



BIDDING DOCUMENT

FOR

PRE-QUALIFICATION - UNDER CLOSE FRAMEWORK

TENDER NOTICE NO. GS/05/2023

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	
PEC Registration Number (in case of Civil work)	
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	Submitted on: ____/____/2023

PRE-QUALIFICATION -TENDER NOTICE No.GS/05/2023

The Pakistan Institute of Development Economics (PIDE) is a degree awarding specialized Institution in teaching and research in Economics and related Social Sciences working under the administrative control of Ministry of Planning Development and Special Initiatives, Government of Pakistan.

Sealed proposals/ tender are invited from the reputed Firms/Contractors for close framework having offices/setups at Islamabad/ Rawalpindi, registered with sales tax department, national tax number (NTN).

Details
Tender Items for Close Framework: (Bidders shall submit a single stage; both financial & technical proposal)
a) General Stationary Items b) Toilet/Hygienic Items c) Supply of Electronic/Electrical & Telecommunication Items/ Equipment

Price of the bidding document Rs. **2,000/-** (non-refundable) is required to submit along with bidding document in the shape of pay order/ bank draft on account of Pakistan Institute of Development Economics (PIDE), Islamabad.

Interested firms/bidders are required to submit their technical proposal for above mentioned categories in envelop on or before **June 26, 2023** by 11:30 AM. Tender will be open on the same day at 12:00 pm in the office of Registrar, PIDE/ Chairman Purchase Committee in the presence of vendors. The detailed document is available at www.pide.org.pk. The Institute reserves the right to accept or reject any or all the proposal/quotations as per PPRA rules.

(Dr. Arshad Hussain Hashmi)
Registrar, PIDE
Quaid-i-Azam University Campus,
Islamabad Tele # 9248051,051-9248089



- Purpose of Tender
- Mode of Advertisement
- Type of Open Competitive Bidding
- Tender Price
- Tender Items for Closed Framework:
- Bid Security:
- Opening of The Tender:
- Terms and Conditions:
- Tender Eligibility/Qualification Criteria:
- General Stationary Items
- Toilet/Hygienic Items
- Supply of Electronic/Electrical & Telecommunication Items/ Equipment

PURPOSE OF TENDER

Pakistan Institute of Development Economics (PIDE) invites **SINGLE STAGE - TWO ENVELOPE PROCEDURE** (FOR CLOSE FRAMEWORK) under PPRA Rules for pre-qualification from well reputed firms having minimum 4 years; experience in rendering similar services.

MODE OF ADVERTISEMENT(S):

As per Rule 12(1&2), this Tender is being placed online at PPRA's website, as well as being advertised in print media.

As per Rule 12(2), this Tender is also placed online at the website of procuring agency. The bidding document carrying all details can be downloaded from website www.pide.org.pk

TYPE OF OPEN COMPETITIVE BIDDING:

As per Rule (21), Single Stage -Bidding Procedure shall be followed. The said Procedure is reproduced as follows:

- i. the bid shall be a **single stage - two envelope procedure** (technical proposal and financial proposal). The envelopes shall be marked with the relevant category .
- ii. In the first instance, the "Technical Proposal" shall be opened and retain in the custody of the procuring agency;
- iii. The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- iv. During the technical evaluation no amendments in the technical proposal shall be permitted;
- v. After the evaluation and approval of the technical proposals, the procuring agency shall be called the competitive financial proposals from the technically accepted bids from time to time.
- vi. The pre-qualified (technically) evaluated bidder shall be eligible to participate in the financial proposal (when called).

TENDER PRICE:

The quoted price shall be:

- Inclusive of all Government applicable taxes; and
- Denominated in Pak Rupees;

TENDER ITEMS FOR CLOSED FRAMEWORK:

- a) General Stationary Items
- b) Toilet/Hygienic Items
- c) Supply of Electronic/Electrical & Telecommunication Items/ Equipment

BID SECURITY:

The Bidder shall furnish the Bid Security (Earnest Money) as and when financial bids are called, detail is as under:

- a) Bidders applying for "General Stationary Items" (**closed framework**) to submit the Bank draft as earnest money of amount Rs. 20,000/- as a bid security in favor of "Pakistan Institute of Development Economics, Islamabad"
- b) Bidders applying for "Toilet/Hygienic Items" (**closed framework**) to submit the Bank draft as earnest money of amount Rs. 20,000/- as a bid security in favor of "Pakistan Institute of Development Economics, Islamabad".
- c) Bidders applying for "Supply of Electronic/Electrical & Telecommunication Items/ Equipment" (**closed framework**) to submit the Bank draft as earnest money of amount Rs. 20,000/- as a bid security in favor of "Pakistan Institute of Development Economics, Islamabad".

