



**BIDDING DOCUMENT  
FOR  
PROCUREMENT  
OF INK CARTRIDGE AND STAPLE PINS  
FOR RISO PRINTING MACHINE FT-1430  
FEDERAL PUBLIC SERVICE COMMISSION  
F-5/1, AGA KHAN ROAD  
ISLAMABAD**



No.4.01/2024-2025-Log-I (Toner/Ink)  
**Federal Public Service Commission**  
Aga Khan Road, F-5/1, Islamabad  
**Phone No.051-9212159**

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**INVITATION TO E-BIDS THROUGH E-PADS**  
**“FOR PROCUREMENT OF INK CARTRIDGES AND STAPLE PINS FOR**  
**RISO PRINTING MACHINE”**

In accordance with PPRA S.R.O. 296(I)/2023, dated 27<sup>th</sup> February, 2023, titled “E-Pak-Procurement Regulation 2023,” the Federal Public Service Commission (FPSC) invites e-bids through the E-Pak Acquisition and Disposal System (E-PADS) under Single Stage One Envelope (SSOE) bidding procedure from firms/vendors that are registered with the Income Tax and Sales Tax Departments and fulfill the eligibility criteria outlined in the bidding document.

2. E-bidding document containing detailed terms and conditions, specifications, and other requirements are available for registered bidders on E-PADS at <https://eprocure.gov.pk> and on FPSC's official website [www.fpsc.gov.pk](http://www.fpsc.gov.pk), free of cost.

3. E-bids, prepared in accordance with the instructions outlined in the bidding document, along with the bid security instrument and required documents, must be submitted via E-PADS on or before **2<sup>nd</sup> June, 2025 (Monday) by 10:00 am**, bids will be opened on the same day at 10:30 am. Manual financial bids shall not be accepted till the opening of financial bids on E-PADS.

4. Scanned copies of all required documents mentioned in the eligibility criteria of bidding document must be uploaded through **E-PADS** when submitting the e-bid electronically through file uploading method (Single Stage One Envelope procedure) as per Rule 36 (a) of PPR Rules 2004 as amended from time to time and one original hard copy of documents except financial bid with following original documents must also be submitted to the **office of the Director (Logistics), FPSC HQs, F-5/1, Aga Khan Road, Islamabad** before the e-bid closing time:

- i. **Bid Security Instrument:** 3% of the bid amount/total quoted value (refundable), in the form of CDR/Demand Draft/Pay Order/Banker's Cheque drawn on the name of Federal Public Service Commission FTN No.9010202-9 (Please disregard the amount reflected on E-PADS when uploading the record of bid (scanned copy of bid security instrument).
- ii. **Affidavit:** A stamp paper of Rs.100/- stating that the firm has not been blacklisted at the time of submitting the e-bid.

5. FPSC reserves the right to reject all bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004.

**DIRECTOR (LOGISTICS)**

**F.4.01/2024-2025-Log-I (Toner/Ink)**  
**FEDERAL PUBLIC SERVICE COMMISSION**  
**Aga Khan Road, F-5/1, Islamabad**  
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Subject: **BIDDING DOCUMENT / INSTRUCTIONS TO THE BIDDERS REGARDING PROCUREMENT OF INK CARTRIDGES AND STAPLE PINS FOR RISO PRINTING MACHINE FT-1430**

**1. Introduction:**

Federal Public Service Commission (FPSC) requires proposals / e-bids for procurement of items/articles through open competitive e-bidding in pursuance of Rule 36(a) of Public Procurement Rules 2004 i.e. single stage – one envelope procedure read with S.R.O. 296(I)/2023, 27<sup>th</sup> February, 2023 title “E-Pak-Procurement Regulation 2023”.

**1.1 Source of Funding:**

Regular budget of FPSC for the Financial Year 2024-2025.

**1.2 Scope of Work:**

Invitation of e-bids for procurement of following items from authorized dealers / distributors of RISO Printing Machines only:

<u>S.No.</u>	<u>Name of Item</u>	<u>Quantity</u>
i.	Com Color FT Ink S-8929E Cartridge (1000 ml) [for RISO Printer Comcolour FT-1430]	15 Nos.
ii.	Com Color Staple Pin S-6685 Cartridge (5000 staple pins in each cartridge) [for RISO Printer Comcolour FT-1430]	50 Nos.

