



No. F.2/57/2024-25/Log-I
FEDERAL PUBLIC SERVICE COMMISSION
AGA KHAN ROAD, F-5/1
051-9212159

BID INVITATION NOTICE
For Disposal of Waste / Used Papers

Bids are invited from the firms / vendors / contractors for disposal of old / used papers. The waste papers can be seen during official working hours on or before the closing date of bidding process i.e. **30th January, 2026 (Friday)**. Detail of approximate quantity of old/waste papers of various categories are as under:

| S.No. | Description of items | Estimated Quantity |
|-------|---|--------------------|
| i. | Used OMR Sheets and Question Papers (70 gsm imported paper approximately) / Used answer sheets (63 gsm approximately) | 40,000 kg |
| ii. | Old applications of candidates / used papers / used file covers | 5,000 kg |

2. Detail bidding document containing terms & conditions including eligibility criteria of firms/bidders for disposal of waste / used papers may be downloaded from FPSC website (www.fpsc.gov.pk) or visit PPRA's website www.ppra.gov.pk.

3. Closing time for submission of sealed bids in tenders box is 10:30 am on 30th January, 2026 (Friday). Bids will be opened on the same day on 11:00 am.

(Adnan Akram)
Director (Logistics)

BIDDING DOCUMENT

For Disposal of Waste / Used Papers

TERMS & CONDITIONS

1. Bid invitation notice, terms & conditions and bid submission proforma for disposal of waste papers is available on FPSC website (www.fpsc.gov.pk) and PPRA website (www.ppra.gov.pk).
2. Eligible Firm / Vendor / Bidder fulfilling the following eligibility criteria shall quote rates in Pak Rupees for above items per kilogram (without applicable taxes) on the bid submission proforma and must submit the following documents before the closing time for submission of bid in the office of Director (Logistics), FPSC to confirm the eligibility of the firm/bidder:
 - a. Bidder shall be on the active tax payer list of FBR.
 - b. Bidder have the past experience of lifting of waste papers old papers worth Rs.5 (five) million for each year during the last two financial years from Government / Semi Government Department / autonomous bodies. For proof bidder shall provide the work orders / proof of deposit of money worth Rs.5 (five) million against the similar activity in SBP / NBP / Procuring Agency during last two financial years i.e. 2023-2024 and 2024-2025 / tax deposited against the activities in SBP/NBP.
 - c. Satisfactory Performance Certificate from at least two Government/Semi Government Department/Autonomous Bodies like Education Boards / Universities regarding uplifting of waste paper.
 - d. Provide the bid security @ Rs.10% of the quoted bid value in the shape of CDR / Bank Draft / Pay Order / Banker's Cheque refundable after completion of activity drawn on the name of Federal Public Service Commission FTN No.9010202-9 in the office of Director (Logistics), FPSC before closing time of bid submission. Cheque / Cash shall not be accepted as bid security, in any case.
 - e. An affidavit on a stamp paper of Rs.100/- duly signed by the bidder and stamp & signed from Oath Commissioner stating that bidder shall not be black listed from any Government Department / Organization at the time of submission of bid. Stamp paper shall be issued on the name of the bidder participating in the bid process.
 - f. Only those bidder(s) shall be allowed entry into the office premises who possess the original CNIC, on which the stamp paper for provision of the affidavit regarding non-blacklisting has been drawn.
 - g. Bidder(s) who do not meet the eligibility criteria shall be disqualified from the bidding process..
3. Bid will be evaluated on the total rates quoted for both the categories given above, award of contract will be issued to the bidder who qualify the eligibility criteria provided in the terms & condition.
4. All applicable taxes shall be deposited by the successful bidder in addition to quoted rates per KG in the SBP / NBP as per policy of FBR.
5. The successful bidder shall install the heavy-duty shredder / paper cutter at FPSC HQs, F-5/1, Aga Khan Road, Islamabad and shred the papers in at least two to four pieces before lifting the waste papers from FPSC HQs for re-cycling.
6. Validity of the quoted bid price is till June 30, 2026.
7. The bid security of successful bidders shall be retained as Performance Guarantee and will be released after completion of the work satisfactorily.

