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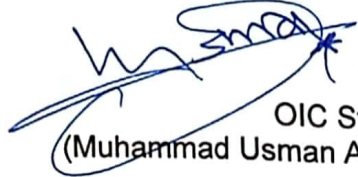
HQ 4 Corps Sty Cell  
Lahore Cantonment  
Tel Mil 8221-32332  
318 / 3 / 2 / Sty  
5 Nov 2024

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**

1. 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 **11 Nov 2024**.
2. Advance advertisement fee Rs. **15,000/- (Fifteen Thousands only)** for publication of said advertisement has already been deposited in PPRA's Bank Account no. **000-45400-131007-01**, HBL A Block Branch, Pak Sectt, Islamabad, IBAN # **PK17HABB0004540013100701** vide HBL deposit slip no **19999348** on **5 Nov 2024** (scanned copy of deposit slip att as Annexure 'B').

HQ 4 Corps Sty Cell ltr no 318/3/Sty dated 24 Oct 2024 and 318/3/1/Sty dated 28 Oct 2024 may pl be treated as cancelled

  
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 **10:00 AM on 2 Dec 2024.**

**Terms and Conditions of the Tender**

**1. Quotations**

- a. Quotations will be provided on firm's letter head and each page of quotation must bear firm's stamp and signatures.
- 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. The tender will be opened on **2 Dec 2024 at 11:00 AM.**
- b. Firm reps will bring along samples of all items to be supplied.
- c. Focal Persons:-
  - (1) **Officer Incharge Stationary Cell– 0321-9455399**
  - (2) **Stationary Clerk – 0308-1646169.**

**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 OVERWRITING** 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 Clerk, Cell no - 0308-1646169 from **11–29 Nov 2024**. Tender fee of **Rs. 2,500/-** (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 tender opening.

6. **Warning**

- a. Do carefully study the specifications in list of store(s)/ items(s) 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 duly stamped and signed.
- f. Sample of each item included in quotation **MUST** be brought on Tender Opening Day.

  
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