



KHYBER PAKHTUNKHWA  
PAKISTAN

## TENDER DOCUMENTS FOR WALL & TABLE CALENDARS 2017

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**TOURISM CORPORATION KHYBER PAKHTUNKHWA  
2016-17**

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**Note:** The bidder is expected to examine the Bidding Documents carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

## **Instructions**

1. The Tourism Corporation Khyber Pakhtunkhwa invites sealed bids from eligible bidders for the printing of wall & table calendars 2017 on the basis of **“Single Stage – Two Envelops Bidding Procedure”** comprising of Technical Bids and Financial Bids in different areas of Khyber Pakhtunkhwa.
2. Both Technical Bids and Financial Bids must be submitted in two separate sealed inner envelopes marked “1-Technical Bids” and “2-Financial Bids” which should be packed in one outer envelope.
3. The Technical Proposal should contain all the bid items without quoting the price and must list firm’s clientele, detail of technical and managerial staff, list of equipment and machinery, number of similar assignments & past relevant record (public & private sector) relevant experience last 3 years, financial status and capacity of the firm (bank statement 2013-16), tax returns 2013-16.
4. All bids must be accompanied with call deposit/earnest money (refundable) in shape of pay order / bank draft/CDR/Bank Guaranty of two percent (02%) of total bid amount in favor of Managing Director Tourism Corporation Khyber Pakhtunkhwa.
5. The technical bids will be immediately opened after deadline for submission of bids in the presence of bidders/bidders representatives who choose to attend while the financial bids will be opened later on after the evaluation of technical bids. Financial bids of only technically qualified responsive bidders will be opened while the financial bids of technically unqualified bidders will be returned unopened.
6. Any bid not received as per terms and conditions laid down in this document are liable to be ignored. No offer shall be considered if:
  - a. Received without earnest money;
  - b. It is received after the date and time fixed for its receipt;
  - c. The tender document and the bid is unsigned;
  - d. The offer is ambiguous;

- e. The offer is conditional i.e. advance payment, or currency fluctuations etc.;
  - f. The offer is from blacklisted firm in any Federal / Provincial Government Department; and
  - g. The offer is for store / items not conforming to the specifications indicated in the tender enquiry.
7. The Tourism Corporation Khyber Pakhtunkhwa will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
  8. As authority competent to accept the tender, Tourism Corporation Khyber Pakhtunkhwa reserves the right to accept or reject one or all the tenders by assigning cogent reason as KP-PPRA Rules.
  9. If the Contractor is found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, Tourism Corporation Khyber Pakhtunkhwa may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders.
  10. All prices quoted must include all Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
  11. Failure to complete the task within the stipulated time period will invoke penalty as specified in this document. In addition to that, 02% Call Deposit amount will be forfeited and the company will not be allowed to participate in future tenders as well.
  12. Tourism Corporation Khyber Pakhtunkhwa reserves the rights to claim compensation for the loss caused by the delay in execution of task.
  13. Usage of correction fluid & corrections are strictly prohibited unless duly initiated.

14. Bidders are essentially required to provide correct and latest postal/email/web addresses, phone/mobile/fax numbers for actively and timely communication.

**Evaluation Criteria and Comparison of Bid:**

The Technical Bids will be evaluated on the basis of following parameters and each bidder should clearly indicate the following in separated annexure duly labeled. In case the following information was missing the marks will not be given to the firm. No telephonic clarifications will be made and no additional documents will be entertained after the due date of technical proposal opening of the bids.

<b>S. No.</b>	<b>Selection Factor for Evaluation</b>	<b>Max. Marks</b>	<b>Marks obtained</b>
1.	Profile of the Firm	15	
2.	Detail of Technical and Managerial Staff	10	
3.	Number of similar assignments & Past Relevant Record (Public & Private Sector) Relevant Experience last 3 projects	25	
4.	Sample	25	
5.	Financial status and capacity of the firm (Bank Statement 2013-16)	10	
	Tax Returns 2013-16	15	
	<b>Total Marks</b>	<b>100</b>	

The bid not obtaining minimum qualifying score shall not be considered for financial evaluation and their financial proposals shall be returned unopened. Out of the bids qualifying the technical criteria, the 70% - 30% formula will be applied for award of contract to the successful bidder provided it meets all other procedural requirements.

## Detail Bidding Documents

### Scope of Work

#### 1. Wall Calendar

- Four colors printing
- Size 18x23 inch
- 14 pages
- 148 gm matt paper
- Metallic spiral/ring binding
- 128 gm matt paper for envelope with 4 colors printing
- Wall calendar will be in landscape format, therefore metallic spiral/ring binding must be for heavy duty

#### 2. Table Calendar

- Four colors printing
- Size 8.5x6.5 inch
- 13 pages (both sides printing)
- 310 gm texture card
- Metallic spiral/ring binding
- 310 gm hard card box with 4 colors printing