

RESTRICTED

Annexure 'A'

TENDER NOTICE

HQ 4 Corps Stationary Cell Lahore intends to purchase Stationary items. Tender / bids are invited in sealed envelope so as to reach HQ 4 Corps, Munir Road, Lahore Cantt by 10:00 AM on 21 Oct 2026.

Terms and Conditions of the Tender

1. Quotations

- a. Quotations will be provided on firm's letter head and each page of quotation must bear firm's stamp and signatures.
- b. Firms will be bound to provide items/ stores within one month of award of contract.
- c. Quotation received after due date will not be considered.

2. Tender Opening

- a. The tender will be opened on 21 Oct 2026 at 10:00 AM.
- b. Firm reps will bring along samples of all items to be supplied.
- c. Focal Persons:-
 - (1) Officer Incharge Stationary Cell - 0333-4751006.
 - (2) Stationary NCO - 0334-6357093.

3. Rates

- a. Quoted rates must be inclusive of the all Govt taxes i.e. GST, Income Tax and Other Charges.
- b. Quantities are subj to change at the time of issue of purchase order at buyer's discretion. Supplier may quote separate rates for Economics Order Quantities (EOQ) and those for lesser quantities against each items.

4. Restrictions

- a. CUTTING OR OVERWRITING in the quotation will make it liable to rejection.
- b. The purchaser retains the authority to REJECT any or all the quotations at any time on valid grounds.
- c. The store(s) item(s) provided should be exactly in accordance with the specifications/ sample.

5. Important Note

- a. The contractor will have to provide the necessary documents i.e. sale tax invoice, firm bills, sales tax deposit slip at the time of delivery of items, where deemed necessary.

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- b. List of items to be provided can be collected from Stationary NCO, Cell no - 0334-6357093 from 19 Oct 2026. Tender fee of Rs. 2,500/- (Non-refundable) will be deposited by each bidder before collection of the list of items.
- c. All the print media/ PPRA charges will be borne by the contract winner.
- d. The acceptance of the said items will be subject to inspection.
- e. Contractor must be active tax payer.
- f. Sample of EACH Category must be provided by contractor on the day of tender opening.

6. Warning

- a. Do carefully study the specifications in list of store(s)/ items(s) before quoting, for wrong quotations HQ 4 Corps Lahore will not be responsible.
- b. Any omission due to misprinting/ typing error will make quotations liable to rejection.
- c. Do read all clauses carefully before preparing the quotations.
- d. Any discrepancy of clauses (s) in quotation will make the quotation liable to rejection.
- e. Provide quotation on Firm pad duly stamped and signed.
- f. Sample of each item included in quotation MUST be brought on Tender Opening Day.




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