

**PAKISTAN MILITARY ACCOUNTS DEPARTMENT CMA (LC)**  
**LAHORE CANTT.**

**TENDER NOTICE FOR PROCUREMENT OF COMPUTER STATIONERY & OFFICE**  
**STATIONERY ITEMS DURING THE FINANCIAL YEAR 2026-27.**

1. Sealed Bids are invited for supply of stationery/Computer Stationery items (Closed Framework Agreement) from interested parties / suppliers /manufacturers who are registered in Sales Tax department and are on the active tax payers list (ATL) of FBR.
2. Detail will be shown in tender documents.
3. Tender documents containing the detail of computer & office stationery items required and terms and conditions may be obtained from PPRA Website i.e. [www.ppra.gov.pk](http://www.ppra.gov.pk).
4. Bids shall be opened in accordance with rule 36(b) of Public Procurement Rules, 2004 i.e. single stage-two envelope procedure. Tender documents addressed by name to the undersigned should reach this office on or before **27-08-2026 at 01:30 p.m.** Technical bids will be opened on the same date at **02:00 p.m.** and financial bids will be opened on **02-09-2026 at 02:00 p.m.** All bidders shall submit samples of stationery along with technical bid.
5. All bidders will have to deposit bid security at the rate of 5% of their bid value (Refundable) in the shape of Call Deposit Receipt in favour of the CMA (LC), Lahore Cantt.
6. The successful bidder will have to deposit performance guarantee at the rate of 5% of total value of items accepted/approved in shape of Bank Guarantee/Call Deposit Receipt in favour of CMA (LC), Lahore Cantt.
7. The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The competent authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for the rejection of all bids or proposals, but is not required to justify those grounds.
8. Incomplete offers will not be entertained.



**ACMA (AN)**  
**Controller Military Accounts**  
**(Lahore Command) Lahore Cantt.**

Office of the  
**Controller of Military Accounts**  
**(Lahore Command)**

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**TERMS AND CONDITIONS FOR TENDER FOR PROCUREMENT OF  
COMPUTER AND OFFICE STATIONERY ITEMS DURING THE  
FINANCIAL YEAR 2026-27.**

|                                             |                                            |
|---------------------------------------------|--------------------------------------------|
| Last date & time of receiving of bid(s):    | 27-08-2026 at 01:30 p.m.                   |
| Date & time of opening of technical bid(s): | 27-08-2026 at 02:00 p.m.                   |
| Date & time of opening of financial bid(s): | 02-09-2026 at 02:00 p.m.                   |
| Place of opening of bid(s):                 | Conference Room, CLA (DS)<br>Lahore Cantt. |

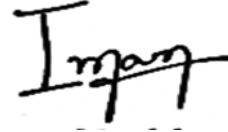
**A INSTRUCTIONS FOR BIDDERS.**

1. Following documents shall be attached with the application.
  - a) Attested copy of CNIC of contractor.
  - b) Complete name of the firm and its mailing address, e-mail (if any), telephone no. and fax no.
  - c) Attested copy of NTN & GST registration.
  - d) An affidavit by the owner of the firm stating that:-
    - I am the Executive of my firm.
    - My firm is not blacklisted by any Govt. Department.
    - Neither 1 nor any relative of mine is serving in CMA (LC).
    - My firm is on the FBRs Active Tax payer list.
2. Interested bidders will have to deposit bid security at the rate of 5% of their bid value (Refundable) in the shape of Call Deposit Receipt in favor of CMA (LC) Lahore Cantt. Evidence of bid security i.e. Call Deposit Receipt will have to be attached with the Technical bid(s). Bids received without the bid security will stand disqualified.
3. Rates shall be quoted including all applicable taxes (GST and Income Tax etc.).
4. Bid(s) shall remain valid upto 30-06-2027.
5. Incomplete offer i.e. without above mentioned documents(s) and samples will not be entertained. Moreover, the participating bidders are requested to visit Record Section of this office to see the samples of requisite tender items.
6. Documents with cutting or overwriting shall not be accepted.
7. No tender form will be issued on the date of opening of tenders.
8. Tender forms should be sealed in an envelope having tender No. and name of the firm.