8. Bid Security of unsuccessful bidder shall be returned on the same day.
9. Performance guarantee shall be forfeited, if the qualifier bidder fails to lift the waste papers within the bid validity period as per prescribed procedure.
10. Over written bids shall be rejected and treated as non-responsive bid.
11. Award of contract shall be awarded to the highest and most advantageous bidder based on highest combined rates for the whole activity, once bidder submitted the bid in the tender box shall not be allowed to withdraw the submitted bid at any cost. Firm/bidder shall be responsible to lift all items, firm/bidder who will not quote the rate/bid against any item shall be disqualified from the bidding process.
12. Sealed bids shall be dropped in a sealed tender box in the office of Director (Logistics), Room No.14, FPSC HQs, F-5/1, Aga Khan Road, Islamabad on the closing date i.e. **30th January, 2026 (Friday) at 10:30 am, the submitted bids shall be opened on the same day at 11:00 am** in presence of bidder(s).
13. On issuance of work order, successful bidders shall provide the affidavit on stamp paper worth Rs.100/- that the information contained in the waste papers shall not be disclosed by any way and the waste papers shall only be used for the purpose of re-cycling.
14. Vendor shall arrange his own truck for transportation of waste papers and weight thereof under the Supervision of designated team of officers of FPSC's i.e. Assistant Director (Record) and Security Supervisor. Loaded truck shall not be allowed to exit without submission of Gate Pass at the outer gate of FPSC HQs., the Gate Pass shall be signed by Assistant Director (Log-I) and Security Supervisor.
15. **Firm/bidder who will not quote the rate / bid against any item shall be disqualified from the bidding process. The firm / bidder who quote the highest bid in whole and fulfill the eligibility criteria shall be considered as successful and most advantageous bidder, However, actual rates shall be calculated item wise in case of variation quoted rates against different categories of waste / used papers.**
16. **All old/used/waste papers shall be transported from fourth floor of FPSC HQs to ground floor by the bidder with his own labor and make the pieces with heavy duty paper shredder / paper cutter at the designated place at FPSC premises in the Supervision of Assistant Director (Record) and Security Supervisor (FPSC) and ensure the disposal of papers in shredded pieces to maintain secrecy of classified papers in all respects.**
17. FPSC reserves the right to increase / decrease the estimated quantity of waste papers.
18. FPSC reserves the right to reject all bids at any time prior to acceptance of bids as per rule 33 (1) of PPRA Rules, 2004

(Adnan Khalid)
Director (Logistics)

BID SUBMISSION PROFORMA

| | | | |
|--|------------|--------------|--|
| Name of Firm / Bidder: | | | |
| CNIC No: | | | |
| Cell No: | | | |
| Bid Security Instrument No & Date | No. | Date: | |
| Drawn from Bank Name | | | |

RATE QUOTED BY THE FIRM / BIDDER

| S. No. | Type of Waste Papers (old/used/damaged) | Approximate Estimated Quantity | Quoted Rates in Rs. per Kg (without tax) | Total Quoted Price Rs. $E = C \times D$ |
|------------------------------|---|--------------------------------|--|---|
| (A) | (B) | (C) | (D) | (E) |
| i. | Used OMR Sheets and Question Papers (70 gsm imported paper approximately) / Used answer sheets (63 gsm approximately) | 40,000 kg | | |
| ii. | Old applications of candidates / used papers / used file covers | 5,000 kg | | |
| (Rupees) Grand Total | | | | |

I, hereby affirm that above quoted rates by the undersigned shall remain valid up to 30.06.2026 and I am bound to lift the waste papers as and when work order is issued by the FPSC as per quoted / approved rates. I also certify that I shall abide by all terms & conditions contained in the bidding document which have been thoroughly read & understood and all related rules associated with handling of classified documents before lifting the material from FPSC.

Signatures: _____

Name: _____

CNIC No. _____

Cell No. _____