



Pakistan Institute of Development Economics

PO Box 1091, Islamabad, Pakistan
Tel: +92-51-9248089 | <http://www.pide.org.pk>

TENDER NOTICE NO. GS/06/2026 (CLOSE FRAMEWORK AGREEMENT)

TENDER DOCUMENT

FOR

**Provision of Services for Payment of Online Services i.e.
Software, License Fees, etc**





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GENERAL PRO-FORMA FOR TENDER SUBMISSION (to be filled by Bidder/firm)	
Bid/ proposal submitted for	
Firm/ Company Name	
Address: (Head office)	
Address: Office(s) in Islamabad/ Rawalpindi	
Contact Number	
Email address	
Owner(s) Name	
NTN/GST Number	
PEC Registration Number (in case of Civil work)	
Work Experience in relevant field/ Category (in Years)	
Previous reputation/work completion certificates / evidence submitted	Yes / No
Earnest Money/Bid Security Submitted	Yes / No (Rs. _____) % age _____ (If required)
Submission of undertaking that, firm has not been blacklisted by any Organization/establishment etc.	Yes / No
Last date for tender submission	Submitted on: _____/_____/2026



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The Pakistan Institute of Development Economics (PIDE) invites sealed bids on “Single-Stage, One-Envelope” from eligible, experienced, and reputable firms registered with income tax, sales tax department for **One-Year Closed Framework Agreement**, in accordance with **Rule 16(A) of the Public Procurement Rules, 2004**.

➤ **Provision of Services for Payment of Online Services i.e. Software, License Fees, etc**

Interested firms/bidders are required to submit their technical & financial proposal for above mentioned Job in envelop on or before **April 15, 2026 by 11:00 hours**. The bids will be open on the same day at 11:30 am in the office of Chairman Purchase Committee PIDE in the presence of vendors. The complete tender document is available on the Public Procurement Regulatory Authority (PPRA) website at www.ppra.gov.pk and on the Institute’s official website www.pide.org.pk. The Institute reserves the right to accept or reject any or all bids as per PPRA rules.

(Dr. Nasir Iqbal)
Registrar, PIDE
Telephone # 051-9248051, 051-9248089

PURPOSE OF TENDER:

The objective of this procurement is to establish a closed framework agreement with qualified service provider(s) to ensure:

- Timely and compliant procurement of online services
- Efficient payment and licensing arrangements
- Avoidance of repetitive tendering during the framework period
- Compliance with PPRA Rules, 2004

MODE OF ADVERTISEMENT(S):

As per Rule 12(1&2), this Tender is being placed online at PPRA's website, as well as being advertised in print media.

As per Rule 12(2), this Tender is also placed online at the website of procuring agency. The bidding document carrying all details can be downloaded from website www.pide.org.pk

LEGAL BASIS & PROCUREMENT METHOD

- Governing Rules: **Public Procurement Rules, 2004**
- Applicable Rule: **Rule 16(A) – Framework Agreement**
- Procurement Method: **Open Competitive Bidding**
- Bidding Procedure: **Single Stage – One Envelope**
- Framework Type: **Closed Framework Agreement**
- Framework Duration: **One (01) Year**

TYPE OF OPEN COMPETITIVE BIDDING:

As per PPRA Rule, Single Stage One Envelope -Bidding Procedure shall be followed. The said Procedure is reproduced as follows:

36. Procedures of open competitive bidding.-

Save as otherwise provided in these rules the following procedures shall be permissible for open competitive bidding, namely:-

- i. Single stage – one envelope procedure.-
- ii. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.



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SCOPE OF SERVICES:

Pakistan Institute of Development Economics (PIDE), Islamabad, required the services relating to payment of different online services as mentioned below.

The selected service provider will be responsible for:

- Making timely payments on behalf of the organization for:
 - Licensed Software (e.g., Adobe, Microsoft, Autodesk, etc.)
 - Online Subscriptions (e.g., cloud services, data services, etc.)
 - Domain/Hosting services
 - Payment to Foreign Evaluators/Examiners etc.
 - Any other authorized digital or IT service
- Maintaining accurate transaction records
- Ensuring transparency and security of all financial transactions
- Compliance with SBP and tax regulations

TENDER PRICE & CURRENCY:

The quoted price shall be:

- i. In Pak Rupees;
- ii. Inclusive of all Government applicable taxes; and
- iii. Denominated in Pak Rupees;

BID VALIDITY

The bid shall remain valid for **ninety (90) days** from the date of bid opening.

TENDER ELIGIBILITY/QUALIFICATION CRITERIA

Eligible Bidder/Tenderer is a Bidder/Tenderer who:

- a) Must be registered with Tax Authorities, and having valid registration of Sales Tax and NTN, and also having sound financial strengths can participate (copy must be attached);
- b) Has submitted bid and relevant bid security. Non-compliance of the same shall cause rejection of the bid;
- c) Must be involved in relevant field for last 1 year (copy must be attached);
- d) At least 03 previous reputations/work completion certificates and current working proof/reputation certificate. (Previous reputation shall highly be matter). Have a minimum of one (01) **year of experience** in handling online payments.
- e) Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous body or Private Sector Organization anywhere in Pakistan (submission of undertaking on legal stamp paper is mandatory), **failing which will cause rejection of the bid;**
- f) Be registered with relevant authorities (SECP/FBR/SBP, etc.)



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- g) Have experience dealing with international online platforms.
- h) Provide a list of current and past clients with proof of work.
- i) Have the capacity to process payments via Visa/MasterCard, PayPal (if applicable), or other online methods;

BID SECURITY/ EARNEST MONEY:

The Bidder shall furnish the Earnest Money of **Rs.20,000/-** in favour of **PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS, ISLAMABAD** in the form of a bank draft.

OPENING OF THE TENDER:

PIDE shall open all bids at the time, date, and place specified in tender notice, in presence of bidders' representatives who wish to attend the meeting and shall sign an attendance sheet as evidence of their presence. . In case the last date of bid submission falls within the official holidays, the last date for submission of the bids shall be considered on the next working day.

TERMINATION

The Procuring Agency may terminate the framework agreement:

- For breach of contractual obligations
- For unsatisfactory performance
- In accordance with PPRA Rules, 2004

CONFIDENTIALITY

All information exchanged during the procurement and framework period shall be treated as confidential.

TERMS AND CONDITIONS:

The bidders are required to fulfill the under mentioned conditions failing which the quotations will not be entertained:

1. For this Pre-Qualification PPRA's Rule 16 and 16A will be adopted.
2. The quotations should be sent in a sealed cover duly written on the Envelope, which will be opened in the presence of the bidders.
3. The bidders shall have to deposit earnest money in the form of Pay Order/Demand Draft only (Cheque are not acceptable) in favour of Pakistan Institute of Development Economics, Islamabad along with bid documents.



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4. The earnest money will remain with the PIDE till the completion of the contract period. It shall be forfeited, if the firm fails to complete the work.
5. Only registered suppliers, who are on Active Taxpayer List (ATL) and have registered STN of FBR, are eligible.
6. Over writing and cutting of any nature in bids shall not be accepted and the bid shall stand cancelled.
7. The vendor shall give an undertaking that his firm has not been blacklisted by any of Provincial or Federal Government Departments, Agency, Organization or autonomous body etc. anywhere in Pakistan.
8. Over writing and cutting of any nature in quotation(s) shall not be accepted and the quotation shall stand cancelled
9. The Institute reserves the right to accept or reject any or all the quotations under rules.