



**GOVERNMENT OF PAKISTAN
NATIONAL SCHOOL OF PUBLIC POLICY
Pakistan Administrative Staff Collage
Upper Mall, Opposite PC Hotel, Lahore. 54000**

**TERMS AND CONDITIONS/BIDDING DOCUMENT
FOR THE PURCHASE OF
Stationery, Consumable, Sports Items, Computer Accessories, Toners and
Cartridges.**

Public Procurement Rules, 2004 will be followed strictly, these may be obtained from PPRA website <https://ppra.org.pk/>.

In this document, unless otherwise mentioned to the contrary, "*Rules*" means Rules under The Public Procurement Rules, 2004.

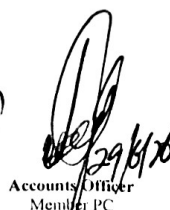
NAME OF BIDDER:

(To be filled-in by the Bidder)

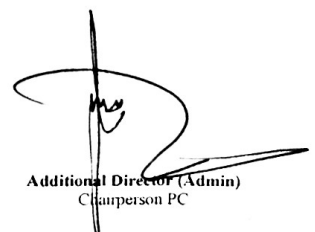
Signature &
Seal/Stamp of Bidder


Incharge Store
Member PC


Admin Officer
Member PC


Accounts Officer
Member PC


Deputy Director (Admin-II)
Member PC


Additional Director (Admin)
Chairperson PC

(Funds of the
accountant
not F/2026-27)

National School of Public Policy
(Pakistan Administrative Staff Collage)
 (Shahrah-e-Quaid-i-Azam, Lahore)

Tender No. 1/NSPP/2018 (Stationery Tender)

PURCHASE OF STATIONERY, MISC CONSUMABLES, SPORTS ITEMS,
PHOTOCOPIER MACHINE TONERS, PRINTER TONERS AND COMPUTER
ACCESSORIES FOR FINANCIAL YEAR 2026-27.

Bids are invited from suppliers through E-PADS duly registered with Income Tax and Sales Tax Departments who are on active tax payers list of Federal Board of Revenue for supply of Stationery, Photocopier/Printer Toners, Computer Accessories, Sports Items and misc, consumables. Following are the terms and conditions mainly:

- a. The Bidding Documents (quantity required/ procurement plan and detailed terms and conditions) are available at EPADS website www.eprocure.gov.pk.
- b. The bids, prepared in accordance with the instructions detailed in the bidding documents/terms and conditions. All bidders are required to fill the rates of all items, failure to which tantamount to disqualification of the bidder for further process of this tender. Further submitted bids by the bidders will be evaluated "item wise" as most advantageous 'bid' or 'bids'.
- c. All the bids should be duly endorsed, comply with terms and conditions including the ones mentioned in the bidding document. All the certificates pertaining to the registration of firm with tax authorities must also be enclosed. 02% bid security of bid amount shall be deposited along with the tender documents as earnest money in the form of Call Deposit Receipt (CDR)/Demand Draft/Pay Order issued by any scheduled bank of Pakistan in the name of **Deputy Director (Admin), NSPP**.
- d. Prices quoted should be inclusive of all applicable taxes. Applicable taxes will be deducted by NSPP as per prescribed rules. Successful bidder will supply/deliver the items to NSPP within 7 days from the date of issuance of purchase order. NSPP however, reserves the right to accept or reject any or all bids in accordance with PPRA Rule 33.
- e. Any bid not complying with the terms and conditions or any bidder supplying substandard items, not conforming to the specifications will entail to the cancellation of supply order and forfeiture of bid(s) security.
- f. Any reservation/objection/observation, if any, regarding this procurement should be referred to the GRC of NSPP.

BIDDING PROCEDURE

Single stage – single envelope procedure

- a. Each bid shall comprise one single envelope containing financial proposal. All bids received shall be opened and evaluated.
- b. A bidder must filled rates of all items.

BID VALIDITY

- I. Bids shall be valid for the period of financial year 2026-27.

