

*Tender Fee: Rs.500/-
(Non-Refundable)*

TENDER FORM

Re-Tender # PS/03/17-18

PRINTING & SUPPLY OF IBA NEWSLETTER

TECHNICAL PROPOSAL

Date of Issue	:	January 11, 2018
Last Date of Submission	:	February 02, 2018 (3:00 pm)
Date of Technical Proposal Opening	:	February 02, 2018 (3:30 pm)
Date of Financial Proposal Opening	:	February 12, 2018 (11:00 am)

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1. Introduction

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites on January 11, 2018 to "Printing & Supply of IBA Newsletter".

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact Sr. Purchase Executive on 38104700 ext: 2150 for any information and query

Thank you.

-sd-
Registrar

2. Instructions

- (a) The Institute of Business Administration, Karachi (IBA) expects that aspirant Printers 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 unanswered 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 collect the Tender Document from the office of Sr. Manager Procurement & Stores, IBA Main Campus, University Road, Karachi from January 11, 2018 to February 02, 2018 during working 9:00 am to 3:00 pm.
- (d) The last date of submit the Tender Document in sealed envelope in February 02, 2018 by 3:00 pm in the Office of the Sr. Manager Procurement & 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) Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of payorder or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) Separate Envelop of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in a envelop & seal of Company should be affix on opening flaps.
- (h) Please attached at least 5 plus years' experience for this tender.
- (i) Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (j) Manufacturers / Firms / Supplier / Companies / Distributors must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.
- (k) Copy of Sales Tax & Income Tax Certificate should be attached.

3. BIDDING DATA

- (a). **Name of Procuring Agency:** Institute of Business Administration, Karachi
- (b). **Brief Description of Works:** Printing & Supply of IBA Newsletter
- (c). **Procuring Agency's address:**-Main Campus, University Road, Karachi_
- (d). **Amount of Bid Security:-** Bid Security of 5% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi
- (e). **Period of Bid Validity (days):-** Ninety Days
- (f). **Performance Security Deposit:-** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g). **Deadline for Submission of Bids along with time :-** The last date of submit the Tender Document in sealed envelope in February 02, 2018 by 3:00pm in the Office of the Sr. Manager Procurement & 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.
- (h). **Venue, Time, and Date of Bid Opening:-** Financial Proposal(s) of Technically qualified firm(s) will be opened on February 12, 2018 at 11:00am.
- (i). **Time for Completion from written order of commence:-** 60 days
- (j). **Liquidity damages:-** 2% liquidity damages of the total amount will be imposed per month for which the contractor failed to complete work within the execution period.
- (k). **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**
- #, **Amount :Rs.....Drawn on Bank..... Dated.....**

4. Evaluation Criteria

- a. Total point for Technical Proposal: 100
b. Minimum qualifying percentage is 70%. Applicant who secured less than 70% will be categorically disqualified for further process.

Technical Qualifications Criterion

- 1- Years in business: (please tick appropriate area) **Maximum 08 Marks**
Note : Please provide supporting documents of your claims.

- i. 10 + years: _____ 08 Marks
ii. 5 ~ 10 years : _____ 05 Marks
iii. 3 ~ 5 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 ~ 14 clients: _____ 05 Marks
iii. 05 ~ 9 clients: _____ 02 Marks

- 3- Manpower / Human Resources: **Maximum 13 Marks**
Note : Please provide description of manpower/human resources of your claims that include education, experience, age etc)At least ONE personnel under Manpower should be available on Payroll of Printer for every category.

S. No.	Manpower	Marks
1	Designer	4 +
2	Supervisor	3 +
3	Technician Printing	3 +
4	Technician Machinery	3 +
Total Marks		

- 4- 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

Stamp & Signature

5- 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

6- Status of Machineries & Equipment:

Maximum 14 Marks

(Each Machine & Equipment carries ONE mark)

Note : Please provide description of machine including origin, make and model of your claims.

S. #	Machine & Equipment	Yes / No
1	04 color Machine	
2	02 color Machine	
3	Single color Machine	
4	Three knife cutting Machine	
5	Conventional Paper Cutting Machine	
6	Lamination Machine	
7	Hot Glue Binding Machine	
8	Stitching Machine	
9	Stapler Machine	
10	Pasting Machine	
11	Dye Cutting Machine	
12	Desktop Publishing System	
13	Designing & Composing	
14	Generator to operate machines	
Total Marks		

7- Experience of similar printing under mentioned: *(please tick appropriate area)*

Maximum 10 Marks

Note : Please provide supporting documents of your claims & sample must be attached

- i. Newsletter / Annual Report: _____ 10 Marks

Stamp & Signature

8- Dedicated Designer & Composer: *(please tick appropriate area)* **Maximum 10 Marks**
Note : The printer is required to depute a dedicated designer & composer at IBA

- i. Full time : _____ 10 Marks
- ii. Part Time: _____ 05 Marks
- iii. In-House: _____ 02 Marks

9- Annual turnover of last three years company (Financial): *(Please tick appropriate area)*

Maximum 5 Marks

Note: Please provide supporting documents of your claims.

