



# Pakistan Institute of Development Economics

QUAID-I-AZAM UNIVERSITY CAMPUS P.O. BOX 1091, ISLAMABAD

## BIDDING DOCUMENT

### FOR

TENDER NOTICE NO. GS/06/2024

PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS (PIDE),

QUAID-E-AZAM UNIVERSITY (QAU) CAMPUS, ISLAMABAD



<b>GENERAL PRO-FORMA FOR TENDER SUBMISSION (to be filled by Bidder/firm)</b>	
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 January 13, 2025	Submitted on: ____/____/2025

## TENDER NOTICE No.GS/06/2024

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. The Institute invites Bids through e-Pak Acquisition & Disposal System (E-PADS) <https://eprocure.gov.pk> on "Single-Stage One-Envelope" method from the reputed Firms/Contractors for having offices/setups at Islamabad/ Rawalpindi, registered with sales tax department, national tax number (NTN) & Pakistan Engineering Council (PEC) for civil work.

Details
Repair, Maintenance, Plaster and Rock Wall/Paint work at PIDE

Price of the Bidding Documents Rs. 2,000/- (Rupees Two Thousand only) is required to submit along with a bidding document in the shape of Pay order/bank draft in favor of Pakistan Institute of Development Economics, Islamabad.

The Bid Security of Rs. 100,000/- (refundable) is required to submit in hard form in the shape of pay order/bank draft in favor of Pakistan Institute of Development Economics (PIDE), Islamabad; and scanned copy of the same is required to be uploaded through E-PADS.

Complete Tendering process shall be carried out through E-PADS. Interested firms/bidders are requested to register themselves on the E-PADS <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents. For registration and guidance/training on E-PADS, you may contact E-PADS UAN: 051-111-137-237.

Closing date of submission is January 13, 2025 by 11:00 hours. The bids shall be opened **half hour after the closing time** in the presence of the bidders who wish to be present in the office of the Chairman, Purchase Committee, PIDE. The Institute reserves the right to accept or reject any or all the proposal/quotations as per PPRA rules.

**(Dr. Arshad Hussain Hashmi)**  
Registrar/ Acting VC, PIDE  
Quaid-i-Azam University Campus,  
Islamabad Tel # 9248051, 051-9248089

## **PURPOSE OF TENDER**

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

## **MODE OF ADVERTISEMENT(S):**

Complete Tendering process shall be carried out through E-PADS. Interested firms/bidders are requested to register themselves on the E-PADS <https://eprocure.gov.pk/#/supplier/registration> and submit their tender documents. For registration and guidance/training on E-PADS, you may contact E-PADS UAN: 051-111-137-237.

As per Rule 12(1&2), this Tender is being placed online at PPRA's website, as well as being advertised in print media. 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](http://www.pide.org.pk)

## **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:-

- (a) Single stage - one envelope procedure.-  
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 & CURRENCY:**

The quoted price shall be:

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

## **BID SECURITY:**

The Bidder shall furnish the Bid Security (Earnest Money) with the Tender Document and the same should be upload on E-PADS, detail is as under:

Bidders applying for “Repair, Maintenance, Plaster and Rock Wall/Paint work at PIDE” to submit the Pay Order/Demand Draft as earnest money of amount Rs. 100,000/- as a bid security in favor of “Pakistan Institute of Development Economics, Islamabad”.

## **OPENING OF THE TENDER:**

PIDE shall open all bids through E-PADS at the time, date, and place specified in tender notice, in presence of bidders’ representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence.

## **TERMS AND CONDITIONS:**

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

- i. The tenderers shall have to deposit earnest money in the form of Pay Order/Demand Draft only (Cheques are not acceptable) in favor of Pakistan Institute of Development Economics.
- ii. The earnest money will remain with the PIDE till the completion of the work. It shall be forfeited, if the firm fails to complete the work.
- iii. Only registered suppliers, who are on Active Taxpayer List (ATL) of FBR, are eligible.
- iv. The firms must have established office in Islamabad / Rawalpindi, which can be inspected by the Institute’s Authorized Officer (if deem necessary).
- v. Over writing and cutting of any nature in quotation(s) shall not be accepted and the quotation shall stand cancelled.
- vi. The participating firm (s) shall have to provide a copy of their PEC, G.S.T & NTN registration certificate.
- vii. 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.
- viii. In case, the firm tries to sub-contract work, their contract shall be cancelled and earnest money shall be forfeited and the firm shall not claim any relief in this situation.

- ix. The Institute reserves the right to accept or reject any or all the bids under PPRA 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 and 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;

## REPAIR AND MAINTENANCE OF PIDE BUILDING (PLASTER AND ROCK WALL/PAINT WORK)

1. The window air conditioners holes need to be sealed with bricks and plaster (estimated 20 holes) with material.
2. Dismantling of old loose plaster and Masonry plasters with sand and cement ratio 1:3 for estimated 20,000 square feet with material.
3. Rock Wall external area with graffiti 3mm estimated 20,000 square feet with material.
4. Distemper internal area with ICI/Berger (plastic emulsion) applying 02 coats (scratching with sanding and filling) estimated 10,000 square feet with material.

## FINANCIAL BID FORMAT

S. No	Work Description	Estimated Square feet	Per Square feet (Rate in Rs.)
1.	The window air conditioners holes need to be sealed with bricks and plaster (estimated 20 holes) with material.	100 (square feet)	
2.	Dismantling of old loose plaster and Masonry plasters with sand and cement ratio 1:3 for estimated 20,000 square feet with material.	20,000 (square feet)	
3.	Rock Wall external area with graffiti 3mm estimated 20,000 square feet with material.	20,000 (square feet)	
4.	Distemper internal area with ICI/Berger (plastic emulsion) applying 02 coats (scratching with sanding and filling) estimated 10,000 square feet with material.	10,000 (square feet)	

### **Important Note:**

1. The quoted price shall be inclusive of all Government applicable taxes and Denominated in Pak Rupees.
2. All waste material will be removed on a daily basis.
3. If any damage occurs during the work, the firm shall be required to repair it without any extra cost.
4. The Institute will provide the color scheme for the Rock Wall and Distemper.