



# Pakistan Institute of Development Economics

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

BIDDING DOCUMENT

FOR

PRE-QUALIFICATION -

TENDER NOTICE NO. GS/02/2023

PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS (PIDE),

QUAID-E-AZAM UNIVERSITY (QAU) CAMPUS, ISLAMABAD



## **PURPOSE OF TENDER**

Pakistan Institute of Development Economics (PIDE) invites **SINGLE STAGE - TWO ENVELOPE PROCEDURE** (FOR CLOSE FRAMEWORK) and **SINGLE STAGE - ONE ENVELOPE PROCEDURE** (FOR OPEN FRAMEWORK) under PPRA Rules for pre-qualification from well reputed firms having minimum 4 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 **single stage - two envelope procedure** (for close framework) and **single stage** - (for open framework)
- 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;

## **BID SECURITY:**

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

## **TENDER ITEMS FOR CLOSED FRAMEWORK:**

- Bidders applying for “Sr. No. 01(a) to submit the Bank draft as earnest money of amount Rs. 50,000.00 for “*Printing and Publication of Different items*” in favor of “Pakistan Institute of Development Economics, Islamabad” as a bid security;
- Bidders applying for “Sr. No.01(b)” to submit the Bank draft as earnest money of amount Rs. 30,000.00 for “*provision of IT equipment and computer*”.

## **TENDER ITEMS FOR OPEN FRAMEWORK:**

- Bidders applying for Sr. No.02(a) “*Repair and Maintenance of PIDE building (including civil works)*” to submit the Bank draft of earnest money as security (refundable) Rs. 30,000.00, however, for any required financial proposal during the tenure the qualified vender/bidder should be required to furnish bid security @3% of the bid price as per rule.
- Bidders applying for the “Sr. No.02(b)” to submit the Bank draft as earnest money of amount Rs. 10,000.00 for “*Provision, Installation, Repair & Maintenance along with Shifting of Air Conditioners*”.

## **OPENING OF THE TENDER:**

Tenders (Technical Bids) shall be opened on the submission of bids, 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:

- For this Pre-Qualification PPRA’s Rule 15 and 16 will be adopted.
- Financial bids will be called from those firms only whom are Pre-Qualified by the Competent Authority at PIDE.

- iii. All items mentioned in the enclosed tender documents will be purchased from time to time on need basis.
- iv. The quotations should be sent in a sealed cover duly written on the Envelope, which will be opened in the presence of the bidders.
- v. 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.
- vi. The tenderers shall have to deposit earnest money in the form of Pay Order/Demand Draft only (Cheques are not acceptable) in favour of Pakistan Institute of Development Economics, Islamabad along with quotation for which applying;
- vii. 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.
- viii. Only registered suppliers, who are on Active Taxpayer List (ATL) of FBR, are eligible.
- ix. 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).
- x. Over writing and cutting of any nature in quotation(s) shall not be accepted and the quotation shall stand cancelled.
- xi. The participating firm (s) shall have to provide a copy of their PEC, G.S.T & NTN registration certificate.
- xii. 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.
- xiii. The rates of any item shall not be increased during this period and remain fixed and binding.
- xiv. 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.
- xv. 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;

## PRINTING AND PUBLICATION OF DIFFERENT ITEMS (CLOSE FRAMEWORK)

S. No.	Name of Item(s)	Specification	Quantity	Unit Rate with GST
1.	Panaflex	On star media or equivalent	1Sft	
2.	Visiting Cards	Art card 300 G, mat lamination, 4color printing or equivalent	500 Nos	
3.	Letter head pad A-4 size	Fine paper 100G, 4color printing or equivalent	500 sheets	
4.	Name plates	Plastic ,size 12"x4" or equivalent	01 No.	
5.	Printy Stamps	Shiny or equivalent brand	01 No.	
6.	Rubber Stamp	Plastic , or equivalent	01 No.	
7.	Brochures	A-4 Size,128G, mat paper (front and back 4 color printing) or equivalent	500 sheets	
8.	Brochures	Size 12x18",128 G, mat paper (front and back 4 color printing, Centre fold) or equivalent	500 sheets	
9.	Degrees (certificate)	Fine card 115 G, 4color printing on Cream linen card or equivalent	01 No	
10.	Certificate Folders	A-4 size orexin material or equivalent dully embossed PIDE LOGO an lettering or equivalent	01 No	
11.	Shield	8x6" (Acrylic) or equivalent	01 No	
12.	Shield	8x6" (wooden)	01 No	
13.	Bank Deposit challan Form	80G offset paper legal size with die perforate & serial numbering duly Gum binding	10 books	
14.	Letterhead	80G offset paper 4 color printing (100 sheets packing)	1000 sheets	
15.	Standee	Best quality	01 No	
16.	Envelope	A-4 size, Offset Paper 100Gram or equivalent duly printing PIDE insignia and text,	1000 Nos.	
17.	Envelope	A-4 size, Kraft heavy paper 300Gram or equivalent duly printing PIDE Insignia and text.	1000 Nos.	
18.	Envelope	A-3 size, Offset Paper 100 Gram or equivalent duly printing PIDE insignia and text.	1000 Nos.	
19.	Envelope	A-3 size, craft paper 300Gram or equivalent duly printing PIDE insignia and text,	1000 Nos.	
20.	Envelope	A-3 size, Offset Paper 100 Gram or equivalent, cloth lining duly 3 color printing, PIDE insignia and text.	1000 Nos.	

