

Standard Bidding Document

ESTABLISHMENT OF A CLOSED FRAMEWORK AGREEMENT FOR SUPPLY OF STATIONERY ITEMS (Goods)

National

Single Stage-One Envelope



September 11, 2026

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INVITATION FOR PREQUALIFICATION FOR CLOSED FRAMEWORK AGREEMENT

PROCUREMENT OF GOODS

1. The **IMCG, F-10/2, Islamabad (Federal Directorate of Education (FDE))** has sufficient / has received / intends to apply for funds from **ADP** and intends to apply part of such funds toward payments under the Framework Agreement for **ESTABLISHMENT OF A CLOSED FRAMEWORK AGREEMENT FOR SUPPLY OF STATIONERY ITEMS** having reference number **FFW9586**.
2. The **IMCG, F-10/2, Islamabad (Federal Directorate of Education (FDE))** intends to prequalify suppliers for subsequent Invitation to Bid(s) and to sign a Closed Framework Agreement with the successful bidder(s) following completion of the bidding process.
3. The objective of the intended Closed Framework Agreement is the on-demand supply of **ESTABLISHMENT OF A CLOSED FRAMEWORK AGREEMENT FOR SUPPLY OF STATIONERY ITEMS** through subsequent Call-Off Contract(s) during the Framework Agreement period. The purpose of this Prequalification Notice is to provide basic information to enable potential applicants to decide whether to respond to this Prequalification Notice.
4. Only the prequalified applicants shall be entitled to participate in the subsequent procurement proceedings. It is expected that Invitations to Bid will be issued to the Prequalified Applicants in **Monday, September 7, 2026**. The Closed Framework Agreement is expected to be signed with the successful bidder(s) in **Tuesday, September 22, 2026** for a period of **9 Months**.
5. The Prequalification process is open to all **National** Applicants subject to fulfilling the eligibility requirements specified in the Prequalification Documents. Interested Applicants may obtain further information from **IMCG, F-10/2, Islamabad (Federal Directorate of Education (FDE))** through **EPADS v2.0** during office hours. A complete set of Prequalification Documents may be accessed by interested Applicants through **EPADS v2.0** at **<https://epads.gov.pk/opportunities/federal/frameworks/9586>**.

6. The application, prepared in accordance with the instructions contained in the Prequalification Documents, must be submitted through **EPADS v2.0** on or before **Thursday, October 1, 2026 10:00 AM**. Applications will be opened electronically through **EPADS v2.0** on the same day at **Thursday, October 1, 2026 10:30 AM**. Manual submission of applications shall not be entertained.

7. Vendors who have not yet registered on **EPADS v2.0** may complete their registration at <https://vendors.epads.gov.pk/>. Guidance regarding registration and bid submission is available on the portal.

In terms of Rule 48 of Public Procurement Rules, 2004, the Grievance Redressal Committee (GRC) has been notified for the subject procurement. The notification is available on the Procuring Agency's website and on PPRA's website.

IMCG, F-10/2, Islamabad (Federal Directorate of Education (FDE))

Accountant

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Instructions to Applicants

A. General

1. Scope of Application

1.1. In connection with the “**Invitation for Prequalification**”, the Procuring Agency, as defined in Section II (Prequalification Data Sheet abbreviated as PDS), issues this set of Prequalification Documents (PD) to prospective applicants (also hereinafter referred as Applicants) interested in submitting applications (also hereinafter referred as Applications) to determine the capacity and capability of the Applicant(s) for supply of Goods and Related Services incidental thereto as specified in Section VII (Schedule of Requirements).

2. Source of Funds

2.1. Source of funds is same as referred in Invitation for Prequalification.

3. Fraud and Corruption

3.1. The Procuring Agency requires that the Applicants /Bidders/ Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such agreements and contracts.

3.2. The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Call-off Contract performance (in the case of award of a Call-off Contract), and to have them audited by auditors appointed by the Procuring Agency.

3.3. Any communications between the Applicant and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide record of the content of communication.

3.4. Procuring Agency will reject an application or bid or proposal, if it is established that the Applicant or the Bidder or Prosper was engaged in corrupt and fraudulent practices in competing for the contract.

3.5. Procuring Agency will also declare the Applicant as blacklisted in accordance with Public Procurement Rule 19 and predefined standard mechanism.

4. Eligible Applicants

4.1. An Applicant may be a private entity, a state-owned enterprise or institution subject to ITB 4.6, or any combination of such entities in the form of a joint venture (JV) under an existing JV agreement or with the intent to enter into such an agreement supported by a letter of intent.

In case of single (private or state-owned entity), it shall be liable for execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the entity), the execution of any Call-off Contract(s) awarded (to the entity) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.

In the case of a joint venture, all members shall be jointly and severally liable for the execution of all the provisions of the Framework Agreement (if signed b/w the Procuring Agency and the JV), the execution of any Call-off Contract(s) awarded (to the JV) under the Framework Agreement in accordance with the Call-off Contract conditions that apply.

The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Prequalification process, Bidding process (in the event the prequalified JV submits a Bid) and during the period of framework agreement and contract execution (in the event the JV is awarded the Contract). Unless specified in the PDS, there is no limit on the number of members in a JV.

4.2. An Applicant may apply for Prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified as a JV only, it will not be permitted to bid for the same contract as an individual entity. Bids submitted in violation of this provision will be rejected.

4.3. An Applicant and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that entity) may submit its Application for Prequalification either individually, as joint venture or as a sub-contractor among them for the same contract. However, if prequalified only one prequalified Applicant will be allowed to bid for the same contract. All Bids submitted in violation of this provision will be rejected.

