

1 CORPS STATIONERY CELL C/O
76 ORDNANCE UNIT, MANGLA CANTT

1 Corps Stationery Cell C/O
76 Ordnance Unit
Mangla Cantonment
Tel : Military - 35670
2012 / CSC / 01 / 2026
Jan 2026

To: **(Concerned Firm/ Tenderizer)**

Subject: **Purchasing of Stationery Items – 1 Corps Stationery Cell C/O 76 Ordnance Unit Mangla Cantonment**

1. 1 Corps Stationery Cell C/O 76 Ordnance Unit intends to purchase the stationery items which are mentioned at **Annex-A**. Interested contractors, who are already registered with 1 Corps stationery Cell C/O 76 Ordnance Unit or DGP (A) and DGDP or any other Army Installation, can participate in the tender. No firm will be registered for a period of 5 years without prior security clearance from MI Dte, even if the firm is registered with DGDP. Details of stationery items along with terms and conditions can be obtained from this office till **27 Jan 2026** during working hours before opening of tenders.
2. The firm / contractors who are interested to supply stationery items, may be registered provisionally for the period of 6 months who has submitted the papers for registration but clearance from GHQ is awaited , they can obtain provisional registration from 1 Corps Stationery Cell C/O 76 Ordnance Unit upto **27 Jan 2026**. The contractors are required to bring photocopies and original documents of their **FBR Registration Certificate, NTN Certificate, Professional Tax Certificate FY 2025/26** and **Police Verification Certificate** for verification before getting **Provisional Registration**.
3. The specifications of all required items can be seen in the office of the undersigned during office hours.
4. Tenders will be received in this office till **27 Jan 2026** at **0900 hours** and will be opened on the same date i.e **27 Jan 2026** at **1100 hours** in the presence of tenderizers. Quotations received after the due date / time will not be entertained.

5. **Terms and Conditions Governing Bidding/ Purchases and General Instruction for Bidders.**

Following are the terms/ conditions and general instructions for bidders:-

- a. The purchaser can waive off any of the condition (s) stipulated in this Tender Inquiry and reserves the right to accept or reject thereto without prior notice and without furnishing any reason.
- b. Bidders should note that decision of board will be final and binding in respect of acceptance / rejection.
- c. All supplies will be subject to tests and inspection (s) by a Board of Officers constituted for the purpose.
- d. Any cost incurred on tests / inspection (s) and store (s) consumed for the purpose will be borne by the supplier(s).
- e. Successful bidders will have to complete the supplies within stipulated period as specified in the purchase order(s), failing which appropriate penalty shall be imposed decided by the board.
- f. During warranty period (if store(s) supplied is/are backed by warranty) if a fault (s) occurs in supplied store (s) then supplier will be responsible to either rectify the fault(s) communicated or get the faulty part(s)/ items replaced within 7 (seven) days of receipt of information in this regard from the purchaser at his specified place(s) which can be other than the place of delivery of store (s). In case supplier fails to rectify the fault(s)/ or replace the faulty part(s) / items in a specified time then purchaser will have the right to take punitive action against the supplier and also impose penalty if considered necessary / appropriate.
- g. During warranty period, it will be the responsibility of the supplier to carry out periodic maintenance of supplied store (s) as prescribed by the manufacturers free of cost at purchaser's specified place (s) which can be other than the place of delivery of store(s).
- h. **Store offered would be brand new, unused, as per Army's approved specifications, drawing, sample(s) where applicable and must be packed in standard packing i.e. wooden box, carton, cardboard box, crate etc.**
- i. In case an item has no specifications, drawing or approved sample by Army then a Board of Officers appointed for the purpose will decide its acceptable standard(s).
- j. Make / Model / Brand and Country of Origin of store(s) must be mentioned where applicable.
- k. Price / Rate(s) will be quoted for store(s) as per Army's Specification(s), drawing (s) and approved sample(s) where applicable.

