

# **Tender Notice**

Health Services Academy invites technical and financial bids through (EPADS) in accordance with PPRA Rules from well reputed firms /suppliers / company (s) being active tax payer registered with respective regulatory bodies preferably Security Exchange Commission of Pakistan (SECP) & ISO Certified having sale and service enter (s) at Rawalpindi/ Islamabad for provision of following services / work at Health Services Academy for the financial year 2026-27:

<b>Sr. #</b>	<b>Item &amp; Description</b>	<b>Closing Date</b>
01	Provision of Human Resource Support Services	18 <sup>th</sup> June 2026
02	Supply of Stationery and Miscellaneous Items	
03	Printing of Books, Banners, Certificates and other printing work for Conference/Seminar/ workshop/ meeting etc.	

2. Detailed terms & conditions are mentioned in the tender documents.
3. The Procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
4. All the firms/companies/vendors/ individuals are advised to submit the bids through E-Pak Acquisition & Disposal System (E-PADS) procurement system. The Single Stage – Two Envelopes procedure will be adopted for opening of competitive bids. The bids submitted through hard copy or any method other than EPADS shall not be entertained.
5. Vendor must accompany earnest money in the form of call deposit / bank draft (refundable) drawn in the favor of Health Services Academy, Islamabad as mentioned in the tender documents.
6. HSA can increase or decrease the quantity as per requirement.
7. Tender notice can also be seen on PPRA's Website: [www.ppra.gov.pk](http://www.ppra.gov.pk) and HSA's website: [www.hsa.edu.pk](http://www.hsa.edu.pk).

Deputy Registrar (Procurement),  
Health Services Academy,  
Prime Minister National Health Complex,  
Park Road, Chak Shahzad, Islamabad.  
051-9255590

**HEALTH SERVICES ACADEMY**  
**A Degree Awarding Institute under HSA (restructuring) Act 2018**  
**Government of Pakistan**

**TENDER FORM**

**PRINTING WORK**

**FOR THE FINANCIAL YEAR 2026-2027**

**Health Services Academy**  
**A Degree Awarding Institute under HSA (restructuring) Act 2018**  
**Government of Pakistan**

**TENDER FORM TERMS AND CONDITIONS.**

Subject: - **TENDER FOR PRINTING OF BOOKS, BANNERS, CERTIFICATES AND OTHER PRINTING WORK FOR CONFERENCE / SEMINAR / WORKSHOP / MEETING ETC FOR HEALTH SERVICES ACADEMY FOR THE FINANCIAL YEAR 2026-2027 (1<sup>st</sup> JULY 2026 – 30<sup>th</sup> JUNE 2027).**

1. Sealed bids/ quotations are invited for printing of books, banners, certificates and other printing work. for Annual Public Health Conference and other activities such as seminars, workshop, meeting etc during the current financial year 2026-2027 from well reputed GST, NTN, Securities & Exchange Commission of Pakistan (SECP) registered suppliers / firms / company / printers and publishers who are active tax payer having printing facility & service center (s) at Rawalpindi/Islamabad and atleast 03 years' experience with public sector department of printing work initially for the period of one year (**extendable for two further similar terms on yearly basis subject to satisfactory performance and up to a maximum of 5 to 10% annual increase in costs with the approval of Vice Chancellor of Health Services Academy**).
2. All the firms / company/ vendors are advised to submit the bids through E-Pak Acquisition & Disposal System (E-PADS) procurement system as per regulation notified by PPRA. The Single Stage – Two Envelope procedure will be adopted for opening of competitive bids. The bids submitted through hard copy or any method other than EPADS shall not be entertained.
3. The bidder is required to offer / quote rate (s) in the format prescribed at **Annex-I**. The difference in specifications and standard packing from the demand of enquiry will straightaway be rejected.
4. Tender form is to be filled in very carefully preferably typed. The price quoted by the bidder should be both in figures and words. Any alteration / correction is not allowed. Every page is to be signed and stamped at the bottom.
5. The prices offered by the bidder will be valid and binding on the bidder throughout the period of contract, provided that the purchaser shall be entitled to the decrease in the prices of materials to be supplied. However, the bid validity period should be not less than six months from the date of opening of bids.
6. The bidder must possess a functional printing press located in Islamabad/Rawalpindi and shall provide a valid Press Declaration Certificate along with the bid documents.
7. The estimated quantities of printing have been mentioned at **Annex-I**. However, the quantity of any item may be increased or decreased, depending on the merits and circumstances of each case during the contract period. The purchaser also reserves the right to cancel or postpone the invitation of bids.
8. The price offered by the firms against each item will be in the form of rate running contract and

will be effective and operative throughout the financial year 2026-27. Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer will also be considered as non-responsive bidder.

