

TENDER FORM

Tender # PS/07/13-14

DESIGNING, COMPOSING & PRINTING OF PROGRAM ANNOUNCEMENT 2014-2015

Date of Issue	:	February 19, 2014
Last Date of Submission	:	March 10, 2014 (3:00 pm)
Date of Technical Proposal Opening	:	March 10, 2014 (3:30 pm)
Date of Financial Proposal Opening	:	March 18, 2014 (11:30 am)

TECHNICAL PROPOSAL

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1. Introduction

Dear Tenderer:

The Institute of Business Administration, Karachi is premiere educational institute in South Asia imparting quality education to the nation. We are interested to Design, Compose & Printing of Program Announcement 2013-14 from your esteemed firm / agency.

Tender Forms are available at the Office of Manager Purchase & Stores from February 19, 2014 to March 10, 2014 during 9:00 am to 3:00 pm. In case of any holiday the tender shall be received / opened on next working day at same place and time.

You are requested kindly to fill in the attached Tender Forms and attach firm / agency profile etc along with the Tender Documents. This will be greatly helpful in evaluating the firm / agency standing.

Please mention "Tender Number" at top left corner of the envelopes. IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.

Kindly deposit a Pay Order / Demand Draft of 5% of the offered amount, the Bid Security, issued in favor of the Institute of Business Administration, Karachi, preferable from National Bank of Pakistan.

For more information, please contact with on 38104700 Ext. 2150

Thank you.

-sd-
Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant firms/companies/agencies should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (c) You can purchase the Tender Document from the office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi from February 19, 2014 to March 10, 2014 during working 9:00 am to 3:00 pm hours.
- (d) The last date of submit the Tender Document in sealed envelope in March 10, 2014 by 3:00 pm in the Office of the Manager Purchase & Stores, IBA, Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 pm in the presence of representatives who may care to attend.
- (e) Bid Security of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration.
- (f) 5% Performance Security of total amount will be provided by the successful party before award of Work Order.
- (g) Should you need further any assistance / guidance please feel free to contact with Mr. Muhammad Hanif on the following numbers: 38104700 Ext: 2150.
- (h) Kindly mentioned " Tender Number" at top left corner of the envelope.
- (i) A dedicated full time Designer & Composer should be provided by the printer at their own remuneration, charges and expenses etc.

Stamp & Signature

3. **TENDER FORM**

**Designing, Composing & Printing of Program
Announcement 2014-15**

S.#	Specification	
1.	Size of Document Type of Binding Type of Printing Total Pages Total Leaves Title Cover of Booklet Gramage of Paper & Origin Total Photographs Envelope Designing & Composing	11" x 8.5" (closed size) as per sample 2 pin Binding / Hot Glue stitch binding (non shearing) 05+05 Color Printing 208 Pages total (Including Title page, rear page and 01 Map pull out page) as per sample 102 Leaves (approx) 310 gsm art card 05 color printing, Lamination, Spot UV Size (10.75 x 8.25) close size 128 gsm, matt finish imported paper (Indonesia) Specs will be according to design & art work of 400 pictures and graphics* 02 color printing on 128gsm. Matt finish with pasting according to specimen As per sample

Stamp & Signature

4. Technical Qualifications Criterion

- a. *Maximum marks for Technical Proposal:* 145
 b. *Minimum qualifying percentage is 80%. Applicant who secured less than 80% will be categorically disqualified for further process.*

1- Years in business: *(please tick appropriate area)* **Maximum 10 Marks**
Note : Please provide supporting documents of your claims.

- i. 20 + Years: _____ 10 Marks
 ii. 15 + Years: _____ 05 Marks
 iii. 10 + Years: _____ 02 Marks

2- Clientele List: *(please attach list) : (please tick appropriate area)* **Maximum 10 Marks**
Note : Please provide supporting documents with contact numbers of your claims.

- i. 15 + Clients: _____ 10 Marks
 ii. 10 + Clients: _____ 05 Marks
 iii. 05 + Clients: _____ 02 Marks

3- Related Facilities beside Printing: *(please tick appropriate area)* **Maximum 10 Marks**
Note : Please provide supporting documents of your claims.

- i. Importer: _____ 10 Marks
 ii. Stockist: _____ 05 Marks
 iii. Retailer: _____ 02 Marks

4- Manpower / Human Resources: *(Each Manpower carries ONE marks)* **Maximum 30 Marks**
Note : Please provide description of manpower/human resources of your claims that include education, experience, age etc)

S. No.	Manpower	Quantity	Marks
1	Engineer		
2	Supervisor		
3	Technician Printing		
4	Technician Machinery		
5	Technician Electrical		
6	Unskilled Worker		
Total Marks			

5- Detail of Design Section: (please attach list) : (please tick appropriate area) **Maximum 10 Marks**
 Note : Please provide supporting documents of your claims.

- i. Proper Designer with complete accessories available in house: _____ 10 Marks
- ii. Sub-let: _____ 05 Marks

6- Printing Work / Process: **Maximum 10 Marks**
 Note : Please provide plan scheme of work.

- i. In house / Under One Roof: _____ 10 Marks
- ii. Partial: _____ 05 Marks
- iii. Sublet: _____ Zero Marks

7- Status of Machineries & Equipments: **Maximum 25 Marks**
 (Each Machine & Equipment carries ONE marks)
 Note : Please provide description of machine including origin, make and model of your claims.

