



PAKISTAN TOURISM DEVELOPMENT CORPORATION

PTDC Head Office: Kohsar Block (Ground Floor), Pak-Secretariat–Islamabad.

Tel +92-51-9212850 - Fax: 9212853

Email: info@tourism.gov.pk Website: <https://www.tourism.gov.pk/>



GOVERNMENT OF PAKISTAN

Tender document for	Provision of Services for Printing / Re Printing of Publicity Material
Total Pages	12
Detail of Pages	Pages (1-3) General Instructions for Bidders Pages (4-7) Annexure to Bid Annexure-A- Firm/Company Information Annexure-B- Eligibility Check List Annexure-C- Technical Evaluation Criteria Annexure-D- Cover Letter for the Submission Page (08-09) Technical Proposals for Printing Material Page (10-12) Financial Proposals for Printing Material

Kohsar Block (Ground Floor),
Pak-Secretariat–Islamabad

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS

1.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN). A certificate may be attached to verify that your firm is an active tax payer.
2.	Bidder(s) must have sound financial position details of bank statement/turnover for the last one year. The bidder shall have sufficient experience, well reputation and have the facility of telephone and transport for the supply of items in time and on the spot.
3.	Bidder(s) must attach Bank Draft/Pay Order / Call Deposit @ 2% of bid amount in favour of PTDC which will be refundable in case of non-acceptance of tender. Bid(s) found without this will not be considered and turned down. Cheques shall not be accepted. The Bid Security should be valid for a period not less than 6 months and must be enclosed in financial bid.
4.	Firm(s) must certify that it has not been blacklisted from any Government organization.
5.	All bids should be submitted in tape or ring binding. Bids with loose papers shall be rejected. All documents should contain an index and proper page numbers attached in sequence as indicated for evaluation in the bidding documents and signatures of authorized person.
6.	Only those Bid(s) will be considered which would be submitted on PTDC tender documents.
7.	The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
8.	Bid Opening Procedure: - <u>Single Stage-Two Envelop</u> (36(b) PPRA Rule, 2004)- Procedure will be adopted to evaluate the offer. Complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidences must be submitted before closing date as mentioned advertisement. The bid shall comprise a single package containing two separate envelopes each envelop should contain separately the “ Technical Proposal ” and “ Financial Proposal ” Two separate envelopes shall be marked as “ Technical Proposal ” and “ Financial Proposal ” in bold and legible letters.

	<p>Initially “Technical Proposal” will be opened to evaluate the offer(s) with the specification(s) and required criteria mentioned in the tender document. The bidder shall attach brochures/color pictures/catalogues of each of the item(s) being offered. Only one model/make shall be allowed for each of the item, multiple models/alternative bids for one item shall not be admissible.</p> <p>The technical proposal of eligible organizations will be evaluated against the requirements specified in the “Annexure – C”.</p>
	<p>Offer(s)/item(s) which will not be found according to the standard/specification(s) and evaluation criteria shall not be accepted and “Financial Proposal” of such firms will be returned unopened.</p>
	<p>“Financial Proposal” will be opened only of those firms whose offer(s)/items would be found as per specifications and laid down criteria and obtained the minimum threshold of technical evaluation.</p>
	<p>The bid shall remain valid for the period of 120 days from the date of bid opening.</p>
9.	<p>Successful bidders should make sure for in time supply according to the approved quality/standards/specifications for the tender period as mentioned in the tender notice.</p>
10.	<p>The interested bidders may visit the site if they want, in order to arrange the fixture and fitting the process.</p>
11.	<p>Submission of any false statement/Documents or concealing of information will disqualify the bidder.</p>
12.	<p>The quantity of the item(s) can vary as per the requirement / budget allocation of the PTDC.</p>
13.	<p>The delivery shall be completed within 30 days from the date of issuance of purchase/Supply order or as desired.</p>
14.	<p>All item(s) shall be delivered at the office of PTDC HO, Kohsar Block, Pak-Secretariat–Islamabad / F-6 TIC Islamabad.</p>
15.	<p>Item(s) which will not be found according to required specifications/standard shall not be accepted.</p>
16.	<p>Technical Proposal must include the minimum 03 coffee table books / booklets / brochures etc</p>
17.	<p>In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.</p>
18.	<p>The employer will open the tenders including submission made in the presence of the tenderers or their representatives who choose to attend at on date, time and venue mentioned in tender notice.</p>

