

04(1)/SIFC/General/Tender for Promotional Material/
Government of Pakistan
(Cabinet Secretariat)
Special Investment Facilitation Council Division
SIFC

TENDER NOTICE FOR PROMOTIONAL MATERIAL



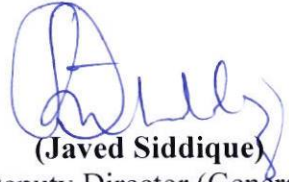
SPECIAL INVESTMENT FACILITATION COUNCIL (SIFC)
228-B, 2nd Floor, Prime Minister's Office
Islamabad
Tel: 051-9215548

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Government of Pakistan
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Special Investment Facilitation Council Division
SIFC

TENDER NOTICE FOR PROMOTIONAL MATERIAL FOR SIFC

The Special Investment Facilitation Council invites sealed tenders on Single stage-two envelopes bidding procedure from the reputed firms/ vendors through E-PADS for supply/installation/fixing of promotional material required for meetings Conference and Seminars from the firms with financially sound track record from Islamabad Municipal Corporation area only with proper production and distribution facility.

2. Tender documents including list items are uploaded on E- PADS and www.ppra.org.pk or <https://sifc.gov.pk> websites.
3. Tenders must be supported with **Profile of the Company** containing experience in the field. Only those firms will be included in the competitive bidding process that have proven track record/experience in the relevant business and sound financial position etc. will be adopted.
4. An earnest money @ 5% of the Estimated Cost (**refundable**) in shape of Bank Draft in favour of Deputy Director (General), SIFC, Islamabad must be provided before closing date. No tender will be entertained without earnest money.
5. Tenders must be uploaded on E-PADS by **15.9.2026 at 11:00 a.m** and would be opened on the same day at 11:30 a.m. by the committee in SIFC's Office.


(Javed Siddique)
Deputy Director (General)
Tel: 051-9215548

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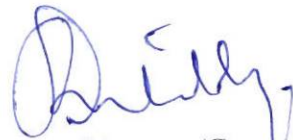
Part A:

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

You are hereby invited to submit the tender for the provision of supply/installation/fixing of promotional material in accordance with the description of items at Appendix "I".

1. Prospective Bidders Should Particularly Note That:

- a. Authorized representative may attend the tender opening, if desired.
- b. Only registered firms/ contractors with Active Taxpayer List (ATL), valid GST/ NTN based in Rawalpindi & Islamabad are eligible to apply.
- c. Proof of NTN/GST registration.
- d. An Affidavit on stamp paper that the firm has not been black listed in the past by any Ministry/Division/Department/Organization of Government of Pakistan is required
- e. SIFC reserves the right to amend /change/revise the Terms and Conditions (if deemed necessary). The successful bidder shall have to provide the services accordingly.
- f. **Bidders must submit quotes for all items listed. Any bid that includes rates for some items but not all will not be considered.**
- g. The Purchaser 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 as per PPRA Rules.
- h. Bids against this tender are invited on **Single Stage -Two Envelopes Bidding Procedure.**
- i. The tender must be uploaded on or before **15.9.2026** (up to 11:00 AM).
- j. Copy of the bidding documents signed on each page by the authorized representative must be uploaded along with the Bid.
- k. The rates will be valid upto 30.6.2027.
- l. The firm shall make arrangements for supply/installation/fixing of promotional material at the desired places at their own expense.
- m. Permission for hanging/fixing/installing promotional material from the concerned authorities will be the vendor's responsibility.


Deputy Director (General)

Part B:

Instruction To Bidders (ITB):

1. **Date and Time for Receipt of Bids.**

The bid document must be uploaded on EPADS until 15.9.2026 at 11:00 a.m.

2. **Tender Opening.**

Tender will be opened on 15.9.2026 at 11:30 a.m.

3. **Price:**

The price validity period must be upto 30.6.2027

4. **Taxes:**

All prevalent Government Taxes will be applicable.

5. **Language of Bidding Document:**

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

6. **One Bid per Bidder:**

Bidders are required to submit quotes for all individual items listed in the tender.

7. **Detail Specifications**

Detail Specifications of items are available at **Annexure-C**

8. **QUALIFICATION CRITERIA**

Only those firm's bids will be considered for evaluation who meet the qualification criteria given at **Annexure-B**

9. **Earnest Money / Bid Security:**

Earnest money amounting @ 05% of the Estimated Cost in shape of Bank Draft / Pay Order in favor of Deputy Director (General), SIFC, Islamabad must be received in the office of the Deputy Director (General), SIFC before closing hours of the bids submission time otherwise respective bid will not be opened and the call deposit/bid security of successful bidders will be kept with this office until the completion of the contract period. Cheques will not be accepted in any case.

10. **Evaluation Criteria**

Weightage of Technical and Financial proposals will be 75% and 25% respectively.

