

PRESIDENT’S SECRETARIAT (PUBLIC)

AIWAN-E-SADR

TENDER NOTICE FOR SUPPLY OF LIVERY ITEMS

President’s Secretariat (Public) invites **e-bids** for supply of livery items (Summer uniforms) during the financial year 2025-26, from well reputed dealing firms who are registered in E-PADS system of PPRA and have properly established shops and telephone facilities at Islamabad/Rawalpindi. Detail of livery items as per detail given below: -

S#	Summer Livery Items	Quantity	Description/Specification
1.	Shalwar Kameez (for Male)	254 Pairs	As par Sample
2.	Waistcoat (for Male)	254 Pieces	
3.	Shalwar Kameez (for Female)	10 Pairs	
4.	Shawl (for Female)	10 Pieces	

INSTRUCTION TO E-BIDDERS

2. The Tender document shall be used for submission of **e-bids** for the procurement of livery items for liveried staff of the President’s Secretariat (Public), Islamabad. All Bids must be uploaded on the PPRA portal E-PADS, manual bids will not be accepted. However, hard copy/original bids along with samples shall be delivered in person or sent by courier service, which should reach the office of Deputy Director (General), President’s Secretariat (Public), Islamabad, before 1100 hrs on the closing date (**2nd June, 2026**) of the tender.

3. These documents contain the following: -

- Terms and conditions.
- Evaluation Criteria
- List of Required livery items.
- Affidavit
- Compliance Certificate

TERMS AND CONDITIONS

Method of procurement for subject tender shall be “Single stage –single envelope procedure”.

1. The participating firms must provide proof of registration with Federal Board of Revenue (**FBR**) and should also be registered in E-PADS system of PPRA. The firms also have to attach copies of General Sales Tax and NTN Numbers certificate duly issued by the Federal Board of Revenue (**FBR**) with the bids.
2. Those firms having 03 years’ experience of stitching and supply of uniform in Government departments, Semi Government or Private Sector will be preferred and shall hence provide proof to this effect.
3. Tenders should be accompanied with an Earnest Money of Rs.100,000/- (refundable) in the shape of Bank Draft/Pay Order in favour of Deputy Director (General), President’s Secretariat (Public), Aiwan-e-Sadr, Islamabad. **Cheques will not be accepted in any form.**
4. Earnest Money of unsuccessful bidders will be returned/refunded after the opening of bids, whereas earnest money of successful firm(s) will be converted into “**Security Deposit**”. The earnest money of successful bidders will be retained for one year starting from date of opening of bids.

5. Bidders are required to be submitted item wise clearly indicating rates (in Pak Rupees) against each item as per required stuff/samples only. Unmatched samples shall not be considered.
6. Rates will be considered without GST and shall be valid upto the end of current financial year 2025-26 i.e 30-06-2026. However, it may be extended for further period as desired by the competent authority.
7. Bidders are required to submit their e-bids carefully by uploading (pdf) file through E-PADS, any correction/alteration/overwriting will not be acceptable.
8. Submission of incomplete documents or false Statement/documents as well as concealing of any information is liable to disqualification of the respective firm(s).
9. An Affidavit (Must be provided on a value of Rs.100/- Stamp Paper) that the firm has never been blacklisted by any Ministry/ Division/ Department/ Organization of the Government is also required to be provided.
10. The successful firm(s) shall not change/revise rates during the Financial Year 2025-26 and shall be responsible for supply of items as per quoted/approved prices failing which Security Deposit will be forfeited and the firm will also be blacklisted.
11. Receipt of incomplete, low quality/substandard supplies or delay in supplies will render the supply order liable to be cancelled and necessary action to be initiated under Public Procurement Rules.
12. The bids documents along with specimen/samples (fabric & color) of cloth, etc. can be obtained from the undersigned during the office hours.
13. The Competent Authority reserves the right to reject all or any of the bids.
14. The purchase procedure is subject to observance of PPRA Rules, 2004, as amended from time to time.
15. All Bids shall be uploaded on E-PADS upto 1100 hour on 02nd June,2026 which will be opened at 1130 hours on the same date.
16. Bid security will be forfeited if the saucerful firms fail to provide livery item, uniform(s) qualitatively good and the defaulter firms(s) will be declared blacklisted as under PPRA rule.
17. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than three (03) days after the announcement of the bid.
18. Delivery must be made at this office within seven (07) days after issuance of the work/purchase order.
19. Any emergent demand or order place by this office on telephone/fax as the case may be must be met by the supplier(s) within the stipulated time period.
20. Strong thread is required to be used in stitching of uniform. In case thread comes off within one year, re-stitching will have to be done without any additional charges. If re-stitching of any uniform is arranged from another tailor of our own choice, the coast of re-stitching will have to be paid by the supplier.
21. In case of shrinking take place or colour faded within one year, the uniform will have to be replaced with new one without any additional charges.
22. The supplier(s) shall be responsible for delivery of the articles in the office without any additional charges.