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19.	The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderer, in which case such correction shall initiated by the person or persons signing the contract.
20.	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)
21.	The successful bidder must submit Performance Guarantee of 5% of total quoted amount in favor of PTDC in the shape of CDR from any scheduled Bank otherwise tender award will be rejected.
22.	Bids not accompanied by bid security or with less amount of bid security will not be entertained.
23.	The bid security of successful bidder will be retained till delivery, installation and commissioning of complete equipment/services/ and that of other bidders will be returned after award of contract to successful bidder.
24.	If the firm fails to supply any or all the items in time as per quality/specifications and required standards, security deposit will be forfeited and supply order of specific items will be issue to next lowest bidder. Action for blacklisting of the firm will also be initiated.
25.	It will be the responsibility of the successful bidder to supply and fix all the goods within the stipulated time at the Project Office. The Procuring Agency will not bear any type of transportation cost.
26.	In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated bid. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the PTDC.
27.	If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the PTDC, Rawalpindi.
28.	No advance payment will be made for any kind of invoice. PTDC will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, installation and commissioning of complete equipment/services/renewals.
29.	A separate agreement shall be executed with successful bidder
30.	Tenders will be opened at the office of Manager (P&P), PTDC Head Office, Kohsar Block (Ground Floor), Pak-Secretariat-Islamabad.

Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **annexure D** shall be submitted with the proposal.

Note: Please provide the required information/Response to all Annexure mentioned in this document and mark them while submitting the bid.

Every page of the bid proposal must be stamp and signed by the bidder.

(SIGNATURE & SEAL OF BIDDER)

ANNEXURES

Annex – A (Firm/Company Information)

Firm/Company Information		
S #	Required Information	Response
1	Legal Name of the Firm/Company	
2	Year of Registration / Establishment of the Organization/Firm/Company etc.	
3	National Tax Number	
4	General / Sales Tax Number	
5	Name and designation of 'Head of Firm/Company	
Mobile:		
Phone/s:		
Email:		
Fax:		
Address of Firm/Company		
Website address:		
6	Name and designation of 'Contact Person)/Representative	
Phone/s:		
Mobile:		
Email:		
Fax:		

(SIGNATURE & SEAL OF BIDDER)

Annex – B (Eligibility Response Check List)

Eligibility Check List				
Sr.No	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of bidding firms/company's Registration / Incorporation	Evidence of certificate of incorporation is required	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide National Tax Number (NTN) and General / Provincial Sales Tax , (if applicable) in the name of Firm/Company and provide a copy of registration	Registration Copy required	<input type="checkbox"/>	<input type="checkbox"/>
3	Active Tax payer copy of last year tax return is required.	(2022-23 tax returns copy required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Brochures / Catalogues of the products	At least 3 own printed coffee books / booklets / brochures etc.	<input type="checkbox"/>	<input type="checkbox"/>
5	Pay Order/ Bank Draft of 2% Bid Security attached with the Financial Proposal in separate sealed envelope.		<input type="checkbox"/>	<input type="checkbox"/>
6	Affidavit on stamp paper: I. Declaring that company is not blacklisted by any Government agency/authority. (Original required) II. We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted			

(SIGNATURE & SEAL OF BIDDER)

Annex – C (Technical Evaluation Criteria)

Sr. No.	Description	Total Points	Category Points	Remarks
1	Relevant experience	30		Copies of Contract /Purchase Order /Work Order are required
	Experience of supply of prescribed items if more than 10 years		30	
	Experience of supply of prescribed items if more than 7 years but less than 10 years		20	
	Experience of supply of prescribed items if less than 7 years but greater than 5 years		10	
2	Past Performance from Clients Satisfactory Certificates from different Clients (5 points for each Recommendation letter)	20		Satisfaction Letters/Recommendation Letters of Clients are required.
3	Brochures / Catalogues of the products (5 points for each)	20		Own/in-house printed coffee books / booklets / brochures etc.
4	The firm must have ability of in-house printing, qualified and experienced staff for the work.	10		Documentary evidence in support of this should be provided / visit by PTDC
5	The firm must have in house Post Press facilities: Folder, Gathering, Sewing, case making	10		Documentary evidence in support of this should be provided / visit by PTDC
6	GST Registration, ATL/NTN, Authorized Dealership and Completeness of bidding Documents etc.	10		Attach copies of the relevant documents
Total Points			100	

Minimum passing marks for technical qualification are 70. Please mark/flag the supporting documents shared for technical qualification scoring.

(SIGNATURE & SEAL OF BIDDER)

Annex – D (Cover Letter for the Submission of Technical and Financial Proposal)

(Declaration on company letterhead)

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects;
- and I am duly authorized by the Management to submit this proposal on behalf of "[Name of the Firm /Company]"

Name: -

Designation: -

Signatures: -

Date and

Place:

(SIGNATURE & SEAL OF BIDDER)

TECHNICAL PROPOSAL FOR PRINTING OF PROMOTIONAL MATERIAL

NAME OF FIRM	
COMPLETE ADDRESS	
Telephone & Fax No.	National Tax Number (NTN)
Sales Tax Registration No.	

