

**PRESIDENT'S SECRETARIAT (PUBLIC)**

**AIWAN-E-SADR**

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**TENDER NOTICE FOR SUPPLY OF LIVERY ITEMS**

President's Secretariat (Public) invites **e-bids** for supply of livery items (winter uniforms and shoes) during the financial year 2024-25, from well reputed dealing firms who are registered in E-PADS system of PPRA and have properly established shops and telephone facilities at Islamabad/Rawalpindi

**INSTRUCTION TO E-BIDDERS**

2. The Tender document shall be used for submission of **e-bids** for the procurement of livery items for liveried staff of the President's Secretariat (Public), Islamabad. All Bids must be uploaded on the PPRA portal E-PADS, manual bids will not be accepted.
3. These documents contain the following: -
  - o Terms and conditions.
  - o Evaluation Criteria
  - o List of Required livery items.

**TERMS AND CONDITIONS**

**Method of procurement for subject tender shall be "Single stage – one envelope procedure".**

1. The participating firms must be registered with Sales Tax and Income Tax in Federal Board of Revenue (FBR) and should also be registered in E-PADS system of PPRA. The firms also have to attach copies of General Sales Tax and NTN Numbers certificate duly issued by the Federal Board of Revenue (FBR) with the bids.
2. Tenders should be accompanied with an Earnest Money of Rs.100,000/- (refundable) in the shape of Bank Draft/Pay Order in favour of Deputy Director (General), President's Secretariat (Public), Aiwan-e-Sadr, Islamabad. **Cheques will not be accepted in any form.**
3. Earnest Money of unsuccessful bidders will be returned/refunded after the opening of bids, whereas earnest money of successful firm(s) will be converted into "**Security Deposit**".
4. Bids are required to be submitted item-wise clearly indicating rates (in Pak Rupees) against each item as per required stuff/samples only, **unmatched samples shall not be considered.**
5. Rates will be considered without GST and shall be valid upto the end of Financial Year 2024-25 i.e 30-06-2025.
6. Bidders are required to submit their e-bids carefully by uploading (pdf) file through E-PADS, any correction/alteration/overwriting will not be acceptable.
7. Rates are required against all items, evaluation and comparison will be made on rate per unit basis for each item.
8. Submission of incomplete documents or false Statement/documents as well as concealing of any information is liable to disqualification of the respective firm(s).
9. An Affidavit that the firm has never been blacklisted by any Ministry/ Division/ Department/ Organization of the Government is also required.

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10. The successful firm(s) shall not change/revise rates during the Financial Year 2024-25 and shall be responsible for supply of items as per quoted/approved prices failing which Security Deposit will be forfeited and the firm will also be got blacklisted.
11. Receipt of incomplete, low quality/substandard supplies or delay in supplies will render the supply order liable to be cancelled and necessary action to be initiated under Public Procurement Rules.
12. The bids documents along with specimen/samples (fabric & color) of cloth and shoes, can be obtained/seen from the undersigned during the office hours.
13. The Competent Authority reserves the right to reject all or any of the bids.
14. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended from time to time.
15. All Bids shall be uploaded on E-PADS upto 1100 hour on 10<sup>th</sup> March,2025 which will be opened at 1130 hours on the same date.

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## LIVERY ITEMS LIST

supply of livery items during the financial year 2024-25 as per detail given below: -

S #	SUMMER LIVERY ITEMS	QUANTITY	RATE With out GST
1.	Shalwar Kameez (for Male)	222 Pairs	
2.	Waistcoat (for Male)	222 Pieces	
3.	Shalwar Kameez (for Female)	08 Pairs	
4.	Shawl (for Female)	08 Pieces	
5.	Shoes (111 for Male 04 for Female)	115 Nos	

