



GOVERNMENT OF GILGIT-BALTISTAN
OFFICE OF THE DEPUTY DIRECTOR EDUCATION
DISTRICT SHIGAR



No.DDE-SGR-1(5)/2024/5141.

Dated: the 8th November, 2025

TENDER NOTICE

Tenders, in sealed envelopes, as detailed/specified in bidding documents, for DDO Deputy Director Education Shigar for Financial Year 2025-26 (ending on 30th June 2026), are hereby invited from the eligible/registered Govt. Contractors/Firms on the date & time mentioned below which will be opened by Chairman procurement committee, in presence of the contractors or their authorized agents who care to attend, on 25-11-2025 at 11:30 at the office of Deputy Director Education Office Shigar, for supply of the following items;

1. Printing of Question Papers and Answer Scripts for upcoming examinations, including all related printing, packing, and delivery charges.
2. Supply of High-Quality Envelopes of various sizes, suitable for secure sealing and packing of question papers and answer sheets.

TERMS & CONDITIONS:-

1. The tender rates will stand valid only for procurement of the items listed.
2. The tender/bidding document of only registered firms/dealers/suppliers/contractors (Form-C/SECP) and registered with income tax/GST shall be entertained.
3. The Contractor/Supplier must be sole proprietor/joint venture having his own complete setup (Printing press/shop/store/warehouse) containing adequate supplies in Shigar/skardu and shall not be a sub-contract. Partial bids will be rejected outright and conditional bids will be treated as non-responsive.
4. Prices must be quoted separately for each individual item but shall be decided on a lot basis
5. Samples of paper and envelopes must be submitted along with the bid.
6. Rates should be quoted inclusive of all applicable taxes and delivery charges.
7. The Procurement Committee shall physically inspect/check the bidder's printing press Shop/Store/warehouse to satisfy itself that the same exists with adequate supplies along with technical expert/staff.
8. Bid price against each item shall not be unrealistically higher or unrealistically lower than the prevailing general market price.
9. Incomplete bid documents with incomplete details (specifications/strength/manufacturer etc) shall be rejected straight away.
10. 2% of the bid value in the form of call deposit issued by a Schedule bank/KCBL GB may be deposited in favor of Deputy Director Education Shigar otherwise bids shall be liable to be rejected technically.
11. Successful bidders shall have to submit 10% performance security in shape of CDR/Pay orders within 10 days after bid opening.
12. After acceptance of the bid, a separate contract agreement deemed necessary shall have to be undertaken between the bidder & procuring agency i.e. office of DDO Deputy Director Education Shigar.
13. The Chairman of procurement committee reserves the rights to accept or reject in part or whole of tender on violation of any financial rules/assigning recorded reasons there-off.
14. Bidder will be selected on the basis of the rates offered other mandatory terms and conditions and his experiences & performance in relevant field experience.
15. The Company/Firms Shall have to submit affidavit for not have been blacklisted on legal stamp paper worth Rs.50/-.
16. Tender process will be completed in accordance with the relevant rules of GB PPRA 2022 (as amended and guidelines issued there under from time to time).
17. Awarding the tender work on item basis or lot basis shall be the sole purview of the Committee.

18. Bidding documents can be obtained from the office of the DDO Deputy Director Education Shigar w.e.f 10th November 2025 @ the fee as per Finance Act-2025 i.e Rs. 4000/- per tender document for the bid value 5.000 million and Rs. 6000/- for the bid value 5-10.000 million.

19. Last date for submission of documents shall be 25th Nov, 2025 (11:00 a.m).

20. Tender Notice is also available on GB PPRA official Website www.gbppra.gov.pk SHIGAR.

21. All the items will have to be supplied at the office of DDO Deputy Director Education Office Shigar ..

22. Mode of payment:

- Payment will be subject to the availability of funds/release under relevant head of account.

22. Following documents may be attached:-

- a. The prescribed Bid Form on printed pad of the Bidder/Contractor/Dealer/Supplier duly signed and stamped to appear/participate in the competitive Tender/Bidding.
- b. It may be checked and ensured that all the Cells of the **Rate offering Column** have been filled in and no cell is left unfilled without offering the tender rate against the item.
- c. The Bidding Documents duly filled in along with all required documents mentioned in Terms & Conditions.
- d. Registration Certificate issued from competent authority duly attested.
- e. Call Deposit in shape of Bank Draft/Pay Order
- f. Work experience certificate of at least last 05 years.
- g. Financial/Bank statements of last 05 years.
- h. Non-blacklisting certificate/undertaking attested by competent authority/Magistrate. Detail of Shop/Store/workshop
- i) Attested Copies of CNIC.

(SHAHID HUSSAIN)

DDO DEPUTY DIRECTOR EDUCATION
OFFICE SHIGAR

DISTRIBUTION:

1. GB PPRA official Website for uploading/Deputy Director GBPPRA Shigar.
2. The Director PID for publishing in 02 national newspapers (01 Urdu/01 English)
3. Controller BEEGB Gilgit for kind information
4. PS to Secretary Education & Special Education GB/PAO for kind information, please.
5. Office copy.