

**Center of Excellence
China Pakistan Economic Corridor**

**TENDER NOTICE NO. CoE-CPEC-06/26
(OPEN FRAMEWORK AGREEMENT)**

**TENDER DOCUMENT
FOR
*OUTSOURCING OF GENERAL, NON-CORE HUMAN RESOURCE***



Center of Excellence China Pakistan Economic Corridor

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	
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 July 29, 2026	Submitted on: _____ / _____ /2026

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China Pakistan Economic Corridor**

TENDER NOTICE No. CoE-CPEC-06/2026

Center of Excellence, China Pakistan Economic Corridor (CoE-CPEC) invites sealed bids on “Single-Stage, One-Envelope” from eligible, experienced, and reputable firms having offices/setups at Islamabad/ Rawalpindi, registered with sales tax department, national tax number (NTN for **Three-Year Open Framework Agreement**, in accordance with Public Procurement Rules, 2004.

➤ **OUTSOURCING OF GENERAL, NON-CORE HUMAN RESOURCE**

The Bid Security of Rs. 20,000/- (refundable) is required to submitted in hard form in the shape of call deposit receipt in favor of PIDE, Islamabad.

Interested firms/bidders are required to submit their technical proposal for above mentioned Job in envelop on or before **July 29, 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 CoE-CPEC 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 CoE-CPEC reserves the right to accept or reject any or all bids as per PPRA rules.

Executive Director
CoE-CPEC

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PURPOSE OF TENDER

The Pakistan Institute of Development Economics (PIDE) invites sealed bids under the **Single Stage One Envelope Procedure** for an **Open Framework Agreement** for **three (3) years**, in accordance with PPRA Rules. Bids are invited from well-reputed firms with at least three (3) years of experience in providing similar services.

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. 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

TYPE OF BIDDING (OPEN FRAMEWORK):

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

- i. The bid shall be a single envelope technical proposals;
- ii. In the first instance, the "**Technical Proposal**" shall be opened;
- iii. The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- iv. During the technical evaluation no amendments in the technical proposal shall be permitted;
- v. After the evaluation and approval of the technical proposals, the procuring agency shall call the competitive financial proposals from the technically accepted bidders from time to time, under open frame work arrangements.
- vi. The pre-qualified (technically) evaluated bidder shall be eligible to participate in the financial proposal (when called)

SCOPE OF TENDER

The following staff services may be required

- Driver
- Dispatch Rider
- Naib Qasid
- Sweeper/Frash / Sanitary Worker
- Security Guard

TENDER PRICE & CURRENCY:

The quoted price shall be:

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

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- iii. Denominated in Pak Rupees;

TENDER ELIGIBILITY/QUALIFICATION CRITERIA

Eligible Bidder/Tenderer is a Bidder/Tenderer who:

- Must be registered with Tax Authorities, and having valid registration of Sales Tax and NTN, (copy must be attached);
- Has submitted bid security. Non-compliance of the same shall cause rejection of the bid;
- Must be involved in relevant field for last 3 years (copy must be attached);
- At least 03 previous reputations/work completion certificates and current working proof/ reputation certificate. (Previous reputation shall highly be matter).
- 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 e-stamp paper is mandatory), **failing which will cause rejection of the bid.**
- Have the required relevant qualified personnel and enough staff strength to fulfill the requirement of assignment;

BID SECURITY/ EARNEST MONEY:

The Bidder shall furnish the Earnest Money in favour of **PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS, ISLAMABAD**. Bidders applying for outsourcing of general, non-core human resource to submit the **call deposit receipt** as earnest money of amount **Rs. 20,000**.

BID VALIDITY:

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

OPENING OF THE TENDER:

CoE-CPEC 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.

TERMS AND CONDITIONS:

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

- For this Pre-Qualification PPRA's Rule 15, 16 & 16(A) will be adopted.

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2. Financial bids will be called as when required of only Pre-Qualified bidders/ firms by the CoE-CPEC PIDE.
3. The bidders shall have to deposit earnest money in the form of **call deposit receipt** only (Cheque are not acceptable) in favour of Pakistan Institute of Development Economics, Islamabad along with quotation for which applying;
4. The earnest money will remain with the PIDE till the completion of the contract.
5. Only registered suppliers, who are on Active Taxpayer List (ATL) of FBR, are eligible.
6. The firms must have established office in Islamabad / Rawalpindi, which can be inspected by the CoE-CPEC's Authorized Officer/Purchase Committee (if deem necessary).
7. Over writing and cutting of any nature in quotation(s) shall not be accepted and the quotation shall stand cancelled.
8. The participating firm (s) shall have to provide a copy of their G.S.T & NTN registration certificate.
9. The vendor shall give an undertaking (**e-stamp**) that the firm has not been blacklisted by any of Provincial or Federal Government Departments, Agency, Organization or autonomous body etc. anywhere in Pakistan.
10. The CoE-CPEC, PIDE reserves the right to accept or reject any or all the quotations under rules.
11. The service provider shall furnish an affidavit stating that it has not been blacklisted or barred by any provincial or federal government department, autonomous body, or agency in Pakistan.
12. The firm must be duly registered under the relevant Pakistani laws (Companies Ordinance 1984 or applicable laws) and operating legally.
13. The service provider must provide an **armed license** issued by the relevant authority for all armed security guards deployed under this contract.
14. All personnel provided shall be employees of the contractor and must be medically fit, properly trained, and experienced for their assigned duties.
15. The service provider is responsible for obtaining police verification and background checks of all personnel prior to deployment and submitting evidence thereof to the institution.
16. All personnel must wear prescribed uniforms with clear identification badges while on duty and maintain a professional appearance.
17. The contractor shall comply with Pakistan's labor laws, including payment of minimum wages, overtime, EOBI contributions, social security benefits, and all statutory obligations under the **Industrial and Commercial Employment (Standing Orders) Ordinance, 1968**, and other relevant labor regulations.
18. The contractor is responsible for paying all wages, allowances, benefits, and statutory dues to its employees and shall indemnify the institution against any claims arising thereof.

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19. The institution shall not be liable for any employment-related disputes, claims, or obligations towards the contractor's personnel.
 20. The contractor must include all applicable taxes (Federal and Provincial) in the financial proposal, and tax deductions will be made as per Pakistan's tax laws.
 21. Payment will be made monthly upon submission of verified invoices and satisfactory service delivery reports.
 22. The service provider shall ensure continuous and uninterrupted services. In the case of absenteeism, immediate replacement of personnel must be provided without disruption.
 23. The institution reserves the right to request replacement of any staff found incompetent, negligent, or in violation of institutional rules or misconduct.
 24. The contractor will provide all required uniforms, identity cards, and necessary tools/equipment at its own cost.
 25. The institution may supply consumables (cleaning agents, minor materials, etc.) as mutually agreed.
 26. The institution reserves the right to inspect the deployed staff's performance and compliance with these terms at any time.
 27. The institution may terminate the contract with written notice if the contractor fails to meet contractual, legal, or performance obligations.
 28. All personnel must maintain strict confidentiality of institutional information encountered during duty.
 29. All deployed staff shall strictly adhere to the institution's code of conduct, displaying professionalism, discipline, and respect.
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