**2. Eligibility Criteria:**

To be eligible for bidding, firms/vendors must meet the following requirements and submit the specified documents both through the E-PADS system and in hard copy to the office of the Director (Logistics), FPSC HQs, F-5/1, Aga Khan Road, Islamabad, before the closing deadline for e-bid submissions:

**2.1 PPRA Registration:** The firm/vendor must be registered with the PPRA (Public Procurement Regulatory Authority) e-Pak Acquisition and Disposal System (E-PADS).

**2.2 FBR Registration:** The firm/vendor must be registered with the FBR (Federal Board of Revenue) for Income Tax / Sales Tax etc..

**2.3 Bid Security Instrument:** 3% of the bid amount/total quoted value (refundable), in the form of CDR/Demand Draft/Pay Order/Banker's Cheque drawn on the name of Federal Public Service Commission FTN No.9010202-9 (Please disregard the amount reflected on E-PADS when uploading the record of bid (scanned copy of bid security instrument)).

- 2.4 **Affidavit of No Blacklisting:** The firm/vendor must submit an affidavit on a stamp paper of a minimum value of Rs.100, declaring that the bidder has not been blacklisted by any Government Department/Organization at the time of submission of e-bid. A scanned copy must be submitted via E-PADS, and the original must be provided at FPSC HQs.
- 2.5 **Compliance with Bidding Instructions:** The firm/vendor must carefully examine all instructions, terms, and specifications outlined in the bidding documents. Failure to provide the required information may lead to rejection of the e-bid.
- 2.6 **Firm Profile and Documentation:** The firm/vendor must provide the following documentation:
- i. Active landline phone number of Islamabad office
  - ii. Bank account details.
  - iii. NTN (National Tax Number) Certificate.
  - iv. GST Certificate.
  - v. Certificate of Active Taxpayer status.
  - vi. Certificate of authorized dealer / distributor of RISO Printing Machines

### 3. **Cost of Bid:**

The firm/vendor shall bear all costs associated with the preparation and submission of its e-bid. The Procuring Agency (FPSC) shall, under no circumstances, be responsible or liable for any costs incurred by the bidder in the bidding process.

### 4. **Form of Bid(s):**

#### 4.1 **Submission of E-Bid**

Submission / opening of e-bids shall be through E-PADS in accordance with E-Pak Procurement Regulations, 2023. The e-bid must be uploaded on **E-PADS** as prescribed at <https://eprocure.gov.pk>.

#### 4.2 **Language of Documents**

All bid-related documents or correspondence must be made in **English**.

#### 4.3 **Covering Letter and Signatures**

A scanned copy of a proper covering letter, printed on the firm's letterhead, should be attached/uploaded. Additionally, all pages of the bid must be signed and bear the official seal of the person authorized to sign/endorse the bid on behalf of the firm.

## **5. Opening and Evaluation of Bids:**

### **5.1 Opening of Bids**

Bids will be opened through **E-PADS** by the Procurement Evaluation Committee of FPSC, in accordance with the **E-Pak Procurement Regulation, 2023**, on **2<sup>nd</sup> June, 2025 (Monday)** at **10:30 am**.

### **5.2 Evaluation of Bids**

An evaluation report of the e-bids will be prepared based on the criteria outlined in the bidding documents. This report will be announced and published on E-PADS as per **Rule 35 of PPRA Rules, 2004**, prior to the approval of the final recommendation by the Competent Authority.

## **6. Clarification of Bids:**

No bid shall be allowed to be modified, altered or withdrawn after opening of the e-bid(s). Clarification (if any) shall follow Rule 31 of PPRA Rules 2004.

## **7. Deadline for Submission of Bids:**

### **7.1 Submission of E-Bids**

E-bids must be uploaded on **E-PADS** within the timeline provided in the advertisement/bidding document.

### **7.2 No Alternate Submission Methods**

Bids submitted by hand, postal mail, fax, telegram, or email will **not** be accepted.

### **7.3 No Extension of Deadline**

After the specified deadline for submission of e-bids, no requests for an extension of time will be entertained.

## **8. Validity of Bid:**

All bids shall be valid up to 30.06.2025

## **9. Bid Price:**

### **9.1 Currency and Taxes**

The bid price must be quoted in **Pakistani Rupees**, inclusive of all applicable taxes for the **Financial Year 2024-2025**.

### **9.2 Information on Requirements**

The bidder is deemed to have obtained all necessary information regarding the requirements that may affect the bid price.

### **9.3 Item Pricing Based on Specifications**

The bidder must quote the prices of items in accordance with the specifications provided in the bidding document.