ELIGIBILITY CRITERIA FOR BIDDERS:

Signature &
Seal/Stamp of Bidder

Incharge Store
Member PC

Admin Officer
Member PC

Accounts Officer
Member PC

Deputy Director (Admin-II)
Member PC

Additional Director (Admin)
Member PC

*EPADS
Tender
available in
NSPP F.Y 2026-27*

Sr.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1.	Registration with Income Tax	NTN Certificate and being Active Tax payer	Copy of <u>NTN</u> AND duly verifiable <u>Active Tax Payer Certificate</u> from FBR website
2.	Registration with Sales-Tax	Sales Tax Certificate	Copy of Sales Tax registration Certificate(dully verified by the FBR website)
3.	Non-Blacklisting	Must not be presently black-listed by any Government Organization	Declaration of Non-blacklisting on <u>Non-Judicial Stamp</u> paper by the Bidder
4.	Delivery time compliance	Must agree to supply the items within 07 days (from the date of issuance of Supply order a per specification/sample)	
5.	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions/terms & conditions specified in the terms & conditions documents/tender notice/procurement plan.	<u>Signature& company seal</u> on <u>every page</u> of the bidding document (term and Conditions/tender form).

NOTE: It is mandatory for the bidders to meet all the above-mentioned requirements of eligibility. In-case of not meeting any single requirement, the Bid shall be declared NON-RESPONSIVE.

INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL

These Instruction are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Financial Proposal should clearly have:
 - a. Sign and Stamp of bidder.
 - b. The rates of all items by the bidder(s)
2. The portion of Financial Proposal of this bidding Document/Tender Form duly filled.
3. Following information should be attached/contained in the Financial proposal:-
 - a. Original Bid Security
 - b. Taxes must be included in the total amount of each item.
4. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.
5. If required bidders will provide specimen/sample within 2 days.
6. Successful bidders will supply/deliver the items to NSPP within 7 days from the date of issuance of purchase order as per specification/sample.

Signature &
Seal/Stamp of Bidder

Inc. & Seal
Member PC

Inc. & Seal
Member PC

Accounts Officer
Member PC

Deputy Director (Admin-II)
Member PC

Additional Director (Admin)
Chairperson PC

Furqan
Not F.Y

EVALUATION CRITERIA: Selection of the successful bidder shall be based on, **“Bidder quoting the lowest financial bid and Quality specified in tender (Brand or Equivalent) and according to images uploaded on EPADS website”**

The procedure shall be applied as follows: -

1. **Bidders Eligibility Assessment.** Initial evaluation of the proposals shall be carried-out by the **PROCUREMENT COMMITTEE**, in the following manner:

Bidders Eligibility Factor	Requirement
Tender Rates	Must be filled rates of all items and grand total
Registration with Income Tax	Copy of NTN attached?
Registration with Sales-Tax	Copy of GSTRN attached?
Non-Blacklisting	Declaration of Non-blacklisting on <u>Non-Judicial Stamp</u> paper by the Bidder?
Receipt of CDR/Demand Draft/Pay Order.	Must also be enclosed. 02% of bid security of bid amount shall be deposited as earnest money. Receipt (CDR)/Demand Draft/Pay Order issued by any scheduled bank of Pakistan in the name of Deputy Director (Admin), NSPP.
Agreement with all the terms & conditions	Signature & company seal at every page of bidding document (terms and Condition/tender form).
Bidder quoting the lowest financial bid	Lowest rates and Quality specified in tender form (Brand or Equivalent)”. If required bidders will provide specimen/sample within 2 days.

- i. Firm must fulfill in all requirements of the eligibility criteria.
- ii. Tender shall be Awarded to bidder quoting the lowest rates moreover item/specimen (if required) must be according to prescribed quality.
- iii. A bidder must be filled rates of all items.
- iv. If two bidders quote the same price for same items, the item shall be awarded to the bidder whose bid is evaluated as the most advantageous for bulk quantity of items of this tender.

2. **Return of Financial Proposals from Ineligible Bidders.** Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall **NOT** be accepted for any further evaluation:

- i. Their Bid security shall be released upon their written request.