4.4. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Agency for execution of subsequent Framework Agreement(s) or Call-off Contract(s). In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with such professional staff of the Procuring Agency (or a recipient of a part of the funds) who:

4.4.1. are directly or indirectly involved in the preparation of the Prequalification Documents or Bidding Documents or specifications of the Framework Agreement or Call-off Contract and/or the Prequalification or Bid evaluation process of such Contract; or

4.4.2. would be involved in the implementation or supervision of such Framework Agreement or Call-off Contract, unless the conflict stemming from such relationship has been resolved throughout the Procurement Process, Bidding process during the execution of the Framework Agreement and/or Call-off Contract.

4.5. An Applicant that has been declared debarred or blacklisted shall be ineligible to be prequalified to bid or enter into any Framework Agreement or Call-off Contract for such period of time and for such type of procurement for which he has been declared debarred or blacklisted. The list of debarred firms and individuals is available at PPRA's website.

4.6. An Applicant shall provide such documentary evidence for determining the eligibility of the Applicant to the reasonable satisfaction of the Procuring Agency.

5. Eligibility (in terms of Nationality)

5.1. Applicants may be ineligible if they are nationals of ineligible countries as indicated in Section V.

B. Contents of the Prequalification Documents

6. Sections of Prequalification Documents

6.1. This set of Prequalification Documents consists of Parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITA 8.

PART 1 Prequalification Procedures

6.2. Section I - Instructions to Applicants (ITA)

6.3. Section II - Prequalification Data Sheet (PDS)

6.4. Section III - Qualification Criteria and Requirements

6.5. Section IV - Application Forms

6.6. Section V - Eligible Countries

6.7. Section VI - Fraud and Corruption

PART 2 Supply Requirements

6.8. Section VII - Schedule of Requirements

6.9. The Procuring Agency accepts no responsibility for the completeness of the Prequalification documents, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification documents in accordance with ITA 8. In case of any discrepancies, documents issued directly through ePADS shall prevail.

6.10. The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Documents and to furnish with its Application all information or documentation as is required by the Prequalification Documents.

7. Clarification of Prequalification Documents and Pre-Application Meeting

7.1. An Applicant requiring any clarification of the Prequalification Documents shall contact the Procuring Agency in writing through ePADS. The Procuring Agency will respond in writing through ePADS to any request for clarification provided that such request is received no later than three (03) days prior to the deadline for submission of the Applications. The Procuring Agency shall forward a copy of its response to all prospective Applicants through ePADS who have obtained the Prequalification Documents from ePADS, including a description of the inquiry but without identifying its source. If so indicated in the PDS, the Procuring Agency shall also promptly publish its response through ePADS. Should the Procuring Agency deem it necessary to amend the Prequalification Documents as a result of a clarification, it shall do so in accordance with the provisions of ITA 16.2.

7.2. If indicated in the PDS, the Applicant's designated representative is invited at the Applicant's cost to attend a pre-Application meeting through online platform / ePADS as per date and time mentioned in the PDS. During this Pre-Application meeting, prospective Applicants may request clarification of the schedule of requirement, the qualification criteria or any other aspects of the Prequalification Documents.

7.3. Minutes of the Pre-Application meeting, if applicable, including the text of the questions asked by Applicants, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly through ePADS to all prospective Applicants who have obtained the Prequalification Documents. Any modification to the Prequalification Documents that may become necessary as a result of the pre-Application meeting shall be made by the Procuring Agency exclusively through the use of an Addendum pursuant to ITA 8 and through ePADS. Non-attendance at the pre-Application meeting will not be a cause for disqualification of an Applicant.

8. Amendment of Prequalification Documents

8.1. At any time prior to the deadline for submission of Applications, the Procuring Agency may amend the Prequalification Documents by issuing an Addendum through ePADS.

8.2. Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing through ePADS to all Applicants who have obtained the Prequalification Documents from the Procuring Agency. The Procuring Agency shall promptly publish the Addendum at the Procuring Agency's web page and ePADS.

Provided that an Applicant who had already submitted their Applications prior to the issuance of any such addendum shall have the right to withdraw his already submitted Application and submit the revised Application prior to the original or extended Application submission deadline through ePADS.

8.3. To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Agency may at its discretion, extend the deadline for the submission of Applications in accordance with ITA 16.2:

Provided that the Procuring Agency shall extend the deadline for submission of Applications, if such an addendum is issued within last three (03) days of the Application submission deadline.

C. Preparation of Applications

9. Cost of Applications

9.1. The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Prequalification process.

10. Language of Application

10.1. The Application as well as all correspondence and documents relating to the Prequalification exchanged by the Applicant and the Procuring Agency, shall be written in the language specified in the PDS. Supporting documents and printed literature that are part of the Application may be in

another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the PDS, in which case, for purposes of interpretation of the Application, the translation shall govern.

11. Documents Comprising the Application

11.1. The Application shall comprise the following:

11.1.1. **Application Submission Letter**, in accordance with ITA 12.1;

11.1.2. **Eligibility**: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 13.1;

11.1.3. **Qualifications**: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and

11.1.4. any other document required as specified in the PDS.

12. Application Submission Letter

12.1. The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Form must be completed without any alteration to its format.

13. Documents Establishing the Eligibility of the Applicant

13.1. To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Form ELI-1.1 (eligibility), included in Section IV (Application Forms).

14. Documents Establishing the Qualifications of the Applicant

14.1. To establish its qualifications to perform the contract(s) in accordance with Section III (**Qualification Criteria and Requirements**), the Applicant shall provide the information requested in the corresponding Information Sheets included in **Section IV (Application Forms)**.

14.2. Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Pak Rupee equivalent using the rate of exchange determined as follows:

14.2.1. for turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).

14.2.2. value of single contract - Exchange rate prevailing on the date of the contract.

14.3. Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Agency.

