



**Pakistan Water and Power Development Authority  
WAPDA Administrative Staff College, Islamabad**

Bid No. WASC-04/2024  
**For Procurement of Stationery Items, Shields and Badges**

**Invitation to Bid**

1. The **General Manager Principal, WAPDA Administrative Staff College**, has sufficient funds to meet the expenditure of the Procurement of Stationery Items, Shields and Badges and intends to apply part of the proceeds toward payments under the contracts for the Procurement of Stationery Items, Shields and Badges.
2. **The General Manager /Principal, WAPDA Administrative Staff College, H-8/1 Islamabad** invites sealed bids from Suppliers/ manufacturers registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue for Supply of:

Lot-1: Stationery Items

Lot-2: Shields and Badges

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 at **Office of GM/ Principal, WAPDA Administrative Staff College, H-8/1, Islamabad**. Price of the bidding documents is Rs. 2,000/-. Bidding Documents may be purchased by interested eligible bidders on submission of a written application to the office given above and upon payment of a non-refundable fee of Rupees 2000/- in shape of Pay Order/Bank draft in the favour of "**P.WAPDA CE/Principal, WASC, Islamabad**, payable on M/s Habib Bank Limited, FBISE Branch, Islamabad (A/c No. **22117901860801**).” Bidding documents can also be downloaded from [www.wapda.gov.pk](http://www.wapda.gov.pk) free of cost.
4. The bidding shall be conducted in line with the Single Stage Single Envelope procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the PPRA Authority (from time to time), and is open to all potential bidders.
5. All bids must be accompanied by a Bid Security in the form of bank draft/pay order in the amount of:  
Lot-1: Rs. 55,000/- ( Rupees fifty five thousand)  
Lot-2: Rs. 50,000/- ( Rupees fifty thousand)
6. The original bids properly filled in, and enclosed in sealed envelope (s) must be delivered to the address at **Office of GM/Principal, WAPDA Administrative Staff College, H-8/1, Islamabad** at or before 1100 hours, on 24.05.2024.
7. The bids will be opened promptly thereafter in public and in the presence of bidders' representatives who choose to attend in the opening in **Auditorium of Academic Block, WAPDA Administrative Staff College, Islamabad** at 1130 Hrs. on 24.05.2024.
8. This advertisement is available on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and WAPDA website [www.wapda.gov.pk](http://www.wapda.gov.pk)

**(Dr. Anwar Ul Haq)**  
**GM/ Principal**

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