OPENING OF THE TENDER:

Tenders (Technical Bids) shall be opened on the submission of bids, on the prescribed date, in the presence of the vendors for which they shall ensure their presence without further invitation. 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.

TERMS AND CONDITIONS:

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

- i. For this Pre-Qualification PPRA's Rule 15 and 16 will be adopted.
- ii. All items mentioned in the enclosed tender documents will be purchased from time to time on need basis.
- iii. The quotations should be sent in a sealed cover duly written on the Envelope, which will be opened in the presence of the bidders.

- iv. The items will be delivered at the premises of the PIDE, Islamabad located at Quaid-i-Azam University Campus, Islamabad without any cost of transportation.
- v. The tenderers shall have to deposit earnest money in the form of Pay Order/Demand Draft only (Cheques are not acceptable) in favour of Pakistan Institute of Development Economics, Islamabad along with quotation for which applying;
- vi. The earnest money will remain with the PIDE till the completion of the contract period of required items. It shall be forfeited, if the firm fails to supply the required items within stipulated period and as per specifications mentioned in the tender documents.
- vii. Only registered suppliers, who are on Active Taxpayer List (ATL) of FBR, are eligible.
- viii. 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).
- ix. Over writing and cutting of any nature in quotation(s) shall not be accepted and the quotation shall stand cancelled.
- x. The participating firm (s) shall have to provide a copy of their PEC, G.S.T & NTN registration certificate.
- xi. 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.
- xii. The rates of any item shall not be increased during this period and remain fixed and binding.
- xiii. In case, the supplier tries to supply sub-standard items, their contract shall be cancelled and earnest money shall be forfeited and the supplier shall not claim any relief in this situation.
- xiv. The Institute reserves the right to accept or reject any or all the quotations 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 & Pakistan Engineering Council (PEC) for civil work, and also having sound financial strengths can participate (copy must be attached);
- b. Has submitted bid for all quoted categories and relevant bid security and tender fee (nonrefundable). Non-compliance of the same shall cause rejection of the bid;

- c. Must be involved in relevant field for last 4 years (copy must be attached);
- d. At least 02 Previous reputation / work completion certificate and current working proof/reputation certificate. (Previous reputation shall be highly matter).
- e. 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 stamp paper is mandatory), failing which will cause rejection of the bid;

GENERAL STATIONERY/MISC. ITEMS

S.No.	Name of items	Specification/ brand	Quantity	Unite rate with Sale Tax
1.	White Board Marker	Snowman/Dollar	One item/unit	
	Box File (Blue)	929/ Alflah (imported) Small	One item/unit	
2.	Box File (Blue)	929/ Alflah (imported) Large	One item/unit	
3.	Separator sheets	A-4 size, (plastic 10 sheets each packet) Cosmo, Hujein or equivalent best quality renown brand	One packet	
4.	Duster Yellow	(Fine) large or equivalent best quality renown brand	One item/unit	
	Jug Water	Omroc large or equivalent best quality renown brand	One item/unit	
5.	Tumbler	Omroc or equivalent best quality renown brand	One item/unit	
	Tumbler Cover	Omroc or equivalent best quality renown brand	One item/unit	
6.	Masking Tape 2"	Deer, Nichiban or equivalent best quality renown brand	One item/unit	
7.	Binding tap 2"	Deer, Nichiban or equivalent best quality renown brand	One item/unit	
8.	Paper Clip	Three flowers 36mm or equivalent best quality renown brand	One item/unit	
9.	Sharpener	Dux-silver or equivalent best quality renown brand	One item/unit	
10.	Pencil Tray	Lotus or equivalent best quality renown brand	One item/unit	
11.	Punching Machine	Carl-No.30, or equivalent best quality renown brand	One item/unit	
12.	Register Ruled	Lucky (4 Qr No.8) or equivalent best quality renown brand	One item/unit	
13.	Meeting folder	Leather, or equivalent best quality renown brand	One item/unit	
14.	Scale 12"	Steel	One item/unit	
15.	Scissors 6"	Steel	One item/unit	

