

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE

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F. No. 16-1/2024-GS

Islamabad the 16<sup>th</sup> August, 2024.

**TENDER NOTICE NO 01/2024-25**

The Secretariat Training Institute (STI) intends to invite sealed bids from the original manufactures /authorized dealers / reputed stationers / general order suppliers registered with Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock in Islamabad / Rawalpindi for supply of procurement of various items for official affairs during financial year 2024-25 under PPRA Rules 2004 amended from time to time. The details are as under: -

Title	S.No	Description
Procurements	I)	Stationery & Paper
	II)	Computer Stationery Toners of Printers, Faxes, Photocopier
	III)	Miscellaneous & Electric Items
	IV)	IT Equipment's

2. Bids would be submitted / received and opened as per following schedule: -

- (i) Interested and eligible bidders can download bidding documents containing terms & condition from <https://eprocure.gov.pk>. Bids should be submitted only through EPADS till 02-09-2024 upto 11:00 AM.
- (ii) Tender bids will be opened on 02-09-2024 at 11:30 AM through EPADS in the Secretariat Training Institute (STI) Plot No.7, Sector H-9, Islamabad at STI, Library in the presence of firm's representatives.

3. The Tender documents containing detailed terms and conditions are also available on official websites of PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk) websites of Establishment Division [www.establishment.gov.pk](http://www.establishment.gov.pk), and websites of secretariat training institute <https://sti.gov.pk/>.

4. Single stage one envelope procedure as contained in Rule 36 (a) of PPRA Rules-2004 shall apply.

5. The Tender Committee may reject all bids or proposals at any time prior to the acceptance of bid or proposal while conveying the reason thereof in accordance with Rules 33 of PPRA Rules-2004.



(HUSSAIN AHMED)  
Deputy Director (F&A)  
Secretariat Training Institute (STI)  
Plot No.7, Sector H-9,  
Islamabad

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE

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Subject: **BIDDING DOCUMENTS /INSTRUCTIONS TO THE BIDDERS IN RESPECT OF STI'S TENDER NOTICE NO 01/2024-25 DATED 16-08-2024 FOR PURCHASE OF STATIONERY, PAPERS, TONERS FOR COMPUTER PRINTERS/ PHOTOCOPIER/FAX MACHINE ETC. MISCELLANEOUS, ELECTRIC ITEMS AND IT EQUIPMENT FOR STI DURING FINANCIAL YEAR 2024-25.**

1. **INTRODUCTION:** Secretariat Training Institute (STI) intends to invite sealed bids for supply of Stationery, Papers, Toners for Computer printers/ Fax Machines/Photocopiers, Miscellaneous, Electric items and IT Equipment during Financial Year 2024-25 **in pursuance of rule 36(a) of PPRA Rules 2004 i.e. single stage- one envelope procedure.**
  - 1.1 **SOURCE OF FUNDING:** Regular budget of STI for the year 2024-25.
  - 1.2 **SCOPE OF WORK:** Details showing estimated requirement of each item (BOQs) Are annexed (Annex-I-V).
2. **ELIGIBILITY OF BIDDERS:** In addition to the bidding criteria as laid down in clause 5 of this bidding document; standard terms and conditions, inter alia, shall be as under:-
  - 2.1 The Bidder is registered with FBR for the purpose of Income Tax and Sale Tax. Certificate of Registration shall be provided.
  - 2.2 Bidder has a valid vendor Number issued by AGPR.
  - 2.3 The Bidder has never been black listed from any Govt. Organization. A certificate to this effect shall be provided.
  - 2.4 The bidders are experienced in supply of stationery, papers, toners for computer printers/ photocopier/fax Machine etc., Miscellaneous, Electric items and IT Equipment.
  - 2.5 In case of supply Toners bidders have to provide a certificate of authorized dealership/ Partnership of the requisite brand of toners.
3. **GENERAL INFORMATION:** Bidders shall produce general information regarding their business along with bids as follows:-
  - 3.1 Firm's Name and Address
  - 3.2 Complete present mailing address, bank account number & vendor number (If issued already).
  - 3.3 Year of establishment in Pakistan.
  - 3.4 Company's Status i.e. Manufacture if authorized dealer etc.
4. **FORM OF BID(S):** The form, language and other requisites of bids shall be as follows:
  - 4.1 The bid(s) shall be in the form of sealed envelope(s) addressed to Deputy Director (F&A) Secretariat Training Institute (STI), Plot # 7, Sector H-9, Islamabad.
  - 4.2 Bid related documents or correspondence may be made in English (preferable) or in Urdu.
  - 4.3 The bid(s) should be Printed letter head of the firm as covering letter. All Pages of the bid should be initialed/ signed and shall bear official seal of the person authorized to sign/endorse. The format as given in the BOQ should be followed if separate page is printed for bid(s). Original BOQ should be followed if separate page is printed for bid(s) Original BOQ form may also be used for indicating price in legible hand writing.