FINANCIAL BID

Sr	Specifications of the Book	Paper / printing Specification Being Offered
1.	<u>Tourism in Pakistan (English)</u> Size: 9"x6.5", Page: 66 Paper: 128 gms matt paper (atleast), Title: 300 gms Art Card (atleast) with Lamination, Printing: 4 Colors	
2.	<u>Tourism in Pakistan (Chinese)</u> Size: 9"x6.5", Page: 66, Paper: 128 gms matt paper (atleast) Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	
3.	<u>Tourism in Pakistan (Korean)</u> Size: 9"x6.5", Page: 66, Paper: 128 gms matt paper (atleast) Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	
4.	<u>Buddhist Heritage Trail of Pakistan (English)</u> Size: 9"x6.5", Page: 28 Paper: 128 gms matt paper (atleast), Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	
5.	<u>Buddhist Heritage Trail of Pakistan (Chinese)</u> Size: 9"x6.5", Page: 28 Paper: 128 gms matt paper (atleast), Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	
6.	<u>Buddhist Heritage Trail of Pakistan (Korean)</u> Size: 9"x6.5", Page: 28 Paper: 128 gms matt paper (atleast), Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	
7.	<u>Sikh Heritage Trail of Pakistan</u> Size: 9"x6.5", Page: 14	

	Paper: 128 gms matt paper (atleast), Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	
8.	<u>Journey into Light (English)</u> Size: 9"x6.5", Page: 36 Paper: 128 gms matt paper (atleast), Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	
9.	<u>Guide Maps / Pamphlets (double side)</u> Size: 20"x30" with 8 folds , Paper weight: 115 gms colored (atleast) Types: 6	
10.	<u>Leaflets (double side)</u> Size: 8.5"x11" , Paper weight: 115 gms (atleast)colored Types: 4	
11.	<u>Tourism Newsletter</u> Pages: 60 including title pages, Size: 8.5"x11" Paper weight: 130 gms Art Paper (atleast)	
12.	<u>Reports</u> Types: 4 Pages: 10-12 pages, Size: 8.5"x11" Paper weight: 130 gms Art Paper (atleast)	

The procuring agency may submit printing items for laboratory reports (for weightage/paper verification); after receiving the laboratory reports, payments will be processed.

(SIGNATURE & SEAL OF BIDDER)

FINANCIAL PROPOSAL FOR PRINTING OF PROMOTIONAL MATERIAL

NAME OF FIRM
COMPLETE ADDRESS

Sr	Specifications of the Book	QTY	Unit Price	Total Price	GST	Total price including GST
1.	<u>Tourism in Pakistan (English)</u> Size: 9"x6.5", Page: 66 Paper: 128 gms matt paper (atleast), Title: 300 gms Art Card (atleast) with Lamination, Printing: 4 Colors	1000				
2.	<u>Tourism in Pakistan (Chinese)</u> Size: 9"x6.5", Page: 66, Paper: 128 gms matt paper (atleast) Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	1000				
3.	<u>Tourism in Pakistan (Korean)</u> Size: 9"x6.5", Page: 66, Paper: 128 gms matt paper (atleast) Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	1000				
4.	<u>Buddhist Heritage Trail of Pakistan (English)</u> Size: 9"x6.5", Page: 28 Paper: 128 gms matt paper (atleast), Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	1000				
5.	<u>Buddhist Heritage Trail of Pakistan (Chinese)</u> Size: 9"x6.5", Page: 28 Paper: 128 gms matt paper	1000				

	(atleast), Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors					
6.	<u>Buddhist Heritage Trail of Pakistan (Korean)</u> Size: 9"x6.5", Page: 28 Paper: 128 gms matt paper (atleast), Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	1000				
7.	<u>Sikh Heritage Trail of Pakistan</u> Size: 9"x6.5", Page: 14 Paper: 128 gms matt paper (atleast), Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	1000				
8.	<u>Journey into Light (English)</u> Size: 9"x6.5", Page: 36 Paper: 128 gms matt paper (atleast), Title: 300 gms Art Card with Lamination (atleast), Printing: 4 Colors	1000				
9.	<u>Guide Maps / Pamphlets (double side)</u> Size: 20"x30" with 8 folds , Paper weight: 115 gms colored (atleast) Types: 6	2*2000 4*1000				
10.	<u>Leaflets (double side)</u> Size: 8.5"x11" , Paper weight: 115 gms (atleast)colored Types: 4	4*1000				
11.	<u>Tourism Newsletter</u> Pages: 60 including title pages, Size: 8.5"x11" Paper weight: 130 gms Art Paper (atleast)	1000				
12.	<u>Reports</u> Types: 4 Pages: 10-12 pages, Size: 8.5"x11" Paper weight: 130 gms Art Paper (atleast)	4*20				

- The procuring agency will provide printable files of above mentioned items (minor changes including updating of logo, QR Code and contact details will be required)
- The evaluation shall be on accumulative cost basis so the bidders are advised to quote for all the items.

(SIGNATURE & SEAL OF BIDDER)