

## TENDER NOTICE

Ministry of Planning, Development and Special Initiatives under its project SSA for HNEYG (Prime Minister's Ba-Ikhtiyar Naujawan Internship Program) invites sealed bids from eligible bidders registered with Income Tax and Sales Tax Departments and who are on active Taxpayers list of Federal Board of Revenue and are not black-listed by Government for **PROVISION OF SHIELDS** through Single Stage – one envelop procedure. Bid security shall be 5% of the total amount of accepted bid to be attached with the bidding document in the form of Demand Draft/Pay order (No bank Cheque).

2. Bids must be delivered to the address given below in accordance with the instructions contained in the bidding documents on or before **7<sup>th</sup> July, 2023 at 11:00 Hours**. Bids will be opened on the same day at **11:30 Hours** in the presence of the interested bidders or their authorized representatives who may choose to attend.

3. M/o PD&SI reserves the right to accept or reject any or all bids under the PPRA-Rules

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## **INSTRUCTIONS TO BIDDERS AND SCOPE OF WORK**

1. All bids must be accompanied by Bid Security 5% demand draft/pay order in favor of “DDO SSA for HNEYG”. **BANK CHEQUE SHALL NOT BE ACCEPTED AS BID SECURITY.** The complete bids as required under this Bidding document
2. Late bids shall not be accepted.
3. It must be clearly understood that the Specifications, Terms and Conditions are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Procuring Agency will be permitted throughout the period of completion of the contract.
4. The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency under this contract.
5. Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder’s authorized representative through whom all communications shall be directed until the process has been completed or terminated.
6. **Scope of work**

1. Shape Shield in glass or crystal or wood (**AS PER PICTURE ATTACHED**)
2. Size Base: 9 inches x 2 inches x 1.5 inches – Overall height 11 inches
3. Colors as shown in the picture
4. **BID MUST BE ACCOMPANIED WITH SAMPLE SHIELD AND COST**
5. Writing alongwith logo in colors
6. Corners shall be bevelled with precision
7. Writing and logos shall be between 200 to 300 characters.
8. The text / font/ graphics/logos and colors shall be decided by the Purchase Committee
9. The time for provision of shields shall be 5 days.
10. Total number of shields shall be 75-100
11. Box wooden or any other material or covered with velvet or Rexene in colour to be decided by the Purchase Committee with logos and writing upto 100 characters.
12. Card certificate (75-100) in three colors shall also be provided. The thickness of Card certificate shall be 200 to 350 grams or as decided by the Purchase Committee.
13. Card certificate file two sides for certificate and picture placement 9 inches x 12 inches with logos and writing upto 100 characters Rexene covered and stitched (**AS PER PICTURE ATTACHED**)
14. **ONLY HIGH QUALITY PRECISION CUT AND STATE OF THE ART SHIELD SHALL BE CONSIDERED. ANY SUB-STANDARD SHIELDS SHALL BE REJECTED BY THE PURCHASE COMMITTEE.**

7. The bidder must be active National Tax (NTN) and General Sales Tax (GST) holder and his name should appear on active tax payer list of FBR. Proof to this effect is required to be attached with bidding documents.
8. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan. A certificate to this effect is required.

9. The Bidder shall bear all costs/ expenses associated with the preparation and submission of the Bid(s) and the Procuring Agency shall in no case be responsible/ liable for those costs/ expenses.
10. The Bidder is expected to examine the Bidding Document, including all instructions and terms and conditions.
11. The Procuring Agency may, at any time prior to the deadline for submission of the Bid, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Bidding Document, on any account, for any reason. All amendments shall be part of the Bidding Document and binding on the Bidder(s).
12. The Bid and all documents relating to the Bid, submitted by the Bidder shall be in paper form and in English and / or Urdu.
13. The bidder should provide Documentary Proofs of experience of providing related items like copies of five (05) work orders/ contracts/ MOUs, etc. of the same
14. The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed, make inquiries on income and sales taxes to the concerned authorities of Income and Sales Taxes including the transportation cost. **THE BID MUST INCLUDE ALL TAXES. THE BIDS RECEIVED WITHOUT ALL APPLICABLE TAXES SHALL BE REJECTED ON THE SPOT.**
15. All bids should be in Pak. Rupees.
16. Bid security will not be adjustable against any payment or performance guarantee.
17. Bid security shall be returned to unsuccessful bidders in 1 month time after finalization of procurement.
18. Bid validity should be for 90 days.
19. **The bidder must attach pictures alongwith size and detailed specification regarding the shield/box/certificate file with the bidding document.**
20. Any other terms and conditions not mentioned in this document shall be decided by the Purchase Committee whose decision shall be final and binding upon the parties.

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# SHIELD DESIGN



**CERTIFICATE FILE DESIGN (9 INCH X 12 INCH)**