- i. 5 + million: _____ 05 Marks
- ii. 3 ~ 5 million: _____ 03 Marks
- iii. 1 ~ 3 million: _____ 02 Marks

10. Letter / Note of Dissent / Unsatisfactory performance issued from IBA:

Maximum 10 Marks

- i. No: _____ 10 Marks
- ii. Yes: _____ 00 Marks

5. Terms & Conditions

The following terms of the works are agreed by the printer:

- (i) **Receiving/Acceptance of Purchase/Work Order:** The Printer will sign the copy of the Purchase/Work Order as acknowledgement.
- (ii) **Delivery Challan:** Copies of Delivery Challan on which the Order number, date of delivery/work execution, quantity, quality, specs, 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) **Place of Delivery:** As specified in the Purchase/Work Order unless otherwise informed accordingly.
- (iv) **Delayed Delivery:** 2% liquidity damages of the total amount will be imposed per month for which the printer failed to deliver within the delivery/execution period.
- (v) **Inspection:** Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- (vi) **Quantity Delivered:** Competent Authority reserves the right to change/alter/remove any item or article or reduce/enhance quantity without assigning any reason and contractor will abide the instruction.
- (vii) **Condition of Goods:** 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.
- (viii) **Delivery of Goods:** All the items must be delivered to the Store of the IBA who will sign the receipt with stamp on delivery note.
- (ix) **Rejection of Goods:** 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.
- (x) **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.
- (xi) **Submission of Bills/Invoices:** Invoice/bill, Purchase Order & Delivery Challan should be submitted to Purchase Office.
- (xii) **Advance Payment:** Advance Payment subject to Bank Guarantee preferably National Bank of Pakistan.
- (xiii) **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 printer for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties.
- (xiv) **Price / Rate:** Price / rate must be quoted on Tender Form only and submitted in sealed envelope.

Stamp & Signature

- (xv) **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.
- (xvi) **Performance Security:** 5% Performance Security should be submitted in form of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (xvii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xviii) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the printer.
- (xix) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xx) **Validity of Bid:** Validity is for ninety (90) days.
- (xxi) **Tender Document:** Tender Document available at the Office of Sr. Manager Procurement & Stores, IBA Main Campus, University Road, Karachi.
- (xxii) **Submission of Documents:** Last date for tender submission is February 02, 2018 upto 3:00 pm.
- (xxiii) **Stamp Duty:** Stamp duty 0.35% for Goods against total value of Work Order will be levied accordingly.
- (xxiv) **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.
- (xxv) **Opening of Tender:** Tender will be opened on February 02, 2018 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxvi) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on February 12, 2018 at 11:00am.
- (xxvii) **Minimum Qualifying Percentage:** is 70%
- (xxviii) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in a envelope & seal of Company should be affix on opening flaps.
- (xxix) **Taxes :** All Government taxes (including Income tax and stamp duties), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxx) **Discourage Child Labor:** All staff must have CNIC and clearly mentioned to discourage work through child labor.
- (xxxi) **Environmental Friendly Procedure:** Printer must ensure Environmental Friendly procedure of manufacturing and avoid the use of Toxic material.
- (xxxii) **Turn Over:** Please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxxiii) **Blacklisted:** Manufacturers / firms / companies / distributors / general order supplier / printers is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm /agencies / department etc.

Stamp & Signature

- (xxxiv) **Sales Tax Registration Certificate:** Manufacturers / Firms / Supplier / Companies / Distributors must provide “Sales tax registration certificate with last month return copy both FBR and / or SRB” at the time of submission of bidding document.
- (xxxv) **Validity of Rate:** The rate, per page basis, will be valid for THREE YEARS and applicable as & when require to print the Newsletter. However, fluctuation in government taxes would be levied as per SRO/Ordinance/Notification.
- (xxxvi) **Contract Period:** The contract may be valid for three (03) years and extendable for additional one (01) year with mutual consent.
- (xxxvii) **Termination:** “IBA” may terminate this at any time after issuing a 15 days’ notice.

NOTE:

- a) Copy right reserved with the IBA, Karachi.
- b) Films / Plates and other related printing item should deposit to Purchase Office.
- c) Price/rate should be quoted on tender document in sealed envelope.

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 printer 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:

Terms & Conditions & Integrity Pact are 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 _____

Stamp & Signature