9. Items quoted must be strictly according to the descriptions/specifications. Rate of items, contrary to the requisite specifications/sample, will not be considered.
10. Bidders will bring with them samples of items which will be checked for quality by the Purchase Committee. For Computer Stationary items (Cartridge, Ribbon, Fanfold paper etc.), samples will be accepted after going through the evaluation process by printing.
11. In case of delay in supply of articles, CMA (LC) may impose penalty @ 0.2% per day of supply/work order amount to a maximum of 10% as LD charges.
12. Payment of supply will be made through cheque in the bank account provided by the successful bidder.
13. Sub standard supply will not be accepted and the bid security of the firm making such supply will be forfeited and the firm will be blacklisted.
14. The successful bidder will have to deposit performance guarantee at the rate of 5% of total value of items accepted/approved in shape of Call Deposit Receipt/Bank Guarantee in favor of Controller Military Accounts (Lahore Command), Lahore Cantt, with supply of item(s)/delivery challan and that will be retained till expiry of warranty/guarantee period (warranty/guarantee period will be calculated from date of completion of delivery of item(s)). Performance guarantee in any shape i.e. pay order, banker's cheque etc will not be accepted in any case.
15. Refusal of supply/substandard/late supply will not be accepted and the bid security of the firm will be forfeited in favour of CMA (LC) Lahore Cantt or the firm will be blacklisted, or both.
16. The successful bidder(s) will supply the item(s) /article(s) in the office of the CMA (LC) Lahore Cantt at their own cost.
17. The payment will be made after inspection of item(s) with accordance to approved samples.
18. The bid security of the unsuccessful bidder(s) will be released on written request.
19. The bid security of the successful bidder(s) will be held as security and will be released on successful completion of the supply and inspection of item(s).
20. For disposable/expirable items i.e. Cartridge/ribbon etc. work order will be issued from time to time and supplier will be bound to provide accordingly.
21. The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The competent authority shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for the rejection of all bids or proposals, but is not required to justify those grounds.
22. In accordance with the rule 16A (4) method of procurement shall be **“Closed framework agreement”**. Delivery of goods/items shall be made by the supplier within 07 working days after issuance of purchase order(s) as per requirement at quoted price

but not in excess to overall quantity mentioned in bidding documents, **after different interval(s) (on monthly / need basis)** upto 30-06-2027.

23. These "**Terms & Conditions of Tender**" are required to be submitted with tender documents duly signed by the bidder.



ACMA (AN)  
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(Lahore Command) Lahore Cantt.

| LIST OF COMPUTER AND OFFICE STATIONERY ITEMS REQUIRED DURING<br>FINANCIAL YEAR 2026-27. |                                          |                                                                                                                                                                                     |      |                                      |               |                 |
|-----------------------------------------------------------------------------------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------|---------------|-----------------|
| "Computer Stationery Items"                                                             |                                          |                                                                                                                                                                                     |      |                                      |               |                 |
| Sr.<br>No.                                                                              | Name of Items                            | Specification                                                                                                                                                                       | UOM  | Quantity<br>Required<br>F.Y. 2026-27 | Rate<br>(Rs.) | Amount<br>(Rs.) |
| 1                                                                                       | Fanfold Paper<br>Part-I<br>(Continuous)  | 9" X 11.5" (Min 62 Gm)<br>2000 Sheets Per Box ,<br>Low Dust, Legible Of<br>Both Side Printing,<br>Reduces Show Through<br>Improve Contrast Of<br>Printed Text (Sample<br>Available) | Box  | 250                                  |               |                 |
| 2                                                                                       | Fanfold Paper<br>Part-Ii<br>(Continuous) | 9" X 11.5" (Min 62 Gm)<br>2000 Sheets Per Box,<br>Low Dust, Legible Of<br>Both Side Printing,<br>Reduces Show Through<br>Improve Contrast Of<br>Printed Text (Sample<br>Available)  | Box  | 150                                  |               |                 |
| 3                                                                                       | Fanfold Paper<br>Part-I<br>(Continuous)  | 15" X 11" (Min 62 Gm)<br>2000 Sheets Per Box,<br>Low Dust, Legible Of<br>Both Side Printing,<br>Reduces Show Through<br>Improve Contrast Of<br>Printed Text (Sample<br>Available)   | Box  | 100                                  |               |                 |
| 4                                                                                       | Photo State Paper<br>A-3                 | (11.69" X 16.54") (A3)<br>70 GSM (500 Sheets),<br>Legible Of Both Side<br>Printing Without Show<br>Through IK /<br>EQUIVALENT (Sample<br>Available)                                 | Ream | 600                                  |               |                 |
| 5                                                                                       | Photostat Paper<br>F-4 (Legal)           | 8.3" X 13" (Legal)<br>(70gm) (500 Sheets)<br>Copy Mate Plus /<br>Equivalent (Sample<br>Available)                                                                                   | Ream | 600                                  |               |                 |
| 6                                                                                       | Photostat Paper<br>A-4                   | 8.3" X 11.7" (70gm) (500<br>Sheets) Copy Mate<br>Plus/EQUIVALENT<br>(Sample Available)                                                                                              | Ream | 600                                  |               |                 |
| 7                                                                                       | Duplicating<br>Paper F-4<br>(Legal)      | 8.3" X 13" (Legal)<br>(60gm) (500 Sheets)<br>(Sample Available)                                                                                                                     | Ream | 300                                  |               |                 |
| 8                                                                                       | Color Paper A4                           | 8.3" X 11.7" (A4) (80<br>Gm) (500 Sheets)<br>(Sample Available)                                                                                                                     | Pkt  | 10                                   |               |                 |
| 9                                                                                       | Rice Paper F-4<br>(Legal)                | 8.3" X 13" (Legal) (30<br>Gsm) (500 Sheets),<br>Semitransparent                                                                                                                     | Ream | 50                                   |               |                 |