21.	Envelope	A-4 size, Offset Paper 100 Gram or equivalent, cloth lining duly 3 color printing PIDE insignia and text.	1000 Nos.	
22.	File cover with Clip	270-Gram Bleach card or equivalent, black printing with clip	1000 Nos.	
23.	File cover with tag	270-Gram Bleach card or equivalent, black printing with tags	1000 Nos	
24.	Envelops	9"x4", 80 Gram offset paper, 3 color printing	4000 Nos	
25.	Answer Sheets	80 grams, 24 pages, title black & text blue, size 8.5"x11", Centre pin	01 No.	
26.	Membership cards (Library used)	150 gm , Green + Blue	2000 No.	
27.	Book Card (Library used)	150gm White + Blue	2000 No.	
28.	PVC Card	Double side, hard coated, Jackets, Dory(hanger)	01 No.	
29.	PDR Printing	Size 7"x10" soft binding. Title: 260 grams Art card, Paper: 80 grams (Imported) Printing: 4 color on title and one color text, Matt Lamination on title, per page rate.	01 No.	
30.	Printing Monogram Series	Size: 6.5 X9.5, Title: 260 G Art card Paper: 80 Gram, Imported Printing: 4 color on title and Four color text, Matt Lamination on title per page rate	-	
31.	Printing of Books	Size 7"x10" soft binding. Title: 260 grams Art card, Paper: 80 grams (Imported) Printing: 4 color on title and one color text, Matt Lamination on title, per page rate.	-	
32.	Printing of Flyer	4 color both sides printing on 128G, matt paper	300 Nos.	
33.	Printing of Discourse	Size A4 centre pin binding. Title: 128 grams Art Paper, Paper: 90 gram Matt Paper, Printing: 4 color on title and 4-color text, per page rate.	1000 Nos.	
34.	Printing of Project Reports	Size 7"x10" centre pin binding. Title: 300 grams Art card, Paper: 128 grams matt paper, Printing: 4 color on title and 4-color text, Matt Lamination on title, per page rate.	500 Nos.	
35.	File Cover (Blue)	270-Gram Printing PIDE insignia and text, One color best equivalent.	1000 Nos.	



## COMPUTER AND IT EQUIPMENT AND ACCESSORIES (CLOSE FRAMEWORK)

S.	Name of Items	Specifications	Quantity	Unit Price with GST
1	USB 32 GB	Kingston or equivalent best quality renown brand	One item/unit	
2	USB 64 GB /128GB	Kingston or equivalent best quality renown brand	One item/unit	
3	Branded Mouse with USB 1.5 Meter Cable	DELL/HP or equivalent best quality renown brand	One item/unit	
4	Battery Rechargeable AA	Best quality/ Energizer/ Camelion, or equivalent best quality renown brand	One item/unit	
5	Battery Rechargeable AAA	Best quality Energizer/ Camelion, or equivalent best quality renown brand	One item/unit	
6	camelion 9v rechargeable battery	Best quality Energizer/ Camelion, or equivalent best quality renown brand	One item/unit	
7	CAT 06 LAN Cable	D-link	01 Roll/ (305 Meters)	
8	RJ 45 Connectors	AMP	01 Box (Each box contains 100 pieces)	
9	Printer cable USB (Best Quality)	Best quality	One item/unit	
10	Compatible Toner	7115A Compatible or equivalent best quality renown brand	One item/unit	
11	Compatible color printer toner	CF540 to CF543, Compatible, or equivalent best quality renown brand	One item/set	
12	Fax machine toner	Panasonic UF-4100 or equivalent best quality renown brand	One item/unit	