- i. Price(s) / Rate(s) will be quoted on delivery basis at **1 Corps Stationary Cell C/O 76 Ordnance Unit Mangla Cantt.**
- m. Price(s) / Rate(s) quoted must be **inclusive of all applicable taxes / duties.**
- n. Price/Rate (s) will be quoted in Pakistani Currency.
- o. Price(s) / Rate(s) quoted by the firms in this tender will be valid till **30 Jun 2026** from date of opening of tender(s).
- p. Bid Security / performance guarantee may be asked, if required.
- q. Part delivery / Part payment will not be accepted / made.
- r. Payment will be made after acceptance of ordered store(s) as per Army policy in vogue.
- s. In case of late delivery of store, liquidated damages (LD) will be imposed as per procedure in vogue.
- t. Price reduction (PR) will also be imposed due to deviation in case the item (s) are not as per Army specs.
- u. Successful bidder(s) will have to supply store(s) as per price(s) / rate(s) quoted valid till **30 Jun 2026 from date of opening of tender** or else appropriate punitive action will be taken against them.
- v. Sample(s) test/ inspection for acceptance of store(s) to be supplied against purchase order(s) will not be taken as finalized / inspection processes will only commence when complete / ordered quantity(s) has been supplied.
- w. **The appointed time for opening of tender will fall on next working day in case of closed / forced holiday.**

6. **Purchaser's Right.** Purchaser does not pledge to accept the lowest or any tender and reserves the right of accepting the whole or any part of the offer made.

7. **Date and Time of Receipt of Tender.** Your tender must reach this office / dropped in tender box placed at reception of 1 Corps Stationary Cell C/O 76 Ord Unit Mangla Cantt by time and date as specified in para 4 above. This office will not accept any excuse of delay occurring in post. Tenders received after the appointed / fixed time will not be entertained.

8. **Validity of Offer(s).** The offer(s) should be valid till **30 Jun 2026.**

9. **Withdrawal of Offer.** If a bidder / firm withdraw(s) its offer within validity period, the competent authority may place such bidder / firm under embargo or blacklist the same.

10. **Pre-Qualification of Supplier and Contractors.** Firm/ contractor will have to submit under mentioned documents alongwith tenders in separate envelope by mentioning **"Pre-Qualification Documents/ Provisional Registration"**:-

- a. 1x copy of valid NTN Certificate.
- b. 1x copy of valid Sales Tax Certificate.

- c. 1x copy of valid Professional Sales Tax Certificate 2025/2026.
- d. 1x copy of CNIC of the proprietor.
- e. 1x photograph of proprietor.
- f. Original Bank Statement for last six month duly sealed / stamped by the bank.
- g. Application for registration in 1 Corps Stationary Cell C/O 76 Ordnance Unit.

11. **Disqualification.** Offer(s) are liable to be rejected if:-

- a. There is any deviation from general / Special Instructions/Pre-qualification of supplier/contractors.
- b. Price(s) / Rate(s) are offered excluding / applicable duties / taxes.
- c. If price(s) / rate(s) are not quoted (where applicable) against store(s) / item(s) with Army's approved specification(s), drawing(s) / sample(s).
- d. Offers are found conditional or incomplete in any respect.
- e. Multiple price(s) / rate(s) quoted against an item.
- f. More than one offer is made / submitted in same envelope.
- g. Received later than appointed / fixed date and time.
- h. Offers containing non – initialed, un-authenticated correction / over writing(s).
- i. If validity of offer is not quoted as required (as mentioned in tender inquiry) or made subject to confirmation later.
- j. Offer made through Fax / E-mail /Telex.
- k. If offer is found to be based on cartel action in connivance with other sources / participants of the tender.

12. **Application of Official Secret Act.** All the matters connected with the inquiry and subsequent actions arising therefrom are within the scope of official secret Act, 1923 and all firms/ individuals taking part in the bid are under strict obligation to abide by clauses/ rules set therein.

- Note:**
- 1. This tender inquiry is also available on PPRA website www.ppra.org.pk
 - 2. Please provide **Rs 7000.00** (Rupees Seven Thousand Only) non-refundable in favor of **Stationery & Forms charges.**

Officer Incharge
1 Corps Stationery Cell C/O 76 Ordnance Unit Mangla Cantt
Mob: 03220851983
03111727726

Anx 'A'