14.4. The documentary evidence of the Applicant's qualifications to conclude a Framework Agreement, and/or to perform any Call-off Contract(s) if awarded, shall establish to the Procuring Agency's satisfaction:

14.4.1. that, if required in the BDS, an Applicant that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV A (Bidding Forms) to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Procuring Agency's Country;

14.4.2. that, if required in the BDS, in case of an Applicant not doing business within Islamic Republic of Pakistan (or the country where the procurement is being made), the Applicant is, or will be, (if awarded the call off contract) represented by an Agent in the country, equipped and able to carry out the Supplier's maintenance, repair, and spare parts stocking obligations in respect of the Goods.

D. Submission of Applications

15. Submission of the Applications through ePADS

15.1. The Bidder shall prepare and submit Bid with due diligence after carefully reading all the terms and condition before submission through ePADS in accordance with the procedures specified in the PDS.

15.2. In case the Applicant is a JV, the Application shall submit an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16. Deadline for Submission of Applications

16.1. Applicants shall be submitted through ePADS no later than the deadline indicated in the PDS.

16.2. If required in accordance with the provisions of ITA 8.3, the Procuring Agency will extend the deadline for the submission of Applications, in which case all rights and obligations of the Procuring Agency and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

16.3. The deadline will be extended in the same manner as that of original Invitation for Prequalification (or the advertisement) through ePADS.

17. Opening of Applications

17.1. The Procuring Agency shall open all Applications on the date and time specified in the PDS through ePADS. Late Applications shall be treated in accordance with ITA 16.1.

E. Procedures for Evaluation of Applications

18. Confidentiality

18.1. Information relating to the Applications, their evaluation and results of the Prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the Prequalification process until the notification of Prequalification results is made to all Applicants in accordance

with ITA 26 through ePADS.

18.2. From the deadline for submission of Applications to the time of notification of the results of the Prequalification in accordance with ITA 26, any Applicant that wishes to contact the Procuring Agency on any matter related to the Prequalification process may do so only in writing through ePADS.

19. Clarification of Applications

19.1. To assist in the evaluation of Applications, the Procuring Agency may, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Applicant shall be in writing through ePADS.

19.2. If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

20. Responsiveness of Applications

20.1. The Procuring Agency may reject any Application which is not responsive to the requirements of the Prequalification Documents. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 19.1, and the Applicant fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Applicant.

21. Margin of Preference

21.1. Unless otherwise specified in the PDS, a margin of preference shall not apply in the Bidding process resulting from this Prequalification.

22. Sub-contractors

22.1. Subcontractors' qualification and experience will not be considered for evaluation of the Applicant. The Applicant on its own (without taking into

account the qualification and experience of the Subcontractor) should meet the qualification criteria.

F. Evaluation of Applications and Prequalification of Applicants

23. Evaluation of Applications

23.1. The Procuring Agency shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Agency reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the contract, however subject to the provisions of ITA 25.

23.2. Subcontractors proposed by the Applicant shall be fully qualified for their parts of the Scope of Supply of the Goods and Allied Services.

23.3. In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Agency shall prequalify each Applicant for the maximum combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements. The Qualification Criteria and Requirements are mentioned in Section III.

23.4. Only the qualifications of the Applicant shall be considered. The qualifications of other related entities such as the Applicant's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Applicant shall not be taken into consideration in determining the qualifications of the Applicant.

24. Procuring Agency's Right to Accept or Reject Applications

24.1. The Procuring Agency reserves the right to accept or reject all the Applications, and to annul the Prequalification process at any time, without

thereby incurring any liability to the Applicants. However, the procuring agency shall record its reasons and justifications on ePADS, duly approved by the Principal Accounting Officer or Head of Organization.

25. Prequalification of Applicants

25.1. All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Agency.

25.2. An Applicant may be “conditionally prequalified,” that is, qualified subject to the Applicant submitting or correcting certain specified nonmaterial documents or deficiencies to the satisfaction of the Procuring Agency.

25.3. Applicants that are conditionally prequalified will be so informed along with the statement of the condition(s) which must be met to the satisfaction of the Procuring Agency before or at the time of submitting their Bids.

26. Notification of Prequalification

26.1. The Procuring Agency shall notify all Applicants in writing through ePADS indicating the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately through ePADS.

26.2. The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them through ePADS.

27. Request for Bids

27.1. Promptly after the notification of the results of the Prequalification, the Procuring Agency will invite the Bids from all the Applicants that have been prequalified through ePADS.

28. Changes in Qualifications of Applicants

28.1. Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 25 and invited to bid (including, in the case of a JV, any change in the structure or formation of any member thereto) shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of Bids. Such approval shall be denied if:

28.1.1. a prequalified Applicant proposes to associate with a disqualified Applicant or in case of a disqualified joint venture, any of its members;

28.1.2. as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements; or

28.1.3. in the opinion of the Procuring Agency, the change may result in a substantial reduction in competition.

28.2. Any such change should be submitted to the Procuring Agency before the date of "Invitation to Bids".

29. Redressal of Grievances

29.1. Procuring agency shall constitute a Grievance Redressal Committee (GRC) and proceed in accordance with the procedure and mechanism defined under Rule-65 of Public Procurement Rules, 2025.

29.2. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending on the nature of the procurement.

30. Mechanism of Blacklisting

30.1. The procuring agency shall initiate blacklisting or debarment proceedings against any bidder, supplier or contractor in accordance with the mechanism prescribed under Rule-25 of Public Procurement Rules, 2025 read with "Mechanism for Blacklisting Regulations, 2024".