9. Tenders are required to be supported with a Bank Draft / call deposit **5 % of the total value of bid as security (refundable)** to be attached with technical proposal which will be returned immediately after the completion of tendering process to the unsuccessful bidders and after satisfactory completion of services (completion of contract) to successful bidder (s) respectively. The copy of the bank draft shall be attached with the proposal and uploaded on EPADS. (Original bank draft must be submitted at the time of bid opening). The previous security deposit will not be considered or carried forward.
10. The firm is responsible for supply of items as per requirements.
11. All Printing work shall be acceptable subject to physical examination to be carried out by the Committee of Health Services Academy after receipt of supplies.
12. If any item (s) is found to be against the required specification the purchaser may reject the Printing work and the supplier shall either replace the rejected item (s) or arrange alterations necessary to meet the required specifications free of cost. Replacement of the rejected supplies must be completed within 07 days from the date of communication of decision to the manufacturer / supplier by the Health Services Academy. However, the initial delivery date of the concerned supply will be considered that of actual delivery date. This opportunity will be provided only once. In case, after replacement of supplies, the inspection reports declare the item as of against the required specifications, the stock will be returned to the supplier and the firm will be blacklisted for future participation, including forfeit of their security deposit to the Government Account.
13. The Supplier in accordance with the terms specified in the Schedule of Requirements shall make delivery of items.
14. The warranty and warranty period shall be in accordance with clause-11 of tender document. The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
  - a) Upon receipt of such notice, the Supplier shall, within the period specify and with all reasonable speed, repair or replace the defective item(s) or parts thereof, without costs to the Purchaser.
  - b) If the Supplier, having been notified, fails to remedy the defect(s) within the period specified, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
15. The payment will be made to the supplier on receipt of original delivery challan (s) and invoice (s) including those of GST in triplicate duly completed in all respect. The bills should be received through the Store office of Health Services Academy Islamabad. Each delivery challan and bill

must contain detail of item supplied accompanied by necessary warrantee / guarantee. Income tax will be deducted from each invoice as per government instructions on the subject.

16. Sealed quotations to be upload on EPADS Procurement System on **18-06-2026** as per time given through EPADS which will be open on the same date in presence of the bidders or their representatives who choose to be present.
17. HSA does not intend to procure all items in a single instance. The required quantities of items shall be purchased for various activities to be conducted during the financial year. Accordingly, HSA shall issue separate work orders as and when needed, in accordance with the specific requirements of each activity.
18. All prices must include the General Sales Tax (GST) and other taxes and duties, where applicable. If there is no mention of prevailing taxes / duties, the benefit of exemption from all reduction in the GST or other taxes shall be passed on to the purchaser.
19. The Departmental Procurement Committee of Health Services Academy reserves the right not to accept / reject any or all tenders without assigning any reasons. The bidder / manufacturer will submit an affidavit on stamp paper of Rs. 50/- that their firm has not been blacklisted in the past on any ground by any Government (Federal, Provincial), a local body or a public sector organization. On account of submission of false statement the bidder / manufacturer will be debarred from bid.
20. The supplies will be delivered in various provinces / regions throughout the country as per schedule of requirement to be conveyed by the Health Services Academy in the supply order on the risk and cost of the supplier. All Zila, Octroi and other provincial taxes will be borne by the supplier. Transportation including loading/ unloading of goods shall be arranged and paid by the supplier, being part of the contract price. No extra payment shall be made on that account. The addresses of destinations/ offices will be given in the supply order.
21. In case of any dispute the decision of Health Services Academy shall be final.
22. Other required items could not be mentioned in Annexure-I will be purchased from those prequalified vendors / firms who won the tender and issued award letter by HSA.
23. Samples of the printing material are available in the Procurement Section of HSA. Bidders are advised to visit HSA to inspect the samples prior to quoting their rates.
24. We hereby accept the above terms and conditions and will abide by the same faithfully.

