
**NATIONAL POLICE ACADEMY
SECTOR H-11, ISLAMABAD**



BIDDING DOCUMENTS

***PURCHASE OF BOOKS FOR DSSP (UT) OF
SINDH POLICE (4TH STC) AT NPA***

January, 2026

F. No. NPA/15-1/2015
NATIONAL POLICE ACADEMY
SECTOR H-11, ISLAMABAD

INVITATION TO BID
Ref. No. 17/2025-26
(Say No to Corruption)
(We stand united against terrorism)

National Police Academy, a premier police training institute of Pakistan, invites sealed bids from the suppliers having experience in relevant field and registered with Income Tax and Sales Tax departments for ***“Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA”***.

2. E-bidding documents as per regulation, containing detailed terms, specifications and requirements etc. are available for registered bidders on EPADS at www.eprocure.gov.pk.

3. The electronic bids, must be submitted by using EPADS on or before 11th of February, 2026 at 1100 hours. Manual bids shall not be accepted. Electronic bids will be opened on the same day on 11th of February, 2026 at 1131 hours. Bid money in original must be delivered at office of the Assistant Director (Procurement) prior to submission date & time else bid shall not be considered.

Note: Notification of the GRC constituted in terms of rules -48 of PPRA rules, 2004 is provided on EPADS at www.eprocure.gov.pk.

-sd-
Muhammad Farooq
Deputy Director (Admn)
Ph: 051-9258183
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INSTRUCTIONS TO BIDDERS

1. **Scope of Bid** *“Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA”* as per specification enclosed as Annex-A.
2. **Corrupt and Fraudulent Practices**

The bidder will show highest standards of ethics during bidding process and carrying out the contract. In pursuance of this, the following provisions shall apply:

 - (a) *“coercive practice”* means impairing or harming or threatening to impair or harm, directly or indirectly, persons or their property, to influence participation in tendering process, or affect the execution of a contract;
 - (b) *“collusive practice”* means a scheme or arrangement between two or more parties, with or without the knowledge of NPA, designed to establish prices at artificial, noncompetitive levels or to otherwise deprive NPA of the benefit of free and open competition;
 - (c) *“corrupt practice”* means the offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the actions of a public official (including purchaser and employees of organization taking or reviewing selection decisions) in the selection process or in contract execution or the making of any payment to any third party, in connection with or in furtherance of a contract, in violation of any applicable law in the country;
 - (d) *“fraudulent practice”* means any act or omission, including any misrepresentation, in order to influence (or attempt to influence) a selection process or the execution of a contract to obtain a financial or other benefit or to avoid (or attempt to avoid) an obligation;
 - (e) *“obstructive practice”* means destroying, falsifying, altering or concealing evidence material or making false statements in order to impede an investigation into allegations of a coercive, collusive, corrupt, fraudulent, or prohibited practice; and threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation and acts intended to impede the exercise of the inspection and audit rights; and
 - (f) *“prohibited practice”* means any action that makes disqualification of bidder. NPA will reject a bid if it determines that any bidder directly or indirectly is engaged in coercive, collusive, corrupt, fraudulent, obstructive or prohibited practices in competing for contract.
 - (g) *“Inspection of accounts”* means NPA has the right to inspect financial position, records and other documents of the bidder in order to determine that the bidder has firm footing.
3. **Procedure** Single stage one envelope procedure of the open competitive

bidding process shall be adopted.

Bids shall be evaluated and awarded on item wise, least cost basis.

