RESTRICTED

HQ 4 Corps Sty Cell
Lahore Cantonment
Tel Mil 8221-32332
318 / 3 / 2 / Sty
12 Nov 2026

To: Public Procurement Regulatory Authority
1st Floor FBC Building near State Bank
Sector G-5/2 Islamabad-Pakistan

HEADQUARTERS 4 CORPS

Subj: **Purchase of the Stationary / Computer / ASF items**

1. HQ 4 Corps Stationary Cell Lahore intends to purchase stationary items. Tender notice as per Annexure '**A**' needs to be published on PPRA website so as to be displayed on **16 Nov 2026**.

Lt Col
OIC Sty Cell
(Asma Latif)

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 **09 Dec 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 **09 Dec 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** - 0346-2672576.
      (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 OVERWRITTING** 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.

b. List of items to be provided can be collected from Stationary NCO, Cell no - 0334-6357093 from **08 Dec 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.

Lt Col
OIC Sty Cell
(Asma Latif)

Anx 'A'

ٹینڈر مطلوب ہیں

سٹیشنری سیل لاہور گیریژن کے لیے سر بمہر ٹینڈر درکار ہیں۔ٹینڈر کی تفصیل دفتر ہذا سے مبلغ 2500روپے کے عوض مورخہ 8 دسمبر 2026 تک حاصل کر سکتے ہیں، جو ناقابل واپسی ہوں گے۔

پیشکش زیر دستخطی کے پاس مورخہ 9 دسمبر 2026 کو دن 10:00 بجے ٹینڈر دہندگان کی موجودگی میں کھولا جائے گا۔ مجاز اتھارٹی کو بلا اظہاروجوہ کسی ایک ٹینڈرکو قبول یا مسترد کرنے کا حق حاصل ہو گا۔علاوہ ازیں تمام سپلائیرز/ بڈرز کو پابند کیا جائے گا کہ تمام سٹیشنری آئٹمز کی قیمتوں کے تعین کے ضمن میں متعین کردہ ریٹس تمام سال یعنی مالی سال 2026/27 کے لیے یکساں ہوں گے، مزید برآں اخبارات اور پبلک پروکیورمنٹ اتھارٹی پاے اشاعت کے تمام اخراجات ٹینڈر حاصل کرنیوالے کنٹریکٹر کے ذمہ ہوں گے۔

انچارج سٹیشنری سیل لاہور گیریژن ہیڈ کوارٹر 4کور معیر روڈ لاہور کینٹ

انچارج سٹیشنری فون نمبر:03462672576

سٹیشنری ایٹن سی او فون نمبر:03346357093