

Pakistan Institute of Development Economics (PIDE)



“Outreach of PIDE Publications”

TENDER DOCUMENT

VERSION: 1.0



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1 INVITATION TO BID

Pakistan Institute of Development Economics (PIDE) was established by the Government of Pakistan in 1957. It is a premier research institute in Development Economics imparting research under umbrella of Planning Commission. The PIDE was given the status of Degree Awarding Institute vide the Act of Parliament bearing No. VIII of 2010 dated April 17, 2010. The PIDE is imparting high quality education in various disciplines of Econometrics.

PIDE intends to hire services of a GST registered technically sound firm having track record in distribution, outreach and subscription of books at national and international level for outreach of PIDE publications (books, magazine, journal etc.).

Sealed Technical and Financial Proposals shall reach to the office of the Registrar, Pakistan Institute of Development Economics (PIDE), Quaid-i-Azam University, Islamabad on or before **December 15, 2021** at 11:00 hrs. Bids shall be opened on the same date at 11:30hrs in the presence of the bidders.

2 SCOPE OF WORK

2.1 DESCRIPTION

PIDE intends to extend outreach, subscription of its magazine, books, journal etc. at national and international by means of establishing conventional books distribution network in Pakistan and by online listing, subscription of books/publications at major online stores, platforms, and to generate subscription through third party.

2.2 PIDE PUBLICATIONS

Being a primer Research Think Tank in the field of Development Economics, various research publications are a regular feature of PIDE which needs to be disseminated at national and international level. Following are the main categories of publications;

Publication	Type	Frequency
Pakistan Development Review	Journal	Triannual
PIDE Policy & Research	Magazine	Monthly
Books (Economics and Social Sciences)	Books	From time to time
Monographs, Research Reports and miscellaneous publications for the programs and conferences etc.	-	From time to time

2.3 INTENDENT MARKET

Following, but not limited to, may be the targeted market for outreach and subscription of PIDE publications;

- i. Academic and Policy making organization, institutes etc.
 - ii. International NGOs, office of the UN agencies and affiliated organizations.
 - iii. Research Think Tanks-Nationwide
 - iv. Prominent Bookstores -Nationwide
 - v. Hotels, Coffee shops, Clubs, Airport lounges, Bus terminals etc. in all major cities.
 - vi. Public/private libraries.
 - vii. Online stores, third party subscription partners etc.
 - viii. Universities, Research Institutes, Think Tanks-Internationally
-

2.4 DETAILED SCOPE OF THE TENDER

Selected firm, on PIDE's behalf, shall;

- i. Responsible for creating, maintaining linkages with prominent entities in the above categories mentioned at 2.3, both local & international, and establish outreach, subscription, promotion, distribution network for smooth supply chain of PIDE publications.
- ii. Extend outreach, subscription of PIDE publications to its stakeholders throughout the country and at international level by means of traditional means of books/publication distribution network and online listing at major stores, platforms.
- iii. Use of unconventional means to expand subscription, outreach and promotion of PIDE publications/research through online listing on platforms e.g. Amazon, third party subscription service providers, search engine optimization, and engagement with international university/institutes/research bodies etc.
- iv. Handle regular feedback & support, continues engagement with stakeholders, periodic visits to the premises (where possible) and smooth supply chain management.
- v. Propose and deliver promotional material, standees, leaflets etc. to stakeholders (both local and online).

2.5 DURATION OF ASSIGNMENT

Contract with the selected firm will be signed, initially for a period of 1 year, which shall be extendable to with mutual consent.

2.6 OUT OF SCOPE

All printing, scanning, copying, publication cost of Books, Journal, Research and Promotional material shall be born by the PIDE and is OUT OF SCOPE of this tender.

