



MILITARY LANDS & CANTONMENTS DEPT
RAWALPINDI CANTONMENT BOARD

The Mall, Rawalpindi Cantt

Tel: 051-9274401-04

Fax No: 051-9274407

No. RCB/Eng/97

Dated

68th October, 2026

To

Director, (MIS),
Public Procurement Regulatory Authority,
1st Floor FBC Building, Near State Bank,
Sector G-5/2, Islamabad.

Subject: - **PUBLICATION OF NOTICE INVITING E-BIDS FOR PROCUREMENT OF
STATIONERY AND OFFICE CONSUMABLES AS SINGLE STAGE-ONE
ENVELOPE PROCEDURE THROUGH E-PADS V2.0**

Please upload the attached notice inviting E-Bidding on PPRA web site for procurement of stationery and office consumables as single stage-one envelope procedure through e-pads v2.0.

i. Date of Publication (on or before)

10-10-2026

Encl:- (As Above)


Cantonment Executive Officer
Rawalpindi Cantt



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NOTICE INVITING E-BIDS FOR PROCUREMENT OF STATIONERY AND OFFICE
CONSUMABLES

SINGLE STAGE-ONE ENVELOPE PROCEDURE THROUGH E-PADS V2.0

Rawalpindi Cantonment Board (RCB), being the Procuring Agency, invites electronic bids from reputable, experienced and financially sound firms/suppliers for the supply and delivery of stationery and office consumables for official use. Participating firms/suppliers shall be registered with the Federal Board of Revenue (FBR), possess valid NTN and Sales Tax registration, where applicable, appear on the relevant Active Taxpayers Lists and meet the eligibility and qualification requirements specified in the bidding documents.

Sr. No.	Description of Procurement	Estimated Cost Inclusive of All Taxes	Fixed Bid Security	E-PADS Code
1	Supply and delivery of stationery and office consumables comprising 58 items, as detailed in the Schedule of Requirements	Rs. 2,962,000/-	Rs. 59,240/-	P150090

TERMS AND CONDITIONS

i. Availability of Bidding Documents

The complete bidding documents, including the item-wise quantities, specifications, eligibility requirements, evaluation criteria, price schedule and contract conditions, shall be available on the PPRA and E-PADS V2.0 portals. Only firms/suppliers registered as vendors on E-PADS V2.0 may submit electronic bids through <https://vendors.epads.gov.pk/>.

ii. Procurement Procedure

The procurement shall be conducted through Open Competitive Bidding under the **Single Stage-One Envelope Procedure**, in accordance with Rule 36(a) of the Public Procurement Rules, 2004. Each bidder shall submit one electronic bid containing the required eligibility documents, technical particulars and financial offer in the manner prescribed in the bidding documents.

iii. Submission and Opening of Bids

Electronic bids, prepared in accordance with the bidding documents, shall be submitted through E-PADS V2.0 on or before **26-10-2026 at 11:00 AM, Pakistan Standard Time**. Bids shall be opened through E-PADS V2.0 on the same day at

11:30 AM at the RCB office, The Mall, Rawalpindi Cantt, in the presence of bidders or their authorized representatives who choose to attend. Late bids shall not be accepted.

iv. Bid Security

Each bidder shall furnish a fixed bid security of **Rs. 59,240/-**, being 2% of the stated estimated procurement value, in the form of a Call Deposit Receipt (CDR) issued by a scheduled bank in favour of the **Cantonment Executive Officer, Rawalpindi Cantonment Board**.

A scanned copy shall be uploaded with the electronic bid, and the original CDR shall be delivered to the RCB office before the scheduled bid opening. Bids without the prescribed bid security shall be treated as non-responsive.

v. Specifications and Quality

All items shall be new, unused, genuine and of the quality and specifications prescribed in the bidding documents. Expired, damaged, defective or counterfeit items shall not be accepted. Where a brand is referenced, the bidding documents shall specify "or equivalent" and clearly define the required characteristics and equivalence criteria.

vi. Quoted Prices and Taxes

Bidders shall quote item-wise rates and the total bid price in Pakistani rupees using the prescribed price schedule. Prices shall include all applicable taxes, packing, loading, transportation, unloading and delivery at the designated RCB premises. Statutory deductions shall be made from payments in accordance with prevailing laws.

vii. Evaluation and Award

Bids shall be evaluated strictly against the eligibility requirements, specifications and evaluation criteria disclosed in the bidding documents. The documents shall clearly state whether award will be made on an item-wise, lot-wise or complete-package basis. Award shall be made to the successful responsive bidder determined under the stated evaluation method, subject to approval by the competent authority.

viii. Delivery and Replacement

The successful supplier shall deliver the items at the designated RCB premises within the period specified in the bidding documents and Supply Order. Items found deficient in quantity or non-compliant with the approved specifications shall be replaced at the supplier's expense within the stipulated period.

ix. Agreement and Payment

The successful bidder shall execute a formal agreement with RCB, where required. The tender notice, bidding documents, issued amendments, accepted bid and Supply Order shall form part of the contractual obligations. Payment shall be made in accordance with the contract after satisfactory delivery, inspection and acceptance of the supplied items.

x. Blacklisting and Misrepresentation

Bidders subject to an operative blacklisting, debarment or other legal disqualification applicable to this procurement shall not be eligible to participate. Submission of false information or involvement in corrupt or fraudulent practices shall result in action in accordance with the applicable procurement rules.

xi. Grievance Redressal

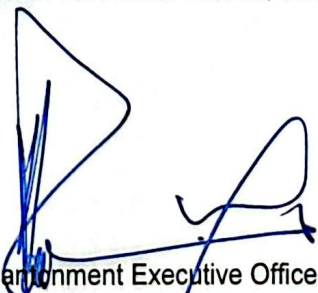
A Grievance Redressal Committee has been constituted under Rule 48 of the Public Procurement Rules, 2004. Its notification and contact details shall be available with the bidding documents and on the relevant portals.

xii. Clarifications

Requests for clarification shall be submitted through E-PADS V2.0 within the period specified in the bidding documents. Information regarding the item schedule and delivery requirements may also be obtained from the **Branch, Rawalpindi Cantonment Board**, during office hours. Material clarifications and amendments shall be communicated to all prospective bidders through E-PADS V2.0.

xiii. Rejection of Bids

Rawalpindi Cantonment Board reserves the right to reject all bids at any time prior to acceptance, in accordance with Rule 33 of the Public Procurement Rules, 2004.



Cantonment Executive Officer
Rawalpindi Cantt