

Office of the  
**Controller Local Audit**  
(Defence Services)  
Lahore Cantt

No. CLA/R-4/Stationery/Tender 2024-25

Dated: 06 /09 /2024

Subject: **CONTRACT FOR PURCHASE OF STATIONERY / COMPUTER ITEMS**

1. Sealed Bids are invited for supply of stationery / computer Stationery items from interested parties / supplier / manufactures who are registered in Sales Tax department and are on the active tax payers list (ATL) FBR
2. Detailed terms and conditions of tender will be shared in tender documents.
3. Tender documents containing the detail of stationery required and terms and conditions may be obtained during office hours i.e. 9:30 a.m. to 4:30 p.m. from admin section of this office on payment of Rs.1000/- as tender fee (non refundable) daily excluding gazette holidays before 26/09/2024.
4. Bids shall be opened in accordance with rule 36(b) of public procurement Rules, 2004 i.e., Single Stage-Two envelops procedure. Tender documents address by name to the undersigned should reach in admin section of this office on or before 26/09/2024 at 10:00 a.m. Technical bids will be opened on the 26/09/2024 at 11:00 a.m. and financial bids will be opened on 30/09/2024 at 11:00 a.m. in the presence of Station Purchase Committee and representatives of bidders in Conference Room at office of CLA (DS), CMA Complex, Lahore Cantt. All bidders shall submit samples of stationery along with technical bid.
5. Interested bidders will have to deposits bid security at the rate of 2% of their bid value (refundable) in the shape of Call Deposit Receipt in favour of the CLA (DS) Lahore Cantt.
6. The successful bidder will have to deposit performance guarantee at the rate of 5% of total value of items accepted / approved in shape of Bank Guarantee / Call deposit receipt issued by any scheduled bank in favour of CLA (DS) Lahore Cantt.
7. Bidders are required to quote rates against all items mentioned in the tender / bidding documents. However, in this regard, Station Purchase Committee / competent authority will finally decide whether to consider rates quoted against all items or one or more items.
8. The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The competent authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for the rejection of all bids or proposal, but is not required to justify those grounds.
9. Incomplete offers will not be entertained.

**JOINT CONTROLLER LOCAL AUDIT  
(DEFENCE SERVICES)**