



OFFICE OF THE
CONTROLLER OF ACCOUNTS AIR FORCE
AIR HEADQUARTER PESHAWAR CANTT



TENDER/BIDDING DOCUMENTS FOR STATIONERY FY 2026-27.

(INSTRUCTION TO BIDDERS)

INVITATION TO BID

Tender for Bid:

CAAF AHQ Peshawar (hereinafter referred to as the “Buyer”) advertises the tender and invites bids (hereinafter referred to as “the Tender” from interested registered firms, companies or an organization referred to as “the vendor” on national competitive basis under the Frame Work Agreement for the provision of **Stationery Supplies for Financial year 2026-2027.**

Applicability of Public Procurement Rules.

Public procurement Rules 2020 updated till June 2021 which may be downloaded from website of PPRA i-e www.ppra.org.pk will be strictly followed. In these documents, unless otherwise mentioned to the contrary, “Rule” means a Rule made under Public Procurement Regularity Authority Ordinance 2002.

Method of Advertisement.

Compliance to **Rule 12(2)** of Public Procurement Rules 2020, the tender is being advertised on PPRA website www.ppra.org.pk and in two newspapers.

Method of Procurement.

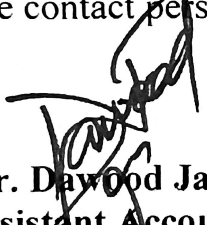
Single stage one envelop procedure will be followed.

Under the single stage one envelop process all interested bidders are requested to submit a financial bid, along with required documents as mentioned below in a single sealed package / envelop marked as “**Bid for the Stationery Supplies 2026-2027**”.

Instruction for Bidders.

1. The bids complete in all respect as prescribed and required under the tender documents must be submitted to G-Cash Section CAAF AHQ Peshawar not later than **11:00 AM** on the last date of submission i-e **06th August 2026.**
2. Bids submitted after due date and time will not be entertained.
3. Bid security **5%** of total amount of **your desired items** in favor of “**CAAF AHQ Peshawar**” must be attached with the Financial Bid.
4. Bid security **5%** of successful firms will remain with this office as performance guarantee till **30th June 2027 or supplies completion.**
5. In case the last date of submission falls on a weekend / public holiday, the next working day will be the last date of submission.

6. Alternative / optional bids will not be considered.
7. It is sole responsibility of bidders to read and understand all the instructions, terms and conditions contains in this tender documents before submission of bids.
8. Bidders are required to provide complete information of authorized representative i-e name, designation, phone and mobile number, email with whom all communication will be directed until the process completed or terminated.
9. The Buyer will not bear any cost or expenses incurred by bidders in connection with preparation / submission of bids.
10. Collusion between the firms is strictly prohibited. Any firm or group of firms involved in creating a union or any other collusion arrangement against the interest of the project, Govt will be blacklist and debarred.
11. The quoted amount must be inclusive of all taxes, transportation charges, direct or indirect cost connected with the delivery / completion of services.
12. Each supplier must quote item price with **make and model**.
13. Purchase order will be issued as and when above items are needed and supply must be made within three working days.
14. Quantity of items may increase or decrease as per requirements of this office. Quantity mentioned is only estimation for current financial year. Actual quantity will be shown in each purchase order.
15. Covering letter and quoted rates may be submitted on letterhead.
16. Samples of each item must be produced by the successful bidder before signing the contract agreement.
17. Each bidder can submit only one quoted rate.
18. Competition will be held item wise and each contractor will be assigned contact for the items offered lowest by him.
19. Initially the Frame Work Agreement will be signed with the successful bidders **for the items offered lowest by the firm for Financial Year 2026-2027**.
20. Taxes will be deducted as per Govt rules.
21. Any additional / new tax imposed by Govt during the Financial Year will be deducted accordingly.
22. The contact person for all correspondence in connection to this bid is as under:



Mr. Dawood Jan
Assistant Accounts Officer
Cashier & Cash Section
CAAF AHQ Peshawar
Phone 091-9210910

Rejection / Acceptance of Bids.

The buyer may reject all bids or proposals at any time before acceptance of bids or proposals.

The buyer shall upon request communicate to any bidder, the ground of its rejection. The buyers shall not incur any liability solely by virtue of invoking discretion provided under sub rule (1) of Rule 33 of PPRA 2020 towards bidders. However, the prospective bidder will be informed in due course about the rejection of bids if any as per Rule 33 of PPRA.

The tender shall be rejected if it is:

- a. Substantially non responsive as prescribed in the tender documents.
- b. Incomplete, partial, or optional.
- c. Bids submitted without 5% security.
- d. Involving cutting / overwriting and erasures in the rates.
- e. The bidder has conflict of interest with the purchaser.
- f. The bidders try to influence the bidding process / evaluation.
- g. The bidders fail to meet all the requirement of tender eligibility / qualification criteria.
- h. The bidders fail to meet the evaluation criteria.
- i. The bidder has been blacklisted by any public or private organization.
- j. The bidder has been served with any legal notices or displeasures letters by any public sector organization on serious failures to provide satisfactory services.
- k. The bidder has mentioned any financial implications in the financial proposal which is contradictory to this documents, Govt rules and regulation.
- l. The bidder submits financial conditions as part of its bid which is not in conformity with the tender documents.

COMPLIANCE CHECKLIST FOR HIRING OF COURIER COMPANY

Kindly check the box (Yes or No) against each document mentioned before submission of your bids. Please ensure to provide the following documents otherwise you will not be eligible to proceed.

Document List.	YES	NO
1. An affidavit / undertaking that bidder have not been Black listed by any organization in Pakistan.		
2. Proof of registration with FBR.		
3. Proof of Income Tax as filer.		
4. Proof of Sales Tax as filer.		
5. Proof of KPPRA (Service Sales Tax) as filer.		
6. Bid security 5%.		
7. Working experience evidence minimum of 03 years.		

Bidder Name:.....

Company Stamp:.....