

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

**TENDER FOR REPLACEMENT & INSTALLATION OF DAMAGED
COOLING TOWER FILLS PADS AND LOUVERS**

Company Seal:

Company Rep's Signature.....
1

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

No.F.3 (71)/2025-26-Admn/PIPS

Islamabad, the 18th December, 2025

**TENDER FOR REPLACEMENT & INSTALLATION OF DAMAGED COOLING
TOWER FILLS PADS AND LOUVERS**

Pakistan Institute for Parliamentary Services (PIPS) invites sealed bids from reputed firms/contractors having experience in the relevant field registered with the Income Tax and Sales Tax Departments for replacement & installation of damaged cooling tower fills pads and louvers.

2. Bidding documents, containing detailed terms and conditions, etc. are available on E-PADS, PPRA and can also be downloaded from PIPS Website (www.pips.gov.pk) free of cost.

3. The bids prepared in accordance with the instructions in the bidding documents, must be uploaded on E-PADS and submitted in hard copy along with company profile to *Assistant Director (Admn), PIPS, Ataturk Avenue, Near Kashmir House, Sector F-5/2, Islamabad* on or before **6th January, 2026 at 11:00 a.m.** Bids will be opened on the same day at 11:30 a.m. This advertisement is also available on PPRA (www.ppra.org.pk) and PIPS (www.pips.gov.pk) websites.

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

Company Seal:

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No.F.3 (71)/2025-26-Admn/PIPS

Islamabad, the 18th December, 2025

TENDER FOR REPLACEMENT & INSTALLATION OF COOLING TOWER FILLS PADS & LOUVERS

Sealed tenders are invited from the reputed firms for replacement & installation of cooling tower fills pads & louvers for the Pakistan Institute for Parliamentary Services (PIPS) for the year **2025-26** to be uploaded on E-PADS and submitted in hard copy along with company profile upto **6th January, 2026 at 11:00 a.m.** The tenders shall be opened on the same day at **11:30 a.m.** before the Procurement Committee in Seminar Room of Pakistan Institute for Parliamentary Services, Ataturk Avenue, Near Kashmir House, Sector F-5/2, Islamabad.

CONDITIONS OF TENDER:

1. Tender documents may be downloaded from E-PADS or PPRA and PIPS websites.
2. Security deposit amounting to **Rs. 25,000/-** (Refundable) (In the form of Bank Draft/pay order) in favour of the Pakistan Institute for Parliamentary Services, Islamabad will have to be submitted, which in case of unsuccessful tenders will be returned.
3. The prices of tender shall be applicable up to **30th June, 2026.**
4. The firms should be reputed having Income Tax and GST registration with proper office and telephone facility.
5. Firm will be bound to supply/deliver the goods to PIPS office even on a short notice using their own transport.
6. The competent authority reserves the right to accept or reject any or all tenders as per PPRA Rules.

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

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PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

[Admn Wing]

Part A:

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Dear Sir,

You are hereby invited to submit the tender for replacement and installation of damaged cooling tower fills pads and louvers in accordance with the description of items at Annexure below.

1. Prospective Bidders Should Particularly Note That:

- a. Bid Bond through Telex/ Fax shall not be acceptable.
- b. The procuring agency/PIPS 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 procuring agency reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time without assigning any reason, thereof.
- e. Only technically qualified bidders shall be considered for financial bid opening. Bid will be awarded to the overall lowest bidder.
- f. **Successful bidder must have to provide the samples of ordered items, if desired by the procurement committee before its 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 -Two Envelope Procedure.**

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 documents must be uploaded on E-PADS and submitted in hard copy to the office of Assistant Director (Admn), PIPS, Ataturk Avenue, Near Kashmir House, Sector F-5/2, Islamabad on or before **6th January, 2026 at 11:00 a.m.**

2. Tender Opening:

Bids will be opened on **6th January, 2026 at 11:30 a.m.**

3. Validity of Proposal.

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

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 opening of Financial Proposal.

5. Taxes:

All prevalent Government Taxes will be applicable.

6. Language of Bidding Document:

The bid must be prepared in English language.

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 Procuring Agency 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.

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10. Terms of Payment:

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

11. Disqualification:

Proposals are liable to be rejected if:-

- a) Earnest money in original is not submitted to this Office.
- b) Multiple rates are quoted against one item.
- c) Validity of proposal is not mentioned as required.

12. Earnest Money / Bid Security:

The proposal must be submitted with an amount of **Rs. 25,000/-** (Refundable) in the shape of Bank Draft / Pay Order in favor of PIPS, Islamabad.

13. Return of Earnest Money:

Earnest money to the bidders will be returned to the unsuccessful bidder (s) after completion of tendering process.

14. Rights Reserved:

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

15. Extension in Contract:

The contract period may be extended on the same terms and conditions for such period as mutually agreed by both the parties.

Pakistan Institute for Parliamentary Services

Technical Bids Evaluation Criteria:

Marks obtained as per criteria are given below:-

S #	Grading	Marks
1.	Experience related to the similar assignments (03 marks for each year after establishment)	30
2.	Annual Turnover (02 marks per million)	20
3.	Job in Hand (04 marks for each client/ job in hand)	20
4.	Managerial Capability (Technical Staff) (02 Marks for each employee)	20
5.	Office Setup/ Location (Proper established office in a building either owned or rented to cater for need of PIPS)	10
Total Marks		100

Qualifying Marks = 60%

Note:-

Only technically qualified bidders shall be considered for financial bid opening. Bid will be awarded to the overall lowest bidder in financial opening phase.

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Annex-II

S #	Description of Work	Qty.	Price per Unit (Rs.)	Total Amount (Rs.)
1	<p><u>Specifications for Fill Pads</u></p> <p>Material PVC (Polyvinyl Chloride) Thickness 400 micron (0.40 mm) Size 39" x 33" Colour Black Fill Type Zig Zag Fluted Flute Size 19 mm (recommended) Temperature Rate Up to 55-60 °C UV Protection Yes (UV Stabilized PVC) Chemical Resistance Chlorine, Biocides, Anti-Scalants Life Expectancy 6-7 years Application Cooling Tower (HVAC) Bonding Type Heat welding sheet or water resist bond Installation Complete installation in all respect</p>	1000		
2	<p><u>Specifications for Louvers</u></p> <p>Material Stainless Steel (SS) Blade Thickness 1.5 mm to 3mm Colour Black Temperature Resistance 55-60 °C Design As per Cooling Tower</p>	100		

Note: The above rates should be inclusive of all taxes.

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