

OFFICE OF THE
CONTROLLER MILITARY ACCOUNTS (PESHAWAR COMMAND)
Khyber Road, Peshawar Cantt.

TENDER/BIDDING DOCUMENT



Standard Bidding Document (SBD)

For

Rate running Contract (RRC) for Procurement of Stationery and Printing Items for the
Office of Controller Military Accounts (Peshawar Command)

(Single Stage Two Envelope)

Bid Submission Date: 16 July 2026 at 1100 hours

Bid Opening Date: 16 July 2026 at 1130 hours

TENDER/BIDDING DOCUMENT FOR PURCHASE/SUPPLY OF STATIONARY & PRINTING ITEMS

(For Procurement of Stationary etc.)

INVITATION TO BID

Tender for Bid: The CMA (PC) Peshawar, (hereinafter referred to as the "Purchaser") advertises the Tender and invites bids (hereinafter referred to as "the Tender") from interested registered person, firm, supplier/distributor/dealer, company or an organization in particular patent manufacturer on national competitive basis for Procurement of Stationary items etc' (Hereinafter referred to as the "Goods") at CMA (PC) Peshawar.

Applicability of Public Procurement Rules:

Public Procurement Rules 2020, which may be downloaded from website of Public Procurement Regulatory Authority, will be strictly followed <http://www.ppra.org.pk/> In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule made under Public Procurement Regulatory Authority Ordinance 2002 with reference to Public Procurement Rules 2020.

1) **METHODS OF ADVERTISEMENT (S):**

In compliance to Rule 12 (2) of Public Procurement Rules 2020, this Tender is being advertised at Authority's website <http://www.ppra.org.pk> as well as in the print media nationwide. The Bidding Document wherein comprehensive details have been mentioned may be obtained from office of G-Cash Section (Local) CMA (PC) Peshawar.

2) **METHOD OF PROCUREMENT:** Single stage – two envelope procedure will be followed;

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
- (iii) Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened in the opening.
- (iv) The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in this document, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) During the technical evaluation no amendments in the technical proposal will be permitted;
- (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned un-opened to the respective bidders;

3) INSTRUCTIONS TO BIDDER(S):

- a) The bids complete in all respect as prescribed and required under this Tender Document, must be submitted to "G" Cash Section CMA (PC) Peshawar not later than 11:00A.M on last date of submission of bids i.e. 16-07-2026
- b) Bids submitted late shall not be considered/entertained.
- c) Bid Security (Earnest Money) @ 2% of Total Bid Value in favor of "CMA (PC) Peshawar" must be attached with Financial Bid.
- d) In case the last date of bid submission falls in/within the official holidays/weekends of the purchaser, the last date for submission of the bids shall be the next working day.
- e) Alternative bids shall not be considered.
- f) Bidder(s) must read the provisions/instructions of this Tender Document contained in Clause regarding "Determination of Responsiveness of Bid" and "Rejection/Acceptance of the Tender" for making bids substantially responsive to the requirements of Bidding Document.
- g) It is sole responsibility of the Bidder(s) that he has read and understood all provisions, instructions, terms & conditions contained in this Tender Document before submitting the Bid.
- h) Instructions, Terms & Conditions and Specifications are devised for strict compliance and enforcement.
- i) No escalation of cost will be permitted.
- j) The successful Bidder(s) will be responsible for all the deliveries and deliverables to the purchaser within time specified in supply order/agreement.
- k) Bidder(s) are required to state clearly, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the Bidder(s)'s authorized representative through whom all communications shall be directed until the process is completed or terminated.
- l) The Purchaser will not bear any cost or expense incurred by Bidder(s) in connection with preparation or submission of bids.
- m) Failure to supply required items within the specified time period will invoke penalty as specified in this document.

4) REJECTION/ACCEPTANCE OF THE BID:

The Purchaser may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request communicate to any Bidder(s), the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of invoking discretion provided under sub-rule (1) of Rule-33 of Public Procurement Rules, 2020 towards the Bidder(s). However, prospective Bidder(s) will be informed in due course about the rejection of the bids if any (As per Rule 33 of Public Procurement Rules, 2020).