16.	Stamp Pad Ink	Dollar, Toyo or equivalent best quality renown brand	One item/ unit	
17.	Fountain pen ink	Dolor or equivalent best quality renown brand	One item/ unit	
18.	Stamp Pad	Crystal or equivalent best quality renown brand	One item/ unit	
19.	Stapler Machine	Max HD-50,PMP or equivalent best quality renown brand	One item/ unit	
20.	File Board with Flapper (14"x10")	Best quality	One item/ unit	
21.	Permanent Marker	Dollar 90, or equivalent best quality renown brand	One item/ unit	
22.	Pointer 0.3 Small	Dollar, snowman or equivalent best quality renown brand	One item/ unit	
23.	High Lighter	Scheinder brilliant/ Pelikan/ Dollar or equivalent best quality renown brand	One item/ unit	
24.	Paper Cutter	Steel, Deli-2061, or equivalent renown brand of best quality	One item/ unit	
	Cutter Pen Knife	Steel, Detail knife or equivalent renown brand of best quality	One item/ unit	
25.	Packing Roll	Plastic	One item/ unit	
26.	Staples Pin	369 Rapid or equivalent best quality renown brand	One item/ unit	
27.	Staples Pin	23/17 (H-13) WHA SHIN, HD, or equivalent best quality renown brand	One item/ unit	
28.	Staples Pin	23/15 (H-12) WHA SHIN, HD or equivalent best quality renown brand	One item/ unit	
29.	Gum Bottle Large	Fixal /dollar or equivalent best quality renown brand	One item/ unit	
30.	Correcting pen	Dollar/ Pelikan, or equivalent renown brand	One item/ unit	
31.	Lead pencil with rubber	Goldfish, Dollar, Deer or equivalent best quality renown brand	One item/ unit	
32.	Erasser (Rubber)	Dollar, Goldfish or equivalent best quality renown brand	One item/ unit	
33.	Ball Point	Piano 0.8mm	One item/ unit	

34.	White Board Duster	Delli, or equivalent best quality renown brand	One item/unit	
35.	Gum Stick	21G, Dollar, UHU or equivalent best quality renown brand	One item/unit	
36.	Clip Binder	32mm KW	One item/unit	
37.	Clip Binder	41mm KW	One item/unit	
38.	Clip Binder	51mm KW	One item/unit	
39.	Peon Book	best quality	One item/unit	
40.	Scotch Tape (1" size)	Deer	One item/unit	
41.	Sticker sheets	JBO, DURO Serilux	One packet	
42.	Post It slip (2"x2")	best quality Multicolor	One item/unit	
43.	Post It slip (1")	best quality Multicolor	One item/unit	
44.	Push Pin	Best quality	One item/unit	
45.	Polythin envelops	80gms, closing strip, best quality	01 Kg	
46.	Ruled sheets	Size 13.5 x17", 10 G off set paper narrow line	01 ream/packet	
47.	Ivory card white	115 G, legal size	100 sheet	
48.	Chart paper A4	Multicolor, Best quality	100 sheets	
49.	Calculator	14 digits, citizen/Casio, Best quality	One item/unit	
50.	Face Mask	quantity 50 mask each box, Madesk, best quality	One Box	
51.	Offset Paper A-4 Size 80 gram	imported, Paper one / AA/canon	One each ream	
52.	Offset Paper 8½ x 13½ (legal) Size 80 gram	Imported, Paper one/ AA/canon	One each ream	

53.	Drafting Pad (Large)	Al Farooq or Best quality	One item/unit	
54.	Drafting Pad (Small)	Al Farooq or Best quality	One item/unit	
55.	Uni Ball (eye) fine	Fine UB-157	One item/unit	
56.	Gel Pen	Dollar, Uni ball signo	One item/unit	
57.	Stapler remover	Dollar , or best quality	One item/unit	
58.	Tape Dispenser	Best quality	One item/unit	
59.	Rotary file	Best quality	One item/unit	
60.	Correction tape	Deli, M&G, Best quality	One item/unit	