Framework Data Sheet

Framework Data Sheet (FDS)

The following specific data for the Framework Agreement shall complement, supplement, or amend the provisions in the Instructions to Applicants/Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

FDS Clause Number

ITB Number

Amendments of, and Supplements to, Clauses in the Instructions to Applicants/Bidders

A. General

FDS Clause Number 1

ITB Number 1.1

Identification Number of the Framework Agreement: **FFW9586**

The Procuring Agency is: **IMCG, F-10/2, Islamabad (Federal Directorate of Education (FDE))**

Framework Agreement Title: **ESTABLISHMENT OF A CLOSED FRAMEWORK AGREEMENT FOR SUPPLY OF STATIONERY ITEMS**

FDS Clause Number 2

ITB Number 2.1

The name of Procuring Agency is: **IMCG, F-10/2, Islamabad (Federal Directorate of Education (FDE))**

The name of Framework Agreement is: **ESTABLISHMENT OF A CLOSED FRAMEWORK AGREEMENT FOR SUPPLY OF STATIONERY ITEMS**

FDS Clause Number 3

ITB Number 2.2

Participating / Authorized Procuring Agencies under this Framework Agreement:

FDS Clause Number 4

ITB Number 3.1

Framework Type: **Closed Framework Agreement**

FDS Clause Number 5

ITB Number 4.1

Framework Duration: **9 Months**

Commencement Date: **Tuesday, October 20, 2026**

Expiry Date: **Expired after the framework duration of 9 months from the award date.**

FDS Clause Number 6

ITB Number 5.1

A list of debarred firms and individuals is available on PPRA website:
<https://ppra.gov.pk>

B. Contents of the Framework Document

FDS Clause Number 7

ITB Number 7.1

For clarification, the Applicant shall seek clarifications through: **EPADS v2.0**

FDS Clause Number 8

ITB Number 7.1 & 8.2

Information related to the Framework Agreement shall be published on: **EPADS v2.0**

FDS Clause Number 9

ITB Number 7.2

Pre-Bid Meeting: **Clarification Date: Thursday, September 24, 2026**

C. Preparation of Applications / Bids

FDS Clause Number 10

ITB Number 10.1

This Framework Agreement Document has been issued in the language:
English

FDS Clause Number 11

ITB Number 11.1(d)

Additional documents to be submitted through **EPADS v2.0**:

1. Bid Submission Form duly signed and stamped.

2. Valid FBR NTN Certificate and GST Registration Certificate, where applicable.
3. Bid Security in the prescribed form and amount.
4. Relevant Past Experience/Completed Contracts with supporting evidence.
5. Average Annual Turnover/Financial Documents as required.
6. Current Contracts and their Progress, if any.
7. Affidavit/Declaration of non-blacklisting or debarment.
8. Signed and stamped Technical Specifications/Compliance Statement.
9. Signed and stamped Bidding Document and all addenda, if any.

FDS Clause Number 12

ITB Number 14.2

Source for determining exchange rates: **Not Applicable**

E. Submission of Applications / Bids

FDS Clause Number 18

ITB Number 16.1

Deadline for Bid Submission:

Day: **Thursday**

Date: **Thursday, October 1, 2026**

Time: **10:00 AM**

FDS Clause Number 19

ITB Number 17.1

Opening of Bids shall be conducted through: **EPADS v2.0**

Day: **Thursday**

Date: **Thursday, October 1, 2026**

Time: **10:30 AM**

Virtual participation link: **<https://vendors.epads.gov.pk/>**

F. Evaluation and Award

FDS Clause Number 20

ITB Number 21.1

Margin of Domestic Preference: **Not Applicable**

FDS Clause Number 21

ITB Number 22.1

Framework Award Basis: **Least Cost Based Selection (LCBS)**

FDS Clause Number 22

ITB Number 23.1

Suppliers admitted to the Framework Agreement shall not be guaranteed any minimum quantity, value, or volume of business unless otherwise stated in the Framework Agreement.

FDS Clause Number 23

ITB Number 29.1

Framework-related complaints / grievances shall be submitted in writing through: **EPADS v2.0**

A complaint may challenge:

- The terms of the Framework Agreement Documents
- The Procuring Agency's evaluation decision
- The Procuring Agency's Framework Award decision

Framework Items / Lots

Items Without Lots :

