

**TENDER DOCUMENT**

**Tender for:-** **Provision of services for printing of books**

**Procuring Agency:-** **Pakistan Tourism Development Corporation (PTDC)**

**INSTRUCTIONS TO BIDDERS**

1. Pakistan Tourism Development Corporation, hereinafter referred to as “PTDC” or the “Procuring Agency” invites sealed bids, as per single-stage two-envelope procedure under Rule 36(b) of Public Procurement Rules, 2004, from qualified printers/ firms dealing in business of printing and who are registered with Income Tax Departments and are based in Islamabad/Rawalpindi for provision of services for printing of books as per terms & conditions stipulated hereunder. In addition to tender notice and instructions to bidders, the following documents form an integral part of the Tender Documents:-

- |                                  |              |
|----------------------------------|--------------|
| i. General terms & Conditions    | Annexure I   |
| ii. Details/ profile of the firm | Annexure II  |
| iii. Financial Bid               | Annexure III |

2. **Bidding Procedure:-** The bidders shall prepare and submit their bids in accordance with single stage- two envelope procedure, as detailed below.-

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as “FINANCIALPROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;

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- (v) the procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) the financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) after the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically nonresponsive shall be returned unopened to the respective bidders; and
- (ix) the bid found to be the lowest evaluated bid shall be accepted.

### 3. **Technical Bids:** The following documents shall be furnished with the technical bid:-

- i. Form of tender (copy enclosed with the tender document).
- ii. Detailed profile of the company/ firm including name, registered address, telephone /fax number (s), e-mail address and year of establishment, type of ownership, name, address and contact numbers of the owners/partners etc.
- iii. Portfolio of minimum 06 coffee table books. [The firm shall furnish atleast 2 best produced books for scrutiny of the procuring agency which shall be returned upon request after the pre-qualification or otherwise of printer]
- iv. Detail of in-house printing setup and press facilities (the procuring agency may physically verify the in-house facilities to determine qualification/ eligibility of bidders)
- v. A copy of the National Tax/ Sales Tax registration certificate.
- vi. A copy of certificate that the firm/ company has paid taxes upto date and is on active taxpayers' list of FBR.
- vii. Undertaking on the letter head of the firm that the firm is not blacklisted by any Govt. Department and that the firm is not involved in litigation with any government department.

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viii. One set of complete bid document duly signed and stamped by the firm/ company must be affixed with the technical proposal to authenticate that the bidder company agreed to the terms and conditions of tender.

**4. Financial Bids:** The firm shall furnish the following documents in the financial bid duly prepared in accordance with instructions to bidders:

- i. Financial bid as per Annex-III.
- ii. **Bid Security** amounting to 2% of the total bid price in form of deposit at call or pay order in favor of Pakistan Tourism Development Corporation shall be provided in an envelope.

### **5. Submission of Bids**

5.1 The bidders shall prepare a copy of documents comprising the tender and shall seal the original copy of the tender in an inner and outer envelope duly marked as “ORIGINAL” and “COPY” as appropriate.

5.2 Tender modification or notice of withdrawal shall be prepared in sealed, marked and delivered in accordance with the inner envelope marked MODIFICATION as appropriate.

5.3 Withdrawal of the tender during the interval between deadline for submission of the tender and the expiration of the period of tender validity specified by the tender in the form of the tender may result in forfeiture of the bid security.

5.4. The envelope containing the bid shall be marked as “**Bid for provision of services for printing of books**” and must reach the office of the procuring agency at the address, time and date mentioned in the tender notice. The bids will be opened on the same day at the office of Manager (P&A), Pakistan Tourism Development Corporation, Flashman’s Hotel, the Mall, Rawalpindi at 1230 hours in the presence of the bidders or their authorized representatives, if they choose to attend the proceedings.

5.5. The Procuring Agency reserves the right to accept or reject any or all the tenders as per Rule 33 of PPRA Rules, 2004.

### **6. Tender Opening and Evaluation**

6.1 The employer will open the bids in the presence of the bidders or their representatives who choose to attend on date, time and venue mentioned in tender notice/ document.

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- 6.2 Bids of firms/ companies for which an acceptable notice of withdrawal has been received, shall not be opened. The procuring agency will examine the bids to determine whether the bid proposals/ tender documents have been properly signed and completed as per instructions. During tender opening, the procuring agency will announce the bidder name, written notifications and withdrawal, if any, and will determine the qualification/ eligibility of bidders as per tender documents.
- 6.3. After scrutiny of the technical proposals, the procuring agency shall prepare for its own record minutes of the tender evaluation proceedings and the information disclosed to those who were present.
- 6.4. Financial proposals of technically qualified firms will be opened on date, time and venue as may be communicated to the bidders in advance.