The Tender shall be rejected if it is:

- i. Substantially non-responsive in manner prescribed in the Tender Document; or
- ii. Submitted in other than prescribed forms & documents and specified manner; or
- iii. Incomplete, partial, conditional, alternative, late; or
- iv. Bid not submitted and relevant bid security is not submitted;
- v. subjected to interlineations/cuttings/corrections/erasures/overwriting; or
- vi. The Bidder(s) refuses to accept the corrected Total Tender Price; or
- vii. The Bidder(s) has conflict of interest with the Purchaser; or
- viii. The Bidder(s) tries to influence the Tender evaluation/Contract award; or\
- ix. The Bidder(s) engages in corrupt or fraudulent practices in competing for award of the Contract;
- x. The Bidder(s) fails to meet all the requirements of Tender Eligibility/Qualification Criteria;
- xi. The Bidder(s) fails to meet the evaluation criteria requirements;
- xii. The Bidder(s) has been blacklisted by any public or private sector organization;
- xiii. The Bidder(s) has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;
- xiv. The Bidder(s) has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document, Government rules and regulations.

There is any discrepancy between Bidding Documents and Bidder(s)'s proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.

- xvi. The Bidder(s) submits financial conditions as part of its bid which is not in conformity with Tender Document.

5) TENDER ELIGIBILITY/QUALIFICATION CRITERIA:

Eligible Bidder(s) is one who:

- Is either a patent manufacturer or an authorized dealer or supplier or has a registered/incorporated company/firm in Pakistan with relevant business.
- Must be registered with Federal and/or Provincial Tax Authorities of Pakistan (companies which are validly registered with Sales Tax and Income Tax Departments;
- Has valid Registration of General Sales Tax (GST) & National Tax Number (NTN); Active Tax Filer (Sales Tax & Income Tax).
- Has submitted bid for provision of stationery/printing items as per forms of bid and appropriate bid security thereof;
- Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

6) TECHNICAL EVALUATION CRITERIA:

The technically eligible Bidder(s) who comply with the Eligibility/Qualification and Evaluation Criteria mentioned here in these documents, will be eligible for further evaluation and processing after acceptance in Technical Evaluation and their sealed/unopened Financial Proposal shall be opened publically in the Conference Room as per date and time mentioned. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidder(s) without adequate capabilities for supply and maintenance/warranty services will be rejected. The Technical proposals shall be evaluated in the light of following evaluation criteria:

Eligibility	Description
Legal (Mandatory)	Valid Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan.
	Valid Income Tax Registration and General Sales Tax Active Return Filer and Last 02-years Tax Returns.
	Submissions of required undertakings on legal valid and attested Stamp Paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan.
Experience	Similar Nature of work, supplied made during last 3 years (copies of at least One relevant work order be attached with technical proposal)
Technical	Compliance to Technical Specifications as mentioned in bidding documents, the bidders are required to submit details specifications as per bidding documents/requirements. The bidders may also attach pictorial display of bid items in their technical proposals.
Warranty	At least one-year warranty is to be promised by the suppliers as per standards terms and conditions. (commence from date of supply/ installation)

Note:

- Verifiable documentary proofs for above pre-conditions are mandatory and evaluation shall be made on the basis of these verifiable proofs.

7). TENDER APPLICATION FORM:

1. Registered Name of the Firm (Block Letters)																	
2. Name of CEO (Block Letters)																	
3.CNIC																	
4.Contact Information :																	
i. Head Office:																	
ii. Franchise/Outlet:																	
iii. Postal Address:																	
iv. Office No:						Cell No:						Email:					

8). TENDER SPECIFICATION/ITEMS:

S#	Item	Specification	U/M	Estimated Qty Req 2026-27	Price	
					Per Unit	Total
1	BALL POINT (Blue/Black/Red)	DOLLAR Clipper/ Equivalent	No	8000		
2	UNI BALL Jell (Black/Blue/Red)	DOLLAR/EQUALENT	No	4000		
4	HIGH LIGHTER	DUX/ Equivalent	No	500		
5	MARKER	DOLLAR/EQUALENT	No	500		
6	WHITE FLUID	DOLLAR/EQUALENT	No	500		
7	LEAD PENCIL	DOLLAR/EQUALENT	No	500		
8	SHARPENER	DOLLAR/EQUALENT	No	500		
9	RUBBER	DOLLAR/EQUALENT	No	500		
10	SCALE	DOLLAR/EQUALENT	No	200		
11	STAMP PAD	DOLLAR/EQUALENT	No	200		
12	STAMP PAD INK	DOLLAR/EQUALENT	No	150		
14	FILE COVER	Best Quality	No	6000		
15	FILE TRAY	Best Quality	No	100		
16	DAK FOLDER	COSMO/Equivalent	No	05		
21	TAG (Large)	Best Quality	Bdle	1000		
22	TAG(Small)	Best Quality	Bdle	1000		
23	REGISTER RULED Q-6	Al-Imran/ Equivalent	No	500		

