

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

SUPPLY OF MISCELLANEOUS/ STORE ITEMS

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PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

No.F.3 (7)/2024-25-Admn/PIPS

Islamabad, the 31st July, 2024

TENDER FOR PURCHASE OF MISCELLANEOUS/ STORE ITEMS

Pakistan Institute for Parliamentary Services (PIPS) invites sealed bids from reputed firms/ contractors having experience in the relevant field and registered with the Income Tax and Sales Tax Departments for supply of miscellaneous/ store items

2. Bidding documents, containing detailed terms and conditions, etc. are available at office of the Assistant Director (Admn), Pakistan Institute for Parliamentary Services, Ataturk Avenue, 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 be submitted on E-Pads on or before **August 19, 2024 at 11:00 a.m.** Bids will be opened on the same day at **11:30 a.m.** This advertisement is also available on PIPS website (www.pips.gov.pk).

(Habib Khan)
Assistant Director (Admn)
Phone: 051-9091360/111

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PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

No.F.3 (7)/2023-24-Admn/PIPS

Islamabad, the 31st July, 2024

TENDER FOR PURCHASE OF MISCELLANEOUS/ STORE ITEMS

Sealed tenders are invited from the reputed firms for supply of miscellaneous/ store items for the Pakistan Institute for Parliamentary Services (PIPS) for the year **2024-25** to be submitted on E-Pads till **August 19, 2024, 11:00 a.m.** The tenders shall be opened on the same day at **11:30 a.m.**

CONDITIONS FOR TENDER:

1. Security deposit amounting to **Rs. 25,000/-** (Refundable) (In the form of Bank Draft/pay order) for supply of miscellaneous/ store items in favour of the Pakistan Institute for Parliamentary Services, Islamabad will have to be attached, which in case of unsuccessful tenders will be returned.
2. The prices of tender shall be applicable up to **30th June, 2025.**
3. The firms should be reputed having Income Tax and GST registration with proper shop and telephone facility.
4. Firm will be bound to supply/deliver the goods to PIPS office even on a short notice using their own transport.
5. The competent authority reserves the right to accept or reject any or all tenders as per PPRA Rules.
6. This tender notice may also be seen on PIPS website (www.pips.gov.pk).

(Habib Khan)
Assistant Director (Admn)
Phone: 051-9091360/111

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[Admn Wing]

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 miscellaneous/ store items 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. The purchaser does not take any responsibility for collecting the bids from any agency.
- c. Vendor or his authorized representative may attend the tender opening, if desired. Letter for nominating representative, if any, must be submitted along with bid.
- d. 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 anytime without assigning any reason, thereof.
- e. PIPS reserves the right to evaluate the bids on single item basis. Suppliers are advised to quote competitive price for all or any item.
- f. Successful bidder must have to provide the samples of ordered items if required by the purchase committee before actual delivery. The acceptance of the stores will be subject to the inspection by the PIPS authorities.
- g. Bids against this tender are invited on **Single Stage -Single Envelope Procedure,**
- h. Signed Copy of this bidding document must be submitted alongwith Bid.

Assistant Director (Admn)
PIPS, Islamabad

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Part B:

Instruction to Bidders (ITB):

1. Date and Time for Receipt of Bids:

The bid document must be uploaded/ received on E-Pad till **August 19, 2024 at 11:00 a.m.**

2. Tender Opening:

Tenders will be opened on **August 19, 2024 at 11:30 a.m.**

3. Validity of Proposal.

The validity period of bids must be indicated and should invariably be not less than 30 days from the date of opening of bids.

4. Prices:

a. The prices should be quoted FOR Islamabad basis. Prices shall be mentioned separately both in words and figures.

b. The prices validity period must be 01 year from the date of signing of contract.

5. Taxes:

All prevalent Govt. Taxes will be applicable.

6. 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.

7. 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.

8. 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.

9. 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.

10. Terms of Payment:

Payment will be made within 30 days after the delivery of the supplies.

11. 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.

12. 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) There is any deviation from the General Instructions.
- d) Multiple rates are quoted against one item.
- e) Validity of proposal is not quoted as required.

13. Earnest Money / Bid Security:

The proposal must be accompanied with an amount of **Rs. 25,000/- (Refundable)** in the shape of Bank Draft / Pay Order in favor of PIPS, Islamabad. The earnest money, in original, must reach this office before closing of the bid time.

