73.	HP Tonner 107A	15	Nos	Compatible Quality / China	

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