

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

Tender for Procurement of Photograph Pockets, Conference Folders and Conference Bags

Company Seal:

Company Rep's Signature.....

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

No.F.1 (29)/2019-20-HR/PIPS

Islamabad, the August 26, 2019

TENDER NOTICE FOR PURCHASE OF CONFERENCE BAGS

Pakistan Institute for Parliamentary Services (PIPS) invites sealed bids from reputed firms / contractors having experience in the relevant field (registered with Income Tax and Sales Tax Departments) for supply of Photograph Pockets, Conference Folders and Conference Bags.

2. Bidding documents, containing detailed terms and conditions, etc. are available at office of the Deputy Director (Admin), Pakistan Institute for Parliamentary Services, Sector F-5/2, Islamabad. Bidding documents can also be downloaded from www.pips.gov.pk free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents, must reach at Pakistan Institute for Parliamentary Services, Sector F-5/2, Islamabad on or before **September 16, 2019 at 11:00 a.m.** Bids will be opened the same day at **11:30 a.m.** This advertisement is also available free of cost on www.ppra.org.pk and www.pips.gov.pk.

Deputy Director (Admin)
Pakistan Institute for Parliamentary Services,
Ataturk Avenue, F-5/2, Islamabad.
Ph No.051- 9091111/510

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Pakistan Institute for Parliamentary Services

Part A:

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Dear Sir,

You are hereby invited to submit the tender for the provision of supply of Photograph Pockets, Conference Folders and Conference Bags in accordance with the description of items at Appendix "A".

1. Prospective Bidders Should Particularly Note That:

- a. Bid Bond through Telex/ Fax shall not be acceptable.
- b. Authorized representative may attend the tender opening, if desired. Letter for nominating Representative must be submitted along with bid.
- c. The Purchaser reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time as per PPRA Rules, 2004.
- d. Bids should be submitted on the basis of free delivery up to PIPS premises including all charges i.e. packing, freight, courier charges etc.
- e. Successful bidder must have to provide the sample of ordered items before actual delivery. The acceptance of the stores will be subject to the inspection by the PIPS authorities.
- f. Bids against this tender are invited on **Single Stage -Two Envelope Procedure.**
- g) The Firm should have permanent setup in Rawalpindi/ Islamabad.
- h) Sample of the Photograph Pockets, Conference Folders and Conference Bags will be treated as Technical Specification and the Technical Specs is also reflected under Financial Proposal enclosed in this document. **Samples should be seen during office hours at PIPS.**
- i) The Technical evaluation will be carried out on the basis of the samples provided by the bidders.
- j) Signed Copy of this bidding document must be submitted along with Bid to Deputy Director (Admin), PIPS, Islamabad.

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Part B:

Instruction To Bidders (ITB):

1. **Delivery of Bids:** The Proposal is to be submitted as under:-

- a. The Proposal indicating the quoted price in figures as well as in words along with essential literature / brochure if any, would be enclosed in an envelope.

2. **Date and Time for Receipt of Bids:**

The bid document must reach this office until **September 16, 2019 before 11:00 am** at the following address:

**Deputy Director (Admin),
Pakistan Institute for Parliamentary Services,
Ataturk Avenue, Sector F-5/2, Islamabad.**

3. **Tender Opening:**

Tender will be opened on **September 16, 2019 at 11:30 am.** Only legitimate/ authorized representatives of suppliers will be allowed to attend. These representatives should be fully aware of the details of their supplier's Proposal and deviation if any. They must be fully authorized to take decision on the spot on behalf of their company.

4. **Validity of Proposal:**

The validity period of bids must be indicated and should invariably be not less than one year from the date of opening.

5. **Prices:**

a. The prices should be quoted FOR Islamabad. Price will be mentioned separately both in words and figures.

b. The price validity period must be 01 year from the date of opening of Financial Proposal.

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6. Taxes:

All prevalent Government Taxes will be applicable.

7. Language of Bidding Document:

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

8. One Bid per Bidder:

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

9. Cost of Bidding:

The bidders shall bear all costs associated with the preparation and submission of their respective bids and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10. Time Limits:

Supplier must provide the time limits about delivery which should in no case be more than 15 days from the date of issuance of Purchase Order.

11. Terms of Payment:

100% payment will be made within 30 days after the delivery of the supplies.

12. Withdrawal of Proposal:

If the supplier withdraws its Proposal within validity period the competent authority may place such supplier under embargo for a period, which may be extended up to one year.

13. Photocopies of relevant Documents:

Photocopies of following documents will be provided / attached with Proposal:-

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Income Tax No. to be mentioned on the Proposal and copy of Registration Certificate issued by Sales Tax Department.

14. Disqualification:

Proposals are liable to be rejected if:-

- a. Earnest money is not attached with the Proposal.
- b. Proposals are found conditional or incomplete in any respect.
- c. Received later than appointed / fixed date and time.
- d. There is any deviation from the General Instructions.
- e. Multiple rates are quoted against one item.
- f. If validity of Proposal is not quoted as required.
- g. Proposal made through Fax / E-mail / Cable / Telex.
- h. If the Proposal is found to be based on cartel action in connivance with other bidders.

