

**Khwaja Fareed University of Engineering &
Information Technology, Rahim Yar Khan**



Tender Document

Tender No. Misc-110

Printing of Admission & Promotional Items

at

**Khwaja Fareed University of Engineering
& Information Technology
Rahim Yar Khan**

TENDER DOCUMENT

TENDER No. Misc-110

Printing of Admission & Promotional Items

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 1000/-

Last date of submission: _____

FOR OFFICE USE ONLY

Serial No _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan intends to purchase “**Printing of Admission & Promotional Items**” as provided at **Annex ‘A’**. The supplier will be responsible for Supply, delivery, commissioning of all specified items, wherever required, at the Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan. This document provides complete instructions for bidders intending to participate in this Tender.

2. Instructions for Bidders

2.1. Response to the Tender (Bid) should be submitted in one part which shall include two separately sealed envelopes of **Technical Proposal** and **Financial Proposal** before **11:00 AM** on **01-01-2019**. Technical Proposals will be opened on same day at **11:30 AM** in the presence of representatives of responding bidders, if any, and Financial Proposals will be opened after completion of technical evaluation. The exact time and place for opening of financial proposals will be informed to technically qualified bidders.

2.2. Responding bidder shall deliver two sealed copies of the bid. Each copy being physically separate, bound, sealed and labeled. Proposals shall be delivered at the address given below.

Procurement Department

**Khwaja Fareed University of Engineering & Information Technology
Abu Dhabi Road, Rahim Yar Khan.**

Tel. # 068-5882420

2.3. Any queries regarding this proposal should be directed to the designated Technical Contact Person listed below.

Mr. Ali Raza Gopang, Assistant Public Relations Officer

Email: pro@kfueit.edu.pk, Tel. # 068-5882411

2.4. All bids must be submitted by filling the **Annex ‘B’**. Same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this

Request for Proposal.

2.5. The original Tender Document duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. The Name and Address
- ii. Profile of company (Including Financial Profile)
- iii. List of Previous/Current customers of related designing, composing and printing of prospectus, with contact person and telephone/fax numbers.
- iv. Detailed product design information
- v. Copy of National Tax Registration Certificate
- vi. Copy of Sales Tax Registration Certificate
- vii. Bank letter of financial standing
- viii. An affidavit on Rs 100/- Stamp Paper that currently they are not black listed or debarred by any Government/Semi-Government Department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- ix. Any additional information the bidder may like to furnish e.g. repair/maintenance other concerned facility
- x. Detailed item specifications matched corresponding to the BOQ as given at **Annex 'A'**
- xi. Detailed project implementation schedule/Completion Schedule which includes the delivery of items mentioned in the BOQ
- xii. Signed and stamped Tender document
- xiii. Bank Draft of the Earnest Money

4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Equipment prices duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price
- iii. Any other Terms and Conditions

5. Terms & Conditions

- 5.1. This invitation for bids is open to all national original Manufacturers/ Distributors/Suppliers/Service Providers in Pakistan.
- 5.2. All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.
- 5.3. A bank draft equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **KFUEIT Rahim Yar Khan**. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted. Bank draft for Earnest Money should be placed with the Technical proposal.
- 5.4. Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.
- 5.5. A Bank draft of 5% of the total amount as **Performance Guarantee** will be provided by the supplier in favor of KFUEIT, Rahim Yar Khan within 10 days after decision of award of contract along with judicial stamp paper of the value 0.25 % of total cost which shall remain valid for 12 months beyond delivery period. This performance guarantee will be released after the completion of warranty/guarantee period, along with the satisfactory completion report by the Head of Marketing & Communication Department and inspection committee which will be intimated to the Seller and the Director Procurement KFUEIT, Rahim Yar Khan for their onward issuance of No Objection Certificate (NOC) for the release of performance guarantee.
- 5.6. KFUEIT Rahim Yar Khan reserves the right to accept / reject any or all proposals without assigning any reason thereof.
- 5.7. The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 5.8. The decision of the KFUEIT procurement committee will be binding on all concerned and will in no case be challenged in any forum.
- 5.9. KFUEIT Rahim Yar Khan reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.10. Delivery period will be as per terms and conditions of purchase order/supply order.

- 5.11.** Delivery shall be completed according to the agreed upon schedule.
- 5.12.** In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.13.** The University will get the item inspected at KFUEIT Rahim Yar Khan and reject the item, if not found according to the stated specifications.
- 5.14.** The University reserves the right to claim compensation for the losses caused by delay in the delivery of equipment.
- 5.15.** It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.16.** In case any supplies/material is found not in conformity with the specifications provided in the tender, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.
- 5.17.** All the proposals submitted will become the property of the University.
- 5.18.** All prices should be valid for at least 60 days. Withdrawal or any modification of the original offer within the validity period shall entitle the KFUEIT Rahim Yar Khan to forfeit the Earnest Money in favor of the KFUEIT Rahim Yar Khan and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 5.19.** Delivery of the items will be free of charge at Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan during the office hours with a copy of Delivery Challan.
- 5.20.** Items being ordered should be brand-new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the quote. Brochures mentioned and product details must be attached.

6. Tender Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex 'C'** for reference. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- a. Technical specifications of proposed item

b. Company Profile

- I. Age of the company
- II. Financial strength of the bidder

Financial Evaluation process will be based on the consideration of the quoted price.

7. Undertaking

On behalf of the company it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document

Name of bidder.....

