

MINISTRY OF DEFENCE
DEFENCE DIVISION, PAK SECRETARIAT-II,
RAWALPINDI

STANDARD BIDDING DOCUMENTS

TENDER No. 1-2026/27

**PROCUREMENT OF STATIONARY, COMPUTER
STATIONARY & MISCELLANEOUS ITEMS**

Closing Date & Time of Submission	Date, as per E-Pad's portal at 1100 Hours
Date & Time of Opening of Bids	Date, as per E-Pad's portal at 1130 Hours

Note:

All potential bidders are requested to Submit their bids on the forum of E-Pads as per schedule and time given their. The bids will be opened as per scheduled date & time in the office of **Section Officer (General/D-27), Ministry of Defence (MoD), Defence Division, Pak Secretariat-II, Adam Jee Road, Rawalpindi.**

SECTION OFFICER (GENERAL/D-27)
Ministry of Defence, Defence Division,
Rawalpindi
PH # 051-9271427

Terms & Conditions

1. The Ministry of Defence (MoD), Defence Division, Rawalpindi has reserved Funds out of regular budget being allocated for the Financial Year 2026-27 for the procurement of Stationery Items, Computer Stationery & Miscellaneous Items for the official use of MoD.
2. The Ministry of Defence (MoD), Defence Division, Rawalpindi invites sealed bids from eligible Manufacturer/Supplier for the supply of Stationery, Computer Stationery & Miscellaneous Items as per attached lists.
3. **Single Stage Two Envelop Bidding Procedure** of Principal Method of Procurement (i.e., Open Competitive Bidding) will be used by adopting **Least Cost Based Selection (LCBS) Technique** for the subject procurement, in line with the Public Procurement Rules, 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time).
4. For technical evaluation, all firms are requested to bring sample, duly signed and stamped, of each bidding item on the day of opening of bid. The sample of successful firm shall be retained.
5. In case opening date(s) is declared as a Public Holiday by the Government, the next working day shall deem to be the date for submission and opening of tender bids at the same time and place.
6. The tender must be accompanied by a pay order / bank draft (cheques will not be acceptable) amounting to Rs. **100,000/-** as bid security in the name of **Section Officer (General/D-27), Ministry of Defence, Defence Division, Pak Secretariat-II, Adam Jee Road, Rawalpindi**. Such bid Security should be attached with technical proposal.
7. The bid in accordance with the provisions of Rule 36 (b) of Public Procurement Rules, 2004 and terms and condition defined in the bidding document must be submitted/uploaded on the forum of E-Pads and same will be opened as per scheduled time given on E-Pads at the office of the **Section Officer (General/D-27), Ministry of Defence, Defence Division, Pak Secretariat-II, Adam Jee Road, Rawalpindi** in the presence of Bidder's representatives who may choose to attend the opening session to be held at above mentioned office.
8. Well reputed firms having the Income Tax, GST & Vendor Number registered in the AGPR will be allowed to participate in the competition bid.
9. Firms should have a trade facility e.g. Shop, warehouse etc.
10. Bids / quotations should be provided for specified items mentioned in the bidding document provided by Ministry.
11. The quoted rates will be valid for the one year (from the date of agreement), and all taxes

shall be paid by the firms.

12. Each item, while comparing the prices, shall be considered separately.
13. Firms / suppliers will be responsible to supply the items, as and when required, at the premises of MoD (Defence Division) on their own cost.
14. The MoD reserves the right to black list, debar the firm or confiscate the bid security deposited by the firm on violation of any of PPRA Rules, 2004 or non-provision of articles after issuance of supply order.
15. The MoD (Defence Division) reserves the rights to accept or reject any / all bids by assigning the reason(s), thereof as provided in PPRA Rules, 2004.
16. All other terms and conditions laid down by PPRA shall be applicable.

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