

TENDER NOTICE NO. GS/T/01/2023

TENDER DOCUMENT

FOR

**PROVIDING PHOTOCOPYING SERVICES AT PAKISTAN INSTITUTE OF
DEVELOPMENT ECONOMICS (PIDE), QUAID-E-AZAM UNIVERSITY (QAU)
CAMPUS, ISLAMABAD**





Pakistan Institute of Development Economics

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

PURPOSE OF TENDER:

Pakistan Institute of Development Economics (PIDE) invites single stage-two envelopes (*both financial & technical sealed separately and packed in a single envelop*) proposal for providing photocopying services at PIDE from well reputed firms having minimum 5 years' experience in rendering similar services.

MODE OF ADVERTISEMENT(S):

As per Rule 12 (2&3) this tender is being placed online at PPRA's website and also placed online at the website of the procuring agency at www.pide.org.pk it also published in national newspapers.

SUBSIDY IN RATES

Firm/ Bidder submit their proposals under consideration of the following facilities provided by PIDE.

- Space for photocopying
- Free Electricity
- No rent for space

SPECIFICATIONS OF ITEM:

S.No.	Specifications	Price/ unit
Photo copy Rates		
1.	Single side (A4 size)	
2.	Double side (A4 size)	
3.	Single Legal	
4.	Double side Legall	
5.	ID Card	
White & Black Print		
6.	Single side (A4 size)	
7.	Double side (A4 size)	
8.	Single side Legal	
9.	Double side Legal	
Color Print Outs Rates		
10.	Single side, 1 Color (A4 size)	
11.	Double side, 4 Colors (A4 size)	
Binding Rates		
12.	Spiral binding (30-100 pages)	
13.	Tape binding	
14.	Lamination (Card)	



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TYPE OF BIDDING:

As per Rule 36 (b), the Single stage – two envelope 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 nonresponsive shall be returned un-opened to the respective bidders; and
- (ix) the bid found to be the most advantageous bid shall be accepted.

TENDER PRICE:

The quoted price shall be:

- i.* In Pak Rupees;
- ii.* Inclusive of all Government applicable taxes; and
- iii.* Denominated in Pak Rupees;

INSTRUCTIONS TO BIDDERS

These Instructions to Bidders along with Bidding Data will not be part of Contract and will cease to have effect once the Contract/Supply order is executed).

The tenderers/Bidders are required to fulfill the under mentioned conditions failing which the



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quotations will not be entertained:

1. The services will be provided at the premises of the PIDE, located at Quaid-i-Azam University Campus, Islamabad without any cost of transportation.
2. The tenderers 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 quotation for which applying;
3. The earnest money will remain with the PIDE till the successful delivery/provision of the 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 purchase/supply order aligned with the tender documents.
4. Only registered suppliers, who are on Active Taxpayer List (ATL) of FBR, are eligible.
5. 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).
6. The participating firm (s) shall have to provide a copy of their G.S.T & NTN registration certificate.
7. 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.
8. In case, the vender not able to provide services, their contract shall be cancelled and earnest money shall be forfeited and the firm shall not claim any relief in this situation.
9. PIDE reserves the right to accept or reject any or all the proposals 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 required item with bid security and tender fee (nonrefundable). Non-compliance of the same shall cause rejection of the bid;
- c) Must be involved in relevant field minimum for last 5 years (Document establishing mentioned experience must be attached);



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- d)* At least 03 previous reputations/work completion certificates and current working status certificate must be provided (Previous reputation shall highly be 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;**
- f)* Have the required relevant qualified personnel and enough staff strength to fulfill the requirement of assignment.

COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of its bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process

BID SECURITY:

The Bidder shall furnish the Bid Security (Earnest Money), Rs. 10,000/- in favour of **PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS, ISLAMABAD** at the time of submitting tender document at prescribed time and date.

OPENING OF THE TENDER:

Tenders (Technical Bids) shall be opened on the submission of bids. on October 10, 2022 at 11:30 pm, 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.