

**GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
CABINET DIVISION**

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**TENDER NOTICE**

Cabinet Division, Cabinet Secretariat, Government of Pakistan invites sealed bids from the all manufacturers, distributors and dealers etc. registered with Income Tax and Sales Tax Department and who are on Active Taxpayers list of the Federal Board of Revenue for the supply of the following items for financial year **2023-24**:

Name of Procuring Agency	Cabinet Division, Government of Pakistan, Islamabad.
Title of Procurements	i. Velvet Boxes and Silver Roundels for placing the Citations/ Parchments/Medals/Silver Roundels.
	ii. Preparation of Name Plates, Stitching of Ribbons and Polishing of Medals.
Contact Officer	Section Officer (Awards-I), Ph: 051-9203013
Closing Time and Date & Place for receiving of bids	Upto 1630 hrs on 20-11-2023 at Room No.1063, Cabinet Division, Cabinet Block, Islamabad
Time date & Place of opening of bids	1030 hrs on 21-11-2023 at National Documentation Wing, Cabinet Division, 1 <sup>st</sup> Floor, Cabinet Block, Islamabad

2. Interested parties may visit the office of the undersigned for inspection of the approved samples during office on any working day from **6<sup>th</sup> November 2023 to 20<sup>th</sup> November 2023**, during office hours. Bidding documents (free of cost) containing detailed instructions, terms & conditions, specifications and quantity are available at Room No. 1063, Cabinet Division, Cabinet Block, Islamabad. Bidding documents can also be downloaded from the websites of the Cabinet Division ([www.cabinet.gov.pk](http://www.cabinet.gov.pk)) and PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)).

**(AMER SHAHZAD)**  
Section Officer (Awards-I)  
Tel: 051-9203013

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**BIDDING DOCUMENT**

Procurement of Velvet Boxes and Silver Roundels of various categories for placing Medallions, Citations/Parchments and polishing/stitching of Medallions, preparation of Ribbons/sashes & Name plates of Pakistan Civil Awards - 2023

Bidding document consist of

i.	Instructions to Bidders	Annex-I
ii.	Terms and Conditions	Annex-II
iii.	Evaluation Criteria	Annex-III
iv.	Specifications etc	Annex-IV & V

**I) INSTRUCTIONS TO BIDDERS**

This Tender document shall be used for submission of Competitive Bidding for the purchase of **Velvet Boxes and Silver Roundels for placing the Medallions and Citations/Parchments, stitching of medals, preparation of ribbons, name plates and polishing of old medals** as per specification. Interested Bidders (manufactures/distributors and dealers etc.) may download the tender document from the PPRA and Cabinet Division's websites. The Bidders with the lowest evaluated bid will be awarded purchase contract. The detail evaluation criteria in the light of **Rules 29 & 30** of Public Procurement Rules 2004 has been prepared and attached with these instructions.

1. Tender to be filled in carefully (preferably typed). Any correction/alteration is not allowed. Each page must be signed and stamped. Incomplete forms will not be accepted. Tender must be filled on prescribed format.
2. Single stage-one envelope bidding procedure specified in the **Rule 36(a)** of Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. Bid Security 5% of quoted price in the shape of pay order/ bank draft is required in the name of Section Officer (Awards-I), Cabinet Division, Islamabad, as per **Rule 25** of Public Procurement Rules 2004. The tenders which are found deficient of the earnest money will not be considered.
3. No personal cheque will be acceptable at any cost. In case the tender is accepted, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on receipt of a written request.
4. The firm should clearly indicate as to whether GST is included or not in the offered rates.
5. The bid must indicate sound financial status of the Bidder. It may duly be supported by any evidence like certificate from a reputed bank.
6. The past relevant experience of the bidder will be an added advantage, as indicated in the evaluation criteria.
7. National Tax No., GST Registration Number and Vendor Number and Bank account number must be indicated, by each Bidder.
8. **Bid validity period i-e one year**, must be clearly mentioned in the bid.

**Bidder's Signature** \_\_\_\_\_

**II) TERMS AND CONDITIONS**

- I. Firms should be registered with Sales Tax/Income Tax Departments and must furnished copies of certificate.
- II. The firm should provide the price of per items as per specifications.
- III. Security deposit (refundable) equal to 5% of total quoted price cheque/Bank draft in favour of the Section Officer (Awards-I) must be attached with the bids, as per **Rule 25** of Public Procurement Rules 2004.
- IV. Supply of Velvet Boxes and Silver Roundels should be strictly in accordance with the samples available in the Cabinet Division and will have to be supplied within two months after award of contract and if need arises during the year for any of above mentioned items other than these, the same will have to be provided on the approved rates. Repeat order @ 15% of total quantity can be made to the successful bidder after competition of the delivery of items.
- V. Each bidder will have to bid for all the twenty four (**24**) items (**Annex IV**) and four (**04**) Items (**Annex V**) separately mentioned in the specifications.
- VI. The firm will be bound to supply all the items mentioned above on same rates for **one year** commencing from the date of purchase/work order. All taxes should be included in quoted price.
- VII. In case, supplied items develop defect(s) after the delivery within a period of one years, the security deposited by the firm will be confiscated and the firm will be blacklisted.
- VIII. Committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as provided in **Rule 33(1)** of Public Procurement Rules, 2004 while results of bid evaluation shall be announced in terms of Rule 35 of aforesaid rules.
- IX. The bidder will have to submit an affidavit on stamp paper of Rs.50/- that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public: On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.
- X. If any item is found substandard, defective and is not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This may range from forfeiting of bid security to blacklisting of the firm.
- XI. Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender shall render the bid liable to rejection.
- XII. The contract award will be given to the lowest evaluated bidder. The bids shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.