14. Return of Earnest Money:

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

15. Rights Reserved:

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

16. Extension in Contract:

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

Annex-I

Sr. #	Item Description	A/U	Qty.	Expected		Remarks
				Unit Cost (Rs.)	Total Cost (Rs.)	
1.	Air Freshener 300 ml Airwick or Eq.	No.	120			
2.	Air Freshener refill Airwick 250ml or Eq.	No.	12			
3.	Airport Mop (Best Quality)	No.	18			
4.	Airport Mop Refill	No.	12			
5.	Brasso Polish 200ml	No.	06			
6.	Broom (Bans Type)	No.	30			
7.	Brush for Vehicle	No.	06			
8.	Cambridge Executive Plate Quarter	No.	48			
9.	Cambridge Executive Plate Standard	No.	48			
10.	Cambridge Executive Plate Full	No.	48			
11.	Car Polish (Cosmic/ formula1 or Eq.)	No.	12			
12.	Cell Battery A23 (Energizer or Eq.)	No.	12			
13.	Cell Battery AA (Energizer or Eq.)	No.	36			
14.	Cell Battery AAA (Energizer Eq.)	No.	36			
15.	Cell for Geezer (Energizer/ Power plus or Eq.)	No.	48			
16.	Cell for Wall Clock size-C (Energizer or Eq.)	No.	24			
17.	Cell CR 2430 (For wall blinds) (Maxell or Eq.)	No.	06			
18.	Coat Hanger Stand (Wood Large)	No.	06			
19.	Computer Cleaning (Insta Clean) 260ml	No.	12			
20.	Cotton Tape	No.	06			
21.	Coffee Maker Espresso Machine (Philips or Eq.)	No.	01			
22.	Dash Board Polish (C.T-7/Gladiator or Eq.) 450ml	No.	12			
23.	Dettol Antiseptic Liquid 1 liter	No.	06			
24.	Dettol Surface Cleaner 1 liter	No.	40			
25.	Dust Bin Medium Size Steel with Moveable Lid (Best Quality)	No.	03			
26.	Dust Bin Plastic Medium Size (Best Quality)	No.	06			
27.	Dusters (White) (Best Quality) Standard size	No.	150			
28.	Dusters (Yellow) (Best Quality) Standard size	No.	150			
29.	Electric Kettle Anex or Eq. (Best Quality)	No.	03			
30.	Electric Extension Board Camellion (Best Quality) (five Socket five mtr)	No.	05			
31.	Finis (Phenyl) Liquid 3 Ltr.	No.	24			
32.	Floor Polish KIWI 1.5 Kg (Best Quality)	No.	02			
33.	Floor Wiper (Best Quality)	No.	18			
34.	Floor Wiper (Small Size 6-8 Inches)	No.	12			
35.	Furniture Polish KIWI (Revive All) 250ml	No.	60			

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36.	Glint 500 ML	No.	60		
37.	Grass Foot Mat 2*3 Best Quality (Dark Brown)	No.	02		
38.	Hand Wash (500 ML) Oasis or Eq. (Best Quality)	No.	144		
39.	Harpic 750ml	No.	60		
40.	Insect Killer Drops finix	No.	06		
41.	Instant Killer (375 ML) (Mortein or Cobra)	No.	36		
42.	Kitchen Tissue Roll Rose Petal Large Size	No.	06		
43.	Lemon Max Liquid 475 ml	No.	48		
44.	Liquid Acid sweep bottle big	No.	18		
45.	Microwave Oven 30 Ltrs capacity Dawlance or Eq.	No.	01		
46.	Pajara Mop (Best Quality)	No.	18		
47.	Pakistani Flag size 4x6 (Best Cloth Quality)	No.	06		
48.	Phenyl Pills (White Round Goli) Big pack	Pkt.	12		
49.	Plastic Cleaning Dustpan (Best Quality)	No.	06		
50.	Planters Pots (Golden) for Indoor Plants	No.	06		
51.	Pojara Mop Refill (Best Quality)	No.	12		
52.	Rope (String, Sootli & Dori) for Flags	No.	06		
53.	Rough Towels for Floor Cleaning	No.	12		
54.	Rubber Brush (For Carpet Cleaning)	No.	06		
55.	Silicon Gun	No.	06		
56.	Silicon Sealant (7000/ G2100 or Eq.) 300ml	No.	06		
57.	Soap (Dettol or Safeguard) 125gm	No.	24		
58.	Scotch Brite Lemon Sponge Big size	No.	60		
59.	Scotch Brite Stainless Steel Scrubber Large Size	No.	36		
60.	Serving Tray large size	No.	06		
61.	Surf Excel (1Kg) pack	No.	18		
62.	Surf Excel (2Kg) pack	No.	12		
63.	Stainless Steel Standing Ashtray Cigarette Barrel/Garbage Bin	No.	03		
64.	Table Spoon Stainless Steel with Pearled Edge	Dzn.	06		
65.	Table Fork Stainless Steel with Pearled Edge	Dzn.	03		
66.	Tea Spoon Stainless Steel with Pearled Edge	Dzn.	06		
67.	Tea Cup with Saucers Executive Cambridge	No.	36		
68.	Tea Set Executive white (Tea pot, Milk pot, Sugar pot)	Set.	02		
69.	Tissue Box (Rose Petal Pop-Up)	No.	400		
70.	Toilet Brush (China)	No.	06		
71.	Toilet Roll (Rose Petal) (Maxob 2 Ply)	No.	700		
72.	Vim Max Powder (790 grm)	No.	18		
73.	Wall Clock (Champion (Large)	No.	03		

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74.	Wall Clock (Champion) (Medium)	No.	03			
75.	Washroom Air freshener Pills (Roomi)	Pkt.	36			
76.	Water Dispenser Orient crystal 3 taps triangle black glass door	No.	02			
77.	Water Filter Aqua Dew (Model Gold)	No.	01			
78.	Water Filter Cartridge (Set)	No.	02			
79.	Water Glass (Omrac 300ml)	No.	48			
80.	Water Jug (France) IGI	No.	06			

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