3 TERMS AND CONDITIONS

Single stage, two envelope procedure of procurement will be used. Following terms and conditions shall govern selection of suitable firm and execution of work thereafter;

- (i) Sealed technical and financial offer shall be submitted to PIDE on or before closing date/time.
- (ii) Financial Proposal shall accompany by 3% of total bid amount as bid security/retention money in the form of Demand Draft/Pay orders only, issued in favor of "Pakistan Institute of Development Economics".
- (iii) **Copy of certificates** of firm's Incorporation, Income tax/sales tax department must be attached with the profile.
- (iv) **Proof of payment of income tax/sales tax during and bank statement of last two years must be attached.**
- (v) The firm should have **10 years of relevant experience** with public or private sector clients. The firm **must have completed at least 02 projects of similar nature. Documentary evidence should also be attached.**
- (vi) **An affidavit that the firm has not been blacklisted** by any government/autonomous department.
- (vii) Bidders are requested to quote their Financial Rates in the form of percentage of total business generated from sale/subsorption of PIDE publication. Quoted Financial percentage shall be inclusive of all taxes;

Example: Firm1 quotes: 30% of total sale of PIDE publication

Firm2 quotes: 35% of total sae of PIDE publication

Firm1 will be selected and offered work order being lowest evaluated bid

- (viii) The technical and financial proposal required to be delivered to the office of the undersigned by 11:00 am, December 15, 2021. Technical proposals will be opened on the same day at 11.30 a.m.
- (ix) PIDE reserves the right in its sole discretion, under PPRA rules, to accept or reject any and/or all the bids any bid and disqualify a firm/consultant if it finds at any time that the information submitted by the firm concerning its qualification was false and materially inaccurate.
- (x) PIDE reserves the right to curtail and/or enhance work requirement under rules. Such amendments will be adjusted in the final cost accordingly.

Important Note: Bids, **not fulfilling terms & conditions will be declared as NON-RESPONSIVE.**

4 PAYMENT TERMS

- 5.1 No advance payment shall be made.
- 5.2 Payment shall be made on quarterly bases from the date of issuance of the work order and as per percentage of selected bidder against total actual sales/subscription revenue.

Example:

Quarter1: Rs. 2.0 million generated from sale/subscription of PIDE publications

Rs. 0.6 million will be paid to the selected firm.

- 5.3 Retention money/bid security of selected firm shall be released after One Months of completion of assignment.
 - 5.4. Assignment Completion Certificate will be issued along-with the release of bid security/retention money.
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5 TECHNICAL PROPOSAL SUBMISSION FORM

[Islamabad, 15 December, 2021]

To,

The Registrar,

Pakistan Institute of Development Economics (PIDE),
Quaid-e-Azam University Campus,
Islamabad.

Tel: 051-9248051 **Fax:** 051-9248065

Email: registrar@pide.org.pk

Dear Sir,

We/I, the undersigned, offer to provide service for **Outreach and subscription of PIDE Publications** in accordance with your Request for Proposal dated -----.

Please find enclosed our enclosed Technical Proposal along- demand draft in the favour of Treasurer, Pakistan Institute of Development Economics of Rs. 0000.00 Only as bid security/retention money.

We also declare that the Government of Pakistan has not declared us for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Documents.

We understand you are not bound to accept any Proposal you receive.

Sign and Stamp

6 FINANCIAL PROPOSAL SUBMISSION FORM

[Islamabad December 15, 2021]

To,

The Registrar,

Pakistan Institute of Development Economics (PIDE),
Quaid-e-Azam University Campus,
Islamabad.

Tel: 051-9248051 **Fax:** 051-9248065

Email: registrar@pide.org.pk

Dear Sir,

We/I, the undersigned, offer to provide service for **Outreach and subscription of PIDE Publications** in accordance with your Request for Proposal dated -----.

Our enclosed Financial Proposal is for the sum of Rs. ----- Only (Rs. 00.00/-). This amount is inclusive of all taxes. Our Financial Proposal shall be binding upon us up to expiration of the validity period of the proposal, i.e. before the date indicated in the Tender Document.

We also declare that the Government of Pakistan has not declared us for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Documents.

We understand you are not bound to accept any Proposal you receive.

Sign and Stamp