24	REGISTER RULED Q-12	Al-Imran/ Equivalent	No	500		
25	REGISTER RULED Q-12 (Executive)	Al-Imran/ Equivalent	No	250		
26	REGISTER RULED Q-16	Al-Imran/ Equivalent	No	250		
27	REGISTER RULED Q-24	Al-Imran/ Equivalent	No	250		
28	REGISTER RULED Q-24 (Executive)	Al-Imran/ Equivalent	No	250		
29	REGISTER RULED Q-32	Al-Imran/ Equivalent	No	250		
30	ATTENDANCE REGISTER	Tybba/ Equivalent	No	500		
31	STAPLER MACHINE (L)	DOLLAR/EQUALENT	No	5		
32	STAPLER (HD-50R) (S)	DOLLAR/EQUALENT	No	300		
33	STAPLER PIN (Remover)	DOLLAR/EQUALENT	No	100		
34	STAPLER PIN # 10	DOLLAR/EQUALENT	Pkt	200		
35	STAPLER PIN (24/6)	DOLLAR/EQUALENT	Pkt	2000		
36	STAPLER PIN FOR HEAVY DUTY 17/13	DOLLAR/EQUALENT	Pkt	150		
37	STAPLER PIN FOR HEAVY DUTY 23/17	DOLLAR/EQUALENT	Pkt	150		
40	GUM STICK (UHU) (40 gm	(UHU) (40 gm) DOLLAR/EQUALENT	No	500		
41	CHIT PAD (Multicolor) size (1'*3')	Three Flower/Equivalent	Pkt	50		
42	CHIT PAD (Multicolor) size(2'*3')	Three Flower/ Equivalent	Pkt	50		
43	CHIT PAD (Multicolor)r size(3'*3')	Three Flower/Equivalent	Pkt	100		
44	CHIT PAD White Paper size(3'*3')	Three Flower/ Equivalent	Pkt	50		
45	CHIT PAD Diff. colour size(3'*4')	Three Flower/ Equivalent	Pkt	50		
46	PASTED FLAG	Three Flower/ Equivalent	Pkt	300		
47	ENVELOPES SE-6(Khaki) 80 gm	80gm As per Sample	No	55000		
48	ENVELOPES SE-7(Khaki) 80 gm	80gm As per Sample	No	55000		

49	ENVELOPES SE-8(Khaki) (Legal)	80 gm Golden/ Equivalent	No	22000		
50	ENVELOPES SE-8 (Khaki) (Legal) CLOTHING	CLOTHING 100gm	No	3000		
52	POKER (No.0322)	Best Quality	No	50		
53	PUNCH MACHINE	Best Quality	No	50		
55	THREAD BALL	Best Quality	No	100		
56	PAPER CUTTER (ORG)	DOLLAR/EQUALENT	No	30		
57	SCISSOR	Best Quality	No	15		
58	TRANSPARENT/SCOTCH TAPE	DEER/EQUALENT	No	300		
59	BINDING TAPE	(2-Inc), (Dif. Color) DEER/EQUALENT	No	500		
60	PAPER TAPE	DEER/EQUALENT	No	50		
61	TABLE ACCESSORIES	Best Quality	No	30		
62	CALCULATORS	CITIZEN/ Equivalent	No	500		
63	DUSTER CLOTH	Best Quality	No	2000		
64	PLASTIC THREAD	Best Quality	No	500		
65	Hard Cover for Vouchers Binding	Best Quality	No	12000		
66	TRANSPARENT SHEET	Best Quality	No	3000		
67	Off white Part-I 9.5" x 11" (Continuous) 55 gm	Best Quality	Box	400		
68	Off white Part-II 9.5" x 11"(Continuous) 55 gm	Best Quality	"	450		
73	White Paper A-4 Size 210mm x 297mm (80gm)(500 Sheets)	Double A / Equivalent	Rim	2000		
74	White Paper F-4 Size 210mm x 333mm (80gm)(500 Sheets)	Copymate Plus /Equivalent	Rim	100		
75	PHOTOSTAT PAPER F-4 (Legal)(70gm)(500 Sheets)	Copymate Plus /Equivalent	Rim	50		
76	PHOTOSTAT PAPER A-4 (70gm)(500 Sheets)	Copymate Plus/ Equivalent	Rim	800		
77	COLOR PAPER (A4) (DIFF COL) 80 gm (500 Sheets)	Best Quality	Pkt	50		
78	USB EXTENSION CABLE	Best Quality	No	30		

