

OFFICE OF THE
CONTROLLER MILITARY ACCOUNTS (MULTAN COMMAND)
MULTAN CANTT

BIDDING DOCUMENTS FOR THE PROCUREMENT OF
GENERAL STATIONERY & COMPUTER STATIONERY
DURING THE FINANCIAL YEAR 2026-2027

FY-2026-27

(TECHNICAL/FINANCIAL PROPOSAL)

NAME OF BIDDER: _____

LETTER OF INVITATION FOR BIDS:

Sealed bids are invited under the Public Procurement Rules (PPRA) - 2004 by the **Office of the Controller Military Accounts (Multan Command) Multan Cantt** from **“Eligible Bidders”** dealing in Sales and after-sale services (as applicable) for **“THE PROCUREMENT OF GENERAL STATIONERY & COMPUTER STATIONERY”** as per details contained here-under:

REQUIRED BIDDING INFORMATION	TO BE FILLED BY THE PROCURING AGENCY
DESIGNATION OF PROCUREMENT OFFICER	ACCOUNTS OFFICER (AN)
POSTAL ADDRESS OF THE PROCURING AGENCY	Office Of the Controller Military Accounts (Multan Command) Multan Cantt
PHONE NUMBER & FAX NUMBER	061-9201074 & 061-9201073
E-MAIL ADDRESS & WEBSITE (IF AVAILABLE)	cmamc@pmad.gov.pk
METHOD OF PROCUREMENT	PPRA Rules 2004, 36(b) single Stage Two envelope. Each Envelope containing separately financial and technical proposal.
ISSUANCE OF BIDDING DOCUMENTS	May also be obtained from office of the procurement officer during office hours up to one working day prior to the opening of bids (date).
DEADLINE FOR SUBMISSION OF BIDS	Date <u>14-07-2026</u> & Time <u>11:00AM</u> through courier or may be dropped in the Tender Box at the office.
OPENING OF TECHNICAL BIDS	Date <u>14-07-2026</u> & Time <u>12:00PM</u> at the location of the Procuring Agency.
OPENING OF FINANCIAL BIDS	Date <u>14-07-2026</u> & Time <u>02:00PM</u> at the location of the Procuring Agency.
BIDDING DOCUMENT FEE (IF REQUIRED BY THE PROCURING AGENCY)	AMOUNT: PKR. <u>2000/-</u>
BID SECURITY	Bid Security in the form of Bank Guarantee or Call Deposit from a scheduled bank for <u>Rs. 200,000/-</u> favoring the Procurement Officer/procuring agency i.e Controller Military Accounts (Multan Command) Multan Cantt.

ELIGIBILITY CRITERIA FOR BIDDERS (CHECK LIST):

S. No.	Bidders Eligibility Factor	Mandatory Requirement	Document Required	
1	Registration with Income Tax	NTN Certificate	Copy of NTN certificate and latest active tax payer certificate duly verified / attested. Last Three Year Income Tax Return also attached.	
2	Registration with Sales-Tax	GST Certificate	Copy of GST registration Certificate duly verified/attested.	
3	Professional Tax	Professional Tax Certificate	Copy of Professional Tax Certificate (Govt. of Punjab) duly verified/attested	
4	Relevant Experience	Successfully completed similar assignments.	Copy/ies of Supply Order/s with relevant completion certificate/s or Inspection Report/s	
5	Delivery time compliance	Must agree to serve the Contract within <u>30 days</u> (Mention Days / Months)	Completion time must be clearly specified in the Technical Bid	
6	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding documents & contract agreement.	Signature & company seal on every page of the bidding document.	
7	Non-Blacklisting	Must not be presently black-listed by any Government Organization.	Declaration of Non-blacklisting on Judicial Stamp paper by the Bidder.	
8	Details about Annual Turnover	Details about Annual Turnover last three years	Annual Turnover last Three years provide with Technical proposal.	
9	Employee Staff Data	With duly Attested/verified CNIC.	Copies attached	

Note: All of above mentioned points are mandatory for all firms to qualify through Technical evaluation. In Case of failure of fulfilling any above mentioned obligation, the firm will be technically rejected and financial bids will be returned un-opened.