### **7. Bid Validity**

- 7.1 The bids shall remain valid and open for acceptance for a period of Ninety Days after the date of tender opening.
- 7.2 In exceptional cases prior to expiry of tender validity period, the procuring agency may request the bidders for a specified extension in the period of validity. The request and response thereto shall be made in writing. A bidder may refuse the request without forfeiting his tender security. A bidder agreeing to the request will neither be required nor permitted to modify its tender. It will only be required to extend the validity of its tender security correspondingly. The bidders not agreeing to the extension in validity of their bids shall be treated as withdrawn bids and the bids with extended validity periods will only be taken into further consideration.

### **8. Format and signing of bids\_**

- 8.1 The complete bid shall be without alteration and erasures, except those to accord with instructions issued by the employer, or as necessary to correct errors made by the bidder, in which case such correction shall be initialed by the person or persons signing the bid/ accepting the letter of award.
- 8.2 Each page of tender documents shall be duly signed and stamped by the bidder before making submissions.
- 8.3 Each bidder company may submit only one tender.

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8.4 Bidders shall indicate all information required in the tender documents including Annexure II & III.

### **9. Bid Security**

9.1 The bidders shall furnish with the financial proposal a Bid Security amounting (two percent) 2% of the total bid price (refundable) in form of Deposit at Call or Pay Order issued by a scheduled bank in favour of Pakistan Tourism Development Corporation.

9.2 Any bid not accompanied by an acceptable bid security shall be rejected by the employer as non-responsive.

9.3 The bid securities of un-successful bidders will be returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity.

6.4 The bid security of the successful bidder will be converted into a performance guarantee and retained till the successful completion of the job i.e. supply of the items as per letter of award of the employer.

6.5 The bid security of the successful bidder will be forfeited in case the Contractor fails to deliver the required supplies in time or is unable to supply the items as per specifications.

**GENERAL TERMS & CONDITIONS**

**1. DESCRIPTION OF WORK**

Pakistan Tourism Development Corporation (PTDC) invites bids as per single stage-two envelope procedure from authorized printers/ firms dealing for printing of books/ publications as per scope of work/ specifications given in the tender document/ financial bid.

**2. SCOPE OF WORK**

- 2.1 The contractor will be responsible for designing/ layout/ pre-printing work, printing and post printing of high quality books as per given specifications. The Contractor will be responsible for timely completion of all printing jobs including printing of books.
- 2.2 Firms having their own design house comprising of computer hardware/ software, experienced art/design personnel and having minimum of fifteen (15) years' experience in designing/ composing/ printing of Annual Reports/ books.
- 2.3 PRE-PRESS SYSTEM/ FILM PROCESSING: Laser Scanner complete with image setter and automatic film processing system and centre fax rib, desktop publishing systems and laser printers, contact cabinet for film making, automatic film processor for film developing etc.
- 2.4 PLATE PROCESSING: Automatic printing-down frame and plate processor for developing.
- 2.5 PRINTING: Four to Five colour offset printing machines. Two colours offset printing machines.
- 2.6 FOLDING AND BINDING: Automatic page folding, perforating, stitching, lamination and hot glue binding machines.
- 2.7 DIE-CUTTING: Automatic die cutting machine.
- 2.8 PASTING: Automatic pasting machine.
- 2.9 CUTTING & TRIMMING: Automatic/ computerized paper cutting machines.
- 2.10 The contract will be valid for one year and can be renewed on the basis of annual performance.

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- 2.11 The contract can be terminated by either party on one month notice but the work in process or payment in process as per contract shall be accordingly cleared.
- 2.12 The quality & standard offered shall be to the entire satisfaction of the procuring agency as demanded/ ordered.

### **3. ELIGIBILITY AND QUALIFICATION REQUIREMENT**

- 3.1 The bidder company shall be in the business of providing printing services in their respective areas for atleast the past 10 years continuously. Documentary evidence in support of this in the form of “Client List” should be provided.
- 3.2 The bidder must be registered with the Tax Authorities and should have National Tax Number & GST Number and its documentary evidence.
- 3.3 The Firm should produce an undertaking on firm’s official letter head that the firm has never been blacklisted by any government agency and is not involved in any litigation with government.
- 3.4 The firm must have qualified and experienced staff for the work. Documentary evidence in support of this should be provided.
- 3.5 The firm must have in-house Pre-Press facilities.
- 3.6 The firm must have in-house Press of atleast 5 color printing, coating and press should be latest model and not older than 10 years.
- 3.7 The firm must have in house Post Press facilities: Folder, Gathering, Sewing, case making.
- 3.8 The firm should have produced minimum 6 books/ publications of similar quality. Atleast two best books of comparable scale shall be provided, which shall be returned to the bidder after evaluation.