**Name of Bidder/Firm**

**Signature: \_\_\_\_\_**

Date: \_\_\_\_\_

Annexure - I

**SPECIFICATION OF PRINTING WORK**  
**TO BE PRINTED FOR HEALTH SERVICES ACADEMY TENDER FOR THE YEAR 2026-27**

	Name of Item	Specifications	Estimated Quantity	Unit Rate with all taxes	Total Amount with all taxes														
1.	Printing of Books: Journal of Public Health, Prospectus, Abstract Book and any other Book  150 gm matt paper title page 350 gm 04 color designing & Printing A-4 size paper, lamination gum binding printing with designing.	i. pages 50-100, leaf (25-50)  ii. pages 101- 300, leaf (51 – 150)	Per page rate required with all specification																
The estimated quantity is 600 books for each category, to be printed for various activities during the Financial Year. The quantity of books may vary from activity to activity, depending upon the specific requirements of each activity. Separate work orders shall be issued as per requirement for each activity.																			
2.	Printing of Answer book for Examination:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Size</td><td>8.5" x 11"</td></tr> <tr><td>No. of pages (including title)</td><td>10 leaves</td></tr> <tr><td>Paper quality</td><td>70 gms Imported</td></tr> <tr><td>Printing</td><td>Single color (Blue)</td></tr> <tr><td>Hasia</td><td>One side of the page</td></tr> <tr><td>Binding</td><td>Stitched</td></tr> <tr><td>Number</td><td>Each page Machine Numbering</td></tr> </table>	Size	8.5" x 11"	No. of pages (including title)	10 leaves	Paper quality	70 gms Imported	Printing	Single color (Blue)	Hasia	One side of the page	Binding	Stitched	Number	Each page Machine Numbering	40,000		
Size	8.5" x 11"																		
No. of pages (including title)	10 leaves																		
Paper quality	70 gms Imported																		
Printing	Single color (Blue)																		
Hasia	One side of the page																		
Binding	Stitched																		
Number	Each page Machine Numbering																		
3.	Printing of Continuation Sheet for Examination	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20%;">Size</td><td>8.5" x 11"</td></tr> <tr><td>No. of pages (including title)</td><td>02 leaves</td></tr> <tr><td>Paper quality</td><td>70 gms Imported</td></tr> <tr><td>Printing</td><td>Single color (Blue)</td></tr> <tr><td>Hasia</td><td>One side of the page</td></tr> <tr><td>Binding</td><td>None</td></tr> <tr><td>Number</td><td>Each page Machine Numbering</td></tr> </table>	Size	8.5" x 11"	No. of pages (including title)	02 leaves	Paper quality	70 gms Imported	Printing	Single color (Blue)	Hasia	One side of the page	Binding	None	Number	Each page Machine Numbering	5,000		
Size	8.5" x 11"																		
No. of pages (including title)	02 leaves																		
Paper quality	70 gms Imported																		
Printing	Single color (Blue)																		
Hasia	One side of the page																		
Binding	None																		
Number	Each page Machine Numbering																		
4.	Backdrop made on Korean star for Conference	Backdrop with frame fixing 04 color printing & designing size 30x15 sqft	01																
5.	Steamers/ Banner with wooden frame Size (10x3)	04 color printing & designing and with installation.	10																
6.	Pana flex Banners Korean star banner 4color printing & designing with installation at HAS	i. (Size 20 x 6)  ii. (Size 12 x 4)	10  100																
7.	Standby Banners with X-standee best quality	Printing & designing for conference size 2.5 x5	100																
8.	Shield	Acrylic shield (8mm) wooden base 12mm size 10x6 04 color printing with designing	100																
9.	fancy Shield for VIP Guest:	Fancy metal Shield for VIP Guest: size 10 inch with 04 color printing & designing with box as for sample:	50																
10.	Bags cloths/jute for Conference	Bags cloths/jute 04 color printing with conference title (as per sample)	500																

