



PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

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

TENDER NOTICE NO.02/2024-25

Punjab Public service Commission invites sealed bids on the basis of Single Stage (Two Envelope Procedure) from reputed Income Tax and Sales Tax registered firms/ companies having specialized/ rich experience in terms of Technical, financial and managerial capacities in procurement of OMR Sheets at PPSC Head Office 3rd Floor, LDA Plaza, 7-Edgerton Road, Lahore. 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	Qty	Estimated Cost	2 % Bid Security
01	Procurement of OMR Sheets	5,00,000/-	6,500,000/-	1,30,000/-

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 OMR Sheets to the 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 **26-09-2024 at 11:00 A.M** and bids shall be opened on **26-09-2024 at 12:30 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 – 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 complete/provide OMR Sheets 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