

TENDER NOTICE NO. GS/13/2025

(CLOSE FRAMEWORK AGREEMENT)

TENDER DOCUMENT

FOR

MISCELLANEOUS ITEMS



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
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, 2025	Submitted on: ____/____/2025

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The Pakistan Institute of Development Economics (PIDE) 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 **Close Framework Agreement** (for one year) registered with income tax and sales tax department.

➤ Miscellaneous Items

The Bid Security of Rs. 50,000/- (refundable) is required to be submitted in hard form in the shape of pay order/bank draft in favor of 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 July 21, 2025 by 11:30 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 bids as per PPRA rules.

(Dr. Nasir Iqbal)

Registrar, PIDE

Telephone # 051-9248051, 051-9248089

PURPOSE OF TENDER

Pakistan Institute of Development Economics (PIDE) invites **SINGLE STAGE - ONE ENVELOPE PROCEDURE** (CLOSE FRAMEWORK AGREEMENT FOR ONE YEAR) under PPRA Rules from well reputed firms having minimum 3 years; experience in rendering similar services.

MODE OF ADVERTISEMENT(S):

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

As per Rule 12(1&2), this tender document is being placed online at PPRA's website, the website of procuring agency www.pide.org.pk as well as being advertised in print media.

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 & CURRENCY:

The quoted price shall be:

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

TENDER ITEMS FOR CLOSED FRAMEWORK:

- Miscellaneous Items (*Annex-A*)

BID SECURITY:

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

- a) Bidders applying for “Miscellaneous Items” (**closed framework agreement for one year**) to submit the Bank draft as earnest money of amount Rs. 50,000/- as a bid security in favor of “Pakistan Institute of Development Economics, Islamabad”.

OPENING OF THE TENDER:

PIDE shall open all bids through EPADS 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 quotations will not be entertained:

- i. For this Procurement (Closed Framework Agreement) PPRA’s Rule will be adopted.
- ii. All items mentioned in the enclosed tender documents will be purchased from time to time on need basis.
- iii. The proposal/bid in PDF file is required to be uploaded through EPADS.
- 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 favor of Pakistan Institute of Development Economics, Islamabad along with proposal/bid for which applying;
- vi. The bid security 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 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 & also having sound financial strengths can participate (copy must be attached);
- b. Has submitted bid for all quoted categories and relevant bid security). Non-compliance of the same shall cause rejection of the bid;
- c. Must be involved in relevant field for last 3 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;

Annex-A

MISCELLANEOUS ITEMS (CLOSE FRAMEWORK)

S. No.	Name of Item(s)	Specification	Quantity	Unit Rate all taxes
1.	Panaflex	Star media	1 Sft	
		320 gram		
		400 gram		
		China media		
		220 gram		
		240 gram		
2.	Panaflex Fitting charges on rental basis	Wooden frame	1 Sft	
		Iron frame		
3.	Vinyl sticker 4 colors printing	Chines	1 Sft	
		Sabri		
	Fitting/Pasting charges		1 Sft	
4.	Visiting Cards	Art card 300 G, mat lamination, 4 colors printing, size 3.5 x 2 inch	500 Nos	
		Single side		
		Both side		
5.	Letter head pad A-4 size	Imported yellow paper, Texture 100G, 4 colors printing	500 Sheets	
			1000 Sheets	
6.	Letter head paper A-4 size	Imported yellow paper, simple, 100G	500 Sheets	
			1000 Sheets	
		Imported yellow paper, texture 100G	500 Sheets	
			1000 Sheets	
7.	Name Plates	Plastic, size 12"x4" , Black color, white printing	01 No.	
8.	Printy Stamps	Shiny, size small	01 No.	
		Shiny, size medium	01 No.	
		Shiny, size large	01 No.	
9.	Digital Stamp	Plastic	01 No.	
10.	Degrees/ Certificates	Fine card 115 G, 4 color digital printing, Single side/both side	01 Nos	
		Texture card 150 G, 4 color digital printing, Single side/ both side	01 Nos	
11.	Certificate Folders	A-4 size orexin material (dully embossed PIDE LOGO and lettering)	100 Nos	
12.	Souvenir /Shield	10x6" (Acrylic)	01 No	
		10x6" (Steel)		
		10x6" (Wooden)		
13.	Bank Deposit challan Form	Paper: 80G (Imported VRG) Size: Legal (8x14) Printing: Single color (one side)	10 books	

