

**GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE**

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F. No. 16-1/2025-GS

Islamabad the 8<sup>th</sup> August, 2025.

**TENDER NOTICE NO. 01/2025-26**

**INVITATION TO BID FOR PURCHASE OF STATIONERY, PAPERS, TONERS  
FOR COMPUTER PRINTERS/ PHOTOCOPIER / FAX MACHINE ETC.,  
MISCELLANEOUS, ELECTRIC ITEMS AND IT EQUIPMENT FOR STI DURING  
FINANCIAL YEAR 2025-26.**

Secretariat Training Institute (STI) intends to invite sealed bids for supply of Stationery, Papers, Toners for Computer Printers/ Photocopies/ Fax Machine etc., Miscellaneous, Electric items and IT Equipment during financial year 2025-26 **in pursuance of rule 36(b) of PPRA Rules 2004 i.e. single stage- two envelope procedure.**

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, performance guarantee etc. are available at the office of Deputy Director (G.S.), Secretariat Training Institute, Plot No.7, Sector H-9, Islamabad which may be obtained at a Price Rs.1000/- on any working day during office hours, as provided under Rule 23(5) of PPRA Rules, 2004.
3. The bids, duly accompanied with prescribed bid security and prepared in accordance with the instructions as per bidding documents to be submitted through e-PADs and hard copies of bidding documents must reach at Secretariat Training Institute, Plot No.7, Sector H-9, Islamabad on or before **25 August, 2025 at 11.30 a.m.** and tender will be open on same day at 12:00 p.m. in the presence of bidders or their representatives, who choose to be present.
4. This advertisement is available on newspaper, PPRA website at [www.ppra.org.pk/E-Pads](http://www.ppra.org.pk/E-Pads), [www.establishment.gov.pk](http://www.establishment.gov.pk), and [www.sti.gov.pk](http://www.sti.gov.pk).
5. STI reserves right to reject all bids or proposals at any time prior to acceptance as provided under Rule 33 of PPRA Rules, 2004.

  
**(HUSSAIN AHMED)**  
Deputy Director (F&A)

GOVERNMENT OF PAKISTAN  
(ESTABLISHMENT DIVISION)  
SECRETARIAT TRAINING INSTITUTE

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Subject: **BIDDING DOCUMENTS /INSTRUCTIONS TO THE BIDDERS IN RESPECT OF STI'S TENDER NOTICE NO 01/2025-26 FOR PURCHASE OF STATIONERY, PAPERS, TONERS FOR COMPUTER PRINTERS/ PHOTOCOPIER/FAX MACHINE ETC. MISCELLANEOUS, ELECTRIC ITEMS AND IT EQUIPMENT FOR STI DURING FINANCIAL YEAR 2025-26.**

1. **INTRODUCTION:** Secretariat Training Institute (STI) intends to invite sealed bids for supply of Stationery, Papers, Toners for Computer printers/ Fax Machines/Photocopiers, Miscellaneous, Electric items and IT Equipment during Financial Year 2025-26 **in pursuance of rule 36(b) of PPRA Rules 2004 i.e. single stage-two envelope procedure.**

1.1 **SOURCE OF FUNDING:** Regular budget of STI for the year 2025-26.

1.2 **SCOPE OF WORK:** Details showing estimated requirement of each item (BOQs) Are annexed (Annex-I-V).

2. **ELIGIBILITY OF BIDDERS:** In addition to the bidding criteria as laid down in clause 5 of this bidding document; standard terms and conditions, inter alia, shall be as under:-

2.1 The Bidder is 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 have minimum five (05) years of experience in supply of stationery, papers, toners for computer printers/photocopier/fax Machine etc., Miscellaneous, Electric items and IT Equipment.

2.5 In case of supply Toners bidders have to provide a certificate of authorized dealership/Partnership of the requisite brand of toners.

2.6 The bidder must produce satisfactory performance certificate from five organizations with whom they/it worked in past

3. **GENERAL INFORMATION:** Bidders shall produce general information regarding their business along with bids as follows:-

3.1 Firm's Name and Office Address procuring firms' presence from last five (05) years.

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 if authorized dealer 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 Deputy Director (G.S) Secretariat Training Institute (STI), Plot # 7, Sector H-9, Islamabad.

4.2 Bid related documents or correspondence may be made in English (preferable) or in Urdu.

4.3 The bid(s) should be on Printed letter head of the firm as covering letter. All Pages of the bid should be initialed/ signed and shall bear official seal of the person authorized to sign/endorse. The format as given in the BOQ should be followed if separate page is printed for bid(s). Original BOQ should be followed if separate page is printed for bid(s) Original BOQ form may also be used for indicating price in legible hand writing.

