

TENDER NOTICE NO. GS/01/2024

(CLOSE FRAMEWORK CATEGORY – I)

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
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: ____/____/2024

PRE-QUALIFICATION -TENDER NOTICE No.GS/01/2024

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.

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: (Category I) (Bidders shall submit a single stage; both financial & technical proposal)
✓ <i>Miscellaneous Items</i>

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 & financial proposal for above mentioned categories in envelop on or before **May 14, 2024** by 10:30 AM. Tender will be open on the same day at 11:00 am in the office of Chairman Purchase Committee PIDE 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

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 3 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:

- ✓ *Miscellaneous Items (Annex-A)*

BID SECURITY:

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

Bidders applying for "Miscellaneous Items" (closed framework) to submit the Bank draft as earnest money of amount Rs. 50,000/-

OPENING OF THE TENDER:

Tenders (Technical Bids) shall be opened on the submission of bid, 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 favor 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 & 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;

MISCELLANEOUS ITEMS (CLOSE FRAMEWORK)

S. No.	Name of Item(s)	Specification	Quantity	Unit Rate all taxes
1.	Panaflex	Star media	320 gram	1 Sft
			400 gram	
		China media	220 gram	
			240 gram	
2.	Panaflex Fitting charges	Wooden frame	1 Sft	
		Iron frame		
3.	Vinyl sticker 4 colors printing	Chines	150	1 Sft
		Sabri	2000	
	Fitting/Pasting charges		1 Sft	
4.	Visiting Cards	Art card 300 G, mat lamination, 4 colors printing	Single side	500 Nos
			Both side	
5.	Letter head pad A-4 size	Imported yellow paper, 100G, 4 colors printing	500 Sheets	
			1000 Sheets	
6.	Letter head paper A-4 size	Imported yellow paper, 100G	500 Sheets	
			1000 Sheets	
7.	Name Plates	Plastic, size 12"x4" , Black color, white printing	01 No.	
8.	Printy Stamps	Shiny	01 No.	
9.	Rubber Stamp	Plastic	01 No.	
10.	Degrees/ Certificates	Fine card 115 G, 4 color printing, Single side	01 Nos	
		Texture card 150 G, 4 color printing, Single side	01 Nos	
11.	Certificate Folders	A-4 size orexin material (dully embossed PIDE LOGO an 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) Binding: Gum binding with die perforate & serial numbering No. of pages each book: 100	10 books	
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,	1000 Nos.	

S. No.	Name of Item(s)	Specification	Quantity	Unit Rate all taxes
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 duly3 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.	
		Size: (4.6x5.6) Double side printing	01 No.	
30.	Dory lanyard 20mm	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 side	01.				
					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										
	750										

S.No	Items	Specifications	Size	Paper Quality	Printing text Color	Qty.	Rate Per page. (Rate all taxes)	Re-print (Rate all taxes)		
						1000				
				80 grams imported paper	One Color	250				
							500			
							750			
							1000			
						250				
						500				
						750				
						1000				
				90 grams imported paper	One Color	250				
							500			
							750			
							1000			
						250				
						500				
						750				
						1000				
				128 grams Matt paper	One Color	250				
							500			
							750			
							1000			
						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		
							250			
							500			
							750			
							1000			
					80 grams imported paper	One Color	250			
								500		
								750		
								1000		
							250			
							500			
							750			
							1000			
					90 grams imported paper	One Color	250			
								500		
								750		
								1000		
							250			
							500			
							750			
							1000			



Pakistan Institute of Development Economics

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

S.No	Items	Specifications	Size	Paper Quality	Printing text Color	Qty.	Rate Per page. (Rate all taxes)	Re-print (Rate all taxes)
						1000		
				128 grams Matt paper	One Color	250		
						500		
						750		
						1000		
					Four Colors	250		
						500		
						750		
						1000		