- a) The technical evaluation criteria along with selection formula will be the following:



Technical Evaluation Marks = 75

Financial Marks = 25

- b) Financial Evaluation Marks = (Lowest bid in item quoted / quoted bid in item quoted) x 30

Total Marks = Technical Evaluation Marks + Financial Evaluation Marks

After evaluation, the Purchase / Evaluation Committee shall declare bids of firms / vendors technically responsive / non-responsive (Bidders who score less than 60% out of 75 marks in the above-mentioned criteria will be rejected and its sealed / unopened Financial Proposal shall be returned)

- c) Bids that pass technical evaluation will be opened for financial evaluation.

11. **Return of Earnest Money:**

Earnest money to the unsuccessful bidders will be returned after award of the contract to the most adventitious bidder, as per PPRA rules.

12. **Rights Reserved:**

SIFC reserves the right to accept or reject any or all proposals including the lowest, as per PPRA Rules, as amended from time to time.

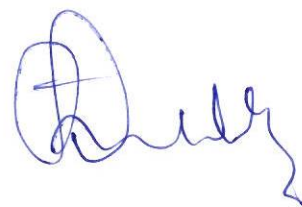


Annexure -A**CHECK LIST OF ITEMS PROVIDED WITH THE BID**

S. NO.	Terms and Conditions	Check Box	
1.	Single Stage Two Envelope Process	Yes ☐	No ☐
2.	NTN/GST Certificates	Yes ☐	No ☐
3.	Online Verification of Bidder on Active Taxpayer's list of FBR (Income Tax & Sale Tax)	Yes ☐	No ☐
4.	Bank Statement for Last 1 Years	Yes ☐	No ☐
5.	Income Tax Returns for Last 1 Years	Yes ☐	No ☐
6.	Sales Tax Returns for Last 1 Years	Yes ☐	No ☐
7.	5% Bid Money/CDR/Pay Order in the name of Deputy Director (General) SIFC	Yes ☐	No ☐
8.	Ownership of Firm	Yes ☐	No ☐
9.	Copies of Valid CNIC of Owner & Representative	Yes ☐	No ☐
10.	Not Declared Blacked Listed on Stamp Paper	Yes ☐	No ☐
11.	Delivery time per order 02 day Maximum	Yes ☐	No ☐
12.	Samples of Items Required on Technical Opening Day	Yes ☐	No ☐
13.	Rate as per Annex-D (With Taxes)	Yes ☐	No ☐
14.	Certificates for Valid Address, Telephone & Mobile No. of the bidder	Yes ☐	No ☐

NOTE:

- Above Terms must be fulfilled otherwise Quote will be considered as REJECTED



Special Investment Facilitation Council

Technical Bids Evaluation Criteria:

Sr. No.	Criteria	Marks	Points
1	Compliance with Specifications	5	Non-compliance: 0 Full compliance: 5
2	Product Quality	20	Low: 5 Medium: 10 High: 20
3	Delivery Time	15	2 Days (Maximum): 5 24 Hours: 10 12 Hours: 15
5	Number of Clients	15	5 clients (minimum): 5 6 to 10: 10 11 or more: 15
6	Financial Statement (Annual Turnover) for one year	10	Up to 2.5 million: 5 More than 5 million: 10
7	No. of Technical Staff	10	5–10 persons: 5 More than 10 persons: 10

Qualifying Marks = 60%



TECHNICAL PROPOSAL
(must be print on company letter head)

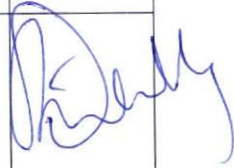
S. NO.	Description	QTY
1.	Backdrop - Printing on PG-II Backlight with high-quality printing. - Backdrop should be backlight with an MS 1"x1" tubular frame, 18-gauge Deco paint finish in white color. - Robe light around the backdrop with multi-color lights as per the design. 3D acrylic cutouts and letters with LED backlight. @ Rs. -/- per sq. ft.? (Note:- Size and location will change as allocated for each event)	As required
2.	Streamers - Printing on front-lit star matt 440 gm with high-quality printing. - Wood for streamer hanging will be 1x1 inch. @ Rs. -/- per sq. ft.? Note:- - Streamers will be hung at several places; locations will change from time to time. - Removal from sites after the completion of the event is included. - Permission for hanging streamers from the concerned authorities will be the vendor's responsibility.	As required
3.	Bridge Banner - Printing on front-lit star matt 440 gm with high-quality printing. 3D acrylic cutouts and letters with LED backlight. @ Rs. -/- per sq. ft.? Note:- - Banners will be hung at several places; locations will change from time to time. - Removal from sites after the completion of the event is included. - Permission for hanging banners from the concerned authorities will be the vendor's responsibility.	As required
4.	Banner - Printing on front-lit star matt 440 gm with high-quality printing. - Banners will be hung at several places; locations will change from time to time. @ Rs. -/- per sq. ft.? Note:- - Removal from sites after the completion of the event is included. - Permission for hanging banners from the concerned authorities will be the vendor's responsibility.	As required