Conted....P/2

5. **METHOD OF PROCUREMENT:** Open competitive bidding As per Rule 36(b) of PPRA Rules, 2004 i.e., Single stage – two envelope procedure.
6. **SUBMISSION OF BID:** The bid shall be in a sealed package or packages in such a manner that contents are fully 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.
8. **EVALUATION OF BID:** The purchase committee shall evaluate all the bids in the light of criteria laid down as per bidding documents.
9. **AMENDMENT OF EVALUATION REPORT:** The evaluation report of bids made in the light of criteria laid down as per bidding documents shall be announced as provided under Rule 35 of PRA 2004, before approval of the final recommendations by the competent authority.
10. **CLARIFIATION OF BIDS:** No. bid
- 10.2 **The price shall be clearly written/typed inclusive of all taxes in a firm and final manner leaving no ambiguity on the provided Annexure I-VI with the bidding documents.**
- 10.3 The price must include GST/ other taxes, duties and delivery charges as & if applicable.
- 10.4 The bidders shall be deemed to have obtained all related information as to requirement thereto which may affect the bid price.
11. **BID SECURITY:**
- 11.1 The bidder shall furnish a bid security @ 5% of total bid price in the form of bank draft, or deposit at call issued by the Scheduled Bank of Pakistan in favour of DDO, Secretariat Training Institute (STI).
- 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 un-successful bidder or on expiry of the validity of bid security, whichever is earlier.
- 11.4 **The successful bidder shall be required to deposit a performance guarantee equal to Rs.250,000/-of the contract amount, which shall be returned subject to satisfactory completion of contract agreement.**
- 11.5 The bid security shall be forfeited if:-
- The Bidder withdraws the bid during the period of bid validity.
  - The bidder does not accept correction of bid price.
  - The bidder fails to furnish required performance guarantee or sign the contract agreement.
  - The bidder fails to provide services required in time.

Budget details in the relevant head of accounts are as under:-

Stationery	(A03901)	Rs.900,000/-
Paper	-do-	Rs.400,000/-
Toners	(A03955)	Rs.600,000/-
Miscellaneous	(A03970)	Rs.2200,000/-
Electrical	-do-	Rs.400,000/-
IT Equipment	(A09203)	Rs.2000,000/-

**12. AMENDMENT IN THE BIDDING DOCUMENTS:**

- 12.1 STI may at any time prior to the deadline for submission of bids, modify or amend the bidding documents by issuing addendum for any reason, as provided under Rule 23(3) of PPRA Rules, 2004.
- 12.2 STI may at its discretion, extend the deadline for submission of bids; as provided under Rule 27 of PPRA Rules, 2004.

**13. RESPONSIVENESS OF THE BIDS:**

A bid shall be considered as non-responsive for not being generally in order if:

- 13.1 The bid is not found accompanied with required bid security.
- 13.2 The bid is not valid till required period.
- 13.3 The bid prices is not inclusive of all taxes, duties etc.
- 13.4 The supply period is not within specified time lines.
- 13.5 The bid is not accompanied with requisite experience /Office address /Shop address /NTN/ GST registration No. etc.
- 13.6 The bid is found to be in contravention of any clause of bidding documents.

**14. CLARIFICATION OF BIDDING DOCUMENTS:** Interested bidder(s) requiring any clarification(s) regarding tender documents may send a request in writing addressed to Deputy Director (F&A), STI, Plot#7, Sector H-9, Islamabad on any working day during office hours before last date for submission of bids.

**15. COST OF BIDDING:**

The bidder shall bear all costs associated with preparation and submission of bid(s).

**16. SUPPLY SCHEDULE:**

Within 07 days of receipt of work order from STI.

**17. WARRANTY:**

Supplied items should contain warranty of at least one year period.

**18. ENTRY INTO FORCE OF PERORMANCE CONTRACT/AGREEMENT:**

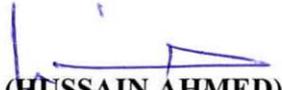
As provided vide Rule 44 of PPRA Rules, 2004

**19. RIGHTS RESERVED:**

As provided under Rule 33(1) of PPRA Rules, 2004, STI reserves the right to reject all bids or proposals at any time prior to acceptance of a bid or proposal. It may, upon request from any bidder who submitted bid or proposal, communicate grounds of rejection of all bids or proposals but is not required to justify those grounds.

**20. REDRESSAL OF GRIEVANCES:**

As provided under Rule 48 of PPRA Rules, 2004.

  
(HUSSAIN AHMED)  
Deputy Director (F&A)



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**CORRIGENDUM**

With reference Tender Notice No 01/2025-26, published in the Daily Jang & The News on 06-08-2025, following corrigendum is issued:

*in pursuance of rule 35(a) of PPRA Rules 2004 i.e. single stage- two envelope procedure.*

**May be read as:**  
*in pursuance of rule 36(b) of PPRA Rules 2004 i.e. single stage- two envelope procedure.*

3. The bids, duly accompanied with prescribed bid security and prepared in accordance with the instructions as per bidding documents must reach at Secretariat Training Institute, Plot No.7, Sector H-9, Islamabad on or before **25 August, 2025 at 11.30 a.m.** and tender will be open on same day at 12:00 p.m. in the presence of bidders or their representatives, who choose to be present.

**May be read as:**  
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Bidding documents / instructions at rule 11.3 read as bid security shall be returned upon award of contract to the un-successful bidder or on expiry of the validity of bid security, whichever is earlier.

**(HUSSAIN AHMED)**  
 Deputy Director (F&A)

Saturday  
 August 9, 2025  
 Price Rs. 40/-

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