

INSTRUCTIONS FOR BIDDERS

1. **Rate:** Rates must be quoted in Pak Rupees (Inclusive of all taxes and duties imposed by the Government). Applicable duties / Taxes must also be mentioned separately in the proposal. Prices mentioned without GST/ applicable taxes will be considered inclusive of same.
2. **Price Variation:** Offered prices are final and no price variation is acceptable during tender period.
3. **Bid Security/Earnest Money:** Bid security amounting to Rs.300,000/- (Three Hundred Thousand only) in form of Pay order/Bank draft is to be submitted with bids in favor of Director Admin Naval Headquarter. Cross cheques / Cash will not be accepted.
4. **Validity of Offer:** The validity period of bids must be indicated and should invariably be 365 days extendable to 395 days starting w.e.f 01st July 2026 to 30th June 2027, extendable up to 01 Month.
5. **Bid Acceptance:** Award of purchase order will be issued strictly on the specifications /quality of items and not only on the basis of lowest rates and there would be no compromise on specification/quality of items so purchased. On acceptance of the bids the successful bidder will provide "Samples" of the items and will be liable to supply the items of the approved quality during the specified period.
6. **Security Clearance:** Successful bidders will be required to obtain security clearance prior award of purchase order. Failure to obtain security clearance will lead to disqualification.
7. **Security Deposit:** Security deposit of Rs.300,000/- (Rupees Three Hundred Thousand Only) in form of Pay order/Bank draft will be taken from successful bidders. Same will be returned after completion of One Year on 30th June 2027. In case of any discrepancy found in supplies the same will be en-cashed without prior notification.
8. **Delivery:** Items will be purchased on 'As and When Required Basis' i.e.Part delivery / part payment basis. The firm will be responsible to supply the items at the office premises. If supplied items are found defective or sub-standard or not in accordance with the samples, the supplier will be required to replace them at his own cost.
9. **Inspection:** Inspection of supplies as per specification criteria/approved sample will be carried out at the time of delivery.
10. **Risk Purchase:** In the event of failure on the part of supplier to supply the items on time or supplying sub - standard item, the items will be purchased at the Risk and Expense of the supplier and difference of rate will be paid by the supplier.
11. **Place of Delivery:** Store office NHQ, Sector E-9 Islamabad.
12. **Acceptance of Stores:** Quantities of stores as mentioned in the I.T are the approximate quantities required are to be purchased from 1st July to 30th June of FY 2026-27.

13. **Brand of Stores:** Only original stores especially Tonners/China tonners, Pointers, Paper Photostat and Furniture items with brand name will be acceptable.

14. **DPL-15 Warranty:** Warranty/Guaranty certificate of Stores is to be provided by the firm for one year on Firms letter head.

15. **Payment Terms:** 100% payments of stores will be made through CNA Karachi, against bills forwarded by NHQ. Conservancy (Plants) bills payment will be made through CNA Karachi.

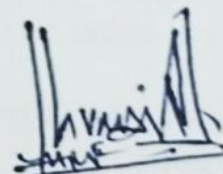
16. **Redreasal of Grievance:** Following committee will handle the case of redreasal,if any.

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|----|----------------|-----------|
| a. | Director Admin | President |
| b. | EXO NHQ | Member |
| c. | SO NHQ | Member |

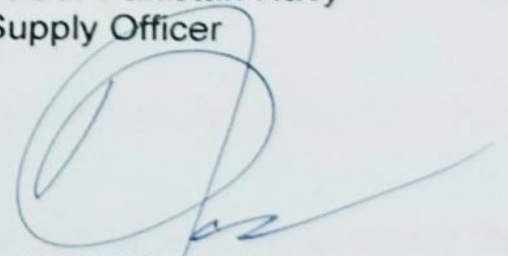
17. **LPO Award:** After the award of LPO stores will be delivered within 72 Hours or when demand by the Store office. In case of late delivery of items LD has been charged to Supplier.