#### 9.4 **Market Conditions and Inflation**

While preparing the e-bid, the bidder should consider the current market trends and inflation in the cost of goods. **No requests for price increase** due to market fluctuations in the cost of goods and services will be entertained at any stage during the contract period.

### 10. **Rate Analysis of Bids:**

The rates quoted by firms will be evaluated **item-wise**. If a firm is not interested in bidding for a particular item, **diagonally draw a cross line** on the relevant page of bidding document to indicate non-participation for that item.

### 11. **Bid Security:**

- 11.1 Bid Security Instrument: 3% of the bid amount/total quoted value (refundable), in the form of CDR/Demand Draft/Pay Order/Banker's Cheque drawn on the name of Federal Public Service Commission FTN No.9010202-9 (Please disregard the amount reflected on E-PADS when uploading the record of bid (scanned copy of bid security instrument)).
- 11.2 Cheque / Cash shall not be accepted.
- 11.3 Any e-bid not accompanied by the bid security shall be rejected.
- 11.4 Bid security shall be returned to the unsuccessful bidders on completion of bidding process.
- 11.5 Bid security of the successful bidder shall be discharged after satisfactory delivery of items at FPSC HQs and clearance by the Inspection Committee.
- 11.6 The bid security shall be forfeited if the bidder fails to enter into contract till the date intimated by the procuring agency i.e. FPSC.

### 12. **Amendment in the Bidding Documents:**

#### 12.1 **Modification or Amendment**

FPSC may, at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing an addendum for any reason, as provided under **Rule 23(3) of the Public Procurement Rules, 2004**.

#### 12.2 **Extension of Submission Deadline**

FPSC may, at its discretion, extend the deadline for the submission of bids, as provided under **Rule 27 of the Public Procurement Rules, 2004**.

### **13. Non-Responsiveness of the Bids:**

A bid shall be considered **non-responsive** and not generally in order if:

#### **13.1 Lack of Bid Security**

The e-bid is not accompanied by the required bid security.

#### **13.2 Exclusion of Taxes and Duties**

The e-bid price is not inclusive of all applicable taxes, duties, etc.

#### **13.3 Missing NTN/GST Certificate**

The e-bid is not accompanied by a valid **NTN (National Tax Number)** and **GST (Goods and Services Tax)** certificate.

#### **13.4 Proof of Active Taxpayer**

The e-bid is not accompanied by proof of being an **active taxpayer**.

#### **13.5 Contravention of Bidding Documents**

The bid is found to be in contravention of any clause in the **bidding documents**.

#### **13.6 Specifications / Bid Value is Unclear**

Bid shall be rejected, if rate (s) are incomplete, unclear, conditional, altered or ambiguous multiple options of the items / specifications of product, etc.

#### **13.7 Missing Information**

Bid shall be rejected if required detail of specifications, brand, origin, make, model, warranty, support period etc. are not clearly quoted / mentioned.

### **14. Clarification of Bidding Documents:**

Interested bidder(s) requiring any clarifications regarding the tender documents may submit a query through **E-PADS**, in accordance with the **E-Pak Procurement Regulations, 2023**, within the specified timelines on **E-PADS**.

### **15. Supply Order / Work Order:**

After receiving the **letter of Intent (LOI)** and signing the **contract agreement**, the successful bidder will be issued a supply order for supply of procured articles/items within **7 days** of issuance of supply order.

### **16. Announcement of Final Evaluation Report:**

#### **16.1 Announcement of Bid Evaluation Results**

As per **Rule 35 of PPR-2004**, the procuring agency shall announce the results of the bid evaluation on E-PADS in the form of Final Evaluation Report, providing justification for the acceptance or rejection of bids. This report must be announced at least **ten days prior** to the award of the contract.

**17. Right Reserved:**

As provided under Rule 33(1) of Public Procurement Rules 2004, FPSC reserves the right to reject all bids or proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders. The procuring agency shall upon request communicate to any bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.

**18. Warranty Period:**

The successful bidder shall be responsible for replacement of ink cartridges / staple pins in case of malfunctioning of items free of cost within one year of delivery of items.

**19. Inspection / Testing:**

FPSC's Procurement (evaluation) committee shall inspect and test the supplies articles / items supplied by the firm / vendors is as per specifications and accessories list after its arrival and installation of product at the procuring agency premises, inspection. Upon issuance of inspection report claim/bill submitted by the firm/vendor will be processed for payment.