### **4 General Terms & Conditions**

- 4.1 The firm should be registered with Income Tax & Sales Tax Departments.
- 4.2 The firm should have never been blacklisted by any government organization or any other organization.
- 4.3 Sample products shall be approved by the Procurement Committee of procuring agency before finalization of work award.
- 4.4 The products of low quality will be rejected.
- 4.5 The selected bidder will have to ensure fast & timely delivery of the requisite material at PTDC Head Office as per work orders.

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- 4.6 Printing of material must be supplied within the time mentioned in supply order.
- 4.7 In case the Contractor fails to deliver the required supplies in time or is unable to supply the equipment as per specifications, the letter of award/ contract shall be terminated and bid security of the firm shall be forfeited.
- 4.8 All government applicable taxes, etc will be deducted from the Contractor's bill.
- 4.9 The successful bidder shall be issued a letter of award, which on acceptance by the firm in writing, shall constitute to be a formal contract.
- 4.10 The incomplete or conditional tenders would not be accepted and is liable to be rejected.

### **5. Tender Price Quote**

- 5.1 The rates quoted by the firms must include all applicable taxes.
- 5.2 No revision of rates will be admissible during the period of contract.
- 5.3 Rate should be quoted in Pak Rupees.
- 5.4 The bidders shall bear all costs associated with the preparation and submission of their bids.

### **6. Mode of Payment**

- 6.1 Payment will be made within one month after the receipt of the requisite supplies and invoices.
- 6.2 No advance payment will be made for any kind of procurement. However PTDC will arrange expeditious payments on submission of invoices.
- 6.3 The procuring agency shall deduct all admissible taxes under rules prescribed by the Government from time to time.

### **7. Award of Contract**

- 7.1 The procuring agency may award the contract to the bidder whose bid has been determined to be substantially responsive, who have the requisite qualifications/ press facilities and whose sample products are approved and rates found lowest by the Procurement Committee. Products of low quality and inferior brand will be rejected.

### **8. Employers' Right to accept or reject any or all bids**



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- 8.1 The employer reserves the right to accept or reject any tender and to annul the tender process and reject all tenders, at any time prior to award of contract as per PPRA Rules, 2004 without incurring any liabilities to the bidders on any account.

### **9. Letter of Award**

- 9.1 Prior to the expiration of the validity period, the procuring agency will notify the successful bidder in writing by a registered letter at their mailing address that his tender has been accepted.
- 9.2 The letter of award, if accepted by the firm, shall constitute to be a formal contract between the parties.

### **10. Signing of Agreement**

- 10.1 In case the letter of award is accepted by the firm, it shall return to the employer duly signed and stamped copy of the acceptance letter along with a cover letter on firm's letter head within 7 days of the receipt of letter of award, which shall constitute to be a formal contract agreement between the two parties.

### **11. General Performance of the bidders**

- 11.1 The procuring agency reserves the right to obtain information regarding performance of the bidder firms on their previously awarded contracts/ services. The procuring agency may, in case of consistent poor performance of the bidder as reported by the previous employers of awarded contracts interlaid, reject the bid or take such action as may be deemed appropriate under the circumstances of the case including blacklisting of such firm and debarring it from participation in future bidding for similar work.

### **12. Performance Security**

- 12.1 Bid Security of the successful bidders shall be retained as a performance security.
- 12.2 Performance Security will be released to the successful bidder within 30 days after completion of warranty period.

### **13. Subletting**

- 13.1 The successful bidder shall not sublet the contract.

### **14. Suspension and Termination**

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- 14.1 The firm will give immediate notice in writing to the procuring agency of any situation arising from force majeure which makes it impracticable to carry out any of the agreed terms and agree with procuring agency for any suitable course of action.
- 14.2 The procuring agency may suspend the performance of any or all of the agreed terms and conditions by giving one month's notice in writing to the firm.
- 14.3 In case of any dispute, the decision of the MD, PTDC shall be final.
- 14.4 The application of these conditions shall be governed by the laws of Pakistan.