13	Compatible Toner	CF402X (yellow) Compatible or equivalent best quality renown brand	One item/unit	
14	Compatible Toner	CF403X (Magenta) Compatible or equivalent best quality renown brand	One item/unit	
15	Compatible Toner	CF401X (Cyan) Compatible or equivalent best quality renown brand	One item/unit	
16	Compatible Toner	CF400X (Black) Compatible or equivalent best quality renown brand	One item/unit	
17	Compatible Toner	4200N (38-A) Compatible or equivalent best quality renown brand	One item/unit	
18	Compatible Toner	1300 (13-A) Compatible or equivalent best quality renown brand	One item/unit	
19	Compatible Toner	Toner 1020 Compatible or equivalent best quality renown brand	One item/unit	
20	Compatible Toner	35 A Compatible or equivalent best quality renown brand	One item/unit	
21	Compatible Toner	2035- 05A Compatible or equivalent best quality renown brand	One item/unit	
22	Compatible Toner	80A Compatible or equivalent best quality renown brand	One item/unit	
23	Compatible Toner	1102/ 85A Compatible or equivalent best quality renown brand	One item/unit	
24	Compatible Toner	M402 DNE Compatible or equivalent best quality renown brand	One item/unit	
25	Compatible Toner	30-A Compatible or equivalent best quality renown brand	One item/unit	
26	Compatible Toner	1020 Compatible or equivalent best quality renown brand	One item/unit	

27	Compatible Toner	CF 410-A Compatible or equivalent best quality renown brand	One item/unit	
28	Compatible Toner	CF 411-A Compatible or equivalent best quality renown brand	One item/unit	
29	Compatible Toner	CF 412-A Compatible or equivalent best quality renown brand	One item/unit	
30	Compatible Toner	CF 413-A Compatible or equivalent best quality renown brand	One item/unit	
31	Compatible Toner	81-X/M 605 Compatible or equivalent best quality renown brand	One item/unit	
32	Compatible Toner	CF 217-A/17 A Compatible or equivalent best quality renown brand	One item/unit	
33	Compatible Toner	CF 283-A/83-A Compatible or equivalent best quality renown brand	One item/unit	
34	Toner Image runner	2525 (Canon) or equivalent best quality renown brand	One item/unit	
35	Tonner Toshiba	Toshiba 355 or equivalent best quality renown brand	One item/unit	
36	Toner	Minolta (b211) or equivalent best quality renown brand	One item/unit	
37	Compatible Image Drum	Compatible m102w and 102a image drum 19a	One item/unit	
38	Compatible Toner	Compatible Pro 404DN (Duplex) (black & White)	One item/unit	
39	Compatible Image Drum	Compatible Pro 404DN (Duplex) (black & White)	One item/unit	
40	Compatible Toner	Compatible Pro M111A or equivalent printer (black & White)	One item/unit	

41	Compatible Image Drum	Compatible Pro M111A or equivalent printer (black & White)	One item/unit	
42	Compatible Toner	Compatible Enterprise M455dn Color PRINTER	One item/unit	
43	Compatible Image Drum	Compatible Enterprise M455dn Color PRINTER	One item/unit	
44	Compatible Toner	Compatible M130fw or equivalent printer (black & white)	One item/unit	
45	Compatible Toner	Compatible pro M452DN or equivalent printer (color)	One item/unit	
46	Compatible Toner	Compatible M455DN or equivalent printer (color)	One item/unit	
47	Any Others (when needed)	-	-	

## **REPAIR AND MAINTENANCE OF PIDE BUILDING (INCLUDING MINOR CIVIL WORKS) (OPEN FRAMEWORK)**

Proposals are invited for pre-qualifications from the reputed firms/contractors from Islamabad/Rawalpindi and Registered with Pakistan Engineering Council (PEC) and Sales Tax Department, having National Tax Number (NTN), for repair/maintenance of Institute building from time to time on need basis as per detail given below:

1. Dismantling of old loosed plaster external/internal area
2. Masonry plasters with sand and cement ratio 1:4.
3. White washes external area with graffito 3mm.
4. White wash internal area with ICI, Master, plastic emulsion applying 3coats (scratching with sanding and filling).
5. Providing and fixing of Gypsum ceiling.
6. Providing and fixing of flooring porcelain tiles.
7. Providing and installation of SMD lights.
8. Other repair/renovation task of the building from time to time as and when required.
9. Other misc. civil work, if needed/required.

## **PROVISION, INSTALLATION, REPAIR & MAINTENANCE ALONG WITH SHIFTING OF AIR CONDITIONERS (OPEN FRAMEWORK)**