

**OFFICE OF THE**  
**CONTROLLER MILITARY ACCOUNTS**  
**(OFFICERS) RAWALPINDI**

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**TENDER NOTICE**

Sealed bids are invited from reputed local firms/manufacturers, dealers and suppliers that are registered with sales tax department, having National Tax Number / General Sales Tax Registration Number and have their own registered offices, to supply items of Office/Computer Stationery on (Rate Running Contract) basis for financial year 2025-26

**TERMS AND CONDITIONS**

1. Sealed bids showing name of items with offered rates, should be received in G/Cash Section of CMA (O) Rawalpindi on or before **Tuesday, 17 June, 2025** at 11:00 hours. Tender shall be opened on the same day at 11:30 hours in the presence of the bidders or their authorized representatives.
2. The firm will submit **Earnest Money equal to 5 % of the Tender Cost** (Including all taxes) or **Rs.110,000/-** , whichever is less, in the shape of Call Deposit Receipt drawn in favour of **“DDO CMA (O)” Rawalpindi** along-with the bid.
3. Any bid, not accompanied by Earnest Money shall be rejected without any right of appeal.
4. The competent authority/ Purchase Committee reserve the right to increase/decrease the Tender/Quantity under PPRA Rules.
5. Tender documents containing Terms & Conditions / Specifications of Stationery items at cost of Rs. 500/- can be obtained from the office of undersigned during working hours upto **Tuesday, 17 June, 2025**

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**Accounts OfficerG - Cash**  
**CMA (O) Rawalpindi**  
**Phone No. 051-9270707**

**OFFICE OF THE**  
**CONTROLLER MILITARY ACCOUNTS**  
**(OFFICERS RAWALPINDI)**

**TENDER DOCUMENTS**

**Subject: TENDER FOR PROCUREMENT OF OFFICE/COMPUTER STATIONERY FINANCIAL YEAR 2025-2026**

**Controller Military Accounts (Officers)** Office (hereinafter called CMA(O)) invites sealed bids from GST&NTN registered firms for purchase of **OFFICE/COMPUTER Stationery** as per specification attached (**Annex “A”, “B”**) under PPRARule 36(a) Single Stage in one envelope.

You are required to submit your sealed bids, which will bear word **“CONFIDENTIAL”** and **“TENDER FOR PROCUREMENT OF COMPUTER/OFFICE STATIONERY for CMA(O) RAWALPINDI”**

Purchase Committee reserves the right to increase or decrease the quantity or may cancel the tender altogether.

**1. DELIVERY SCHEDULE**

The stationery items mentioned at Annexure “A”, “B” shall be supplied within 03 days of issuance of supply order. The urgent demand shall be arranged within same day.

**2. PENALTY:-**

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

- a) 1% of the cost of entire purchase order or of such equipment as remains un-supplied/Un-completed for every day upto maximum of 5% for 10 days exceeding the delivery period and normal grace period.
- b) If the items are not supplied even after payment of penalty for 10 Consecutive days CMA(O) Rawalpindi reserves the right to cancel the purchase order and to purchase required items from elsewhere at risk and cost of the defaulting Supplier.
- c) Price must be quoted in Pakistani currency (inclusive of all taxes and duties), indicating unit price and total bid price. Prices must be quoted for all the options.
- d) Price must be quoted including all charges like handling, loading, transportation and unloading of the equipment.
- e) Quoted Price shall be valid for 12 Months termed as **(Rate Running Contract)**. However, any subsequent change in taxes and duties as notified by Federal Board of Revenue will be given due consideration.

**3. EARNEST MONEY:-**

- a) The Bidder shall furnish the Bid security (Earnest Money) as under for a sum equivalent to 5% of **the Tender Cost**, of items as per forms of Bid given in this Tender

document in the form of **Call Deposit Receipt** in the name of “**DDOCMA(O) RAWALPINDI**”.

a) Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

b) Part earnest money or crossed cheque/bank guarantee as earned money is not acceptable.

c) In case of cancellation of purchase order due to default by the supplier the earnest money shall be forfeited.

#### **4. PAYMENT**

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

#### **5. DEADLINE FOR SUBMISSION OF BIDS**

All bids must be delivered in the office of undersigned on or before the prescribed deadline of **11:00 hours** on **Tuesday, 17 June, 2025**

#### **6. LATE PROPOSALS**

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

#### **7. OPENING OF BIDS:-**

The Purchase Committee will open the bids at **11:30 hours** as on, **Tuesday, 17 June, 2025**

, in the presence of bidders/representatives who like to attend.

#### **8. EVALUATION:**

Bidder(s) who does not qualify bidding criteria, cannot challenge the findings of the evaluation or ask for reasons of disqualification.

#### **9. INSPECTION AND TESTS**

a) Purchase Committee shall have the right to inspect and test the samples of the items to be purchased, the Computer/Office Stationery to ensure their conformity to Purchase Order(s) specifications.

b) If any inspected items fail to fulfill/qualify to the specification, purchase committee shall have the right to reject it and the Supplier shall either replace the rejected items or make all alterations necessary to meet specifications. All costs incurred on such items shall be borne by the supplier.

c) Replacements/alterations 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.

#### **10. WARRANTY**

a) The Supplier shall warrant that all items having specific life period, items supplied under the Contract (s) 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 supplier items under the conditions prevailing at final destination.

- b) Procuring Agency 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.
- c) Period of Comprehensive warranties with labor and material cost shall be for all quoted items. During the warranty period due to any reason if, the Supplier failed to rectify the problem then item shall be repaired or replaced thereof and cost will be debited to Earnest Money.
- d) Quantities mentioned at Annexure "A", "B", can any time be increased or decreased which will be at the sole discretion of Procuring Agency.

**All Proposals must include:**

- e) Company's profile, list of clients with telephone Numbers, address and copies of Income Tax and Sales Tax Registration Certificates.
- f) Copies of technical material/brochures of all the quoted equipment.
- g) Certificate from the Principal manufacturer that the vendor is sole Distributor/Authorized Dealer/Authorized Re-Seller etc. (where applicable).
- h) Affidavit (on legal paper) to the effect that the firm has never been black-listed by any agency of government/semi government/autonomous or business concern.
- i) Purchase Committee reserves the right to accept or reject any bid and cancel 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 of CMA (O) Rawalpindi actions.

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(MUHAMMAD SAJJAD)  
Accounts Officer G - Cash  
CMA (O) Rawalpindi  
Phone: 051-9270707