15. Earnest Money / Bid Security:

The Proposal must be accompanied with **5%** of the total amount in shape of Bank Draft / Pay Order in favor of PIPS, Islamabad.

16. Return of Earnest Money:

Earnest money to the unsuccessful bidders will be returned on acceptance of lowest acceptable bid.

17. Rights Reserved:

PIPS reserves full rights to accept or reject any or all Proposals including the lowest, as per PPRA Rules.

18. Extension in Contract:

The contract period may be extended subject to the mutual consent of both the parties.

FINANCIAL PROPOSAL

Conference Bags Specification	Estimated Quantity	Unit Price (Rs)	Total Amount (Rs)
<p>Style: Business briefcase for 15.6" laptop Exterior: Solid Bag Pattern Type: Solid Size: Height: 30cm, Length: 40cm, Width: 12cm Colour: Black Material: Waterproof Oxford Fabric (sturdy) for exterior (thick solid Nylon), Lining: Polyester Handles: 2 Handle/Strap Type:</p> <ul style="list-style-type: none"> • 2 Soft Handles • 1 Shoulder Strap with Foamed Shoulder Pad <p>Pockets Closure type: Excellent quality Zippers Interior/compartments/pockets:</p> <ul style="list-style-type: none"> • Front zipper compartment with Cell Phone Pocket, Pen Pockets, small zipper inside etc • Main zipper compartment: <ul style="list-style-type: none"> ○ Interior Compartment for books ○ Interior compartment for computer with polyester Interlayer <p>Logo: Institute name with Logo in full engraved on front side of the bag (Pakistan Institute for Parliamentary Services, Dedicated to Parliamentary Excellence).</p>	100		
Photograph Pocket Specification	Estimated Quantity	Unit Price (Rs)	Total Amount (Rs)
<p>Style: Photograph/Certificate Folder (hard and sturdy that could stand on its own) Colour: Pakistan Green Size (Outer): Height = 10" Width = 13" Size (Inner-between the stitched area): Height = 9.5" Width = 12.5" Exterior: PU/Leatherite (good quality) Interior: Soft velvet cloth (good quality) Interior: 4 corner pockets 1.5" (Transparent plastic) for holding certificate/photograph on each side Exterior: metal/steel corners</p>	500		
Conference Folders Specification	Estimated Quantity	Unit Price (Rs)	Total Amount (Rs)
<p>Style: Document briefcase (sturdy and stiff) Handles: 2 - leather (hard handles)</p>	300		

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<p>Colour: Deep Maroon/Dark Brown Size: A4: 34 x 25 x 3.5 cm Material composition: Leather and stitching must be neat with good quality thread Closure type: Zipper (good quality) Capacity: Pocket to hold A4 Notepad of 80 pages / Calculator / Pen loop / Card holders / Pocket for A4 documents, Mobile pocket, 2 ring binders (to insert A4 documents) Included: Calculator and A4 notepad with hard cover on top having 'PIPS logo' and 'Name'</p>			
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Note: The above rates should be inclusive of all taxes and bidders should quote rates for all of the above items.

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Conference Folder



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3.5 cm



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Company Seal:

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Conference Bag/Laptop Bag/Business Bag



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Company Seal:

Company Rep's Signature.....



Company Seal:

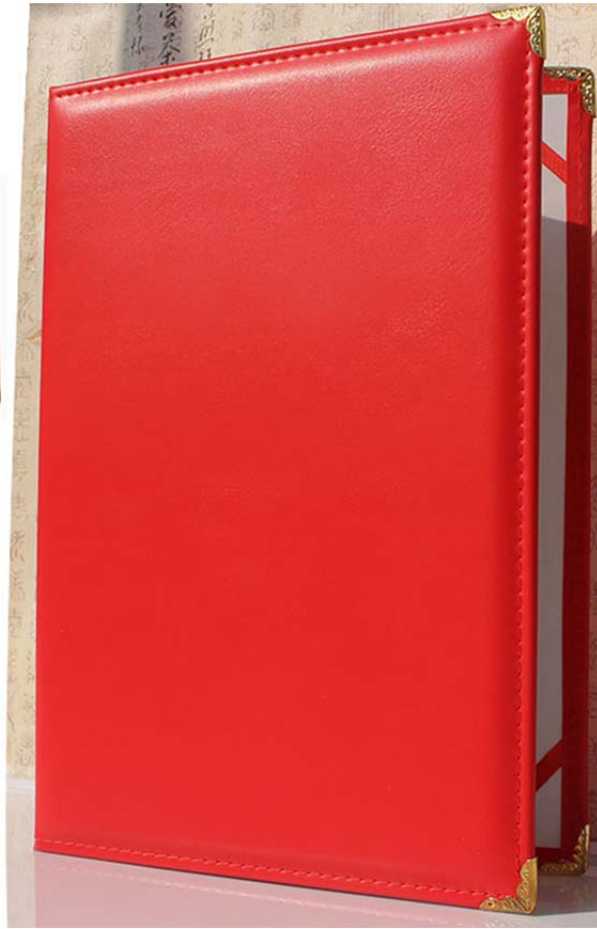
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Photograph/Certificate Folder



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Company Seal:

Company Rep's Signature.....