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Answer Sheet Leaf – 8 Pages, Narrow Line	Examination booklets or forms	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 30000/Qty	30000/Qty	1
Answer Sheet Leaf – 8 Pages, Broad Line	Examination booklets or forms	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 30000/Qty	30000/Qty	1
Answer Sheet Leaf – 4 Pages, Broad Line	Examination booklets or forms	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 25000/Qty	25000/Qty	1
Answer Sheet Leaf – 4 Pages, Narrow Line	Examination booklets or forms	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 25000/Qty	25000/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Continuation Sheet – Broad Line	Writing paper	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 100000/Qty	100000/Qty	1
Continuation Sheet – Narrow Line	Writing paper	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 100000/Qty	100000/Qty	1
Office File Cover with College Monogram	Report covers	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 500/Qty	500/Qty	1
Brown Envelope – Legal Size	Standard envelopes	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 4000/Qty	4000/Qty	1
Small Envelope with College Monogram	Standard envelopes	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 2000/Qty	2000/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Student Attendance Register	Log books or pads	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 100/Qty	100/Qty	1
Ball Point Pen	Ball point pens	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 1500/Qty	1500/Qty	1
Uni Ball Pen	Rollerball pens	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 60/Qty	60/Qty	1
White Board Duster	Whiteboard eraser	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 150/Qty	150/Qty	1
Glue Stick - Large	Highlighters	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 360/Qty	360/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Highlighter	Highlighters	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 100/Qty	100/Qty	1
Permanent Marker	Markers	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 300/Qty	300/Qty	1
A4 Copy Paper	Printer or copier paper	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 100/Ream	100/Ream	1
Legal Size Copy Paper	Printer or copier paper	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 100/Ream	100/Ream	1
Lead Pencil	Wooden pencils	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 200/Qty	200/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Eraser	Erasers	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 300/Qty	300/Qty	1
Steel Sharpener	Manual pencil sharpener	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 300/Qty	300/Qty	1
Steel Scale - 12 Inch	Rulers	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 36/Qty	36/Qty	1
Scissors - Large	Scissors	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 60/Qty	60/Qty	1
Register No. 12	Log books or pads	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 100/Qty	100/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Scotch/Adhesive Tape - Large	Transparent tape	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 200/roll	200/roll	1
Single Hole Punch	Paper or eyelet punches	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 50/Qty	50/Qty	1
Stapler Machine - Medium/Large	Staplers	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 60/Qty	60/Qty	1
Stapler Machine - Heavy Duty	Staplers	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 5/Qty	5/Qty	1
Stapler Pins	Staples	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 1000/box	1000/box	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Ivory Chart Paper – Soft	Cardstock papers	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 200/Qty	200/Qty	1
Ivory Chart Paper – Hard	Cardstock papers	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 200/Qty	200/Qty	1
File Board with Rexine Belt	File backers	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 200/Qty	200/Qty	1
White Board Marker	Markers	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 1000/Qty	1000/Qty	1
White Board Marker Ink	Ink refills	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 500/Qty	500/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Plastic Sheet Roll	Plastic sheet	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 5/roll	5/roll	1
Toner Cartridge 64A	Printer or facsimile toner	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 8/Qty	8/Qty	1
Toner Cartridge 5A	Printer or facsimile toner	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 10/Qty	10/Qty	1
Toner Cartridge 53A	Printer or facsimile toner	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 8/Qty	8/Qty	1
Toner Cartridge 78A	Printer or facsimile toner	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 8/Qty	8/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Toner Cartridge 85A	Printer or facsimile toner	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 6/Qty	6/Qty	1
Toner Cartridge 80A	Printer or facsimile toner	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 8/Qty	8/Qty	1
Calculator - 16 Digit	Desktop calculator	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 14/Qty	14/Qty	1
Appreciation Certificate - A4	Cardstock papers	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 1000/Qty	1000/Qty	1
Correction Fluid Pen	Correction fluid	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 200/Qty	200/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Paper Pins	Pins or tacks	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 60/box	60/box	1
Thumb Pins	Pins or tacks	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 200/Qty	200/Qty	1
Vehicle Log Book	Log books or pads	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 24/Qty	24/Qty	1
Stock Register	Paper pads or notebooks	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 6/Qty	6/Qty	1
Bus Card – Morning/Evening	Identification cards or bands or similar products	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 5000/Qty	5000/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Duplicating Paper – Legal Size	Printer or copier paper	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 600/Qty	600/Qty	1
Ink for JP755 Cyclostyle Machine	Printer ribbon	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 30/Qty	30/Qty	1
Ink for Minolta Photostat Machine	Printer or facsimile toner	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 6/Qty	6/Qty	1
Box File – Large	Binders	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 100/Qty	100/Qty	1
Report Book – Senior Section	Paper pads or notebooks	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 1000/Qty	1000/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Result Card – Junior Section	Stationery or business form printing	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 1000/Qty	1000/Qty	1
Fee Receipt Book	Printer or copier paper	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 100/Qty	100/Qty	1
Master Roll – JP755	Paper pads or notebooks	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 10/Qty	10/Qty	1
Master Roll – CPMT 15	Paper pads or notebooks	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 8/Qty	8/Qty	1
College Leaving Certificate (CLC) Book	Paper pads or notebooks	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 10/Qty	10/Qty	1

Item	UNSPSC	Delivery Schedule	Quantity	Sample Quantity
Fee Card – College Section	Paper pads or notebooks	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 5000/Qty	5000/Qty	1
Coloured Paper – Yellow A4	Printer or copier paper	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 40/Ream	40/Ream	1
Coloured Paper – Pink A4	Printer or copier paper	Address: Islamabad Model College for Girls, F-10/2, Islamabad, Islamabad Capital Territory Schedule: 7 Days Quantity: 20/Ream	20/Ream	1

Eligibility & Qualification Criteria

Bidder's Type	Required Registration
Individual / Individual Consultant	NADRA CITIZENSHIP (CNIC/NICOP)
Sole Proprietorship	FBR (NTN)
Partnership Firm	FBR (GSTN)
Company (Private Limited)	

Eligibility Criteria	Document
The bidder must be a legally registered firm/company and possess a valid FBR NTN and GST registration, where applicable. The bidder must have relevant experience in the supply of stationery/office supplies and demonstrate satisfactory financial capacity. The bidder must not be blacklisted or debarred by any Government/Semi-Government organization or PPRA.	Yes