COMPLIANCE CERTIFICATE

Annex-A

1. Terms & Conditions

The e-bids must accompany: -

- a. Copies of income tax and sales tax certificate.
 - b. Company Profile having Office details at Islamabad/Rawalpindi with Phone numbers/Addresses.
 - c. Affidavit on Stamp Paper of Rs.100/ that the firm is not black listed/debarred by any government/ semi government Department as per specimen.
 - d. The earnest money/e-bid security as per tender requirement.
2. Terms and conditions must be signed and attached with the e-bid document if agreed upon.
 3. Firms must have its established office at Islamabad/Rawalpindi with phone numbers Address, bank account Number at the same vicinity.
 4. Firms will be bound to supply the livery items within specified time.
 5. The Producing agency reserves the right to accept or reject any or all e-bids as per PPRA rules.

Name of Firm _____

Name of Owner _____

Mailing address with phone _____

Signature/Seal of the Company _____

(Must be provided on a value of Rs.100/- Stamp Paper)

AFFIDAVIT

We, (Name & address of the firm), do hereby declare and solemnly that:

1. We have not been blacklisted/barred by any Ministry/Division/Department or organization of the Government of Pakistan.
2. We have not been involved in any litigation with nay client during the last three years.
3. We acknowledge that we have read, understood and accepted the terms and conditions of e-bid documents for procurement of livery items for liveried staff of the President’s Secretariat (Public), Islamabad for financial year 2025-26.
4. We understand that the President’s Secretariat (Public) shall have right, to require in writing, further information or clarification related to our e-bids.
5. It is certified that the information furnished here in and as per the documents submitted on E-PADs are true and correct and nothing has been concealed or tampered with. We have gone through all the terms and conditions of tender and are liable to any punitive/legal action for furnishing false information/documents.

Dated this ____ day of _____, 2026

Name. _____

CNIC. _____

Signature

Company address & seal

EVALUATION CRITERIA

Following information/documents are required for evaluation of the firm(s):-

- i. Sale Tax Registration Certificate
- ii. Proof of Active Tax Payer List
- iii. Valid Vendor Number issued by AGPR.
- iv. Pay order/bank draft Rs.100,000/- as bid security in favor of Deputy Director (General) President's Secretariat (Public)
- v. Duly signed and stamped **compliance certificate** as mentioned vide **Annex-A** of this document.
- vi. An Affidavit that the firm has never been blacklisted by any Ministry/ Division/ Department/ Organization of the Government is also required (sample attached at **Annex-B**)
- vii. Company Profile containing all relevant information/details including interalia, fully functional office address, contact numbers (landline/mobile/email) owners particular, bank account number, experience and list of clients etc.
- viii. Evaluation shall be made item wise and not composite.
- ix. Any cutting/overwriting in the quoted prices will not be accepted.
- x. The contract will be awarded to the successful bidders with most advantageous i.e lowest evaluated and responsive bids as recommended by the Purchase Committee and approved by the competent authority, whose decision will be treated as final.
- xi. Method of procurement for subject tender shall be "Single stage – one envelope procedure" as provided under rule 36-A of PPRA.

Name of Bidder. _____
Signature. _____
Stamp. _____
Date. _____

LIVERY ITEMS LIST

supply of livery items during the financial year 2025-26 as per detail given below: -

S #	SUMMER LIVERY ITEMS	QUANTITY	RATE With out GST
3.	Shalwar Kameez (for Male)	254 Pairs	
4.	Waistcoat (for Male)	254 Pieces	
3.	Shalwar Kameez (for Female)	10 Pairs	
4.	Shawl (for Female)	10 Pieces	