- 4. Language of Bid** Bid as well as all correspondence and documents relating to the bid exchanged by bidder and NPA shall be written in English/Urdu.
- 5. Eligible Bidders** A bidder must:
 - (a) Be on active taxpayers list of FBR.
 - (b) Have at least last 03 years' experience in relevant field with government departments.
 - (c) Not declared blacklisted.
 - (d) Pakistani having valid CNIC.
 - (e) Have good reputation in relevant field.
- 6. Number of bids**
 - (a) Bidder shall submit only one bid which will be processed and evaluated as per specifications and criteria defined in the bidding document.
 - (b) In case of submission of 2nd bid, only 1st bid will be considered.
- 7. Bid Price**
 - (a) Bid price must be quoted in Pak rupees inclusive of prevalent taxes.
 - (b) Overwriting of figure and use of fluid will not be permitted and the bid may be rejected in that case.
 - (c) Only one price of item shall be mentioned.
- 8. Documents Comprising the Bid** Bid shall comprise the following:
 - (a) Rates as per pattern at Annex-A.
 - (b) Written consent as per Annex- B.
 - (c) Price inclusive of all prevalent taxes. The quoted price will be deemed to be inclusive of all taxes.
 - (d) Call deposit in shape of demand draft/pay order/CDR in favour of "**Academy Fund Account**" @ 35,000/- (thirty five thousand rupees) only.
 - (e) Documents showing at least last 03 years' experience in relevant field to the government departments.
 - (f) Copies of NTN/GST certificates which ever applicable.
 - (g) Addresses of retail outlets & warehouses which ever applicable.
 - (h) Certificate as per Annex-C:
 - i. Certificate of ownership of firm;
 - ii. Not declared black listed;
 - iii. Having read & accepted all clauses of bidding documents;
 - iv. Authorized person, if any, to deal with NPA.
 - (i) Valid Address, Telephone, Fax & Mobile Nos.
 - (j) Valid CNIC copies of owner and representative, if any.
 - (k) Contract on judicial paper along with its bid which should not be less than Rs.50/- as per Annex-D.
 - (l) Broacher/pamphlet having complete details of the item/services/work to be supplied/carried out, if applicable.
 - (m) Any other document that the bidder may feel to add in support of its bid and has plus point.

- 9. Dead line for submission of Bids** Bids must be submitted only electronically physically bids shall not be accepted. Bid shall be submitted before designated time in invitation to Bid.
- 10. Bid Security**
- (a) Bid security shall be in shape of demand draft/pay order/CDR in favour of *“Academy Fund Account”* @ 35,000/- (thirty five thousand rupees) only.
 - (b) Bid security shall be submitted physically at the office of Assistant Director Procurement NPA, Sector H-11, Islamabad.
 - (c) Bid shall not be accepted if bid security is not received physically.
 - (d) Bid security of unsuccessful bidders will be returned after issuance of supply/work order to the lowest evaluated bidder.
 - (e) Representative may collect the bid security on furnishing a written request on letter head duly signed & stamped and proving identity.
- 11. Performance Guarantee**
- (a) Bid security of successful bidder shall stand converted as performance guarantee and shall be retained till warranty or extended period(s). Period of warranty shall start from the date of completion of supply/work.
 - (b) Performance guarantee shall be forfeited in case of carrying out partial, substandard or deviated supply/work/services and not completing the supply/work/services within timeframe.
- 12. Period of Validity of Bids** Bids shall remain valid for One Hundred & Twenty (120) days. Period can be extended after consultation with the bidders.
- 13. Participation in the bids opening session**
- (a) Attendance of all bidders or their representatives shall be obtained.
 - (b) In case of representatives, authorization letter on the letter head of firm duly signed and stamped shall be mandatory for participation in the bids opening session.
- 14. Bid Opening Session**
- (a) Bids shall be opened on the prescribed date & time, as given in invitation to bid, by the Departmental Purchase & Inspection Committee of NPA.
 - (b) All envelopes shall be opened in a session.
 - (c) The official shall read aloud: name of bidder; presence of bid security; price quoted and any other detail as deemed appropriate.
- 15. Public riot, strike or insurgency** In case of Public Riot, Strike, Insurgency and scenario beyond human control, next working day of office will be considered as bid opening session.
- 16. Incomplete bid** Bids not accompanying the mentioned documents/information shall be construed as incomplete bid and may be rejected.
- 17. Confidentiality; Undue Influence** Information relating to evaluation of bids and recommendations of contract award shall not be disclosed to bidders or any other person not officially concerned with such process until evaluation report is published. Undue use by any bidder of confidential information related to the process may result in the rejection of its bid.
- 18. Deviations, Reservations,** During the evaluation of bids, the following definitions apply:
- (a) *“deviation”* is a departure from the requirements specified in

and Omissions

- bidding documents;
- (b) “*reservation*” is the setting of limitation or conditions or withholding from complete acceptance of the requirements specified in the bidding documents; and
 - (c) “*omission*” is the failure to submit part or all of the information or documentation required in the bidding documents.