Evaluation Criteria

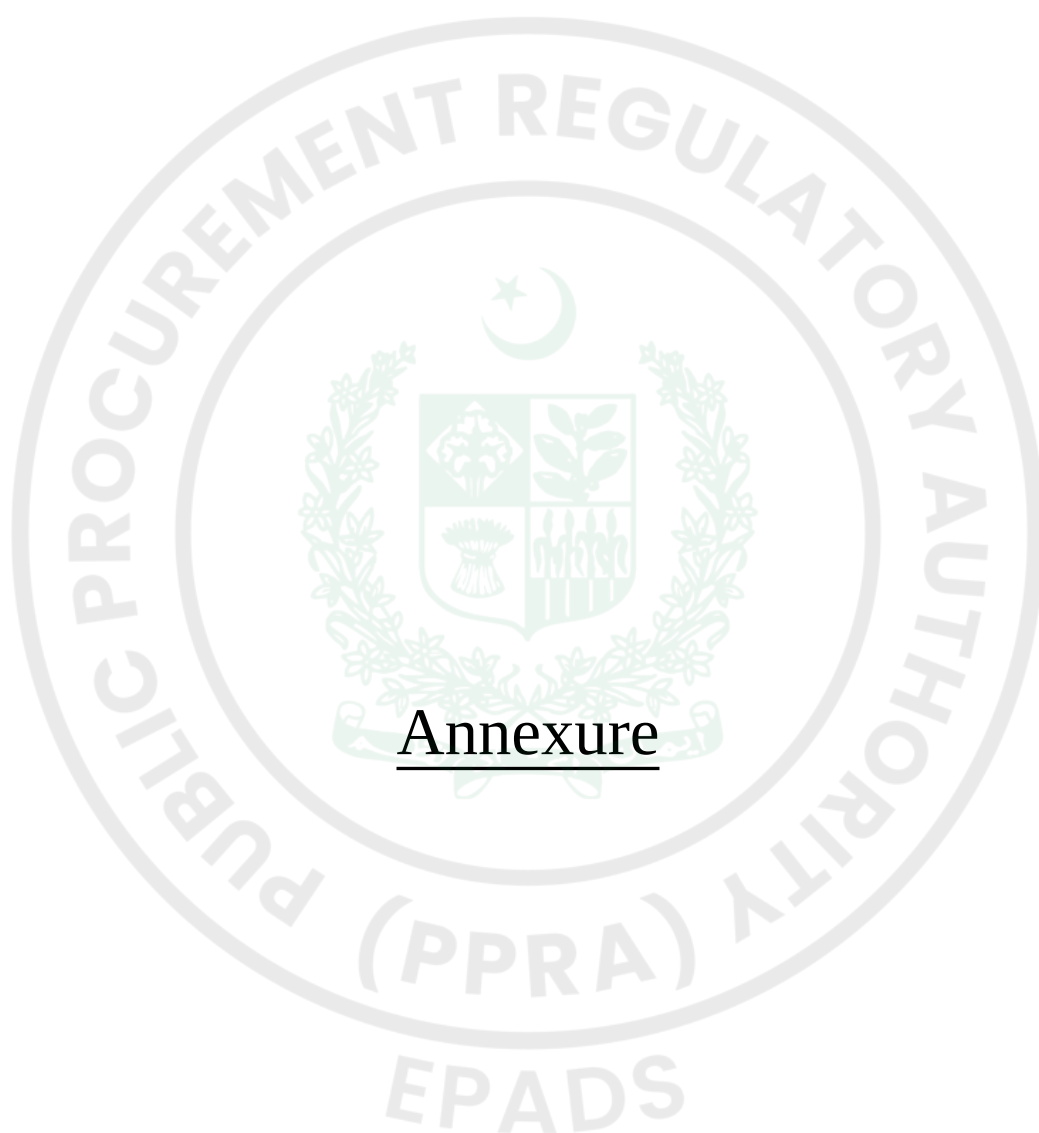
Least Cost Based Selection (LCBS)

Call-Off / Secondary Procurement Procedure

Brief Description

Submission of all documents required to establish bidder eligibility, legal status, experience, financial capacity, technical compliance, and bid security.





Annexure

Tender, T&C

Information (Read-Only)

See Form Under Additional Forms and Documents: **Tender, T&C** (page number: 43)





Procurement Forms

Past Experience and Completed Contracts

The bidder shall provide details of relevant contracts successfully completed during the last three (03) years for the supply of stationery, office supplies, educational supplies, or similar goods to Government Departments, Public Sector Organizations, Educational Institutions, or reputable private organizations.

The bidder shall attach documentary evidence such as copies of Purchase Orders, Contracts, Completion Certificates, or Performance Certificates. The procuring agency reserves the right to verify the authenticity and performance of the contracts submitted.

Only experience relevant to the subject procurement shall be considered for evaluation.

See Form Under Additional Forms and Documents: **Past Experience and Completed Contracts** (page number: {{PDF_PAGE:3344e6c579d238a8eae396343597197a}})

Current Contracts and Their Progress

The bidder shall provide details of all current contracts for the supply of stationery, office supplies, educational supplies, or similar goods that are ongoing as of the date of submission of the bid.

The bidder shall indicate the name of the procuring organization, contract value, date of award, completion period, work completed to date, outstanding value/quantity, and expected completion date.

The bidder shall disclose any significant delay, non-performance, or other contractual issue relating to the current contracts. The Procuring Agency reserves the right to verify the information provided.

Where the bidder has no current contracts, the bidder shall clearly state “NIL.”

See Form Under Additional Forms and Documents: **Current Contracts and Their Progress** (page number: {{PDF_PAGE:f7ca087e9ff92d3aa98080e0a6c960f8}})

Financial Capacity and Net Worth Evaluation Form

See Form Under Additional Forms and Documents: **Financial Capacity and Net Worth Evaluation Form** (page number: {{PDF_PAGE:93a6143612ddf3cd3ca30115f4d963de}})

Average Annual Turnover

See Form Under Additional Forms and Documents: **Average Annual Turnover** (page number: {{PDF_PAGE:37f143f88d785f1f6cf77c23004aaba3}})





Additional Forms and Documents

GOVERNMENT OF PAKISTAN
MINISTRY OF FEDERAL EDUCATION & PROFESSIONAL TRAINING
FEDERAL DIRECTORATE OF EDUCATION
ISLAMABAD MODEL COLLEGE FOR GIRLS (PG), F-10/2, ISLAMABAD

TENDER / PRE-QUALIFICATION NOTICE

THROUGH E PAK ACQUISITION AND DISPOSAL SYSTEM (EPADS)

FINANCIAL YEAR 2026-2027

The management of Islamabad Model College for Girls, F-10/2, Intends to invite bids through (EPADS) submission from the original manufacturers / authorized dealers / reputed stationers / General Order Suppliers registered with income and sales tax departments and are on active tax payers list (ATL) of FBR, having their own offices / stocks in Islamabad / Rawalpindi for supply of procurement of various items and repair / maintenance of official vehicles under PPRA rules 2004 amended from time to time. The details are as under:

