

Issued to M/S

Date:

BIDDING DOCUMENT

FOR

Printing of Promotional Material

(Bid Ref No. M-3IC/PM/02-14)



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

Ph # 041-9230231-34

UAN : 041-111-343-362

www.fiedmc.com.pk



**FAISALABAD INDUSTRIAL ESTATE
DEVELOPMENT & MANAGEMENT COMPANY**



**Invitation for Bids/Quotations
For Printing of Promotional Materials
(Bid Ref No. M-3IC/PM/02-14)**

FIEDMC invites sealed quotations/proposals for **printing of corporate diaries and table calendars for the New Year 2015** required to be delivered within a period of **10-15 days** of the receipt of Purchase Order which shall be issued to the bidder whose quotation will be declared as the lowest evaluated bid.

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 27th Dec, 2014**. Bids will be opened at **1530 Hrs on the same day** in the presence of bidders' representatives who choose to attend, at **FIEDMC Office**. 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.

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Incomplete bids or bids received without, undertakings, valid documentary evidence, supporting documents, not sealed, not signed and stamped, later or submitted by other than specified mode will not be considered at the initial stage.

Income/sales tax registration certificate and other documents as mentioned in bidding documents 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, Canal Park, East Canal Road, Faisalabad

Tel: 041-9230231-4 Fax: 041-9230235

1. Invitation to Bid

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. 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)

Queries of the Bidders (if any) for seeking clarifications regarding the specifications must be received in writing to the FIEDMC till **20th Dec, 2014**. All queries shall be responded to within due time. Any query received after said date shall not be entertained. 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.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

TERMS AND CONDITIONS OF THE BID

3. Bid Scope

- 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 otherwise the supplied items shall be rejected and FIEDMC shall bear no cost in this regard.

4. Bidder 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. **Amendment of the Bidding Document**

- 5.1 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).
- 5.2 The FIEDMC shall notify the amendment(s) in writing to the prospective Bidders as per Punjab Procurement Rules, 2014.
- 5.3 The FIEDMC may, at its exclusive discretion, amend the Bidding Document or extend the deadline for the submission of the Bid under PPPRA Rules, 2014.

6. **Preparation / Submission of Tender**

- 6.1 The Financial Proposal shall comprise on BOQ Form.
- 6.2 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.

7. **Bid Price**

- 7.1 The quoted price shall be:
 - 7.1.1 Best / final / fixed and valid until completion of all delivery i.e. not subject to variation / escalation;
 - 7.1.2 Amount in Words & Figures and must be in Pak Rupees only;
 - 7.1.3 Inclusive of all taxes and delivery charges.
- 7.2 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).

8. **Bid Validity**

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

9. **Opening of the Bid**

- 9.1 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.

10. 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.

11. Correction of errors / Amendment of Bid

11.1 The Bid price as determined after arithmetic corrections shall be termed as the Corrected Total Bid Price which shall be binding upon the Bidder.

11.2 No credit shall be given for offering delivery period earlier than the specified period.

12. 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 Pakistan. | 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 |

13. FINANCIAL PROPOSAL EVALUATION

13.1 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.

- 13.2 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- 13.3 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.

14 Rejection / Acceptance of the Bid

- 14.1 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 envisaged under PPPRA Rules, 2014.

15. Acceptance Letter/Purchase Order

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.

16. Delivery

The delivery time of brochures at FIEDMC Office will be 10-15 days.

17. Inspection and Testing

- 17.1 The FIEDMC shall inspect the Goods, Works Carried Out under the Contract/PO/Supply Order, to verify their conformity to the Technical Specifications.
- 17.2 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 website of the Manufacturer, to the inspectors, at no charge to FIEDMC.
- 17.3 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.
- 17.4 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.
- 17.5 Nothing contained in this document shall, in any way, release the Supplier from any Warranty or other obligations.

18. Payment

- 18.1 The Supplier shall submit request for Payment, to FIEDMC. The Application for Payment shall be accompanied by invoices, receipts etc.
- 18.2 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.
- 18.3 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.

19. Taxes and Charges

The Supplier shall be entirely responsible for all taxes and other such levies imposed and make inquiries to income tax / sales tax or to the concerned authorities in this regard.

ANNEXURE-A
SPECIFICATIONS OF REQUIRED MATERIAL/ITEM

| | | |
|-----------|----------------------------------|---|
| 1. | <u>Corporate Diaries:</u> | |
| | Item Description: | A4 Size Executive Desk Diary 2015 – Cream Paper Color |
| | Cover Color: | Navy Blue Bounded Leatherite cover |
| | Quantity: | 500 Pieces |
| | Branding: | 1. Logo embossing on the cover, single position 2. 4-color offset logo printing on Inside Title Page (1st Diary Page) 3. Logo printing on each page (Diary Inside Pages) single position single color 4. 12 separators on project information on card paper |
| | Packaging: | <u>Each piece packed in a:</u> 1. Sheet of Butter Paper with Silver Color logo printing on a single position 2. Then packed in a navy blue tray box with logo printing in silver color on a single position |
| 2. | <u>Table Calendars:</u> | |
| | Item Description: | Desk Calendars 2015 |
| | Specification: | 1. Size: 6 x 6” 2. 13 Leaves of 5.5 x 5.5” with 4+4 color printing and shiny lamination 3. Stand: Synthetic Wooden Base of 2” with logo embossing on single position, one side standing wooden pole of 0.5” with horizontal hanging rod of 0.25” 4. Finishing: wood finishing in walnut polish |
| | Designs: | Selected design with pictures insertions for printing on each page. |
| | Quantity: | 500 Pieces |
| | Packaging: | <u>Each piece packed in a:</u> 1. Sheet of Butter Paper with Silver Color logo printing on a single position 2. Then packed in a navy blue tray box with logo printing in silver color on a single position |

Note: Notwithstanding that any details, accessories for the completion of job 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 (if required) to have a look of desired material 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 material/item, before final execution of job from FIEDMC as per required specifications 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 items up to the satisfaction of FIEDMC and material will be delivered at FIEDMC office with in 10-15 days after receipt of Purchase Order (if evaluated as lowest bidder).
- Full Payment shall be made after the delivery of the approved/required items/materials.
- 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 Material from FIEDMC office to assess the quality of work required. The required item(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. _____

Bid/Quotation for _____

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 Materials, etc. we, the undersigned, being a company/firm/individual doing business under the name of and addressed below

hereby offer to provide required materials/items in conformity with the bidding documents at following price(s):-

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. |
|---------------------------------|------------------|--------------------|-----------------------------|----------------------|---|----------------------------------|
| | | | | | | |
| Total Bid Price | | | | | | |
| Total Cost (in words) Rs. _____ | | | | | | |

Notes to Price Table:

1. The FIEDMC reserves exclusive rights to increase/decrease the quantities of item(s) mentioned in 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 FIEDMC is not bound to accept the lowest or any bid received.
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 required 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 may lead to rejection of the financial bid.