Any deviation, reservation & omission may lead to rejection of bid. Evaluation of bids shall be made by the Departmental Purchase & Inspection Committee, report of which shall be uploaded on EPADs/PPRA’s & NPA’s Website. Lowest evaluated bid shall be accepted. Following is the Evaluation Criteria:

19. Evaluation of Bids

- (a) Envelop has been sealed as per instructions;
- (b) Rate on the enclosed list as at Annex-A;
- (c) Availability of written consent as per specimen at Annex-B;
- (d) In case of same price for the supply/work/services, selection will be made on the basis of length of experience of the firm and warranty period, if applicable;
- (e) Copies of NTN/GST Certificates which ever applicable;
- (f) Call deposit at the rate and shape as specified;
- (g) Certificate as per Annex-C:
 - i. Ownership of firm;
 - ii. Not declared blacked listed;
 - iii. Having read & accepted all clauses of bidding documents; and
 - iv. Authorized person, if any, to deal with NPA;
- (h) Copies of valid CNIC of owner and representative;
- (i) Availability of broacher/pamphlet of the items/works/services to be supplied/carried out, if applicable;
- (j) Selection of bidders will be made on lowest aggregated rates on item wise basis;
- (k) Online verification of bidder on Active Taxpayer’s List of FBR;
- (l) Valid Address, Telephone & Mobile No. of the bidder;
- (m) Copies of last 03 years supply/work orders in the relevant field to government departments;
- (n) Contract on judicial paper not less than Rs. 50/- as per specimen of contract at Annex-D;
- (o) Inspection of retail Outlet/Warehouse of the bidder;
- (p) **Sampling of items/services/work could be carried out by the Departmental Purchase & Inspection Committee which would be the deciding factor for selection;**
- (q) Bidder may add additional documents in support of its bid; and
- (r) Clarification of the documents could be made.

20. Sampling of the items/work

Inspection of printing quality of books shall be carried out by the Departmental Purchase & Inspection Committee on the date of opening of bid. Decision for selection of books by the DP&IC shall be final.

21. Acceptance of Bid	<p>a) Selection of bidders will be made on lowest quoted rates of each item and on aggregate price of entire bid.</p> <p>b) The most advantageous bid shall be accepted.</p>
22. Grievances Committee	National Police Academy has constituted a grievances committee which can be approached through a written complain addressed to the “ <i>National Police Academy Grievances Committee</i> ”.
23. Right of acceptance or rejection	<p>(a) Departmental Purchase & Inspection Committee of NPA reserves the right to accept or reject bids or annul bidding process at any stage prior to issuance of supply/work order.</p> <p>(b) In case of rejection or annulment, bidders shall collect bid security from the office of Assistant Director (Procurement). Collection of bid security and evaluation report shall be responsibility of bidders.</p> <p>(c) Bidders shall collect their bid securities on written request on letter head duly authorized to their representative.</p>
24. Debarring or Blacklisting	National Police Academy reserves the right to debar any bidder for a specific period or blacklist bidder for future bids.
25. Subletting of work	Subletting of the supply/services/work to anyone else shall not be allowed and the contract would be cancelled in that case and performance guarantee will be forfeited.
26. Award of work	Lowest evaluated bidder(s) as per evaluation criteria shall be issued online, supply/work order as well as written work order.
27. Contract	The bidder shall submit contract on judicial paper along with its bid which should not be less than Rs.50/-. Specimen of contract is at Annex-D.
28. Supply/work	<p>(a) The bidder shall carry out supply/work as per demand from the National Police Academy.</p> <p>(b) Incharge (IT) shall be focal person for seeking guidance or carrying surveillance of the work/supply.</p> <p>(c) The supply/work shall be carried out/accepted as per scope of work at Annex-A and keeping into consideration demand of Incharge (IT).</p>
29. Warranty Period	All supply/work/services shall have warranty of 01 year. Performance guarantee shall be released after the designated period of warranty. In case of extended warranty offered by the bidder, period of warranty shall also stand extended.
30. Validity of rates	Rates quoted in the bid shall be valid for a period of (01) one year or for extended period with mutual consensus of NPA and the bidder.
31. Completion time	The bidder shall be bound to carry out the supply/work/services within agreed period as stated in the contract. Period can be extended with mutual consent of both parties.
32. Increase or decrease work/supply	National Police Academy reserves the right to increase or decrease quantity of item/work/services during the agreed period. In that case, rate per item/work/services will be charged by the bidder.
33. Extension of Contract	Period of contract can be extended with mutual consent of both the parties.
34. Advance	No advance amount will be released by the NPA.
35. Physical	National Police Academy reserves the right to carry out physical

