



# PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

## Invitation to Bid

TENDER NO. 07 /2024-25

The Punjab Public Service Commission, Lahore (PPSC) invites sealed bids from eligible and qualified firms/companies for the supply of Printed Envelopes at its Head Office LDA Plaza, 7-Edgerton Road, Lahore. The procurement will be carried out online in accordance with the Punjab Procurement Rules 2014 (PPRA-14). The bidder should submit Technical and Financial bids separately under the PPRA Rules-2014 and provide the following items:

### 1. Detail of Procurement:

Sr. No.	Name & Description	Estimated Cost Rs.	2 % of Estimated Cost Rs.
01.	Printed Envelopes with Cloth, PPSC monogram and complete PPSC name. (Various Size)	2,241,309	44,826

### 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 Printed Envelopes from government or large private organizations.
- Evaluation of tender will be considered as a whole package.

### 3. Contact Person:

- For any query regarding bidding documents the bidder may contact with Mr. Muhammad Akbar, Superintendent (Admn), **PPSC, Contact No. 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 10-02-2025 at 11:00 AM and bids shall be opened on 10-02-2025 at 12:15 PM.

### 5. Bid Security:

- All bids must be accompanied by a Bid Security of **2%** of estimated cost in the form of CDR.

### 6. Procurement Procedure:

- The procurement will be conducted as per the **Single Stage – Two 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 provide printed envelopes 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](http://www.ppra.punjab.gov.pk) and at [www.ppsc.gov.pk](http://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

PUNJAB PUBLIC SERVICE COMMISSION  
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