



No. F.2/57/2022-23/Log-I
FEDERAL PUBLIC SERVICE COMMISSION
AGA KHAN ROAD, F-5/1

Islamabad, the 18th August, 2023

TENDER DOCUMENTS

Subject:- DISPOSAL OF OLD/USED/WASTE ANSWER BOOKS, OMR SHEETS, QUESTION PAPERS, FILE COVERS, APPLICATION FORMS AND NEWSPAPERS/MEGAZINES ETC.

Sealed bids are invited from reputed firms/vendors/dealers/bidders having their own offices and fixed line telephone numbers, for disposal of waste papers lying in the FPSC Headquarters, Aga Khan Road, F.5/1, Islamabad. The waste papers can be seen during official working hours on or before the bidding closing date. Details with approximate weights are as under:-

a) Old/used OMR Sheets/Answer Books/Question Papers	= 90,000 KG
b) Old/used File Covers/Application Forms	= 10,000 KG
c) Old/used Newspapers/Magazines	= 367 KG

TERMS AND CONDITIONS

1. Rates should be quoted per KG (without taxes) as contained in Annexure-I.
2. The successful bidder shall be bound to shred the quantity of old/used waste papers at FPSC HQs, Islamabad premises before lifting.
3. All applicable taxes shall be deposited by the successful bidder in addition to quoted rates before lifting the waste papers enforced by the FBR/Local authorities.
4. Bid must accompany the copy of CNIC of the bidder.
5. The quoted prices to be valid up to 30-06-2024.
6. Bid Security amounting to Rs.198,734/- (5% of estimated amount) in shape of Bank Draft/Pay Order refundable (in favour of Secretary, FPSC, Islamabad) must be attached with bid, otherwise, bid will be rejected (Cheques/Cash will not be acceptable as bid security).
7. Bid without security deposit will not be accepted.
8. The bid security of successful bidder will be retained as Performance Guarantee and will be released after completion of the work satisfactorily.
9. Performance guarantee will be forfeited, if the qualified bidder fails to lift the waste papers within thirty (30) working days from issuance of work order.
10. Number of Work orders may be issued to successful bidder up to 30th June 2024 as and when required by FPSC and successful bidder shall be bound to lift the waste papers as per quoted/approved rates.
11. The bidder shall provide an affidavit on Rs.100/- stamp paper that he has not been black listed from any Ministry/Division/Department/Organization.
12. Tender Notice/terms & conditions and Annex-I for disposal of waste papers may be seen/download from FPSC's website www.fpsc.gov.pk as well as PPRA's website www.ppra.org.pk
13. Sealed bids should reach office of the Director (Logistics), FPSC, by 5th September 2023 (Tuesday) at 11:00 AM to be opened at 11:30 AM in presence of desirous bidder(s).
14. Bids with over-writing will not be accepted.
15. All old/used/waste paper will be handled as Secret to ensure Confidentiality of the content.
16. FPSC reserves the right to reject all bids at any time prior to acceptance of bids as per rule 33 (1) of PPRA Rules, 2004

(Muhammad Rustam Khan)
Deputy Director (Logistics)

INFORMATION, ELIGIBILITY AND QUOTED RATES BY BIDDERS

Name of Bidder:	
CNIC No:	
Mobile No:	
Bid Security Instrument No & Date	
Affidavit on Rs. 100 stamp paper	Yes / No

RATE TO BE QUOTED BY THE BIDDERS*Rupees Per Kg (Without Taxes)*

Sr. No	Type of Waste Papers (Old/Used/Damaged)	Quoted Rate
1	Answer Books	
2	OMR Sheets	
3	File Covers/Application Forms/Papers	
4	Question Papers	
5	Newspapers/Magazines etc.	

I affirm that above quoted rates will remain valid up to 30.06.2024 and I am bound to lift the waste papers as and when work order is issued by FPSC as per quoted/approved rates. I also certify that I will abide by all terms and conditions contained in the bidding documents and /or all related rules associated with handling of such documents including Secrecy & Confidentiality.

Signature of Bidder: _____

Name of Bidder: _____

CNIC No. _____

Mobile No. _____