

BIDDING DOCUMENT

**Printing of Promotional Material
(Bid Ref No. M-3IC/PM/01-14)**



**Faisalabad Industrial Estate Development and Management Company (FIEDMC)
1st Floor, FCCI Complex, East Canal Road, Canal Park, Faisalabad**

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**FAISALABAD INDUSTRIAL ESTATE
DEVELOPMENT & MANAGEMENT COMPANY**



**Invitation for Bids/Quotations
For Printing of Promotional Materials
(Bid Ref No. M-3IC/PM/01-14)**

FIEDMC invites sealed quotations/proposals for printing of brochures for M-3 Industrial City in English Language with Chinese translation required to be delivered within a period of 10-12 days of the receipt of Purchase Order which shall be issued to the bidder whose quotation will be declared the lowest evaluated quotation.

Interested bidders may inspect the bidding documents at the address of FIEDMC between 0900 Hrs to 1700 Hrs or may download bidding documents from FIEDMC (www.fiedmc.com.pk) and PPRA (www.ppra.punjab.gov.pk) websites. The procurement shall be completed in accordance with Punjab Procurement Rules 2014.

A single package containing Financial Bids, duly completed, signed, stamped, sealed and in complete conformity with bidding document should reach FIEDMC office Faisalabad, on or before 1500 Hrs on **13th May, 2014**. Bids will be opened at 1530 Hrs on the same day in the presence of bidders' representatives who choose to attend, at the same address. Late tenders/bids will be rejected and returned unopened to bidders.

In case the bid opening date is declared a public holiday then the bids will be received and opened on the next working day or as notified.

Bids which are incomplete, not sealed, not signed and stamped, later or submitted by other than specified mode will not be considered.

Income/sales tax registration certificate and other documents as mentioned in bidding document must accompany the bids. Taxes will be deducted as per GOP rules.

There will be no price negotiations with the lowest evaluated responsive bidder. Bidders are, therefore requested to submit their lowest and best prices with their bids.

Note: FIEDMC may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under Punjab Procurement Rules, 2014.

Chief Executive Officer

FAISALABAD INDUSTRIAL ESTATE DEVELOPMENT & MANAGEMENT COMPANY
1st Floor, FCCI Complex, East Canal Road, Canal Park, Faisalabad,
Tel: 041-9230231-4 Fax: 041-9230235

Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents are liable to be rejected at the initial stage.

Applicability of Punjab Procurement Rules, 2014

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

1. Invitation to Bid**1.1 PPRA Rules to be followed**

Punjab Procurement Rules, 2014 will be strictly followed. These may be obtained from PPRA's website. <http://www.ppra.punjab.gov.pk>

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

2. Bidding Details (Instructions to Bidders)

The complete bids as per required under this tender document, must be delivered to the FIEDMC OFFICE **on or before 1500 hrs on 13th May, 2014**. The **Financial** bid shall be publicly opened in the Committee Room of FIEDMC **at 1530 hrs on the same day**. In case the last date of bid submission falls in / within the official holidays, the last date for submission of the bids shall be the next working day.

Queries of the Bidders (if any) for seeking clarifications regarding the specifications must be received in writing to the FIEDMC till **09th May, 2014**. Any query received after said date may not be entertained. All queries shall be responded to within due time. FIEDMC may host a Q&A session, if required, at FIEDMC premises. All Bidders shall be informed of the date and time in advance.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the FIEDMC will be permitted.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the FIEDMC Office.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The FIEDMC will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

TERMS AND CONDITIONS OF THE BID

3. Bid Scope

Following requirements define the scope of work of this tender.

- 3.1. The Selected Bidder will be responsible for the printing & delivery of brochures at FIEDMC Office.
- 3.2. Selected Bidder must ensure that the supplied item meets Technical Specifications.

4. Bid Eligibility/Qualification Criteria

Eligible Bidder is a Bidder who is:

- 4.1 registered with Tax Authorities as per prevailing tax laws (must possess National Tax Number (NTN) & Sales Tax Number (STN)).
- 4.2 has submitted bid for all items/goods/material.
- 4.3 have not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking on legal stamp paper is mandatory).

5. Bidding Cost

The Bidder shall bear all costs / expenses associated with the preparation and submission of the Bid(s) and the FIEDMC shall in no case be responsible / liable for those costs / expenses.

6. Amendment of the Bidding Document

- 6.1 The FIEDMC may, at any time prior to the deadline for submission of the Bid, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Bidding Document, on any account, for any reason. All amendment(s) shall be part of the Bidding Document and binding on the Bidder(s).
- 6.2 The FIEDMC shall notify the amendment(s) in writing to the prospective Bidders as per Punjab Procurement Rules, 2014.
- 6.3 The FIEDMC may, at its exclusive discretion, amend the Bidding Document to extend the deadline for the submission of the Bid as per Rule of Punjab Procurement Rules, 2014.