Title	S#	Description	Bid Security (Rs.)
Tender / Procurement	i.	Stationery	50,000
	ii.	Miscellaneous & Others	50,000
	iii.	Security Guard Services	50,000
Pre- qualification of Repair & Maintenance	iv.	Pre-qualification of firm/workshops for repair/ maintenance for official student vehicles i.e. 09 buses (HINO, ISUZU),01 toyota hiace van, 01 motorcycles Honda CG125.	60,000
	v.	Pre-qualifications of firm / workshops for repair / maintenance for Machinery and Equipment	50,000
	vi.	Pre-qualifications of firm / workshops for repair / maintenance for Furniture & Fixture	50,000
	vii.	Pre-qualifications of firm / workshops for repair / maintenance for Hardware	50,000

2. Tender / Pre-Qualifications submission only be accepted through EPADS. The complete tendering process shall be carried out through EPADS as per following scheduled:

i. Bid Security against each item mentioned above in favor of "**Principal IMCG F-10/2**" scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document of the tender be submitted in the office of undersigned by **07-09-2026** before opening of tender / pre-qualification.

ii. Tenders without bid security (if any) shall not be accepted. Tender receiving and opening timings shall be strictly observed.

iii. Tender / Pre-Qualification bids will be opened on **22-09-2026** at **03:30 pm** in the office of the undersigned in the presence of firm's representative.
3. Tender documents containing detailed terms and conditions are also attached with this notice.
4. The tender committee may reject all bids and proposals at any time prior to the acceptance of bid while conveying the reasons thereof in accordance with rules.
5. The institution reserves the right to accept or reject any bid or annul the procurement process at any time as prescribed under PPRA rules 2004.

(Prof. Fatima Mobin)
Principal
051-9267064-65

TERMS & CONDITIONS FOR TENDER / PRE-QUALIFICATION
DATED 07-09-2026

1. No bid shall be considered if:
 - i. The bid is not uploaded on EPADS.
 - ii. The bid is not submitted in hard copy as per the given schedule at the specified location.
 - iii. The uploaded bid and the hard copy are not in the same bidder's name.
 - iv. The bid is received without the Original Bid Security, enclosed in a single envelope.
2. The tender should be addressed to The Principal, Islamabad Model College for Girls (Post-Graduate) F-10/2, Islamabad.
3. The bidder should quote rates clearly in the tender document. **If rates were found missing in any items / columns, committee can decide the rejection of tender.**
4. The institution shall open all bids through EPADS as per the given schedule, in the presence of bidders' representatives who choose to attend the meeting and sign the attendance sheet as evidence of their presence.
5. The institution shall not be responsible for any delay, loss, or non-receipt of bids sent by post or courier.
6. Original tender documents along with all specifications must be attached to the bid. (*)
7. Bids without bid security shall not be entertained, even if the bidder is technically qualified. (*)
8. A scanned copy of the bid security must be uploaded on EPADS, and the original hard copy must be submitted physically along with the bidding documents on the closing date. (*)
9. The bid security shall be refundable to unsuccessful bidders after finalization of the tender. The earnest money of the successful bidder shall be retained until delivery of the ordered items or closing of the current financial year whichever is earlier. (*)
10. The bidder must provide the complete company profile, including the age of the company.
11. The bidder must submit a list of Directors/Partners/Owners along with the bid.
12. The bidder must be a registered taxpayer with FBR and appear on the Active Taxpayer List (ATL).
13. Copies of NTN and GST certificates must be attached.
14. If GST is exempted, relevant documentary evidence must be provided.
15. Income Tax and Sales Tax shall be deducted as per Government rules. (*)
16. Bidder(s) should quote their rates (excluding all applicable taxes and duties at prevailing rates) clearly on the Tender Document for each item, both in figures and words.
17. The bidder must submit an Affidavit on stamp paper confirming that the Bidder/Firm/Company/Contractor is not blacklisted by the Public Procurement Regulatory Authority (PPRA). The prescribed draft is attached to this document. In case of any false or misleading statement, the bidder's offer shall be liable to rejection. (*)
18. If two or more bidders quote the same price in the Financial Proposal, the order may be equally divided among such bidders, or awarded to the bidder with better technical specifications, or institution may request the bidders to submit revised Financial Proposals.
19. The supplied items/services must conform to the standard specifications and be free from defects in all respects.
20. Items must be delivered to the Administrative office, IMCG (Post-Graduate) F-10/2, Islamabad, within five (05) working days from receipt of the Purchase Order(s) via Whatsapp.

- a. No extensions shall be allowed unless granted by the Purchase Committee on justified grounds.
 - b. Delay in the provision of goods / items / services in accordance with the time schedule prescribed in the General Terms and Conditions (GTC) shall not be tolerated. In case of default, a penalty of 0.1% per day of the total contract/order amount or value of the delayed items / services shall be imposed, capped at a maximum of 10% of the total value of the Contract / Purchase Order / undelivered items / services.
 - c. Penalty on goods / items not delivered on time may lead to cancellation of the order without any liability to the Institution, and the bidder / supplier / firm / company may also be blacklisted.
 - d. Furthermore, institution may impose additional penalties in case of default and may initiate legal action. The institution reserves the right to withhold pending payments or forfeit any guarantee / security submitted in this or any other contract.
21. Notwithstanding anything contrary in the General Terms and Conditions (GTC), the Bidder / Supplier shall not be liable for forfeiture of performance security, liquidated damages, late delivery charges, or termination for default if the delay or failure to perform obligations is due to a Force Majeure event.
- a. "Force Majeure" means an event beyond the control of the Bidder / Supplier, not involving fault or negligence, and not foreseeable, such as acts of God, floods, storms, earthquakes, fire, war (declared), terrorism, port closures, government restrictions, illegality arising from domestic or foreign laws, politically motivated nationwide strikes, or insurrection.
 - b. Changes in economic or market circumstances, including unexpected price increases affecting profitability, shall not constitute Force Majeure.
 - c. In case of a Force Majeure event, the Bidder / Supplier shall notify institution in writing within five (05) days, providing evidence and taking reasonable steps to mitigate the consequences. Failure to notify within the prescribed period shall result in waiver of the right to claim Force Majeure.
 - d. Unless otherwise directed in writing by institution, the Bidder / Supplier shall continue to perform its obligations as far as reasonably practicable and seek alternative means of performance.
22. The institution requires Contractors / Bidders to observe the highest standard of ethics during procurement and contract execution. The provisions of PPRA Rules / Act shall apply.
- a. The institution may bar any firm / company / individual bidder / contractor / consultant in accordance with Blacklisting procedures under Public Procurement Rules 2004, if deemed necessary.
 - b. The Contractor / Bidder(s) shall comply with the provisions stated in the General Terms & Conditions of the Contract.
23. The institution may, under applicable laws, debar a bidder / contractor from participating in any public procurement process of institution for a specified period if the bidder or contractor has:
- a. Acted in a manner detrimental to public interest or good practices.
 - b. Consistently failed to perform contractual obligations.
 - c. Performed the contract unsatisfactorily.
 - d. Indulged in corrupt practices.
24. If institution debars a bidder / contractor, the procuring agency:
- a. May blacklist the bidder / firm / company for at least three (03) years.
 - b. May forward the decision to PPRA for publication on its website.
 - c. May request PPRA to debar the bidder or contractor from procurement of all procuring agencies.
25. The institution reserves the right to initiate legal action, in addition to blacklisting, if any bidder / supplier / firm / company are found involved in corrupt practices.
26. The institution reserves the right to increase or decrease the quantity of goods specified at the time of award in accordance with PPRA Rules. The institution also reserves the right to place orders on a partial shipment basis.

