



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

INVITATION TO E-BIDS THROUGH E-PADS
FOR PURCHASE OF STATIONERY/MISCELLANEOUS ITEMS/ TONERS
DURING THE FINANCIAL YEAR 2024-2025

In terms of PPRA S.R.O. 296(I)/2023, 27th February, 2023 title "E-Pak-Procurement Regulation 2023", Federal Public Service Commission (FPSC) intends to invite e-bids through E-Pak Acquisition and Disposal System (E-PADS), from firms/vendors/suppliers registered with Income Tax and Sales Tax Department for the cited procurement.

2. E-bidding documents containing detailed terms and conditions, specification and requirements etc., are available for the registered bidders on E-PADS at <https://eprocure.gov.pk> and on FPSC's website www.fpsc.gov.pk free of cost.
3. E-bids, prepared in accordance to the instructions contained in the bidding documents along with bid security instrument, and required documents; must be submitted by using E-PADS on or before **24th September, 2024 till 11:00 am.** Manual bids shall not be accepted. Electronic **Bids will be opened on the same day at 11:30 am.**
4. Scanned copies of all document shall be uploaded through E-PADS while submitting e-bid. However, bid security instrument amounting to Rs.500,000/- (Rupees five hundred thousand only) in form of Demand Draft / Pay Order (in original) and an affidavit on stamp paper that the firm has not been black listed at the time of submitting e-bid (in original) shall also be submitted in the office at Room No.14, Ground Floor, FPSC HQs, F-5/1, Aga Khan Road, Islamabad before closing time for submission of e-bid along with attested copies of other documents uploaded on E-PADS. Detail of documents is as follow:-
 - i. Bid security instrument amounting to Rs.500,000/- (Rupees five hundred thousand only) in form of Demand Draft / Pay Order.
 - ii. Three years' experience of supply of stationery/miscellaneous items/toners to Government departments along with proof of work/supply orders.
 - iii. Income tax returns of last three years with minimum transactions of five million turnover each year.
 - iv. Performance Certificate for supply of goods/items from at least three Government Departments
 - v. An affidavit on stamp paper of minimum worth Rs.50/- that the bidder has not been black listed from any Government Department/Organization
5. In case of any technical difficulty in using E-PADS, prospective bidders may contact PPRA Team, Director MIS, Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad Contact No.051-111-137-237.
6. FPSC reserves the right to reject all bids or proposals at any time prior to acceptance as provided under Rule 33 of Public Procurement Rules, 2004.

DIRECTOR (LOGISTICS)

7 FPSC 99 - 249 - 0

F.4.01/2024-2025-Log-I
FEDERAL PUBLIC SERVICE COMMISSION
Aga Khan Road, F-5/1, Islamabad

Subject: **BIDDING DOCUMENTS / INSTRUCTIONS TO THE BIDDERS IN RESPECT OF FPSC ANNUAL TENDER NOTICE FOR “PROVISION OF STATIONERY / MISCELLANEOUS ITEMS / TONERS”**

1. Introduction:

Federal Public Service Commission (FPSC) requires service of vendors/firms for supply of stationery/miscellaneous items/toners through open competitive e-bidding in pursuance of Rule 36(a) of Public Procurement Rules 2004 i.e. single stage – one envelope procedure and in accordance with S.R.O. 296(I)/2023, 27th 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:

Supply of stationery, toners and miscellaneous items as per detail of item attached in Annexes LOI-I, LOI-II, LOI-III, LOI-IV and LOI-V.

2. Eligibility of Bidders:

- 2.1 The bidder is registered with PPRA e-Pak Acquisition and Disposal System E-PADS.
- 2.2 The bidder is registered with FBR for the purpose of Income Tax and Sales Tax Certificate of Registration shall be provided by the bidder.
- 2.3 The bidder has not been black listed from any Government Organization at the time of submission of e-bid. An affidavit to this effect shall be provided on stamp paper.
- 2.4 Bidder / firm / vendor shall have the office in Islamabad / Rawalpindi.
- 2.5 The bidder shall examine all instructions, terms and specification in the bidding documents. Failure to furnish any information required in the bidding documents shall be at the bidder’s risk and may result in the rejection of his/her e-bid.
- 2.6 The bidder shall produce information regarding their business as follow:
 - 2.6.1 Name and address of firm
 - 2.6.2 Active landline phone number
 - 2.6.3 Detail of Bank Account
 - 2.6.4 Year of establishment of firm
 - 2.6.5 NTN/GST certificate
 - 2.6.6 Certificate of Active Tax Payer
 - 2.6.7 Three years’ experience of supply stationery/miscellaneous items/toners to Government Departments with proof of work/supply orders followed by contract agreement.
 - 2.6.8 To prove the financial capacity, provide income tax returns of last three years with minimum transactions of five million turnover each year.
 - 2.6.9 Performance Certificate for supply of goods/items from at least three Government Departments/Organizations.

3. **Cost of Bid:**
 - 3.1 The bidder shall bear all costs associated with the preparation and submission of its e-bid, and the Procuring Agency shall in no case be responsible or liable for those costs.
4. **Form of Bid(s):**

The form, language and other requisites of bids shall be as follows:

 - 4.1 The e-bid shall be uploaded on E-PADS as prescribed in E-Pak Procurement <https://eprocure.gov.pk>
 - 4.2 Bid related documents or correspondence shall be made in English.
 - 4.3 Scanned copy of proper covering letter on printed letter head of the firm should be attached / uploaded. All pages of bids should be signed / shall bear official seal of the person authorized to sign / endorse.
5. **Submission of E-Bid (s)**
 - 5.1 Submission / opening of e-bids shall be through E-PADS in accordance with E-Pak Procurement Regulations, 2023.
 - 5.2 As per Rule 36(a) of Public Procurement Rules 2004 i.e. single stage – one envelope procedure, proposal for providing services for provision of stationery/miscellaneous items/toners shall be submitted.
6. **Opening and Evaluation of Bids:**
 - 6.1 Bids shall be opened through E-PADS by Purchase Committee of FPSC in accordance with E-Pak Procurement Regulation, 2023 **at 11:30 am on 24th September, 2024 (Tuesday).**
 - 6.2 An evaluation report of e-bids made in the light of criteria laid down as per bidding document shall be announced as provided under Rule 35 of PPRA Rules, 2004 before approval of the final recommendation by the Competent Authority.
7. **Clarification of Bids:**

No bid shall be allowed (By E-PADS) to be modified, altered or withdrawn after opening of the e-bid(s). Clarification (if any) shall follow Rule 31 of PPRA Rules 2004.
8. **Deadline for Submission of Bids:**
 - 8.1 E-bids must be uploaded on E-PADS on or before 24th September, 2024 11:00 am
 - 8.2 No bid shall be acceptable by hand / postal mail/fax/telegraph/email.
 - 8.3 After the deadline for submission of e-bids given above, no request for extension of time shall be entertained.
9. **Validity of Bid:**

All bids shall be valid up to 30.06.2025