7. Preparation / Submission of Tender

- 7.1 Valid Registration Certificate for Income Tax & Sales Tax.
- 7.2 Submission of undertaking on Rs. 20 stamp paper duly attested that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

- 7.3 The Financial Proposal shall comprise on Letter of Offer Form.
- 7.4 This is made obligatory to affix authorized signatures with official seal/stamp on all original documents, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the bidder.

8. Bid Price

- 8.1 The quoted price shall be:
- 8.1.1 Best / final / fixed and valid until completion of all delivery i.e. not subject to variation / escalation;
- 8.1.2 Amount in Words & Figures and must be in Pak Rupees only;
- 8.1.3 Inclusive of all taxes and delivery charges.
- 8.2 Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).

9. Bid Validity

The Bid shall have a minimum validity period of **06 months** from the last date for submission of the Bid.

10. Opening of the Bid

- 10.1 Bids shall be opened at **1530 hrs on 13th May, 2014**, in the presence of the Bidders/Vendors, In case the last date of bid submission falls in / within the official holidays / weekends of the FIEDMC, the last date for submission of the bids shall be the next working day.
- 10.2 The Bidder's name, modifications, withdrawal, security, attendance of the Bidder and such other details as the FIEDMC may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

11. Clarification of the Bid

The FIEDMC shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Bid, from any or all the Bidder(s). No change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Bid. Acceptance of any such Correction is sole discretion of the FIEDMC.

12. Correction of errors / Amendment of Bid

- 12.1 The Bid price as determined after arithmetic corrections shall be termed as the Corrected Total Bid Price which shall be binding upon the Bidder.
- 12.2 No credit shall be given for offering delivery period earlier than the specified period.

13. TECHNICAL EVALUATION CRITERIA

The Bids which do not conform to the Technical Specifications as given hereunder or Bid conditions and the Bidders without adequate capabilities for supply and assurance will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation.

TECHNICAL EVALUATION CRITERIA

Category	Description	Points
Legal (Mandatory)	Valid Income Tax Registration	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Submission of undertaking on Rs. 20 stamp paper duly attested that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in	Mandatory
	Compliance to the technical specifications to be procured mentioned vide Annex-A of this document	Mandatory
	In full compliance of the Execution Schedule and Delivery Period mentioned in bidding document (Undertaking of same on Rs. 20 stamp paper duly attested is must)	Mandatory

14. FINANCIAL PROPOSAL EVALUATION

14.1 The Financial Proposals will be opened in the presence of the Bidders at the time and venue mentioned above.

14.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all taxes and expenses etc. In case of any exemption of taxes made by the Government in favor of the FIEDMC, the supplier shall be bound to adjust the same in the Financial Proposal.

14.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

14.3 The FIEDMC will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

15 Rejection / Acceptance of the Bid

15.1 The FIEDMC shall have the right, at its exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions, at the time of order placement. The FIEDMC may cancel/reject all bids or proposals at any time prior to the Acceptance of a bid or proposal. The FIEDMC shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The FIEDMC shall incur no

liability, solely, by virtue of its invoking Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Punjab Procurement Rules, 2014).

16. Acceptance Letter/Purchase Order

As per Punjab Procurement Rules 2014, the FIEDMC shall issue the Acceptance Letter/Purchase order to the successful Bidder, at least after 07 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Bid.

17. Delivery

The delivery time of the print material at FIEDMC Office will be 10-12 days.

18. Inspection and Testing

18.1 The FIEDMC shall inspect the Goods printed, Works carried out, under the Contract/PO/Supply Order, to verify their conformity to the Technical Specifications.

18.2 The inspections shall be conducted at the premises of the Supplier / at the final destination. Where conducted at the premises of the Supplier, the Supplier shall provide all- reasonable facilities and assistance, including access to drawings, production data and online verification from official web site of the Manufacture, to the inspectors, at no charge to the FIEDMC.

18.3 The FIEDMC may reject the Goods, the Services or the Works if they fail to conform to the Technical Specifications, in any inspection(s) and the Supplier shall either replace the rejected Goods, Services or Works or make all alterations necessary to meet the Technical Specifications, within three working days, free of cost to the FIEDMC.

18.4 The FIEDMC's post-delivery right to inspect, and, where necessary, reject the Goods shall in no way be limited or waived by reason of pre-delivery inspection, passing of the Goods.

18.5 Nothing contained in this document shall, in any way, release the Supplier from any Warranty or other obligations under the Agreement.

19. Payment

19.1 The Supplier shall provide all necessary supporting documents along with invoice.

19.2 The Supplier shall submit request for Payment, to the FIEDMC. The Application for Payment shall: be accompanied by invoices, receipts etc.