27. The supplied items must be brand new, conform to standard specifications, and be free from defects in all respects.
28. Payment shall be released upon submission of the Commercial Invoice and Sales Tax Invoice, duly verified by the technical department, in accordance with SRO 660(I) 2007.
29. The institution reserves the right to accept or reject any bid or annul the procurement process at any time as prescribed under PPRA Rules.
30. A bidder requiring clarification of the bidding document shall contact institution in writing within five (05) days. The institution shall respond in writing, provided the request is received within the stipulated time. If clarification results in changes to essential elements of the bidding documents, The institution may amend the documents prior to the submission deadline by issuing an addendum. Any addendum shall form part of the bidding document and shall be communicated in writing to all who obtained the document and published on the website.
31. To assist in examination, evaluation, comparison of bids, and qualification of bidders, The institution may request written clarification. No change in price or substance of the bid shall be permitted except to correct arithmetic errors. Failure to provide clarification within the specified time may result in rejection of the bid.
32. Provided that the bid is substantially responsive, The institution shall correct arithmetic errors as follows:
 - a. If there is a discrepancy between the unit price and the line-item total, the unit price shall prevail unless there is an obvious decimal misplacement.
 - b. If there is an error in a total resulting from addition or subtraction of subtotals, the subtotals shall prevail.
 - c. If there is a discrepancy between words and figures, the amount in words shall prevail unless related to an arithmetic error.
33. Bidders shall be requested to accept corrections of arithmetic errors. Failure to accept corrections shall result in rejection of the bid.
34. An abnormally Low Bid is one where the price appears unreasonably low, raising concerns regarding the bidder's capability to perform the contract. The institution may seek written clarification and detailed price analysis. If the bidder fails to demonstrate capability, the bid shall be rejected.
35. The institution reserves the right to accept or reject any bid or annul the procurement process at any time in accordance with PPRA Rules.
36. Payment shall be made as per actual verified quantity after submission of the Sales Tax Invoice, duly verified by the concerned department, in accordance with SRO 660(I) 2007.
37. Delivered items must conform to standard specifications and requirements

EVALUATION CRITERIA:

- i. Initial scrutiny of tender documents / bids
- ii. Technical Evaluation as per BOQ
- iii. Evaluation of sample Unit(s)
- iv. Selection of technically complete bidder(s)
- v. Financial Evaluation of complete bidders(s)
- vi. Award of tender to the Most advantageous bidder(s)

**Principal
IMCG (PG) F-10/2**

DECLARATION BY THE BIDDER

Should be on stamp paper

I, being the owner / proprietor / director / authorized representative of the firm / company, hereby certify that I have read and understood all the terms and conditions of this office and accept the same without any reservation.

I further confirm that all items and / or services provided shall be of the best quality, strictly in accordance with the prescribed standards, specifications, and requirements. I undertake to replace or redo, at my own cost, any item or service found to be substandard, unsatisfactory, or defective, without any claim whatsoever against the institution.

In case of failure to comply with the above, I understand and agree that institution shall have the right to impose penalties, confiscate the earnest money and blacklist the firm / company in accordance with applicable rules.

I hereby also confirm to provide warranty including service & support with parts for complete unit(s) (where applicable) from the date of delivery.

I further declare that, as of the date of this undertaking, the firm / company is not blacklisted by the Public Procurement Regulatory Authority (PPRA) or any other government organization.

SIGNATURE & STAMP

Name: _____

Designation: _____

ISLAMABAD MODEL COLLEGE FOR GIRLS
(Post-Graduate) F-10/2, ISLAMABAD

UNDERTAKING
TENDER FORM 2026-2027

I have read the terms and conditions regarding the “Tender” dated: 07-09-2026 for “**Others**”. I hereby undertake to abide these terms and conditions in Letter & spirit.

Company/Firm Name: _____
National Tax No.: _____
Sales Tax Registration No.: _____
Date of Registration: _____
Owner(s) Name(s): _____

Authorized Representative (if any): _____
Complete Address: _____

Telephone No.: _____ Office: _____
Mobile: _____

_____ AUTHORIZED SIGNATURE/STAMP
Dated:- _____

- Attachment:
- Copy of CNIC
 - Copy of NTN Certificate
 - Copy of Sales Tax Registration Certificate
 - Bank Draft/Pay Order/Call Deposit
 - Affidavit regarding Non Blacklisting

Note: - The above undertaking must be attached with tender