- XIII. The Result of the bid evaluation, in the form of a report will be announced fifteen (15) days prior to the award of contract to the successful bidder as per **Rule 35** of Public Procurement Rules 2004. In case of any complaint of bidder, a Redressed Committee already constituted in the Cabinet Division will address grievances, as per **Rule 48** of Public Procurement Rules 2004.
- XIV. Bidders are requested to quote the best and final price and negotiations on the prices once quoted/offered are not permissible under the Rules. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds.
- XV. The interested manufacturer/suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons.
- XVI. Income Tax/any other tax, if available, will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.
- XVII. The Successful bidders shall have to complete the supply within two months of receipt of the Supply/work Order. In case supply/work is not carried out within stipulated period a penalty @ 0.1% per day of the amount of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.
- XVIII. Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled.
- XIX. Earnest money will be forfeited if a bidder withdraws his bid during the bid validity period. If the supplier/firms does not supply as per supply order or fails to supply according to terms & conditions, and in case of default, the earnest money will be forfeited and firm can be debarred from the business with the office.

**Bidder's Signature** \_\_\_\_\_

**III) EVALUATION CRITERIA**

Sealed bids should reach the **Section Officer (Awards-I), Cabinet Division, Cabinet Block, Islamabad** as per schedule published in Tender Notice. The bids received within the stipulated time and date will be opened by the Tender Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion.

Bids will be evaluated on the basis of term and condition of the bidding documents. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in the light of **Rule 35** of PPRA Rules-2004.

Evaluation will be based on the

- a. Sample of Velvet Boxes for placing the various categories of Medallions, Silver Roundels and Citations/Parchments provided by the firm
- b. Sample for Silver Roundels provided by the firm
- c. Prepared sample of Ribbons
- d. Stitched sash of Medallions
- e. Sample of Name Plates
- f. Sample of Sashes
- g. Lowest Price/rates quoted by the firm.
- h. Fulfillment of Terms and Conditions as mentioned in Bidding documents

I/We have read and agree with the above mentioned terms and condition.

Name of Bidder/Firm/Supplier \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## IV) SPECIFICATIONS FOR VELVET BOXES AND SILVER ROUNDELS

S. #	Name of Item	Specification	Price per item without GST	GST	Price per item including GST
1	Velvet Box for Nishan-i-Pakistan	20"x21" Velvet Box (Pakistani Colour Green Cloth – Made in America) and in side white cloth of high quality.			
2	Velvet Box for Nishan-i-Shuja'at	13"x8" (Inches) - ≡ -			
3	Velvet Box for Nishan-i-Imtiaz	17"x13" - ≡ -			
4	Velvet Box for Nishan-i-Quaid-i-Azam	17"x13" - ≡ -			
5	Velvet Box for Nishan-i-Khidmat	17"x13" - ≡ -			
6	Velvet Box for Hilal-i-Pakistan	13"x 8" - ≡ -			
7	Velvet Box for Hilal-i-Shuja'at	13"x 8" - ≡ -			
8	Velvet Box for Hilal-i-Imtiaz	13"x 8" - ≡ -			
9	Velvet Box for Hilal-i-Quaid-i-Azam	13"x 8" - ≡ -			
10	Velvet Box for Hilal-i-Khidmat	13"x 8" - ≡ -			
11	Velvet Box for Sitara-i-Pakistan	10" x 7" - ≡ -			
12	Velvet Box for Sitara-i-Shuja'at	10" x 7" - ≡ -			
13	Velvet Box for Sitara-i-Imtiaz	10" x 7" - ≡ -			
14	Velvet Box for President's Award for Pride of Performance	10" x 7" - ≡ -			
15	Velvet Box for Sitara-i-Quaid-i-Azam	10" x 7" - ≡ -			
16	Velvet Box for Sitara-i-Khidmat	10" x 7" - ≡ -			
17	Velvet Box for Tamgha-i-Pakistan	9" x 6" - ≡ -			
18	Velvet Box for Tamgha-i-Shuja'at	9" x 6" - ≡ -			
19	Velvet Box for Tamgha-i-Imtiaz	9" x 6" - ≡ -			
20	Velvet Box for Tamgha-i-Quaid-i-Azam	9" x 6" - ≡ -			
21	Velvet Box for Tamgha-i-Khidmat	9" x 6" - ≡ -			
22	Velvet Box for Silver Roundel	15" x 5" - ≡ -			
23	Velvet Box for Citation / Parchment	13" x 16" - ≡ -			
24	Silver Roundel	Weight 24 ½ tola of silver with fine engraving & should be rust resistant.			

**Note:** The quantity of the above mentioned items i.e. velvet boxes/silver roundels will be communicated to the successful bidder later on.

**V) SPECIFICATIONS OF RIBBONS, SACHES & NAME PLATES**

1	Polishing of Medallions	Each category of Pakistan Civil Awards			
2	Stitching of Medallions	Tamgha (s)			
3	Preparation of Ribbons/Sash(Clothes use in Made in England)	Sitara & Above categories of Civil Awards			
4	Making of Name plates	Hilal & Above categories of Civil Awards			
<b>Note: The quantity of the above mentioned items i.e. polishing of Medallions, stitching of Medallions, Preparation of Sashes / Ribbons and making name plates will be communicated to the successful bidder later on.</b>					