5.	Translation - Manual/verbal translation (computerized translation will not be accepted). @ Rs. _____/- per A4 paper.	As required
6.	Color Book Printing Specifications: - Double-sided textured pearl paper, 100–110 GSM. - Die-cutting. - Title page: 300 gm, spot UV, and soft-touch lamination. - Hot glue binding for each book. @ Rs. _____/- per A4 paper.	As required
7.	Certificate Folder - Made with cow leather as per the design. @ Rs. _____/- each.	As required
8.	Pyramid Shields Glass Aquarium Solid brass pyramid Gold plating Etching 4 color logo Walnut's wood base Moveable gold plated medal on top Rs. _____/- each.	As required
9.	USB 64 GB HP card USB 4 color double side print on USB card Metal box for USB packing 4 color logo on tin Rs. _____/- each.	As required
10.	Pole Flag with stand Pole flag of standard size with stand 12 Kg iron base Stainless steel pole 2.5 inch Rs. _____/- each.	As required
11.	Pole Flag Flag of standard size only Rs. _____/- each.	As required
12.	Table Flag with stand Hard table flag with high-quality stainless-steel stand Rs. _____/- each.	As required
13.	Table Flag Hard table flag only Rs. _____/- each.	As required
14.	Standee Printing on black matt paper with high-quality printing High quality stand Size = 2x5 ft Rs. _____/- each.	As required
15.	Standee Printing on black matt paper with high-quality printing High quality stand Size = 3x7 ft Rs. _____/- each.	As required
16.	Rollup Printing on black matt paper with high-quality printing aluminum stand Rs. _____/- each.	As required

17.	Brass Standee Designation plate stand made of solid brass with gold plating Rs. _____/- each.	As required
18.	Brochures Double-sided textured pearl paper, 100—110 GSM. Die-cutting. Pin binding @ Rs. _____/- per A4 paper.	As required
19.	Pen Executive class pen (As per sample) With 4 color logo Rs. _____/- each.	As required
20.	Water bottle Executive class bottle (As per sample) With 4 color logo Rs. _____/- each.	As required



FINANCIAL PROPOSAL
(must be print on company letter head)

S. NO.	Description	Unit	Unit Price with Taxes
1.	Backdrop - Printing on PG-II Backlight with high-quality printing. - Backdrop should be backlight with an MS 1"x1" tubular frame, 18-gauge Deco paint finish in white color. - Robe light around the backdrop with multi-color lights as per the design. 3D acrylic cutouts and letters with LED backlight. @ Rs. -/- per sq. ft.?	Per Sq. ft	
2.	Streamers - Printing on front-lit star matt 440 gm with high-quality printing. - Wood for streamer hanging will be 1x1 inch. @ Rs. -/- per sq. ft.?	Per Sq. ft	
3.	Bridge Banner - Printing on front-light star matt 440 gm with high-quality printing. 3D acrylic cutouts and letters with LED backlight. @ Rs. -/- per sq. ft.?	Per Sq. ft	
4.	Banner - Printing on front-light star matt 440 gm with high-quality printing. @ Rs. -/- per sq. ft.?	Per Sq. ft	
5.	Translation - Manual/verbal translation (computerized translation will not be accepted). @ Rs. _____/- per A4 paper.	Per A4 Paper	
6.	Color Book Printing Specifications: - Double-sided textured pearl paper, 100–110 GSM. - Die-cutting. - Title page: 300 gm, spot UV, and soft-touch lamination. - Hot glue binding for each book. @ Rs. _____/- per A4 paper.	Per A4 Paper	
7.	Certificate Folder - Made with cow leather as per the design. @ Rs. _____/- each.	Each	
8.	Pyramid Shields Glass Aquarium Solid brass pyramid Gold plating Etching 4 color logo Walnut's wood base Moveable gold plated medal on top Rs. _____/- each.	Each	

9.	USB 64 GB HP card USB 4 color double side print on USB card Metal box for USB packing 4 color logo on tin Rs. _____/- each.	Each	
10.	Pole Flag with stand Pole flag of standard size with stand 12 Kg iron base Stainless steel pole 2.5 inch Rs. _____/- each.	Each	
11.	Pole Flag Flag of standard size only Rs. _____/- each.	Each	
12.	Table Flag with stand Hard table flag with high-quality stainless-steel stand Rs. _____/- each.	Each	
13.	Table Flag Hard table flag only Rs. _____/- each.	Each	
14.	Standee Printing on black matt paper with high-quality printing High quality stand Size = 2x5 ft Rs. _____/- each.	Each	
15.	Standee Printing on black matt paper with high-quality printing High quality stand Size = 3x7 ft Rs. _____/- each.	Each	
16.	Rollup Printing on black matt paper with high-quality printing aluminum stand Rs. _____/- each.	Each	
17.	Brass Standee Designation plate stand made of solid brass with gold plating Rs. _____/- each.	Each	
18.	Brochures Double-sided textured pearl paper, 100—110 GSM. Die-cutting. Pin binding @ Rs. _____/- per A4 paper.	Each	
19.	Pen Executive class pen (As per sample) With 4 color logo Rs. _____/- each.	Each	
20.	Water bottle Executive class bottle (As per sample) With 4 color logo Rs. _____/- each.	Each	