- Inspection** inspection of the supply/work/services during the process or prior to acceptance.
- 36. Payments** Payments will be released after satisfactory completion of supply/work/services, submission of bills and signed physical inspection report by the Departmental Purchase & Inspection Committee.
- 37. Notices** Notices may be served to the bidder in case of supplying/carrying out damaged, dysfunctional, defective, used, repaired, altered or deviated supply/services/work. Upon serving third notice, supply/work awarded shall be cancelled and the performance guarantee shall be forfeited.
- 38. Public Procurement Rules** Procurement process shall be made in accordance with Public Procurement Rules, 2004, as amended from time to time. Any clause of the bidding document in contravention of the Public Procurement Rules shall stand frozen.

**SCOPE OF WORK FOR
PURCHASE OF BOOKS FOR DSsP (UT) OF SINDH POLICE (4TH STC) AT NPA**

S. No	Title, author and publisher of original book	Price Rs.	Qty.	Total Price
1.	Encyclopedia of Police Laws with Police Rules b Muhammad Irfan ul Haq (Al Haq Law Book Centre Lahore 2025)		31	
2.	Code of Criminal Procedure Bare Act by Abdul Basit Federal Law House Rawalpindi 2025 Ed.		31	
3.	Pakistan Penal Code Bare Acts by Abdul Basit Federal Law House Rawalpindi 2025 Ed.		31	
4.	Qanoon e Shahadat Bare Acts compiled by Muhammad Abdul Basit (Federal Law House Rawalpindi. Lahore. 2025 Ed)		31	
Total Price				

PHOTOCOPIES AND BINDING OF BOOKS ALONG WITH PACKING BAGS

S. No	Photocopy and fold binding of book	Pages	Print Per side	Binding Per Copy	Qty	Total Cost
1.	Forensics for Dummies by D. P. Lyle (Photocopy with fold binding)	429			31	
2.	Investigation of offences: Advance Module By Muhammad A Kbar (Photocopy with fold binding)	459			31	
3.	Criminal Laws by Muhammad Akbar (Photocopy with fold binding)	389			31	
4.	Basic Investigation By Abdul Khalique Shaikh and Muhammad (Photocopy with fold binding)	340			31	
5.	Local and special laws August, 2022 ed. Compiled by NPA (Photocopy with fold binding)	290			31	
6.	Packing bags for handing over books mentioned above		N/A		62	
Total Price						

(To be reproduced on the letter head of firm/contractor/proprietorship)

Islamabad, ____ day of _____ month of _____

The Deputy Director (Admn)
National Police Academy
Sector H-11, Islamabad.

Subject: PURCHASE OF BOOKS FOR DSSP (UT) OF SINDH POLICE (4TH STC)
AT NPA

Reference: Invitation to Bid No.13/2024-25 of National Police Academy for
“Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA”, Sector H-11,
Islamabad,

M/s _____

hereby submit its Bid for *“Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at
NPA”*. Necessary documents as have been asked for are also enclosed.

Signatures of bidder _____

Name of bidder _____

Status of Bidder (owner/representative) _____

Name of firm _____

Address of firm _____

Stamp of firm _____

(To be reproduced on the letter head of firm/contractor/proprietorship by the owner)

CERTIFICATE

This is to certify that I, _____ am the legal owner of firm M/s _____ with its address at _____.

