



GOVERNMENT OF PAKISTAN
NATIONAL SCHOOL OF PUBLIC POLICY
Executive Development Institute
Upper Mall, Opposite PC Hotel, Lahore. 54000



TERMS AND CONDITIONS/BIDDING DOCUMENT
FOR THE PURCHASE OF
Stationery, Consumable and Printed items.

Public Procurement Rules, 2004 will be followed strictly, these may be obtained from PPRAs 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)

Seal/Stamp of the Bidder


Incharge Stationery Store
Member PRC


Admin Officer
Member PRC


Account Officer
Member PRC


Directing Staff (Admin)
Chairperson PRC

National School of Public Policy
(Executive Development Institute)
 (Shahrah-e-Quaid-i-Azam, Lahore)

PURCHASE OF STATIONERY, MISC CONSUMABLES AND PRINTING ITEMS FOR
FINANCIAL YEAR 2025-26.

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, misc, consumables and printing items. 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.
- c. All the bids filled on prescribed proforma should be duly endorsed, stamped and sealed and should 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% of bids security 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-II), 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 the cancellation of supply order and forfeiture of bids security.
- f. All question/queries/clarifications regarding this procurement should be directed to the GRC.

BIDDING PROCEDURE

Single stage – one envelope procedure

- I. Each bid shall comprise one single envelope containing financial proposal. All bids received shall be evaluated.
- II. After uploading to ePADS, the original bidding documents (CDR/Stamp paper etc.) must be **submitted** to the NSPP before the tender closing time.

BID VALIDITY

- I. Bids shall be valid for the period of financial year 2025-26.

ELIGIBILITY CRITERIA FOR BIDDERS:

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Sr.	Bidders Eligibility Factor	Mandatory Requirement	Document Required
1.	Registration with Income Tax	NTN Certificate and being Active Tax payer	Copy of NTN AND duly verifiable Active Tax Payer Certificate from FBR website
2.	Registration with Sales-Tax	Sales Tax Certificate	Copy of Sales Tax registration Certificate
3.	Non-Blacklisting	Must not be presently black-listed by any Government Organization	Declaration of Non-blacklisting on Non-Judicial Stamp 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)	
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.	Signature & company seal on every page 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.

BIDDER'S INFORMATION: (To be filled-in by the Bidder)

1. Name of company: _____

2. Complete Postal Address: _____

3. Tel No: _____ 4. Email address: _____

5. Fax No: _____ 6. Mobile No: _____

7. Authorized Representative's name & designation: _____

8. Type of Business:

- (1) Sole Proprietorship (2) Partnership
 (3) Corporation (Private Ltd.) (4) Corporation (Public Ltd.)

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9. National Tax Number & Date of issuance: _____

10. Sales Tax Registration No. _____

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 state:
 - a. **“Sign and Stamp of Bidder ”**
 - b. **“Financial Proposal (Rate of Items, Total Amount and Grand Total of Bid)”**
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.
 - c. Financial Bid shall be prepared on the tender form only.
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. Every page of the Bid must be signed & stamped by the authorized representative.
6. If required bidders will provide specimen/sample within 2 days from the date of evaluation.
7. Successful bidders will supply/deliver the items to NSPP within 7 days from the date of issuance of purchase order.

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

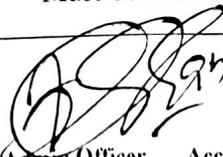
The procedure shall be applied as follows: -

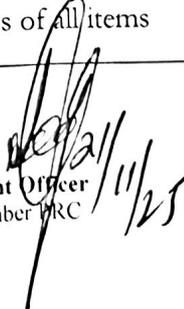
1. **Bidders Eligibility Assessment.** Initial evaluation of the proposals shall be carried-out by the **PURCHASE COMMITTEE**, in the following manner:

Bidders Eligibility Factor	Requirement
Tender Rates	Must be filled rates of all items

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Registration with Income Tax	Copy of NTN attached?
Registration with Sales-Tax	Copy of GSTRN attached?
Non-Blacklisting	Declaration of Non-blacklisting on Non-Judicial Stamp paper by the Bidder?
Receipt of CDR/Demand Draft/Pay Order.	Must also be enclosed. 02% of bids security 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-II), 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 shall be awarded all items. (a bidder must be filled rates of all items).

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.

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 **whole** 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**. Copy of the same shall be provided to bidders upon their request.

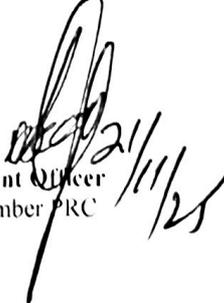
5. **Award of Contract.** Evaluation Report/Comparative Statement for Supply of Items shall be awarded to the recommended Bidder(s).

