

TENDER NOTICE NO. GS/20/2025 (OPEN FRAMEWORK AGREEMENT)

TENDER DOCUMENT

FOR

GENERAL ORDER SUPPLIER



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 November 28, 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 **Open Framework Agreement** (for three years) registered with income tax and sales tax department.

➤ General Order Supplier

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 **November 28, 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 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 - SINGLE ENVELOPE PROCEDURE** (OPEN FRAMEWORK AGREEMENT FOR THREE YEARS) 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 BIDDING (OPEN FRAMEWORK):

As per PPRA Rule, Single Stage Single Envelope -Bidding Procedure shall be followed.

- i. The bid shall be a single envelope technical proposals.
- ii. In the first instance, the "**Technical Proposal**" shall be opened.
- iii. The procuring agency shall evaluate the technical proposal as per eligibility/qualification criteria, 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 call the competitive financial proposals from the technically accepted bidders from time to time, under open framework agreement.
- vi. The pre-qualified (technically) evaluated bidder shall be eligible to participate in the financial proposal (when called).

TENDER PRICE & CURRENCY:

The quoted price shall be:

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

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, and also having sound financial strengths can participate (copy must be attached);
- b) Has submitted bid 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 03 previous reputations/work completion certificates and current working proof/ reputation certificate. (Previous reputation shall highly be 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;**

SCOPE OF WORK

The scope of work under this open framework agreement is limited to the supply and delivery of general order items on an *as-and-when-required* basis for a period of **three (03) years**. The supplier shall be responsible for the **procurement, transportation, and timely delivery** of goods as per the requirements communicated by the procuring entity.

GENERAL TERMS:

- All items must be **brand new**, conform to **relevant Pakistani/international standards**, and be delivered in original packaging.
- The supplier shall ensure **timely delivery** as specified in each work order.
- Prices shall be **inclusive of transportation, handling, and delivery charges**.
- Items must be delivered within the **timeframe specified** in individual requests (usually 3-7 working days).
- The supplier must be able to provide **samples, catalogs, or datasheets** upon request for evaluation before procurement.

BID SECURITY/ EARNEST MONEY:

The tenderers shall have to deposit earnest money of **Rs.50,000/-** in the form of Pay Order/Demand Draft only (Cheque are not acceptable) in favour of Pakistan Institute of Development Economics, Islamabad along with bid documents.

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

1. For this Pre-Qualification PPRA's Rule 15, 16 and 16A will be adopted.
2. Financial bids will be called as when required from only Pre-Qualified bidders/ firms by the Competent Authority at PIDE.
3. The bids should be submit through EPADS, which will be opened in the presence of the bidders.
4. 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.
5. The earnest money will remain with the PIDE till the completion of the contract period. It shall be forfeited, if the firm fails to complete the work.
6. Only registered suppliers, who are on Active Taxpayer List (ATL) of FBR, are eligible.
7. The firms must have established office/workshop in Islamabad / Rawalpindi, which can be inspected by the Institute's Authorized Officer/Purchase Committee (if deem necessary).
8. Over writing and cutting of any nature in quotation(s) shall not be accepted and the quotation shall stand cancelled.
9. The participating firm (s) shall have to provide a copy of their G.S.T & NTN registration certificate.
10. The vendor 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.
11. In case the vendor or firm provides substandard material or goods, the contract shall be cancelled, the earnest money forfeited, and the vendor shall have no right to claim any relief in this matter.
12. The Institute reserves the right to accept or reject any or all the bids under rules.