11.	Delegation welcomecards	Title of conference with logo 4 color cards for Staff & Conference delegation with holder & printing strips	1500		
12.	Writing pads for Conference workshops and	135 gm matt paper, total pages 30 (15 leaf) title 260 gm matt paper 04 color printing & designing with binding	2000		
13.	Ball point with printing for Conference and Workshops	04 Color printing and designing with logo and title as per sample	1000		
14.	Certificates for Conference, Seminar Workshops & Diploma	Fancy card 04 color printing & designing with name	2000		
15.	Agenda / Flyer / Concept note / Poster	A-4 size 128 gsm matt paper 04 color digital printing & Designing	1000		
16.	Poster for Conference	115 gm matt paper 04 color printing & designing size 18x23	500		
17.	Letter head	100 gm fancy paper with 4 color designing and printing containing 100 pages	100		
18.	PVC cards	PVC cards printing & designing for Faculty & Staff, Students with holder & printing strips	1000		
19.	File cover of HSA	Bleach Board with pasting cloths 04 color spot UV printing & designing file size	3000		
20.	Envelops File size	150 gm paper one color printing with complete HSA address	2000		
21.	Envelop A-4 Size	150 gm paper one color printing with complete HSA address	2000		
22.	Envelops 9x4	150 gm paper one color printing with complete HSA address	3000		
23.	Agenda (8-10 pages)	Agenda for conference, A-4 Size Number of pages 8 two Sides / leap printing & designing 04 color 150 gm matt paper	500		
24.	Sign board	No parking sign board for parking E.T.C 5 square feet round with 10 feet stand colored and good quality of work	10		
25.	Comments / agenda Board	Korean star sheet with frame fixing 04 color printing & designing size 15x5 sqft	02		
26.	Picture Board	Korean star sheet with frame fixing 04 color printing & designing size 4 x 5 sqft	01		
27.	Media Wall	15x10 with frame & flex	01		
		15x10 without frame & flex	01		
28.	Folder on 350 gm Card	with Dye Embossed logo single color spot UV printing maroon lamination 02 jacket pasted	1000		

29.	Printing of Diaries	with HSA & Ministry logo and Meeting Title as per sample	200		
30.	Tea cup/ Mug	4 Color printing and designing for Conference and workshops	200		
31.	Table Calendar	4 Color printing and designing, Size 6x9	50		
32.	Wall Calendar	4 Color printing and designing, Size (12 x 18)	50		
33.	Wall (clock)	4 Color printing and designing in side of clock & past picture of academy, round design watch.	20		

The above quantity pertains to the entire Financial Year 2026 - 27 and covers requirements for various activities to be conducted at the Health Services Academy (HSA). Approximately 15-20 activities scheduled for a year. The procuring agency shall issue separate work orders on an as-and-when-required basis, in accordance with the specific requirements of each activity.

**Name of Bidder/Firm**

**Signature: \_\_\_\_\_**

\_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_

**FORM OF BID (Annexure-II)**  
**to be submitted with Technical Proposal**

Vice Chancellor,  
Health Services Academy,  
Prime Minister National Health Complex,  
Park Road, Chak, Shahzad, Islamabad.

Nature of Tender: **Provision of Printing Material.**

Having examined the Bidding Documents, Provision of Printing Material, we the undersigned, being a company/ vendor / firm doing business under the Name of M/s and address \_\_\_\_\_ and being duly incorporated under the laws of Pakistan hereby offer to execute and complete job.

1. We understand that all papers to or forms are part of this Bid.
2. We understand that the quantities mentioned in the bidding documents are estimated and may be increased or decreased as per requirement.
3. we submit herewith a Bid Security of Rs----- drawn in favor "Health Services Academy".
4. We undertake that, if our Bid is accepted, we shall supply the goods to your entire satisfaction and in accordance with the requirements of each activity as specified in the tender documents
5. We agree to abide by this Bid in accordance with the applicable laws, rules, and regulations.
6. We acknowledge that the procuring agency is not bound to accept the lowest or any Bid received.
7. We hereby inform you that our firm has not been blacklisted by any Government Department or Private Organization..

Telephone No:

Cell No:

E-Mail ID:

NTN No:

Sales Tax No:

Signature: \_\_\_\_\_

In the capacity of \_\_\_\_\_ duly authorized to sign bid for and or behalf of \_\_\_\_\_

*(Name of Bidder/Firm in Block Capitals) (Seal)*

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_