

F. No. 1(1) GA/2025
GOVERNMENT OF PAKISTAN
MINISTRY OF KASHMIR AFFAIRS, GILGIT-BALTISTAN AND
STATES AND FRONTIER REGIONS
ROOM No.14, GROUND FLOOR, S-BLOCK, PAK SECRETARIAT,
ISLAMABAD

TENDER NOTICE

Sealed Tenders are invited from well-reputed firms/contractors for
**Category-A:- supply/purchase of Stationery, Computer Stationery, Misc/Others,
Printing & Publication (for D.O. letters, Gum Pad, Compliment Cards etc), Items.**

And

**Category B:- Multicolor display of Printing Work for Fairs & Exhibition:- Youm-E-
Isthal, Black Day, Kashmir Solidarity Day and any other special task), during the
financial year 2025-2026, according to the following terms and conditions.**

2. A set of tender documents for each categories (A&B) can be obtained from
the office of undersigned which can be collected during the office timing @ cost of
Rs.2,000/- (non-refundable) for each category.

TERMS & CONDITIONS

- a) The bidders/firms should be well established and registered for GST based in
Islamabad/Rawalpindi and having minimum experience of three years for category (A)
& eight years for Category (B) in relevant field.
- b) The owner of Firms/Individual must be Active Tax Payer and listed in the Federal
Board of Revenue (FBR) Active Tax Payer List and also possess valid vendor number
in AGPR.
- c) The owner of Firms / Individual must have their office / warehouse in Islamabad /
Rawalpindi
- d) The bidders/firms will be bound to supply all items according to the rates given in the
tender during the financial year 2025-2026 without raising the rates.
- e) The bidder will be required to submit a Call Deposit/Pay Order equal to Rs.600,000/-
for **Category-A** :- Stationery, Computer Stationery, Other / Misc & Printing &
Publication and Rs.2,250,000/- for **Category-B** regarding Printing Work (Fairs &
Exhibitions) in the name of DDO, KA,GB and SAFRON Division, Islamabad
(refundable) as a security deposit failing which tender will not be accepted. Call deposit
of successful bidder will be kept as performance security which will refundable after the
closure of Financial Year 2025-2026.
- f) In case of having contradictory statement, the bid will be technically rejected.
- g) The bidder shall quote the price in PKR.

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- h) The bidders/firms should also provide a certificate/affidavit on Stamp paper not less than Rs.200/- that their firms are not black listed by any of the Departments/ Ministries and that no litigation is pending in any Court of Law against them.
- i) If the items are found sub-standard or less in quantity or if not provided in time the competent authority reserves the right to cancel the contract/tender partially or wholly during the financial year 2025-2026 including forfeiture of security deposit and black listing as per PPRA Rules 2004.
- j) The documentary evidence to be submitted in technical proposal for the purposes of qualification and technical evaluation shall be as specified in the evaluation criteria for category-B, technical specification etc.
- k) Bid shall remain valid for a period of 120 days, after opening of bid, as specified a bid valid for short period shall be rejected by the procuring agency as non-responsive.
- l) All bidding documents to be duly attested (signed and stamped) by the authorized person of bidder.
- m) The envelopes shall marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters to avoid confusion .
- n) Bids must be submitted by the bidder and received by the procuring agency at the address, time and date specified in the invitation to bids.
- o) Any bid received by the procuring agency after the deadline (11:00 AM) for submission of bids prescribed by the procuring agency shall be rejected and returned unopened to the bidder.
- p) The procuring agency shall initially open "**Technical proposal**" in the presence of bidders. The bidders shall sign the attendance sheet as evidence their attendance.
- q) The envelop marked as "**Financial proposal**" shall remain unopened and be retained in safe custody till completion of the technical evaluation process. The date and time of opening of financial bid will be intimated to the successful bidders through E-Pads and telephonically.
- r) The firms will be bound to bear transportation charges for delivery of tender items during the Financial Year 2025-2026.
- s) Prices/rate should be submitted on original tender documents issued by Ministry. Prices/rates on letter head of firms will not be considered.
- t) Evaluation of bids will be done on the basis of items wise lowest bids, subject to assessment of quality by purchase committee. Samples must be provided for category-B and required items of category-A as mentioned in list of category-A.
- u) Bid shall remain valid for a period of 120 days, after opening of bid, as specified a bid valid for short period shall be rejected by the procuring agency as non-responsive.

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- v) All bidding documents to be duly attested (signed and stamped) by the authorized person of bidder / firms.
- w) The owner of Firms/Individual must have their own printing press / warehouse in Islamabad/ Rawalpindi **(for category-B)**.
- x) Bidders/firms are required to attach at least three work orders having minimum worth of Rupees fifteen million each showing relevancy of similar work done in respect of Printing Work (Fairs & Exhibitions) **for category-B**.
- y) The publicity material (i.e. Panaflex Steamers, Banners, Flags etc.) the bidder/firm will be bound to install/remove on its own resources on the instruction of Ministry of KA,GB & SAFRON and will be handed over to Ministry's Store after completion of every event **(for category-B)**.
- z) The documentary evidence to be submitted in technical proposal for the purposes of qualification and technical evaluation shall be as specified in the evaluation criteria, technical specification etc (for category-B).

3. Interested parties may send their bids in sealed cover for each /both category **(Technical and Financial bids separately)** at the following address latest by **9th July, 2025 at 11:00 AM**, which will be opened on the same day at **11:30 AM** in **the Committee Room**, Ministry of Kashmir Affairs, Gilgit Baltistan and States and Frontier Regions, 1st Floor, R-Block, Pak Secretariat, Islamabad. The bidders or their authorized representatives may attend the tender opening process / meeting.

4. Bids should be submitted through PPRA, E-Procurement portal- e-Pads at (www.eprocure.gov.pk) / e-Pads and tender documents in original should be submitted in Ministry before closing of tender opening / closing date.

-sd/-
(Khan Abdul Qadoos Khan)
Section Officer (GA)
051-9201447

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**TECHNICAL EVALUATION CRITERIA FOR CITY BRANDING / PRINTING
WORK REGARDING CATEGORY-B**

- **Total Marks 100**
- Minimum Qualification Score is 65
- Firm Must provide verifiable evidence / proof

S. #	Parameters against which technical evaluation for branding shall be done	Total Scoring	Scoring brackets	Total marks obtained
1	Capability and profile of the firm	20		
i.	The bidder must have one office in Islamabad or Rawalpindi City. In case of rented property, lease agreement must be attached.		10	
ii	The bidder must have printing machines, fabrication and workshop facility etc in Islamabad / Rawalpindi (Proof must be attached).		10	
2	Similar services provided in the last (05) years.	30		
i	1-2 Projects		10	
ii	3-4 projects		20	
iii	4-6 projects		30	
3	Worth of Projects done in last 5 years	25		
i	Worth of project < 5 million		10	
ii	Worth of project > 5 million < 10 million		15	
iii	Worth of project > 10 million < 30 million		25	
4	Proof of financial strength (closing balance in last financial year 7.000 mullion)	25		
i	3.000 million		10	
ii	5.000 million		15	
iii	7.000 million		25	
Total marks obtained by bidder				