as per the
initial
requirements

	POWER CABLE	Best Quality	No	40		
	P-7210 CARTRIDGE (103)	Best Quality	No	18		
82	Key Board (USB)	Dell/ Equivalent	No	100		
83	Key Board (USB) 3.8mm (wireless)	Dell/ Equivalent	No	15		
84	Mouse (USB)	Dell/ Equivalent	No	100		
85	Mouse (USB) (wireless)	Dell/ Equivalent	No	100		
86	Mouse Pad	Dell/HP Equivalent	No	100		
87	Flash Drive (16 GB) (3.0)	HP/ Equivalent	No	10		
88	Flash Drive (32 GB) (3.0)	HP/Equivalent	No	10		
89	Flash Drive (64 GB) (3.0) HP(Original) /Equivalent)	HP/ Equivalent	No	10		
90	NETWORK CABLE (CAT-6)	3M Original/ Equivalent	Roll	5		
91	NETWORKING SWITCHES (08 Ports)	D. Link/ Equivalent	No	15		
92	NETWORKING SWITCHES (16 Ports)	D. Link/ Equivalent	No	15		
93	NETWORKING SWITCHES (24 Ports)	D. Link/ Equivalent	No	15		
94	Laser Jet Toner Cartridge (05A) (2055)	HP Laser Jet	No	50		
95	Laser Jet Toner Cartridge (26A) (M402d)HP Laser Jet (Compatible)	CHINA	No	50		
96	Laser Jet Toner Cartridge (76A)	HP Laser Jet	No	50		
97	Laser Jet Toner Cartridge (79A) MFP (M26a)	HP Laser Jet	No	50		
98	Laser Jet Toner Cartridge (85A) (P1102,M1132)	HP Laser Jet	No	40		
99	RIBBON – 7210	Patronix Genuine	No	30		
100	RIBBON – 2170/2190/2180	Patronix Genuine	No	100		
101	Tonner Photocopier	Kyocera Ecosys M4132	No	10		
102	LaserJet Toner (49 A)	HP Laser Jet	No	50		
103	LaserJet tonner 107-W	HP Laser Jet	No	60		
104	LaserJet Tonner 30A/32A	HP Laser Jet	No	15		
TOTAL						-

8) PERFORMANCE GUARANTEE:

The successful bidders will be required to furnish unconditional performance guarantee @ 10% of Contract Value in shape of CDR or Bank Guarantee drawn in favor of CMA (PC) Peshawar which shall be valid for one year or till full/complete supply of all items which ever comes earlier.

9) TERMS & CONDITIONS:

1. The Contract will be "Rate Running Contract" and the purchase orders for supply of items will be placed on monthly/need basis as per the demand and necessity of items. Income Tax and Sale Tax shall be deducted at source.
2. In case of non-supply of required item(s) mentioned in the Tender documents, CDR will be forfeited accordingly in favor of the CMA (PC).
3. The successful bidder will be bound to complete supply of items in time mentioned in supply order.
4. Provision of sample (at least one for each item) is obligatory for the firms in due course of time.
5. No alternate rate shall be entertained for the items/equipment.
6. The Competent Authority reserves the right to accept or reject any or all of tenders processed by assigning any reason(s) (as per PPRA Rules).
7. No overwriting / cutting/corrections or interpolation will be allowed in the BOQ's/Quotations/bids, if any.
8. The bid prices must be valid till 30-06-2027 from the date of tender opening.
9. Conditional / incomplete tenders will not be accepted.
10. The acceptance of tender is subject to evaluation of Purchase Committee (Technical/Financial)
11. Items shall be supplied by successful bidders as per Items & Quantity mentioned in Supply Order.

Undertaking:

It is certified that the above Terms & Conditions/Instructions have been read, learned and accepted. The purchaser reserves the right to purchase items in bulk or split whichever may be advantageous in conformity with PPRA rules.

Signature of CEO/Bidder
With stamp
Dated: __/__/____