



Pakistan Institute of Development Economics
QUAID-I-AZAM UNIVERSITY CAMPUS P.O. BOX 1091, ISLAMABAD

TENDER NOTICE NO. GS/14/2026

(CLOSED FRAMEWORK AGREEMENT)

TENDER DOCUMENT

FOR

**PROVIDING PHOTOCOPYING SERVICES AT PAKISTAN INSTITUTE OF
DEVELOPMENT ECONOMICS (PIDE), QUAID-E-AZAM UNIVERSITY (QAU)
CAMPUS, ISLAMABAD**





GENERAL PRO-FORMA FOR TENDER SUBMISSION (to be filled by Bidder/firm)	
Bid/ proposal submitted for	
Firm/ Company Name	
Address: (Head office)	
Address: Office(s) in Islamabad/ Rawalpindi	
Contact Number	
Email address	
Owner(s) Name	
NTN/GST Number	
Work Experience in relevant field/ Category (in Years)	
Previous reputation/work completion certificates / evidence submitted	Yes / No
Tender document Fee Submitted	Yes / No (Rs. _____)
Earnest Money/Bid Security Submitted	Yes / No (Rs. _____) %age _____ (If required)
Submission of undertaking that, firm has not been blacklisted by any Organization/establishment etc.	Yes / No
Last date for tender submission July 21, 2026	Submitted on: ____/____/2026

TENDER NOTICE No.GS/14/2026

The Pakistan Institute of Development Economics (PIDE) invites sealed bids from eligible, experienced, and reputable firms having offices/setups at Islamabad/ Rawalpindi, registered with sales tax department, national tax number (NTN)for **One-Year Closed Framework Agreement**, in accordance with **Rule 16(A) of the Public Procurement Rules, 2004**.

➤ PROVIDING PHOTOCOPYING SERVICES

Interested firms/bidders are required to submit their technical & financial proposal for above mentioned Job in sealed envelop on or before **July 21, 2026 by 11:00 hours**. The bids will be open on the same day at **12:00 noon** in the office of Chairman Purchase Committee PIDE in the presence of vendors. The complete tender document is available on the Public Procurement Regulatory Authority (PPRA) website at www.ppra.gov.pk and on the Institute's official website www.pide.org.pk. The Institute reserves the right to accept or reject any or all bids as per PPRA rules.

(Dr. Nasir Iqbal)
Registrar, PIDE
Telephone # 051-9248051, 051-9248089

PURPOSE OF TENDER:

The Pakistan Institute of Development Economics (PIDE) invites sealed bids under the **Single Stage One Envelope Procedure** for a **Closed Framework Agreement** for one year, in accordance with PPRA Rules. Bids are invited from well-reputed firms with at least three (3) years of experience in providing similar services.

MODE OF ADVERTISEMENT(S):

As per Rule 12 (2&3) this tender is being placed online at PPRA's website and also placed online at the website of the procuring agency at www.pide.org.pk it also published in national newspapers.

SUBSIDY IN RATES

Firm/ Bidder submit their proposals under consideration of the following facilities provided by PIDE.

- Space for photocopying
- Free Electricity
- No rent for space

SPECIFICATIONS:

S.No.	Specifications	Price/ unit
Photo copy Rates		
1.	Single side (A4 size)	
2.	Double side (A4 size)	
3.	Single Legal	
4.	Double side Legal	
5.	ID Card	
White & Black Print		
6.	Single side (A4 size)	
7.	Double side (A4 size)	
8.	Single side Legal	
9.	Double side Legal	
Color Print Outs Rates		
10.	Single side, 1 Color (A4 size)	
11.	Double side, 4 Colors (A4 size)	
Binding Rates		

12.	Spiral binding (30-150 pages)	
13.	Spiral binding (151-250 pages)	
14.	Spiral binding (251-350 pages)	
15.	Tape binding (30-150 pages)	
16.	Tape binding (151-250 pages)	
17.	Tape binding (251-350 pages)	
18.	Lamination (Card)	

TYPE OF OPEN COMPETITIVE BIDDING:

As per PPRA Rule, Single Stage One Envelope -Bidding Procedure shall be followed. The said Procedure is reproduced as follows:

36. Procedures of open competitive bidding.-

Save as otherwise provided in these rules the following procedures shall be permissible for open competitive bidding, namely:-

- (i) Single stage – one envelope procedure.-
- (ii) Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

TENDER PRICE:

The quoted price shall be:

- i. In Pak Rupees;
- ii. Inclusive of all Government applicable taxes; and
- iii. Denominated in Pak Rupees;

BID VALIDITY:

The bid shall remain valid for **ninety (90) days** from the date of bid opening.

TERMS AND CONDITIONS

The tenderers/Bidders are required to fulfill the under mentioned conditions failing which the quotations will not be entertained:

1. The services will be provided at the premises of the PIDE, located at Quaid-i-Azam



University Campus, Islamabad without any cost of transportation.

2. The tenderers shall have to deposit earnest money in the form of Call Deposit Receipt (CDR) in favour of Pakistan Institute of Development Economics, Islamabad.
3. The bid security will remain with the PIDE till the completion of the contract period.
4. Only registered suppliers, who are on Active Taxpayer List (ATL) of FBR, are eligible.
5. The firms must have established shop/office/workshop having sufficient stock in Islamabad / Rawalpindi, which can be inspected by the Institute's Authorized Officer/Purchase Committee (if deem necessary).
6. The participating firm (s) shall have to provide a copy of their G.S.T & NTN registration certificate.
7. The vender shall give an undertaking that his firm has not been blacklisted by any of Provincial or Federal Government Departments, Agency, Organization or autonomous body etc. anywhere in Pakistan.
8. In case, the vender not able to provide services, their contract shall be cancelled and earnest money shall be forfeited and the firm shall not claim any relief in this situation.
9. PIDE reserves the right to accept or reject any or all the proposals under rules.

TENDER ELIGIBILITY/QUALIFICATION CRITERIA:

Eligible Bidder/Tenderer is a Bidder/Tenderer who:

- a) Must be registered with Tax Authorities, and having valid registration of Sales Tax and NTN (copy must be attached);
- b) Must be involved in relevant field minimum for last 03 years (Document establishing mentioned experience must be attached);
- c) At least 03 previous reputations/work completion certificates and current working status certificate must be provided (Previous reputation shall highly be matter).
- d) Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan (submission of undertaking on legal e-stamp paper is mandatory), **failing which will cause rejection of the bid;**
- e) Have the required relevant qualified personnel and enough staff strength to fulfill the requirement of assignment.

COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process

BID SECURITY:

The Bidder shall furnish the Bid Security (Earnest Money), Rs. 20,000/- in favour of **PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS, ISLAMABAD** at the time of submitting tender document at prescribed time and date.

OPENING OF THE TENDER:

The bids will be open on the same day July 21, 2026 at 12:00 noon, in presence of bidders' representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence. In case the last date of bid submission falls within the official holidays, the last date for submission of the bids shall be considered on the next working day.
