

RESTRICTED**INVITATION TO TENDER AND GENERAL INSTRUCTION TO TENDER**

Corps Stationery Cell C/O
Headquarters Logistics 5 Corps
Karachi Cantt
Telephone :
Case no. CSC / 4 /A
September 2026

To:

(All Concerned)

Subject: **Purchase of Stationery for FY-2026/2027**

Dear Sir,

1. We invite you to participate in the tender for the supply of store as per details in the attached schedule of tender.
2. **Examination of Specification / Samples.** Approved sample may be seen / examined by you or a competent person on your behalf (who should bring this invitation with him) before **1000 hours 27 Oct 2026**. The rates for tenders are requested to be submitted (by hand) in the office of the undersigned by **1000 hours 27 Oct 2026**.
3. **Delivery of Tender.** The offer is to be enclosed in double envelope. The inner cover should be sealed and the outer cover should bear only address of the office (Corps Stationery Cell C/O Headquarter Logistic 5 Corps) without any indication of a tender within.
4. **Date and Time of Receipt of Tender.** Your tender may be delivered to this office by hand on the date and time specified in the schedule of tender form (D.P/2&3). This office will not be responsible for any delay occurring in the post. Tender received after given time will not be accepted.
5. **Form D.P.3** Form D.P.3 will be returned with the offer duly signed.
6. **Prices.**
 - a. The price quoted must be as per accounting units in PKR (Pak Rupees) as shown in the schedule of tender inclusive of income / sales taxes, excise duty surcharges, packing and delivery charges etc as applicable.
 - b. The price must be stated for each item separately in figures and words in Pakistan currency i.e Rupee. Additional information, if any, must relate to entries on the schedule of tender. Maximum two samples for one item shall be presented showing in the quoted price. The sample of successful bidder shall be retained for verification at the time of delivery.
7. **Tender Fee.** Tender fee **Rs. 7000/- (non-refundable)** will be submitted at the time of collection of tenders.

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8. **Sale Tax.** Following documents must be attached with the quotations: -

- a. A copy of Registration Certificate issued by Sales Tax Department duly authenticated.
- b. For all taxable goods, the bidder will have to mention sales tax in their offer which will clearly be mentioned in the contract. If any item is quoted as non taxable by the supplier, then the bidder should attach necessary proof / document with the quotation to confirm whether items in quotation in taxable / non taxable.
- c. Quotation is liable to rejection if above mentioned documents are not attached with the quotation.
- d. **For Release of Payment.** The supplier would be required to furnish following documents to CMA (KC) Karachi: -
 - (1) Proof of registration with Sale Tax Department (Copy of registration certificate).
 - (2) Sale tax involved showing description / quantity, value of the goods and correct amount of sale tax liable thereon.
 - (3) Photo copy of sales tax return cum payment Challan duly verified / attested.

9. **Delivery Terms.** The delivery of the stores is required as stated in the schedule of tender.

10. **Packing.** As mentioned against each item at **Annex "A"**

11. **Sample.** Each tender to be submitted with sample (duly affixed with Firms stamp) otherwise quotation will be rejected.

12. Firms are to quote their General Index Number (G.I.R No) in the quotation.

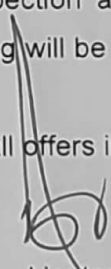
13. **Disqualification.** Offers are liable to be rejected if: -

- a. Tax details are not indicated separately.
- b. There is any deviation from the general / special instruction.
- c. Offers are found incomplete in any respect.
- d. Form D.P.3 duly signed is not received with offer.
- e. Tenders without samples.

14. **Inspection.** Store shall be accepted after inspection by the inspection authority 1% store will be utilized / expended in testing. Stores so expended in the testing will be provided by the supplier.

15. **Right Reserved.** We reserve the right to accept or reject any or all offers including the lowest, under the provision of PPRA-2002




Lieutenant Colonel
Officer Commanding
(Danish Reza Jaffery)

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SCHEDULE OF TENDER WARNING

PLEASE NOTE THAT SAMPLES SHOULD BE ACCORDING TO THE GRAMMAGE / SPECIFICATIONS GIVEN IN THE TENDER INQUIRY OTHER WISE PUNATIVE ACTION MAY BE TAKEN AGAINST YOUR FIRM, WHICH CAN BE STOPPAGES OF TENDERS FOR ONE YEAR.