**20. Terms of Payment:**

- i. No advance payments would be made.
- ii. Payment shall be made after deduction of all applicable taxes.

**21. Delivery Time:**

The delivery time of articles/items shall not be more than 7 (seven) days, how any relaxation may be granted as per merit of the case by the procuring agency.

**22. Completion Schedule:**

Successful bidder shall be bound to provide the quoted items after acceptance of Letter of Intent (LOI) and signing of contract agreement with the procuring agency as per given time lines in the bidding document.

**23. Entry into Force of Performance of Service Contract:**

As provided vide Rule 44(a) of Public Procurement Rules, 2004.



**24. Blacklisting of Suppliers and Contractors:**

**24.1** The Procuring Agency, at any stage can blacklist the bidder, suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices as per Rule-19 of PPR-2004 (amended).

**24.2** The Procuring Agency shall give an opportunity of hearing with the notification, with recorded reasons to the bidders before such passed the orders.

**25. Redressal of Grievances:**

As provided under Rule 48 of Public Procurement Rules, 2004.

**26. Signing of contract agreement:**

**26.1** Promptly after completion time of publication of final evaluation report on E-PADS and acceptance of Letter of Intent by the bidder, the Procuring Agency shall sign and date the contract agreement.

**26.2** If the successful Bidder, after completion of all codal formalities shows inability to sign the contract/refuse/accept the contract, then their Bid Security instrument shall be forfeited and the firm shall be blacklisted for a minimum period of six month, in such situation the procuring Agency may make the Award to the next lowest evaluated firm / vendor.

**26.3** The Contract Agreement shall be made on Stamp Paper having minimum worth of Rs.100/- and the successful bidder shall arrange the stamp paper.

**26.4** Contract agreement shall be signed by the Director (Logistics) on behalf of procuring agency.

**27. Award of contract:**

Procuring agency (FPSC) will award the contract to the firm/bidder whose bid has been determined to be substantially responsive to the bidding document and who has been declared as most advantageous bidder provided that the such bidder is:

**27.1** eligible in accordance with the provisions of PPRA rules.

**27.2** determined to be qualified to perform the contract award satisfactorily.

**28. Procuring Agency's Right to Vary Quantities at the Time of Award:**

Before issuance of work / supply order, the Procuring Agency reserves the right to increase or decrease the quantity of items originally specified in the bidding documents without any change in the unit price or other terms and conditions of the bid and bidding documents.

**29.** These bidding documents are subject to all provisions of Public Procurement Rules, 2004 and S.R.O. 296(I)/2023, dated 27.02.2023 title "E-Pak Procurement Regulations, 2023" as and where applicable.

**30. Opening of Financial Bid:**

The financial bids of firms/vendors who qualify the eligibility criteria, as outlined in the bidding documents, will be opened for the evaluation of their financial bids.

**31. BID FORM TO BE SUBMITTED / UPLOADED BY THE BIDDER ON E-PADS:**

**Specification of Quoted Items:** Ensure that the specifications of the quoted items are provided in full detail. This is crucial to prevent any rejection of your bid due to incomplete or unclear item descriptions. After completing the bid form(s), upload the documents to the E-PADS system. A signed copy as uploaded on the E-PADS shall also be provided at the time of bid opening. In case of submission of bid for single item draw a straight line on the other item.

**NOTE: KINDLY FILL THIS FORM ON COMPUTER AND UPLOAD PRINT OUT FOR CLEARNESS.**

<b>S.No.</b>	<b>Name of Item / article</b>	<b>Rate of Single item inclusive of all applicable taxes for the FY 2024-2025</b>	<b>Quantity Required with Unit of Quantity</b>	<b>Total Rate Quoted for complete quantity inclusive of all applicable taxes for FY 2024-2025</b>
<b>i.</b>	Com Color FT Ink S-8929E Cartridge (1000 ml) [for RISO Printer Comcolour FT-1430]		<b>15 Nos.</b>	
<b>ii.</b>	Com Color Staple Pin S-6685 Cartridge (5000 staple pins in each cartridge) [for RISO Printer Comcolour FT-1430]		<b>50 Nos.</b>	
<b>Grand Total</b>				<b>Rs.</b>

**Amount in words:** \_\_\_\_\_

**Signature of firm representative:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Firms Stamp:** \_\_\_\_\_

**Cell No.** \_\_\_\_\_

**Landline No.** \_\_\_\_\_