

OFFICE OF THE  
DIRECTORATE GENERAL MUNITIONS PRODUCTION/MINISTRY OF DEFENCE  
PRODUCTION, ADAMJEE ROAD, RAWALPINDI

**TENDER NOTICE**  
**PROCUREMENT OF STATIONERY, COMPUTER STATIONERY & GENERAL ITEMS**

Sealed tenders are invited from reputed and well established registered firms/suppliers, registered with any Defence Organization, Sales Tax Department, having national Tax Number and their own registered offices for supply of Stationery Items, Computer Stationery and General store Items on rate Running Contract basis for one year i.e. upto 30 June 2026.

**TERMS & CONDITIONS**

1. Separate Sealed Tenders for each category of items (Stationery, Computer Stationery, General Store Items) with rates offered should be received in "CR" Section of DGMP's Office Rawalpindi on or before 26 Dec 2025 by 11:30 AM. Tenders shall be opened on the same day at 12:30 PM in the presence of bidders or their authorized representatives who wish to be present.
2. Terms and Conditions/Specifications for items along with tender documents can be obtained from the office of the undersigned for a payment of Rs.1000/- (non refundable) during any working day upto 24 Dec 2025.
3. The Bidders shall furnish alongwith the bid a Call Deposit/Pay Order/Bank Draft of Rs.50,000/- as Earnest Money (refundable to unsuccessful bidders) in favour of "DGMP". Earnest money of the successful bidders will be retained by DGMP till the delivery of all ordered goods/items/completion of contract. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
4. Competent Authority/Purchase Committee reserves the right to increase/decrease the Tender Quantity.
5. DGMP reserves the right to reject one or all bids indicating reason prior to acceptance of bids.