18. **Acceptance of Alternate Items:** If the quoted items are not available in market, alternate items will only be accepted after due approval of SO NHQ.

19. **Bill processing:** Suppliers have to ensure the bills along with 03 copies to be handed over to Store Office within 05 working days after delivery of stores (acceptance of stores).



SUMAIR AHMED
Lt Cdr Pakistan Navy
Supply Officer



AAMIR WAQAS
Captain Pakistan Navy
Director Admin

APPROXIMATE QUANTITY TO BE PURCHASED FOR FINANCIAL YEAR 2026-2027

S.No	Description of Items	Den	Approximate Qty
1.	Paper Photostat Paper One, Double AA BLC or (Equivalent)	Rearm	15,000
2.	Envelopes White Different Size(100x90 gms)	Pkt	4,000
3.	Envelopes Khaki Different Size (x70 gms)	Pkt	1,000
4.	Pointers/ Markers Different Color uni ball (Original) or Equivalent	Nos	2,000
5.	Ball Points Handy Grip, Piano or (Equivalent)	Pkt	2,000
6.	Post it Pads Different Size and Colour	Pad	500
7.	Separator Sheet sets different Size and Color	Set	500
8.	Spiral Bindings Different size & color	Nos	500
9.	PPC Toners (Different machines) (Original) or Equivalent	Nos	300
10.	HP & Printer Toners (Original) or Equivalent	Nos	500
11.	Printer Cartridges Original or Equivalent	Nos	100
12.	Other Miscellaneous items of stationery	Cost	Rs 57,000,000/-

CLEANING MATERIAL / MISC ITEMS FOR THE FINANCIAL YEAR 2026-2027

S.No	Description of Items	Den	Approximate Qty
1.	Acid Bottles 600 ml	Btl	2,000
2.	Air Fresheners 300 ml	Btl	2,000
3.	CDs – R (1X10) Original	Pkt	1,000
4.	CDs RW (1X10) Original	Pkt	1,000
5.	Dry Cells Different Size	Nos	2,000
6.	Dusters different Size and color	Nos	2,000
7.	Cotton Rages Color	Kgs	500
8.	Table Glass 05MM, 8MM,12MM	SQ Ft	600
9.	Tape Transparent Different Size and Color	Nos	500
10.	Tissue Paper Different Type (Roll and Box) (Rose Petal) or Equivalent	Nos	2,000
11.	Tape Masking (as per sample)	Nos	300
12.	Other Misc items of Contingency General Use	Cost	Rs 54,000,000/-

S.No	Description of Items	Approximate Rs
1.	Spare Parts of Different types of Printers/ Computers	Rs 17,000,000/-

S.No	Description of Items	Approximate Rs
1.	Spare Parts of Different types of PPC/shredder machine/scanner	Rs 1,500,000/-

S.No	Description of Items	Approximate Rs
1.	Different Type of Garden items/ Plants/ Paneries	Rs 3,000,000/-

S.No	Description of Items	Approximate Rs
1.	Different Type of Envelops printing (as per sample) Qty 5000	Rs 4,000,000/-

LIST OF PRINTING ITEMS FY 2026-2027

S No	Description of Items	Den	Qty
1.	Paper Bags with printing Size 7"x10"	No	1000
2.	Paper Bags with printing Size 8"x11"	No	500
3.	Paper Bags with printing Size 13".5x6".5	No	1000
4.	Paper Bags with printing Size 13"x10"	No	1000
5.	Paper Bags with printing Size 9"x14"	No	500
6.	Paper Bags with printing Size 12"x15"	No	500
7.	Paper Bags with printing Size 16"x12"	No	800
8.	Paper Bags with printing Size 15"x15"	No	500
9.	Paper Bags with printing Size 18"x14"	No	500
10.	Paper Bags with printing Size 15"x20"	No	500
11.	Paper Bags with printing Size 18"x24"	No	500