



## INVITATION TO BID

1. Gilgit-Baltistan Rural Support Programme is a Government Entity registered under section 42 of the companies ordinance (Companies Act, 2017), as a Not-for-Profit Company established by the Government of Gilgit-Baltistan in year 2012.
2. Sealed proposals are invited from experienced and registered Stationers/ suppliers, (hereafter called as bidders) fulfilling the criteria provided in the bidding documents for the selection of Stationers / Stationery service providers based at Gilgit for supply of stationery to GBRSP for year 2024-25.
3. Bidding documents, containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders from GBRSP Head Office, Noor Colony, Jutial, Gilgit at the price of Rs 2000/- of the bidding documents submission fee. { As per Rule 23(5) of Public Procurement Rules, 2004}. Bidding documents can also be downloaded from [www.gbrsp.org.pk](http://www.gbrsp.org.pk) .
4. The bids, prepared in accordance with the instructions in the bidding documents must reach at GBRSP Head Office, Noor Colony, Jutial, Gilgit on or before December 03, 2024 **till 11:00 AM**. Bids will be opened the same day at 11:30 AM. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk).

Programme Manager Admin Procurement & HR  
GBRSP Head Office, Noor Colony, Jutial, Gilgit.  
Phone No: 05811-922478



Sealed tenders are hereby invited by GBRSP, under the Single Stage-One Envelope bidding procedure under Rule 36(a) of Public Procurement Rules 2004 from well reputed and registered suppliers for the supply of stationery items for office use, in accordance with the Public Procurement Regulatory Authority (PPRA) rules of Pakistan. Interested suppliers are encouraged to submit their proposals based on the specifications outlined below for the financial year 2024-25.

### **1. INSTRUCTION TO SUPPLIERS:**

Sealed tender bids should be submitted to the GBRSP Head Office, Street No. 02, Noor Colony, Jutial, Gilgit.

- a) The sealed bid will be opened in the presence of the bidders/representatives on December 03, 2024, at 11:30 AM by the Committee constituted for the purpose by the competent authority of GBRSP.
- b) A supplier or service provider declared disqualified/blacklisted by any of the public/private sector entities/clients in Pakistan shall be ineligible to apply for tender.
- c) Demand Drafts of unsuccessful bidders will be returned after completion of the bidding process. The successful bidder will provide a performance guarantee equal to 05% of the tender cost amount before agreeing.
- d) The rate quoted by the bidder will be inclusive of all taxes/packing and freight charges up to Gilgit etc.
- e) The successful bidder will be responsible to supply the Stationery during the contracted period and GBRSP will not be responsible for any increase in the price, or deficiency if any.
- f) An agreement will be signed with the successful bidder spelling out the terms and conditions as mentioned in these documents.
- g) The competent authority of the GBRSP has the power to reject any tender or all tenders at any time before acceptance of a bid or proposal following PPRA Rules 2004.

### **2. MANDATORY CONDITIONS:**

The bidder shall submit following the mandatory documents with the tender documents:

- a) Documents of registration of the stationers/ firm/company.
- b) The bidder should attached experience of 3 years of supply of Stationery to any government/ non-government departments. Attached the list of relevant/ similar stationery items you provided to them if available.
- c) Signed affidavit on PKR 100 judicial paper confirming not having been declared debarred/blacklisted by any of the public/private sector entities and client(s) in Pakistan (Annexure-B).



- d) Affidavit/ undertaking by Stationers i.e shall bound to Delivery of items in speculated time provide by organization on non-judicial E-stamp paper of Rs. 100 (sample attached as annexure –A).
- e) The bidder must provide a financial statement for the last year.
- f) All the tenders are to be accompanied by a bid amount of 2% of the total cost in favour of M/S. General Manager GBRSP.

### **3. Scope of Work:**

The selected vendor will be responsible for supplying the following stationery items:

#### **List of Stationery Items:**

S.No	Items	Rate
1	Ballpoint pens (Blue, Black, Red)	
2	Gel pens (Various colors)	
3	Markers (Permanent, whiteboard)	
4	Highlighters (Assorted colors)	
5	Pencils (HB, 2B)	
6	A4 size paper 80 gm(500 sheets)	
7	A3 size paper 80 gm(500 sheets)	
8	Legal size paper 80gm(500 sheets)	
9	A4 size paper 70 gm(500 sheets)	
10	A4 size paper 70 gm(500 sheets)	
11	Notebooks (A4, A5)	
12	Note pads small	
13	Sticky notes (various sizes)	
14	Folders (Plastic, file, and expandable)	
15	Envelopes khaki ( Larges)	
16	Envelopes khaki ( Medium)	
17	Envelopes khaki ( Small)	
18	Document holders	
19	Paper clips and binder clips	
20	Stapler Heavy	
21	Stapler Normal	
22	Stapler Pins	
23	Correction fluid and tape	
24	Scissor	
25	Glue sticks	
26	Double-sided tape	





#### **4. Eligibility Criteria**

Interested suppliers must meet the following criteria:

- Valid registration
- Proven experience in supplying stationery items to government or corporate sectors.
- Submission of a copy of the company profile, including past contracts and references.

#### **5. Terms and Conditions**

##### **1. Bid Submission:**

All bids must be submitted in a sealed envelope clearly marked with the tender number and title by the specified deadline. Late submissions will not be considered.

##### **2. Bid Validity:**

Bids must remain valid for at least 90 days from the date of submission.

##### **3. Price Quotation:**

Prices should be quoted in Pakistani Rupees (PKR) and must include all applicable taxes. Quotations should be valid for the entire contract duration.

##### **4. Delivery Terms:**

The vendor must deliver the items within time and days from the date and time of order confirmation.

##### **5. Payment Terms:**

Payments will be made within 30 days after delivery and acceptance of goods, along with submission of the invoice.

##### **6. Quality Assurance:**

All items supplied must meet quality standards. Non-compliance may result in penalties or rejection of goods.

##### **7. Performance Security:**

The successful bidder will be required to furnish a performance security of 05% of the total contract value within 7 days of contract award.



**8. Dispute Resolution:**

Any disputes arising from this tender will be resolved in accordance with the laws of Pakistan.

**9. PPRA Compliance:**

This procurement process will adhere to the PPRA rules and regulations.

**6. Conclusion:**

We invite all eligible suppliers to participate in this tender process and look forward to your competitive bids for the supply of stationery items.



(Annex-A)

### **AFFIDAVIT FOR DELIVERY IN TIME**

This is to certify that I/we shall comply with the specifications, conditions and ensure availability of required items on the defined time lines as mentioned in Terms of Reference/Technical/ Specifications given in the provided documents.

The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by **Gilgit-Baltistan Rural Support Programme (GBRSP)** deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of GBRSP. GBRSP, undertakes to treat all information provided as confidential.

*Signed by an authorized representative of the firm*

Title of representative: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

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



(Annex-B)

**AFFIDAVIT FOR CORRECTNESS OF INFORMATION**  
**AND**  
**DECLARATION FOR NON-INVOLVEMENT IN ANY LITIGATION/BLACKLISTING**  
*(To be printed on PKR 100 E-Stamp Paper)*

**Name of Firm:** \_\_\_\_\_

I/we, the undersigned, do hereby certify that all the statements made in the Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Purchaser, at any time, deems it necessary.

I/we hereby further declare that we are not involved in any litigation / arbitration / black listing by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. The undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by **Gilgit-Baltistan Rural Support Programme (GBRSP)** deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of GBRSP. GBRSP, undertakes to treat all information provided as confidential.

*Signed by an authorized representative of the firm*

Title of representative: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

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