To 1 Corps Stationary Cell ltr no 2012/01/CSC/26

Dated: Jan 2026

LIST OF STATIONERY ITEMS ALONGWITH SPECIFICATIONS - RATES REQUIRED FOR PURCHASING - FY 2025/26

Ser	Designation of Store	Specification/ Designation	Acct Unit	Rate Per	Rate In Words	Remarks
1.	Eraser Ink & Pencil	Length 2 1/2" (1 1/4" pencil and 1 1/4" Ink) (Pelican/ Bahadur)	Nos			
2.	Pencil Lead	Goldfish Autocrat No 5000	Nos			
3.	Staples Pin 24/6	(1000 in Card Board Box) (Dux/ Dollar)	Packet			
4.	Envelopes SE-5 (Khaki)	Size 4"x9" with 1-3" flap paper ribbed craft of good quality duly printed on PAKISTAN STATE SERVICE	Nos			
5.	Envelopes SE-8 (Khaki)	Size 12"-1/4"x15-3/4" with 2-3/4" flap paper ribbed Kraft of good quality duly printed on PAKISTAN STATE SERVICE	Nos			
6.	Paper Pin Steel	Size 25.40 mm (One Inch/ 24 mm) Pkt of 50 Gms of standard quality 100 in a Packet	Packet			
7.	Paper Clip	General Size 30 mm (One Inch) 80 in a Packet (Three Flower)	Packet			
8.	Ball Point Blue	Piano / Dollar	Nos			
9.	Drafting Pad Small	21cm x 16cm (50 Pages per pad)	Nos			
10.	Drafting Pad Large	28cm x 21 cm (50 Pages per pad)	Nos			
11.	Stamp Pad	(Dollar)	Nos			
12.	Stamp Pad Ink	Crystal-Superior Quality 28.5ml	Bottle			
13.	Tags Cotton	(Small) 12.70cm - Bndl of 100 tags	Bndl			
14.	Tags Cotton	(Large) 60.96 cm - Bndl of 100 tags	Bndl			
15.	Correction Pen (DUX)	CE/EN71-3 Art No.Dux-127	Nos			
16.	DO Envelopes (Large)	DO Paper	Nos			
17.	DO Envelopes (Small)	DO Paper	Nos			
18.	Gum Arabic 1000 gm	(Nafees / dollar)	Bottle			
19.	Computer Paper 70 GSM Legal	Copymate-Plus, White, Legal Size (70g/m2) – 500 Sheets	Ream			
20.	Computer Paper 70 GSM A-4	Copymate-Plus, White, A-4 Size (70g/m2, 210x297 mm) – 500 Sheets	Ream			
21.	DO Paper Double A 80 GSM Legal	(Double 'A') 80 GSM, White, Legal Size (216x330 mm), 500 Sheets	Ream			
22.	DO Paper Double A 80 GSM A-4	(Double 'A') 80 GSM, White, Legal Size (210x297 mm), 500 Sheets	Ream			

		Sheets			
23.	Toner for HP Laser Jet Pro MFP M125A	HP Laser Jet			Nos
24.	Toner for HP Laser Jet 1020 Toner 12A	HP Laser Jet			Nos
25.	Toner for HP Laser Jet Pro 400 80 A	HP Laser Jet			Nos
26.	Toner for HP Laser Jet P4015 64A	HP Laser Jet			Nos
27.	Toner for HP Laser Jet 305A-CE411A) 400 Color M451nw UPD PCL6	For Colour Printer HP Laser Jet 400 (M451nw) – Set of 4x Toners			Nos
28.	Gum Stick	PVP Glue Stick LF0821- 21 grame			Nos
29.	Squash Tape White 1 “	Supreme Adhesive Tape Size 1”			Roll
30.	Squash Tape White 2 “	Tuff Adhesive Tape Size 2”			Roll
31.	Squash Tape Yellow 2”	Max Power Adhesive Tape			Roll
32.	Paper Cutter Blade	No.332 Dux, Crystal			Nos
33.	Highlighter Dollar	Dollar-NEON (5mm)			Nos
34.	Sharpener	Dux- Steel China			Nos
35.	Self Adhesive 2”x3	Note Pad Sticker” (Multicolor)- Size 2”x3			Nos
36.	Self Adhesive 3”x4”	Note Pad Sticker” (Multicolor) - Size-3”x4”			Nos
37.	File Catcher (Binder Clip) Size-1”	Diamond- Binder Clip Size 1”			Nos/ per clip
38.	File Catcher (Binder Clip) Size-3/4”	Diamond-Binder Clip Size ¾”			Nos/per clip
39.	File Catcher (Binder Clip) Size-1-1/2”	Diamond- Binder Clip Size 1-1/2”			Nos/ per clip
40.	Ink Quitter (Ink Remover)	ORO			Nos
41.	Pencil Uni-Ball Signo	Uni-Ball Signo 0.7			Nos
42.	Piano-Marker	TM-70 Permanent Ink			Nos
43.	Telic Sheet (Roll)	Roll – 50 Meters Roll -sheet thick / good quality			Roll

PPRA Address

The Assistant Director IT, PPRA
1st Floor, FBC Building, Near State Bank of Pakistan
Sector G 5/2, Islamabad
(Attention: Mr. Rizwan Mehmood)