**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

**TENDER NOTICE**

**FOR PRINTING OF RESEARCH DIGEST**

Pakistan Institute for Parliamentary Services invites sealed bids for printing of PIPS monthly Research Digest to be uploaded on EPADS.

**TERMS AND CONDITIONS FOR BIDDERS:**

1. Tender documents may be downloaded from EPADS and PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and PIPS website [www.pips.gov.pk](http://www.pips.gov.pk).
2. Security deposit amounting to Rs. 20,000/- (Refundable) in the form of Bank Draft/pay order for printing of monthly Research Digest in favour of the Pakistan Institute for Parliamentary Services, Islamabad will have to be submitted in PIPS before closing date and time.
3. The sample of the Research Digest may also be seen at PIPS.
4. The rates of tender shall be applicable for **One Year.**
5. Copies of NTN and GST Registration Certificates.
6. The last date for uploading of tender documents is **5th November, 2025** at **11:00 a.m.** and tenders will be opened on the same day at **11:30 a.m. at the Seminar Room of PIPS**. The tender documents must also be submitted in hard form to Assistant Director (Admn), PIPS, Ataturk Avenue, Near Kashmir House, Sector F-5/2, Islamabad
7. **Single stage-two envelope** bidding procedure will be adopted.
8. Each vendor must submit **03 specimen designs with new color combinations of Research Digest** and at least **two publications** of reputable organization as part of **technical bid** on EPADS and in Hard Copy as well.
9. The dummy of the Research Digest must be prepared by the vendor within two days of finalization of text by PIPS Research Wing. The digest will be printed and delivered within **05 working days** after approval/finalization of dummy. The specification of the Research Digest is given below on monthly basis as per given sample:-

**Specifications:**

No. of Copies: **1500** per month

No. of pages: **28**

Paper Size: A-4

All Pages: 128-grams-Matte

Center Pin (Exclusive of Composing)

04 color title pages

(Total **28** pages = **24** black & white and **04** color title pages)

(Habib Khan)

Assistant Director (Admn)

Phone: 051-9091360/111

**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

**FINANCIAL PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Specification of Research Digest** | **Estimated Quantity** | **Unit Price (Rs)** | **Total Amount (Rs)** |
| No. of Copies: **1500** per month  No. of pages: **28**  Paper Size: A-4  All **28** Pages on 128-grams-Matte  Center Pin (Exclusive of Composing)  04 color title pages  (Total **28** pages = **24** black & white and **04** color title pages) | **1500** per month  (Total **18,000** Quantity per year estimated) |  |  |

Note: The prices are **Inclusive of GST**.

**Signature and Seal**

**Proforma for Tenderers**

1. Name of Bidder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Type of Firm: Sole-Proprietorship, Partnership, Company or any other\_\_\_\_\_\_\_\_\_\_\_\_

1. Phone/ Cell No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. NTN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Sales Tax No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Filing Status with FBR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Owner’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. No. of Employees: \_\_\_\_\_\_\_\_\_\_ a) Technical \_\_\_\_\_\_\_\_\_ b) Non-Technical\_\_\_\_\_\_\_\_\_
7. Name of Bankers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. Title of Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Annual turnover for the last **03 years supported by Audit Reports:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. List of Assets: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Should be attached separately)
10. List of Customers/ Clientele for the last **03 years**\_\_\_\_ (Should be attached separately)
11. Bid Money submitted: Yes/ No

(Official Seal with Signature)

**Parameters for grading/marking of vendors for Printing of Research Digest**

The bids will be evaluated as per the following parameters:

|  |  |  |  |
| --- | --- | --- | --- |
| **S. #** | **Grading** | **Marks** | **Distribution of Marks** |
| 1. | At least two designs and two publications  provided by the bidders | 20 | Max of 5 marks for each design and publication submitted |
| 2. | Experience of similar assignments | 20 | 02 marks against each year of experience |
| 3. | Type and No. of Machinery/Equipment | 20 | 02 marks against each Printing Machine, Composing System and Designing |
| 4. | Annual Turnover supported by income tax return and Audit Reports | 10 | 01 mark against turnover of each Rs. 01 million |
| 5. | Assignments in Hand and Clientele | 10 | 01 mark against each client of well reputation |
| 6. | Managerial Capability (Regular Manpower) | 20 | 02 mark against technical staff and 01 mark against each non-technical staff. |
| **Total Marks** | | **100** |  |