Signature &
Seal/Stamp of Bidder

Inventory Store
Member PC

Admin Officer
Member PC

Account Officer
Member PC

Deputy Director (Admin-II)
Member PC

Additional Director (Admin)
Chairperson PC

3. **Financial Evaluation.** The Bids received from Bidders shall be evaluated by **THE PROCUREMENT COMMITTEE ITSELF** for conformance with the required qualification (which includes specification of requirements on **Item-wise** basis.
4. **Recommendation of Procurement Committee and Evaluation Report.** After Evaluation of the Bids, Evaluation Reports shall be combined; this Report shall be called the "Evaluation Report". The Evaluation Report must clearly state justification for acceptance of most advantageous bid/s, and reason/s for non-acceptance of other Bids. Consequently, most advantageous evaluated bid shall be recommended for the Award of Contract by the **PROCUREMENT COMMITTEE TO THE AUTHORITY**. Copy of the same shall be provided to bidders upon their request.
5. **Award of Contract.** Evaluation Report/Comparative Statement for Supply of Items shall be awarded to the recommended Bidder(s).

TERMS AND CONDITIONS:

1. Maximum delivery time for the order is 07 Days from the date of Supply Order. **Delivery time** means: time consumed in delivery to the designated location of the Procuring Agency i.e. NSPP.
2. Tenders must be quoted in Pakistani Rupees (PKR).
3. Tax Liability:
 - i. Complete Tax liability is to be borne by the Vendor
 - ii. Quoted prices shall be filled item-wise as per "instructions for preparing financial proposal".
 - iii. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be deducted as per Government Policy / Rules.
4. Validity of the bid would be for the **financial year 2026-27**.
5. Financial Bids must be accompanied with Bid Security in the form of Bank Guarantee or Deposit at Call from a scheduled bank @ 02% of total bid value in name of **Deputy Director (Admin), NSPP**.
6. In case of late delivery, the supplier may be blacklisted and late delivery penalty shall be imposed at the rate of 02% to 10% of the value of items delivered late.
7. Partial delivery is not **allowed** and will be considered late delivery.
8. Bid Security of unsuccessful bidder(s) shall be released within thirty days from the date of issuance of purchase order /supply order.
9. Provision of partial payment does not exist in this Tender; payment shall be made within one month from the date of delivery.
10. Bid security of the successful bidder(s) shall be released after completion of contract time.
11. No escalation of rate and amount at any stage after approval of tender cost will be accepted.
12. The Procurement Committee reserves the right to accept/reject any or all tenders, without assigning any reason.
13. The Procuring Agency reserves the right to increase/decrease the quantity of items mentioned in the Tender subject to the budgetary constraint.
14. The Bidders must write the name and complete postal address of the bidding firm on the reverse side of the Pay Order/Demand Draft.
15. Person signing the bid or other documents connected with tender must clearly write his name.
16. Bidders are advised to read carefully terms and conditions before submitting the bids. Once bid is submitted that shall be deemed final.

Signature &
Seal/Stamp of Bidder


Incharge Store
Member PC


Admin Officer
Member PC


Accounts Officer
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Deputy Director (Admin-II)
Member PC


Additional Director (Admin)
Chairperson PC

*Final in
Nov 2024*

17. Before submitting the filled-in Tender Document to EPADS, bidders may seek clarification(s), if any, from Incharge Stationery Store during working hours by taking prior appointment.

DECLARATION BY THE BIDDER

I solemnly undertake that:

- a. Having read, understood & made myself aware of all the Terms & conditions mentioned in this Bidding Document & the Rules, Regulations & Policies of the Government of Pakistan, governing the procurement & financial matters,
- b. **AGREE, ACCEPT & UNDERTAKE TO ABIDE BY THE SAME.**
- c. The information provided in this form is correct to the best of my knowledge & in the event of change; details will be provided as soon as possible

Name & Designation _____

Signature _____ Date _____

Company stamp.

Signature &
Seal/Stamp of Bidder

Incharge Store
Member PC

Admin Officer
Member PC

Accounts Officer
Member PC

Deputy Director (Admin-II)
Member PC

Additional Director (Admin)
Chairperson PC