I have read and accepted all the clauses of bidding document for Bid for "**Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA**". I hereby certify that my firm has not been declared blacklisted by any government agency. I hereby appoint/authorize Mr. _____ (mention "self" if not authorized anyone) as my representative to deal with National Police Academy for the purpose of this bid.

Signatures of owner of firm _____

Name of bidder (owner of firm) _____

Stamp of firm _____

SPECIMEN OF CONTRACT

This agreement has been made on ____ day of _____ 20 ____ between National Police Academy (hereinafter called the “Employer”) and M/s _____ (hereinafter called the “Contractor”) with their corporate status and registered address shall deem to include (in case of individual or proprietorship, firm, heirs, legal representative or if a partnership, the party or survivors, their respective heirs, executive heirs, executors and administrators of, if a company, its successors in business).

2. WHEREAS, the Employer is desirous to procure/carry out items/work/services in the light of clauses enumerated in bidding document for “***Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA***” already collected by the Contractor. In response to invitation to bid M/s _____ has agreed to supply/work items/works/services at NPA in the light of clauses of bidding document for “***Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA***” with the performance guarantee of its Pay Order/Demand Draft as security.

NOW this Contract witnesses as follows:

- i. The following documents shall be construed as part of this Contract:
 - (a) bidding document for “***Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA***”;
 - (b) Specifications of the supply/work as specified in the bidding document.
- ii. In this contract words and expressions shall have the same meanings as are respectively assigned to them in the bidding document for “***Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA***”.
- iii. In consideration of the payments to be made by Employer to Contractor as hereinafter agreed upon, the Contractor hereby covenants with the Employer to execute and complete the “***Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA***” in conformity and in all respects within the provisions of the bidding document for “***Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA***”.

- iv. Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of supply/work/services as per provisions of the bidding document for **“Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA”**.
- v. Amount to be paid to the Contractor will be as per quoted rates and as per clauses of bidding document for **“Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA”**.
- vi. All prevalent government taxes will be applicable for deduction from the Contractor.
- vii. The Contractor will have to accomplish the supply keeping into consideration timeframe/demand during period agreed upon.
- viii. Notices may be served to the Contractor in case of poor performance or sub-standard supply/work/services or not carrying out the supply/work/services in requisite timeframe as explained in bidding document. Upon serving third notice, supply/work awarded shall be cancelled and the performance guarantee shall be forfeited.
- ix. The Contractor and the Employer have agreed to execute this contract for the period w.e.f _____ to _____ and for extended period with mutual consensus on the quoted rates.
- x. If any dispute arises relating to terms and conditions/agreement, the decision of the Commandant, National Police Academy shall be final and binding.

3. IN WITNESS WHEREOF the Employer and the Contractor agreed to execute the contract in the light of above terms and the clauses of bidding document for **“Purchase of Books for DSsP (UT) of Sindh Police (4th STC) at NPA”**.

Signature of the Contractor

Signature of NPA

(Seal)

(Seal)

Signed, sealed and delivered in the presence of:

Witness 1:

Witness 2:

(Name, CNIC No. and Address)

(Name, CNIC No. and Address)

CHECKLIST OF ITEMS PROVIDED WITH THE BID

S #	Points	Check box	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.	Rate on the enclosed list as at Annex-A;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Availability of written consent as per specimen at Annex-B;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Copies of NTN/GST Certificates;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Call deposit at the rate and shape as specified;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Certificate as per Annex-C i. Ownership of firm ii. Not declared blacked listed iii. Having read and accepted all clauses of bidding documents iv. Authorize person, if any, to deal with NPA	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Copies of valid CNIC of owner and representative;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Availability of broacher/pamphlet of the items/works/services to be supplied/carried out, if applicable;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Online verification of bidder on Active Taxpayer's list of FBR;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Valid Address, Telephone & Mobile No. of the bidder;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Copies of last 03 years supply orders in relevant field to government departments;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.	Contract on judicial paper not less than Rs. 50/- as per specimen of contract at Annex-D;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.	Copy of registration of vehicle for supply of Books at NPA;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13.	Copy of CNIC/license of driver who would supply Books at NPA;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14.	Bidder may add additional documents in support of its bid;	Yes <input type="checkbox"/>	No <input type="checkbox"/>