TOILETS / HYGIENIC ITEMS

S.No.	Name of items	Specifications/ brands	Quantity	Unit rate with sale tax
1.	Acid	Tiger, or equivalent best quality renown brand	One item/unit	
2.	Air freshener 300 ml	Admir, Cobra, Air	One item/unit	
3.	Broom	Large size, best quality renown brand	One item/unit	
4.	Broom Flower	best quality renown brand	One item/unit	
5.	Commode Brush	Best quality renown brand	One item/unit	
7.	Vim 450 Gms	Lemon Max	One item/unit	
8.	Moob with handle	Large size best quality renown brand	One item/unit	
9.	Phenyl Tin	2.5 Liter, Master, Finis or equivalent best quality renown brand	One each	
10.	Soap (small) 40-45 gms.	Lux/ Safeguard, or equivalent best quality renown brand	One item/unit	
11.	Soap 95 gms	Safeguard/Lux Bath size. Or equivalent best quality renown brand	One item/unit	
12.	Surf 152/250	Brite, Ariel, express, 125/250 Gm.	One item/unit	
	Dish wash soap	Lemon Max	One item/unit	
13.	Scriber	Scotch Bright.	One item/unit	
14.	Tissue Box	Rose Patel Economy back.	One item/unit	
15.	Toilet Paper Roll	single pack, Rose Patel.	One item/unit	
16.	Ewer	Fine Plastic or equivalent best quality renown brand	One item/unit	
17.	Roomi (Freshener)	Best quality renown brand	One item/unit	
18.	Dry Moob	Best quality renown brand	One item/unit	

19.	Dettol Cleaner	500ml	One item/unit	
20.	Spray	Black Cobra/ Morten	One item/unit	
21.	Harpic (Toilet cleaner)	500 ml	One item/unit	
22.	Harpic (Tile cleaner)	500 ml	One item/unit	
23.	Viper for cleaning of floors	Large size, or equivalent best quality renown brand	One item/unit	
24.	Waste Dustbin	Swing Lid Garbage Waste Dustbin, Small size, or equivalent best quality renown brand	One item/unit	
25.	Waste Dustbin	Swing Lid Garbage Waste Dustbin, Medium size, or equivalent best quality renown brand	One item/unit	
26.	Waste Dustbin	Swing Lid Garbage Waste Dustbin, large size, or equivalent best quality renown brand	One item/unit	
27.	Black/blue polythene Garbage bags	Garbage Bags for dustbin, large size, black, or equivalent best quality renown brand	One item/unit	
28.	Hand Wash (Liquid)	Dettol, Lux Hi clean, clean protect & safeguard	One Liter	
29.	Mob (Pochara) with handle	Best quality	One item/unit	
30.	Muslim Shower	Sonex, Faisal, Super Asia	One item/unit	
31.	Mixture (sink)	Sonex, Faisal, Super Asia	One item/unit	
32.	Mixture (Basin)	Sonex, Faisal, Super Asia	One item/unit	
33.	Towel	Best Quality	One item/unit	
34.	Bath math	Best Quality	One item/unit	
35.	Lock 38mm china	Best Quality	One item/unit	

SUPPLY OF ELECTRONIC/ELECTRICAL & TELECOMMUNICATION ITEMS/EQUIPMENT

S. No.	Name of items	Specifications	Quantity	Unit rate with sale tax
1.	Adhesive Tape	OSAKA	One item/Unit	
		Tuff		
2.	Battery Cell AA	Toshiba	One item/Unit	
		Power Plus		
3.	Battery Cell AAA	Toshiba	One item/Unit	
		Power Plus		
4.	Battery Cell 9 volt	Toshiba	One item/Unit	
		Power Plus		
5.	Wire 7/29 two core	Pak. Muzaffar	One item/Unit	
		Pakistan Cable		
6.	Wire 3/29 single core	Pak. Muzaffar	One item/Unit	
		Pakistan Cable		
7.	Wire 7/29 single core	Pak. Muzaffar	One item/Unit	
		Pakistan Cable		
8.	Wire 7/36 single core	Pak. Muzaffar	One item/Unit	
		Pakistan Cable		
9.	Wire 40/76 Copper	Pak. Muzaffar / AVA	One item/Unit	
		Pakistan Cable		
10.	Multi Light Plug Double	KM	One item/Unit	
		JK		
11.	Multi Power Plug 30 Amp.	KM	One item/Unit	
		JK		
12.	Power Plug 30 Amp.	KM	One item/Unit	
		JPI		
13.	Shoe 2 Pin 5/10 Amp.	KM	One item/Unit	
		JPI		

