



**OFFICE OF THE DIRECTOR GENERAL  
AUDIT, POSTAL & TELECOMMUNICATION  
SERVICES, ISLAMABAD**

**BID DOCUMENTS**

**PRINTING OF AUDIT REPORTS**

**SINGLE STAGE ONE ENVELOPE**

**May, 2026**

# **BID DOCUMENTS**

## **FOR**

Printing of Audit Reports

### **SINGLE STAGE ONE ENVELOPE**

#### **BID DOCUMENTS CONSISTS OF FOLLOWING:**

- 1) INVITATION FOR BID**
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## INVITATION FOR BIDS

**Date:** \_\_\_\_\_  
**Bid Reference No.:** \_\_\_\_\_

1. The Director General Audit, Postal & Telecommunication Services, Islamabad invites sealed bids from eligible firms or persons having experience in the field of printing of books for printing of audit report. Printed audit reports shall be delivered to the Report Section, office of the DG Audit (P&TS), 3<sup>rd</sup> Floor, Plot No. 28-29, Mauve Area, G-10/4, Islamabad, at the contractor own coast and risk with in ten (10) calendar days of issuance of work order. In case of delay liquidated damages @ 0.1% per day up to maximum 10% of the contract price shall be charged. On accumulation of liquated damages to the maximum of 10%, the employer reserves the right to terminate the contract, encash the performance security and procure the work from any source at the risk and cost of the contractor in addition to blacklisting under Rule 19 of PPRs.
2. A complete set of Bidding Documents may be downloaded from E-PADS and the PPRA Website. Bids shall be submitted electronically through e-PADS (<https://eprocure.gov.pk>) in accordance with PPRs and e-PADS user manual.
3. All bids must be accompanied by a Bid Security @ 2% of bid amount in the form of CDR/Bank Draft payable to Director General Audit, P&TS, G-10/4, Islamabad.
4. The bidders can submit their bids electronically via e-PADS on or before 3<sup>rd</sup> June, 2026 till 10:30 AM, after that no bid will be accepted. All the bids shall be opened on the same date at 11:30 AM in office of the Director General Audit, P&TS, G-10/4, Islamabad.

## **INSTRUCTIONS TO BIDDERS**

- i) The bidder shall bear all costs associated with the preparation and submission of its bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- ii) The bid prepared by the bidder shall comprise the following components:
  - (a) Covering Letter
  - (b) Form of Bid duly filled, signed and sealed
  - (c) Bid Security @ 2% of the bid amount
  - (d) Power of Attorney, where the bid is signed by a person other than the proprietor/partner, or duly authorized directors of the bidding firms.
- iii) The bidder shall fill up the rate per page inclusive of all applicable taxes.
- iv) Any bid not accompanied by Bid Security shall be rejected by the Employer as non-responsive.
- v) The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier.
- vi) The Bid Security of the successful bidder will be returned when the bidder has furnished the required Performance Security equal to 5% of the Contract Price in the form of a CDR from a scheduled bank pledged in favor of DG Audit P&TS.
- vii) The Bid Security shall be valid for a period of one hundred and eighteen (118) days from the date of bid opening.
- viii) In the case of a successful bidder, if he fails to furnish the required performance security or sign the contract within the stipulated time, his bid security shall be forfeited and the contract may be awarded to the next lowest evaluated bidder.
- ix) No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected.
- x) Any bid received by the Employer after the deadline for submission of bid will be returned unopened to such bidders.
- xi) The bid shall be valid for the period of 90 days from the date of opening of bids.
- xii) Actual pages may increase / decrease. Payment will be made on the basis of actual number of pages.
- xiii) The Employer reserves the right to accept or reject any or all bids and to annul the bidding process at any time prior to the award of contract, without thereby incurring any liability to the affected bidder(s).
- xiv) Any bidder feeling aggrieved by any act of the Procuring Agency after submission of the bid may lodge a written complaint with the Grievance Redressal Committee (GRC) within seven

(07) days of announcement of the Technical Evaluation Report and within five (05) days after issuance of the Final Evaluation Report, in accordance with Rule 48 of the Public Procurement Rules, 2004, as amended from time to time. Any bidder not satisfied with the decision of the GRC may file an appeal before the Public Procurement Regulatory Authority (PPRA) within thirty (30) days of communication of the decision of the GRC.

- xv) The employer will retain 5% as performance security till receipt of acceptance certificate from relevant officers of Report Section.
- xvi) Income Tax u/s 153 of the Income Tax Ordinance, 2001, Sales Tax/ICT Sales Tax on Services Ordinance, 2001, Stamp Duty under the Stamp Act, 1899, and any other application Federal and Provincial taxes shall be deducted at source as per prevailing law.