Authorized person.....

Authorized signature.....

Stamp.....

Office Address.....

Tel No

Fax No

Printing of Admission & Promotional Items

Sr. No	Item Name	Specifications/Minimum Requirements	Unit of Measure	Qty.
01	Prospectus (2019-20)	Prospectus (2019-20) having following equivalent or better specification is required <ul style="list-style-type: none"> • Title Page on 350 gm Art Card with one side matt lamination, 4x4 color (lamination and Spot UV) • Inner paper quality: 150 gm art paper (A4 size) • Language: English • Inner pages color: offset, 4 colors + one special color • Inner Pages: No. of pages 180-200 Approx. (A4 Size) • Embossing Logo / Mono Gram with UV 	No. of Copies	2,500
02	Annual Report 2019	Annual Report 2019 having following equivalent or better specification is required <ul style="list-style-type: none"> • Title Page on 350 gm Art Card with one side matt lamination, 4x4 color • Inner paper quality: 150 gm art paper (letter size paper) • Inner pages color: offset, 4 colors • No. of pages 50-80 Approx. (letter size paper) 	No. of Copies	3,000
03	Booklet (Rules & Regulations)	Booklet (Rules & Regulations) having following equivalent or better specification is required <ul style="list-style-type: none"> • Title Page on 250 gm Art Card with one side matt lamination, 4x4 color • Inner paper quality: 150 gm art paper (A5 size paper) • No. of pages 30-50 Approx. (A5 paper size) 	No. of Copies	3,000
04	Newsletters (2 types)	Newsletters (2 types) having following equivalent or better specification is required <ul style="list-style-type: none"> • 2 types of newsletters • Title Page: 250 gm Art Card with one side matt lamination, 4x4 color • Inner paper quality: 150 gm art paper (A4 size paper) • No. of pages 30-40 Approx. (A4 paper size) 	No. of Copies	2,000

Sr. No	Item Name	Specifications/Minimum Requirements	Unit of Measure	Qty.
05	Departmental Promotional Brochures (2-3 types)	Departmental Promotional Brochures (2-3 types) having following equivalent or better specification is required <ul style="list-style-type: none"> • 2-3 types of departmental promotional brochures, booklet form • Title Page: 250 gm Art Card with one side matt lamination, 4x4 color • Inner paper quality: 150 gm art paper (A5 size paper) • No. of pages 15-20 Approx. (A5 paper size, each newsletter) 	No. of Copies	600

Printing of Admission & Promotional Items (Bid Form)

Sr. No.	Item Name	Unit of Measure	Qty.	Unit Rate (inclusive of all taxes, installation and Shipment charges)	Total Price (inclusive of all taxes, installation and Shipment charges)
01	Prospectus (2019-20)	No. of Copies	2,500		
02	Annual Report 2019	No. of Copies	3,000		
03	Booklet (Rules & Regulations)	No. of Copies	3,000		
04	Newsletters (2 types)	No. of Copies	2,000		
05	Departmental Promotional Brochures (2-3 types)	No. of Copies	600		
TOTAL: _____					
Total in Words: _____					

Company Evaluation Criteria

1. Basic Evaluation

- i. Profile of company complete in all respect
- ii. List of Previous/Current customers, Purchase Orders of related Services with contact person and telephone/fax numbers for justifying experience of printing works.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Sales Tax Registration Certificate or Copy of Online Active Taxpayer
- v. Bank letter of financial standing issued after date of publishing of tender/Bank Statement issued after date of publishing of tender
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Detailed item specifications or Services matched corresponding to the BOQ as given at **Annex 'A'**
- viii. Proposed delivery, response time, plan for rendering service
- ix. Signed and Stamped Complete Tender document
- x. Bank Draft of the Earnest Money

Note: Basic Evaluation Criteria is mandatory to fulfill to qualify for detailed evaluation. Failure to meet and submit all documents related to basic evaluation may lead to disqualification.

2. Detailed Evaluation

(Minimum Passing Score Required is 65 Points for qualifying to Financial Opening)

DETAILED EVALUATION CRITERIA FOR TENDER			
Specifications are available at Annex-A			
Sr. No	Item Name and Description	Marks	Max Marks
1	Past Performance/Experience of the Bidder (Reg. with GST/NTN) Attach copy of all supporting documents	--	10
1.1	1 – 3 year experience	2	--
1.2	4 – 8 year experience	4	--
1.3	9 – 15 years' experience	6	--
1.4	Above 15	10	--
2	Relevant Experience (Attach copy of all supporting documents)	--	10
2.1	1 – 5 years' experience	3	--
2.2	6 – 10 years' experience	6	--
2.3	11 and above year experience	10	--
3	Financial Position/ Status (Attach copy of all supporting documents)	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory) attach original bank certificate indicating financial status	2	--
3.3	Statement Worth (Min 2 m) attach all supporting documents	4	--
4	After Sale Services Available (Attach copy of all supporting documents)	--	10
5	Technical Evaluation of quoted items (Attach copy of all supporting documents)	--	60
5.1	Specification matched as provided in Annex-A	15	
5.2	Ability to execute the task	15	
5.3	Reliability	2.5	
5.4	Delivery schedule as per need	5	
5.5	List of clients / where this equipment delivered	5	
5.6	Satisfactory letter from clients	10	
5.7	Guarantee / Warranty (as the case may be)	5	
Total		--	100