



PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

LDA PLAZA, EDGERTON ROAD, NEAR AIWAN-E-IQBAL, LAHORE

TENDER NOTICE NO.03/2024-25

The Punjab Public Service Commission, Lahore (PPSC) invites sealed bids from eligible and qualified firms/companies for the supply Computer Stationery and General Stationery items at its Head Office located at 3rd Floor, LDA Plaza, 7-Edgerton Road, Lahore. The procurement will be carried out in accordance with the Punjab Procurement Rules 2014 (PPRA-14).

1. Detail of Procurement:

Sr. No.	Name	Items Name	Estimated Price	2 % Bid Security (Estimated Cost)
1	General Stationery	Paper Reams, Riso Ink, Master Roll Sealing Wax, Marker & etc.	Rs.90,00,000/-	Rs.1,80,000/-
2	Computer Stationery	A-4 Paper and Toners	Rs.40,00,000/-	Rs.80,000/-

2.

- Bidders must be registered with relevant Registration Authorities and Tax Departments (Income Tax, Sales Tax, Punjab Sales Tax).
- Bidders must not be blacklisted or debarred by any government organization or international agency.
- Bidders must have a proven track record of General Stationery and Computer Stationery items to government or large private organizations.
- Evaluation of tender shall be item wise.

3. Contact Person:

- For any query regarding bidding documents the bidder may contact with Mr. Muhammad Akbar, Superintendent (Admn), **PPSC, Contact No. 042-99202748, 042-99202737 E-Mail ID: ppsc@punjab.gov.pk**

4. Bid Submission and Closing and Opening:

The complete bidding document must be signed, stamped and in complete conformity with Tender Documents must be submitted online on E-Pak Acquisition and Disposal System (**E-PADS**) website i.e., <https://Punjab.eprocure.gov.pk> till closing date **27-09-2024** at **11:00 A.M** and bids shall be opened on **27-09-2024** at **12:15 P.M.**

5. Bid Security:

- All bids must be accompanied by a Bid Security of **2%** of the total bid price in the form of a CDR.

6. Procurement Procedure:

- The procurement will be conducted as per the **Single Stage – One Envelope** Procedure in accordance with **Rule 38** of **Punjab Procurement Rules 2014**.

7. Bid Validity:

- Bids shall remain valid for **90 days** from the date of bid opening.

8. Delivery Period:

- Successful bidder will have to complete/provide General Stationery and Computer Stationery items on stipulated period after issuance of Purchase Order (Supply Order) at consignee address.

9. Currency:

- Rates should be mentioned in Pak Rupees with and without GST. However, GST will be charged separately.

10. Acquisition of Bidding Documents:

- Interested eligible bidder can participate through e-procurement <https://Punjab.eprocure.gov.pk>. The Tender Notice / Bidding Documents are immediately available free of cost after date of Publication/uploading on PPRA and PPSC website: www.ppra.punjab.gov.pk. and at www.ppsc.gov.pk.

11. Important Notes:

- Bidders are advised to ensure uploading the Bid on **E-PADS Portal**, well before the submission deadline. Bid submission on E-PADS Portal shall entirely be the responsibility of the bidder. PPSC shall not be held responsible for any issues therefore. For any assistance regarding E-PADS Portal, bidders can contact at: **0300-5970303 & 042-99202491**.
- In case of an official holiday on the day of submission, the **next working day** will be treated as the closing date.
- The PPSC reserves the right to accept or reject any or all bids or proposals as per **Rule 35** of the **Punjab Procurement Rules 2014**, without assigning any reason thereof.
- Bidders are advised to read all instructions carefully before submitting their bids.
- The Punjab Public service Commission will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids.

(SECRETARY)

UAN: 042-111-988-722 Tel: 042-99200161, 99200162. Website: www.ppsc.gov.pk