## **BID OPENING AND EVALUATION**

- i) The Employer will open the bids, in the presence of bidders' representatives who choose to attend, at the time, date and location stipulated in the Bidding Document.
- ii) The bidder's name, Bid Prices, any discount, the presence or absence of Bid Security, and such other details as the Employer at its discretion may consider appropriate, will be announced by the Employer at the bid opening. The Employer will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet. Any Bid Price or discount which is not read out and recorded at bid opening will not be taken into account in the evaluation of bid.
- iii) Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a discrepancy between the Total Bid price entered in Form of Bid and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Bid will be corrected by the Employer in accordance with the Corrected Schedule of Prices.

## Technical Evaluation Criteria

It will be examined in detail whether the Works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted with the bid will be compared with technical features/criteria of the Works detailed in the Technical Provisions.

- a) Valid/Active registration with income tax department (NTN Certificates) & Sales Tax Certificate.
- b) Copies of Income Tax returns for the last three (03) tax years immediately preceding the date of bid submission, along-with FBR acknowledgement receipts.
- c) The bidder shall have successfully completed at least three (03) similar printing assignments (printing of reports / books) during the last five (05) financial years, each of value not less than Rupees one million, supported by completion certificates from the clients.
- d) The bidder shall furnish sample of paper and art card duly signed and stamped as per specifications provided in bidding documents as **Annex-A**
- e) Fresh affidavit on e-stamp paper of value not less than 100 to the effect that the firm/contractor has not been blacklisted by any Federal / Provincial Government departments / autonomous body, or international agency under Rule 19 of PPRs 2004 and not under any ongoing inquiry, investigation, or litigation that may affect the execution of this contract.

## **Notification of Award & Signing of Contract Agreement**

- i)** Prior to expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder in writing (“Letter of Acceptance”) that his bid has been accepted.
- ii)** Within two (2) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Employer will issue the work order to the successful bidder.



**PRINTING OF AUDIT REPORTS ON THE ACCOUNTS OF PPOD AND TELECOM SECTOR  
IN RESPECT OF OFFICE OF THE DIRECTOR GENERAL AUDIT, POSTAL &  
TELECOMMUNICATION SERVICES, LAHORE**

Sr. No.	Name of Reports	No. of Pages (Approx) per Audit Report/ Book	Qty	Specification		
				Paper Text	Tital Cover	Style of binding
1	Audit Report on the accounts of National Telecommunication Corporation (NTC)	68	750	White Offset (Imp) 80 gram	White Art Card in 3 Colours duly laminated	XI-C
2	Audit Report on the accounts of Telephone Industries of Pakistan (TIP)	50	750	White Offset (Imp) 80 gram	White Art Card in 3 Colours duly laminated	XI-C
3	Audit Report on the accounts of National Radio Telecommunication Corporation (NRTC)	60	750	White Offset (Imp) 80 gram	White Art Card in 3 Colours duly laminated	XI-C
4	Audit Report on the accounts of Pakistan Telecommunication Authority (PTA)	46	750	White Offset (Imp) 80 gram	White Art Card in 3 Colours duly laminated	XI-C
5	Audit Report on the accounts of Public Sector Organizations Telecommunication Sector) AY 2025-26	130	750	White Offset (Imp) 80 gram	White Art Card in 3 Colours duly laminated	XI-C
6	Audit Report on the accounts of Postal Sector Ministry of Communications (AY 2025-26)	130	750	White Offset (Imp) 80 gram	White Art Card in 3 Colours duly laminated	XI-C
7	Performance Audit Report on the accounts of National Radio Telecommunication Corporation (NRTC) 2023-24	55	750	White Offset (Imp) 80 gram	White Art Card in 3 Colours duly laminated	XI-C

**Quotation/Bid form**

<b>Sr. No.</b>	<b>Name of Reports</b>	<b>No. of Pages (Approx) per Audit Report/ Book</b>	<b>Qty</b>	<b>Rate Per Page (Rs.)</b>	<b>Total Amount (Rs.)</b>
1	Audit Report on the accounts of National Telecommunication Corporation (NTC)	68	750		
2	Audit Report on the accounts of Telephone Industries of Pakistan (TIP)	50	750		
3	Audit Report on the accounts of National Radio Telecommunication Corporation (NRTC)	60	750		
4	Audit Report on the accounts of Pakistan Telecommunication Authority (PTA)	46	750		
5	Audit Report on the accounts of Public Sector Organizations Telecommunication Sector) AY 2025-26	130	750		
6	Audit Report on the accounts of Postal Sector Ministry of Communications (AY 2025-26)	130	750		
7	Performance Audit Report on the accounts of National Radio Telecommunication Corporation (NRTC) 2023-24	55	750		
<b>Total bid amount</b>					