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5. **METHOD OF PROCUREMENT:** Open competitive bidding As per Rule 36(a) of PPRA Rules, 2004 i.e., Single stage – one envelope procedure.
6. **SUBMISSION OF BID:** The bid shall be in a sealed package or packages in such a manner that contests are fully and cannot be known until opened.
7. **OPENING OF BIDS:**
- 7.1 No bid shall be allowed to be modified, altered or withdrawn after opening of the bid(s). Clarifications (if any) shall follow Rule 31 of PPRA Rules 2004.
- 7.2 The Purchase Committee will respond to any verbal observation raised by the bidders on the spot.
8. **EVALUATION OF BID:** The purchase committee shall evaluate all the bids in the light of criteria laid down as per bidding documents.
9. **AMENDMENT OF EVALUATION REPORT:** The evaluation report of bids made in the light of criteria laid down as per bidding documents shall be announced as provided under Rule 35 of PRA 2004, before approval of the final recommendations by the competent authority.
10. **CLARIFIATION OF BIDS:** No. bid
- 10.2 **The price shall be clearly written/typed inclusive of all taxes in a firm and final manner leaving no ambiguity, on the provided Annexure I-V with the bidding documents.**
- 10.3 The price must include GST/ other taxes, duties and delivery charges as & if applicable.
- 10.4 The bidders shall be deemed to have obtained all related information as to requirement thereto which may affect the bid price.

11. **BID SECURITY:**

Title	S.No	Description	Estimated Amount (in Pak Rupees)	Bid Security (in Pak Rupees)
Procurements	I)	Stationery & Paper	1,200,000	36,000
	II)	Computer Stationery Toners of Printers, Faxes, Photocopier	500,000	15,000
	III)	Miscellaneous & Electric Items	2,500,000	75000
	IV)	IT Equipment's	1500,000	45,000
<b>Total Budget:-</b>			<b>5,700,000</b>	<b>171,000/-</b>

- 11.1 The bidder shall furnish a bid security **Rs.171,000**/of total bid price in the form of bank draft, or deposit at call, issued by the Scheduled Bank of Pakistan in favour of DDO, Secretariat Training Institute (STI).
- 11.2 Any bid not accompanied by the bid security shall be rejected.
- 11.3 Bid security shall be returned upon award of contract to the successful bidder or on expiry of the validity of bid security, whichever is earlier.
- 11.4 **The successful bidder shall be required to deposit a performance guarantee equal to 5% of the contract amount, which shall be returned subject to satisfactory completion of contract agreement.**
- 11.5 The bid security shall be forfeited if:-
- The Bidder withdraws the bid during the period of bid validity.
  - The bidder does not accept correction of bid price.
  - The bidder fails to furnish required performance guarantee or sign the contract agreement.
  - The bidder fails to provide services required in time.

**12. AMENDMENT IN THE BIDDING DOCUMENTS:**

- 12.1 STI may, at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing addendum for any reason, as provided under Rule 23(3) of PPRA Rules, 2004.
- 12.2 STI may, at its discretion, extend the deadline for submission of bids; as provided under Rule 27 of PPRA Rules, 2004.

**13. RESPONSIVENESS OF THE BIDS:**

A bid shall be considered as non-responsive for not being generally in order if:

- 13.1 The bid is not found accompanied with required bid security.
- 13.2 The bid is not valid till required period.
- 13.3 The bid prices is not inclusive of all taxes, duties etc.
- 13.4 The supply period is not within specified time lines.
- 13.5 The bid is not accompanied with requisite experience /Office /Shop /NTN/ GST registration No. etc.
- 13.6 The bid is found to be in contravention of any clause of bidding documents

**14. CLARIFICATION OF BIDDING DOCUMENTS:** Interested bidder(s) requiring any clarification(s) regarding tender documents may send a request in writing addressed to Deputy Director (F&A), STI, Plot#7, Sector H-9, Islamabad on any working day during office hours before last date for submission of bids.

**15. COST OF BIDDING:**

The bidder shall bear all costs associated with preparation and submission of bid(s).

**16. SUPPLY SCHEDULE:**

Within 07 days of receipt of work order from STI.

**17. WARRANTY:**

Supplied items should contain warranty of appropriate period.

**18. ENTRY INTO FORCE OF PERORMANCE CONTRACT/AGREEMENT:**

As provided vide Rule 44 of PPRA Rules, 2004.

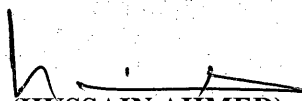
**19. RIGHTS RESERVED:**

As provided under Rule 33(1) of PPRA Rules, 2004, STI reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. It may, upon request from any bidder who submitted bid or proposal, communicate grounds of rejection of all bids or proposals but is not required to justify those grounds.

**20. REDRESSAL OF GRIEVANCES:**

As provided under Rule 48 of PPRA Rules, 2004.

**21. SUBMISSION OF BID THROUGH E-PADS:-** Bidders are advised to ensure up loading the Bids on e-PADS portal, well before the submission deadline, and not wait for the last date and time to upload the bid. Bid submission on e-PADS portal shall entirely be the responsibility of the bidders. For any assistance regarding e-PADS portal system support email and phone numbers are provided on PPRA's websites.

  
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