**ANNEXURE II**

**1 Basic Information of the agency**

- a** Name & Address of the Agency \_\_\_\_\_
- b** Year of Establishment \_\_\_\_\_
- c** Name of Proprietors/ Owners/  
Directors \_\_\_\_\_
- d** Contact Person \_\_\_\_\_
- e** Telephone No./ Mobile No. \_\_\_\_\_
- f** Fax No. \_\_\_\_\_
- g** Email Address \_\_\_\_\_
- h** 24 Hours Helpline Number (if any) \_\_\_\_\_
- i** Type of Firm, Private Limited,  
Partnership/ Cooperative Agency, etc \_\_\_\_\_

**2 Current list of clients:**

- 3 A copy of the Registration of the  
firm/ company.**
- 4 NTN/ GST Numbers & copies of  
the certificates**
- 5 Income Tax returns for the last  
two years**
- 6 Brochures/ Catalogues of the  
products**

**Undertaking:**

I/ We hereby certify that the information furnished above are true to the best of my knowledge and belief. I have no objection to PTDC for verifying any or all the information furnished in this document with the concerned authorities, if necessary. I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

**Authorized signatory of the agency**

Official seal/ stamp \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**ANNEXURE III**

**FINANCIAL BID**

Sr.	SPECIFICATIONS OF THE BOOK	Quantity	Unit Cost	Total Amount
1.	<b><u>Book # 1</u></b>			
	Pages: 120	750		
	Size: 12.5'' x 9''			
	Paper 150 GSM Matt Arctic High Volume Swedish			
	Printing: 4 +4 colors			
	Binding Hard Bound Grey Board 1800 GSM Kappa or Eska Brand or similar Dust cover.	1000		
	Title: 4 color + Foil + Drip Off			
	<b>Total (750)</b>			
	<b>Total (1000)</b>			
	Cost Per additional page	01		
2.	<b><u>Book # 2</u></b>			
	Pages: 80	750		
	Size: 12.5'' x 9''			
	Paper 150 GSM Matt Arctic High Volume Swedish			
	Printing: 4 +4 colors			
	Binding Hard Bound Grey Board 1800 GSM Kappa or Eska Brand or similar Dust cover.	1000		
	Title: 4 color + Foil + Drip Off			
	<b>Total (750)</b>			
	<b>Total (1000)</b>			
	Cost Per additional page	01		

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3.	<b><u>Book # 3</u></b>			
	Pages: 70	750		
	Size: A-4 size			
	Paper 128 GSM Matt paper			
	Printing: 16 pages four (04) color, rest of pages are single color.	1000		
	Binding: Gum binding			
	Title: 180 GSM art card with lamination gum binding.			
	<b>Total (750)</b>			
	<b>Total (1000)</b>			
	<b>Cost per additional page</b>	01		
4.	<b><u>Booklet</u></b>			
	Pages: 32	750		
	Size: 8'' x 10''			
	Paper 128 GSM Matt paper			
	Printing: 4+4 colors			
	Binding: Center pin	1000		
	Title: 180 GSM art card with lamination center pin binding.			
	<b>Total (750)</b>			
	<b>Total (1000)</b>			
	<b>Cost per additional page</b>	01		

The total amount should be inclusive of all Government taxes

**Undertaking**

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

**Authorized signatory of the agency**

Official seal/ stamp \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

**FORM OF TENDER**

**Tender Reference No:** \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Gentleman,

1. Having examined the Tender Documents including instructions to bidders, Conditions of Contract for Provision of Printing of Books, we, the undersigned, offer to provide services in conformity with the said Tender Documents, Specifications, Conditions of Contract at the rates given in our Financial Proposal and such other sum in the manner prescribed in the tender documents.
2. WE UNDERSTAND THAT ALL appendices attached hereto form part of this Tender.
3. We undertake, if our Tender is accepted, to provide services at times as required by the Employer in conformity with Tender Documents.
4. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of 5% of the total bid price (enclosed in the financial bid) drawn in favour or made payable to Pakistan Tourism Development Corporation and valid for a period of \_\_\_\_\_ days beginning from the date Bids are opened.
5. We agree to abide by this Tender Document for the period of \_\_\_\_\_ days from the date fixed for receiving the bids and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until the Letter of Award is issued by procuring agency and accepted by us, this Tender document shall constitute a binding Contract between us.

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7. We understand that PTDC is not bound to accept the lowest or any tender it may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018

Signature \_\_\_\_\_ (Name \_\_\_\_\_ NIC  
\_\_\_\_\_ )

in the capacity of \_\_\_\_\_ duly authorized to sign tender for and on behalf of  
\_\_\_\_\_

\_\_\_\_\_ (in Block  
Capital)

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness: \_\_\_\_\_

\_\_\_\_\_

NIC No. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Occupation: \_\_\_\_\_