S. No.	Machine & Equipment	Quantity	Marks
1	04 color Machine		
2	02 color Machine		
3	Paper Folder Machine		
4	Plate Making Machine		
5	Digital Numbering Machine		
6	Three knife cutting Machine		
7	Conventional Paper Cutting Machine		
8	Lamination Machine		
9	Hot Glue Binding Machine		
10	Stitching Machine		
11	Stapler Machine		
12	Pasting Machine		
13	Desktop Publishing System		
14	Designing & Composing		
15	Film Separation & Scanning		
16	Generator		
Total Marks			

8- Experience with IBA (if any): *(please tick appropriate area)* **Maximum 10 Marks**
Note : Please provide supporting documents of your claims.

- i. Program Announcement / Graduate Directory / Annual Report etc
_____ 10 Marks
- ii. Booklet / Brochure / Newsletters etc: _____ 05 Marks

9- Time - line: *(please tick appropriate area)* **Maximum 10 Marks**
Completion of job after final proofing

- i. 10 Days: _____ 10 Marks
- ii. 15 Days: _____ 05 Marks
- iii. 20 Days: _____ 02 Marks

10- Printing & Storage / Warehouse Capacity for Cards / Paper for printing: *(please tick appropriate area)* *Note : Please provide supporting documents of your claims.* **Maximum 20 Marks**

- i. Printing Area 5000 + sq.yard & Warehouse 2000+ sq.yard: _____ 20 Marks
- ii. Printing Area 2000 + sq.yard & Warehouse 1000+ sq.yard: _____ 10 Marks
- iii. Printing Area 1000 + sq.yard & Warehouse 500+ sq.yard: _____ 05 Marks

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5. Terms & Conditions of Works

The following terms of the Purchase works are agreed by the company / firm / agency:

- (i) **Receiving/Acceptance of Purchase/Work Order:** The company / firm / agency will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** All goods/works must be accompanied by the Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, company/firm/supplier/agency/service provider name clearly mentioned. Non-compliance with this condition renders the goods works liable to non-acceptance. After seven days, IBA will not be responsible for any claim(s) / responsibility.
- (iii) **Date of Delivery / Execution:** The period of Delivery or Execution will commence from the Date of Issue of the Purchase/Work Order by the IBA.
- (iv) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (v) **Schedule of Work & Time Line:** Schedule of work and time-line will be framed with mutual consultation of Purchase Department, Project Department and the company / firm / agency. However, the company / firm / agency is liable to abide and strictly adhere to the Schedule of Work and Time Line provide by the IBA.
- (vi) **Delayed Delivery:** 2% penalty of the total amount will be imposed per month for which the company/firm/agency failed to deliver within the delivery/execution period.
- (vii) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (viii) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity upto 15% without assigning any reason and contractor will abide the instruction.
- (ix) **Quality Factors:** The quality of Program Announcements must be of prime quality. Raw material e.g. papers, cards, threads, pins, glues & ancillary article must be of high quality. Printing must be of crystal clear / sharp image(s) with high finish cutting.
- (x) **Condition of Goods / Works:** All items must meet in all respects with the specs & conditions of the Order and must be in good condition otherwise they will be liable to reject.
- (xi) **Delivery of Goods / Works:** All the items must be delivered to the store of the IBA who will sign the receipt with stamp on delivery note.
- (xii) **Rejection of Goods / Works:** We reserve the right to cancel any or all the items if material is not in accordance with our specification or if the delivery is delayed.

Stamp & Signature

- (xiii) **Sub-letting:** No sub-letting in any case and form will be acceptable.
- (xiv) **Disclosure of Confidential Script/Material:** All rights reserve with the IBA and no information either in written/electronic media/copying form should be disseminated without the permission of the authority.
- (xv) **Termination:** That upon termination of this agreement the service provider shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- (xvi) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Finance Department.
- (xvii) **Advance Payment:** Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- (xviii) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the company / firm / agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xix) **Bid Security:** 5% Bid Security should be deposited along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (xx) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xxi) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.
- (xxii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxiii) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxiv) **Validity of Bid:** Validity is for ninety (90) days.
- (xxv) **Rights:** IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA.
- (xxvi) **Company Profile:** Company Profile be attached with this document.
- (xxvii) **Tender Document:** Tender Document available at the Office of Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxviii) **Submission of Documents:** Last date for tender submission is March 10, 2014 upto 3:00 pm
- (xxix) **Opening of Tender:** Tender will be opened on March 10, 2014 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxx) **Technical Proposal:** Will be opened on March 18, 2014 on 11:30 am at IBA Main Campus, University Road, Karachi.
- (xxxi) **Criterion:** The printer(s) / firm(s) who secured 80% or above on the basis of Technical Proposal shall considered as qualified for further processing.

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- (xxxii) **Performance Security:** 5% Performance Security of total amount will be provided by the party before award of Work Order.
- (xxxiii) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Earnest Money should be further enclosed in a envelope & seal of Company should be affix on opening flaps
- (xxxiv) **Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxxv) **Stamp Duty:** Stamp duty 0.2% for Goods against total value of Purchase Order / Work Order will be levied accordingly.
- (xxxvi) **Rights:** All rights reserved with the IBA, Karachi. No part of article can be published, print, copy or transferred to other format without written permission of the IBA authority. Films / Plates and other related printing item should deposit to Purchase Office.

Note:

This Terms & Conditions is integral part of contract agreement besides other clauses / articles.

Important Notes:

1. Photographs scanning and printing to be of high quality.
2. Binding to be of high quality.
3. Timely delivery.

6. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency works;

M/s _____, the company / firm / agency hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.

Stamp & Signature

- (c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, company/firm/agency agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s _____

Contact Person _____

Address _____

Tel # _____ Fax _____

Mobile _____ email _____