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1. Maximum completion time for the order is 07_Days from the date of Supply Order. (Completion time, means; time consumed in delivery to the designated location of the Procuring Agency).
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 the afore-mentioned format at Para-3 of "instructions for preparing financial proposal".
3. 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 2025-26**.
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-II), NSPP**.
6. In case of late delivery, the supplier may be blacklisted and late delivery penalty shall be imposed at the rate of 02% (of the value of items delivered late).
7. Partial delivery is not **allowed**.
8. Bid Security of unsuccessful bidder/s shall be released maximum 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 examine terms and conditions carefully before submitting the bids as once bid is submitted that shall be deemed final.
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 & UNDETAKE TO ABIDE BY THE SAME.

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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.

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Executive Development Institute
National School of Public Policy

Supply of Stationery, Consumable and Printing Items for financial year 2025-26.

Under Form
 (Procurement Plan)

Sr.	Items and Specification	Unit	Quantity	Rate (single item)	Total Amount
1.	Ball Point Gel Signo (uniball)	No.	110		
2.	Ball point Piano Gelfio Gel	No.	200		
3.	Ball point printed with logo as per Specification (Executive Class)	No.	400		
4.	Card Doori With Card Holder (for Office Cards) Fine Quality	No.	400		
5.	Drafting Pad printed, 100 pages, colour logo and colour office pic, 80 gm paper. as per Specification	No.	600		
6.	Envelop Different Size printed with NSPP logo, Craft paper as per specification	No.	400		
7.	File Folder Transparent PP Folder best quality	No.	480		
8.	File Cover Printed EDI logo, fine quality as per specification	No.	200		
9.	File Folder Box Fine Quality	No.	10		
10.	Gum Stick UHU 40 grams	No.	20		
11.	paper Laser A/4 Double A (500 Sheets) 80 grams	Ream.	70		
12.	Paper laser Colour, 80 grams (100 sheet)	Pkt.	5		
13.	Paper Laser Letter head Yellow, 130 grm (500 sheets) as per Specification	Ream.	70		
14.	Pencil Lead with Eraser Fiber castle	No.	480		
15.	Tape Scotch Medium Size 1", Best Quality	No.	20		
16.	Bags Rexene with logos NSPP & EDI (Bali Rexine) as per Specification (Executive Class)	No.	400		
17.	Certificate Folder with embossed Logo (bali raxine with Lasani sheet inside) as per Specification (Executive Class)	No.	400		
18.	Certificate with composing & printing on VIP Card as per Specification (Executive Class)	No.	400		

[Signature]
 Incharge Stationery Store
 Member PRC

[Signature]
 Admin Officer
 Member PRC

[Signature]
 Account officer
 Member PRC
(To the order of funds available)

[Signature]
 Directing Staff (Admin)
 Chairperson Procurement Committee

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Executive Development Institute
National School of Public Policy

Supply of Stationery, Consumable and Printing Items for Financial year 2025-26.

Vendor Form
 (Procurement Plan)

Sr.	Items and Specification	Unit	Quantity	Rate (single item)	Total Amount
19.	Flex with Standee with composing & Printing with fitting standard size as per Specification	No.	50		
20.	Flash (USB) 8 Gb Driver Printed office pic & Logo as per Specification	No.	120		
21.	Frame wooden for Photograph 10X12 as per Specification (Executive Class)	No.	16		
22.	Frame wooden for Photograph 12X16 as per Specification (Executive Class)	No.	8		
23.	Group Photograph with Design & Composing. as per Specification	No.	400		
24.	Mug Printed with pic & Logo (Executive Class)	No.	120		
25.	Shield /Souvenirs with logos and Names of Guest Speakers as per Specification (Executive Class)	No.	80		
26.	TONER HP LASER JET 79/A (Original)	No.	8		
27.	TONER HP LASER JET 85 A (Original)	No.	16		
28.	TONER HP LASER JET 5/A (Original)	No.	8		
29.	Air Freshener (Fridi) different fragrances	Bottle	10		
30.	Tissue Box pop up rose petal	No.	80		
31.	Tissue Toilet N-Type hi-jeams, Rose Petal	No.	200		
32.	Tissue Toilet Roll, Rose Petal	No.	200		
33.	Phenyl Liquid bottle, Finis	Bottle	30		
34.	Soap Lux 75 grams	No.	100		
Total Amount					
Total Amount in Words:					

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(To the extent of funds available)

Chairperson Procurement Committee