

**INTER BOARDS COORDINATION COMMISSION (IBCC)
ISLAMABAD**

SECTION-I

INVITATION FOR BIDS (IFB)

1. Procurement of Purchase of Stationary, General Items, PVC Label, Resin Ribbon, Tonners and printing items under Three (03) Years Framework Agreement. The Inter Boards Coordination Commission (IBCC), G-10/4, Islamabad invites sealed bids from eligible and qualified firms/suppliers registered with relevant Government authorities for the procurement of stationery items under a Three (03) Years Framework Agreement. The procurement shall be carried out in accordance with the Public Procurement Rules, 2004 and relevant PPRA procedures. The procurement method shall be:
Single Stage – Two Envelope Procedure (as prescribed under Rule 36(b) of Public Procurement Rules, 2004) (as amended).

2. Bidders shall submit their bids comprising two separate sealed envelopes:

- **Technical Proposal**
- **Financial Proposal**

3. The Technical Proposals shall be opened first and evaluated. The Financial Proposals of only technically responsive bidders shall be opened subsequently.

4. The Framework Agreement shall remain valid for a period of Three (03) Years from the date of signing of the agreement.

5. The Framework Agreement shall operate on an as-and-when-required basis through issuance of Call-Off Purchase Orders.

6. Each bidder shall submit a **Bid Security** amounting to **PKR 1,000,000/-** in the form of a **Pay Order** or **Bank Draft** drawn in favour of **Inter Boards Coordination Commission (IBCC), Islamabad**. Bids submitted without the required Bid Security shall be rejected as non-responsive.

7. Performance Security the successful bidder shall provide Performance Security equivalent to 10% of Contract Value within the prescribed period after issuance of Letter of Acceptance.

9. Bid Submission the tender shall be submitted in a properly sealed envelope, clearly marked with the complete name and address of the bidder.

DATE, TIME & ADDRESS FOR SUBMITTING BIDS

Name of Procuring Agency	Inter Boards Coordination Commission (IBCC)
Last date for response submission upto:	20 th August, 2026 at 09:30 AM
Opening Date & Time:	20 th August, 2026 at 11:30 AM
Opening Place:	Committee Room, IBCC Plot No.25, Street No.38, I & T Centerg-10/4, Islamabad

8. Bid Opening

- Technical Proposals shall be opened on the same day after the bid submission deadline in the presence of bidders or their authorized representatives.

9. Important PPRA Provisions the procurement shall be governed by the following provisions of the Public Procurement Rules, 2004: Rule 36(b): Single Stage – Two Envelope Procedure Rule 16A: Framework Agreement provisions Relevant provisions relating to bid evaluation, transparency, competition, contract award and procurement integrity.

Bidder's Signature _____

**INTER BOARDS COORDINATION COMMISSION (IBCC)
ISLAMABAD**

SECTION-II

INSTRUCTIONS TO BIDDERS (ITB)

1. Introduction

1.1 The Inter Boards Coordination Commission (IBCC), G-10/4 Islamabad (hereinafter referred to as the "Procuring Agency") invites sealed bids from eligible and qualified suppliers/firms for the Supply of Procurement of Purchase of Stationary, General Items, PVC Label, Resin Ribbon, Tonners and printing items under Three (03) Years Framework Agreement.

1.2 The procurement shall be conducted under the provisions of the Public Procurement Rules, 2004 (as amended) and applicable PPRA procedures.

1.3 The procurement method shall be Single Stage – Two Envelope Procedure under Rule 36(b) of Public Procurement Rules, 2004.

2. Eligible Bidders

2.1 A bidder shall be eligible to participate if it:

- Is a legally registered firm/company/proprietorship.
- Possesses valid registration with Federal Board of Revenue (NTN) General Sales Tax Authority (where applicable) Relevant Government departments.
- Is not blacklisted/debarred by any Government organization.
- Has relevant experience in supply Stationary, General Items, PVC Label, Resin Ribbon, Tonners and printing items.
- Has adequate financial and technical capacity to perform the contract.

3. Bid Preparation

3.1 Bidders shall prepare their bids in two separate parts:

Envelope No. 1: Technical Proposal

The Technical Proposal shall contain:

- Company profile Registration documents
- NTN/GST certificates
- Bids Security
- Experience details
- Similar contracts completed
- Technical compliance statement
- Delivery capability
- Affidavit regarding non-blacklisting
- Bank Statement

Envelope No. 2: Financial Proposal

The Financial Proposal shall contain:

- Completed Price Schedule
- Unit rates
- Taxes
- Delivery charges (if any)
- Total quoted amount