S. No.	Name of Item(s)	Specification	Quantity	Unit Rate all taxes
		Binding: Gum binding with die perforate & serial numbering No. of pages each book: 100		
14.	Standee	Panda	01 No	
		China	01 No	
15.	Envelope	A-4 size, (12x9.6) Offset Paper 80Gram or equivalent duly printing PIDE insignia and text, one color print	1000 Nos.	
16.	Envelope	A-4 size, (12x9.6) Kraft heavy imported paper 120Gram or equivalent duly printing PIDE Insignia and text.	1000 Nos.	
17.	Envelope	LGL size,(11x15) Offset Paper 80 Gram or equivalent duly printing PIDE insignia and text.	1000 Nos.	
18.	Envelope	LGL size,(11x15), Kraft Imported paper 120Gram or equivalent duly printing PIDE insignia and text,	1000 Nos.	
19.	Envelope	LGL size,(11x15), Offset Paper 80 Gram or equivalent, cloth lining duly 3 color printing, PIDE insignia and text.	1000 Nos.	
20.	Envelope	A-4 size, (12x9.6), Offset Paper 80 Gram or equivalent, cloth lining duly 3 color printing PIDE insignia and text.	1000 Nos.	
21.	Envelope	7x5 size, Offset paper 80 gram	1000 Nos.	
22.	Envelops	Size; (9x4), 80 Gram offset paper, 3 color printing, PIDE insignia and text	1000 Nos	
23.	File cover with Clip	LGL size, (12x9.6), 270-Gram Bleach card or equivalent, black printing with clip	1000 Nos.	
24.	File cover with tag	LGL size, (12x9.6), Bleach card or equivalent, black printing with tags	1000 Nos	
25.	File Cover (Blue)	LGL size, (12x9.6), 150-Gram Printing PIDE insignia and text, One color best equivalent.	1000 Nos.	
26.	Answer Sheets	80 grams, 24 pages, title black & text blue, size 8.5"x11", Centre pin	100 No.	
27.	Membership cards (Library used)	150 g, Green + Blue Size: 5.5 x 7 Single color printing, both side printing	2000 No.	
28.	Book Card (Library used)	150gm White + Blue Size: 5.5 x 3.5 Single color printing, both side printing	2000 No.	
29.	Lanyard PVC Card (1.6 mm)	Size: (2.6x3.6) Double side 4 colors printing	01 No.	
		Size: (3.6x4.6) Double side 4 colors printing	01 No.	

S. No.	Name of Item(s)	Specification	Quantity	Unit Rate all taxes
		Size: (4.6x5.6) Double side printing	01 No.	
30.	Dory lanyard 20mm/15mm	4 colors digital printing	01 No.	
		Single color screen printing	01 No.	
31.	Dory lanyard Jacket	Best quality	01 No.	

S.No	Items	Specifications	Size	Paper Quality	Printing text Color	Qty.	Rate Per page. (Rate all taxes)	Re-print (Rate all taxes)
32.	Invitation card	4 colors printing Matt Lamination, Spot UV	5x7	Art card, 300G,	Single side	250		
						500		
						750		
						1000		
					Double side	250		
						500		
						750		
						1000		
			6x8.6		Single side	250		
						500		
						750		
						1000		
					Double side	250		
						500		
						750		
						1000		
33.	Digital Color Print	4 colors printing	A4 8.6x11.5	100 G Paper	Single side	01.		
					Double side	01.		
				128 G Art paper	Single side	01.		
					Double side	01.		
				300 G Art card	Single side	01.		
					Double side	01.		
			A3 12x18	100 G Paper	Single side	01.		
					Double side	01.		
				128 G Art paper	Single side	01.		
					Double	01.		

S.No	Items	Specifications	Size	Paper Quality	Printing text Color	Qty.	Rate Per page. (Rate all taxes)	Re-print (Rate all taxes)
					side			
				300 G Art card	Single side	01.		
					Double side	01.		
34.	Books/Volumes/Reports Printing	300 grams Art card, Matt Lamination and UV	7"x10"	70 grams imported paper	One Color	250		
						500		
						750		
						1000		
					Four Colors	250		
						500		
						750		
						1000		
				80 grams imported paper	One Color	250		
						500		
						750		
						1000		
					Four Colors	250		
						500		
						750		
						1000		
				90 grams imported paper	One Color	250		
						500		
						750		
						1000		
					Four Colors	250		
						500		
						750		
						1000		
				128 grams Matt paper	One Color	250		
						500		
						750		
						1000		
					Four Colors	250		
						500		
						750		
						1000		
35.	Books/Volumes/Reports Printing	300 grams Art card, Matt Lamination and UV	8.5"x11"	70 grams imported paper	One Color	250		
						500		
						750		
						1000		
					Four Colors	250		
						500		
						750		
						1000		
				80 grams imported paper	One Color	250		
						500		
						750		
						750		

S.No	Items	Specifications	Size	Paper Quality	Printing text Color	Qty.	Rate Per page. (Rate all taxes)	Re-print (Rate all taxes)
					Four Colors	1000		
						250		
						500		
						750		
						1000		
				90 grams imported paper	One Color	250		
						500		
						750		
						1000		
					Four Colors	250		
						500		
						750		
						1000		
				128 grams Matt paper	One Color	250		
						500		
						750		
						1000		
					Four Colors	250		
						500		
						750		
						1000		
36.	Meeting Pad	Orexin material (dully embossed PIDE LOGO and lettering)	9 x 14 3mm			50		
						100		
37.	Drafting Pad	Card backing with printed front cover (logo and department name) 350 grm art card (both side 4 color printing + Lamination + Spot UV, 30 sheets (both side printing), spiral binding	6 x 9	80 GSM plain white paper (imported)	Single Color	500		
						1000		
38.	Bottle	Stainless Steel Water Bottle Vacuum Flask –	500 ml			50		
			750 ml			50		

S.No	Items	Specifications	Size	Paper Quality	Printing text Color	Qty.	Rate Per page. (Rate all taxes)	Re-print (Rate all taxes)
		Double Layer Insulation Vacuum Flask - 1000 ml Hot and Cold Water Bottle, Laser printing, both side logo printing	1 ltr			50		
39.	Bottle Bag/Cover	Cloth Jute, Screen Printing, Both side	500 ml			50		
			750 ml			50		
			1 ltr			50		
40.	Cup, Local brand	Laser Printing, both side printing	300 ml			100		
	Cup, China brand					100		
41.	Cup box	Guddi bag with both side printing	300 ml			100		