



No. F.2/57/2024-25/Log-I
FEDERAL PUBLIC SERVICE COMMISSION
AGA KHAN ROAD, F-5/1
051-9212159

BID INVITATION NOTICE
For Disposal of Waste / Used Papers

Bids are invited from firms/vendors/contractors for the disposal of old/used papers. The approximate quantity of old/waste papers is as under:

| Description of items | Estimated Quantity | Reserved Price Excluding Taxes |
|---|---------------------------|---------------------------------------|
| Used OMR Sheets and Question Papers (70 gsm imported paper approximately) / Used answer sheets (63 gsm approximately) / Old applications of candidates on good quality paper / used papers good quality / used file covers / Envelopes (khaki / white). | 45,000 kg | Rs.50/Kg |

2. Detail bidding document containing terms & conditions including eligibility criteria of firms/bidders for disposal of waste / used papers may be downloaded from FPSC website www.fpsc.gov.pk or visit PPRA's website www.ppra.gov.pk
3. Bidders can drop the sealed bids in the tender box till 11:00 am on 20th February, 2026 (Friday) kept at the designated place at FPSC HQs, Islamabad. Bids will be opened on the same day after 11:00 am by the disposal committee.

(Muhammad Asghar)
Deputy Director (Logistics)
051-9212159

BIDDING DOCUMENT
For Disposal of Waste / Used Papers

TERMS & CONDITIONS

1. The bid invitation notice, bidding document, terms & conditions, and bid submission proforma are available on FPSC and PPRA websites or may be obtained by visiting the office of Deputy Director (logistics), FPSC.
2. Only those firms/vendors/bidders fulfilling the following eligibility criteria shall be eligible to participate in the bidding process, to confirm the eligibility, vendor shall provide the following documents;
 - a. Bidder must be on the **Active Taxpayers List (ATL)** of FBR.
 - b. **Attested** copy of CNIC of the bidder.
 - c. Bidder must have experience of lifting waste / old papers worth **Rs. 5 (five) million** in at least one financial year during the **last five financial years** from Government / Semi-Government / Autonomous bodies / Universities / Educational Boards / Security Organizations etc., **Proof of contract agreements / work orders (attested) along with proof of deposit slips of amount worth Rs.5 million to the procuring agency/department or Bank Account (attested copies) in a single financial year is required.**
 - d. At least **satisfactory performance certificate (attested)** issued during the last five years by a Government/Semi-Government/Autonomous body.
 - e. **Bid Security** equal to **10% of the quoted bid value** in the form of CDR / Bank Draft / Pay Order / Banker's Cheque in favor of **Federal Public Service Commission (FTN: 9010202-9)**. Cash or cheques are not acceptable.
 - f. **Affidavit** on Rs.100 stamp paper, duly signed and stamp by the oath commissioner / notary public, confirming the bidder is **not blacklisted** at the time of submission of bid from any Government / Semi-Government / Autonomous body / University / Educational Board etc.
 - g. Authorized representatives must carry a **valid authority letter** on firm's letter head for their entry in the office premises for participation in the bidding process. Authority letter shall be **signed and stamp** by the owner of the firm.
 - h. **Entry into FPSC Headquarters premises shall not be permitted without production of the original CNIC and the documents prescribed above.**
 - i. Any bidder failing to comply with the above requirements shall be disqualified from the bidding process. Bidders are advised to carefully fulfill all requirements in their own interest.
3. Contract will be awarded to the **highest responsive and most advantageous** bidder meeting all eligibility criteria.
4. All applicable taxes as per policy of the FBR shall be deposited by the successful bidder in **addition to quoted bid price.**
5. The successful bidder shall install the heavy-duty shredder / paper cutter at FPSC HQs, F-5/1, Aga Khan Road, Islamabad and shred the papers in at least four pieces before lifting the waste papers from FPSC HQs for re-cycling.
6. **Validity of the quoted bid price is till June 30, 2026.**

7. The bid security of successful bidders shall be retained as Performance Guarantee and will be released after completion of the work satisfactory.
8. Bid Security of unsuccessful bidder shall be returned on the same day.
9. Performance guarantee shall be forfeited, if the qualifier bidder fails to lift the waste papers within the bid validity period as per prescribed procedure.
10. Over written bids shall be rejected and treated as non-responsive bid.
11. Once bidder dropped the bid in the tender box, bidder shall not be allowed to withdraw the submitted bid at any cost.
12. Sealed bids shall be dropped in a sealed tender box at the designated place at FPSC HQs, F-5/1, Aga Khan Road, Islamabad on the closing date i.e. **20th February, 2026 (Friday) before 11:00 am, the submitted bids shall be opened on the same day after 11:00 am** in presence of bidder(s) by the disposal committee.
13. Upon issuance of the work order, the successful bidder shall submit an **affidavit on stamp paper worth Rs.100/-, duly attested**, affirming that the information contained in the waste papers shall not be disclosed in any manner and that the waste papers shall be used solely for the purpose of re-cycling.
14. Vendor shall arrange his own truck/vehicle for transportation of waste papers and weight thereof under the Supervision of designated team of officers of FPSC's i.e. Assistant Director (Record) and Security Supervisor. Loaded truck shall not be allowed to exit without submission of Gate Pass at the outer gate of FPSC HQs.
15. **All old/used/waste papers shall be transported from fourth floor of FPSC HQs to ground floor by the bidder with his own labor and make the pieces with heavy duty paper shredder / paper cutter at the designated place at FPSC premises in the Supervision of Assistant Director (Record).**
16. FPSC reserves the right to increase / decrease the estimated quantity of waste/old papers.
17. 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

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BID SUBMISSION PROFORMA

| | | | |
|--|------------|--------------|------------|
| Name of Firm / Bidder: | | | |
| CNIC No: | | | |
| Cell No: | | | |
| Bid Security Instrument No, Date & Amount | No. | Date: | Rs. |
| Drawn from Bank Name | | | |
| IF BID SUBMITTED THROUGH REPRESENTATIVE | | | |
| Name: | | | |
| CNIC No. | | | |
| Cell No. | | | |

RATE QUOTED BY THE FIRM / BIDDER

| Type of Waste Papers (old/used/damaged) | Approximate Estimated Quantity | Quoted Rates in Rs. per Kg (without tax) | Total Quoted Price Rs. D = B x C |
|---|--------------------------------|--|----------------------------------|
| (A) | (B) | (C) | (D) |
| Used OMR Sheets and Question Papers (70 gsm imported paper approximately) / Used answer sheets (63 gsm approximately) / Old applications of candidates on good quality paper / used papers good quality / used file covers / Envelopes (khaki / white). | 45,000 kg | | |
| (Rupees | |) Total | |

Note: In case of award of contract bidder will also deposit the all-applicable taxes as per policy of the FBR.

I undertake to lift the waste papers upon issuance of work order by FPSC as per approved rates. I also certify that I have read, understood, and agree to abide by all terms and conditions and applicable rules governing the handling of classified documents.

Signatures: _____

Name: _____

CNIC No. _____

Cell No. _____

Stamp of the firm.