|    |                                            |                                                                                                         |     |     |  |  |
|----|--------------------------------------------|---------------------------------------------------------------------------------------------------------|-----|-----|--|--|
|    |                                            | (Sample Available)                                                                                      |     |     |  |  |
| 10 | Printer Cartridge P-8210 (104) Bar Code    | Printronix / Equivalent                                                                                 | No. | 18  |  |  |
| 11 | Printer Cartridge P-8210 (104)             | Printronix / Equivalent                                                                                 | No. | 18  |  |  |
| 12 | Printer Ribbon P-7210                      | Printronix / Equivalent                                                                                 | No. | 36  |  |  |
| 13 | Printer Ribbon P-5005                      | Printronix / Equivalent                                                                                 | No. | 30  |  |  |
| 14 | Printer Ribbon Dot (Lq) 2190               | Printronix / Equivalent                                                                                 | No. | 150 |  |  |
| 15 | Cd-R                                       | (Recordable) (700 Mb Capacity) China / Equivalent (Sample Available)                                    | No. | 24  |  |  |
| 16 | Blue Ray Disk                              | (50 Gb) (Double Layer) (8x) (Hard Coated) (Archival Life 20 Years) China / Equivalent                   | No. | 20  |  |  |
| 17 | Laser Jet Toner Cartridge (14a)            | (14a) (Shelf Life 24 Months) (Black) (Page Yield 10,000 Pages) China/MMC/ Equivalent (Sample Available) | No  | 35  |  |  |
| 18 | Laser Jet Toner Cartridge (151a)           | (151a) (Shelf Life 24 Months) (Black) (Page Yield 2,500 Pages) China / Equivalent (Sample Available)    | No  | 20  |  |  |
| 19 | Laser Jet Toner Cartridge (12a)(1020 Plus) | (Shelf Life 24 Months) (Black) (Page Yield 1,500 Pages) China / Equivalent (Sample Available)           | No. | 12  |  |  |
| 20 | Laser Jet Toner Cartridge (26a) (M402d )   | (Shelf Life 24 Months) (Page Yield 2,500 Pages) (Black) China / Equivalent (Sample Available)           | No. | 50  |  |  |
| 21 | Laser Jet Toner Cartridge (35a)            | (Shelf Life 24 Months) (Page Yield 1,500 Pages) (Black) China / Equivalent (Sample Available)           | No. | 12  |  |  |
| 22 | Laser Jet Toner Cartridge (39a)            | (Shelf Life 24 Months) (Page Yield 6,000 Pages) (Black) China / Equivalent                              | No. | 4   |  |  |
| 23 | Laser Jet Toner Cartridge (49a)            | (Shelf Life 24 Months) (Page Yield 2,000 Pages) (Black) China / Equivalent (Sample Available)           | No. | 4   |  |  |
| 24 | Laser Jet Toner Cartridge (76a)            | (Shelf Life 24 Months) (2,500 Pages) (Black) China / Equivalent                                         | No. | 30  |  |  |
| 25 | Canon Toner                                | (Shelf Life 24 Months)                                                                                  | No. | 2   |  |  |

