

No.F. 6-1/99-NTCSP
Government of Pakistan
M/o. Federal Education and Professional Training
Directorate General of Special Education
National Training Centre for Special Persons
Mangla Road, Sector G-9/2

Islamabad the 30th September, 2024

TENDER NOTICE

National Training Centre for Special Persons, Islamabad under Directorate General of Special Education, Ministry of Federal Education and Professional Training, Islamabad intends to invite sealed bids from the Manufactures / General Order Suppliers registered with Income Tax & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their offices/ stock in Islamabad/Rawalpindi for supply of procurement of various Miscellaneous items (List attached) for National Training Centre for Special Persons, Islamabad during the current financial year 2024-25 under PPRA Rules 2004 amended from time to time. The details are as under: -

2. Bids would be submitted / received un- opened as per following schedule: -
 - Interested and eligible bidders can download bidding documents containing terms & condition from <https://eprocure.gov.pk>. Bids should be submitted only through EPADS till 07-10-2024 uptill 11:00 AM.
 - (ii) Tender bids will be opened on 07-10-2024 at 2:00 PM through EPADs in the National Training Centre for Special Persons (NTCSP), Mangla Road, G-9/2, Islamabad in the presence of firm's representatives.
3. The Tender documents containing detailed term and conditions are available during office hours in National Training Centre for Special Persons, Mangla Road, G-9/2, Islamabad
4. Single stage one envelope procedure as contained in Rule 36(a) of PPRA Rules-2004 shall apply.
5. The Tender/Purchase Committee have reserved the right to 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.


(KANEENZ RUQIYYA)
Chairperson Purchase
Committee
NTCSP

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No.F. 22-04/2010-NTCSP
Government of Pakistan
M/o. Federal Education and Technical Education
Directorate General of Special Education
National Training Centre for Special Persons
Mangla Road, Sector G-9/2

Subject:- BIDDING DOCUMENTS /INSTRUCTIONS TO THE BIDDERS IN RESPECT OF NATIONAL TRAINING CENTRE FOR SPECIAL PERSONS (NTCSP), ISLAMABAD FOR PROCUREMENT OF MISCELLANEOUS ITEMS DURING CURRENT FINANCIAL YEAR 2024-25

1. INTRODUCTION: National Training Centre for Special Persons (NTCSP), Islamabad intends to invite sealed bids for supply of Miscellaneous items during current 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 NTCSP for the year 2024-25.
 2. ELIGIBILITY OF BIDDERS: In addition to the bidding criteria as laid down in clause 5 of this Tender Notice; standard terms and conditions, inter alia, shall be as under:-
 - 2.1 The Bidder must be 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 miscellaneous items.
 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/General Order Supplier 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 Chairpersons, Purchase Committee, National Training Centre for Special Persons (NTCSP) Mangla Road, G-9/2, 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 initiated /signed and shall bear official seal of the person authorized to sign/endorse. The format as given in the quotation should be followed if separate page is printed for bid(s). Original quotation should be followed if separate page is printed for bid(s) Original quotation form may also be used for indicating price in legible hand writing.

(Contd.P/2)

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 packet in such a manner that contents are full 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.

EVALUATION OF BID: The purchase committee shall evaluate all the bids in the light of criteria laid down as per bidding documents.

9. **EVALUATION REPORT:** The evaluation report of bids made in the light of criteria laid down as per bidding documents shall be allowed as provided under Rule 38 of PRA 2004, before approval of the final recommendation by the competent authority.

10. **CLARIFICATION OF BIDS:**

10.1 The price shall be clearly written/typed inclusive of all taxes in a firm and final manner leaving no ambiguity on the provided bidding documents.

10.2 The price must include GST/ other taxes, duties and delivery charges as & if applicable.

10.3 The bidders shall be deemed to have obtained all related information as to requirement thereto which may affect the bid price.

10.4 Single responsive bid in goods, works and services.—(1)

The procuring agency shall consider single bid in goods, works and services, if it—
(a) meets the evaluation criteria, ensures compliance of specifications and other terms & conditions expressed in advertisement or bid solicitation documents;

(b) is not in conflict with any provision of the Ordinance;

(c) conforms to the technical specifications;

(d) has financial conformance in terms of rate reasonability

11. **Bid Security:**

Description	Estimated Amount (in Pak Rupees)	2 % Bid Security (in Pak Rupees)
Supply of Miscellaneous Items	900,000	18,000

11.1 The bidder shall furnish a bid security Rs.18000/- total bid price in the form of bank draft, or deposit at call, issued by the Scheduled Bank of Pakistan in favour of DDO of NTCSP.

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 bid security shall be forfeited if:-

a) The Bidder withdraws the bid during the period of bid validity.

b) The bidder does not accept correction of bid price.

c) The bidder fails to furnish required performance guarantee or sign the contract agreement.

d) The bidder fails to provide services required in time.