1. IT No and Date CSC/4/A Dated _____ 2026
2. Time and date dispatching of tender will be brought by hand on 27 Oct 2026
3. Time and date of opening of tender 1030 hours on 27 Oct 2026
4. Date by which stores are required within two weeks of placing the order.
5. The stores as per Annex "A" (Tender inquiry) are required.
6. The offer shall remain valid for **30 June 2027** with effect from 27 Oct 2026.
7. Quotation will be submitted on FOR BASIS and quote price inclusive of taxes/duties. Taxes and duties etc will be shown separately where ever applicable.
8. Inspection will be carried out at consignee's store and 100% payment will be allowed after receipt of all stores.
9. **Packing / marking / preservation**. As mentioned against each item at Annex 'A' and 'B'.
10. **Warranty / Guarantee**. The stores will be accepted on Firms warranty for a period of one year shelf life. In case the stores as found defective during the warranty of one year, it will be replaced by firm free of cost.
11. **Risk Purchasing**. In case a vendor is unable to supply stores within 45 x days of issuance pay order, Risk purchasing will be carried out at current rate from local market. Difference of quoted and current market rate will be borne by the vendor. In case of failure to comply with the obligations, firm will be blacklisted at PPRA.
12. Following may please be provided along with the offer: -
 - a. Registration / renewal of registration letter
 - b. FBR Registration certificate
 - c. NTN/ Active Tax Payer Certificate
 - d. Last Three Years Income Tax Return
 - e. Working Experience with any Govt department Minimum amount of 12.5614 Mn
 - f. Bid Security 5% of Estimated Cost @ Rs. 628070/-
 - g. Tender Cost Slip will be attached with Bidding Documents.
 - h. Affidavit/ declaration that the firm is not blacklisted/ debarred by the competent authority, subject to the applicable PPRA rules.



RESTRICTEDIN LIEU OF FORM – DP-03

Name of Firm _____
 Contractors Telegraphic: _____
 Address _____
 Code Used _____
 Date _____
 Telephone Number _____

To: Corps Stationery Cell Care of
 Headquarter Logistic 5 Corps

Dear Sir,

1. I we hereby offer to supply to Corps Stationery Cell care of Headquarters Logistics 5 Corps the stores detailed is schedule to the tender inquiry of such portion there in as you may specify in the acceptance to the tender at the price offered against the said schedule and further agree that the offer will remain valid up to **30 Jun 2027** which shall not be withdrawn or altered in terms of rates quoted and the conditions already stated there in or before this date. I / we shall be bound to adhere to the described delivery period.

2. I / We have understood the instruction of tenders and general conditions of the Government contract and have thoroughly examined the specifications, drawings and /or patterns quoted in the schedule here to and am/are fully aware of the nature of the stores required and my / our offer to supply stores is strictly accordance with the requirements.

3. The following pages have been added to end form part of this tender: -

a. _____

b. _____

c. _____



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To Corps Stationery Cell Care of
Headquarters Logistics 5 Corps
Letters No CSC/4/A dated _____ 2026

Tender inquiry No: CSC/4/A dated _____ 2026
Supply is required by Corps Stationery Cell Care of
Headquarters Logistics 5 Corps Karachi

Ser	Descriptions Of Stationery Items (Modal marks & Types)	A/U	Qty	Country of Origin	Cost without Tax	Cost with Tax
1.	Do Paper A-4 Size (70 Gms 500 Sheet in a Ream) BLC	Ream	6300			
2.	Do Paper A-4 Size (80 Gms 500 Sheet in a Ream) BLC	Ream	1000			
3.	Pencil Lead Goldfish-5000 Doller Or Equivalent	Pkt	2500			
4.	Ball Point (Blue) Mercury Or Equivalent	Pkt	2500			
5.	Ball Point (Red) Dollar/Signature	Pkt	300			
6.	Gel Pen (Blue) Uni Ball Signo 0.7 Or Equivalent	Pkt	600			
7.	Eraser Pelican Or Equivalent	Pkt	50			
8.	Envelopes SE-5 Khaki 65 Gms (500 in a Bdl)	Bdl	15			
9.	Envelopes SE-8 Khaki 65 Gms (1000 in a Bdl)	Bdl	15			
10.	Envelopes SE-8A Khaki 65 Gms (1000 in a Bdl)	Bdl	10			
11.	Note Pad/ Drafting Pad 63 gms with Perfection	Nos	600			
12.	Paper Clip 30 mm (100 in Pkt) Three Flower Or Equivalent	Pkt	600			
13.	Stapler Pin Doller Or Equivalent	Pkt	1000			
14.	Highlighter Dollar Or Equivalent (Yellow, Green, Orange)	Nos	1000			
15.	Gum Stick I select Or Equivalent	Nos	1200			
16.	Correction Fluid Pencil Sensa Or Equivalent	Nos	800			
17.	Toner Laser Jet HP-400 (80A)	Nos	50			
18.	Toner Laser Jet HP-1102 (85A)	Nos	50			
19.	Stapler Machine Polo Or Equivalent	Nos	700			
20.	Toner Laser Jet HP 12 A	Nos	30			
21.	Toner Laser Jet HP 05 A	Nos	30			
22.	Toner Laser Jet HP 26 A	Nos	40			



Ser	Descriptions Of Stationery Items (Modal marks & Types)	A/U	Qty	Country of Origin	Cost without Tax	Cost with Tax
23.	Toner Laser Jet HP 53 A	Nos	20			
24.	Knife Cutter	Nos	600			
25.	Scotch Tap 1 Inch	Nos	1500			
26.	Sharpener	Nos	2000			
27.	Sharpener Machine Three Flower Or Equivalent	Nos	700			
28.	Punch Machine Three Flower Or Equivalent	Nos	500			
29.	Binder Clip 19 mm Diamond Or Equivalent	Pkt	2500			
30.	Sticking Pad 3x3 Inch Polo Or Equivalent	Pkt	1200			
31.	Stamp Pad Crystal Or Equivalent	Nos	500			



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