



Pakistan Institute of Development Economics

PO Box 1091, Islamabad, Pakistan
Tel: +92-51-9248089 | <http://www.pide.org.pk>

TENDER NOTICE NO. GS/01/2026
(CLOSE FRAMEWORK AGREEMENT)

TENDER DOCUMENT

FOR

Provision of Services for Payment of Online Services i.e.
Software, License Fees, etc





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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 January 19, 2026	Submitted on: _____/_____/2026



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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, Two-Envelope” method from the reputed Firms/Contractors for **Close Framework Agreement** (for one year) registered with income tax, sales tax department.

➤ **Provision of Services for Payment of Online Services i.e. Software, License Fees, etc**

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 19, 2026 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 bids as per PPRA rules.

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



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PURPOSE OF TENDER:

Pakistan Institute of Development Economics (PIDE) invites **SINGLE STAGE – TWO ENVELOPES PROCEDURE** (CLOSE FRAMEWORK AGREEMENT FOR ONE YEAR) under PPRA Rules from well reputed firms having minimum one (01) year; 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 Rule 36 (b), **Single Stage - Two Envelope Bidding** Procedure shall be followed. The said Procedure is reproduced as follows:

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- (iv) the envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- (v) the procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) the financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) after the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- (ix) the bid found to be the *most advantageous bid shall be accepted



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SCOPE OF SERVICES:

Pakistan Institute of Development Economics (PIDE), Islamabad, required the services relating to payment of different online services as mentioned below.

The selected service provider will be responsible for:

- Making timely payments on behalf of the organization for:
 - Licensed Software (e.g., Adobe, Microsoft, Autodesk, etc.)
 - Online Subscriptions (e.g., cloud services, data services, etc.)
 - Domain/Hosting services
 - Payment to Foreign Evaluators/Examiners etc.
 - Any other authorized digital or IT service
- Maintaining accurate transaction records
- Ensuring transparency and security of all financial transactions
- Compliance with SBP and tax regulations

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 1 year (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). Have a minimum of one (01) **year of experience** in handling online payments.
- 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;**
- f) Be registered with relevant authorities (SECP/FBR/SBP, etc.)
- g) Have experience dealing with international online platforms.
- h) Provide a list of current and past clients with proof of work.
- i) Have the capacity to process payments via Visa/MasterCard, PayPal (if applicable), or other online methods;



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BID SECURITY/ EARNEST MONEY:

The Bidder shall furnish the Earnest Money of **Rs.20,000/-** in favour of **PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS, ISLAMABAD** in the form of a bank draft.

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. The bids should be submit through EPADS, which will be opened in the presence of the bidders.
3. The bidders shall have to deposit earnest money 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.
4. 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.
5. Only registered suppliers, who are on Active Taxpayer List (ATL) and have registered STN of FBR, are eligible.
6. Over writing and cutting of any nature in bids shall not be accepted and the bid shall stand cancelled.
7. 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.
8. The Institute reserves the right to accept or reject any or all the bids under rules.