

## **TENDER NOTICE NO. GS/01/2024**

**(CLOSE FRAMEWORK CATEGORY –IV)**

**TENDER DOCUMENT**

**FOR**

***EVENT MANAGEMENT ITEMS/ EQUIPMENT ON RENTAL BASIS  
(ALL OVER PAKISTAN)***



<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	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
<b>Tender Items for Close Framework: (Category IV)</b> (Bidders shall submit a single stage; both financial & technical proposal)
✓ <i>Event Management Items/Equipment on Rental Basis <u>(All Over Pakistan)</u></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 19, 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](http://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](http://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:

- *Event Management Items/ Equipment on Rental Basis (All Over Pakistan)*  
*(Annex-A)*

## BID SECURITY:

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

- a) Bidders applying for “Supply of Event Management Items/ Equipment on rental basis (all over Pakistan)” (**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 bids. Bid will be open on **May 14, 2024 at 11:00 am**, 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 & Pakistan Engineering Council (PEC) for civil work, and 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;

ANNEX-A

**EVENT MANAGEMENT ITEMS/ EQUIPMENT ON RENTAL BASIS  
(ALL OVER PAKISTAN)**

Sr. no	Description	Qty	Unit Rate all taxes	Rent Per Sqrf
<b>Rental Basis</b>				
1.	Surface Mount Device (SMD screens ) P3 Quality indoor			
2.	Sound system (PV speakers+ cordless mic + Amplifier)			
3.	Video recording (Camera's + OB System + Online streaming)			
4.	Chair with cloth cover			
5.	Table with cloth cover (round + square)			
6.	Aluminum Truss with cloth and fairy lighting			
7.	Any other Items (Use Event Management)			