|    |                                                   |                                                                                                                        |     |     |  |  |
|----|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|
|    | Cartridge (325a)                                  | (Page Yield 2,500 Pages)<br>(Black) China /<br>Equivalent (Sample<br>Available)                                        |     |     |  |  |
| 26 | Riso S-5130 F<br>Type Master Roll                 | Riso Roll Fii / Equivalent<br>(Sample Available)                                                                       | No. | 6   |  |  |
| 27 | Riso Sf-5130 F<br>Type Ink                        | Riso Ink F-Ii / Equivalent<br>(Sample Available)                                                                       | No. | 12  |  |  |
| 28 | Power Cable                                       | (Three Pin Switch With<br>18awg Copper Wire) (3.6<br>Meter Wire) (125v To<br>240v At 10a) (Sample<br>Available)        | No. | 100 |  |  |
| 29 | Key Board<br>(USB) 3.8mm                          | Mechanical Keyboard<br>Full Size With Num Pad<br>(USB Wired) (Sample<br>Available)                                     | No. | 30  |  |  |
| 30 | Key Board &<br>Mouse (USB)<br>3.8mm<br>(Wireless) | (Combo) Full Size<br>Keyboard With Num Pad<br>And Optical Mouse 1000<br>To 1600 Dpi) (Wire Less)<br>(Sample Available) | No. | 10  |  |  |
| 31 | Mouse (USB)                                       | OPTICAL MOUSE 3<br>BUTTONS WITH<br>SCROLL (Weight 100+<br>Gm) (USB Wired)<br>(SAMPLE AVAILABLE)                        | No. | 30  |  |  |
| 32 | Flash Drive                                       | (512 Gb) (3.0) Hp /<br>Equivalent                                                                                      | No. | 10  |  |  |
| 33 | Network Cable                                     | (Cat-6) (Copper Coil) 3m<br>Original /Equivalent<br>(Sample Available)                                                 | No. | 1   |  |  |
| 34 | Networking<br>Switches                            | (24 Ports) (1 Gigabyte)<br>D.Link / Equivalent                                                                         | No. | 3   |  |  |
|    | <b>Total Computer Stationery Items</b>            |                                                                                                                        |     |     |  |  |

**"Office Stationery Items"**

| <b>Sr.<br/>No.</b> | <b>Name of Items</b>              | <b>Specification</b>           | <b>UOM</b> | <b>Quantity<br/>Required<br/>F.Y. 2026-27</b> | <b>Rate<br/>(Rs.)</b> | <b>Amount<br/>(Rs.)</b> |
|--------------------|-----------------------------------|--------------------------------|------------|-----------------------------------------------|-----------------------|-------------------------|
| 35                 | Ball Point<br>(Blue/Black/Red)    | Dollar Clipper /<br>Equivalent | No         | 5,000                                         |                       |                         |
| 36                 | Uni Ball Jell<br>(Black/Blue/Red) | Signo/Equivalent               | No         | 1,000                                         |                       |                         |
| 37                 | High Lighter                      | Dollar/Equivalent              | No         | 250                                           |                       |                         |
| 38                 | Marker                            | Dollar/Equivalent              | No         | 200                                           |                       |                         |
| 39                 | White Fluid                       | Dollar/Equivalent              | No         | 300                                           |                       |                         |
| 40                 | Lead Pencil                       | Gold Fish /Equivalent          | No         | 200                                           |                       |                         |
| 41                 | Sharpener                         | Dux/Equivalent                 | No         | 100                                           |                       |                         |
| 42                 | Rubber                            | Dux/Equivalent                 | No         | 150                                           |                       |                         |
| 43                 | Scale                             | Dollar/Equivalent              | No         | 300                                           |                       |                         |
| 44                 | Stamp Pad                         | Crystal/Equivalent             | No         | 200                                           |                       |                         |
| 45                 | Stamp Pad Ink                     | Dollar/Equivalent              | No         | 100                                           |                       |                         |
| 46                 | File Cover<br>(Printed As Per     | Printed As Per Sample          | No         | 3,000                                         |                       |                         |