4. Bid Submission Procedure

Bidder's Signature _____

**INTER BOARDS COORDINATION COMMISSION (IBCC)
ISLAMABAD**

4.1 Both envelopes shall be sealed separately and clearly marked:

"TECHNICAL PROPOSAL – PROCUREMENT OF STATIONARY, GENERAL ITEMS, PVC LABEL, RESIN RIBBON, TONNERS AND PRINTING ITEMS UNDER THREE YEARS FRAMEWORK AGREEMENT"

and

"FINANCIAL PROPOSAL – PROCUREMENT OF STATIONARY, GENERAL ITEMS, PVC LABEL, RESIN RIBBON, TONNERS AND PRINTING ITEMS UNDER THREE YEARS FRAMEWORK AGREEMENT"

4.2 Both envelopes shall be placed in one outer sealed envelope.

4.3 The bidder shall submit one original and required copies of the bid as specified in the Bid Data Sheet.

5. Bid Validity

5.1 The bid shall remain valid for Three Year from the date of opening of Technical Proposals.

5.2 The Procuring Agency may terminate the bidding process at any time in accordance with PPRA Rules, specifically Rule 33."

6. Bid Security

6.1 Each bidder shall provide Bid Security amounting to PKR 1,000,000/-

6.2 Bid Security shall remain valid for the period specified in the Bid Data Sheet.

6.3 Bids without valid Bid Security shall be treated as non-responsive.

7. Technical Evaluation

7.1 The Technical Proposals shall be evaluated first.

7.2 Financial Proposals of only technically qualified bidders shall be opened.

7.3 Minimum qualifying score 70 Marks out of 100

8. Financial Evaluation

8.1 Financial evaluation shall be conducted after completion of technical evaluation.

8.2 The lowest evaluated responsive bid shall be considered for award subject to compliance with PPRA Rules.

SECTION-III

1.BID DATA SHEET (BDS)

Particular	Details
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Procuring Agency	Inter Boards Coordination Commission (IBCC), Islamabad
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Procurement	Purchase of Stationary, General Items, PVC Label, Resin Ribbon, Tonners and printing items
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Procurement Method	Single Stage – Two Envelope Procedure PPRA Rule 36(b)
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Framework Period	Three (03) Years
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Bid Security	(PKR 1,000,000/-)
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Performance Security	10% of Contract Value
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Bid Validity	Three year
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Bidder's Signature _____

**INTER BOARDS COORDINATION COMMISSION (IBCC)
ISLAMABAD**

Delivery Location IBCC Office, G-10/4 Islamabad and Its Regional Offices Karachi,
Peshawar, Quetta, Bahawalpur and Lahore

Contract Type Framework Agreement with Call-Off Orders

SECTION-IV

1. QUALIFICATION REQUIREMENTS

1.1 The bidder must submit:

- Certificate of Registration
- NTN Certificate
- GST Registration Certificate (if applicable)
- Company Profile
- List of similar supplies completed during last three years
- Client references
- Bank details and financial capacity proof
- Affidavit of non-blacklisting
- Undertaking for acceptance of PPRA Rules and tender conditions

SECTION-V

1. TECHNICAL EVALUATION CRITERIA

The Technical Proposal shall be evaluated according to the following criteria. Only bidders obtaining the minimum qualifying marks shall proceed to Financial Evaluation Qualifying Score: 70 Marks

Sr. No.	Evaluation Criteria	Maximum Marks	Obtained Marks
1	General Experience of Firm	15	
2	Relevant Experience of Purchase of Stationary, General Items, PVC Label, Resin Ribbon, Tonners and printing items	20	
3	Past Performance with Government/Semi-Government Organizations	15	
4	Past Performance with Government/Semi-Government Organizations	15	
5	Financial Capacity and Business Strength	15	
6	Technical Compliance with Required Specifications	20	
	Total	100	

Detailed Evaluation Criteria

1. General Experience of Firm – 15 Marks

- 5 years or more experience: 15 Marks
- 3–5 years experience: 10 Marks
- Less than 3 years experience: 05 Marks

2. Relevant Experience – 20 Marks

Bidder's Signature _____

**INTER BOARDS COORDINATION COMMISSION (IBCC)
ISLAMABAD**

- Supply of stationery items to Government/Semi-Government organizations:
 - 5 or more similar contracts: 15-20 Marks
 - 3-4 similar contracts: 10 Marks
 - 1-2 similar contracts: 05 Marks
3. Past Performance – 15 Marks
- Based on completion certificates/client references:
 - Excellent: 15 Marks
 - Satisfactory: 10 Marks
 - No satisfactory evidence: 0 Marks
4. Financial Capacity – 15 Marks
- Strong financial position: 15 Marks
 - Adequate financial position: 10 Marks
 - Weak financial position: 05 Marks
5. Technical Compliance – 20 Marks
- Bidder shall provide compliance against each item/specification with Sample
 - All supplied items shall be New and unused Free from manufacturing defects According to approved samples/specifications Subject to inspection and acceptance by IBCC.

Bidder's Signature_____