**EVALUATION CRITERIA**

Following information/documents are required for evaluation of the firm(s):-

- i. Sale Tax Registration Certificate
- ii. Proof of Active Tax Payer List
- iii. Valid Vendor Number issued by AGPR.
- iv. Pay order/bank draft Rs.100,000/- as bid security in favor of Deputy Director (General) President's Secretariat (Public)
- v. Duly signed and stamped compliance certificate as mentioned vide **Annex-A** of this document.
- vi. An Affidavit that the firm has never been blacklisted by any Ministry/ Division/ Department/ Organization of the Government is also required (sample attached at **Annex-B**
- vii. Company Profile containing all relevant information/details including interalia, fully functional office address, contact numbers (landline/mobile/email) owners particular, bank account number, experience and list of clients etc.
- viii. Evaluation shall be made item wise and not composite.
- ix. Any cutting/overwriting in the quoted prices will not be accepted.
- x. The contract will be awarded to the successful bidders with most advantageous i.e lowest evaluated and responsive bids as recommended by the Purchase Committee and approved by the competent authority, whose decision will be treated as final.
- xi. Method of procurement for subject tender shall be "Single stage – one envelope procedure" as provided under rule 36-A of PPRA.

Name of Bidder. _____
Signature. _____
Stamp. _____
Date. _____

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## COMPLIANCE CERTIFICATE

1. Terms & Conditions

The e-bids must accompany: -

- a. Copies of income tax and sales tax certificate.
  - b. Company Profile having Office details at Islamabad/Rawalpindi with Phone numbers/Addresses.
  - c. Affidavit on Stamp Paper of Rs.100/ that the firm is not black listed/debarred by any government/ semi government Department as per specimen.
  - d. The earnest money/e-bid security as per tender requirement.
2. Terms and conditions must be signed and attached with the e-bid document if agreed upon.
  3. Firms must have its established office at Islamabad/Rawalpindi with phone numbers Address, bank account Number at the same vicinity.
  4. Firms will be bound to supply the livery items within specified time.
  5. The Producing agency reserves the right to accept or reject any or all e-bids as per PPRA rules.

Name of Firm \_\_\_\_\_

Name of Owner \_\_\_\_\_

Mailing address with phone \_\_\_\_\_

Signature/Seal of the Company \_\_\_\_\_

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(Must be provided on a value of Rs.100/- Stamp Paper)

**AFFIDAVIT**

We, (Name & address of the firm), do hereby declare and solemnly that:

1. We have not been blacklisted/barred by any Ministry/Division/Department or organization of the Government of Pakistan.
2. We have not been involved in any litigation with nay client during the last three years.
3. We acknowledge that we have read, understood and accepted the terms and conditions of e-bid documents for procurement of livery items for liveried staff of the President's Secretariat (Public), Islamabad for financial year 2024-25.
4. We understand that the President's Secretariat (Public) shall have right, to require in writing, further information or clarification related to our e-bids.
5. It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of tender and are liable to any punitive/legal action for furnishing false information/documents.

Dated this \_\_\_\_ day of March,2025

Name. \_\_\_\_\_

CNIC. \_\_\_\_\_

Signature

Company seal

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## **PRESIDENT'S SECRETARIAT (PUBLIC)**

### **Invitation to e-Bid for purchase of Livery items**

- President's Secretariat's Office (Public), Islamabad, invites electronic bids from the firms/suppliers/contractors based in Islamabad/Rawalpindi, registered with E-PADS system of PPRA, Income tax and sale tax department of supply of livery items for the financial year 2024-25.
- E-Bidding documents as per regulations, containing detailed terms and conditions and requirements etc. are available for the registered bidders on E-PAD at <https://eprocare.gov.pk>.
- The electronic bids, must be submitted by using EPADS on or before 10<sup>th</sup> March,2025 at 11:00 AM. Manual bids, shall not be accepted. Electronic bids will be opened on the same day i.e. 10<sup>th</sup> March,2025 at 11:30AM.

**For any further clarification please contact Deputy Director (Gen)  
Ph: No. 051-9010155 during office hours.**

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