14.	Shoe 3 Pin, Light Plug 10/15 Amp.	KM	One item/Unit	
		JPI		
15.	Shoe 3 Pin, Power Plug 20/30 Amp.	KM	One item/Unit	
		JPI		
16.	Dimmer Switch	KM	One item/Unit	
		JK		
17.	Heater Rod 1000 Watts	National	One item/Unit	
		Ramania		
18.	Starter S-2 & S-10	Philips	One item/Unit	
19.	Bulb 15 Watts LED	Osaka	One item/Unit	
		Phillips		
20.	Bulb 25/30 Watts LED	Osaka	One item/Unit	
		Phillips		
21.	LED Ceiling light 18 Watts	Osaka	One item/Unit	
		Phillips		
22.	Bulb holder	KM	One item/Unit	
		JK		
23.	Electric Socket 2 pin	KM	One item/Unit	
		JPI		
24.	PVC Box Clipsel	JPI Large, medium & Small	One item/Unit	
		JK Large, medium & Small		
25.	Capacitor 2.0 UF	Fuji	One item/Unit	
26.	Capacitor 2.5 UF	Fuji	One item/Unit	
27.	Capacitor 3.5 UF	Fuji	One item/Unit	
28.	Wire 7/36 2 Core Copper	Pak. Muzaffar / AVA	One item/Unit	
		Pakistan Cable		

29.	Remote Bell (Single remote)	SOGO	One item/Unit	
		Luckaram		
30.	Extension lead 5 points	Hero	One item/Unit	
		KM		
31.	Double Light Plug	KM	One item/Unit	
		Hero		
32.	PVC box double light plug	KM	One item/Unit	
		Hero		
33.	Tube Rod 2 Feet	Phillips	One item/Unit	
		Osaka		
34.	Tube Rod 4 Feet	Phillips	One item/Unit	
		Osaka		
35.	Exhaust Fan (Copper + Iron Body) 18''	Royal	One item/Unit	
		SK		
36.	Exhaust Fan (Copper + Iron Body) 12''	Royal	One item/Unit	
		SK		
37.	Exhaust Fan (Copper + Plastic Body) 12''	Royal	One item/Unit	
		SK		
38.	Drawer Lock/Cabinet lock Stainless Steel (16mm)	MUBAH	One item/Unit	
		Hettich		
39.	Steel Nail 1'', 1.5, 2' & 3''	Adamjee	One Box/	

40.	Screw (Black) 1", 1.5, 2" & 3"	Adamjee	One Box	
41.	Wire Clip 6mm	Best Quality	One Box	
42.	Wire Clip 8mm	Best Quality	One Box	
43.	Wire Clip 10mm	Best Quality	One Box	
44.	Wire Clip 12mm	Best Quality	One Box	
45.	Wire Clip 15mm	Best Quality	One Box	
46.	Telephone Wire (1 pair)	Best Quality	One item/Unit	
47.	Telephone Wire (2 Pair)	Best Quality	One item/Unit	
48.	Cabinet Handle 4", 6"	Best Quality	One item/Unit	
49.	Telephone set (CLI)	Panasonic Modal (KX-TSC933CID),	One item/Unit	
		(KX-YSC83CID)		
50.	Samad Bond (Large)	SAMAD	Per Kg	
51.	Breaker 10 Amp.	Legrand	One item/Unit	
		National		
52.	Breaker 16 Amp.	Legrand	One item/Unit	
		National		
53.	Breaker 32 Amp.	Legrand	One item/Unit	
		National		
54.	Breaker (Double)32Amp.	Legrand	One item/Unit	
		National		
55.	Breaker (Double) 64 Amp.	Legrand	One item/Unit	
		National		
56.	Breaker (3 Phase) 100 Amp.	Legrand	One item/Unit	
		National		

57.	Breaker (3 Phase) 300 Amp.	Legrand	One item/Unit	
		National		
58.	Sink Mixture	Master (Original)	One item/Unit	
		Super Asia (Original)		
59.	Bip Cock	Master (Original)	One item/Unit	
		Super Asia (Original)		
60.	Tea Cock	Master (Original)	One item/Unit	
		Super Asia (Original)		
61.	Duct Patti Per Length 3/4	Adamjee	One item/Unit	
		GM		
62.	Duct Patti Per Length 1"	Adamjee	One item/Unit	
		GM		
63.	Duct Patti Per Length 1.5"	Adamjee	One item/Unit	
		GM		
64.	Duct Patti Nail	Adamjee	One item/Unit	
65.	Piano Switch Socket	Jeko	One item/Unit	
		KM		