19.3 The FIEDMC shall pay the amount verified within thirty (30) days. Payment shall not be made in advance and against partial delivers. The FIEDMC shall make payment for the Goods Supplied, as per Government policy, in Pak Rupees, through cheque.

19.4 All payments shall be subject to any and all taxes and levies applicable under the laws of Pakistan, for the whole period starting from issuance of Acceptance Letter till Delivery of goods.

20. Taxes and Charges

The Supplier shall be entirely responsible for all taxes and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

ANNEXURE-A

SPECIFICATIONS OF REQUIRED PRINT MATERIAL/BROCHURE

<u>Introductory Brochure of M-3 Industrial City in English Language with Chinese Translation</u>	
Size:	5.8" x 11" Size
Pages:	30 Leaves
Orientation:	Landscape
Material:	Inner Pages – Art Card 260 grams Title Page – Shine Lamination
Printing:	4-color printing a. single spot logo (green and white color), caption (golden color), company logos (grey color) and website address (white color) printing on title front page b. single spot logos, company name and address printing in green and white color on title back page
Output:	Image Setter
Packaging:	Each piece packed in a shine lamination black card paper envelop with red color flap and printing of logo and company address in silver color on single position
Binding:	Saddle stitching
Quantity:	300 Pieces

Notes:

Notwithstanding that any details, accessories for the complete printing / finishing and required to make the accurate product are not specifically mentioned in these documents shall be considered as included in the offered/quoted Price. In this regard, the bidders can obtain sample brochures (if required) to have a look of desired promotional items to have a better idea before quoting the price.

BIDDER

CONDITIONS/INSTRUCTIONS

All Bids/Quotations shall be subject to the following conditions/instructions:-

- All designing/art material shall be to the satisfaction of the FIEDMC specifications.
- Taxes will be deducted as per the law.
- The rates and prices shall not be subject to any adjustment and shall remain fixed.
- The bidder shall submit his bid in a sealed envelope.
- Any bid received by FIEDMC after the deadline for submission will be returned unopened.
- Notwithstanding anything contained in the Bidding Documents, the Punjab Procurement Rules 2014 (PPRA-2014) as prepared by the Government of the Punjab shall be applicable and shall supersede any clause contained in the Bidding Documents.
- The Bidder shall obtain prior approval of draft print material, before final printing from FIEDMC as per its required specification and standard of the promotional items.
- Approved design/art material shall be the copy write of FIEDMC and shall be provided in any kind of soft formats as specified by FIEDMC (Hand Free, Coral Draw etc).
- The Bidder shall also be responsible of quality and quantity of the print items up to the satisfactory level of FIEDMC and material will be delivered at FIEDMC office with in 10-12 days after receipt of Purchase Order (if evaluated as lowest bidder).
- Full Payment shall be made after the delivery of the approved/required print items/material/brochures.
- Bids shall be valid for a period of 06 months.
- Bids shall be quoted in Pak Rupees and the payment shall be in Pak. Rupees.
- If deemed necessary, bidder(s) can obtain sample of Promotional Material from FIEDMC office to assess the quality of work required. The required brochure(s) shall be of the same quality and if found below specification at the time of delivery, then the same shall not be acceptable and returned back unpaid to the bidder.

LETTER OF OFFER

Bid Reference No. M-3IC/PM/01-14

Bid/Quotation for Printing of Promotional Material (Introductory Brochures of M-3 Industrial City)

To:

Chief Executive Officer
FAISALABAD INDUSTRIAL ESTATE DEVELOPMENT & MANAGEMENT COMPANY
1st Floor, FCCI Complex, East Canal Road, Canal Park, Faisalabad,

Dear Sir,

1. Having examined the Bidding Documents, Conditions, Specifications, Sample Print Material, etc. we, the undersigned, being a company doing business under the name of _____ and address _____

_____ hereby offer to provide required print materials/brochures in conformity with the said Documents for the following Bid Prices:-

BID PRICE / FINANCIAL COST SHEET

Item #	Item Description	No. of Units / QTY	Unit Rate (Excl. Taxes) Rs.	Total Taxes Per unit	Unit Rate (Incl. all Taxes) Rs. (4=2+3)	Total Cost (Incl. all Taxes) Rs.
1	Introductory Brochure of M-3 Industrial City in English Language with Chinese Translation	300				
Total Bid Price						
Total Cost (in words) Rs. _____						

Notes to Price Table:

1. The FIEDMC reserves exclusive rights to increase/decrease the quantities of print item mentioned vide this bidding document.
2. We undertake, if our Bid is accepted, to deliver and complete the consignment comprised in the Purchase Order within the time(s).
3. We understand that you are not bound to accept the lowest or any bid you may receive.
4. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the printing items.

5. We undertake, to be bound by all Bid Conditions.

Dated this _____ day of _____, 20____ Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf

of _____

(Name of Bidder in Block Capitals)

(Company Seal/Stamp)

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.