|    |                                     |                                                                                                                                                                                     |     |        |  |  |
|----|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|--|--|
|    | Sample Provided)                    |                                                                                                                                                                                     |     |        |  |  |
| 47 | Draft Pad /Note Pad (A7 Size)       | Lucky /Equivalent (Sample Available)                                                                                                                                                | No  | 100    |  |  |
| 48 | Register Ruled 200 Pages            | As Per Sample                                                                                                                                                                       | No  | 300    |  |  |
| 49 | Register Ruled 400 Pages            | As Per Sample                                                                                                                                                                       | No  | 300    |  |  |
| 50 | Stapler Machine Large               | (Large) Fuji/Equivalent                                                                                                                                                             | No  | 100    |  |  |
| 51 | Stappler Machine Heavy Duty         | All Steel Long Arm Heavy Duty, Can Have Capacity To Stapple 200-240 Sheets. Front Loading With Storage Compartment, Adjustable Depth 50 To 60mm (23 Series Staples) Fuji/Equivalent | No  | 3      |  |  |
| 52 | Stapler Pin (Remover)               | Dollar/Equivalent                                                                                                                                                                   | No  | 100    |  |  |
| 53 | Stapler Pin (24/6 )                 | (24/6 ) Dollar/Equivalent                                                                                                                                                           | Pkt | 1,000  |  |  |
| 54 | Stapler Pin (23 Series Pins)        | (23/08, 23/20, 23/24) Rust Free Heavy Gauge Wire Dollar/Equivalent                                                                                                                  | Pkt | 50     |  |  |
| 55 | Gum Bottle (L)                      | (800ml) Nafees/Equivalent                                                                                                                                                           | No  | 100    |  |  |
| 56 | GUM STICK (UHU) (40 Gm )            | (UHU) (40 Gm) DOLLAR/EQUIVALENT                                                                                                                                                     | No  | 100    |  |  |
| 57 | CHIT PAD (Multicolour) Size (1'*3') | (Multicolour) SIZE (1'*3') THREE FLOWER / Equivalent                                                                                                                                | Pkt | 100    |  |  |
| 58 | CHIT PAD Diff. Colour Size(3'*4')   | THREE FLOWER / EQUIVALENT                                                                                                                                                           | Pkt | 100    |  |  |
| 59 | Envelopes Se-6                      | Se-6 (4.5" X 10.7") (Khaki )80 Gm (Sample Available)                                                                                                                                | No  | 75,000 |  |  |
| 60 | Envelopes Se-6 Window               | Se-6 Window ( 4.5" X 10.7") (Khaki ) 80 Gm (Sample Available)                                                                                                                       | No  | 3,000  |  |  |
| 61 | Envelopes Se-7                      | Se-7 (5.5" X 15") 80 Gm (Khaki) (Sample Available)                                                                                                                                  | No  | 10,000 |  |  |
| 62 | Envelopes Se-8                      | Se-8 (11.4" X 15") (Khaki) 80 Gm (Sample Available)                                                                                                                                 | No  | 15,000 |  |  |
| 63 | Envelopes Se-8 Clothing             | Se-8 Clothing (11.4" X 15") (Khaki) Clothing 100gm (Sample Available)                                                                                                               | No  | 8,000  |  |  |
| 64 | Paper Clip                          | (Different Colour) 30 Mm Dollar / Equivalent                                                                                                                                        | Pkt | 50     |  |  |
| 65 | Poker                               | Hole Tag Size Punch, Durable Hard Strong &                                                                                                                                          | No  | 150    |  |  |

|    |                                                           |                                                                                   |     |     |  |  |
|----|-----------------------------------------------------------|-----------------------------------------------------------------------------------|-----|-----|--|--|
|    |                                                           | Sturdy Punch (Sample Available)                                                   |     |     |  |  |
| 66 | Plastic Staip (Shuttle)                                   | As Per Sample                                                                     | No  | 300 |  |  |
| 67 | Paper Cutter (Org)                                        | Dollar / Equivalent                                                               | No  | 100 |  |  |
| 68 | Transparent/Scotch Tape                                   | (2- Inc) Deer/Equivalent                                                          | No  | 200 |  |  |
| 69 | Binding Tape                                              | (2 -Inc ) , (Dif. Color) Deer/Equivalent                                          | No  | 200 |  |  |
| 70 | Calculators                                               | (14 Digit), (112 Steps Check & Correct, 2 Power, Auto Replay) Citizen /Equivalent | No  | 150 |  |  |
| 71 | Cotton Cloth (Duster Cloth)                               | As Per Sample                                                                     | No  | 500 |  |  |
| 72 | Common Pins                                               | Stainless Steel, (1 Inch) (Silver/Matalic Colour) (Sample Available)              | Pkt | 100 |  |  |
|    | <b>Total Office Stationery Items</b>                      |                                                                                   |     |     |  |  |
|    | <b>Grand Total Computer &amp; Office Stationery Items</b> |                                                                                   |     |     |  |  |



**ACMA (AN)**  
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## **Documents Required Alongwith Tender**

Please tick the relevant column.

| <b>Sr. No.</b> | <b>Name of Documents</b>                                                                            | <b>Yes</b> | <b>No</b> |
|----------------|-----------------------------------------------------------------------------------------------------|------------|-----------|
| 1              | Affidavit in original.                                                                              |            |           |
| 2              | Attested copy of CNIC of firm/bidder/contractor.                                                    |            |           |
| 3              | Name of firm, Complete Mailing address, e-mail (if any), with Telephone No. and Fax No.             |            |           |
| 4              | Attested copy of NTN and GST Registration.                                                          |            |           |
| 5              | CDR @ 5% of Bid value.                                                                              |            |           |
| 6              | Bank details of firm/bidder/contractor i.e. Account Title, Account No., IBAN, Address, Branch Code. |            |           |

Name of bidder: \_\_\_\_\_

Signature of bidder: \_\_\_\_\_



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